



Program Guide



INTRODUCTION

WHAT IS HONDA CAMPUS ALL-STAR CHALLENGE?

Honda Campus All-Star Challenge (HCASC) is a question and answer game for America's Historically Black Colleges and Universities. Game questions cover a broad variety of topics from history, literature, the sciences, religion, geography, and the arts to current events, social sciences, sports and popular culture. African American history, achievements and culture are well represented in all subject areas.

The competition is open to all four-year degree-granting Historically and/or Predominantly Black Colleges and Universities in the continental United States.

The program is sponsored by American Honda Motor Co., Inc. There are no sign-up or participation costs. The only costs borne by participating institutions are for their own on-campus publicity and tournament staging.

Honda Campus All-Star Challenge is a simple program to run. All the information and materials needed to implement the program are supplied including:

- ✓ *Game Packets* of carefully researched questions and answers for the campus tournament.
- ✓ Use of an electronic *Lockout System*.
- ✓ *Travel, housing and meals* for the National Championship tournament.
- ✓ A *Toll-Free Help line* to assist campus personnel in planning and executing the campus tournament. 800-388-2272 x115.
- ✓ Website located at www.hcasc.com
- ✓ Facebook page: www.facebook.com/HCASC
- ✓ Twitter page: www.twitter.com/HCASC

HELPING HANDS

Former players and coaching assistants love to get involved. The students are especially helpful in spreading the word and recruiting teams. Let them help! We also offer a series of webinars to guide you. Check the website for details.

Honda Campus All-Star Challenge is a rewarding program and we hope that you will be with us for years to come! Feel free to contact the HCASC Headquarters staff with any questions. We're here to help.

HOW TO USE THIS KIT

The HCASC Program Guide is designed to help the Campus Coordinator and Coach create the best Campus Program possible. Accordingly, it is broken up into chapters that follow the general flow of running the HCASC program on your campus.

"Getting Started" is organized to help the Campus Coordinator plan and promote the Campus Tournament. The process is outlined step by step with tips and suggestions to give your tournament plenty of exposure on campus. The CD-ROM is chock full of templates for flyers, table tents, door hangers and more!

"Campus Volunteers" lists job descriptions for the volunteer game officials you will need for your tournament and provides training resources to make sure they're comfortable with the game.

"Game Rules" is a complete listing of the game rules as well as sample discrepancy situations. A Rules Quiz is included on the CD-ROM to facilitate understanding and awareness of all the rules.

"Your Tournament" outlines the steps to actually "run" your tournament. Everything from a game room set-up diagram and equipment checklist to sample tournament charts are included in this chapter.

Once the campus tournament is over, the Coach will take on much of the responsibility for the program. However, the Campus Coordinator and Coach will need to keep in touch to ensure that deadlines for qualification materials are met.

"Coaching Your Team" offers suggestions and strategies for turning your campus Varsity Squad into a contender at the Nationals. Everything from training drills, study resources, question writing tips and more can be found here.

"Attending the NCT" delineates the code of conduct for your players at the NCT and offers gameplay strategies to keep your team sharp in the heat of the game.

The complete guide is also available online at www.hcasc.com

THE NATIONAL TIMETABLE 2010-2011

September	Program Kits ship to Campus
September 15	Deadline to submit Campus Tournament Date
Sept 30 - Nov 30	Campus Tournaments
December 1	Deadline to submit Qualification Materials Part 1
January 26	Deadline to submit Qualification Materials Part 2
January 31	Great 48 Announced
February - March	Qualifying institutions prepare for the Nationals
April 9-12	National Championship Tournament



WHO RUNS HCASC?

THE CAMPUS COORDINATOR

The Campus Coordinator, generally a staff member in student affairs (student union, student activities, residential life) or in academic affairs/honors program, is the primary liaison between the school and HCASC Headquarters. The details of the coordinator's job are outlined below.

The Campus Coordinator can undertake the responsibilities of the Coach as well, but in general, the Campus Coordinator maintains an administrative perspective. The responsibilities of the Campus Coordinator include:

- ✓ Publicizing the HCASC campus tournament.
- ✓ Recruiting and training volunteer game officials for the campus tournament.
- ✓ Recruiting a Coach (if necessary).
- ✓ Coordinating all details of the campus tournament.
- ✓ Completing the Part 1 NCT qualifiers package and much of Part 2 NCT qualifiers package.
- ✓ Coordinating all details of the campus tournament.
- ✓ Facilitating the logistical details of player eligibility and team travel for intercollegiate and national play.

THE CAMPUS COACH

The Coach is either a faculty member or an institutional staff member. In some cases an alumnus or alumna, who was a player in the past, will assist the Coach. While the Coach and the Campus Coordinator responsibilities can be performed by the same person, having a separate person responsible for the administrative aspects of the campus tournament can free the Coach to focus on the players and the game. The Coach's responsibilities include:

- ✓ Selecting the Varsity Squad and designating the Nationals Team of four players for the National Championship.
- ✓ Running practices and training players.
- ✓ Working with the Campus Coordinator to handle the administrative details for intercollegiate tournaments and the National Championship.
- ✓ Traveling with the team to tournaments.
- ✓ Helping to develop a long-term campus program.
- ✓ Helping recruit and train game officials and other volunteers for the campus tournament.



The Campus Coordinator handles campus tournament logistics



The Coach runs practices and travels with the team

DEVELOPING A LONG-TERM PROGRAM

Your *Honda Campus All-Star Challenge Campus Program* is an on-going, developing program. Taking the long-term approach will help to create a solid foundation and ensure the best experience for players and the campus community. Over time, you will be a part of a program that builds winning teams.

A DEDICATED COACH

It is most important to find a dedicated Coach who loves the game and the students. Having a person with the motivation to keep the program going from year to year is very important. Not only does the Coach provide the logistical and administrative support to keep the program healthy from year to year, but that person's enthusiasm and dedication are infectious. These qualities constantly remind the students that their efforts are appreciated and respected by the school and its staff.

Should the time come for the Coach to step aside, the integrity of the program can be assured by finding a worthy successor. It is important to start this process early. Ideally, a year's overlap allows the new Coach to learn the entire program from the outgoing Coach and affords the players the chance to develop personal relationships with the new Coach.

THE CAMPUS PROGRAM

The campus tournament and practice sessions are the building blocks for recruiting players and developing strong teams. [See *Building a Varsity Squad*, p. 38 and *Practicing with Your Team*, p. 41] Nothing can take the place of this foundation, but there are important supplements.

MAKE HCASC FUN

The best way to keep students excited about the program is to keep the atmosphere positive and fun. Students do not need an activity which is like another class or test. They are looking for a place to belong. Some Coaches strive for a fraternal or family atmosphere.

DEMONSTRATION MATCHES

Some schools hold public demonstration matches. They can be played with students against teams of faculty or administration. If scheduled in a public area, they can be an event as well as a practice.

One suggestion for helping ensure a good faculty/student match is to invite the faculty to watch some of the final matches of the campus tournament or a videotaped match beforehand. Faculty certainly have the knowledge to play the game successfully; however, they do not always have the knowledge of the game rules, it's rhythm and strategy.

Be sure to remember the words of one faculty member: "If the faculty win, it is because we have greater knowledge and experience and if the students win, it is because we are such excellent teachers."

RECOGNIZE YOUR TEAM

One of the best things a Coach can do is get recognition for the team; this ranges from certificates for all of the participants in the campus tournament to letters from the dean or president. A formal reception following the National Championship can be a terrific way for the institution to acknowledge the achievements of the team.

Work with the public relations staff to run articles in the campus publications and local papers. Many schools will send press releases to the home town newspapers of the Nationals Team members.

FORMING A CLUB

Maintaining continuity from year to year, providing leadership opportunities for students and gaining campus awareness of the program can all be assisted by forming a *Honda Campus All-Star Challenge* club.

By undergoing the necessary steps to register the organization as an official campus organization, the students learn important skills. They will take more responsibility for the campus tournament. It is possible that forming a club will allow the program to be listed in various campus publications, such as booklets about being involved on campus, or lists of clubs distributed by the student activities office.

www.facebook.com/HCASC



Learn how to
maximize exposure
with social media
sites on page 12



www.twitter.com/HCASC



RULES GOVERNING PARTICIPATION

1. The title, concept, format, game packets of questions and answers and all other materials used in connection with Honda Campus All-Star Challenge are the property of the College Bowl Company (CBC). They are for use in the Honda Campus All-Star Challenge campus program on participating campuses only and may not be used for any other purpose without the expressed written consent of the company.
2. Signing up for the HCASC program entitles an institution to use the Honda Campus All-Star Challenge title, concept, format and other materials. The license extends only to the campus program. Use of any or all of these elements outside of the campus program is prohibited without the expressed written consent of the College Bowl Company.
3. Only questions and answers supplied by Honda Campus All-Star Challenge may be used in the Campus Program.
4. Game packets supplied for the Campus Program are for Campus use only. Photocopies may be made for use in simultaneous play.
5. In order to insure that Honda Campus All-Star Challenge questions are current, game packets may not be retained by participating institutions for more than five years. Outdated game packets must be destroyed.
6. No Honda Campus All-Star Challenge match may be filmed, taped, audio taped, broadcast or otherwise preserved without the expressed written consent of the College Bowl Company. Signing a license agreement and payment of a nominal per program license fee is required.
7. It is up to each institution whether its NCT team members may participate in invitational tournaments other than those licensed by CBC. Participation outside of CBC licensed invitational tournaments has no impact on institutional or individual eligibility in the HCASC program or HCASC NCT.
8. Failure to observe these terms and conditions may result in an institution's expulsion from Honda Campus All-Star Challenge play and could also result in legal action.

No game packets or any questions and answers may be distributed to any individual, organization or other institution.

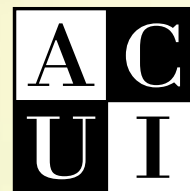
HONDA CAMPUS ALL-STAR CHALLENGE

EDUCATIONAL PARTNERS



NAFEO staff and volunteers assist in campus and community-wide support and public relations efforts.

National Association for Equal
Opportunity in Higher Education
209 Third Street, SE
Washington DC 20003
(202) 552-3300
www.nafeo.org



ACUI volunteers assist in the coordination of all game play and national tournament events.

Association of College Unions International
One City Centre
120 W. Seventh Street, Suite 200
Bloomington, IN 47404-3925
(812) 245-2284
www.acui.org

NATIONALS ELIGIBILITY RULES

1. For National Championship Tournament (NCT) play, each institution designates a Honda Campus All-Star Challenge Varsity Squad. This Varsity Squad is composed of eight to twelve players, from which the four member team traveling to any given tournament is selected. A Varsity Squad of eight to twelve players gives Coaches the opportunity to work with different combinations of players. It also provides the incentive for all players to participate in the campus tournament, as selection of the Varsity Squad is not determined until after the tournament.

2. The four members of the team that wins the campus tournament are automatically members of the Varsity Squad. Up to eight additional "all-stars" from the campus tournament may be selected to be part of the Varsity Squad. There are no specific criteria for all-stars. This allows strong players whose teams were not victorious a chance to represent the institution at the Nationals.

Most institutions train a Varsity Squad for some months before determining which players will compete. Which of these players represent your institution is the decision of the Coach; however, we recommend that institutions use Varsity Squads (and HCASC clubs) as part of their selection process.

3. For Nationals, only four of the Varsity Squad players may be declared eligible to compete. They constitute the Nationals Team. A member of the institution's faculty or staff is **required** to accompany the team and is designated as the Coach during the NCT. This person serves as the institution's official representative in resolving any situations that may arise (e.g., game logistics, team travel or personal emergencies).

4. Undergraduates must carry 7 semester credits. The quarter equivalent, or, full-time status as defined by the school, or, registrar verification that a lower second semester course load completes all degree requirements is acceptable in lieu of the semester credit requirement.

5. Graduate students may not be part of the Nationals Team attending the NCT.

6. Each member of the Varsity Squad must be registered in school (see credit requirements above) for the term during which the campus and NCT matches are played in order to be eligible to compete with the team.

7. Each member of the Nationals Team (and Varsity Squad) **must** have played in at least one campus tournament game during that year.

8. The composition of the Nationals Team should reflect the diversity and history of the institution.

9. All players are limited to four years of intercollegiate play, regardless of institutional affiliation.

10. Eligibility exceptions must be appealed to Honda Campus All-Star Challenge Headquarters directly.

11. Institutions may add additional eligibility requirements by campus policy.



HCASC NCT CHAMPIONS



2010 PRAIRIE VIEW A&M UNIVERSITY

- | | |
|--|--|
| 1990 West Virginia State University | 2000 Clark Atlanta University |
| 1991 Florida A&M University | 2001 Morehouse College |
| 1992 Norfolk State University | 2002 Morehouse College |
| 1993 Tuskegee University | 2003 Florida A&M University |
| 1994 Tuskegee University | 2004 Morehouse College |
| 1995 Jackson State University | 2005 Florida A&M University |
| 1996 Florida A&M University | 2006 Morehouse College |
| 1997 Alabama State University | 2007 Tennessee State University |
| 1998 Florida A&M University | 2008 Oakwood University |
| 1999 Florida A&M University | 2009 Oakwood University |

Getting Started



YOUR CAMPUS TOURNAMENT CHECKLIST

This planning checklist will help you establish a workable timetable to keep things running smoothly. Activities are listed in chronological order and indicate in **italics** when the tasks should be completed. The rest of this chapter is structured to sync up with this timetable so you can follow your planning step by step until the Tournament is complete!

- ✓ As the Campus Coordinator, contact faculty and staff members about being a part of your tournament team
- ✓ **Select a date** for the campus tournament. It should fall between September 30th and November 30th. Make sure you **inform the HCASC Headquarters** of the date once it's set. *(September 15th Deadline)*
- ✓ **Link to HCASC Facebook and Twitter pages:** Gather Facebook and Twitter information from students to help spread the word [See *Using Facebook and Twitter*, p.12]
- ✓ **Develop a promotional game plan:**
 - To give program overall visibility on campus
 - To recruit players and teams
 - To recruit volunteer game officials
 - To publicize the National Championship*(Two months in advance of your tournament)*
- ✓ **Start team sign-up.** Sign-up sheets should be widely distributed and returned to a central location. *(One month in advance of your tournament)*
- ✓ **Send letters to likely sources of teams.** Be sure to explain the program, the benefits and enclose a sign-up form. *(3 weeks in advance)*
- ✓ **Reserve rooms and equipment** for tournament. See *Equipment Checklist* on p. 31. *(One month in advance)*
- ✓ **Recruit volunteer game officials.** *(at least 2-4 weeks in advance)*
- ✓ **Train Volunteers** for game official duties. Plan a 2-4 hour session. *(Week before tournament):*
 - Hand out the rules, scripts and job descriptions
 - Hand out game schedules
 - Play practice games
 - Use the rules quiz
- ✓ **Tournament Time!** Now you're in the home stretch. The next few items need to be done in the week right before your tournament takes place.
- ✓ **Set final game schedule,** once sign-ups are completed. *(After sign-up deadline, about 1 week before tournament)*
- ✓ **Post tournament charts** around campus to publicize tournament schedule and recruit audience. *(Week before tournament)*
- ✓ **Make team and player nameplates.** *(Week before tournament) Note: Have extra paper stock on hand for last minute corrections and/or changes.*
- ✓ **Meet with team captains** *(Week before tournament):*
 - Hand out rules and game schedules
 - Answer any questions
 - Use the rules quiz if necessary
- ✓ **Double-check all arrangements** and equipment setups. Run practice games if possible. *(2 days before tournament)*
- ✓ **Congratulate your volunteers support team!** You've put a lot of hard work into this tournament. Make sure everyone knows how much their efforts are appreciated. *(All the time)*
- ✓ **Submit NCT Part 1 qualification materials** to HCASC Headquarters Immediately following tournament *(December 1st Deadline)*
- ✓ **Select Varsity Squad** Eight to twelve of your best campus tournament players. *(Immediately following tournament)*
- ✓ **Begin coaching the Varsity Squad** *(Immediately following tournament)*
- ✓ **Select the Nationals Team** *(In time to complete Part 2 forms due January 26th)*
- ✓ **Submit NCT Part 2 qualification materials** to HCASC Headquarters. *(January 26th Deadline)*

Now let's get started on making all this happen...

SELECT A DATE

You will receive everything you need in order to run your campus tournament by early September. This allows you time to increase awareness of the program and its benefits early in the Fall term.

The tournament should take place early enough in the semester or quarter when there are not a lot of conflicting events. For example, Homecoming activities will pull students in a number of different directions, so an early semester tournament may suit you best.

You should decide when the campus tournament best fits into your campus schedule. Whenever the tournament is scheduled, be sure to allow two to four weeks for promotion and registration.

While some institutions play HCASC in one evening or weekend, others play two or three games at a time over several weeks. You are free to choose a schedule that works best for you.

Once you've scheduled your campus tournament, be sure to call HCASC Headquarters to confirm your date and to reserve a lockout system, if needed.

DEVELOP A PROMOTIONAL PLAN

Promotion of your tournament goes hand-in-hand with recruiting players. The more exposure the tournament has, the more interested your students will be in participating. Twitter and Facebook will be invaluable in helping to raise awareness [See *Using Facebook and Twitter*, p. 12].

Your goal here is two-fold. One, you want as many students as possible to know about the chance to play in this game. There's a lot at stake and school pride goes a long way in inspiring participation. Secondly, you want to raise general interest and build an audience for the tournament.

Your promotion efforts will also help you recruit volunteers for the games, so talk to students and peers to gather promotional ideas. We've included promotional templates as Microsoft Word and Powerpoint files on the enclosed CD-ROM. With a few keystrokes, you can customize these flyers, table tents and doorhangers to your campus and start spreading the news! Be sure to use the official Honda Campus All-Star Challenge name and logo or you will not qualify for the NCT. [See *Logo and Program Title Use* p. 13]

Photos of last year's NCT teams are included on the CD-ROM so you can add your them into your promotions



You will find these in the "NCT Team Photos" folder in "Tools for Promotion" on the disk



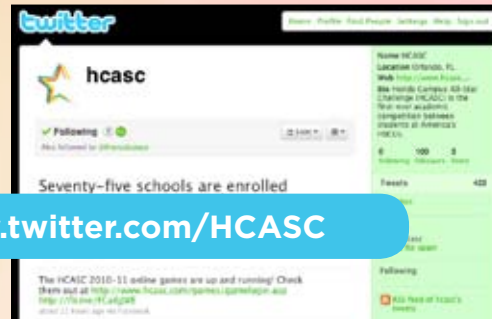
USING FACEBOOK AND TWITTER

An excellent way to drum up support is by leveraging the power of social media. Facebook and Twitter are the most popular ways for students to keep in touch, receive updates and share information with each other. More importantly, students use these services on their cell phones. That means they will receive multiple notifications about the program as their friends become involved.

Creating profiles for Facebook and Twitter is easy (have a student help if you need it!). Once you're set up, you can "Like" the HCASC Facebook page (www.facebook.com/HCASC) and "follow" the HCASC Twitter feed (www.twitter.com/HCASC). Tracking these two sites will keep you informed with the latest updates that you can pass on to your students.

The HCASC Facebook and Twitter pages are promoted on all the flier templates, so encourage participants to add these pages to their social media connections.

It's also a good idea to designate a student with a lot of "followers" and "friends" to post updates on behalf of your campus program. You'll be amazed at the turn out for your tournament when you incorporate these new media tools into your program.



PLAYER RECRUITMENT SOURCES

- ✓ Fraternities & Sororities
- ✓ Residence Hall Associations
- ✓ Student Government
- ✓ Clubs/Organizations
- ✓ Honor Societies
- ✓ Academic Departments
- ✓ Faculty
- ✓ Incoming Freshmen and Transfer Students

Remember: A minimum of EIGHT teams must participate in the campus tournament for your institution to qualify for the Nationals.

STARTING TEAM SIGN-UP

Where are the players? A great way to gather teams is to capitalize on existing rivalries. Freshman love to "one up" the Seniors. What about Ladies' dorms vs. the Men's Halls? And of course, there's always competition between the Greek-letter organizations.

Another great idea is to use last year's players as "team builders." Make each returning student responsible for pulling together a four-person team of his/her own. This method offers the added advantage of mixing these strong players with newcomers, thereby strengthening your pool of players.

It helps to have a "point person" to provide the forms and answer questions about HCASC. That person may be you, but this is a great job for someone who knows the program and is well-suited to handling paperwork. Put this person's campus phone number on your promo flyers so sign-up is easily accessible.



LOGO AND PROGRAM TITLE USE

LOGO USE

The HCASC program has an approved logo which must be used in all promotional materials for your campus program. For your convenience, we have provided copies of the logo in various formats (.eps, .wmf, .jpg and .tif) for use on your fliers and other promotional items on the enclosed CD-ROM.

Both the color or black and white logo are acceptable, but the logo must be displayed on your materials to fulfill the Part 1 Qualification paperwork. Since all of the promotional materials on the CD-ROM include the appropriate logo, you may choose to use only those. However, you are free to design whatever materials you like.

Suggested locations for logo placement are: flier corners or centered at the top or bottom of the flier. There are several designs for you to choose, so you may vary your fliers throughout the season and keep the program fresh on your campus.



PROGRAM TITLE

The name of the program is the Honda Campus All-Star Challenge. **Materials that refer to program as "Brain Bowl" or "Quiz Bowl" will not be accepted for Nationals qualification.** All of the enclosed forms, sample letters and promotional materials use the correct name. Therefore, your best bet is to customize the enclosed materials for your campus tournament. Of course, you may feel free to create your own fliers; however, all materials must refer to the program as the "Honda Campus All-Star Challenge" only.

When typing out the program name, standard "upper/lower" construction is preferred due to Honda guidelines (as below). You may use any font or typestyle you like, however. Again, submission materials that do not feature the official program name will not be accepted and may compromise your chances of being one of the NCT teams. If you have any questions at all, please feel free to contact HCASC Headquarters at 800-388-2272 x115.

Honda Campus All-Star Challenge

PART 1 QUALIFICATION

REQUIREMENTS

1. Updated Key Contacts: on-line submission
2. Campus Program Report: on-line submission
3. Tournament Team Sign Up Forms or Sign-up List
4. Tournament Chart
5. Tournament Scoresheets
6. Tournament Publicity
7. Community Service Project

Updated Key Contacts:

Inform us of your Key Campus Contacts and update every time there is a change. Complete as soon as possible. Do not wait for Part I deadline.

Campus Program Report:

Submit details of your tournament.

Team Sign-Up Forms/Sign-Up List:

Provide team roster of all players. Required information: First and last name, classification, major, last 4 digits of social, date of birth, contact phone number, email address and twitter account (as available). If a player played on more than one team, please record their information with any additional team.

Tournament Chart:

Please utilize a single or double elimination format. Permission for a round robin format is required in advance. Submit a legible chart that can be reconstructed following the submitted scoresheets.

Scoresheets:

Final submission must be the Excel spreadsheet only.

- The Excel spreadsheet can only be used on a computer. IT CANNOT BE PRINTED AND USED MANUALLY. The sheet has a built-in formula for keeping the running total. Insert the game play info at the top, and team & player names. At the end of the game, save it, print it and have each captain initial.
- If a laptop and printer is not available during game play, the manual scoresheet can be used. Everything must be filled in and the captain for each team must initial the bottom. You must then transfer data from the manual scoresheet to the Excel spreadsheet and submit both versions.

Every name appearing on a scoresheet as having played in a game must be recorded on either a team sign-up form or on a team sign-up list.

COMMUNITY SERVICE PROJECT

This year in an effort to have you reach out to your communities, we have included a service project as a requirement for Part I. This effort will be recognized and rewarded at the Nationals with the presentation of a grant to the organization of the winning institutional presentation. Winner does not need to be in the Great 48!

What is required?

Select a tax-exempt 501(c)(3) public charity and serve in any one of their projects OR coordinate a project that benefits the charity. Capture/record your players, game officials, faculty, staff and administration in the act of giving back and send it in with photos and/or video footage.

Eligibility:

All submissions received in the HCASC Headquarters office by the Part I deadline will satisfy that requirement. To be eligible for consideration for the monetary grant, institutions must meet the following criteria with their choice of project(s):

- Creativity/Community Need: Construction, Disaster Relief, Clean-up/Painting, "Green", Mentoring/Teaching, Meals, Fundraising for a Cause are just a few ideas for your HCASC-driven community service projects.
- Location: on campus, in the community, etc.
- School Participation (# of players from current tournament and/or HCASC Club members, # of faculty/staff/administrators and other students)
- People Impacted/Benefit
- Presentation/Submission of Project
- Organizational References

Winning Project:

Eligible entries will be judged by a panel from American Honda and the winning institution will be announced during the Closing Awards Banquet at the 2011 National Championship Tournament. The charity/organization served by the winning institution(s) will receive a monetary grant.

** Schools in close proximity can collaborate on a particular community service project.

In an effort to encourage outreach to your communities, a service project has been added as a requirement for Part I.



Campus Volunteers



RECRUITING VOLUNTEERS

When planning your HCASC tournament, there are two types of volunteers you will need to recruit. The first are those who will help plan and coordinate the tournament, and the second are the game officials. Coordinators are usually found in the student union or student activities areas. Often, students are very involved in promoting and running the program.

Volunteers can be recruited from all segments of the campus. Faculty and administrators often remember the HCASC television program and are willing to serve as game officials. Sending a general mailing to the campus community can offer the opportunity to those willing to help. However, it is often a personal request that will elicit the most positive response. Students are often aware of faculty who are well-liked and are extroverted. Communications, honors and theatre faculty are often naturals as moderators.

Different individuals will have different game skills. The **moderator** needs to be able to speak quickly and clearly and to understand all the rules of the game and apply them. The **judge** needs to be able to quickly evaluate the correctness of answers. The **scorekeeper** needs to be neat and good with figures. The **reset/timer/announcer** needs to have fast reflexes and be able to speak clearly and loudly. The **scoreboarder** needs to be able to compute figures mentally while standing at the scoreboard and writing legibly.

Training game officials is very important. In particular, the moderator and judge need to understand all of the game rules. A detailed orientation for all game officials is very important. They should be allowed to try several positions until they find one with which they are comfortable.



GAME OFFICIALS CHECKLIST

- ✓ Moderator
- ✓ Judge
- ✓ Scorekeeper
- ✓ Reset/Timer/Announcer
- ✓ Scoreboarder (optional)



TOURNAMENT DIRECTOR

The tournament director, usually the Campus Coordinator, oversees all of the administrative aspects of the tournament. The tournament director should be a faculty or staff member and is the final arbiter in all matters. The tournament director is responsible for:

1. Determining the format, timing and game schedule. S/he can adjust the schedule as necessary.
2. Recruiting, training and overseeing all game officials.
3. Chairing and convening the game review committee.
4. Distributing and collecting game packets (judge's and moderator's). Unused questions can be gleaned from a number of packets to form new packets for practice, demonstration matches or discrepancies.
5. Collecting scoresheets and posting scores for games.
6. Selecting the Varsity Squad [see *Coaching Your Team, Building a Varsity Squad*, p. 35] (often done with the Coach).

MODERATOR

The moderator is the most important game official. S/he runs the game. A moderator script, including specific game situations, is included on the CD-ROM.

The moderator must be familiar with all the rules of the game and how to handle them. Only in an emergency should the judge or tournament director have to step in.

The moderator must be familiar with all the questions: proper phrasing (so that the meaning of the question is clear), proper pronunciation (especially on difficult words, foreign phrases and names), and the answers (including acceptable alternative answers). The moderator is responsible for:

1. Reading the opening, half-time and closing scripts.
2. Reading the questions. A good moderator reads quite quickly, while enunciating clearly.
3. Previewing the questions. The moderator should pre-read the questions, making pronunciation, emphasis or other notes on the question cards before each game.
4. Making the game a good show, putting everyone at ease and keeping the game flowing well.



5. Giving the correct answer if neither team is correct.
6. Announcing score changes, as they occur, such as *"That's incorrect, deduct 5 points,"* or *"That's correct, for 15 points on the bonus."*
7. Calling *"Time"* when a team or player has used the 3-second limit after a toss-up is read, or if a player does not answer immediately after being recognized.
8. Calling *"Answer Please"* when the 5-second limit has expired on a bonus.
9. Asking for *"more specific information"* if a player or team gives only a partial answer [see *Rule 33, p.25*].
10. Calling conferring during a toss-up question. This task may be performed by any game official.
11. Warning or removing players violating the conduct rule [see *Rule 41, p.26*]. The clock may be stopped during a warning or removal.
12. Turning off the clock. In procedural snafus the moderator may stop the clock until the problem is corrected.

JUDGE

The judge must be able to see and hear all of the action of the game — moderator, players and scoreboard. The judge is responsible for:

1. Ruling on the answers. The judge has copies of the questions and answers and can overrule the moderator.
2. Ruling on procedural points. If the moderator makes an error, such as giving an answer out of turn or failing to turn a question over to the other team, the judge corrects the error and assists the moderator in the remedy.
3. Turning off the clock. In procedural snafus the judge may stop the clock until the problem is corrected.
4. Looking for conferring. If the judge perceives conferring on a toss-up, the answer is disallowed and may be turned over to the other team.
5. Listening for answers from the audience. If the judge hears an answer from the audience, the question is thrown out and the next toss-up or like point bonus is read in its place.
6. Noting on each game card if the question was answered correctly and by which team. On toss-ups, the judge notes which player(s) buzzed in and whether they were correct. S/he should mark the point in the question where the moderator was interrupted. On bonuses, the judge notes the corresponding toss-up number, and which parts were correct and which were incorrect.
7. Organizing toss-ups and bonuses from their separate piles into a single pile *as they are played*. This way the exact question order can be determined in case of discrepancy. If a discrepancy is anticipated, the judge should turn the card at a right angle to the stack, but keep it in game order.
8. Noting which questions, both toss-ups and bonuses, were the last ones used at the half and end of game.
9. The judge and moderator may decide that the judge should perform items 6-10 on the moderator list. Whatever the decision, it is most important to be consistent and make a decision before the game ended.
10. Re-calculate the totals from the half to catch any errors.

SCOREKEEPER

The scorekeeper keeps the official score of the game and should sit next to the judge. The scorekeeper is responsible for keeping an accurate scoresheet. Instructions for the scoresheet can also be found at the bottom of the scoresheet.

1. Each toss-up question is scored in a separate row, so that the row number corresponds with the question number.
2. **Scoring toss-ups:** Follow the line from the player's name and enter "10" if the answer is correct, "0" if incorrect or "-5" if incorrectly interrupted. If the question is turned over to the other team, record the points received by the second team in the same fashion in the same row.
3. **Scoring bonuses:** Record bonus questions in the same row as the corresponding toss-up. Enter the total value of the question in the column labeled "possible points." To the right, you can enter the points awarded for each answer of a single or multi-part bonus. Enter the total of the parts in the "bonus total" column.
4. **Scoring Totals:** Add the 10 points received on the toss-up to the bonus total and enter the sum in the "question total" box. If the toss-up was answered incorrectly, simply enter "0" or "-5" in the "question total" box. Then add this total to the "running total" from the previous row to calculate the current "running total." Even if a team does not answer a question or receives no points, carry over the previous row's running total to avoid confusion, so that each box will be filled.
5. At the end of the half, draw a horizontal line through the scoresheet to mark the point at which the half ends.
6. Enter total bonus points earned in the "Total Bonus" box. For each player, enter the correct number of 10, -5 and 0 point responses (see diagram at right)
7. At the end of the game, confirm the scores and have the captains sign the scoresheet.

SCOREBOARDER

The scoreboarder usually uses a large chalk or marker board, angled so that the players and if possible the audience can see it. The scoreboarder is responsible for:

1. Keeping running totals for each team. It is important to write large enough to be seen. Keep the writing towards the top of the board so the audience can see. Keeping the last few calculations on the board helps the teams see that the score is accurate.
2. This is not the official score. However, the scoreboarder should be able to see the official scorekeeper to keep the score accurate.



RESET/TIMER/ANNOUNCER

The reset/timer/announcer (RTA) needs to be near all of the electronic equipment. The RTA is responsible for:

1. Starting the clock at the beginning of each half.
2. Sounding the whistle at the start of each half.
3. Sounding the whistle at the end of each half if the clock does not have an automatic buzzer.
4. Recognizing the player who signalled on each toss-up question. The announcer may be interrupting the moderator and must be firm in the recognition. The recognition includes both the team name and the player's last name (i.e., "Team A, Smith").
5. Calls "conferring" during toss-ups.

Enter the actual number of 10, -5, and 0 point answers here **NOT** the points.

10	0	3	4	1
-5	0	1	3	1
0	0	0	0	2

Honda Campus All-Star Challenge

Team 1 **Hillman College**

Team 2 **Green Valley State**

Game Time	10:00 AM
Division/Room	1/214
Game #	Packet #3
Moderator	Hobbs
Scorekeeper	Davis
Judge	Ross
RTA	Stepney
TU Heard	19

P1 P2 P3 P4
Johnson, P
Jefferson, J
Jensen, R
Hobson, M

P1 P2 P3 P4
Robson, W
Robinson, M
Petersen, J
Jenkins, I

	0	10	20	30	Bonus			Question Total	Running Total	
					Possible	Part 1	Part 2			Part 3
1	0								0	
2	10		20	10	10		20	30	30	
3	-5							-5	25	
4		10	20	5	5	0	10	20	45	
5	0								45	
6	0								45	
7	10		30	5	0	0	5	15	60	
8									60	
9					0				60	
10	-5							-5	55	
11		0							55	
12	10		25	15			15	25	80	
13		10	20	10	10		20	30	110	
14									110	
15	0								110	
16	10		30	10	10	0	20	30	140	
17									140	
18	10		20	0	10		10	20	160	
19		-5						-5	155	
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
					Total Bonus			100		
10	2	3	1	1	Total Points			155		
-5	0	2	0	1						
0	3	1	0	1						

155

DN

Initials - Captain 1

	10	20	30	40	50	60	70	80	90	100	Bonus			Question Total	Running Total
											Possible	Part 1	Part 2		
1		10													10
2															25
3															25
4															25
5	0														25
6		10	20	5	5	10	20	30							55
7															
8															55
9		0													55
10	10		20	10	10		20	30							85
11	0														85
12															85
13						-5							-5		80
14	10		20	10	0		10	20							100
15		0													100
16															100
17					10	25	0	15		15	25				125
18	0														125
19		10	30	0	0	0	0	0	10						135
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
					Total Bonus			80							
10	2	2	1	1	Total Points			135							
-5	0	0	0	1											
0	3	1	1	0											

135

Pew

Initials - Captain 2

TRAINING SESSION OUTLINE

Introduce yourself and have all the volunteers identify themselves by name and intended game official position. Thank them in advance for participating. The first part of the training will expose your volunteers to the HCASC game.

Go over all of the game rules. Read each one aloud and ask if there are any questions. (You can easily print additional copies of the rules from the CD-ROM.) Be sure to emphasize these concepts:

- *Recognition of players on toss-ups*
- *Conferring on toss-ups*
- *Interrupting on toss-ups*
- *Creator/Creation answers*
- *Time limits to answer toss-ups and bonuses*
- *When the clock is stopped*
- *Game discrepancy solutions*

Make sure everyone is sure *why* the situation was handled the way it was. This is the place to explain who will be on the review committee during your tournament. Also, don't think you have to depend only on the sample discrepancies as examples; offer the trainees a sample situation you've experienced on campus and see if they can resolve it.

Demonstrate setting up all of the equipment for a match: lockout system, clock, pencils and paper, nameplates, scripts, questions, etc.

Play several halves or more. This gives your game officials some real experience. It also allows you to observe them in their intended roles and to adjust assignments if necessary.

Have all game officials take the *Rules Quiz* (provided as an interactive game on the CD-ROM). Be sure to review the explanations of the rules after each question to make sure everyone understands the rules and their application.

Remind the game officials of the time and place they are to meet for each session of the tournament. Make sure all moderators have arranged a time and place to pre-read the game packets they will use (under security); this is often done immediately before the block of time during which they will moderate (allow at least 20 minutes per game).

At this point, you should once again ask if there are any more questions.

Some game officials may want to stick around and play a few more practice games. This should be encouraged, as actual play is the best way to train volunteers. You can print copies of the *Practice Packets* on the enclosed CD-ROM for extra training games.

Explain the tournament format and distribute the detailed schedule.

TRAINING CHECKLIST

- ✓ DVD player for viewing the gameplay video
- ✓ Team tables (2)
- ✓ Players' chairs (8)
- ✓ Lockout system, with spare parts
- ✓ Extension cords/surge protector for lockout
- ✓ Table (1) and chairs (3) for game officials
- ✓ Moderator's podium
- ✓ Game packets
- ✓ Scoresheets (copied)
- ✓ Copies of game rules for all volunteers
- ✓ Copies of "Rules Quiz" for all volunteers
- ✓ Pencils and paper for volunteers
- ✓ Whistle (or bell)
- ✓ Clock, stopwatch or kitchen timer
- ✓ Individual player nameplates
- ✓ Team nameplates (Team A and B)

KEEPING VOLUNTEERS YEAR AFTER YEAR

Though you will be busy with the current tournament, it is important to remember that you will need volunteers to act as game officials for the following year. Many of your volunteers, whether they are faculty, staff or students, will be taking time out of their busy schedules to help you run a successful program.

It is important that you make the tournament enjoyable for everyone involved and that you make them feel important and appreciated. Here are a few ideas to help you ensure that your volunteers will return:

- Be as accommodating as possible with their schedules.
- Be patient with their questions and mistakes.
- If your budget permits, offer t-shirts, plaques, certificates, or other signs of appreciation.
- Send thank you letters (and be sure to send a copy to the volunteer's supervisor)

Encourage your tournament volunteers to assist in the Coaching activities of the Varsity Squad. They can help write questions, act as game officials in practices and offer other support. The more a volunteer plays the game, the more s/he is likely to become an asset as a part of your long-term HCASC team.

MARKING THE QUESTIONS

Marking game questions is one of the most important functions for the judge. We have arranged samples of properly marked up cards to assist the training of judges. When you play your practice games, have the judge compare his/her copy to the samples which follow.

As a final note, we strongly recommend that judges "stack" the toss-ups and bonuses in the *order played* as the game progresses. A well-marked and sorted judge game copy represents a "blow by blow" account of the game that is invaluable in game discrepancy or to verify the accuracy of the scorekeeper's sheet.

JUDGE'S INSTRUCTIONS FOR MARKING TOSS-UP QUESTIONS

In the toss-up example below, Team Left is playing Team Right.

- 1) Team Left's Player 2 buzzes in on the word "resided," is recognized, and answers incorrectly. The judge should draw a slash at the point where the player interrupted and circle the number 2 at the bottom left of the question card to indicate which player from Team Left buzzed in.
- 2) Next to **Team Left Points** write "-5" to indicate that the team is assessed a 5-point penalty for interrupting and missing the question.
- 3) Team Right then waits for the question to be completed and Player 4 buzzes in and answers correctly. The judge circles the number 4 to indicate which player from Team Right buzzed in. Next to **Team Right Points** write "10" to indicate points earned.

If a player from Team Left or Team Right buzzes in and misses the question (after it has been completed), the judge should indicate which Player buzzed in from Team Left or Team Right and write "0" for the points.

The question numbering system is shown at the bottom of the question. You will always be able to see the packet number and question number. Question numbers beginning with "T" are always toss-ups; those beginning with "B" are bonuses.

TOSS - UP

For a quick 10 points -- who was the only U.S. President who never resided at 1600 Pennsylvania Avenue?

1 Team Left Player 2 interrupts and answers incorrectly.

ANSWER: GEORGE WASHINGTON

2 Team Left gets a 5-point penalty, attributed to Player 2

Team Right receives 10 points, attributed to Player 4 **3**

Packet # Question #

Program year

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TEAM LEFT:	1	2	3	4	Points: -5	TEAM RIGHT:	1	2	3	4	Points: 10
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JUDGE'S INSTRUCTIONS FOR MARKING BONUS QUESTIONS

In the bonus example below, Team Right is answering the bonus after correctly answering a toss-up. Remember that the bonus number is not necessarily the same as the toss-up number.

- 1) In this case, bonus #2 corresponds to toss-up #3. On the bottom right of the question card next to **toss-up #** the judge writes "3" to indicate that Team Right is answering the bonus that corresponds to toss-up #3. In case of a game review, the game officials will have no trouble determining which toss-up corresponds to which bonus.
- 2) Next, while the question is being answered, the judge should make marks next to each answer to indicate whether or not it was answered correctly (with a checkmark or "+" sign). The judge should also put a slash (or "minus" sign) next to each part that is not answered correctly.
- 3) Finally, the judge should write the total points earned by the team on the bonus next to **Team Right Points**.

30 POINT BONUS

In the King James Bible, Psalms is one of seven books of the Old Testament with 40 or more chapters. For 5 points apiece -- name the other six. **ANSWER:**

EXODUS ✓
 — EZEKIEL
GENESIS ✓
ISAIAH ✓
JEREMIAH ✓
 — JOB

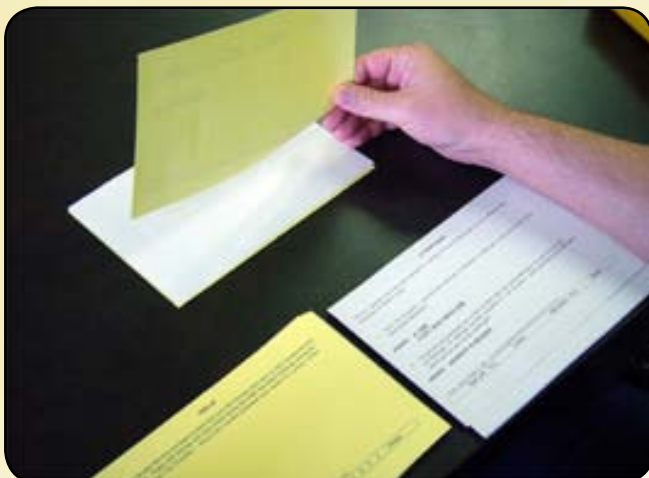
1 Checkmarks indicate that these parts were correctly answered. Slashes indicate that two incorrect answers (not on the card) were given.

2 Indicates Team Right is answering the bonus corresponding to toss-up #3.

3 Indicates the team got 20 total of the 30 possible points.

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TEAM LEFT TU#	Points:	TEAM RIGHT TU# 3	Points: 20
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Replay stacking makes game reconstruction MUCH easier!

Game Rules



GAMEPLAY RULES

FORMAT/GAME OVERVIEW

1. HCASC is a question and answer game played between two teams of four players each. A team may play with no fewer than three players. A team of three may be completed to four players between halves.
2. Points are scored by correctly answering questions asked by the moderator.
3. There are two types of questions: toss-ups, worth ten points each and bonuses, worth a stated number of points, from 20 to 30 each. A team must correctly answer a toss-up in order to be given a chance at a bonus.
4. Every HCASC tournament is run by the tournament director, who has the final say in all matters pertaining to the management of the tournament and implementation of the rules.
5. The answers provided by HCASC are the official answers. Alternately acceptable answers are indicated on the game cards. The underlined information on the game card is considered the minimum needed for a correct response.

GAME PROCEDURES

6. In campus matches, halves are 8 minutes in length. Any team that is more than 10 minutes late automatically forfeits the match, unless otherwise approved by the Tournament Director (usually for travel or weather emergencies).
7. Each half is begun by the Moderator, reading the supplied script. The reading of the first toss-up signals the start of each half (and is when the clock starts). This script may be omitted after all teams have heard it at least one time.
8. At the end of each half, the Scorekeeper verifies the score and it is declared official.
9. If the score is tied at the end of the game, the tie is broken by a sudden-death play-off of toss-up questions. The first correct answer scores 10 points and wins the game. An incorrect interruption loses 5 points and the game. Toss-up questions continue until a score change breaks the tie.
10. If the moderator has read all 28 toss-up questions in a packet, s/he should go to a backup packet. (NOTE: Unused questions can be gleaned from a number of packets for this purpose.)

ANSWERING TOSS - UPS

11. On toss-ups, players must signal and be recognized before beginning their answer. Once a player has been recognized, s/he must immediately begin their answer. If the Moderator completes the reading of the question, then players are given approximately 3 seconds from the time the Moderator finishes reading to signal and must answer immediately once they are recognized. The Game Officials should allow for a natural pause, but no stalling (timing with a stop watch is not necessary).
12. A correct answer on a toss-up question scores 10 points. If the answer is incorrect, the question is turned over to the other team. The players on the second team must still signal *and be recognized* before answering.
13. Every time a player answers a toss-up question correctly, their team only, gets the chance to answer a bonus question (there is no bonus question if the toss-up ends the half or the game).
14. A player may interrupt the reading of a toss-up before the Moderator has completed it. Once the player has signaled, the Moderator stops reading. The player is recognized and given the opportunity to answer.
15. If the response is ruled incorrect, the team is penalized 5 points. The moderator should FINISH for the other team by resuming the question from a logical point.
16. If the second team also interrupts and answers incorrectly, no penalty is assessed. There is only one 5 point penalty per question.
17. On a toss-up, an answer given before a player is recognized is ruled as incorrect. Where applicable, the question is turned over and a penalty may be assessed.
18. If a player does not answer immediately, a game official calls "time." A response given after time is called is not accepted. Where applicable, the question is turned over and a penalty may be assessed.
19. If a player confers with a teammate on a toss-up, ANY AND ALL answers are disqualified. If the conferring team signals first and interrupts, a 5-point penalty will be assessed and the question turned over to the other team. Obvious non-verbal cues are considered conferring.
20. If the half or game ends while a toss-up is *being read*, the game stops, and neither team may respond. However, if a player on either team has signaled *before the whistle*, s/he is recognized and may answer. There is no bonus question given in this situation, nor is the question turned over in the case of an incorrect response. Interruption rules still apply.

ANSWERING BONUSES

21. A team earns the chance to answer a bonus question after a team member correctly answers a toss-up.
22. The team is given five seconds to confer on a bonus. If there are *conflicting* answers, the captain must speak for the team. The captain may designate (verbally or with a gesture) another player to answer. The moderator will take the first clear answer directed to him/her.
23. The moderator should allow for a natural pause but no stalling. Once the moderator has prompted for an answer ("*Captain, your answer please*"), the captain or designee must begin the answer *immediately*.
24. If a bonus has several parts that are numbered and are to be asked separately, the moderator will allow five seconds *per part* for the team to confer before prompting the team. The moderator will also give the correct answer after each part if the team misses.
25. If a bonus calls for two or more answers within a *single-part* question, the moderator will allow only the initial five seconds for the team to begin its answer. The team must then give its full answer without stalling. If a team interrupts to answer a bonus, the Moderator stops reading and rules on the answer. The question resumes ON THE NEXT PART, if any.
26. If the half or game ends while the moderator is reading a bonus, the game stops there, without giving the team a chance to respond. However, if the team has begun its answer, they may continue. If the question was read in one part, the team may complete the entire answer. If it is a bonus with numbered, multiple parts, the team may complete ONLY the part the moderator has begun asking.

ACCEPTABLE ANSWERS

27. The correct answer and acceptable alternatives are given on the question card. The necessary information is underlined. The moderator and judge must determine if the player has answered giving *clear and precise* knowledge of the information requested, or if the player is just guessing in an effort to hit the required answer. If the question listed some performers and the player interrupted and responded "violinists," when the answer on the card was "violin" (the question finishes by asking for the common instrument), it should be considered correct. Titles or names in the original language are acceptable *only* if such are commonly used in English.
28. On a toss-up, the first response given is the one that counts. If a player gives more than one piece of information, the judge must evaluate the first answer only. In certain instances more than one response is acceptable [see Rule 31].

29. Unless otherwise stated in the question, players may use abbreviated answers, such as last names only, acronyms, etc. However, unless specifically requested, chemical symbols are *not acceptable* for element names, and numbers in astronomical catalogs are *not acceptable* for the names of astronomical objects. For all married women, we will not accept the form of her husband's name. "Mrs. Barack Obama" would not be an acceptable answer for Michelle Obama.

All required parts of proper names, quotations and titles must be correct. Neither "Sonnets In the Portuguese" nor "Sonnet From the Portuguese" are acceptable for "Sonnets From the Portuguese," for example.

30. In questions dealing with performing artists, we will only accept the professional name of the artist, unless specifically called for in the question. "O'Shea Jackson" would not be an acceptable answer for "Ice Cube".
31. In questions dealing with created works, including artistic works (plays, paintings, or books) and scientific works (inventions or theorems), an answer giving both the name of the "creation" and the "creator" is acceptable if given as one answer without a discernible pause. Films are not included in this category.

The player must give two pieces of information in which one is a possessive of the other, one of which is the name of a person. The player need not phrase the two pieces in a specific order, nor indicate the possessive. "Plato, The Republic" and "The Republic by Plato" are correct, as are "Euclidean Geometry" or "Cotton Gin, Eli Whitney." However, "Civil War, 1865" is not; it is not a created work.

32. When the moderator gives a list of choices for answers, the player must give the specific answer. Answers like "the third one" or "the last one" are *not* acceptable.
33. If a question includes the word "Prompt" as a note below the answer, the Moderator can ask the player for "more specific information" to determine if an answer was correct. On questions requiring multi-word answers, if an answer is incomplete (yet not incorrect), the Moderator must ask for "more specific information." A Moderator may only prompt once per question on toss-ups, or per question part on bonuses.

For example, if the player answers "Roosevelt," the Moderator may ask for more information, to elicit "Teddy" or "Franklin." A Moderator may ask a player to spell a response to determine if s/he was correct on phonetically similar answers, ie "Manet" or "Monet".

34. Conversely, if a player spells an answer to a question which does not ask for spelling, it should be considered correct, as long as s/he spells the answer correctly.

CORRECTING MODERATOR ERRORS

35. If the moderator inadvertently gives an answer to a toss-up without giving either team a chance to respond, the moderator simply reads the next toss-up. If the problem occurs on a bonus, the moderator uses the next *like point* bonus.
36. If the moderator gives the answer to a toss-up after one team has answered incorrectly, without giving the second team the chance to respond, the moderator reads the next toss-up for the second team only.
37. If someone in the audience shouts out an answer, the moderator throws out the question and reads the next toss-up or like point bonus.

PLAYER ELIGIBILITY AND SUBSTITUTIONS

38. The HCASC team consists of four players. No fewer than three may play in any game. If for any reason a team is left with only two players, it automatically forfeits the match in progress.
39. In campus competition, any registered student is eligible to play. Schools may add additional eligibility requirements.
40. No member of the Varsity Team may be a graduate student. Any student who has received a Bachelor's degree from any institution or is a co-term student (grad/undergrad) is considered a graduate student for the purposes of eligibility. A student taking courses for graduate credit is considered a co-term student, and thus a graduate student.

Students must carry 7 credit hours per term. Registrar verification that a lower second term course load completes all degree requirements is acceptable in lieu of the term credit requirement.

Each member of the team must be registered in school for the terms during which any Campus and Intercollegiate matches are played in order to be eligible to compete.

Each member of the team must have played in at least one Campus Tournament game during that HCASC year at the school on whose team they wish to play.

All players are limited to four years of Intercollegiate play (National Championship Tournament), regardless of school affiliation. This includes all play since the HCASC Program began in 1989.

Eligibility exceptions must be appealed to HCASC Headquarters directly.

Rule 40 clearly defines undergraduate students. Make sure all of your students qualify to play.

41. A player whose conduct is unsportsmanlike or who disrupts game play will be warned once. This warning is in effect for the duration of the tournament.

A second violation will result in the player's ejection from the match in progress. The team may not substitute for this player during the match, but the player may rejoin the team for subsequent matches.

A third violation will result in a player's expulsion from the tournament. The team may substitute for this player in subsequent campus and Pre-NCT matches.

This pertains to conduct of the entire team (including the Coach) during the entire tournament (including at the hotel, etc.). Warnings may be issued by any game official.

RESOLVING GAME DISCREPANCIES

42. The tournament director has ultimate authority in all matters during the tournament. His/her decisions are final.
43. Every attempt should be made to rectify procedural discrepancies (discrepancies concerning the implementation of the game rules and procedures) quickly and fairly within the game room. The game officials should talk to the captain and Coach of each team, one team at a time, away from the rest of the players. They should then attempt to decide if the discrepancy is valid and if so what adjustments should be made.

If the game officials in the room are unable to rectify the situation, or if it is a factual discrepancy (concerning the correctness or acceptability of an answer), the game review committee should be convened. This committee consists of the tournament director and two or three experienced game officials not involved in the match in question.

44. At the end of each half, the game officials should review the half amongst themselves to ensure that no errors were made. They should also approach each team and ask if there are any questions.
45. If a player or Coach feels an error has been made, s/he must wait until the end of the half to bring this to the attention of the game officials.
46. The game officials and/or game review committee will review the discrepancy and adjust the point totals in accordance with their decision. The outcome of the review and resultant score changes should be announced before the start of the second half.
47. Discrepancies arising in the second half are reviewed only if the number of points in question would affect the outcome of the game.
48. The only points in question are those points awarded or not awarded in error. Intangible issues like momentum are not considered.
49. In most cases, discrepancies should be resolved by the addition or subtraction of points and/or the playing of additional questions without the clock. Replaying a half or game should only occur in extreme situations, such as one plagued by numerous discrepancies, poor officiating (the tournament director has the authority to replace game officials) or equipment malfunctions.
50. At the end of the game the captains initial the scoresheet.

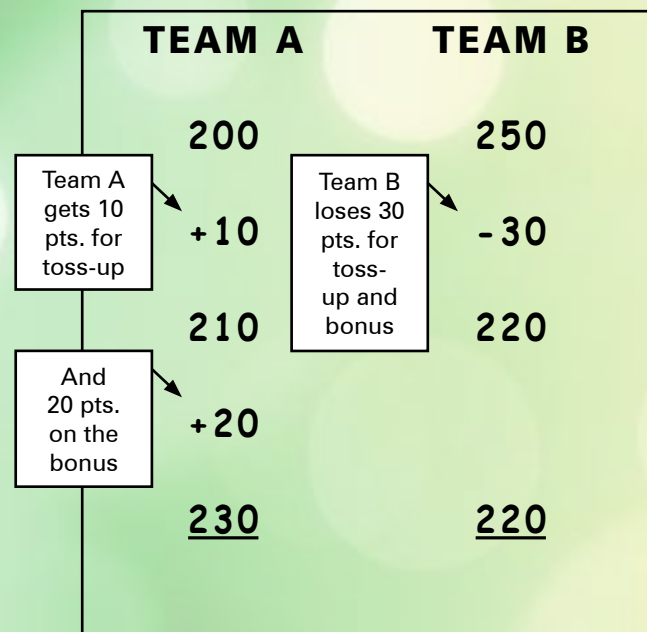
SAMPLE GAME DISCREPANCY SOLUTIONS

SITUATION 1

The final score of a game is Team A, 200 to Team B, 250. At the end of the game, Team A questions a second-half toss-up which Team A answered and was ruled incorrect (there was no interruption). The question was turned over to Team B; they answered, were ruled correct and received 10 points. On the ensuing bonus Team B received 20 of the 30 bonus points. This puts 30 of Team B's points in question and an additional 40 which Team A could have received had they been ruled correct and answered the same 30-point bonus. Thus the "swing" on the game is 70 points (not 80 points, since Team B did not garner all 30 of the possible points on the bonus). Since the game was won by less than 70 points, you proceed to review the discrepancy.

For this example, we will assume that Team A's original answer to the toss-up in question was indeed correct. The tournament director should follow this procedure:

1. Subtract 30 points from Team B (10 for the toss-up and 20 for the bonus). The score is now 200-220.
2. Award 10 points to Team A, since their original answer was correct. The score is now 210-220.
3. Read the next 30-point bonus for Team A only. For this example, we will assume that Team A scored 20 of the 30 possible bonus points. Thus, the score is 230-220 in favor of Team A and they win the game. If Team A had scored only 10 points on the bonus, the score would be tied and normal tie-breaking procedures would be followed.



TEAM A wins after the game review.

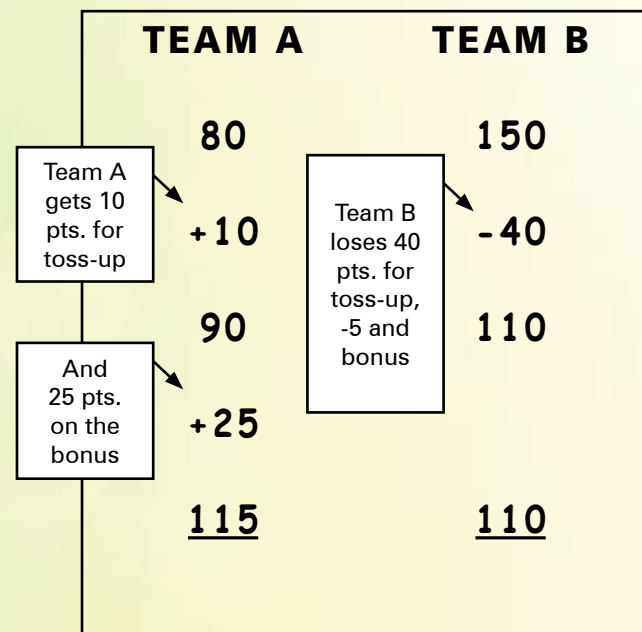
SITUATION 2

At the end of the first half, the score stands at Team A, 80 to Team B, 150. Team A questions toss-up #10, on which Team B signalled first, interrupted and was ruled correct. Team A has questioned the acceptability of Team B's answer. Team B proceeded to correctly answer the 25-point bonus. The "swing" is 75 points (10+25+5+10+25).

Because the discrepancy occurred during the first half, it must be reviewed before the start of the second half.

We will again assume that Team A was correct—Team B's answer to the toss-up should not have been accepted. The tournament director should do the following:

1. Subtract 10 points from Team B for the toss-up, an additional 5 points because they interrupted and got it wrong, and 25 points because they should not have been given a bonus. The score now stands at 80-110.
2. The next toss-up is then read for Team A only. We will assume they answer it correctly. The score is now 90-110.
3. The next 25-point bonus is then read for Team A. We will again assume they answer it correctly, so the score stands at 115-110 at the start of the second half.



The scores are adjusted and the game continues after the half time break.

SITUATION 3

The final score of the game is Team A, 300 to Team B, 290. After the game, Team B questions a 20-point bonus, which Team A answered for 10 points. Team B is challenging the moderator's reading of the question, as follows:

Moderator: "It has been estimated that four languages are spoken by more than 200 million people each. For 5 points apiece, name these languages in order of their popularity, from highest to lowest."
(Answer: Mandarin Chinese, English, Hindu, Russian.)

Team A conferred, and the captain began answering:

Captain: "English..."

Moderator: "Wrong..."

Captain: "English..."

Moderator: "Right..."

Captain: "Russian..."

Moderator: "Wrong..."

Captain: "And Russian."

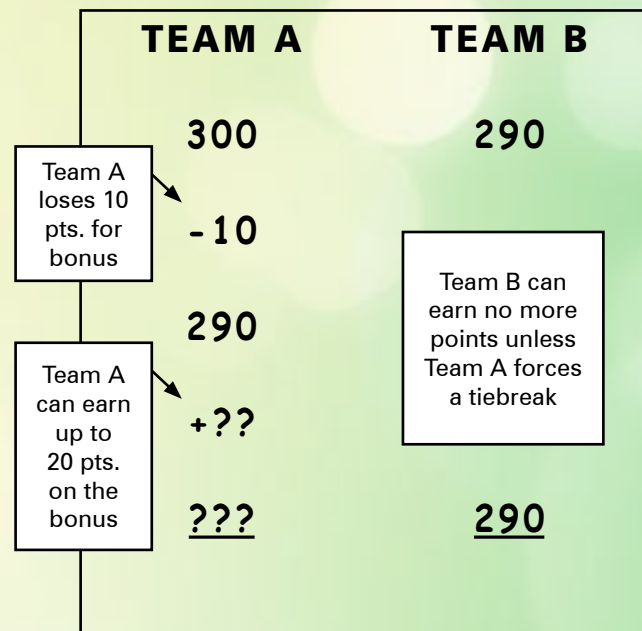
Moderator: "Right. The order was: Mandarin Chinese, English, Hindu and Russian, so you got two right for 10 points."

Team B is asserting that the moderator should not have said "right" or "wrong" after each part of Team A's answer, since it was a one-part question and the moderator's error helped Team A gain 10 points.

This makes the "swing" 10 points, since this is what Team A received on the bonus (there is no toss-up swing, since Team A obviously answered the preceding toss-up correctly). Since this puts the outcome of the game in question, the game review committee agrees to review the discrepancy.

In this case, Team B is correct—the moderator was in error, since responding "right" or "wrong" as Team A answered a single-part question was procedurally incorrect and helped (or could have helped) them gain 10 points. The tournament director should:

1. Subtract 10 points from Team A for the points they received on the bonus. The score is now tied.
2. Read the next 20-point bonus for Team A only. If they gain any points, they win the game. If they gain no points, the game is tied and a tie-breaker follows.



The scores are adjusted and, if necessary, the game goes into a tie-break.



Your Tournament

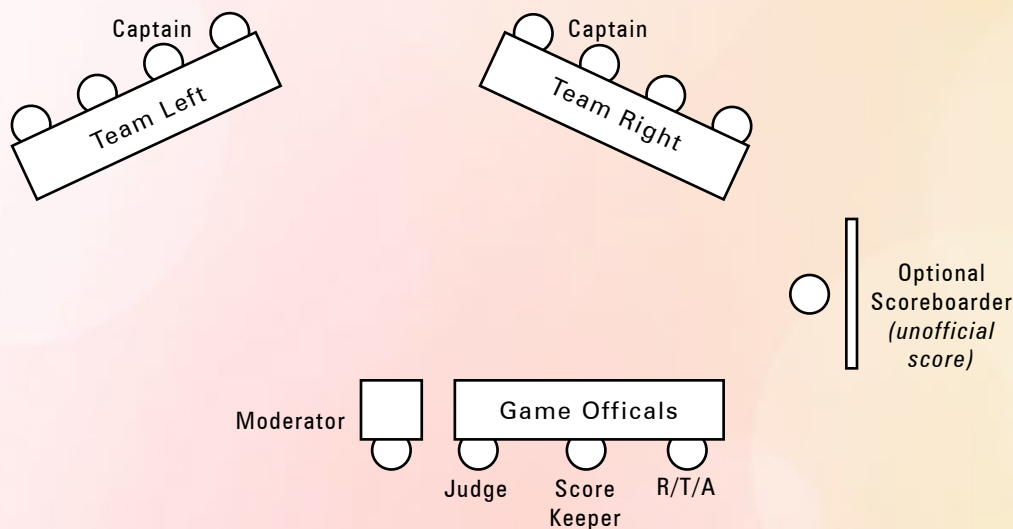


CONDUCTING TOURNAMENTS

A Honda Campus All-Star Challenge match is an exciting and fast-paced contest and as much a spectator sport as it is a thrilling experience for the players. Like any other sport, the physical environment and care taken with the tournament site details directly affect the players' performances.

GAME ROOM SET-UP

Honda Campus All-Star Challenge can be played anywhere that eight players and four game officials can get together, but it certainly adds to the excitement to use a room large enough for an audience. A large meeting room is ideal, but a ballroom, auditorium, theater or lecture hall also work well. You may want to set your tournament in a location with a built in audience, such as a visible part of the student union, near the cafeteria, or in a residence hall.



GAME PACKET PREPARATION

A designated official, preferably the tournament director, must go through all game packets in advance of any scheduled match. Review each packet for the following:

- ✓ Each packet should contain two complete sets of questions and answers. One set is for the moderator, one is for the judge. The toss-up questions are yellow and the bonus questions are white. There are 28 toss-ups and 25 bonus questions in each set. Each question is numbered with the packet number and the question number (i.e., HCASC CP 03-04 #10; T-15 is toss-up question number 15 in packet ten).
- ✓ If you find what you believe to be a factual error, contact HCASC Headquarters at 800-388-2272 x115 for substantiation and help in correcting the problem. Remove such questions from the moderator's and judge's packets until (or unless) you can call.
- ✓ If you are running simultaneous matches with the same packet, you may copy the games. Be sure to check that all questions appear in the same order.
- ✓ The moderator and judge should review the questions in advance of each game. It is best, if the personnel is available, to alternate moderators so that they can review the questions in the game period preceding of each game they read.
- ✓ Be sure to keep the questions sealed and under security. Game packets should be reopened by the moderator just before each game.

EQUIPMENT NEEDS

The most important piece of equipment is the lockout system. Free use of a system is part of the program. Just let us know when your tournament is scheduled and the lockout system will be shipped to you for use during your campus tournament.

A podium for the moderator, two tables with four chairs each for the teams, a table and chairs for the judge, announcer, reset/timer/announcer and scorekeeper, a chalk or marker board for the Scoreboarder and chairs for the audience complete the minimum set-up needs. The diagram on the previous page indicates the best way to arrange these elements, but you are free to modify it.

A clock with a large sweep second hand is helpful to the players, although a stopwatch or kitchen countdown timer can serve as the game clock. A large GraLab type clock (used in athletics and photo labs) is the best, as it has a large face and a buzzer which sounds when time is up. In addition, the buzzer system can be plugged into it, so that no player can buzz in on a toss-up after time is up.

While a public address system is not crucial, it can help your tournament. Ideally, the moderator, judge, announcer and captains of each team will have a microphone. Modify this depending on the room and size of the audience you have.

It is recommended that you do a dry-run of the staging in the room(s) in which the campus tournament will take place to ensure that everything is working properly. This should occur a few days before the tournament so that you have time to correct any problems.

EQUIPMENT CHECKLIST

- ✓ Team tables (2)
- ✓ Players' chairs (8)
- ✓ Lockout system, with spare parts
- ✓ Extension cords/surge protector for lockout
- ✓ Table (1) and chairs (3) for game officials
- ✓ Moderator's podium
- ✓ Moderator's script (on CD-ROM)
- ✓ Chairs for audience
- ✓ Moderator's questions (pre-read)
- ✓ Judge's questions
- ✓ Scoresheets (copied)
- ✓ Rules for moderator and judge (copied)
- ✓ Easel, scoreboard and markers
- ✓ Pencils and paper for players
- ✓ Pencils for game officials
- ✓ Whistle
- ✓ Clock, stopwatch or kitchen timer
- ✓ Individual player nameplates
- ✓ Team nameplates (templates on CD-ROM)
- ✓ Wall chart to track tournament scores
- ✓ Extra schedules and copies of the rules
- ✓ Water and glasses (optional)
- ✓ Microphones (if required)
- ✓ Skirts for tables (optional)



CAMPUS TOURNAMENT

All your preparation has led you to this point. Your volunteers are trained, your teams are ready and your audience is champing at the bit to see the games. Now what?

SET THE FINAL GAME SCHEDULE

The most popular format for campus tournaments is Single Elimination. This format has many advantages that make tournament planning easy for you. 1) Because it is the favored format for athletic tournaments, it is familiar to most participants. 2) It requires the least number of games and campus resources. 3) It can easily accommodate a large number of teams when necessary.

On the next page, you'll find a completed chart for a eight-team tournament. There are quick notes to guide you through the set-up process. Charts for larger team tournaments are available on the CD-ROM. You will notice that each chart is slightly different. The more teams you have, the fewer "Free Games" (byes) there are on the chart.

A "Free Game" is not played (hence, there is no space to write in another team name). The teams matched against a "Free Game" automatically advance to the next round. (Eight -team tournaments have no "Free Games.") Step by step instructions are provided on the CD-ROM to make your tournament planning easier.

Because teams are eliminated after one loss, it is especially important that the Coach monitor all matches. This way, a standout player may still be noticed even though his or her team has not advanced.

The Honda Campus All-Star Challenge Program team is happy to assist you with tournament planning questions. Please feel free to contact us, if you need assistance with other tournament formats. The eight-team chart samples are designed to assist in your planning and to track the results of your completed tournament.

POST TOURNAMENT CHARTS

Post copies of the final game schedules as part of your final promotional push. Students can see when they're favorite teams are playing and make plans to attend.

If you're running your tournament over several weeks, you can post updated schedules to increase anticipation for the final match-up.

MEET WITH TEAM CAPTAINS

Make sure your team captains understand when and where they need to be for their first match. Pass out copies of the rules and briefly discuss any questions they may have. Double check player and team name spellings (for nameplates). Also confirm that there are no last minute player changes.

DOUBLE-CHECK EVERYTHING!

Are the rooms reserved? Do you have enough volunteers? Enough chairs for the audience?

Ideally, you should run a few practice halves to make sure your tournament staff is up to snuff. If available, have your volunteers review the training video and ask any unresolved questions. Take a deep breath, we're almost there!

CONGRATULATIONS

Game day is here...

On the day of the tournament, you'll give the player and team nameplates to the captain for their match(es). Expect the unexpected and make sure you have extra nameplate stock, team sign-up forms, tournament schedules and copies of the rules on hand.

Plan on 45 minutes per game for the first two games and 30 minutes per game thereafter. Game play should last about 20 minutes per game (with a 4 minute half time break). The extra time allotted will allow flexibility to discuss any game discrepancies. Between game tasks include: resetting nameplates, refreshing water, pencils and paper on the tables, double-checking scoresheets, collecting used game packets, handing out new games to the judges and moderators, cleaning the scoreboards, recording scores on the tournament charts, etc.

As soon as the tournament is concluded, you should work with the Coach to begin the selection of your Varsity Squad. These players will be the core group from which you select your Nationals team.

Most importantly, don't forget to thank all your volunteers and teams for their hard work. We've provided a letter (in Microsoft Word format and pdf on your CD-ROM) that you can personalize and send to all the tournament participants.



8 TEAM TOURNAMENT

Write Team names and scores in the boxes below. As the tournament progresses, winning teams advance into the next box. After playing seven games, the tournament is done!

Kappa Alpha Psi
Team 1 Score: 200

GAME 1

Hillman Hall
Team 2 Score: 150

Honors Society
Team 3 Score: 165

GAME 2

Student Gov't
Team 4 Score: 175

Hi IQ Qlub
Team 5 Score: 185

GAME 3

Junior Seniors
Team 6 Score: 180

Brainiac Attack
Team 7 Score: 175

GAME 4

Smart Alecks
Team 8 Score: 135

GAME 1 Winner

Kappa Alpha Psi
190

GAME 5

GAME 2 Winner

Student Gov't
185

GAME 3 Winner

Junior Seniors
175

GAME 6

GAME 4 Winner

Brainiac Attack
190

GAME 5 Winner

Kappa Alpha Psi
200

GAME 7 CHAMPIONSHIP

GAME 6 Winner

Brainiac Attack
215

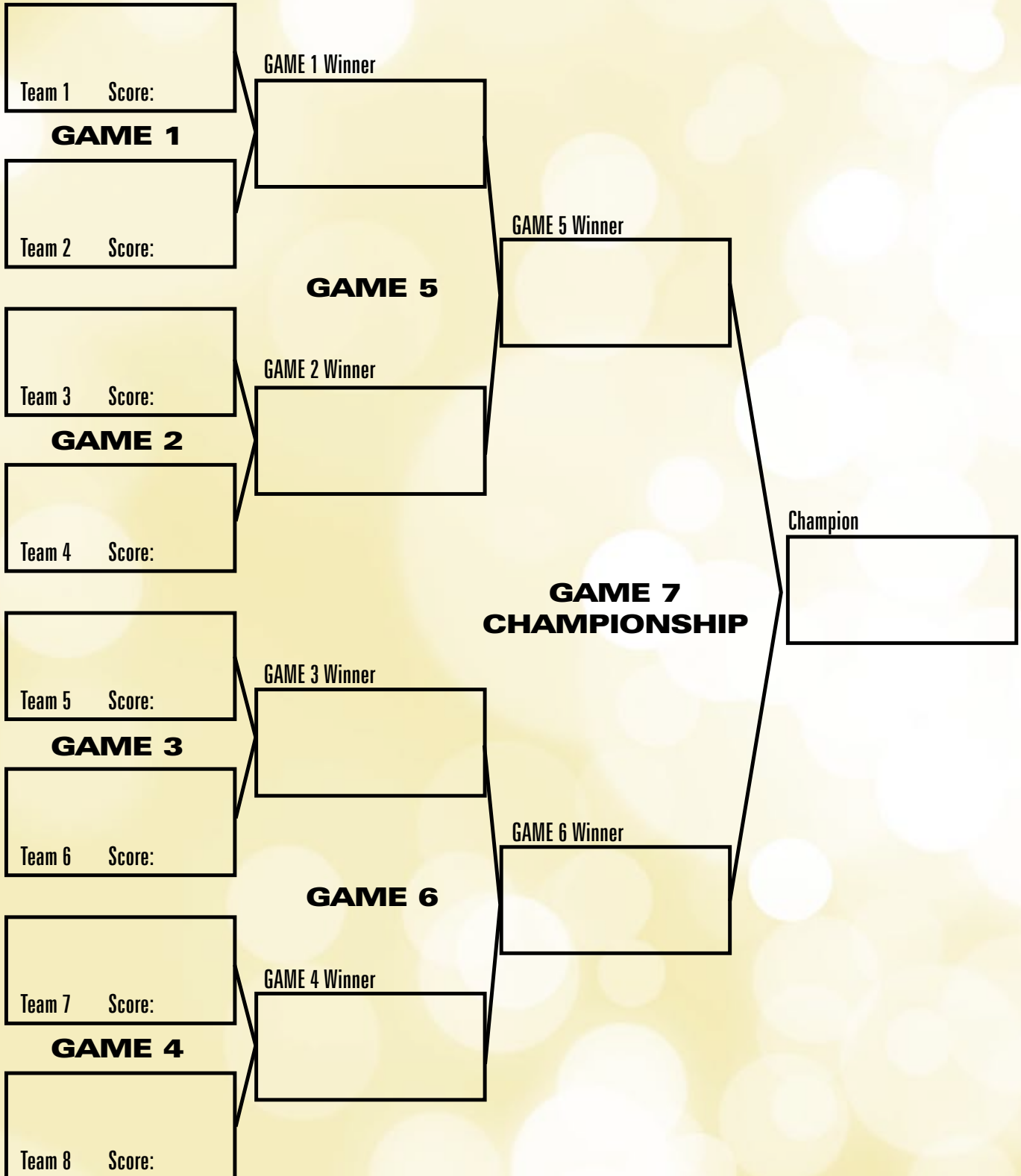
Champion

Brainiac Attack

Congratulations, Brainiacs! You've won the tournament. But there were some excellent players on the other teams as well. Coaches should consider mixing up the teams over the next several months of practice and figure out the best combination for the Nationals team.

8 TEAM TOURNAMENT

Write Team names and scores in the boxes below. As the tournament progresses, winning teams advance into the next box. After playing seven games, the tournament is done!



Coaching Your Team





INTRODUCTION

Welcome to Coaching *Honda Campus All-Star Challenge*. This chapter is designed to be used by those who train, chaperone, select, comfort, Coach and share the game play experience with the student members of their institution's *Honda Campus All-Star Challenge* team.

Once the campus tournament has been completed, it is time to select your eight to twelve player Varsity Squad. Eventually, after some time practicing with the Squad, you will designate which four players will represent your institution in the Nationals. With honor and grant money at stake, teams should spend significant time training for the competition ahead.

The Coach's outlook should be more long-range than just the upcoming matches. Many Coaches concentrate on building a long-term program, one which produces good players year after year and becomes an integral part of campus life.



This chapter brings together the experience of many Coaches, volunteers and players who have spent years with the *Honda Campus All-Star Challenge* program.

Certainly, all institutions and Coaches have their own goals, strategies and styles. As the opportunity arises, we encourage you to compare notes with other Coaches at tournaments.

We are very interested in your feedback about this manual. Please call or write HCASC Headquarters to share your comments, suggestions and tips with us.



COACHES DUTIES

The following is a sample job description. While each Coach will approach each of these responsibilities differently, we have assembled suggestions for how to be effective in each area. The following chapters cover these points in greater detail.

Select the Varsity Squad.

This includes selecting a Varsity Squad of approximately eight to twelve players, then determining which players will form the line-up for a given tournament. [See *Identifying Good Players* and *Selecting the Nationals Team*, pp. 38-40]

Run Practice Sessions.

The Coach will determine the frequency and structure of practice sessions. There are a number of possible drills which emphasize various areas of game play. The Coach needs to work on bolstering the team's weak areas and developing strategy which capitalizes on their strengths. [See *Practicing with Your Team*, p. 41] and *Practice Resources* on the CD-ROM]

Make travel arrangements.

The details of eligibility and travel to intercollegiate tournaments and National Championship should be handled by the Coach or Campus Coordinator.

Stay in touch with the players.

We cannot over emphasize the need to stay in touch with the players on your Nationals Team. Remember, once the team is named and information is provided to HCASC Headquarters tickets will be purchased. Your school is responsible for the cost of new airline tickets and a player change fee if you make a player change. The sooner you identify a potential player schedule conflict or other problem which *could* result in your needing to make a player change, the better.

Work with the players.

A good Coach gets to know the players personally and helps them to get the most out of the experience. The stress of competition can be very emotional, so a Coach who is also a friend and role model is very important.

Attend all games during the NCT.

Some Coaches simply chaperone the teams to the event, but a good Coach will work with the team during all phases of the tournament. [See *Coach's Role at HCASC Nationals*, pp. 46-48]

Develop a long-term program.

While each team is important and deserves a Coach's best, some aspects of the HCASC program can only grow with the passage of time. This involves recruiting players as freshmen and developing them for several years. It also involves establishing a niche for the program on campus and building a base of support for it. [See *Developing a Long-Term Program*, p. 5]

Interact with the Campus Coordinator.

A successful HCASC program is a team effort. A Coach should communicate often and clearly with the Campus Coordinator, in order to create the best program for the students and the school.

Interact with the HCASC staff.

The staff at HCASC Headquarters are prepared to answer any questions you might have. In addition, they work with you to make sure that all tournament registration and eligibility materials are completed well in advance of each tournament.

COACHING STYLES

Coaching styles and philosophies are as varied as the number of Coaches in the country. From these brief descriptions it is possible to see some different approaches that a new Coach could incorporate into his/her own style.

The 110% Coach.

This is the Coach that works closely with the team on all aspects of the game and the team's game play. S/he will write hundreds of questions for practice, take detailed notes at tournaments and train the players in points of strategy. Generally, this Coach would play the game if s/he could.

The Minimalist.

This Coach generally leaves the team to practice alone. While s/he will work with the HCASC staff to provide all of the necessary paperwork and accompany the team to tournaments, the focus is to allow the team to excel on its own.

The Nurturer.

This Coach focuses more on providing an atmosphere to allow the team and players to excel than on helping the players with every aspect of the game. This Coach is the tireless promoters of the program within the school and provides all of the logistical support for the team.

BUILDING A VARSITY SQUAD

Your Varsity Squad is comprised of the best players on your campus. Some will not be on the winning team, but have displayed good game skills during your tournament. Since only four players will represent the school at the Nationals, it's important to practice with all your strong players to create the best team possible.

ESSENTIAL STEPS

There are five steps to building a Varsity Squad and they can take the entire year to execute.

1. Help the Campus Coordinator plan and publicize the campus tournament.

This tournament is the key tool to building a good team. The value of a strong campus tournament cannot be overstated:

- ✓ It teaches students to assert themselves in public
- ✓ It teaches teamwork, as students learn to play together
- ✓ It teaches students to win and to lose with grace and humor

2. Identify top players.

The recruiting process begins with the campus tournament. One of the decisions which needs to be made before the campus tournament takes place is the criteria for selecting the Varsity Squad.

In most cases, the Varsity Squad is formed from the campus champion team and four to eight other players who competed in the campus tournament. This allows the Coach to work with the best players. Your Nationals team may be selected however you choose: based on intuitive judgement, statistical analysis or some combination.

At some institutions, the team that wins the campus tournament is automatically the team which travels to the intercollegiate tournaments. However, during your practice sessions, you will discover which combination is most likely to win for your campus.

3. Hold Practices.

Invite additional students with potential whom you identified during the campus tournament. At this point the group can begin to practice. [See *Practicing with Your Team*, p. 41]

As Coach, you must determine the strengths of each player and experiment with different player combinations, to make the best Nationals Team possible. [See *Developing a Long-Term Program*, p. 5]

4. Select the Nationals Team.

As part of Part 2 Qualification, you will have to designate four team members. These will be the players who have exhibited the best game traits during your weekly practice sessions. Reflexes, answer accuracy, confidence and teamwork are what you're looking for in your Nationals Team. Equally important are the dynamics among the players and each player's decorum.

5. Select a Captain.

Your Nationals Team needs a captain. You need to designate a player with special skills. The Captain must be able to speak with authority for the team during bonuses and keep the team in the game with leadership skills. Your best scorer may or may not be the ideal choice, so look for the player who has mutual respect and keeps a cool head.

IDENTIFYING GOOD PLAYERS

Once the campus tournament is underway, the Coach should begin looking for good players. It is easy to concentrate only on the top few teams when looking; however, good players can often be found on less successful teams. Keep an open mind.

Keep player statistics.

How many toss-up questions does each player answer? Can you tell who provides answers to the bonus questions? Even if a team only answers four questions in a game, if all of their points are attributable to one player, that might be a good player to invite to practice.

Look at all of the players on the top few teams.

Sometimes one player will be the one leaning on the buzzer and getting the toss-up questions, while another player will be the one working the bonus questions.

Look for players with strengths in different subjects.

Look for players willing to take a chance.

Risk taking is an important and valuable trait in many good players.

Look for players who know the answers, but don't yet trust their instincts.

They often have an "Oh darn, I knew that one" look on their faces. Often students have the answer or a good guess, but don't feel 100% confident, so they are unwilling to take risks.

Look for players who work well with their teammates.

Conversely, beware of the prima donna who doesn't value the opinions of teammates and who disrupts the game with a superior attitude.

SELECTING THE NATIONALS TEAM

One of the decisions that a Coach has to make is to determine which of a group of talented players should comprise the starting line-up at the Nationals. Making the cut from the Varsity Squad (8-12 players) to the Nationals Team (4 players) is one of the most difficult choices to make. These are some considerations for a Coach to take into account when making this decision:

A good team is comprised of players who share:

- ✓ Enjoyment of the game
- ✓ Willingness to come to practice and commit to the team
- ✓ A good balance between depth of knowledge and speed
- ✓ High self-esteem
- ✓ Curiosity
- ✓ Ability to work cooperatively
- ✓ Knowledge in multiple interest areas
- ✓ Even temperament
- ✓ Commitment and availability

A good team is comprised of players who have expertise in a broad range of subjects.

Some of the key areas to cover are: science, history, politics, literature, current events, geography, religion, mythology, music, sports, popular culture, multicultural and women's studies and general knowledge. Additionally, a thorough knowledge of African American history, culture and personalities is extremely important.

Mutual respect makes a good team.

Nothing is more damaging to team morale than blaming a teammate for a loss. "If only you hadn't..." never helps bring the best out of a player.

Good teams know each player's strengths.

Thus, a player with a good hunch might delay buzzing in on a history toss-up assuming that the history/government expert will be more apt to take it. Since players cannot communicate by glancing at each other or signalling in any way, players who know each other well are able to judge whether a teammate will be able to answer a given question.

Good teammates talk each other up.

It is very important to concentrate on the game at hand and not fret about previous losses, earlier bad play or upcoming games.

A good team has depth and experience.

While a team with one great player and three bad players can win a lot of games in the campus tournament, they won't likely win many at the National Championship. However, be wary of using an all upper classmen team; remember to plan for the future.

Try different combinations of players.

Sometimes, a particular combination has great chemistry and the team as a whole is better than the four individual players.

In advance, determine the player seating

The captain needs optimal access to all of the team members. Try putting the quietest player in the other middle seat and the loudest player on the side farthest from the captain. Please note, during the ballroom rounds of the NCT, the captain is always seated second from the center. It is to your benefit to familiarize your team with this arrangement so their play style is not adversely affected when advancing to the Playoffs.



NCT Finals staging as viewed from audience left. The Captain is in chair three. Positioning quiet players next to the captain ensures their contributions are heard.



NCT Finals staging as viewed from audience right. Notice that the captain is in chair two (second from center).

SELECTING A CAPTAIN

Selecting a captain is an important decision. A good captain can make a difference in two areas: team morale and in the play of bonus questions. Selection of a captain should include factors like maturity, respect for the other players and emotional stability. Consider these characteristics for your captain:

Ability to take notes as a bonus is asked.

As examples, jotting down the items in a list, or the year in question helps keep the players' answers focused and within the range of possible correct answers.

Ability to zero in on the key information sought in the bonus question.

Rephrasing the question helps to set limits for possible answers to help the team brainstorm.

Ability to keep track of suggested answers from various team members.

"Alice Walker, Toni Morrison, Rita Mae Brown, Maya Angelou..." The captain should always encourage *every* team member to make a comment during *every* bonus question.



Ability to make firm selections from question choices.

Captains must be able to use their best judgement and knowledge about the expertise of the team members.

Ability to delegate effectively or give an answer.

Bonus questions mean big points, but the team cannot score if no one answers. Since there is no penalty for wrong bonus answers, the captain should *always* offer a bonus answer if no other player has one.

Ability to keep track of the remaining time.

There are only 5 seconds for the team to collect its answer to each numbered part of a multi-part bonus or 5 seconds total for a single part bonus. It is important to have the answer ready when the moderator asks for it. In addition, the captain needs to be aware of the time left in the half or game.

Ability to encourage and motivate team members.

"That's OK... It was a good guess... Don't stop now.... We can take 'em... OK, concentrate..." The other players must know that their captain trusts them and that their input is crucial.



PRACTICING WITH YOUR TEAM

Once the Varsity Squad has been assembled, the real work begins. Preparation helps the team get the most out of the time spent training. The Coach should have a game plan and be sure to vary the content of practice sessions to keep the group motivated.

PRACTICE SESSION MODELS

Open practices.

These practices begin at the conclusion of the campus tournament and last all year. The practices are advertised and open to anyone interested, even if they didn't play in the campus tournament and aren't eligible for the Nationals.

These sessions are usually held once a week until the Varsity Squad begins its special practice sessions before Nationals and occasionally thereafter.

Novice practices.

Some Coaches hold a second weekly practice open to first and second-year players who do not have the level of game experience that veterans have. This dedicated practice allows them to hone their skills without being intimidated by better or more experienced players. It is also a good time to work with the players on the game rules.

Focused practice.

Some Coaches work exclusively with the Varsity Squad between the campus tournament and the Nationals. This allows the Coach to focus his/her time on the players who will likely be attending the nationals. While this is expeditious, it doesn't facilitate your long-term HCASC program.

STRUCTURING PRACTICE

In choosing particular drills or discussion points for an upcoming practice session, it is important to think about what goals you want to achieve. Does your team need to increase speed? Do players need to get to know each other? Do they need to learn the rules? Do they need to learn each others' strengths? Do they need to practice writing and reading questions to improve their speed of information absorption? The following is a list of possible components of a practice session:

Playing the game is the single best form of practice.

The more time players spend with their hands on the buzzer, the better. Vary the game play and rotate the players.

Reuse game packets from previous years. Used games help build recall ability and help students build confidence on interrupting a question when they feel they know the answer. Games from previous Pre-NCTs are included as pdfs on the CD-ROM.

Spend time getting to know each other.

A team is a support group, and the players should be relaxed together and work toward a common goal. One way to accomplish this is to get the players to socialize outside of practice; as they become better friends, they will increase their skill as a team.

Build files of questions from which to work.

Have players and faculty write questions for practice. You may save HCASC campus program questions for up to five years. [See *All About the Questions*, p. 42]

Try some specific drills for toss-ups, bonuses and quick reflexes.

[See *Drills*, pp. 43-44]

Invite faculty members to lecture the team on weak areas.

Have these faculty supply a list of the "top 100 facts" in their field.

Discuss game strategy.

Make sure the players know how to play all of the different kinds of questions.

Make sure they have a firm idea of how to make the clock work for them at the end of the half or game. Be sure that they know everything about the upcoming tournament: format, starting times, location, their opponents, etc.

Play similar games to work on quick recall.

Watching game shows can be fun as well as good practice. A number of board games can be helpful too.

Play "Rip the Almanac:"

Just tear up an almanac and give each team member different sections for which they will be responsible. Ask each one questions from their subject "sections."

Utilize a variety of practice exercises until you find one to sharpen your team's strengths while eliminating its weaknesses.

ALL ABOUT THE QUESTIONS



GENERAL INFORMATION

One of the most important things for the Coach and the team to understand is the questions, not just the content of a particular question, but the formats of the questions, the writing style and the range of subjects that can be covered in just one game or tournament.

The questions are written by the editorial staff of the College Bowl Company. The questions are new every year. From year to year, the same topics may well be covered and there will be several questions with the same answer; but even in those instances, the actual wording of the questions and clues will differ.

Learning about the questions can be helpful for several reasons:

Helps determine where the team should concentrate.

The team needs to assess its strengths, weaknesses and areas of interest. While no four players can have in-depth knowledge of every subject, they can deepen their knowledge of subjects in which they're already strong and improve in subjects in which they are weak.

Aids writing "tournament style" questions.

The better the Coach and team understand how questions and game packets are compiled, the better they will be able to simulate this in order to generate practice material.

Learning how packets and questions are structured.

This allows players to become better attuned to listening to questions and being able to follow their logic.

GAME PACKETS

Every game packet consists of two types of questions, toss-ups (all worth ten points apiece) and bonuses (each worth 20-30 points.) Toss-ups are printed on yellow paper and bonuses on white. In any given packet there are 28 toss-ups and 25 bonuses. This is more than enough for a regulation-length game.

Every packet contains questions in a variety of subjects. While not every area of knowledge could possibly be covered in 53 questions, there are some categories which are included in every game packet.

In addition, the level of difficulty of questions ranges from easy to challenging. Almost every toss-up should be answerable by at least one knowledgeable team member if heard in its entirety. Bonuses are more difficult and draw on more in-depth knowledge.

Finally, all of the material is not strictly "academic" in nature. Many questions challenge the general cultural knowledge of the young adult, such as popular music and sports. Overall, the packets provide an enjoyable balance between "academics," "fun" and "quiz show" style questions.

WHAT'S IN A PACKET?

HCASC games will have questions that cover the categories below. We maintain a target distribution of questions based on this grid. Each game has its own "flavor," but these numbers should give your players an idea of where to focus their training.

<u>Question Category</u>	<u>TU</u>	<u>Bonus</u>
African American Culture & History	3-4	3-4
Sciences	3-4	3-4
Literature	2-3	2-3
History	3-4	3-4
Geography	2-3	2-3
Religion, Mythology, Ancient History	1-2	1-2
Fine Arts & Theater	1-2	1-2
Social Sciences & Business	1-2	1-2
General Knowledge	2-3	2-3
Current Events	1-2	1-2
Pop Culture	2	2
Sports	2	2

DRILLS

In speaking to Coaches, the overwhelmingly most important tip was, "Play the game." Like any game of skill, practice makes a difference. Of course, there are traits that will make some people better players, but experience makes a huge difference.

GENERAL DRILLS

Always have players practice with buzzers in their hands.

Require players to write questions every week for practice. [See *All About The Questions*, p. 42] This serves several important functions:

- ✓ It provides new questions for each practice.
- ✓ It exposes players to information in the course of their research. Many times, Coaches and players have been pleased to discover that the questions they heard in competition are similar to questions they wrote for a practice session. In addition, players gather new information and retain it in the course of researching questions.
- ✓ It teaches players about the structure of questions. This is especially useful in learning to anticipate toss-ups.

Some Coaches assign players the task of All About The Questions each week: for example, six toss-ups and four bonuses or nine toss-ups and six bonuses, depending on the frequency of practice. Players write the questions (along with their names and dates) on index cards, complete with a list of research sources. These questions are filed and used for many years. Microsoft Word question-writing templates are included on the CD-ROM.

During practice each player should take turns reading his/her own questions as well as old question packets.

This helps players understand how difficult it is to be a good moderator and makes them more sympathetic to the volunteer game officials.

Critique the questions after the practice.

Which of the players' questions were particularly good? Why? Which were bad? Why?

Make sure that the players know all of the rules.

A *Rules Quiz* is included on your CD-Rom. Play against other teams. These can be other teams of students; teams from area schools; or faculty/staff teams. One school put together a team of secretaries and let them pre-read the questions. This drilled the Varsity Squad both in speed and humility.

Turn players into "Information Seekers."

Ask them to seek out and learn new facts in any conversations with family, friends and professors.

DRILLS FOR TOSS-UPS

Most Coaches consider drilling for toss-ups to be more important than working on bonuses. Developing the knowledge base and the reflexes to play toss-ups keeps the momentum on your side and continues to lock your opponent out. There are two tricks for toss-up questions: having speedy reflexes and knowing how the questions are structured.

Begin practice with 25-30 Toss-Up questions.

Every player plays for himself and the player garnering the most points is the daily winner.

Since answering toss-ups involves hearing a series of clues and zeroing in on the only possible thing that fits that description, play the identification game. Use a few adjectives to describe a person, place or thing. Can the team identify: the thirteenth president, the year Amelia Earhart disappeared, the capital of Somalia?

Mark and analyze when toss-ups are answered.

When you read toss-ups, always note on the question card the point at which a player buzzed in with the correct answer. Then go back and analyze each question. Why did the player buzz then? If it was on the 10th word, could they have buzzed earlier? What are the key words and phrases that cued them to jump?

Train and test players' anticipation skills.

Read the first half of a question and have the team guess what the rest of the question must be. While few players will be able to correctly anticipate the answer "Indian Ocean" from the question fragment "She sells seashells down by the seashore..."; they might be able to anticipate the remainder of the question after hearing "If she sells seashells in the *Seychelles*..." By that point, players may anticipate that the remainder of the question asks "for 10 points -- where is she?" By breaking questions into small pieces, players can learn to analyze the structure and logic of the questions, which prepares them to interrupt with more confidence and accuracy.

Devise short 30-second drills.

For example, read a list of phrases, each of which refers to another phrase which has the word "red" in it. How many can they get? ("discovered flagrantly" = caught *red-handed*; U.S.S.R = the *red menace*; a distraction = *red herring*, etc.)

Train players not to fear the lockout.

If players are shy, or not taking enough risks, require them to get at least one "-5" in every practice game. Force players to buzz in early so that they develop a willingness to make some errors.

DRILLS FOR BONUS QUESTIONS

The essential skills to be polished for working bonus questions are: team work, mental association, brainstorming and efficient use of the time available.

Play a version of "Password"

One player is given a card with a category on it, such as "Presidents," along with the name of several Presidents. A player must use a few seconds to list some facts about the first name on the list and a second player must try to come up with the name. This drill sharpens recognition and recall and should be strictly timed.

Play a round where there are two bonus questions given for every toss-up question.

Play a few rounds in which only two players may work together on bonuses.

As teams develop a group dynamic, players will create effective training techniques that work well for them.

Encourage your team to try out any ideas that sharpen their game skills!

Teams are strongly encouraged to attend (or host) a Pre-NCT tournament in preparation for the Nationals. Contact HCASC Headquarters at 800-388-2272 x115 for information about Pre-NCTs.

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Call HCASC Headquarters 800-388-2272 x115 for further information.



Attending The Nationals



COACH'S ROLE AT NATIONALS

The role of the Coach at the tournament is somewhat different than the role at practice. It is no longer time to drill new things into the players. However, there are some things that good Coaches *will* and *will not* do at this time.

BEFORE THE TOURNAMENT

Before leaving campus, the Coach should reconfirm arrangements, make sure that there is enough cash on hand for the trip, make sure that the players have clothes and money with them. Be sure that someone on campus has phone numbers to reach you in the event of an emergency.

Four players and a Coach MUST travel to the Nationals.

Bring duplicates of all paperwork, including team enrollment and player eligibility forms, etc.



ONCE YOU ARRIVE

Check in at tournament headquarters.

Double check that your paperwork is complete.

Collect all tournament handouts.

Make certain you have a clear understanding of:

- ✓ *Time and location for the Team Orientation Meeting*
- ✓ *When the first game will be played*
- ✓ *The schedule for the entire tournament*
- ✓ *Meal times and locations*

After check-in, you will have some free time

It is important for the Coach not to disappear at this point. Some of your team members, particularly those at their first tournament, may want to stay with a familiar person.

- ✓ *Some socialize with other teams and relax.*
- ✓ *Others acquaint themselves with their game room and discuss their schedule.*
- ✓ *Other teams do some practicing to loosen up.*

BEFORE THE GAME BEGINS

As your team is getting seated and the game is about to start, it's your final chance to relax the players and get them focused on the match. Again, there are some different approaches:

Remind them to have fun and relax.

Some teams will even toss a football or frisbee around before each game.

Some teams huddle and talk.

They rely on anything that gives them that little confidence boost, from petting the team mascot to giving a quiet pre-game chant.

Coaches rarely give specific advice to each player.

However, if the Coach has scouted the other team, this might be the time to share any insights.

DURING THE GAME

You will certainly be watching closely and cheering for your team. Here are some tips:

Don't sit near the other Coach.

This can be very distracting. During games, all your attention needs to be centered on your team. Your players need to know that you are as focused on them as they are on the game.

Be quiet.

Hearing cries of "Focus" or "Go for it" can confuse the moderator and can disrupt the game. In addition, your players may begin to pay attention to what you are saying and not to the questions.

Look positive.

When the team earns points, clap and look pleased; they may look to you for approval. If they are losing, seeing that you still are proud of them will help keep them from getting discouraged.

The Coach is the emotional anchor of the team. Your players look to you for guidance and support.

DURING THE GAME (CONTINUED)

Some Coaches will take very specific notes and statistical data during the game. Some possible approaches:

- ✓ *Keep a running score to confirm the official score.*
- ✓ *Keep track of each player and how many questions each one answered correctly. This scorekeeping system is similar to that used to generate player stats in the campus tournament.*
- ✓ *Keep track of the correct answer for every question and how the team handled each one.*
- ✓ *Keep track of the types of question (by subject area) and chart how your players handled each type.*
- ✓ *Keep track of the bonus conversion percentage: the number of points the team actually garnered, divided by the number of points available.*
- ✓ *Some teams bring a notebook and enter all of the statistics directly into it.*

Note instances in which the team played a question particularly well or poorly.

Praise good bonus teamwork or anticipation on a toss-up. Note instances in which they made mistakes, such as not listening to a question, interrupting a toss-up when the other team already had received a five point penalty, did not wait to be recognized, etc.

Note any relevant points related to a possible game review.

The Coach counsels players about registering complaints or game discrepancies and often spots game review issues that players may miss during the heat of a game.



Use half-time to praise, encourage and strategize with your players.

AT HALF TIME

At half-time, most Coaches like to talk to their teams. Here are some suggestions that you may use.

"Talk up" your team

If your team is ahead, tell them to keep up the good work. If your team is behind, remind them how quickly the game can turn around. Three toss-ups and bonuses can erase a hundred-point lead.

Help them stay loose.

Encourage players to get up and shake the kinks out of their arms or bring them a drink of water.

If you have specific suggestions,

Dispense them with care. This may be the time to share some analysis of the opposition. Post mortems are usually best left until after a game.

DURING GAME REVIEWS

Game Reviews are an intrinsic part of the game. Here's how to lodge concerns so you will get the best possible hearing:

Express your concern quietly to the designated game official at the end of the half.

Make a note of the question and the issue and then move your attention back to the game play. Teach your players to do the same thing.

Talk the matter over as a team.

Do you really feel wronged? Is it worth pursuing the concern? If a second-half discrepancy does not affect the outcome of the game, a game review will not occur. If you feel that a game official is negligent, share your concern with your division liaison, after making clear that you are not registering an official call for review.

Discuss your concerns with your team only.

Do not explain the details of your game concern to the other team and Coach. Let the game officials handle that. You do not want to turn the issue into a personal grievance.

Explain your case clearly and concisely.

If you need a player to speak for the group, it should be the captain. Game discrepancies should not be group discussions. Remind your team to simply keep their seats and be patient.

Try not to get too excited.

It can take several minutes to get an issue clarified. Finding the exact question, reconstructing the score at the time, finding the matching bonus question, etc. can take some time. Do not add to the pressure by arguing excessively, repeating yourself or physically crowding the game officials.

Once you and the other Coach have spoken, let the game review committee have the privacy to make a decision.

The committee uses the game play rules as printed in the Training Kit to guide its decisions on the issues at hand.

BETWEEN GAMES

Whatever the outcome, keep the team positive.

Remember, each game is a new opportunity to score and win. By keeping focused on the end goal, you can help your team keep a positive outlook and a competitive edge.

After the initial euphoria or disappointment of a just-completed game has worn off:

Some Coaches like to gather the team to discuss it. Between games can be the time for a critique of the game. If you took notes, you can refer to them now. Going over the scoresheet and stats, even recreating the game, can help the players to think about the game for the last time, before turning to the next one. But Coaches also need to be sensitive to the fact that some players prefer to be alone (especially after a difficult loss).

This is *not* the time to hand out "penalty" assignments.

It is a time to make a list of subjects and game skills for later practice and preparation.

Use the time to watch other teams play.

You can make this a formal "scouting" session and check out your competition. Are they tremendously quick? Are they weak in one area?

AFTER THE TOURNAMENT

Win or lose, be a good sport.

This is a key to making a positive impression during the tournament.

Be sure to fill out the online evaluation forms.

Offer positive as well as critical comments. Constructive criticism is always appreciated: list specific changes you suggest for future tournaments.

ETIQUETTE

One of the comments we regularly hear from Coaches is that they work to instill in their players a sense of etiquette and manners. As representatives of the school, it is important for the players to conduct themselves well. Players also mentioned that they appreciate playing against teams that are fun and nice:

Be friendly, both before and after the games.

Don't regard the other team as the enemy.

Don't make fun of your opponents.

They will play in a fired up fashion and be even more motivated to win.

Be alert and intense, but not combative.

Don't denigrate the achievements of the other team.

Don't gloat. Never rub in a victory.

Don't bang on the table. Stay calm.

Don't be cocky.

When you go into the finals, you want the crowd on your side. They won't be if you've been arrogant.

Don't get the other team mad.

Don't let them know if they've made you mad.

Keep the obnoxious players off your team.

It is more fun if you are proud of the people you are with, instead of apologizing for them.



Be a good sport and shake hands after matches.

WHAT TO WEAR

For the most part, the HCASC Nationals are a casual affair. Teams are encouraged to bring at least one team "uniform," like matching school shirts (polo or tee), sport coats, jogging suits, etc. (examples appear below). Teams that *look* like a team tend to *perform* as a team. Never underestimate the effect of school pride in a heated match.



There are two functions, however, where dressier attire is appropriate: the opening and closing banquets. For these events, business dress is expected, so plan ahead!



FREQUENTLY ASKED QUESTIONS ABOUT THE NCT

Other than the Nationals team (4 players & 1 coach), who can attend?

Any student, faculty or staff member (no children) of your institution may attend the Nationals. This person must be pre-registered and should have submitted a signed confirming order to HCASC Headquarters. This person will be considered an Institutional Representative.

HCASC Headquarters reserves final approval on any individual's attendance at the Nationals.

What's the cost for an Institutional Rep. to attend?

Registration is \$1250; the fee covers everything except travel and hotel. Hotel is \$750; airline tickets are invoiced at cost, a good estimate would be \$400. HCASC will book the travel for the Institutional Rep. upon receipt of a signed confirming order.

When is travel booked for the Nationals team?

Upon receipt and approval of your NCT Qualifiers Part II roster & other paperwork, travel for those traveling via airline will be booked. Airline tickets are purchased based on seat availability, time constraints and cost. As in previous years, a majority of the flights will be early a.m. departures on Day 1 (arrival) and Day 4 (departure).

*If any members of the Nationals team are taking prescription medicine, do **NOT** place it in the checked luggage as luggage can be lost. Carry all medicines and valuables in your "carry on" bag!

I've submitted my NCT Part II paperwork, and a member of my team just informed me that s/he can not attend the Nationals. What should I do?

Pick up the phone and call (800-388-2272 x115) HCASC Headquarters **A.S.A.P.**, even if you don't know who the new player will be.

Why? If airline tickets have been purchased, your institution will be responsible for the cost of a new ticket, plus any additional charges.

You **must** have 4 team members in attendance at the Nationals.

My team has arrived at the airport and the carrier wants to put us on a later flight. What should we do?

Take your scheduled flight, do **NOT**, under any circumstance, allow yourself or any member of your team to be "**BUMPED**" for carrier perks (ticket voucher, money, etc.). The events scheduled to take place on Day 1 are based on everyone's arrival at the appointed time. We are aware that some flights may be delayed due to circumstances beyond your control.

If it comes to our attention that your "delayed arrival" was due in part to accepting airline perks, your institution will be **suspended** from HCASC play for **one year**.

Do we have to attend all of the events?

YES! Attendance at all scheduled events is mandatory, for the full duration of each event. Your team must be in the audience for the Final Games on Day 3.

How will my team be placed in its round robin division?

Teams are placed into divisions by a computer program. The program randomly assigns teams to divisions based on the following criteria:

1. The preceding year's top 16 teams are power placed, two to a division.
2. Where possible, no teams should be placed in a round robin division with teams they competed against in the round robin the preceding year.
3. Schools not in attendance the previous year are randomly assigned divisions.

During the round robin portion, when should my team arrive at our assigned room?

Your Nationals team should be in their assigned game play room **1** match prior to their scheduled match. So if your game is scheduled to begin at 11 am you should be in the room no later than 10:30 am.

DAILY ACTIVITY BREAKDOWN

DAY 1

- Arrivals & Registration
- Lunch
- Rules Briefing (optional)
- Opening Dinner & Ceremony

DAY 2

- Coaches Meeting
- Participants Divisional Meetings
- Captains Meeting
- Round-robin play followed by the first round in the "Sweet 16" single-elimination playoff.
 - Top 2 teams from each room advance based on: Win-Loss; Head to Head (if there are ties); Points/toss-up heard

DAY 3

- The tournament concludes in the morning with the 4 quarter final games, the semi-final games, followed by the best 2-out-of-3 Championship.
- Closing Awards Banquet

DAY 4

- Departures, most in the very early morning.