



# **Challenge Bowl 2025**

## Volunteer Handbook

## Challenge Bowl Committee Member Rules

### Meetings

- **Scheduling:** Meetings are set by the committee at the first meeting following the Challenge Bowl competitions. Subsequent meetings are scheduled according to the committee's preference.

### Membership and Voting

- **Membership:** The committee operates on an invitation-only basis and is composed exclusively of Muscogee (Creek) Nation (MCN) employees. All members are required to adhere to the policies and procedures established by the Muscogee Nation.
- **Voting Power:** Each committee member has equal voting power.
- **Chairmanship:** The JOM Manager serves as the chairman of the committee.

### Study Guide Sub-Committee and Nominations

- **Nominations:** Positions for the study guide sub-committee will be open for nominations by the department head to which the subject pertains. The committee must approve these nominations and vote on the individual for the position.
- **Vacancies:** If no person is available for nomination, the committee will elect someone with the required knowledge, experience, and professionalism.

### Decision Making

- **Majority Rule:** All aspects of the competitions are voted on and decided by the majority of the committee members.
- **Respecting Decisions:** Once a motion has been approved by the majority, all committee members will respect the decision and advocate for it, even if they have conflicted feelings.

### Communication

- **Feedback:** All feedback regarding the Challenge Bowl, whether positive or negative, must be brought forth to the committee for discussion.

### Code of Conduct

- **Professionalism:** Committee members are expected to exemplify professionalism in all interactions.
- **Unity:** Members must remain united in presenting and advocating for committee decisions.
- **Conflict of Interest:** Members should disclose any potential conflicts of interest and recuse themselves from related votes.

### Additional Guidelines

- **Attendance:** Members are expected to attend all scheduled meetings. If a member cannot attend, they must inform the chairman in advance.
- **Confidentiality:** Discussions within the committee should be kept confidential unless otherwise decided by the committee.

# CHALLENGE BOWL VOLUNTEERS

## All Volunteers:

- Must complete an activity leave form and return to volunteer coordinator.
- Must arrive at 7:00 a.m. on the day of the competition.
- Will report immediately to the volunteer room to check-in.
- Must report to the morning meeting at assigned time and place.
- Breakfast schedule for volunteers is from 7:15AM to 7:45AM.

## Moderator Responsibilities

### Training:

- Each Moderator will be given a set of protocols and questions to practice prior to the competition.
- Moderators will work out a signal with their match judge to resolve questionable answers.

### Responsibilities:

- Must be at all three competition days.
- Is in charge of their room.
- Must ensure that all machines are set up and in working order.
- Is responsible for the competition tablets & protocols.
- Has the ability to remove spectators, students & sponsors from the room for a just cause.
- Must be knowledgeable of game rules.
- Must know their officials—if your officials are not there, please contact the volunteer room.

### Game Day:

1. Ensure that their officials are in place.
2. Ensure that the correct Round is being played.
3. Check to make sure the tables are clear.
4. Name tags are visible.
5. Ensures that four (4) team members and one (1) sponsor are present during each match and that four (4) team members compete during each match.
6. If a question is answered by mistake, please use the bonus question.
7. Will **not** give “correct” answers to players or sponsors for questions that were answered “incorrect” by team players.

## Match Judge Protocol

### Training:

- Each Match Judge will be given a set of protocols and questions to review prior to the competition.

### Responsibilities

- Must actively monitor teams, sponsors, spectators, questions/answers and equipment during competitions to ensure there is no disruptive behavior.
- Must be prepared to rule on procedures and protested, or difficult, questions/answers.
- May remove spectators from competition room for disruptive behavior.
- May call a time out during match play in cases of emergency, or to address procedural questions or errors.
- Must render a decision when an official protest is filed either at the end of the quarter of play or before the conclusion of the match.
- Must exhibit courtesy, sportsmanship, and respect.
- Must maintain a professional atmosphere in the competition room.
- Is knowledgeable of all questions/answers, game rules, and procedures pertaining to game play.

- Previews all questions carefully, makes corrections to answers that are incorrect, and submits other answers that are acceptable.

### Game Day

1. Ensures all match officials are present.
2. Must ensure all team members and sponsors are present during the team competitions or declare the team present as the winner of the match.
3. Must ensure the team has the correct number of members and is seated appropriately during the team competition or declare the opposing team as the winner of the match.
4. Must declare the present team the winner of the match if the opposing team is not in the competition room within five (5) minutes of the announcement of the match.
5. In the event a student gives more information than is needed, confirm the additional information is correct.
6. When the answer requires a name, accept a first and last name unless the person is commonly known by one name.
7. In the event a team or team member exhibits poor sportsmanship or disruptive behavior, declare the opposing team the winner of the match as a result of a forfeit by the disruptive team.
8. Declare the winner of the match.

## Time Keeper

### Responsibilities:

- Will keep accurate time for each match.
- Must be familiar with the timing device.
- Will ensure the timing devices are present.
- Will ensure that the games are timed according to the game play rules.
- Adheres to time constraints for start of match, team responses, and breaks between match play.
- Will notify Moderator of team forfeit if team is late for the start of the match. (Teams have 5 minutes to arrive for game play.)
- Time Keepers will advise Moderator of any time discrepancies that occur during match play.
- The Match Judge may grant a five (5) minute delay of match for emergencies.
- Time-outs will be limited to two (2) minutes.
- Only ONE (1) time-out per team is allowed.

### Game Play:

#### FIRST QUARTER – Toss-Up Questions

1. The moderator reads the question, and then **time begins. Push timer for 10 seconds.**
2. Players have 10 seconds to buzz-in and five (5) seconds to answer. **PLAYERS MUST WAIT TO BE RECOGNIZED BEFORE ANSWERING.** If player answers before being recognized, the answer given will be counted as an incorrect answer.
3. If the players answer is incorrect, the question *will not be re-read* and the opposing team has the opportunity to buzz-in within five (5) seconds and has five (5) seconds to answer.
4. If a team buzzes in before the question is completed and gives an incorrect answer, the opposing team will be able to hear the question in its entirety before buzzing in.

**There will be a 30-second break between quarters.**

#### SECOND QUARTER – Sixty-second (60) Questions

1. The second quarter starts with five (5) questions to be answered within 60 seconds.
2. Teams will not buzz-in to answer.

3. Teams will have ten (10) seconds in which to select a topic.
4. After the Moderator reads the first question, **time begins. Push timer for 60 seconds.**
5. If the Moderator inadvertently gives the answer, the Moderator or the Match Judge will call “time-out”. The Moderator will instruct the Timekeeper to add five (5) seconds to the time. A substitute question will be asked.
6. All questions and answers will end as the 60-second buzzer sounds. If the Team Captain has started to answer as the buzzer sounds, a correct answer will count.

**HALF TIME – Substitutions can be made at this time**

**THIRD QUARTER - Toss-up Questions - *Follow the same procedure as First Quarter Toss-up***

**FOURTH QUARTER – Creek Language**

1. Team members will need to buzz-in.
2. When the Creek Speaker says the first word in English, **time begins. Push timer for 10 seconds.**
3. The player has 10 seconds to buzz-in and five (5) seconds to say the Creek answer.
4. If the Creek Speaker inadvertently says the answer, the Moderator or the Match Judge will call “time-out”. The Creek Speaker will say a substitute word. The time will begin.
5. **Each player may only give a total of two (2) answers each.**

**SUDDEN DEATH**

1. If the score is tied at the end of the Fourth Quarter, the Moderator will announce a Sudden Death Tie Breaker.
2. The Moderator will call a one (1) minute break in play before the Sudden Death Tie Breaker.
3. The game begins with one (1) toss-up question.
4. After the question is read, **time begins. Push timer for 10 seconds.**
5. The player has 10 seconds to buzz-in and five (5) seconds to answer.
6. If the player answers correctly, the Moderator will respond “correct” and the match is over.

## **Score Keeper**

**Responsibilities:**

- Must keep an accurate record of match scores.
- Must ensure that the correct teams are in the room and that all members and teams are eligible to play.
- Must note any substitutions.
- Ensures that each player answers no more than 3 questions during toss up questions and no more than 2 language questions.

**Game Day**

1. Must make sure that the teams that are on your score sheet are the teams in your room.
2. Verifies team rosters for eligibility of team members, reports to Moderator, any teams not eligible to play and notes substitutions.
3. Reports score at the end of each quarter of play and at the conclusion of the match.
4. Relays score sheet to the runner for update to tournament bracket.

## Language Speaker

1. Language Speaker will report to the volunteer room to sign in and find your assigned room #.
2. Check with the Volunteer Coordinator to find out who your teammates are.
3. Report to your assigned room.
4. Review the Language Round on the tablet to familiarize yourself with the list of words/phrases and to check for any discrepancies. Each list contains a set of 8 words/phrases.
5. The 4th Quarter of the Play is the Language Section. The Moderator will explain the rules and then acknowledge the Language Speaker to begin. **EACH PLAYER IS ONLY ALLOWED TO GIVE TWO ANSWERS.**
6. Speaker or Moderator will ask the 1st place team to choose List #1 or List #2. The other team will take the remaining list.
7. Before you begin, remind the players, **“PLEASE ANSWER LOUD AND CLEAR – IF I AM UNABLE TO HEAR YOUR ANSWER, IT WILL BE CALLED INCORRECT”**.
8. Time will begin after the Language Speaker says the first word/phrase in English. Speaker will only say a word/phrase once. The Timekeeper will set the timer for **10 seconds**.
9. Players must use the buzzer. Players have ten (10) seconds to buzz-in and five (5) seconds to answer. Players must wait to be called upon by the Language Speaker before answering.
10. If the Player answers correctly, the Language Speaker will respond **“Correct”** and say the next English word/phrase.
11. If the Player answers incorrectly, the Language Speaker will respond, **“Incorrect”** and say the next English word/phrase.
12. If the Player answers with a word that is different from what is written in the competition list or different from how it is spoken on the CD, the Language Speaker will respond, **“Incorrect”** and say the next English word/phrase.
13. Timer will buzz after ten (10) seconds if no buzz in. Say the next English word/phrase.
14. If the Language Speaker inadvertently says the answer, the Moderator or the Match Judge will call “time-out”. The Language Speaker will say a substitute word.
15. Following procedure 7-12, continue until all eight word/phrases have been asked.
16. Turn to the opposing Team and repeat, following the procedures 7-14.

## Runner

### Responsibilities

- Runner is in charge of the rooms’ walkie-talkie. (PLEASE ASK IF YOU NEED INSTRUCTIONS ON HOW TO OPERATE).
- Reports to bracketing room to pick up score sheets.
- Will call teams from the holding area and escort teams to designated competition rooms.
- Will ensure Moderators are on the correct round before competition begins.
- During match play is positioned outside of the door making sure teams personal articles are safely left outside of the game room.
- Verbally ask team members and sponsors if they have cell phones, electronic devices, etc.
- Maintains silence outside of the match room.
- Reports match results to Bracketing room.
- Return score sheets to Bracketing room.
- Runners will notify designated volunteer when room officials are ready for lunch during the day, unless otherwise announced by bracketing room.

## **Game Day**

1. Runners will report to commons (where students are), in order to escort teams to your room for play.
2. After you have your teams, take them to your assigned room. **(PLEASE MAKE SURE YOU HAVE CORRECT TEAMS FOR YOUR ROOM).**
3. PLEASE make sure that NOTHING is taken in the rooms by students and/or sponsors.
4. Make sure Moderators are on the correct round before competition begins.
5. Once teams are in the room and the door is shut, radio the teams you have in your room number/letter and say "ARE IN PLAY".
6. During the game, runner sits outside the door to keep quality control and to also wait until game in play ends.
7. Runner will monitor noise level outside of competition area.
8. After the round is over runner must escort students back to commons and take score sheet to BRACKETING ROOM, and wait there for the next score sheet (or to be notified your room is done).
9. After getting your score sheet, you must now go get the CORRECT teams from commons and escort those students to your room.
10. Give scorekeeper the new score sheet and follow # 1- #8 again until otherwise notified by bracketing room.

## **Final Round Official Selection**

Final officials will be chosen by the designated core committee members.

## **Wilbur Gouge Honors Team Judging Criteria**

Teams will be judged and scored by the selected Challenge Bowl Core Committee members based on the following criteria:

1. Character, respectfulness while in game play and at any other time throughout the event.
2. Conduct inside/outside buildings, in hallways, restrooms, etc.
3. Team Sponsors will be judged according to the same behavior criteria as stated in item numbers 1 and 2.
4. Going above and beyond to help keep the facilities clean as well as offering assistance in any area needed.
5. Should team players or sponsors display unacceptable conduct during match play after team scoring ends in competition rooms, the Official Score Keeper will note on the game score sheet the team name and what type of unacceptable behavior was displayed. This will disqualify teams from being eligible for the Wilbur Gouge Honors Team award.

Tickets will be given to students for above and beyond behavior by designated core committee members. Tickets will be worth 1 point each and students will be asked to write the team/school name on the ticket and take to designated area. Tickets will be received and submitted to bracketing prior to the 3<sup>rd</sup> place final round for counting.

Team officials will no longer receive a Wilbur Gouge Honors Team score sheet from the bracketing room once all teams have had an opportunity to receive at least 2 rounds of scores from game officials. Bracketing room will work with the Core Committee to decide when team scoring will end in competition rooms.