

2007 IFTSA Area College Bowl Competition Guidelines



The Student Association of the Institute of Food Technologists

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IFTSA 2007 Area College Bowl Competition Guidelines

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Sections

- Foreword and Notes
- 1 Communication
- 2 Schedule
- 3 Eligibility
- 4 Equipment
- 5 Questions
- 6 Officials
- 7 Commentary on Rules/Play

Appendices

- 1 Rules of the Competition
- 2 Question Submission Guidelines
- 3 Area Reps Checklist
- 4 Moderator Guidelines
- 5 Judges Guidelines
- 6 Scorekeeper and Timekeeper

Foreword

Please use this as a resource to help plan a successful and well-run College Bowl Competition. Best of luck!

If you have any questions, please do not hesitate to contact me:

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Note #1: All College Bowl teams must submit 40 new questions prior to the competition in order to participate in the competition. Please remind the teams in your area regarding this rule well in advance, so that they have time to comply. It is not just a formality; it is a requirement. The intent of this rule is not to exclude teams from competition, but rather to include all teams in the process of improving our database. This process helps improve the competition and prevents teams from anticipating all possible questions based on previous competitions. I will send out a list of teams that have submitted questions prior to the area competitions. Teams not meeting this requirement will not be allowed to compete. Please see Appendices 1 and 2 for more information regarding the submission protocol.

Section 1: Communication

1. In addition to working with chapter presidents, the Area Rep should find out who the college bowl team captains and team advisors are for each school in the area. Make sure that you have good contact information for all of them. Find out if each school has organized a team yet, or when they plan to organize a team. Don't assume that information sent to the chapter president will reach the college bowl team (which is especially problematic if the team doesn't exist yet!). Busy schedules and large chapters mean that communication can break down easily. Make sure everyone is in the loop.
2. The Area Rep should contact each chapter/club president and college bowl team captain/faculty advisor in the area on a regular basis regarding the area competition. Make sure that the information you send to the school is actually getting to the chapter/club president and the college bowl team captain/advisor. Ask them to respond to your emails. Verify with them on a regular basis. Basically, knowing a little bit about who is in charge and what is going on at each school will help make everything run smoothly. As many of you are discovering, it is extremely difficult to establish good communication with the schools in your areas, but be patient and persistent!
3. Instruct each chapter and college bowl team that questions regarding the area competition (as well as most other IFTSA business) should go to the Area Rep first. Chapter officers and team captains should consider the Area Rep to be their first point of contact on most issues. Usually, the Area Rep can answer most questions quickly. If not, the Area Rep can get answers or clarifications from the Chair (or other appropriate IFTSA officer), and then pass it back down to all schools in the area. The IFTSA "chain of command" is in place to reduce redundancy and streamline information flow from chapter officers through Area Reps to national officers and vice-versa. This allows the Area Rep to coordinate intimately with individual schools, while permitting national officers to focus on working with Area Reps as well as strategic planning related to their positions. While national officers are happy to work hard and answer questions, it is highly inefficient for them to answer the same question dozens of times, or to receive questions that should be directed to other officers. Please encourage chapter officers to contact the Area Rep first, and national officers will be happy to work with Area Reps to resolve any issues.
4. The new IFTSA Forums have been set up and should be used for general questions that others might have concerning the college bowl competitions. The use of the new forums will help to reduce redundancy as well so please use this as a FAQ page and feel free to add questions: <http://www.iftsa.org/forums/>

Section 2: Schedule

1. Area Reps should schedule the competition well in advance in order to allow all teams sufficient time to plan their trips. Also, fixed dates are necessary to recruit moderators and judges, and schedule facilities and equipment for the competition.
2. Area Reps should consult with each chapter/team when scheduling the competition. A sincere effort should be made to accommodate the scheduling needs of each school (exam schedules, distance, etc.). Advance planning and communication can usually resolve almost any scheduling conflict so that the maximum number of schools can participate.
3. Keep the Chair advised of when the competition will be and where it will be held, and how many schools will participate. This information is critical to planning the competition, and must be known well in advance.

Section 3: Eligibility

1. The Area Rep should specifically contact each school's college bowl team to remind them of Eligibility Rules A-E from the Food Science and Technology College Bowl Competition Rules and Guidelines. The Area Rep should also make it clear that while only the eligible team members may compete, anyone is welcome to attend the competition.
2. Each team should submit the required questions to the Competition Chair to be eligible to participate. Please remind the chapter presidents and team captains of this. If they have questions, refer them to the question submission guidelines at the end of this document, this document can also be found on the IFTSA page under the College Bowl competition page. Area Reps should remind teams frequently throughout the year to submit their questions as soon as possible. This is necessary so that the questions can be reviewed and added to the database in a timely fashion.

Section 4: Equipment

1. See Appendix 3: Area Reps Checklist
2. An acceptable buzzer system is needed for the competition. An acceptable system has four buzzers each for two teams. The buzzers must light up and make a sound indicating which participant has buzzed in. Area Reps should find out if the area has a buzzer system. If needed, IFT can provide a buzzer system with sufficient advance notice. Simply notify the Chair of the competition regarding when the buzzers are needed, and provide a reliable shipping address (to the location of the competition), well in advance.
3. If desired (though strongly recommended), an LCD projector, projection screen, and laptop computer can be used to display the scoreboard and brackets. This is a nice touch that makes the competition really sharp. The timekeeper and scorekeeper can use this to arrange the bracket, keep score, etc. Please train them well on the use of this equipment and programs (see next item). Secure a room and necessary equipment early, in order to make sure that they are available.
4. Each Area Rep will receive a CD containing the Scoreboard/Brackets display programs and instructions to run them. Please look at these, open them, and play around with them as soon as you receive them. Work out the kinks and learn the system before the day of the competition. Train the scorekeeper to use the system to keep score and update the bracket as each round ends. Train the timekeeper to use it to keep time. You will have to go to each school's website in order to get logos for the bracket and scoreboard. You will need to edit the scoreboard to say "XYZ Area Meeting 2007" or whatever you want, because it is set to display another year, etc. Click on the text box and change the text to read what you want.

Section 5: Questions

1. Questions come from the 20 categories listed in the Food Science and Technology College Bowl Competition Rules and Guidelines.
2. Questions used in the competition come from the IFTSA question database, maintained by the College Bowl Chair. Both new and old questions are reviewed by university faculty and industry professionals before to ensure accuracy. The Chair selects the questions for each competition.
3. Each round of the competition consists of 20 questions total. In the national competition, approximately 2 questions per round will be visual questions. For the area competitions, no visual questions will be used this year. The master set for each area competition contains questions for all rounds of the competition. The questions may only be used in the order listed on the master set.
4. Extra questions (both toss-up and bonus) will be provided. In the event that the judges decide to throw a question out, the extra questions will be used in order from the corresponding lists.
5. Question sets will be distributed to the Area Reps in advance. Under no circumstances is the Area Rep to open the question set (it will be opened by the officials prior to the competition).
6. Security regarding the question set must be maintained. Area Reps should keep the master question set in a secure location (not on campus) until the day of the competition. Also, neither recording of the competition nor writing down questions during the competition will be permitted by any member of the audience. It is the Area Rep's job to ensure compliance with this rule.

Section 6: Officials

1. Moderators and judges for the area competition should be knowledgeable food industry professionals from the area. Moderators and judges should not have strong ties to any of the competing schools. Faculty members should not be considered, as this presents the possibility for bias.
2. Find a moderator and 3 judges for the area competition at least a month in advance (several months in advance is preferred). Start looking in January or earlier for a competition that takes place at the end of March or beginning of April. Be considerate of their situation and schedule; several months advance notice is a common courtesy for this type of commitment. When recruiting moderators and judges, clearly spell out what is required of them (exact dates of the competition, duties to be performed, etc.). You must have 3 judges for the competition, no exceptions! Make sure that this vital task is one of the first things you do!
3. Take care of your judges, moderators, score keeper, and timekeeper. Provide snacks, soft drinks, etc for them during the competition. These positions are stressful and tiring. Do your best to keep them happy and refreshed. Send them thank-you cards after the competition. This way, if you find a good judge, other area reps will be able to use them in the future.
4. Consider recruiting an alternate moderator and an alternate judge in case of emergencies (illness, travel problems, etc.). Invite them to come to the competition, and give them the same consideration as the primary judges and moderator.
5. Select a moderator who is comfortable speaking in public for long periods of time.
6. Select judges who are knowledgeable in many areas of food science, as they are required to interpret answers to questions from all categories. It is a good idea to recruit judges with different backgrounds and areas of expertise, to provide a broader range of knowledge. Ideally, judges should have an advanced degree (PhD) in Food Science or a related field (judges should know more than the competitors!).
7. Arrange for a scorekeeper and timekeeper. It is acceptable to use a student or faculty member from one of the schools for these positions. To avoid accusations of bias, it might be wise to select two people from different schools for each of these positions, and let them work together (in other words, one makes sure that the other is being fair).
8. Judges, moderators, timekeepers, and scorekeepers will all receive instructions and a copy of the competition rules from the College Bowl Chair. See Appendices 4-6 for guidelines for these positions. The Area Rep should also carefully instruct all officials before the competition. Make sure the moderators, judges, and other officials all receive careful instruction from these rules. It might be a good idea to email the College Bowl rules and the individual guidelines for each section to the

- appropriate official ahead of time, so that they can become familiar with the rules and procedures of College Bowl.
9. The master question set (4 copies; more if alternates are used) for the competition will be sent to the Area Rep approximately one week in advance. This question set is not to be opened by the Area Rep at any time.
 10. The Area Rep should reserve a room for the judges and moderator to use for a few (2-3) hours before the competition. The Area rep, time keepers, and scorekeepers should not be present. At this time, they will open the master question set and review each question, making notations on the master set and their own sets after discussing their individual observations and agreeing on the correct question wording, acceptable answers, or possible alternative answers. Judges and moderators can decide to except alternative answers and improve the wording of questions, or throw other questions out entirely. There will be extra questions provided for each round, so judges may alter or discard questions as needed. Obviously, there are kinks in the system and the question database has errors. Because of this, the judges are asked to use their judgment as experts. At no time will the Area Rep or anyone else besides the judges be consulted regarding this process. The decision to alter or discard questions, or to accept alternate answers, is totally the responsibility of the judges. The moderator is at the meeting to listen to the changes and understand the clarifications so that they can be communicated to the audience and competitors. The decisions rest entirely with the judges.
 11. The three judges and the moderator will each have a copy of the questions to use during the competition. Question sets should remain with the officials at all times.
 12. After the competition, the Area Rep should collect all question sets and mail them back to the College Bowl Chair ASAP. Precautions should be taken to ensure that no copying takes place. It is extremely vital that the integrity of the question set be maintained. The Area Rep must ensure that the question set is given unopened to the officials immediately before the competition, remains with them at all times during the competition, and is collected after the competition and immediately placed in a sealed envelope and sent back to the Chair. Please take this responsibility seriously! If questions from the database were to leak out, then the competition would be tainted and unfair.
 13. Some controversial questions, answers, or judgments may take place during the competition. The duty of the Area Rep is to train the officials well, and point out the specifics of the rules. The Area Rep must know the rules of the competition intimately, and be able to clarify the rules to the judges. However, under no circumstances will the Area Rep interpret those rules with respect to a judge's decision. In other words, the Area Rep helps the judges to understand what the rule says, but the judges will interpret how to apply the rule to specific instances in the competition. Neither the Area Rep, nor the Moderator, nor anyone else will confer

with the judges regarding acceptance/rejection of answers, wording of a question, etc. The ruling of the judges is final.

Section 7: Commentary on Rules/Play

Please read through the rules carefully (Appendix 1) and then review the following points:

1. Rule II A-B. Please remind each school of the eligibility requirements for competitors. Remind competitors that their student memberships in IFT must be current in order for them to compete. Make sure that no competitor is a member of a previous national championship team (from their current school or a previous school).
2. Rule V B. Notice that the moderator will refer any challenge to a question, answer, or other decision to the judges. The moderator will not make the decision.
3. Rule V C. There must be three judges. No exceptions. Make sure you have a backup plan. It is not acceptable to use a faculty member as a judge if one of the regular judges gets sick or is otherwise unable to be present.
4. Rule V D. The scorekeeper should also keep score on paper in order to provide a written record of the result of each question. This can be used in case of a challenge to the scorekeeper's accuracy or in case of power failure that might shut off the computer.
5. Rule VI C. Please verify that no more than two graduate students are on the floor for any one team at any one time.
6. Rule VI D. The alternate can substitute between rounds, but not during a round (unless a team member on the floor becomes unable to continue, i.e. sick, etc.).
7. Rule VII A 1. The Area Rep should conduct some sort of random draw in front of the audience in order to determine the pairings for the bracket.
8. Rule VII A 2-3. Please note that the format stated in the rules reflects the new format for the national finals only. The Area Competitions will follow the traditional format.
9. Rule VII B 1. It is also a good idea to test each person's buzzer before each match.
10. Rule VII B 2. No taping, filming, or writing down of questions will be allowed. The Area Rep should make sure that this is followed. A good idea might be to recruit one or two people to watch for this.
11. Rule VII B 4. If a contestant buzzes while the moderator is still reading the question, the moderator will stop, and call on the contestant. The moderator will not finish reading the question. If the contestant answers incorrectly, the other

team will have the entire question re-read to them, and will have 5 seconds to buzz in, and then 5 seconds to answer (unless they previously answered the question incorrectly themselves).

12. Rule VII B 5. Teams may confer and write during bonus questions. They may not do so during any other time. Only the team answering the bonus question may write and confer.
13. Rule VII B 6. Note that only the team captain may ask for a clarification or speak to the judges (unless a question is being answered, of course).
14. Rule V C 1. The questions must be asked in the order in which they are found in the question packet. If questions are discarded, either at the judges meeting or during the competition, they will be replaced by the next question from the extra questions list provided.
15. Rule VII D 2. Judges and moderators should confer during the judges meeting (discussed in Officials Section and Appendix 3) regarding any questions that should be thrown out, possible vague wording, alternate interpretations of certain questions and answers, etc. They can decide to except alternative answers and improve the wording of questions. There will be extra questions provided for each round, so judges may alter or discard questions as needed. Obviously, there are kinks in the system and the question database has errors. Because of this, the judges are asked to use their judgment as experts.

Please take the time to carefully review the Appendices to this document. They contain the “nuts and bolts” of how to run a successful College Bowl competition.

Appendix 1: Rules

Food Science and Technology College Bowl Competition RULES AND GUIDELINES

The objectives of this competition are to facilitate interaction among students from different universities, to stimulate student's desires to accumulate and retain knowledge, and to provide a forum for universities to engage in friendly competition – in other words - to have a good time.

I. SCHEDULE

- A. The Student Association of the Institute of Food Technologists (IFT) will conduct the competition from September 1 to the IFT Annual Meeting (usually in July.)
- B. Area Competitions will be conducted during the competition time frame as determined by the Area Representative. Conflicts with scheduling of the Area Competition will be resolved by the Chair of the competition.
- C. The competition finals to determine the National Champion will be conducted at the IFT Annual Meeting (usually in June).
- D. If an Area Competition cannot be held, the Area Representative, in consultation with the Chair of the competition, will select the Area's Representative to the competition.

II. ELIGIBILITY

- A. Each team must be from a Student Chapter of the IFT. Food Science Clubs applying for Chapter Status are eligible to compete.
- B. Each contestant must be a member of the Student Association of IFT, and be registered as a student at the university he or she is representing during the Fall semester prior to the competition. (If participating in the finals at the Annual Meeting, the student need not be currently enrolled.)
- C. The classification of each student (undergraduate or graduate) will be determined by his or her status during the Fall semester.
- D. All members of the Institute championship team will be ineligible to compete on future teams therefore, a competing contestant can win only one College Bowl Competition.
- E. The College Bowl Competition Chair is ineligible to compete on current and future College Bowl teams. The Area Representative is ineligible to compete on the current College Bowl team.
- F. Each team must submit 40 new questions to the College Bowl question pool. Questions will be submitted in electronic format to the Area Representative by the time of the Area Meeting as a requirement to participate. Questions shall be written in the style of past competitions, either marked as toss up or bonus, and fall within the categories of Section IV below. Teams may not use questions they submitted in previous years.

III. EQUIPMENT

- A. **Game Panels:** An appropriate device, buzzer, bell and/or light, etc. will be used to determine the first contestant to respond to a question.
- B. **Scoring Device:** Scores will be recorded on an electronic display. It should be visible to everyone concerned.

IV. QUESTIONS

- A. All Student Association Officers, Area Representatives, Committee Chairs, IFT Committee Representatives, and Division Representatives are charged with the responsibility for developing questions. Likely sources of questions are:
 - 1. Department Heads and/or professors of approved programs,
 - 2. Officers and Executive Committee members of IFT Divisions, and
 - 3. any knowledgeable IFT member of your acquaintance such as one of your Regional Section Officers.
- B. Questions will be categorized according to the following categories:
 - 1. Food Analysis and Quality Assurance
 - 2. Food Chemistry
 - 3. Food Laws & Regulations
 - 4. Food Microbiology
 - 5. Nutrition
 - 6. Food Packaging
 - 7. Food Processing
 - 8. IFT Knowledge
 - 9. Food History and Trivia
 - 10. Biotechnology
 - 11. Carbohydrate
 - 12. Food Engineering
 - 13. Foodservice
 - 14. Sensory Evaluation
 - 15. Toxicology & Safety Evaluation
 - 16. Dairy Products
 - 17. Cereal and Grain Products
 - 18. Fruit and Vegetable Products
 - 19. Meat, Fish, Poultry and Egg Products
 - 20. Beverages, Beer, Wine, and Alcohol
- C. Questions will also be classified as toss-up or bonus questions. Classification of the questions will be left to the discretion of the Chair of the competition.
- D. Multiple choice questions, like other toss-up questions, may be answered at anytime while the question is being read. Participants may respond with the letter of the answer or the actual answer. If a participant wishes to venture a guess before all of the answers are read the judges will determine the correctness of the answer
- E. Twenty questions will be randomly selected from the entire question bank and placed into game packets by the Chair of the competition. There will be no true/false or yes/no questions. Every fifth question will be a bonus question. All

will be read in order by the moderator. In addition, several additional substitute questions will be placed in the game packet in case a question is thrown out.

V. OFFICIALS

- A. **Eligibility:** Faculty who serve as a coach for their school's College Bowl team will be ineligible to act as an official at Area or National College Bowl Competitions, or to act as a reviewer of questions.
- B. **Moderator:** The IFT President may be invited to serve as moderator at the finals. The moderator will be responsible for running the contest. He or she will ask the questions and designate contestants to answer. An answer may be challenged by the moderator, the contestants or one of the judges in which case the moderator will immediately refer the matter to the judges for a ruling. The moderator should be an industry person with a sense of showmanship and preferably no connection with any of the competing schools. It is also the responsibility of the moderator to ensure that no filming, taping, or writing down of questions occurs during the competition.
- C. **Judges:** There shall be three judges. They must be knowledgeable in Food Science and may be university faculty as long as they are not from a university having a team in the competition, or may be a qualified representative from industry or a regulatory agency. The decision of judges on all challenges shall be final. One of the judges will be selected as and "Overviewer" and will be responsible for taking notes on question quality and accuracy. These notes will be collected by the College Bowl Chair, and changes will be made to the question database.
- D. **Score Keeper:** The score keeper will keep track of points awarded or subtracted on the scoring device noted in III.B. The Competition Chair will appoint the score keeper. Challenges of the score-keeper's accuracy will be referred to the judges, whose ruling will be final.
- E. **Time Keeper:** The time keeper will be appointed by the Competition Chair. The time keeper will keep track of the time between the final reading of the questions (up to two readings) and the initiation of the team's answer by the team captain. The time keeper will also keep track of the time elapsed between the contestant's buzz and the initiation of his/her answer (for toss-up questions) as stated in Section VI.B.4. and VI.B.5. Challenges to the time keeper's accuracy will be referred to the judges, whose ruling will be final.

VI. TEAMS

- A. Each team will consist of up to four members and two alternates.
- B. One member shall be elected team captain and retain that position throughout the competition.
- C. No more than two of the competing team members may be graduate students.
- D. The alternate will not be seated at the panel, nor will he or she participate during the round unless the moderator deems it impossible for one of the team members to continue.

- E. The team captain may substitute the alternate for a team member before the round begins. The team captain may not substitute an alternate for himself or herself at any point during the competition.
- F. In the event the team captain is unable to continue play due to illness, the alternate may be seated and the team may select a new captain.
- G. An alternate, if not used as a competing member of the national championship team, will be eligible for future competition.
- H. Individuals who did not compete in the Area Competition may compete on a team in the National Competition.

VII. PROCEDURE OF PLAY DURING THE NATIONAL COMPETITION

A. Order of Team Play

1. Teams will be selected by a lottery into brackets. A double elimination bracket design (see Section IX) will be followed throughout the competition.
2. A preliminary competition will take place prior to the IFTSA Welcome Assembly. The preliminary competition will consist of matches #1, #2, and #3 from the double elimination diagram in section IX. These matches will be closed to the public and will be used to determine which teams will be placed in the winning and losing brackets for final competition play following the IFTSA Welcome Assembly. An identical 20-question set will be used in each match. Only *competing* members of teams, judges, scorekeeper, timekeeper, moderator, Operations and College Bowl Chairs will be allowed in the preliminary competition room.
3. All subsequent matches will use a different 20-question set. These final matches (matches #4 to #11) will take place following the IFTSA Welcome Assembly and the general public will be invited.
4. After the completion of each match, the winning and losing teams will be placed into their appropriate new bracket spots following the double elimination diagram.
5. Teams will compete until they have been defeated twice (double elimination) and a champion is declared.

B. Starting the Match

1. Teams will be assembled and seated at their respective panels. Before play begins for each match, the team captain shall declare himself/herself to the moderator.
2. The audience will be asked by the moderator to refrain from filming, taping or writing down any questions asked during the competition.
3. The question packet will be opened by the moderator and at his/her signal, the match will begin.
4. The moderator will read each question until a contestant activates the device described in Section III.A.
 - a. The contestant has five (5) seconds to initiate an answer.
 - b. If the answer is correct, his/her team will be credited four (4) points.

- c. If the answer is incorrect, his/her team will be penalized two (2) points, and the opposing team will be given five seconds to initiate an answer upon a rereading of the question. If the answer given by the opposing team is incorrect, that team will also be penalized two (2) points.
 - d. If an attempt to answer a question is not made within five (5) seconds after the moderator has finished reading the question, the answer will be read; if applicable, the bonus question will be delayed until a question has been correctly answered.
5. Every fourth question, if answered correctly, will have a four point bonus question attached; otherwise, the bonus will be delayed until a question is answered correctly. If a situation arises where two bonus questions are back to back, the second bonus question will be delayed until at least one question is answered correctly after the first bonus question. [Example: Question #4 is answered incorrectly. Question #5, the 1st bonus question, will be delayed till the next question is answered correctly. Question #6, #7, and #8 are also answered incorrectly. Question #9 is answered correctly, so the first bonus question, question #5, is attached to question #9. Question #10, the 2nd bonus question, will be delayed and attached to the next correctly answered question. Question #11 is answered correctly, so the second bonus question #10, will be attached to it. In the event that question #19, before the final bonus question #20, is answered incorrectly, further questions will be asked until a team answers one question correctly. This team will then get the opportunity to answer the final bonus question, #20. Thus, it is possible that more than 20 questions will be read in a match.]
- a. Scoring of the bonus will be all or nothing – i.e. four (4) points or zero (0) points.
 - b. Conferring among team members will be permitted on bonus questions, and team members may use pencil and paper to calculate answers.
 - c. Team members will not be allowed to use calculators.
 - d. An answer must be initiated by the team captain no later than immediately after "time" is called. "Time" will be called fifteen (15) seconds after the question is read, meaning fifteen (15) seconds after the second reading of the question if the moderator deems it necessary to read the question twice.
 - e. Incorrect answers will not be penalized; however, on multiple-answer questions all parts must be answered: there is no partial credit.
 - f. Bonus questions not answered, or answered incorrectly, are NOT referred to the opposing team.
6. A team captain or the moderator may call "timeout" for clarification of a rule or question, or to allow for an unexpected complication.

C. Completing the Match

1. The moderator will ask question until the packet is completed.

2. At the end of the match, the team with the highest score will be declared the winner.
3. If a tie results, a tie-breaker set of three (3) questions will be asked and a winner declared, unless there is still a tie, in which case additional tiebreaker sets will be asked until one team is the winner.
4. Once a winner has been declared, by the moderator, protests or challenges will not be considered.

D. Challenge of Questions and/or Answers

1. Any challenges of questions or answers must be made by the team captain only at the time a particular incident occurs. The judges will consider the challenge; their decision will be final.
2. The moderator and any judge may also challenge a question or answer.
3. If a challenge of a question is sustained, the question will be discarded. No loss or gain of points will result.

Appeal Process:

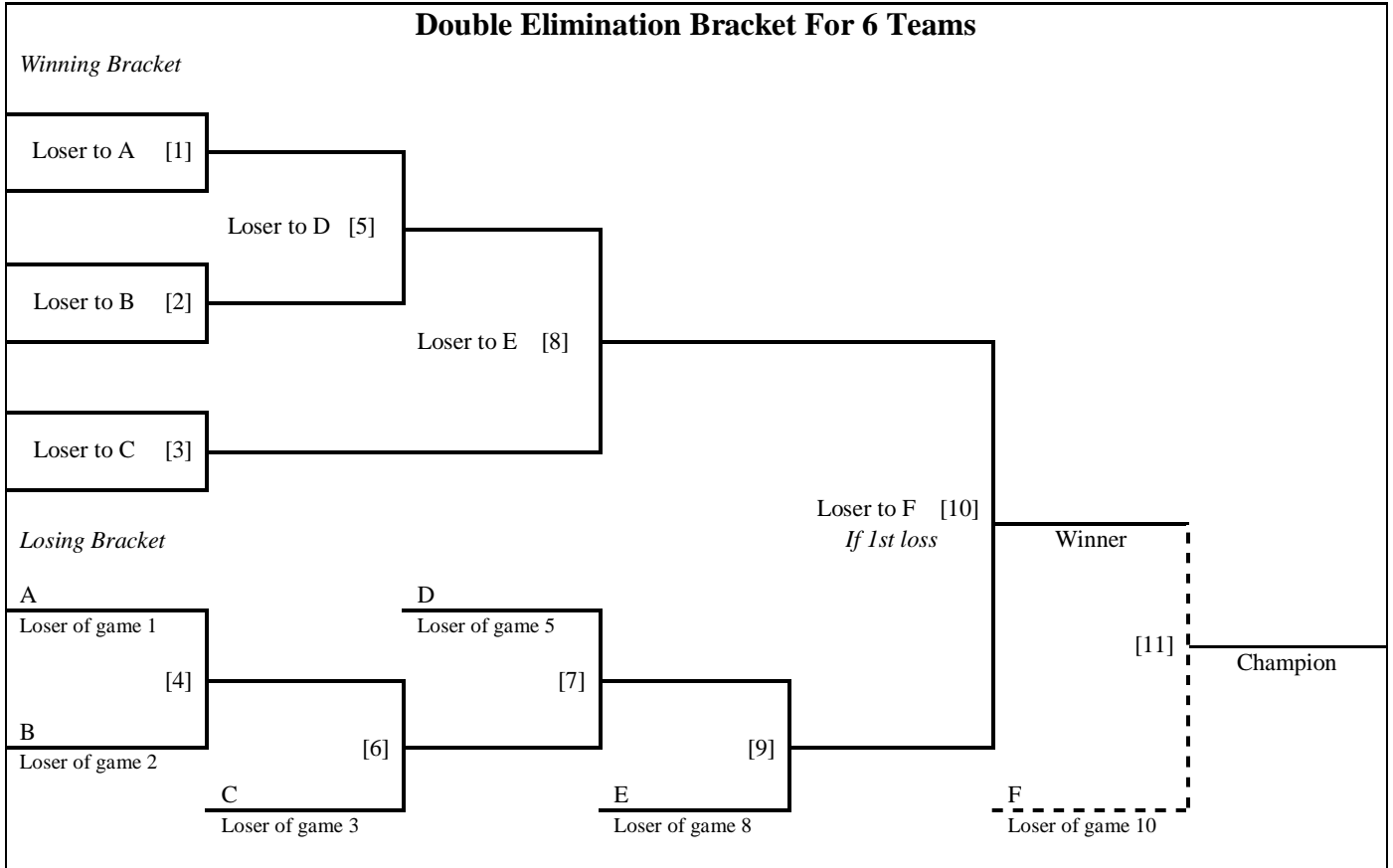
An appeal process should be put into place for any rule infractions that may occur during **any** of the IFTSA competitions, which is as follows:

Once a rule infraction is found, the Competition Chair will be allowed to present a report to the judges, and the team captain/contestant will be allowed to defend their actions to the judges in a sufficient amount of time. The judges will then be left alone to make the decision as to the fault, and if guilty, the severity of penalty, if any. After the decision is made, they will notify both the Chair and the team captain. The judges' decision will be final.

VIII. COMPETITION COORDINATION

- A. The winning team at the IFT Annual Meeting will be declared the Intercollegiate Food Science and Technology College Bowl National Champion and will receive all awards and honors associated with the title.
- B. The enforcement and review of these Rules and Guidelines will be the responsibility of the IFT Student Association Executive Committee, with the Chair of the competition acting as coordinator.
- C. Changes in these Rules and Guidelines may be made by the IFT Student Association Executive Committee. These Rules and Guidelines should be reviewed annually, and the appropriate revisions, if any, made.

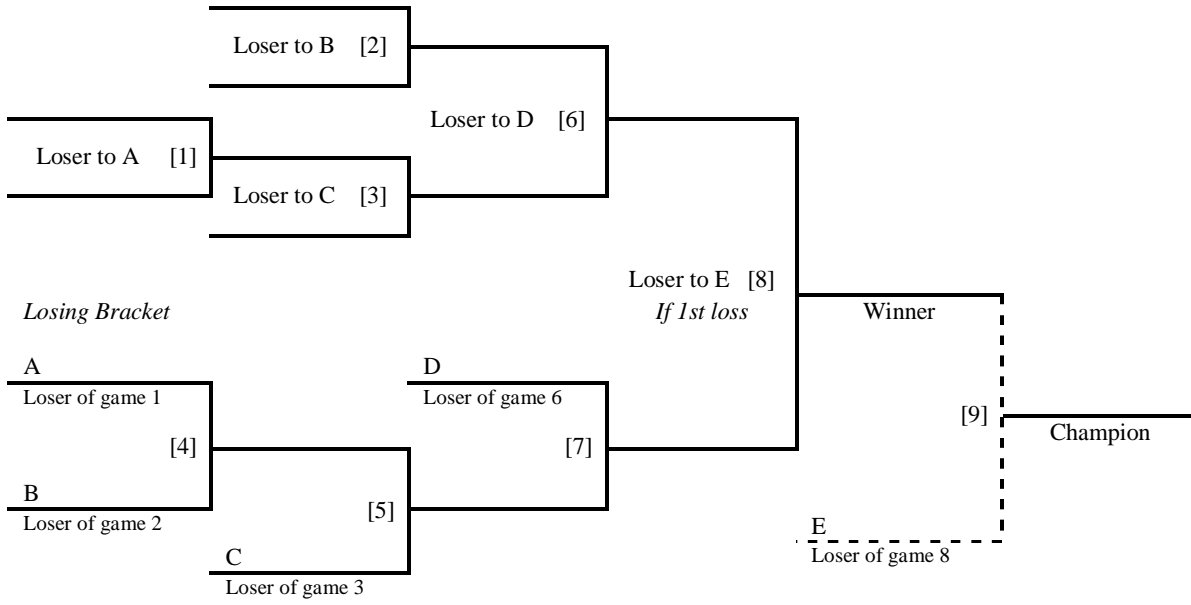
IX. DOUBLE ELIMINATION EXAMPLE BRACKETS



[#] Indicates match number and order of play

Double Elimination Bracket For 5 Teams

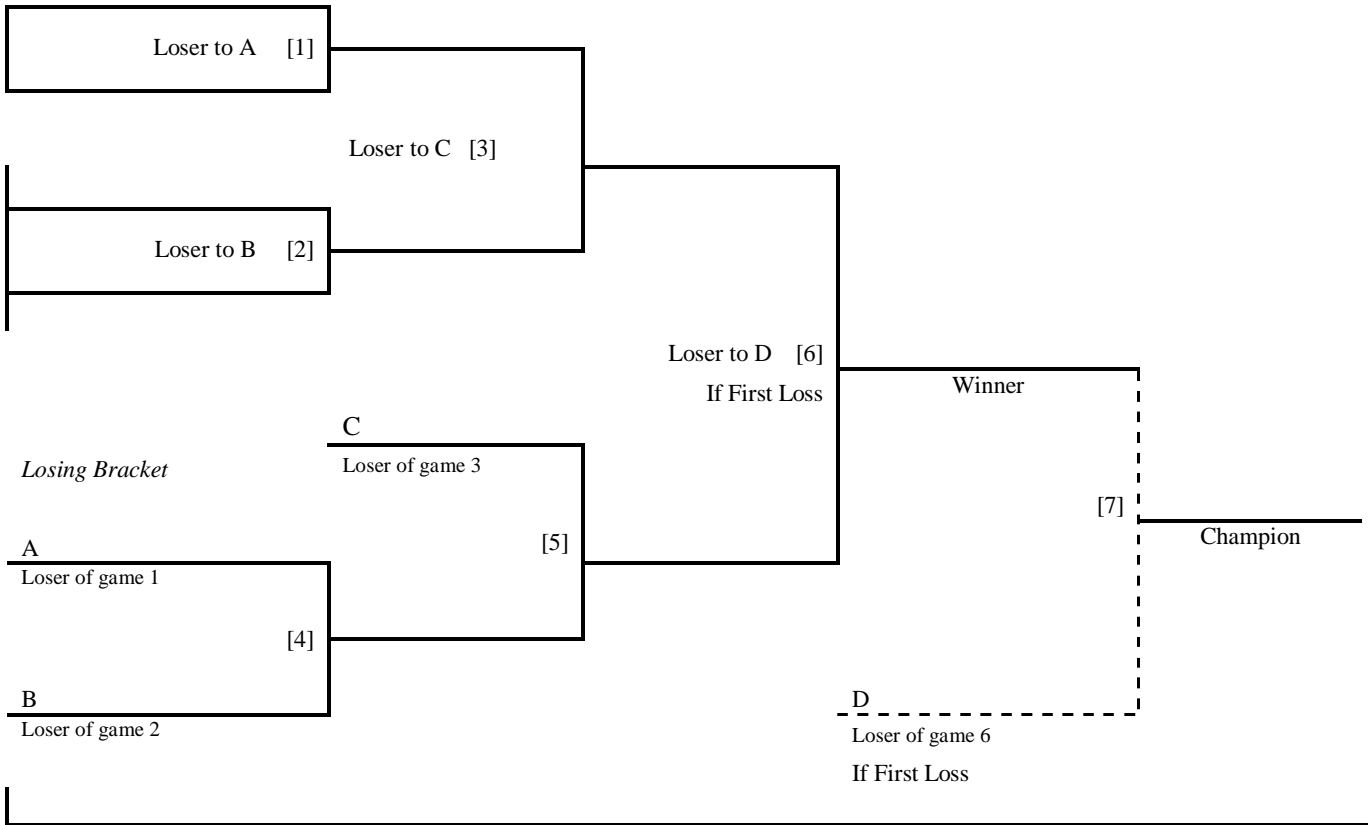
Winning Bracket



[#] Indicates match number and order of play

Double Elimination Bracket For 4 Teams

Winning Bracket



Appendix 2: Question Submission Guidelines

In order to maintain the quality of the competition, the pool of questions must be expanded each year. New questions make the competition more challenging and level the playing field by presenting questions that schools with large question banks of their own (compiled over time by previous teams) have not seen.

Please follow the following protocol for submission of questions:

1. Review the attached formatting instructions and example questions. Make sure to format your questions in this manner.
2. Compile your list of at least 40 questions.
3. Format questions as an Excel document, according to the attached instructions.
4. Email the questions as an attachment to collegebowlquestions@hotmail.com, with the name of your school followed by 'college bowl questions' in the subject line of the message. Please do not send hard copies.
5. Questions need to be submitted prior to the area meeting or at the deadline established by the area representative.

College Bowl questions should be designed to match the format and theme of the competition. In order to accomplish this, please note the following guidelines:

1. Questions should be from the 20 categories previously noted.
2. Be reasonable with the level of difficulty of the questions; they should be challenging but not impossible. Discrete facts do not make good questions.
3. Avoid wording that would create multiple interpretations or answers.
4. Questions should be creative and innovative in order to add to the existing questions instead of merely duplicating them (for example, questions about the structure of pectin would not be the best choice, because we already have plenty of questions on that topic).
5. Questions should focus on knowledge available in textbooks, scientific journals, industry publications, and other related materials, rather than on trivia (an example of a trivia question would be: Where was the first chocolate factory in the United States?). The accuracy of trivia is hard to verify, and trivia questions are not available for everyone to study. Please limit your submission to 1-2 trivia questions that have well-documented answers. Trivia questions can be fun, but the emphasis of college bowl is on knowledge of food science.
6. Questions should not be formatted as true/false, yes/no, or questions with only two possible options. The best formats are multiple choice (with at least three options), visual, and short answer.
7. Any calculations should be simple, using whole numbers, and should be easily performed in less than five seconds without a calculator or writing.
8. Questions should be simple enough that they can be read quickly and the participants can answer within five seconds of the end of the question.

9. Visual questions are encouraged. Such questions include a picture, graph, structure, formula, or some other visual clue, followed by a question directly related to the picture. Refer to the attached sheet for examples of visual questions.

College Bowl Question Formatting Instructions and Example Questions

Requirement: 40 new College Bowl Questions as entry fee to compete in Area Meeting competition

Deadline: Prior to Area Meeting, contact Area Representative for more information

Submit to: CollegeBowlQuestions@hotmail.com

Formatting Instructions:

1. Questions must be submitted in an Excel Spreadsheet (use submission template if possible).
2. Organize the spreadsheet with the following information in the first 6 columns:
 - COLUMN 1: Put an “X” here if the question is time sensitive; for example: “Who is the current IFTSA president?” will change from year to year.
 - COLUMN 2: CATEGORY – Indicate the category, from the list of 20, that best describes the question.
 - COLUMN 3: QUESTION TYPE – Leave blank if a toss-up question or put “Bonus” if a bonus question (bonus questions are more difficult).
 - COLUMN 4: QUESTION – Place entire question in ONE cell even if the question is a multiple choice question. (Note: It is not necessary to wrap text or resize cells so that entire question is visible, also leave no extra rows between questions, and do not number questions). For visual questions, put the text and the picture into this cell.
 - COLUMN 5: ANSWER – Place entire answer in ONE cell. Place information that would be helpful for the judges in parenthesis after the answer but in the same cell.
 - COLUMN 6: SUBMISSION SOURCE – Place the name of your school.

EXAMPLE:

	CATEGORY	QUESTION TYPE	QUESTION	ANSWER	SUBMISSION SOURCE
	Fruits & Vegetable Products		What color is a fresh Granny Smith apple?	Green (also could be any shade of green; light green, yellow-green, etc.)	Westeastern University
	Food Engineering	Bonus	Name the dimensionless number that corresponds to the following subscripts. Re, Bi, Fo, Nu	Re=Reynolds Bi=Biot Fo=Fourier Nu=Nusselt	Joe Titration

Multiple choice question example:

1. Q: Which of the following is a saturated fatty acid?
 - a. Oleic acid
 - b. Stearic acid
 - c. Linoleic acid
 - d. Linolenic acid

A: b, Stearic acid

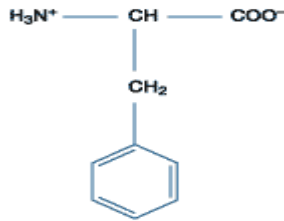
Short answer question example:

2. Q: What does the acronym TBARS refer to?

A: Thiobarbituric acid reactive substances

A good visual question:

3. Q: Name the amino acid shown here:



A: Phenylalanine

A bad visual question:

4. Q: What vitamin is this plant a good source of?



A: Vitamin C

This question is a bad visual question because the picture is not part of the question. Everyone knows what a lime looks like. The real question is “what vitamin is lime a good source of?” which is just as easily asked without the picture. Try to make visual questions that emphasize the picture.

Appendix 3: Area Reps Checklist

Area Rep Checklist For the Regional College Bowl Competition

Area reps:

One of the responsibilities you carry during the area meetings is to organize the regional college bowl competition. This checklist will assist you in this obligation. You may decide to have another person assist you with organizing this event; if so, please share this checklist with them.

TASKS YOU SHOULD START IMMEDIATELY:

- Find a moderator.** This person should have no direct affiliation to any school participating in the competition. This person is responsible for keeping the tempo of the competition, so choose accordingly.
- Find 3 judges.** Like the moderator they should not have ties to any of the schools. Individuals from the industry (preferably with PhDs) are the best candidates. It is very helpful to have at least one judge who is experienced in judging a competition.

NOTE: There is no problem having those who served as judges or moderators from last year perform those roles again (although that might be a problem of location). If you have difficulty finding these individual contact last year's area rep, your local IFT section or faculty for recommendations. Also, these individual should be willing to devote the entire day to the competition. They will need, most likely, 3 hours to review questions before the competition and ~4 hours for the actual competition. Let me know if you run into difficulties here.

- Find a scorekeeper** (this can be a student)
- Find a time keeper** (this can also be a student)
- Find a location to have the event.** This location should have
 - seating sufficient for all spectators (judge this from prior years attendance)
 - audio capabilities for a microphone system
 - a podium for the moderator
 - tables and chairs for the teams
 - OPTIONAL: an LCD projector setup with screen if you want to use the electronic scoring system (I will email this to you with the questions)
- Send friendly notices to the teams of each chapter participating reminding them of the new 40 question entry requirement** (see Appendix 2). I will notify you before the competition regarding which teams have submitted questions directly to me.

TASK 2 WEEKS BEFORE THE COMPETITION:

- Buzzer system will be mailed by IFT about this time if you have requested it (contact the Chair if you don't have it by 1 week before the competition). Test the system when you receive it!
- Hard copies of questions will be mailed 1 week before the date of your competition. There will be 4 copies for judges and the moderator. Keep this envelope in a safe

- place and DO NOT open the inner sealed envelope. Give this sealed envelope to the judges and moderator before the review meeting. This package will also include some general instructions for the judges and moderator (see Appendices 4-6).
- **Read and review “Rule and Guidelines”** for the College Bowl Competition (Appendix 1 is the current version) along with any instructions and guidelines that will be sent for the judges and moderator (again, Appendices 4-6). You are then empowered to “train” the judges and moderator in their responsibilities. Please be sure you know the rules well and that you make any corrections necessary during the competition (you will advise the judges regarding what the rules say, but you will not participate in the decision process).

 - **Gather supplies and helpers for the competition day.** Supplies include
 - Pencils or Pens, for competitors and judges to write with
 - Pads of paper for competitors and judges to write on
 - Water and disposable cups or individual water bottles
 - A timing system or stopwatch (you can download a timer from the internet).
 - Additional equipment such as extension cords, tape (for securing cords), scissors, etc...
 - OPTIONAL: Laptop with Excel and PowerPoint installed with an LCD projector (if using the computerized scoring system)
 - OPTIONAL: Table banners with school names

THE DAY OF THE COMPETITION:

- **Set up the location**
 - 2 tables with 4 chairs per table for teams
 - Podium
 - Table and chairs for judges, timer and scorekeeper
 - Microphones for moderator and teams (at least 2 per team, so that competitors can be heard when answering).
 - Buzzer system
 - Water service for competitors, judges, moderator, timer and scorekeeper.
 - Paper and Pencil on tables

- **Initialize the judges meeting.** A meeting with all three judges and moderator must take place before the actual competition. This gives them time to review the validity of the questions, assist with any pronunciation, discuss any possible alternate answers, and become familiar with the questions. Select a private location for this meeting. Like mentioned above, this meeting may last several hours- plan accordingly! You will not attend this meeting but are vital in ensuring that all others are in attendance and properly taken care of (food, water, and such). This meeting must take place, no exceptions. It is essential for the judges to meet and familiarize themselves with the questions and make corrections in advance.

- **Initialize the competition** (you or the moderator can do this). Draw team names from a hat to decide bracket location. The scorekeeper can keep the bracket. Have the moderator briefly go over the rules.

- **Keep the competition moving.** With the double elimination format it is vital that the competition moves fairly smooth. Have teams ready for upcoming rounds. After

a round, have a group of students quickly arrange the team tables by changing out water glasses, dull pencils, and used paper.

- Take a picture of the winning team (preferably digital format) and email it to me.**
- Get names and email addresses of the members of the winning team.**
- Get email and name of coach** so we can settle travel grant before annual meeting.

Thank you for serving in this regard. I hope all goes well with your competition. Please contact me at any time with any concerns or questions.

Naomi Sundalius

Cell: (269) 547 -0360

Lab: (225) 578-5186

nsunda1@lsu.edu

Appendix 4: Moderator Guidelines

This is a simple list of guidelines that could be useful in assisting you in this position. This list is not intended to be all inclusive so if uncertainties arise in a certain circumstance it is best to go with your own intuition.

Before the Competition:

- Read the Rules (Appendix 1).
Please pay extra attention to sections 6 and 7
- Attend the review meeting- You will be required to attend a meeting in which the questions sets will be reviewed. This meeting may take a couple of hours so plan accordingly. It should be held in a private area. Only the three judges and the moderator should be in attendance. The purpose of this meeting is to:
 - Quickly review the quality (veracity, completeness, correct wording) of the questions. Remember, these questions have already been reviewed by a panel of professionals. Your job is not to scrutinize each question but to make any changes that the reviewers might have missed and become familiar with the questions so that if a discrepancy arises you can make a fair evaluation.
 - Replace or modify incorrect, misleading, or erroneous questions (additional questions will be provided for substituting)
 - Review pronunciation of any unfamiliar words
 - Decide on how rulings will be made and executed
 - Communicate anything that might aid in a smooth competition
- Ensure question sets are in your possession at all times.

During Competition:

- To start competition:
 - Draw school names to determine order in brackets
 - Read the following instruction to the audience: “Filming, taping, and writing of questions are strictly prohibited. Assisting teams in any form is also prohibited. Any violation of these rules could result in penalization of chapter teams. Adhering to these rules will help ensure a fair competition today and in the future. We thank you for your cooperation and look forward to a great competition.”
 - Briefly explain rules, if necessary.
- Reading the questions- Informing the teams on the type of questions being read helps the flow of the competition. i.e. “This is a toss-up question/ a toss-up with an attached bonus question/ a multiple choice question/ a bonus question for the _____ team”
- Maintain pace of event. Your role is vital in ensuring that the competition stays at a swift tempo.

After Event:

- Return question sets to CBC chair in prepaid envelope.

Appendix 5: Judge Guidelines

This is a simple list of guidelines that could be useful in assisting you in this position. This list is not intended to be all inclusive so if uncertainties arise in a certain circumstance it is best to go with your own intuition.

Before the Competition:

- Read the Rules (Appendix 1). Please pay extra attention to sections 6 and 7
- Attend the review meeting- You will be required to attend a meeting in which the questions sets will be reviewed. This meeting may take a couple of hours so plan accordingly. It should be held in a private area. Only the three judges and the moderator should be in attendance. The purpose of this meeting is to:
 - Quickly review the quality (veracity, completeness, correct wording) of the questions. Remember, these questions have already been reviewed by a panel of professionals. Your job is not to scrutinize each question but to make any changes that the reviewers might have missed and become familiar with the questions so that if a discrepancy arises you can make a fair evaluation.
 - Replace or modify incorrect, misleading, or erroneous questions (additional questions will be provided for substituting)
 - Aid in pronunciation of words for the moderator
 - Decide on how rulings will be made and executed
 - Communicate anything that might aid in a smooth competition
- Ensure question sets are in your possession at all times.

During the Competitions:

- Resolve disputes and challenges- There is no set protocol for this besides what is explained in the rules. Remember that your ruling is final so take enough time to evaluate the challenge. Challenges should only come from a team captain; other challenges from other team members or audience members can be dealt with as you see fit.
- Maintain pace of event.

After Event:

- Return question sets to CBC chair in prepaid envelope.

Appendix 6: Scorekeeper and Timekeeper Guidelines

Scorekeeper

Duties:

The score keeper will keep track of points awarded or subtracted on a scoring device. Score should also be kept on paper.

Equipment:

This equipment used to display the current score may be an overhead projector, a scoreboard, or a computer hooked up to a projector.

Rules:

Toss Up Questions are worth **4** points if answered correctly; **2** points are subtracted if answered incorrectly.

Bonus Questions are worth **4** points

Challenges of the score-keeper's accuracy will be referred to the judges, whose ruling will be final.

Keeping score:

The audience and contestants are only concerned with the score projected in the front. However, it is imperative that you keep a written record of which team gets which question correct, and not just a running tally. This backup record ensures that in the event of a score challenge the score can be recalculated. This record need not be projected, may be on paper, and should be needed only to ensure that the score on the display is correct.

Sample score sheets are on the following pages.

Match 1
3

Question	Team1	Team 2
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Match 2

Question	Team1	Team 2
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Match

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Match 4

Question Team1 Team 2

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Match 5

Question Team1 Team 2

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Match 6

Question Team1 Team 2

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Match 7

Question Team1 Team 2

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Match 8

Question Team1 Team 2

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Match 9

Question Team1 Team 2

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Match 10

Question Team1 Team 2

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Match 11

Question Team1 Team 2

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Match 12

Question Team1 Team 2

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Timekeeper

Duties: The Timekeeper's duty during the competition is to keep track of the time between the final reading of the questions (up to two readings) and the initiation of the team's answer by the team captain. The time keeper will also keep track of the time elapsed between the contestant's buzz and the initiation of his/her answer (for toss-up questions).

Challenges to the time keeper's accuracy will be referred to the judges, whose ruling will be final.

Rules:

For both toss-up and bonus questions, time starts after the question is read. If the moderator deems it necessary to reread the question (his/her discretion), the count restarts.

Toss Up Questions

The key number here is **5**

After the question is read, either team has **5** seconds to buzz in. If after **5** seconds, no team has buzzed in, the timekeeper announces "time" and the question is discarded

After a team member buzzes in, he/she has **5** seconds to initiate an answer

Bonus Questions

An answer must be initiated by the team captain within fifteen (15) seconds after the question is read, meaning fifteen (15) seconds after the second reading of the question if the moderator deems it necessary to read the question twice.