

2018 NAD College Bowl Rules and Guidelines

National Association of the Deaf

A note from the committee: new changes have been highlighted in yellow below. We have also highlighted important dates in blue.

I. Introduction

In 1988, the College Bowl (CoBo) made its debut as an official event held during the biennial national conferences (Conference/s) of the National Association of the Deaf (NAD).

The NAD Headquarters manages the event with the support of the College Bowl Committee (Committee), which has representation from each of the three founding institutions: California State University-Northridge, Gallaudet University, and the National Technical Institute for the Deaf at the Rochester Institute of Technology and potentially other members not affiliated with founding institutions.

The purpose of the CoBo is as follows: 1) showcase the best and brightest deaf and hard of hearing students by displaying their intelligence, quick wit, and professionalism; 2) provide entertainment for Conference attendees; and 3) heighten awareness of the NAD and its work with young deaf and hard of hearing people.

II. Rules and Guidelines

These rules and guidelines govern the CoBo for the 2018 NAD Conference in Hartford, Connecticut.

The Committee, working in concert with the NAD Headquarters, reserves the right to make changes to these rules and guidelines, as necessary. Every effort shall be made to give advance notice to Coaches on any changes that may become necessary.

Proposals for revisions to the guidelines from coaches will be considered until **October 31, 2017**. After that time, no proposal will be considered. Proposals will be discussed within the committee and the NAD if it believes that it enhances the quality of the competition without favoring a particular school(s).

III. Eligibility

A. College/University

The CoBo is open to teams of deaf and hard of hearing, full-time undergraduate students, currently enrolled in junior colleges or four-year colleges/universities. **In exceptional**

cases, NAD will allow a college or university that has a small enrollment of DHH students to form a 'regional' team in collaboration with DHH students from other colleges or universities within the region, thus called a "metro" team.

B. Team Members

CoBo team members must be:

1. Students enrolled, as of the Spring semester or quarter (as defined by their college or university) immediately preceding the Conference and meet one of the below criteria:
 - Working toward their first (including joint) undergraduate degree;
 - Working towards their first (including joint) bachelor's (or equivalent) degree, while holding one associate degree; or
 - Working towards their second associate degree and do not hold a bachelor's degree
2. Deaf or hard of hearing according to their institution's standards for enrollment as a deaf/hard-of-hearing student and receiving support services from their institution; and
3. In good academic standing as defined by their college or university.

The Committee reserves the right to request verification from a college/university official that prospective team members are eligible to participate, using the criteria outlined above.

C. Teams

Each college/university shall send only one team. Each of the CoBo teams shall consist of four team members. Each college/university may also send an alternate member. The alternate member shall serve as a replacement if a team member withdraws during the Conference week.

Each college or university retains the right to determine their selection process prior to the Conference.

Each team shall have no more than two coaches (coach/assistant coach or co-coaches). Each college or university retains the right to select their own coach/es. A lead coach shall be selected when there are two coaches.

The lead coach for each team shall provide the following to the NAD Headquarters by **May 1, 2018**.

1. Names of coach/es and their titles (if two coaches, indicate the lead coach), with contact information for each;
2. Names of the four team members and alternate member, with contact information

- for each;
3. Individual and team photos (digital, 300 dpi) of team members and alternate; and
 4. Individual and team photos (digital, 300 dpi) of coach/es.

The coach (or lead coach) shall promptly inform the NAD Headquarters of any changes in the team membership or coach/es, including requirements stipulated above.

During the Conference week and the Finals event, all coach/es, team members and alternates shall be aware that they are representatives of the NAD and their respective colleges or universities and shall conduct themselves accordingly. The NAD and the Committee retain the right to remove coach/es, team members and alternates from any and all CoBo activities and events for unbecoming conduct.

During the Conference week, team coach/es, team members and alternates shall be required to attend the following events (tentative schedule, subject to change):

1. CoBo Retreat (Monday, July 2, 2018)
2. Conference Opening Ceremonies (Tuesday evening, July 3, 2018)
3. CoBo Social/Orientation (Tuesday, July 3, 2018)
4. CoBo Preliminaries (Wednesday, July 4, 2018)
5. CoBo Finals Rehearsal (all day on Thursday, July 5, 2018)
6. CoBo Finals (Thursday evening, July 5, 2018)
7. CoBo Post-Finals Reception (Thursday evening, July 5, 2018)
8. CoBo Wrap-up meeting (Friday, July 7, 2018)

The NAD will provide detailed time frames to team coaches at least one month prior to the Conference.

D. Preparation

Each college or university shall be responsible for making and covering the expenses of all travel arrangements (Conference registration, air and ground transportation, hotel guest rooms, meals, and other conference expenses) for their coach/es, team members, and alternates.

The lead coach for each university or college shall ensure that completed Conference registration form with payment is sent to the NAD no later than March 31, 2018.

IV. CoBo Competition

A. Competition Dates

The CoBo Competition shall take place during the NAD Conference. Any preliminary matches including semi-final matches will be scheduled depending on the number of participating teams. If there are no more than four teams participating, only the Finals

match will be held.

The Finals match shall take place in the evening of **Thursday, July 5, 2018.**

B. Competition Format

Preliminary Matches:

All matches shall consist of three rounds, which shall be played consecutively with five-minute breaks in between. In the first, second, and third rounds; there will be 18 questions each. Each round format is explained below. The difficulty of the questions shall increase incrementally throughout the match.

If there are more than four participating teams, there will be preliminary matches. The pool play format is contingent on total of participating teams. Details will be announced as soon as teams are registered.

Final Competition Format with three teams:

All matches shall consist of three rounds, which shall be played consecutively with five-minute breaks in between. In the first, second, and third rounds; there will be 18 questions each. Each round format is explained below. The difficulty of the questions shall increase incrementally throughout the match.

C. Stage Expectations

During all matches, only the four team members, one alternate, and coaches for each of the CoBo teams are allowed to be in the stage area. Other individuals providing assistance of any kind must not take any official role during CoBo matches, must not sit with the team, and must not participate in team discussions between rounds.

Each team shall have three team members on the stage seated at a table set up by the Committee. These team members shall play at least two rounds. Each team shall have a fourth team member who shall switch with one of the three team members between rounds. Each team must change its composition between rounds. All players must play at least two rounds of the each match. Team members must remain in the stage area for the entire match.

Team members who begin a round shall complete that round, remaining at their table for the entire time. No substitutions are allowed mid-round should a team member have to leave the stage or be removed from the team.

When the competition is in play, at no times are team members allowed to communicate with anyone except for their own team members present on the stage. Communications with their coach/es, the fourth team member, alternate team members, judges, Committee

members, and audience members are explicitly prohibited.

During the two breaks between rounds, the teams' fourth team member, its alternate and coach/es may come forward to confer with their teams. At all other times during a match, they shall without any form of communication watch their teams in a reserved location. All team members and their alternates shall wear matching jerseys representing their school colors during matches and provide a banner from their college or university to hang on the front of their team's table on stage.

No items other than laptops, pens and blank paper, mascot/totem for challenges, and water/glasses shall be allowed on the tables during competition. NAD will provide all items necessary for competition.

Important note: Specifically prohibited are devices with the capability of retaining information for quick retrieval such as but not limited to beepers, pagers, wireless telephones, MP3 players, personal digital assistants, smartphones, thumb/flash drives, and tablets. This list is not exhaustive and the Committee reserves the right to make additional prohibitions, as deemed necessary.

The NAD and the Committee shall reserve the right to remove or disqualify a team or a team member for unbecoming conduct. Before such removal or disqualification, the NAD Headquarters and the Committee shall bring this matter to the lead coach of that team.

D. Competition Process

There will be three rounds in each match.

The teams shall have 25 seconds to answer each question. Teams shall answer each question concurrently. Answers are to be typed on the team's laptop, and the typed answer shall be shown on the projection screen behind each team at the end of the 25-second time limit. At 0:05 seconds, the clock timer will turn red to warn teams that the time is almost up.

No typing shall occur at the end of the 25-second time limit. The answers for those teams that type after the 25-second time limit shall be disqualified and the projection screen turned off immediately.

Answers that are communicated through other avenues such as through sign language, spoken language, cued speech, or any other mode or form shall also automatically be disqualified. Only answers typed on designated laptop computers shall be accepted. If the laptop is disconnected from the monitor due to excessive force from any team member, the answer shall be disqualified.

No time outs by the teams shall be allowed during competition, for any reason. Time outs

may only be called by the emcee, judges, or committee members for technical reasons.

E. Preliminaries Stage Set-up

The stage set-up for the CoBo preliminaries will be announced in the spring. NAD Headquarters needs additional time to determine the appropriate set-up for preliminaries with the available space and budget while attempting for consistency between preliminaries and the Finals.

In the case that we have CoBo preliminaries, the Rules and Format specific to the Preliminary Matches will then be sent out as a separate document.

F. Finals Stage Set-up

During each of the three rounds, the teams shall be seated at individual tables on stage, facing the audience. Projection screens shall be hung behind each table, and each team's table will be equipped with a laptop computer.

Large projection screens shall face the audience on both sides of the stage; these shall be connected with TV monitors on the stage floor, facing the team tables. This set-up enables the audience and all teams to simultaneously view the presentation of each question.

G. Questions

The following categories shall be used for development of all match questions, with a description of the potential scope of each category. However, questions may fall outside of the scope of a category as described below, therefore, the list shall not be considered exhaustive. The number of questions shall be evenly distributed among all categories. The exact number of questions per category shall be left to the discretion of the Committee.

All questions shall be developed in advance by the Committee or by people appointed by the Committee. Selection of categories and order of questions shall also be left to the discretion of the Committee. The Committee shall make every effort to include a mixture of questions that are representative of the various sub-categories within each category. Questions relating to the location of the current NAD conference may be included in the competition.

If technically feasible, questions may be shown in video either as questions signed in ASL along with captions or as part of a question in a way that is comparable to how pictures are used in questions.

Arts and Literature

Arts: artistic periods, works, artists, and techniques (e.g., drawing, painting,

sculpture, ceramics, architecture, crafts, photography). Literature: literary periods, works, authors, characters, and techniques.

History and Government

United States and world history. Historical and current facts on the United States and world political and governmental structure.

Geography

Land masses, bodies of water, cities, and notable places of interest covering both the United States and world geography.

Science, Technology, and Nature

General science, astronomy, biology, chemistry, earth and environmental science, geology, physics, and computer technology.

Sports and Leisure

History including sports records and players and key aspects of various sporting games such as rules. Leisure: recreational activities and pursuits.

Deaf Heritage and Culture

Historical and current facts on notable deaf people, sign language, deaf heritage and culture, organizations, and technologies used by deaf people.

Entertainment

History and current facts on movies, television, theater, and other forms of entertainment.

Current Events

Notable news events that have occurred in the calendar year prior to the CoBo Finals.

Mathematics

Statistics, arithmetic, algebra, geometry, trigonometry, calculus, and the development of mathematical thought.

H. Structure of Answers

The answers required for each match question may come in varying formats including single or multiple-word, multiple-choice, picture identification, and matching.

Answers will be closely evaluated for their spelling. Answers containing any spelling errors shall be considered incorrect. Alternative spellings of an answer will be accepted provided it is included in the answer key. American English spelling will only be considered unless it is the way it is generally spelled (e.g., 'Inner Harbor' is correct while

‘Inner Harbour’ is not)

Word order of the answer is important (e.g., ‘Model T’ is correct while ‘T Model’ is not; ‘Declaration of Independence’ is acceptable while ‘Independence Declaration is not).

Answers involving the titles of books, movies, plays, stories, or poems shall be accepted without the first word if it is an article (‘A’, ‘An’, ‘The’). Embedded articles and any other words that are part of the customary or official title must be included (e.g. Sultan of Swat). If an unnecessary article or word is added anywhere in a title, it renders the answer incorrect.

Last names must be given in all answers requiring identification of a person, except where a person is not known to have a last name. If a team decides to add, either abbreviated or in full, a first name alongside the last name, they must also be correct or the answer shall be considered incorrect. The question may indicate that both first and last names are required. If an answer includes members of royalty, the number, if any, must also be included to make the answer correct (e.g., Henry VII). All names must be written out, and abbreviations used for last names shall not be acceptable. Common last names always require first names. In addition, first names are required where the last name is shared by others who may be considered in the same category. For example, if the answer is Cal Ripken, Jr., then the full name is required because Cal Ripken, Jr.’s father and brother also play professional baseball. On the other hand, if the answer is ‘Graf,’ then first name is not required as there are no other Grafes in professional tennis.

It is expected that most, if not all answers, require full word answers. Acceptable abbreviations include commonly used acronyms that use capital letters, i.e., OPEC, AOL, and USA. Acceptable answers involving abbreviations do not require the use of periods; if an answer refers to a state, only the full name or the Postal Service two-capital-letter abbreviations are acceptable. Diacritical marks are not required, however, any entered diacritical marks must be correct.

The tenses and use of singular or plural for answers must be consistent with the wording of the question.

The correct answers shall be displayed in underlined format on audience screens, also viewable on monitors facing team tables; those answers that are considered optional shall not be underlined.

During question development, every attempt shall be made to anticipate all possible valid answers, including alternate wording and spelling. If any, these shall be shown with the official answer. However, if a team comes up with an unexpected variant, the judges together shall use their knowledge and judgment to determine whether or not to accept the variant.

During competition, a team of judges shall rely on an answer key provided by the

Committee. When questionable answers arise during each round, they shall make a collective decision as to whether an answer is valid and acceptable, using the answer key. They may not consult anyone except those on the judging team. Majority rule applies; all decisions made by the judges are final and cannot be reversed.

I. Scoring

The scoring for regular rounds shall be as follows:

1st Round:	Value of correct answer:	1 point
	Debit of incorrect answer:	0 points
2nd Round	Value of correct answer:	3 points
	Debit of incorrect answer:	0 points
3rd Round:	Value of correct answer:	5 points
	Debit of incorrect answer:	0 points

Challenges: A challenge allows the team to add double the points it would receive for a correct answer or lose the original point amount from their accumulated total.

Any team may decide to challenge any question after a category has been shown. The emcee will allow a few seconds' pause after the category has been shown to permit teams the opportunity to challenge. To challenge, the team captain must place a token (to be determined prior to competition) on the team table to indicate that team is challenging.

The scoring of a challenge shall be as follows:

1st Round:	Value of challenged correct answer:	2 points
	Debit of challenged incorrect answer:	1 point
2nd Round:	Value of challenged correct answer:	6 points
	Debit of challenged incorrect answer:	3 points
3rd Round:	Value of challenged correct answer:	10 points
	Debit of challenged incorrect answer:	5 points

There is no limit to the amount of time a team can challenge provided that their current score is not negative. Multiple teams may challenge the same question and may challenge after learning a team has challenged and before the question is displayed.

J. Grievance Procedures

Teams are permitted to dispute a question or an answer of their own (or other teams), if done so immediately after the correct answer is revealed and before the teams' answers

are removed from the screen as directed by the emcee. No one else, including coaches, judges, emcees, or committee members, is permitted to dispute a question or answer.

Grievances shall be handled as follows:

1. The objector (any current player on the stage) disputing the question raises a hand to indicate dissent and waits for the emcee to acknowledge the team.
 - i. During the objection process, only the objector can explain their reasons for disputing the question. Only the objector may discuss the dispute with the emcee or judges judge the competition.
2. Upon a signal from the emcee, the team's captain shall either stand and give a quick explanation of the grievance, or direct another team member to do so. Other team members shall remain seated.
3. The other teams may not give a rebuttal, other than to defend their own answer if it is challenged. However, the other teams may present another grievance that is not the same as the one originally presented. The procedure outlined in Step 1 and 2 applies.
4. The judges shall consult with each other on the spot and reach a decision via majority rule to be rendered to the teams and the audience. If the grievance is overruled, no changes are made to the scores. If the grievance is considered valid, then one of the following three options, at the discretion of the judges, shall be used:
 - a. The question is thrown out and all points related to the question are debited. A backup question is used in place of the discarded question;
 - b. The team's otherwise incorrect answer is approved and the team is credited with the appropriate points; or
 - c. The team's otherwise correct answer is rendered incorrect and the team is debited the appropriate points.
5. Coaches, the fourth team member, and the alternate for each team are not allowed to participate in the grievance process.
6. Coaches are not allowed to consult with their team on or off stage during the grievance process.

Grievances apply only to the questions and answers, not to match procedures or the stage or event environment. These types of issues need to be brought to the immediate attention of the emcee.

K. Audience Interference

The emcee shall remind the audience at the beginning of each round of their responsibility to maintain proper decorum and that distracting or disruptive audience members shall be asked to leave the room.

Audience members are not allowed to communicate with the players when the match is

ongoing. CoBo staff shall ask anyone caught communicating with a player during the completion of a round to leave the room. If the communication violation throws into doubt the validity of a question and its answers by the teams, the question shall be thrown out, and a backup question shall be used.

The emcee shall work with CoBo staff to ensure that distractions and disruptions from the audience, including noises and gesturing, are kept to a minimum.

Any audience members, including parents or members from that team's school, that give advice or try to coach the team during the match shall be asked to leave the match.

If any of the teams are shown to knowingly rely on advice from the audience, that team shall be disqualified.

Reasonable cheering after answers and between rounds is acceptable.

L. Completion of a Match

The team with the highest point total at the end of the third round wins the match. If the match ends in a tie, the tie shall be broken by playing a sudden death round where only the highest scoring tied teams participate.

Each tied team shall be shown a question, and there shall be a 25-second time limit for each team to answer. If one team answers the question correctly while the other team(s) does not, the match is over. If all teams either answer it correctly or incorrectly, a new question shall be shown until only one team answers it correctly.

In the event that more than two teams are tied, all tied teams shall participate. If any team answers the question incorrectly whereas more than one team answers it correctly, the team(s) with the incorrect answer is eliminated from the round and sudden death continues with the remaining teams. The process continues until there is a winner.

M. Awards, Recognition, and Post-CoBo Ceremony

At the completion of the Finals match, the winning team shall be presented with the CoBo Cup on stage in front of the audience, where official photos shall be taken. The Cup shall be displayed at a public location at the Conference, with assurance of security by the winning team and advance approval of the NAD Headquarters.

The NAD Headquarters will be responsible for engraving the Cup and transporting it to the winning school. The winning team may keep the Cup until the next NAD Conference and shall be responsible for transporting it back to the Conference. As a condition of the winning team being in possession of the Cup, a contract shall be signed by the Head Coach agreeing that the team/school will be responsible for any damage to the Cup or loss thereof.

Each member of the 1st through 3rd place teams, including the alternate, shall receive a small memento recognizing their achievement. Scholarship checks shall be made payable to the name of the college or university. These shall be presented to the coach (or lead coach) and their teams at the post-CoBo Finals reception.

The selection of the memento for team members and the scholarship award amounts shall be left to the discretion of the NAD.

Planning of the post-CoBo reception program is the responsibility of the Committee, working with NAD, including invitations. The NAD shall be responsible for all contract and catering arrangements.

Attendance is by invitation only and is limited to: 2018 CoBo team members and alternates; their immediate family members; coaches; staff; volunteers; 2018 CoBo Committee members; NAD Board and staff; administrative heads of the participating colleges or universities; past CoBo alumni; and other dignitaries approved by the NAD.

V. Misconduct

The Committee and NAD highly value the integrity of the College Bowl Program, and expects that all participating schools will be honest and forthcoming in all respects related to the Program. This section addresses a number of possible violations and the procedures for handling allegations of dishonest behavior and the potential consequences of such behavior. This section is by no means exhaustive and the committee reserves the right to address issues and behaviors not mentioned here. If in doubt, teams and coaches are urged to verify with the Committee whether an action could be considered misconduct or not.

A. Allegations of Misconduct

All allegations of violating the rules governing the College Bowl Program shall be brought to the Committee's attention. If such allegations are made prior or subsequent to the competition or between matches, the Committee shall be responsible for investigating the allegations with the consultation of NAD Director of Youth Programs (DYP) and issuing consequences for any violations. Upon completion of investigation, the Committee shall submit a written report consisting of the allegations, findings, conclusions, and consequences, if any. This report is to be kept on record. If the allegation is made during the course of a match, the judges shall investigate and issue any consequences if a violation is found.

Allegations of misconduct shall be presented to the Committee. If the misconduct involves a member or members of the Committee then the procedures as set forth in Section VIII below shall govern with respect to the committee member(s).

During matches, only coaches, judges, and committee members are allowed to make allegations.

B. Consequences of Misconduct

The possible consequences of a violation includes; but is not limited to, warnings, disqualification of a team's answer to a question, and disqualification of a player, coach or team from the match or the entire competition. Players, coaches, and teams may also be barred from participating in future competitions if so warranted.

If such allegations surface subsequent to the competition and the committee finds that misconduct did in fact occur, the committee can apply the consequences of such misconduct retroactively. If a player is disqualified retroactively, the entire team will be considered to have been disqualified as well.

C. Appeals

Coaches may appeal findings of misconduct to NAD Headquarters. The appealing coach shall be given an opportunity to present arguments as to why the NAD should overturn any findings of misconduct or modify the consequences thereof. The Committee will be given an opportunity to rebut, and that rebuttal may also include the written report as mentioned in Section V.A. above. The NAD will make a decision to reject the appeal or reverse/modify the original findings. This decision shall be in writing and kept on file.

D. Examples of Misconduct

Behavior considered to be misconduct include but is not limited to:

1. Ineligible students on a team.
2. Soliciting and/or receiving information from Committee members and others such as information on the contents of questions to be asked during matches. Committee members will face consequences for engaging in such behavior as dictated in Section VIII below.
3. Attempting to obtain copies of the questions in advance and/or actually obtaining copies through whatever means. If the information was obtained inadvertently, it must be reported immediately to the Committee.
4. While on stage, communicating with anybody other than their own team members on stage, the emcee, or the judges.
5. Team members and coaches not on the stage attempting to communicate with team members on the stage at any time during the rounds.
6. Team members bringing personal electronic devices on stage.
7. Team members and coaches not on the stage signing while questions are on the screen.

VI. CoBo Judges

A. Composition

The Committee, in consultation with the NAD Headquarters, shall select people to serve as judges for the CoBo. Selection may be made at any time preceding the Conference. Each match will have a panel of three judges. Selected judges shall agree among themselves on who shall serve as the head judge for each match. The head judge shall speak on behalf of the judging team, once a consensus is reached among themselves.

B. Qualifications

Judges shall be well regarded and generally knowledgeable in some or all categories covered by the CoBo. Conflicts of interest, or the appearance of conflict, must be avoided; however, graduating from one of the participating colleges is not considered to be a conflict of interest. Judges are generally chosen from Conference attendees. Judges shall be active members of the NAD.

C. Duties

Each judge shall be assigned one college or university team to monitor through the match. Their duties include:

1. Being thoroughly familiar with CoBo rules and guidelines.
2. Professional conduct, including dealing with others in a respectful manner.
3. Monitoring and ensuring that their assigned team is in compliance with CoBo rules and guidelines.
4. Determining the correctness of team answers, if the answers deviate from the official answer key.
5. Deliberating and resolving team grievances, in line with CoBo rules and guidelines.
6. Collectively disqualifying a team member or an entire team for misconduct during the competition (including cheating, persistent inappropriate behavior, and other serious grounds)
7. All judges shall receive an orientation or training session prior to the commencement of their judging duties.
8. In addition to the above orientation session, judges for the Finals match will be expected to attend the preliminary run through (technical set up and competition process) on the day of the Finals match.
9. Judges will be expected to show up to the competition arena 30 minutes before competition begins, and be sequestered while they review the questions and consult with committee members.

VII. CoBo Emcee

A. Selection

The NAD Headquarters, with consultation from the Committee, is responsible for the selection of the CoBo emcees.

B. Qualifications

When considering a selection, criteria to be considered shall include, but is not limited to: high level of fluency in American Sign Language, demonstrated stage presence, knowledge of the NAD and its CoBo program, and a passion for deaf youth. The emcees shall be active members of the NAD.

C. Duties

The emcees' duties shall include the following:

1. Being thoroughly familiar with CoBo rules and guidelines.
2. Being available for the CoBo social/orientation gathering, dry run (technical set up and competition process), and post-event reception.
3. Working with judges to ensure compliance with CoBo rules and guidelines.
4. Ensuring that match processes are carried out smoothly, with disruptions kept to a minimum.
5. Performing in good taste without disparaging the teams, team members, the audience, and the NAD.

VIII. CoBo Committee

A. Generally

For the purposes of this Section VII, Committee refers to the College Bowl Committee, the composition of which is delineated in Subsection B below. The Teams and Coaches cannot be members of the Committee.

B. Composition

The Committee shall consist of four people. The members shall be alumni of the College Bowl participating schools: California State University at Northridge, Gallaudet University, National Technical Institute for the Deaf at Rochester Institute of Technology, University of Texas, University of Minnesota, and SouthWest Colleigate Institute for the Deaf. Any one school alumni shall not comprise more than 50% of the committee members.

Committee members must be active members of the NAD.

C. Tenure

Each Committee member shall serve at least one two-year term. Terms begin three months after each Conference and continue for two years, ending three months after the subsequent Conference. Each member may serve for an unlimited number of terms, subject to removal by the NAD Headquarters or the member's resignation.

D. Chair

The Committee members shall agree among themselves on which member shall serve as the chair. The Chair shall be responsible for scheduling and running meetings, serve as liaison between the Committee and the NAD staff, and facilitate communications between the Committee and the Colleges, through their respective coaches.

E. Selection of Members

Outgoing Committee members may recommend possible names for their replacement, who must be a CoBo alumnus from the same College as the outgoing member. The replacement preferably shall reside within the metropolitan Washington DC area. However, in the absence of suitable and available replacements in the DC area, someone from outside the area may be recommended. If someone from outside the DC area joins the Committee, this prospect shall be expected to participate in regular meetings at their own expense.

Committee members may not be a student or paid employee with any participating CoBo university.

Committee members must have access to a videophone with conference call capability.

The Coach of that respective College may recommended possible replacements, and the recommendation is subject to approval by the other Committee members and the NAD Headquarters.

In the absence of a recommendation by the outgoing Committee member, the other Committee members may agree upon a recommendation.

F. Duties

Working closely with NAD, the Committee is responsible for the following:

1. Planning technical set-up of the Preliminaries and Finals matches, including selection of support staff
2. Formulation of rules and guidelines
3. Development and selection of questions

4. Planning the post-Finals reception
5. Serving as hospitality link for their respective team members while on-site
6. Selection of Finals judges, in consultation with the NAD Headquarters
7. Conducting outreach to CoBo alumni
8. Development of and security assurance for Finals questions, answer keys, scoring protocols, and related records
9. Completing post-Finals summary within three months after the Conference
10. Other responsibilities that may arise in CoBo planning and execution

G. Removal

Committee members may be subject to removal based on cause, including but not limited to: nonperformance of duties or responsibilities, abuse of position, conflicts of interest, or endangering the integrity of the CoBo.

Removal may be recommended by one or more Coaches, one or more Committee members, or by one or more NAD Headquarters staff involved in the CoBo process. The recommendation must be in writing, and submitted to the Committee as a whole.

Once a written request for removal of a Committee member is received, those Committee members not recommended for removal shall discuss this matter with all three Coaches and the NAD Headquarters. A collective decision shall be made whether removal is indeed warranted or not.

H. Compensation

Committee members are considered volunteers and shall receive no monetary compensation from the NAD. Committee members receive complimentary conference registration, shared hotel guest room, and reimbursement for pre-approved air travel.

If a committee member chooses to donate hotel and travel expenses, this shall be recognized by the NAD as an in-kind contribution.

Support staff, chosen by the Committee, are considered volunteers and shall receive no monetary compensation from the NAD.

I. Overriding

These guidelines pertaining to composition of the College Bowl committee may be superseded by unanimous vote by all of the coaches from the immediate preceding College Bowl competition. Such action will be effective for a period of no more than two years.