

Knowledge Bowl Advisors Meeting Summary - September 17, 2013

Southeast Service Cooperative – 4:00-5:30 pm

Introductions

Attendees introduced themselves, their school and level they coach.

Contact information-Advisors

Be sure we have all your contact information and that it is correct. Include your home/cell phone number and any other email addresses we should include. We will use this phone number only in case we need to contact you, after hours (i.e. cancellations, postponements, etc.) or perhaps while you are enroute to a competition. If you would like anyone else from your school (or volunteers) added to our communication list, include their information.

2013-2014 Handbooks

The same handbook is used for junior and senior high. The only difference between junior and senior high is the number of students/team and junior high doesn't have a State competition. Information about ordering equipment, rules and competition format are included. The updated handbook is also posted on our website.

Coaches Clinic

A clinic will be held on October 24 at Lakes Country Service Cooperative in Fergus Falls. A flyer was emailed and is also posted on our website. This is optional and intended for new and veteran coaches.

Old Questions

The Round Robin, Sub-Regional, and Regional Questions from prior years have been posted to our private website for you to save and use for practice with your teams. All hard copies were recycled and used for scratch paper. Here is the website to retrieve the questions: *(Private link-not to be shared with students. Refer to email.)*

Communications

- Most correspondence will be done via email and posted on the SSC website. All schedules and scores will be posted on the website (www.ssc.coop). (Click on the Student Programs tab at the top and select your respective Knowledge Bowl area.) Please bookmark this to your web browser for easy access.
- If a competition needs to be postponed (due to weather/late start or closing) SSC will contact the schools/advisors involved. In addition, it will be posted on the website homepage at www.ssc.coop. Advisors should provide home/cell phone numbers and alternate email addresses for after-hours communication. If there is questionable weather, the website will also give the status of the competition.
- "Snow Days" have been built into the Round Robin schedule (see list of dates).

2013-14 Dates & Round Robin Schedule

Junior and Senior dates have been set. They can be found on our website. Due to construction and remodeling at the WLMC, our facility will be unavailable for competitions from December 9 – January 31. **Updates have been made since the original list was sent in May, so be sure you have the current version (see website).**

Sub-Regional and Regional dates/times are:

Junior High:	Sub-Regionals - January 7 (Tier A) and January 8 (Tier AA) at RCTC	8:30 am-2:30 pm
	<i>Snow date: January 9 (either tier) – no other options</i>	
	Regionals – January 13 (Tier A) and January 14 (Tier AA) at Clarion	8:30 am-2:30 pm
	<i>Snow date: January 15 (either) – no other options</i>	
Senior High:	Sub-Regionals - March 18 (Tier A) and March 19 (Tier AA) at RCTC	8:30 am-2:30 pm
	<i>Snow dates: March 20 (either tier) – no other options,</i>	
	<i>but if more rooms are needed, SSC has reserved 7 rooms</i>	
	Regionals – March 24 (Tier A) and March 21 (Tier AA) at SSC	8:30 am-2:30 pm
	<i>Snow dates: March 26 (Tier A) March 25 (Tier AA) – no other options</i>	

Regarding snow dates: If a school is closed or running late, and can't attend their Sub-Regional, they can attend on the snow day. If schools from both tiers require a snow day, both tiers can compete on the same day, at the same site (depending on numbers) but each tier would compete separately. If part of a tier competes on one day and part on another, a percentage will be used to determine the 12 teams that will advance to Regional.

Both Sub-Regionals have been scheduled during RCTC's winter spring break weeks so they are the only available days to hold Sub-Regionals.

ROUND ROBINS

The updated schedule is posted on the SSC website. Please check this prior to requesting dates.

- We can accommodate no more than 18 teams at a time (some days less) at the Southeast Service Cooperative.
- Regarding the number of alternates allowed at Round Robins, we allow "extra" alternates at Round Robins, but only 6 students take written (junior high)/5 students take written (senior high). Extra alternates must take the written test (either individually or with other extras).
- Round Robins will be held at the Southeast Service Cooperative Conference Center. Teams can choose to attend either a morning session (9:00 - 11:30 am) or an afternoon session (12:30 - 3:00 pm) each month. We provide coffee and water. A pop machine is available for individuals to purchase their own.
- The written round is 60 questions and taken by all students (including extra alternates—either individually or with other "extras"). Requiring all students to take the written round eliminates wandering students with nothing to do. NEW: All teams must remain at their tables until everyone is done with their written test.
- Advisors should request the days/times they would like their teams to compete.
- Let Kirsten or Katie Sue know as soon as possible if there will be changes in the number of teams or if changes need to be made to the round robin schedule.
- Snow Days – Dates have been reserved in case we need to reschedule meets.

Determining Tiers

The Junior High teams have been divided in half (based on 2012-13 MDE enrollment figures for grades 6-8).

Senior High teams have tentatively been divided 50%-AA, 50%-A. Due to the number of teams and because RCTC has fewer rooms available, we need to change the way tiers are configured. A vote will be taken to make the final decision. (If any other major changes are made, the tier assignment could change.)

Senior High advisors: Please see attached documentation regarding options and email your vote by October 4.

There was discussion about possibly forming a JV division. Several schools expressed interest in allowing teams of 9-10 graders to compete in a separate Sub-Regional and Regional. We will think about and discuss this throughout the year and take it up at next year's meeting. Please give this some thought.

Question Reviews

Sub-Regional and Regional questions are reviewed by Susan Ward and a committee of current and former teachers. The questions are reviewed while the students are taking their written round, but not all answer options can be covered. We've held question reviews in our region, but it hasn't been well-attended. We've had to cancel several. We will no longer attempt to schedule question reviews based on majority opinion at the meeting.

Invitationals

There isn't enough interest to hold Invitationals in our region. Information about competitions throughout the state will be forwarded to advisors.

Contact information-SSC

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Regional Coordinator

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Katie Sue Cunningham

Training and Program Technician

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Susan Ward, State Coordinator

Lakes Country Service Cooperative

218-739-3273 or 800-739-2459 or sward@lcsc.org

Fees

Fees increased \$5 and are:

Junior High Fees - \$270/team

Senior High Fees - \$355/team

Districts will be invoiced after the season begins and the number of teams have been determined. These are fees for SSC members. Non-members pay twice this rate.

Other costs schools **may** incur (for your planning purposes)

Local Competition Days

3 half days for Round Robins, 1 full day for Sub-Regionals, 1 full day for Regionals

- Substitute Teacher for Advisor
- Transportation to/from Rochester
- Lunch at Sub-Regionals and Regionals

State Competition Costs - 2 full days for State

- Substitute Teacher for Advisor
- Transportation to/from Brainerd
- Team Expenses - Hotel Accommodations and Meals
- Expenses for One Extra Adult

Competition Format

- For Round Robins, both written and oral scores will be included in the final tally. Round Robin competitions will consist of a written test (60 questions with 50 min. limit) taken first, followed by 3 oral rounds (30 questions). Junior High teams can have 6 team members take the written test and 5 team members in each oral round. Alternates can sub in after 15 questions during the oral round and/or between oral rounds. (Senior High teams have one less student/team—5 team members take the written and 4 team members compete in oral rounds.)
- During Round Robins, scores will be recorded and posted by advisors. After competitions are completed for the month, a copy of all scores will be posted on the SSC website. At the end of the season, awards are given to top teams, although the scores have no bearing at the sub-regional or regional.
- Please note: Advisors will read or judge at all competitions. Since we want two adults for every three teams, schools with more than 3 teams must supply another adult (parent, teacher, principal) to serve as reader or judge. Schools with fewer teams will be asked and encouraged, but for schools with more than 3 teams—it is mandatory. (At Round Robins we need at least 1 adult per room, but 2 is best.)
- Junior High: One set of written questions will be given to each student.
- Senior High: One set of written questions will be given to each team at all events (consistent with the format used at State).
- Any extra students (not taking the written test with a team) **MUST** take the written test (either with other "extras" or by themselves).

Sub-Regional and Regional Formats

- Sub-Regional for Junior and Senior will be held at Rochester Community and Technical College (RCTC) Heintz Center building and individuals need to bring their own lunch. Dates were picked based on when classes are not in session (winter and spring break).
- Due to the number of teams and rooms being used, teams should bring one set of equipment (pocket box and strips) to Sub-Regionals. SSC may not have enough for all the rooms.
- Teams are “frozen” at Sub-Regional. Student composition of teams must remain the same from Sub-Regional to Regional to State.
- Junior High Regional: 1 written (60 questions with 50 min. limit) and 4 oral rounds (45 questions each) JH Regional will be held at Clarion Inn – Hotel and Meeting Center. Teams cannot bring in outside food, and will need to pay \$5 per person for a sandwich buffet (including cocktail sandwiches, pasta salad, potato chips, fruit, and water)
- Senior High Regional: 1 written (60 questions with 50 min. limit) and 5 oral rounds (45 questions each) SH Regional will be held at Southeast Service Cooperative and will order pizza from Papa John’s that day.

Strength of Scoring

- The Strength of Scoring method is used at the state meet. Strength of Scoring will be used during Junior High and Senior High Sub-Regional and Regional events. SOS points are given at the end of the meet, as follows: each time in top room = 1.5/round, each time in 2nd room= 1 pt. /round, and each time in 3rd room= .5 pts. /round.

FYI - “Conference” meets

- “Conference” meets (outside of the Service Cooperative’s Knowledge Bowl™ programs) can’t technically be called Knowledge Bowl, since it is a trademarked program. If your conference and AD have separate competitions, it needs to be called something else.
- SSC cannot provide question sets. Conference meets will need to order these on their own. Companies that have been used by teams in our region are: Academic Hallmarks (www.greatauk.com) and Questions Unlimited (www.qunlimited.com).

Equipment

Schools order equipment directly from Lakes Country (see handbook – pages 13-15).

Awards

- Junior High--Certificates are given for participation in the season, Sub-Regionals and Regional competitions. A team trophy and individual medallions will be awarded to the top 3 teams at each Regional. Plaques go to the top three teams for Round Robins.
- Senior High--Certificates are given for participation in the season, Sub-Regional and Regional. Regional: Medallions go to the individual members of the top 3 teams in each tier and a team trophy. Plaques go to the top three teams for Round Robins.

2013 State Meet

Teams representing our region at State were: Albert Lea, Chatfield, Fillmore Central, Rochester Mayo and Winona. Chatfield and Winona teams were winners of their respective tiers’ Heritage Spirit Award. This award is given for qualities and conduct becoming a champion competitor and voted on by teams as well as officials.

2014 State Meet

- The State competition is April 10-11, 2014 (Thursday & Friday) at Cragun's in Brainerd. The two-tier system is used at State. Determination of which schools will be placed in A and AA at State is made after each region’s Regionals when all the teams going to State have been determined. Southeast can send five (5) teams.
- The number of teams that each region can send to the State Meet is based on the number of teams sent from each region, based on the previous year’s participation.

- The teams advancing must pay their own expenses.
- The Southeast Service Cooperative must send the following persons to State: Regional Coordinator, 2 Computer Operators (students), 2 Judges, 1 Reader
- We pay expenses (lodging and mileage) for judges, readers and computer operators, and request that teams participating at the state event help recruit the computer operators. Anyone familiar with Knowledge Bowl can serve in these positions, especially advisors from teams not going to State. Please consider volunteering!
- A state t-shirt design contest is outlined in the handbook. Advisors should inform their students of this contest in case anyone is interested in submitting a design. Information will be sent to art teachers. Please mention this at your school.

Discussion/Reminders

Consistency among advisors/adults has been an issue. Please review the rules (and any “helper” you bring) prior to the start of the season.

Competitions will begin promptly.

Frequently there are not enough adults at competitions. It is mandatory that teams provide at least one adult per three teams. It is *especially* important to have two officials in each room at Sub-Regionals and Regionals.

A list of “Rules and Reminders” will be read prior to the first oral round at each competition. Any suggestions or additions to this list are welcome.

Student Behavior (Code of Conducts)

Each team is required to submit a Code of Conduct, signed by each student competing in Knowledge Bowl. Teams do not need to be set, just have all students sign the form. Advisors should complete this and bring it to the first competition or fax/email to SSC.

The following rules for students during the competition will be enforced:

- Electronic devices will be collected by advisors prior to the start of the competition
- Students will not be allowed to wear hats.
- Tables must be clear (except for scratch paper and pencils).
- Students must remain quiet and at their table after the written round, until all teams are finished.

Questions/Discussion

The following can be found on the website:

Knowledge Bowl Handbook

2013-2014 Dates

Coaches’ Clinic flyer

Tier Options for Senior High

Junior High Tier Division

Round Robin Schedules (Junior and Senior High)

Code of Conduct forms (for Junior and Senior High)

Competition Reminders (to read to students prior to first oral round)

Participation Data 2012-2013

State Advisory Council Minutes (May 2013)

2013 State Scores and News Release