Maryland 4-H State Horse Bowl Contest Procedures & Regulations

Objectives
The primary objective of the Horse Bowl Contest is to provide an opportunity for youth involved in the 4-H Horse project to demonstrate their knowledge of equine-related subject matter in a competitive setting where attitudes of friendliness and fairness prevail. This contest provides an educational experience for participants.

General
1) **The contest will be held over two dates: Saturday, March 5 and Sunday, March 6, 2022. NOTE: The 2022 contest will be held virtually using QuizBowl Pro software and Zoom in combination as the contest platform.** QuizBowl Pro software provides match coordination, buzzing, timekeeping, and team scoring components. Zoom provides audio and video communication components. Participants will need to have connection to both, QuizBowl Pro and Zoom, during match play.
2) **Schedule:**
   NOTE: Schedule is subject change and start times listed may be adjusted.

Saturday, March 5, 2022: Junior and Senior Divisions	
8:00-8:30 am	JUNIORS: Zoom login
8:30-8:45 am	JUNIORS: Contest Overview
9:00 am	JUNIORS: Contest Matches (Play will be held in two match rooms concurrently)
12:00-12:30 pm	SENIORS: Zoom login
12:30-12:45 pm	SENIORS: Contest Overview
1:00 pm	SENIORS: Contest Matches (Play will be held in two match rooms concurrently)
Sunday, March 6, 2022: Intermediate Division	
11:00-11:30 am	INTERMEDIATES: Zoom login
11:30-11:45 am	INTERMEDIATES: Contest Overview
12:00 pm	INTERMEDIATES: Contest Matches (Play will be held in two match rooms concurrently)

3) More detailed information about this contest can be found on the Maryland 4-H website at: https://extension.umd.edu/programs/4-h-youth-development/program-areas/animal-sciences/4-h-horse-program .
4) **QuizBowl Pro Software:** More information about this game platform can be found at: https://www.quizbowlsystems.com/index.html .
5) Contestants and Eligibility:
   a) Youth contestants and teen/adult coaches must have an approved enrollment in 4-H Online for the 2022 4-H program year.
   b) Registration for this event is through 4-H Online. To register, you must first be enrolled in Maryland 4-H for 2022. To access the registration once you are enrolled, log in to your 4-

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H Online family profile and click on the Events tab. You can find an Event Registration "how to" guide on the Maryland 4-H website.

    c) All event registrations must be submitted by 11:59 pm on February 15, 2022. Registrations will be verified and approved by local 4-H Educators and the State 4-H Event Manager. Contact your local 4-H office or visit the Maryland 4-H website for more information.

    d) Maryland 4-H members must be between the ages of 8-18 as of January 1 of the current year. Juniors are between 8-10; Intermediates are between 11-13; and Seniors are between 14-18.

    e) Contestants must not have previously competed in Horse Bowl at Eastern National 4-H Horse Roundup (Louisville, KY) or Western National 4-H Horse Roundup.

6) This is a contest in which teams compete. Points are earned or lost by quickness and accuracy of response to specific questions drawn from 4-H project materials and other references identified in the *References* section of this document.

7) Counties may enter up to a maximum of eight members (comprised of a team of four members and four additional individuals or a team of four members/one alternate and three additional individuals) in each of the Junior, Intermediate, and Senior divisions. Counties may enter only individuals if they do not have enough members for a team. Individual contestants in each age division will be randomly assigned to composite teams by the contest organizer. If a county has more than four members, they must identify the members on the team, its alternate, and those entering as individuals. Composite teams will be eligible for team awards. Individuals on composite teams are eligible for individual awards. **Composite teams and coaches will be determined prior to day of the contest. Youth participating in this statewide competition must be enrolled in the Maryland 4-H program and pre-registered for the state contest by Monday, February 15, 2022. There will be a $6.00 entry fee for each contestant.**

8) Statewide competition will be governed by the prescribed procedures and regulations found in this document. Additional rules may be promulgated for specific purposes.

9) **Each team participating in the state contest must submit 40 questions by Monday, February 7, 2022. You MUST use the following format or your questions will not be used. To correctly submit questions, please abide by the following guidelines:**

    a) Each team must submit an electronic version (preferably in MS Word) of 40 horse bowl questions with the County and Age Division in the file name.

    b) Five questions should be written from each of the following eight categories for a total of 40 questions: 1) History, Evolution, and Behavior, 2) Anatomy, Conformation, Way of Going, and Lameness 3) Breeds, Color, and Color Genetics, 4) Riding, Training, Tack, and Equipment, 5) Health, Disease, and Parasites, 6) Reproduction and Genetics, 7) Nutrition, 8) Trivia.

    c) Question Format: Questions must be come from approved references (see below) and contain a question (Q), answer (A), and source (S) with page number.

    d) Sample Question Format:
    Q: What is another name for acute laminitis?
    A: Founder
    S: ES, 226

    e) Questions that are not submitted in electronic copy, have incorrect reference information, or are late will not be accepted and entry into contest will be denied for that team.

    f) Points to consider when submitting questions are:
    Be sure to submit questions that are appropriate for the age group. Junior teams should submit one third each of easy, moderate and difficult questions.

Be sure that you have the correct edition of the reference, double check to be sure that the page number is correct, and use the correct abbreviation for the source (see list below).

g) Questions on obscure subjects or those that are exceptionally difficult will not be used.

h) Questions with code words will either not be used or will be rewritten.

i) **Questions must be sent electronically via e-mail to Becca Bittner at regunder@umd.edu by Monday, February 7, 2022.**

j) Contest Questions will be in the following eight categories: 1) History, Evolution, and Behavior, 2) Anatomy, Conformation, Way of Going, and Lameness 3) Breeds, Color, and Color Genetics, 4) Riding, Training, Tack, and Equipment, 5) Health, Disease, and Parasites, 6) Reproduction and Genetics, 7) Nutrition, and 8) Trivia

10) **Spectators will not be permitted in the contest match rooms. Parents may help with technology if required, but may not assist team members with questions or answers. Additional details will be provided during the Contest Overview before each contest begins.**

Equipment

1) **Game Panels** - **The QuizBowl Pro software will function as the device to manage which contestant was the first to respond to a question. All other contestants will be locked out once one contestant has buzzed in. NOTE: Every effort will be made to eliminate discrepancies based on speed of internet connection, but the contest organizers cannot be responsible for one player having a slower connection than another.**

2) **Time Recorder - The QuizBowl Pro software will serve as the timekeeping device.**

3) **Signal Device - Each participant will need to have access to a smartphone, tablet or computer and the Internet to access QuizBowl Pro software to buzz in during the matches.**
   NOTE: Please adjust the settings of your device so it will not time out or go to sleep during match play; it is suggested that screens stay active for 30 minutes or longer.

4) **Score Keeping Devices - The QuizBowl Pro software will keep Team scores, which will be visible to the contestants. Two additional scorekeepers will track individual scores manually, and be used to verify team scores.**

Officials

1) **Moderator** - The Moderator shall assume the direction of the matches within the particular room, ask all questions, and designate contestants to answer questions and accept or reject all answers unless the question and/or answers are challenged. The Moderator may indicate when a contestant has exceeded the allotted time for a question. The Moderator will declare the match winner and shall at all times be in control of the matches.

2) **Operator of QuizBowl Pro Software** –The operator of the QuizBowl Pro software will activate the buzzers for each question, activate the timer once contestants have been recognized, mark questions correct or incorrect (which updates the team score), and add points for team bonuses. **Contestants must wait to be recognized and unmuted before answering.**

3) **Judges** - At least two (2) referee judges are recommended. The judges must be knowledgeable horse persons. One referee judge (or the Moderator) should, if possible, be a veterinarian. The referee judges rule jointly on the acceptability of any question or answer. In cases of challenge to questions or answers in matches with two referee judges, either both referee judges or one referee judge and the Moderator must agree on the acceptance or rejection of any question and/or answer. With only one referee judge, both the judge and the Moderator must agree on actions to be taken.

4) **Buzzer Operator/Time Keeper** - Unless this duty is assumed by the Moderator or by a referee judge, the timekeeper will monitor all time intervals and designate when time of response has been exceeded and will handle all controls of the game equipment. It is

strongly recommended that neither the Moderator nor a referee Judge be used as a timekeeper.
5) **Score Keepers** – Three (3) individuals shall be used to keep score for each contest. **One individual will maintain team scores via the QuizBowl Pro software, which will be clearly visible to the Moderator and to the contestants.** Two additional score keepers shall be used to manually maintain a record of the team scores and individual scores of each contestant.

Teams
1) Only four (4) contestants shall be seated at the panel at any one time.
2) Alternate Substitutions:
   a) During the match, one (1) team member only may be replaced at the panel when:
      i) The Moderator deems it impossible for one of the seated members of the team to continue in the contest; or
      ii) The coach and/or captain of a team requests the substitution of a team member, and
      iii) It does not interrupt the flow of the game.
   b) The team member removed from a match becomes ineligible to return to that particular match. The team member removed and the substitute member are both eligible to participate in further matches. The use of a five member team is recommended.

Match Overview
1) The first half of the match is called the "one-on-one competition". During the one-on-one competition, only one member of each team will be eligible to respond to a question. This eligibility to respond will rotate among the teams with each question. Each team member will be given an opportunity to respond to the same number of questions. That is, the number of questions asked during the first half of the game will be evenly divisible by 4.
   a) The Moderator shall indicate the start on one-on-one play clearly to the players.
   b) Each question shall be addressed to only one member of each team, beginning with the number 1 contestant of each team and progressing with subsequent questions to the number 2, 3, and 4 contestants, respectively.
   c) The Moderator shall indicate which two contestants are eligible to respond prior to the reading of each question.
2) The second half of the match is called "open competition" whereby all players from each team are eligible to respond to the questions asked. The Moderator shall indicate the start on open competition play clearly to the players.
3) Toss-Up/Bonus - During the open competition, there will be one or more "Toss-Up" questions. If a player answers the Toss-Up question correctly, the Moderator reads the "Bonus" question to that player's team. If the Toss-Up question is answered incorrectly, the next question in the round will become the Toss-Up question until a Toss-Up question is answered correctly. After the Bonus question is read, **a 20-second discussion** period is permitted for team consultation to determine the answer. At the signal from the timer, a 5-second period is then permitted for the team captain or designee to begin the answer. **Once the team captain or designated contestant begins to answer, contestants may not continue to feed answers.**
   a) All parts of the Bonus question must be answered correctly with no partial points permitted, regardless of the number of parts of the question answered correctly.
   b) No part of the Bonus question will be repeated nor will any additional information or prompting from the Moderator or Judge(s) be given to the contestants.
   c) There will be no Bonus questions asked during the one-on-one period.
   c) Successful completion of the answer will result in that team being awarded 3 points.
   d) Failure to answer a Bonus question results in no penalty (loss of points) to the team.

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Playing the Match

1) Teams are assembled and seated at the respective panels and each contestant given the opportunity to check the equipment.

2) **A team captain is designated with "(Captain)" next to their name in the QuizBowl Pro roster for their team.**

3) The question packet is opened by the Moderator.

4) The Moderator reads the first question (as with all succeeding questions) until the completion of the reading of the questions or until such time as a contestant activates a buzzer.

5) If a buzzer is activated during the reading of any question, the Moderator will immediately cease reading the question and the contestant activating the buzzer will be acknowledged prior to giving their answer. **The contestant will then have five seconds after being recognized by the Moderator and unmuted to begin to answer the question.** The repeating of the question by the contestant shall not be considered the initiation of the answer. It shall be the responsibility of the Moderator and the referee judges to determine if any answer is started with the 5-second period. **NOTE: The Moderator may assign the role of recognizing contestants during match play to the QuizBowl Pro operator.**

6) If any contestant other than the contestant acknowledged by the Moderator responds to a question, that individual will lose two points and the team of that individual contestant will lose two points as a penalty.

7) If any contestant responds more than twice to questions directed to another contestant, the individual and the team will be assigned the penalty points, and the contestant will be replaced at the panel by the alternate if available. Or if no alternate is available, the remainder of the match will be played with less than the full team, and all questions normally addressed to the eliminated contestant will be addressed only to the opposing contestant.

8) If the answer to any question, whether read to completion or not, is incorrect, neither team will be given the opportunity to correctly answer the question, and the Moderator moves on to the next question in the round.

9) If the time in which to answer a question elapses without a contestant activating a buzzer, there shall be neither a loss of points nor an awarding of points to either team.

10) If the answer to a question is begun during the 5-second allowable time and answer is incorrect, that team or individual will lose the point associated with that question. If a member of a team activates a buzzer and an answer has not been started within the 5-second allowable time, there will be an appropriate 2-point penalty imposed against the team and the contestant activating the buzzer.

11) If the question is correctly answered within the 5-second time limit, that team and individual score 1 or 2 points.

12) If a question is thrown out either due to poor reading by the Moderator or a decision of the referee judges, it will be replaced by another question so that the total number of questions to be asked remains constant.

13) Team Bonus - In order to encourage full team participation, bonus points will be awarded throughout the match to the teams when at such time, each of their players has answered a question correctly (excluding Bonus questions). The team bonus shall be worth 2 points. After having earned the team bonus once within a match, both teams are eligible to earn additional team bonuses by repeating the process specified for team bonus awards. **For 2022, items a) and b) below will be confirmed by the scorekeeper.**

   a) After each contestant answers a question correctly, they should flip up a "smiley face" located at their seat **(to be provided by the contestant or Coach)**. If a team member, who has already answered a question correctly, is replaced by an alternate and the alternate has not yet answered a question correctly, it will be necessary for the alternate to also answer a question correctly before a team bonus point may be awarded.

b) When a team bonus is earned, each player will flip down the smiley face card at **their** seat indicating that all members must answer a question correctly to earn additional team bonuses.

14) Time Out - Either team captain or the Moderator may call for a "time out" for clarification of a rule, to permit replacement of a team member, or to allow for unexpected problems. These "time out" periods may be called only after a question has been answered and before the start of the next question.

15) Following the final question, the paper scorekeeper and the **electronic scorekeeper** will consult and announce the final score to the Moderator. The team with the highest number of points shall be declared the winner of that match by the Moderator.

16) Tiebreaker: In the event of a tie, 5 additional questions will be asked. The team with the highest score during the tie-breaking round wins the match. If a tie still remains after the first tie-breaker, the Moderator will ask additional questions until one of the teams earns a one point advantage of the other team, either by being awarded a point or because of a loss of a point by the other team. At such time, the team with the one point advantage will be declared the winner.

Scorekeeping

The point value of correct/incorrect responses, bonuses, penalties are as follows:

a) Correct answer – One-On-One questions .... 2 pts.
b) Correct answer - Open questions .... 1 pt.
c) Toss-up question - All answers required.. 1 pt.
d) Bonus question - All required answers correct .... 3 pts.
e) Bonus question - All incomplete answers or no answers.. 0 pts.
f) Team Bonus - four correct answers... 2 pts.
g) All incorrect answers .... -1 pt.
h) Acknowledgment penalty - contestant not acknowledged .... -1 pt.
i) Response penalty - no answer started in 5 sec. /or out of turn... -2 pts.
j) Response penalty - out of turn 2 times - Eliminated from match .... -2 pts.
k) Response penalty - out of turn 3 times - Eliminated from contest..................................... -2 pts.
l) Protest penalty - if official protest not up-held.. -1 pt.

Equipment Failure During a Match

1) It shall be the responsibility of each contestant to be assured that all equipment is operating correctly **and is properly charged** at the start of the match. **The contest organizers are not liable for contestant equipment or Internet failures.**

2) If the device being used ceases to function during a match or is believed to be malfunctioning, a "time out" may be called by a contestant, the Moderator, or by either coach.

3) **If it is determined, after checking the equipment, that there is a contestant equipment malfunction, if the contestant has access to an alternate device they may use that device and play will resume. If they do NOT have access to an alternate device, play must resume without them.**

4) **As long as a team has at least one player with a functioning device, play will continue.**

5) **If all four team members' devices fail to function during a match, the team must forfeit the match.**

6) **If QuizBowl Pro software fails, play will continue manually, with the exact method of "buzzing" to be determined at that time.**

7) Scores accumulated up to the point of the "time out" shall stand and all further points awarded during the remainder of the match will be added to or subtracted for this total.

8) If both referee judges or one referee judge and the Moderator deem it advisable, points awarded for the two (2) questions asked immediately before the equipment was deemed to fail may be

recalled and two (2) additional questions used.

9) Under no conditions shall there be a replay of a match in which there was equipment failure.

Protests of Questions and/or Answers
NOTE: For 2022, the mechanism to raise a protest will be announced at the beginning of the contest.
1) A protest of a question or answer to a question may be made only by one of the team captains or the coach of either team and then only at the time the question is read or the answer is given. It must be done prior to the reading of the next question. There will be only one coach recognized for each team. The decision of the Moderator and the referee judges will be final.
2) When a protest is made, play will be stopped until the protest is resolved. A one (1) point penalty will be assessed if the protest is not upheld.
3) If a protest is upheld, the Moderator will take one of the following actions as is deemed appropriate:
   a) A question is protested before an answer is given and the protest upheld -- discard the question. No loss or gain of points will result for either team.
   b) An answer is protested (either correct or incorrect) -- at least one of the referee judges and the Moderator or both referee judges determine the validity of the protest. Points will be added or subtracted as appropriate.
   c) A question is protested after an answer is given (correct or incorrect) -- at least one referee judge and the Moderator or both referee judges determine the validity of the protest of the question. The question may then be discarded at no loss of points as in (b) above.
4) Abuse of the protest provisions may result in one or more of the following:
   a) Dismissal of team coach from the contest area.
   b) Dismissal (replacement) of team captain.
   c) Dismissal of entire team with forfeiture of any points or standing.
5) Spectators, parents, and visitors may not protest any question, answer, or procedure during the course of play. They may, however, submit in writing to the contest organizers any suggestions, complaints or protests at the conclusion of the contest. Unsportsmanlike conduct or any actions, which are generally accepted as detrimental to the contest, may subject the perpetrators of such actions as to dismissal from the immediate area of the contest.
6) No source of information is infallible. There may at times be answers given to questions that are in agreement with the recommended sources, which are in fact erroneous. Every effort shall be made to eliminate such questions, but in the event of such occurrence, the referee judges and Moderator may challenge the answer and if there is unanimous agreement may elect to accept only the correct answers or to discard the questions with no loss or gain of points to either team.
7) Once the Moderator has declared a winner of the game based on the scores, there shall be no additional protest allowed.

Recorders and Communication Devices
No recording devices such as tape recorders, video, or cameras, and communication devices such as cell phones may be used during a match. Photographs will be permitted only before or after a match and then in only such a manner as not to be disruptive of the contest.

Awards
1) Team awards will be based on pre-determined procedure of play.
   a) The exact procedure to be followed must be determined by the number of teams participating and the time allocated for the contest.
   b) All divisions will be double elimination.
2) The rank of teams will be determined on the basis of their position within the double elimination brackets. To place teams eliminated in the same round, the team that has the most points within the round of elimination will be awarded the higher rank.

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3) Individual Awards:
   a) Scores will be kept for each individual contestant, with the high ten (10) individual contestants to receive special recognition.
   b) Only those contestants who have participated in two or more matches will be considered for the top individual awards.
   c) The high two match scores for each individual will be used in cases where individuals participate in more than two matches.
   d) Ties for individual awards will be broken on the basis of: First - high average score for the entire contest; Second - high individual round scores; and Third - total number of points earned in the contest.

4) **Maryland State Team Selection Process: For 2022, ALL seniors who competed in the 2022 Maryland State 4-H Horse Bowl Contest, will be invited to a separate buzz off that will determine the Maryland State 4-H Horse Bowl Team. The Maryland State 4-H Horse Bowl Team will represent Maryland at the Eastern National Round-Up in Louisville, Kentucky. NOTE: University and 4-H Guidelines for out-of-state travel apply. The contest dates will be announced at a later date.**
   a) All players who go on the next stage of the selection process will be given the same study materials.
   b) **The next step of the selection process will be a BUZZ OFF held at a later date. Time and location is to be announced to determine the final Horse Bowl team of four.**
   c) If for some reason, one of the top four players has to withdraw from the Maryland National Horse Bowl Team after being named to the team, his or her spot will be offered to the next highest scorer in turn from 5th through 10th.
   d) Maryland 4-H members may participate in only ONE state-level project team in a calendar year. If a 4-H'er qualifies for more than one project team in the same year, s/he must choose which team s/he will participate in. Once a 4-H'er commits to a state-level project team, s/he may not withdraw in order to accept a spot on a different state-level project team.
   e) Please note that being selected and accepting a position on the annual Maryland 4-H Horse Bowl Team does not guarantee travel and participation in the designated national contest, nor does it transfer to the next year, in the event that the contest is cancelled or if the Maryland 4-H program is restricted from conducting out of state travel due to any circumstances.

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Contest Resources

NOTE: In an instance where there is a conflict of information between sources, the most recent source (publication date) will prevail. For example, if there is a conflict between *Equine Science and Horse Smarts*, *Horse Smarts* would be considered correct as it is a newer publication.

Resources - Junior Division

HH - *Horse and Horsemanship*, 2001 edition. National 4-H Council. https://shop4-h.org/collections/animal-agricultural-science-curriculum

HRS - *Horse Science*, 2001 edition. National 4-H Council. https://shop4-h.org/collections/animal-agricultural-science-curriculum

HSM – Horse Smarts: An Equine Reference and Youth Activity Guide, American Youth Horse Council. https://www.ayhc.com/publications

NA - *The Normal Animal.* Veterinary Science Unit 1

AD - *Animal Diseases.* Veterinary Science Unit 2

ES - *Equine Science – Basic Knowledge for Horse People of All Ages,* by Jean T. Griffiths. ISBN # 978-1-929164-42-4. Note: Available at: https://www.ayhc.com/shop .

Resources – Intermediate Division

Junior Division references listed above, PLUS:

ID - *Illustrated Dictionary of Equine Terms.* New Horizons Education Center, Inc. Alpine Publications, PO Box 7027, Loveland CO 80537. Ph:1-800-777-7257.

HSM – Horse Smarts: An Equine Reference and Youth Activity Guide, American Youth Horse Council, https://www.ayhc.com/publications

Resources – Senior Division

The following references should be used for the Senior Division.

HSM – Horse Smarts: An Equine Reference and Youth Activity Guide, American Youth Horse Council, https://www.ayhc.com/publications

ID - *Illustrated Dictionary of Equine Terms.* New Horizons Education Center, Inc. Alpine Publications, PO Box 7027, Loveland CO 80537. Ph:1-800-777-7257.

HIH – *Horse Industry Handbook,* The American Youth Horse Council. 4093 Iron Works Pike, Lexington, KY 40511- Ph: 800-879-2942

LEWIS - *Feeding And Care Of The Horse*, 2nd edition, by Lon D. Lewis Williams and Wilkens, P. O. Box 1496, Baltimore MD 21298-9724 Ph: (800) 638-0672

CAHA - *Coloring Atlas of Horse Anatomy*, by Robert Rainer and Thomas O. McCracken. Order from Alpine Blue Ribbon Books, P.O. Box 7027, Loveland, CO 80537-0027

ES - *Equine Science – Basic Knowledge for Horse People of All Ages,* by Jean T. Griffiths. ISBN # 978-1-929164-42-4. Note: Available at: https://www.ayhc.com/shop .

FOR MORE INFORMATION CONTACT:

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Maryland 4-H Horse Program Website: https://extension.umd.edu/programs/4-h-youth-development/program-areas/animal-sciences/4-h-horse-program