



2023-2024

## Competitive Events Handbook



# NCA Knowledge Bowl

### Event Summary

NCA Knowledge Bowl provides members with the opportunity to gain knowledge and skills on various topics and situations in business, industry, and parliamentary procedure.

### Event Code

KB

### Event Type

Team Event: 3-4 team members

### Dress Code

Competitors must be in official NCA uniform or in proper business attire. Bonus points will be awarded for proper dress. All team members must be properly dressed to receive the bonus points. Teams who are not dressed appropriately may not be allowed to compete.

### General Rules

1. Competitors in this event must be active members of NCA in good standing.
2. Eligible divisions to compete in the Knowledge Bowl (KB) event:
  - Middle School
  - High School
  - Out-of-School/Collegiate Divisions
3. Competitors must be familiar with and adhere to the “General Rules and Regulations of the NCA Competitive Events Guide (GRR).”
4. All competitors shall report to the site of the event at the time designated for each round of competition. At CDC, competitor’s photo ID must be presented prior to ALL competition rounds.

## Official References

The references for the Knowledge Bowl competition will be content from the JAG Website and official JAG publications such as handbooks, workbooks, brochures, and reports.

The 2023-2024 question pool will be expanded to include recognized industry and career information in the following works:

- **What Color is Your Parachute? - by Richard N. Bolles**
- **The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey**

**Note:** Both of these resources are freely available in various formats online and the NCA Knowledge Bowl questions can be taken of many variations of these works.

## Event Guidelines

This competitive event consists of multiple rounds. Teams consisting of 3-4 members compete by giving appropriate responses to items presented by a moderator in a “buzzer style” round. These items may be in the form of questions, incomplete statements, and/or definitions and may be multi-answer items. Winners will be determined by a series of elimination rounds as described in the event tournament bracket. This event aims to inspire members to be proactive career professionals and motivate them to participate in teams, while learning about employment opportunities, NCA, JAG, and parliamentary procedure topics.

### Knowledge Bowl event details:

1. Buzzer competition requires a paired match-up. If a team is more than 5 minutes late to their appointed time, the team forfeits their right to compete in accordance with the General Rules and Regulations.
2. The number of teams in the bracket tournament is determined by the number of entries. Depending on that number, a “bye” may be provided at random to the second round.
3. Teams must report to and remain in the holding room until their numbers are called for them to compete.
4. During competition, two teams are seated at a table facing the moderator. Each individual team member has a buzzer to respond to the moderator’s question. Before each round begins, each team member should be asked to check their buzzer to confirm it is working correctly.
5. Each of the team members (3-4 members) will be identified as “Team Member A, Team Member B, Team Member C, and Team Member D.” Letter identification cards will be drawn by each team member prior to the start of each round and will be placed on the table in front of each team member.

6. For two (2) minutes, Team Member A from each team will compete head-to-head. The second two (2) minutes, Team Member B from each team will compete head-to-head. The third two (2) minutes, Team Member C from each team will compete head-to-head. The fourth two (2) minutes, Team Member D will compete head-to-head. The last two (2) minutes are open to all four team members and the entire team will be competing against the other team. During these final two (2) minutes, any of the four (4) team members may buzz and answer questions. This process will also be used during any tiebreaker(s). Subsequent rounds will be 10 minutes and include 50 questions.
7. The moderator presents one item and then:
  - a. Five (5) seconds is allowed after the moderator has finished presenting each item for a team member to push his/her buzzer.
  - b. The team member who pressed his/her buzzer has five (5) seconds to respond.
  - c. If a team member pushes the buzzer prior to the completion of the question, the moderator will stop reading immediately and the competitor must answer in five (5) seconds. If a team member buzzes in when it is not their turn, it will be treated like a wrong answer, and the other team will be given a chance to respond according to rule #7F.
  - d. Only the first answer given by the team member is to be judged. If the team member has started to respond when the 5 second timer buzzes, the judges may allow the team member to complete his/her response.
  - e. If answered correctly, the team earns one point.
  - f. If the answer is incorrect, or if the team member does not respond in five (5) seconds, the question will be reread in full for the other team, and the other team will have five (5) seconds to buzz in, NCA Competitive Event Guidelines NCA Knowledge Bowl (2023) KB 3 following the same steps noted in 8A and 8B. This is the only instance in which an item may be repeated unless the judges specifically ask for an item to be re-read.
  - g. If no team member pushes the buzzer before five (5) seconds have passed, no points are given, and the next question will be read.
8. Team members may talk to one another during the final two (2) minutes of the round only, however, they are cautioned to speak softly enough to avoid being overheard by the other team, and to be mindful of the timing noted in rule #8. Teams are not permitted to use or write notes.
9. The same list of questions is asked of each team in each section during a round starting with question 1A. The team that has the highest number of points in a ten (10) minute match is declared the winner of that match. The timekeeper will announce when there is one minute remaining in the round. If the ten (10) minute time is completed in the middle of an answer, the team is allowed to respond to the item. If missed, the other team is allowed to answer per rule 7F.
10. The points shall be kept by the judges on a rating sheet. Scorekeepers and chalkboards may also be used so that the team and the audience can see the scores.

11. In the event of a tie score, five (5) tiebreaker items are asked. First question will be asked of Member A, second question of Member B, third question of Member C, fourth question of Member D, and the last question of the entire team. The team with the highest score is the winner. This process may be repeated if necessary.
12. The moderator will not give the correct response to an item if neither team cannot answer correctly.
13. The winning team members of each match, round and section are not allowed to observe and must return to the holding room until recalled. Waiting winning teams are not allowed to communicate with other teams.
14. The questions shall not be given to a participating team prior to the competitive event. Judges will be given a copy of the questions. Judges make all rulings. A lead judge will respond to the competitors' answer by saying correct or incorrect. Only judges are allowed to challenge answers (competitors may not challenge any answer or the event process). Judges will call time to make a ruling.

## Final Scoring

1. **SEMI-FINAL ROUNDS:** When there are 4 teams remaining in the event, the semifinal rounds begin. There will be two matches. The winning team from each match returns to the holding room to face each other in the championship round. The two losing teams return to holding to face each other to determine 3rd and 4th place in the consolation match of the final round.
2. **FINAL ROUND:** The two semi-final losing teams play each other. The winner is 3rd place, and the losing team is 4th place. Following the consolation match, the two undefeated teams play each other in the championship match.
3. During the semi-final and final rounds only, audience members may observe. Communication between the audience and team members or event personnel is NOT permitted. Audience members are:
  - NOT allowed to enter or leave the room while teams are in competition (only between matches).
  - NOT permitted to record, document, or communicate anything, and will be removed from the room if suspected of doing so, at the discretion of event personnel.
  - Allowed to applaud teams only at the completion of the match.
4. The ten (10) finalists will be the eight (8) teams remaining at the beginning of Round 4 plus the two teams that did not advance from Round 3 with the highest test average score from Round 1. The placing of the 5th through 8th and 9th and 10th place finalists will be determined by the Round One test score. The third (3rd) and fourth (4th) place teams will be determined by playing a consolation round between the losing semi-finalist teams. The first (1st) and second (2nd) place will be determined in the final round.

# Sample Test Questions

1. What percent of the Voting Delegate Assembly can amend the National Career Association Bylaws?
2. What is the name of the JAG student member-led organization?
3. What NCA Officer ensures that all meetings are conducted in accordance with Robert's Rules of Order, Newly Revised?
4. In what year was the original JAG Model launched?
5. According to Robert's Rules of Order Newly Revised, how many times can an amendment be amended?
6. In what state was Jobs for America's Graduates founded?
7. The JAG Specialist leads the classroom; who leads the NCA Chapter?
8. Who is the only President of Jobs for America's Graduates?
9. Who is the current Chair of the JAG National Board of Directors?
10. Who is responsible for interviewing the national officer Candidates and slating them for the election process?
11. In R. Bolles book, Commandment 10 of the Job Interview suggests to do what after your interview?