

# 2018 NATIONAL JAPAN BOWL® ADMINISTRATIVE GUIDE



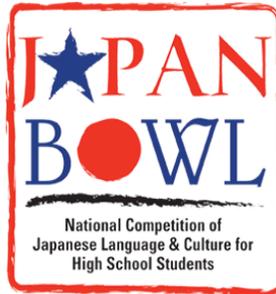
**The National 4-H Conference Center  
Site of the 2018 National Japan Bowl**

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## THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

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The 2018 National Japan Bowl®, presented by the Japan-America Society of Washington DC (JASWDC), will be held on Thursday and Friday, April 12-13, 2018 at the National 4-H Conference Center, 7100 Connecticut Avenue, Chevy Chase, Maryland 20815. If space is available at the National 4-H Conference Center, participants may arrive on Wednesday, April 11 and stay until Sunday, April 15.

Registration will begin at 3:00 pm on Thursday, April 12. The competition will end by 5:00 pm on Friday, April 13. The date and location of the Sakura Matsuri - Japanese Street Festival, also presented by JASWDC, will not be known until late November 2017. JASWDC hopes to hold Sakura Matsuri on Saturday, April 14, but that depends on whether government approvals can be obtained.

This Administrative Guide describes the procedures to register for the competition and to reserve lodging and meals at the 4-H Center. It includes information about: eligibility requirements; application and registration procedures; fees and deadlines; the 4-H Center's location and facilities; transportation access; the 4-H Center Rules of Conduct; and the National Japan Bowl dress code. It also includes a tentative schedule for the two days, which is subject to change.

Information about the content and rules for the actual competition can be found in the 2018 Official Guide, which is available online at the Japan Bowl website, at [www.japanbowl.org](http://www.japanbowl.org).

Please read the entire guide carefully. In the months before the competition, there might be changes to the information in this Guide. Participants will be informed promptly of any changes. Copies of this guide and all required National Japan Bowl and National 4-H Center forms are available online at the Japan Bowl website, at [www.japanbowl.org](http://www.japanbowl.org).

**Please note that all registration forms must first be completed on-line. Payments also must be made on-line.**

Any inquiries should be submitted in writing to [japanbowl@jaswdc.org](mailto:japanbowl@jaswdc.org). The Director of the 2018 National Japan Bowl is Risa Kamio ([rkamio@jaswdc.org](mailto:rkamio@jaswdc.org)), and the Japan Bowl Program Manager is Nancy Marsden ([nmarsden@jaswdc.org](mailto:nmarsden@jaswdc.org)).

*The Japan Bowl® name is an official trademark and is registered with the US Patent and Trademark Office. The Japan Bowl Study Guide, logo, the design of the official mascot "Kanji-kun," and all questions used in the competition are protected by US copyright law. Permission to use the Japan Bowl name or logo, and to use or adapt the Study Guide or Japan Bowl questions must be obtained from The Japan-America Society of Washington, Inc.*

## **Planning for the 2018 National Japan Bowl A Quick Guide**

*The following information will help you plan and budget:*

**Arrival Time:** Registration will begin at 3:00 pm on Thursday, April 12, 2018. The competition will end by 5:00 pm on Friday, April 13. Room check-in time at the National 4-H Conference Center is 3:00 pm. A room is available where suitcases may be stored for those arriving earlier in the day.

**Early Arrival and Late Departure:** Provided lodging rooms are available at the National 4-H Conference Center, participants may arrive on Wednesday, April 11 and stay until Sunday, April 15. (Be sure to apply early!)

**Cultural Activities:** There will be Japanese cultural activities at the National 4-H Conference Center on both evenings, April 12 and 13. JASWDC hopes to hold the Sakura Matsuri - Japanese Street Festival from 10:30 am to 6 pm on Saturday, April 14, However, the final date and location of Sakura Matsuri will not be known until late November 2017.

**Fees:** Participation fees are:

- A non-refundable \$60 application fee for each team that applies.
- A \$60 registration fee per student to help pay for three meals, cultural activities, and other expenses during the National Japan Bowl. Students also will receive the Japan Bowl T-shirt and a free ticket (value \$10) to the Sakura Matsuri.
- There is an optional fee of \$60 fee for each chaperone/teacher/family member/friend who wishes to observe the Preliminary Round competitions and participate in cultural activities. They will receive three meals at the 4-H Center, the Japan Bowl T-shirt, and a free ticket (value \$10) to the Sakura Matsuri.
- If a team applies before the early bird registration date of December 2, the \$60 fee for one teacher will be waived.

**Lodging:** Out-of-town participants may arrange their own lodging in the Washington area. However, everyone is encouraged to stay at the National 4-H Center. Room rates are based on the number of people in the room. If 3 or 4 persons stay in a room, the charge is \$55 per person per night; if 2 persons are in a room, it is \$73 per person per night. A single is \$142 per night.

**Meals:** The \$60 participation fee includes three meals: dinner on April 12 and breakfast and lunch on April 13. If participants, chaperones, and family members come earlier and/or stay later, they may purchase meal tickets in advance from JASWDC, or they can buy them from the 4-H Center when they arrive. The cost of meal tickets to eat at the 4-H Center is \$12 for breakfast; \$17 for lunch; and \$19 for dinner. They may be ordered at the same time you submit your lodging requests to JASWDC, or as noted previously, they also can be purchased on-site from the 4-H Center staff. Those who arrive early and stay later may also eat on the outside. However, the National 4-H Conference Center is in a suburban location, and there are few dining facilities within walking distance.

## Important Dates and Deadlines

Friday, December 31, 2017	Deadline for Early Registration*
Friday, January 12, 2018	Deadline for Receipt of All Applications
Friday, January 19, 2018	Responses to JASWDC questions are due
Friday, January 26, 2018	Notification of Approval by JASWDC
Friday, February 2, 2018	Deadline for Student Observer Applications
Friday, February 2, 2018	Deadline for Hotel Reservations
Friday, February 9, 2018	Deadline for Submitting Friends & Family Forms
Friday, March 16, 2018	Deadline for Chaperone and Student Substitutions

*\* If a team applies before the early bird registration date of January 1, 2018, the \$60 fee for ONE teacher per school (but not for a non-teacher chaperone) will be waived.*



*Kanji-kun is the official mascot of the National Japan Bowl. "Uki uki" (うきうき) means to have a happy buoyant or floating feeling, and to be excited about something.*

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## 1.0 Participation in the Japan Bowl - Who is Eligible?

The National Japan Bowl is open to full-time students who are currently enrolled in Levels II, III, and IV Japanese language classes at a high school in the United States, whether in regular or block schedule classes.

The national championship teams from Mexico and Canada also may join the National Japan Bowl, provided they meet the same eligibility criteria as US teams and students.

### 1.1 Levels

The three levels at the National Japan Bowl are:

Level II	Students enrolled in second year high school-level Japanese language study
Level III	Students enrolled in third year high school-level Japanese language study
Level IV	Students enrolled in fourth year high school-level Japanese language study or in AP Japanese

These levels are based on the course level, and not the number of years that a student has studied Japanese in high school. For example, a high school sophomore who began Japanese language study in elementary or junior high school might be studying with high school seniors in Level IV and therefore would be eligible for the Level IV team. However, that student could not participate as a member of a Level II or Level III team, because that is below his/her current level of study. The student's teacher must certify that the student is competing at the proper level.

### 1.2 Forming a Team

- a. Each school may send only one team per level to the National Japan Bowl. Local and global Japan Bowls may set their own limits for the number of teams per level, per school.
- b. All team members must be studying Japanese formally at the same high school for academic credit, and not as an extracurricular activity.
- c. A team must have two or three students. One student is not a team. JASWDC strongly encourages schools to form a team of three students instead of two.

*A Japanese kotowaza says, "Sannin yoreba, Monju no chie / Three people together have the wisdom of Monju." It is the Japanese equivalent of "Two heads are better than one." Monju (or Monju-Bosatsu) is the Japanese Buddhist saint of wisdom, learning, and enlightenment.*

### 1.3 Student Eligibility

**In addition to team eligibility, each member of the team must meet certain requirements. The following rules about Japanese language education and experience govern the eligibility of each team member:**

a. Students who are native speakers of Japanese or who use Japanese at home are not eligible to compete.

b. Students who have had significant exposure to Japanese language and/or culture outside the high school curriculum are not eligible to compete. The determination whether a student's outside exposure is significant will be made on a case-by-case basis, according to the information the student and teacher provide.

*For example, students who have spent a cumulative total of three months or more in Japan for language study or a home-stay, including with relatives, might not be eligible to compete. The eligibility of students who have lived in Japan on US military bases or who have studied at international schools in Japan will be determined on a case-by-case basis, based on each student's circumstances.*

c. Participation is permitted at a level higher than the student's current high school level of Japanese study, but is not permitted at any level lower than his/her current level.

d. If a student participates in the Japan Bowl at a level higher than the one at which he/she is currently enrolled, that student will not be eligible to compete in a future Japan Bowl at the same or a lower level.

e. Students taking the AP Japanese course are eligible to compete at Level IV.

f. As noted in Section 2.1, the student's teacher must certify that the student is competing at the proper level and that the information on the student's registrations is correct to the best of his/her knowledge.

### 1.4 Chaperones

a. **There must at least one adult chaperone per school who is 21 years of age or older.** Usually the students' Japanese language teacher serves as the chaperone, but there is no requirement that the chaperone should be the teacher. Chaperones are required to register, using the on-line form that will be provided.

b. Each team may have its own chaperone, or one adult may be the chaperone for all teams from the same school.

c. Chaperones are responsible for the well-being of her/his student(s) throughout the time that they are in Washington DC. They must be present with the students at the National 4-H Conference Center throughout the time of the competition.

- d. Chaperones should read the terms of the Chaperone Agreement and then sign it. Chaperons also should be familiar with the rules of the 4-H Center (Section 5.3)
- e. At the time of on-site check-in, all chaperones will be asked to present a valid government-issued photo ID such as a driver's license or passport, and they will be asked to again sign the Chaperone Agreement in the presence of a JASWDC staff member.
- f. If a chaperone is not present at registration or if any of the rules about chaperones are not followed, the team will not be able to participate in the competition.

## 1.5 Official Student Observers

- a., **Any high school student who is learning Japanese is invited to join the competition as an official student observer**, provided space is available. It does not matter whether their school has sent an official team.
- b. Official student observers are welcome to join other students at meals at the 4-H Center, participate in cultural activities, and receive the official National Japan Bowl T-shirt, provided they submit the Official Student Observer registration form and a \$60 fee per person. Both the form and payment must be received by February 2, 2018.
- c. Provided space is available, official student observers are able to stay at the 4-H Center and share rooms with Japan Bowl participants. Students should use the lodging and additional meals request form, which is due February 2, 2018.
- d. Official student observers need to sign the 4-H Center Code of Conduct and abide by the National Japan Bowl dress code. They also need to submit signed Chaperone Consent Forms.

## 1.6 About Friends and Family Members

- a. **Family members and friends are invited to join the students at the National Japan Bowl.** Family members and friends who wish to observe the National Japan Bowl must submit a Friends and Family registration form, which is due February 2, 2018.
- b. Friends and family members also are welcome to join the students at meals at the 4-H Center, participate in cultural activities, and receive the official National Japan Bowl T-shirt, provided they submit a \$60 fee per person, together with the "Friends and Family" registration form. Both the form and payment must be received by February 2, 2018.
- c. Provided space is available at the National 4-H Center, friends and family members may apply for rooms, using the same hotel reservations application that will be sent to schools after team approval.
- d. The deadline for submitting the hotel reservation form is the same as for team members and chaperones, which is February 2, 2018.

## **2.0 Applying to the National Japan Bowl**

### **2.1 How to Apply to the National Japan Bowl**

**Please note that all registration forms must first be completed on-line. Payments also must be made on-line. Please follow these steps.**

#### **Step 1 - Submit Team Applications**

1. To begin the process, the Teacher/Advisor for each team should complete the online **team registration form** at <https://goo.gl/forms/S913kngNSW4bt8oU2> and submit it electronically to JASWDC.
2. The teacher/chaperone will then receive a computer-generated reply that contains links for student competitors, chaperones, and student observers. The Teacher/Advisor should forward those links to all team members, chaperones, and observers, so they can complete the necessary individual registration forms.
3. The email also will include a link to the Japan Bowl website, where a checklist of required application documents can be downloaded.
4. The confirmation email also will include instructions on how to pay the team registration fee on-line.

*\*\* If the Teacher/Advisor does not receive an automatically generated confirmation within 24 hours, s/he should email [japanbowl@jaswdc.org](mailto:japanbowl@jaswdc.org) to confirm the receipt of their online team registration forms.*

#### **Step 2 - Submit Individual Applications**

1. Student competitors, chaperones, and student observers should then go individually to their designated link, complete the forms online, and submit them electronically to JASWDC.
2. After they submit their registration electronically, they each will receive an automatically generated confirmation email. In addition, each student's parent/guardian will receive a separate email that includes the Chaperone Consent Form for the student's parent/guardian to sign.

#### **Step 3 - Pay Fees**

1. All registration fees must be paid online. Links to the payment page are included in the automatically generated confirmation emails that each student, chaperone, and observer receives.

2. Each student, chaperone, observer, and applying team needs to pay registration fees, as follows:

Student registration fee - \$60 (per person)

Chaperone registration fee - \$60 (per person)

Observer registration fee - \$60 (per person)

Team registration fee - \$60 (per team)

Confirmation of payment will be sent by a computer-generated email receipt. Please keep copies of the payment receipts for your records.

#### **Step 4 - Sign and Assemble Required Documents**

1. Students, observers, and their parent/guardian should print and sign all agreement forms where required.
2. Chaperones, students, and student observers should deliver their signed forms to the teacher/advisor.
3. If students pay for their registration fees individually, and not the school, their receipts of payment should be given to the teacher/advisor for inclusion in the final package.
4. Each school must send a package to the Japan-America Society which includes the following documents;
  - a. Signed agreements (Chaperone Agreement, Parent/Guardian Agreement, Participation Agreement)
  - b. Proof of payment (If the school paid all fees in one lump sum, only one copy of the receipt should be included)
  - c. Certificate of Insurance
5. Write the school name on the outside of any envelopes that are included in the package.
6. Each individual student's forms should be stapled together however, **do not** staple together all student's forms. In other words, each student should have a "packet" with their Participation Agreement and Parent/Guardian Agreement forms.  
\*\*Please **do not** send copies of the student's online registration forms.
7. Include the insurance liability or the statement of self-insurance liability in this package.
8. Please note that the signatures on all forms must be original. No copies will be accepted.

#### **Step 5 - Mail the Final Package to JASWDC**

1. Please double-check to make sure that all the online applications have been filled out completely and that the confirmation emails have been printed out and signed. We often have to contact schools because vital information is missing, or forms have not been signed.
2. All application packets must be received (not postmarked) by JASWDC's Washington DC office by 5 pm (EST) on Friday, January 12, 2018. Late applications will not be considered.
3. Send the completed application packet by FedEx, UPS, or USPS to:

Japan-America Society  
ATTN: National Japan Bowl

1819 L Street, NW  
Level B2  
Washington, DC 20036  
(T) 202-833-2210

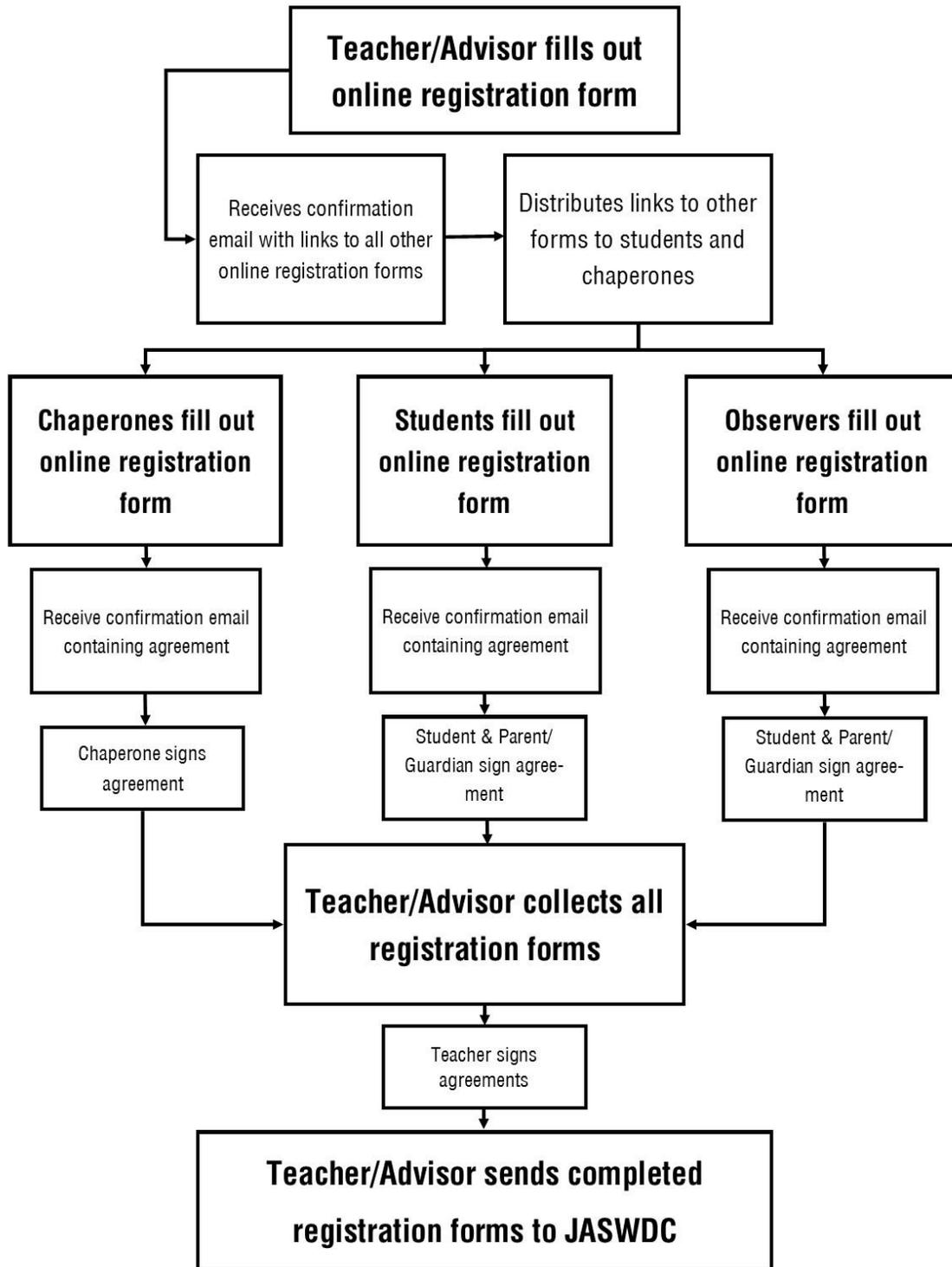
► **Note:** *The JASWDC building is closed over the weekend, so the shipping label should indicate that delivery must be during business hours, Monday-Friday.* ◀

4. Please note:

All materials submitted to the JASWDC become the property of JASWDC and will not be returned. JASWDC strongly urges applicants to make copies of all materials submitted.

The eligibility of each student will be determined only after the signed, printed forms are received by JASWDC. The computer-generated email that students receive initially is only a confirmation that the application was received; it is not a confirmation of approval. If there are any questions concerning a student's eligibility, JASWDC will contact the Teacher/Advisor.

# Application Flowchart



## **2.3 Team Approval and Registration Confirmation**

- a. After receipt, JASWDC will screen all online applications to determine each applicant's eligibility and ensure that all team forms are complete.
- b. JASWDC will send an e-mail to any teacher whose team or student applications are in question. All responses to JASWDC questions must be made in writing through email before Friday, January 19.
- c. JASWDC will accept all qualified teams, provided space is still available in the competition rooms. Teams will be accepted in the order that they submitted their fully-completed application, until the competition room seating limits are reached at each level.
- d. After screening is completed and any questions have been answered, JASWDC will notify teachers by email to confirm their team and student registrations. A confirmation packet also will be mailed to the teacher. The mailed packet will include information on lodging and transportation.
- e. If you have not received the confirmation packet in the mail by February 1, please contact JASWDC immediately.
- f. Do NOT make any travel arrangements that cannot be refunded until you receive the confirmation notice from JASWDC.

## **2.4 Substitution of Students after Team Approval**

- a. After teams have been notified of their acceptance and registration, substitutions will be permitted only if a student becomes ill or there is some other valid reason.
- b. All substitutes must meet the same eligibility requirements. Therefore, the required application forms for the proposed substitute must be submitted to the JASWDC for review.
- c. The JASWDC decision whether to accept a substitute is final. If a substitution is not permitted, the team may compete with two students - but not with just one.
- d. If a student withdraws and is not replaced, JASWDC will refund the \$60 student registration fee upon request.
- e. The JASWDC will not consider applications for student substitutions after Friday, March 16, 2018, except in extreme circumstances.

## **2.5 Substitution of Chaperone(s) after Team Approval**

- a. If the team's designated chaperone changes, a new Chaperone Agreement, signed by the new chaperone, and new Chaperone Consent Forms, signed by the parent/guardian of each student, must be submitted.

b. The deadline for chaperone substitutions is Friday, March 16, 2018.

## **3.0 Travel Information**

### **3.1 Lodging**

**There are three options for lodging in the greater Washington DC area.**

#### **Option 1**

Stay at the National 4-H Conference Center. There is no tax or service charge. Room rates are based on the number of people in the room. If 3 or 4 persons stay in a room, the charge is \$55 per person per night; if 2 persons are in the room, it is \$73 per person per night; and a single is \$142 per night. Please do not make payments on room reservations until you have received an invoice from JASWDC. Reservations can be made through JASWDC after the application process is completed. See Section 3.3 below for further information about the Center.

***Note:** The 4-H Center states that adults (18 years and older) may not room with a youth (except members of their immediate family) unless the Center is provided a notarized letter from the youth's parent or legal guardian granting permission for that designated adult to stay in the youth's room.*

#### **Option 2**

You may arrange other accommodations in the Washington DC area. If you stay at another hotel in Washington or in the Maryland or Virginia suburbs, you will have to pay room tax. In addition, you will need to find transportation to the 4-H Center. The nearest METRO (subway) stop, at Friendship Heights on the Red Line, is 1.7 miles away.

#### **Option 3**

The Society does not plan to organize host family accommodations. However, should a school be in an extreme need of a host family, please contact the Society no later than February 1, 2018. The Society occasionally receives offers from its American and Japanese members who would like to host Japan Bowl students -- but there is no guarantee that we will be able to find a host family.

### **3.2 Meals**

The participation fee includes three meals at the National 4-H Conference Center: dinner on April 12 and breakfast and lunch on April 13. If participants, chaperones, and family members come earlier and/or stay later, they may purchase meal tickets in advance to eat at the National 4-H Conference Center, or they may eat outside. However, the 4-H Conference Center is in a suburban location, and there are few dining facilities within walking distance.

For those who arrive early and/or stay later, the costs of meal tickets to eat at the 4-H Center are \$12 for breakfast; \$17 for lunch; and \$19 for dinner. They may be ordered at the same time you submit your lodging requests, or you may buy the tickets on-site from the 4-H Center staff.

### **3.3 Information about the National 4-H Conference Center**

**The National 4-H Conference Center is located in a quiet, 12-acre campus-like setting in Chevy Chase, Maryland, one mile north of the boundary line with Washington DC, making it the perfect gateway to the Capital's monuments and museums.**

- The Center is just a short bus ride from the Friendship Heights Metro (subway) stop on the Red Line, providing easy access to many area attractions, including the White House, the Capitol, and all the Smithsonian Museums.
- It is located in a pleasant suburban neighborhood and provides 24-hour, uniformed security, making the campus a safe place to relax and enjoy your visit.
- The 12-acre campus has a fitness center, sand and volleyball and basketball courts, and plenty of grassy space for relaxing.
- There is free parking for 200 cars.
- Its recreation room has Dance Dance Revolution, air hockey, foosball and arcade games—plus Internet access so you can keep in touch with friends back home and a Campus Gift Shop for all of your needs.
- Clover Café, the on-site dining hall, has entree options, soups, salad bar, waffle station, and a variety of dessert options, including a make-your-own-sundae bar.

#### **All guest rooms include:**

- Private bath
- Color TV with remote control (Note: The Center does not carry any movie channels which might be unsuitable for young people)
- Telephone with voicemail
- Alarm clock/radio
- Data ports
- Irons, ironing boards and hair dryers available upon request from front desk

#### **Center amenities for overnight guests include:**

- Housekeeping staff that provides fresh linens and towels
- Front desk staff available to assist 24 hours of the day, seven days a week
- Coin-operated laundry machines
- Wireless internet access

*For further information about the National 4-H Conference Center, please see its website at [www.4hcenter.org](http://www.4hcenter.org)*

### **3.4 Transportation and Access**

- For those who drive, there is ample parking at the National 4-H Conference Center.
- Those who arrive at Reagan National Airport (DCA) can share a taxi or Super Shuttle to the 4-H Center. They also can take the METRO (Blue Line) directly from the airport, change to the Red Line at the Metro Center station, and then go to the Friendship Heights METRO station.
- Those who arrive at Dulles International Airport (IAD) can share a taxi or Super Shuttle to the 4-H Center.
- Those who arrive by AMTRAK at Union Station can switch to the METRO red line, located under the station, and travel to Friendship Heights, or they can share a taxi.
- The Friendship Heights METRO station is 1.7 miles from the National 4-H Center. Both Metrobus and the Montgomery County bus system (called "RIDE-ON") have busses from the station to the 4-H Center.

### **3.5 Information for Washington DC Area Students**

- For those who drive, there is ample parking at the National 4-H Conference Center. Be sure to allow enough time to get through rush hour traffic.
- For those who take the METRO, the Friendship Heights station on the Red Line is 1.7 miles from the National 4-H Center. Both Metrobus and the Montgomery County bus system (called "RIDE-ON") have busses from the station to the 4-H Center.
- DC area students will find that there is plenty of room at the National 4-H Center to study, enjoy the planned cultural activities, and meet students from other parts of the country. DC area students therefore are encouraged to maximize their time at the Center.
- Some DC area teams have chosen to stay overnight at the 4-H Center to have more time to enjoy the Japan Bowl and meet other teams from around the country.

## **4.0 Registration**

### **4.1 Registration Procedures on April 12**

- a. Registration is from 3:00 to 5:00 pm on Thursday, April 12 in the Missouri Room of J. C. Penney Hall, which is the 4-H Center's main building (pictured on the cover of this Guide).
- b. Registration will be conducted by school, not by team. Therefore, all team members and chaperones from the school must be together at the time of registration.
- c. The chaperone(s) must present a government-issued photo ID (such as a driver's license or passport) and re-sign the chaperone agreement form at the time of registration.

d. Whether they are staying at the 4-H Center or not, family members who have paid the \$60 fee for meals, participation in cultural events, etc. also should come to the registration room between those hours to receive their pass, meal tickets, and Japan Bowl T-shirt.

## **5.0 Rules of Conduct**

### **5.1 Dress Code**

- All participants are expected to dress in an appropriate manner. Team members who are not dressed appropriately may be asked to leave the competition room.
- For boys, slacks and collared shirts are required. Shirts must be tucked in.
- For girls, dresses, skirts, blouses, and slacks are required.
- No jeans, shorts, T-shirts (except for the official 2018 National Japan Bowl T-shirt), tank tops, caps, hats or head coverings (except for religious wear), athletic attire or sneakers, leggings, miniskirts, bare midriffs, or flip-flops are permitted during the competition (preliminary, conversation, and championship rounds).
- As noted above, participants may wear the official 2018 National Japan Bowl T-shirt during the competition.
- Students should dress appropriately during their free time at the 4-H Center. (However, see the 4-H Center Rules of Conduct in Section 5.3 below.)

### **5.2 Grounds for Disqualification**

**Following are the possible grounds for the disqualification of a student or team from the competition. JASWDC has the sole right to determine, in its own judgment, whether any action requires disqualification.**

- a. Challenging or showing lack of respect to National Japan Bowl officials, staff, or volunteers by a student, teacher, or chaperone
- b. Inappropriate dress (see Section 5.1)
- c. Use of offensive language
- d. Substantial violation of the rules of the National 4-H Conference Center
- e. Misrepresentations and/or other irregularities on an application form which become apparent at the time of registration or during the competition.
- f. Violation of the National Japan Bowl rules about photographic equipment and electronic devices, including watches, that are capable of recording, photographing, or transmitting.
- g. Making the questions or answers known to others via any kind of communications network, including email and social media.

Depending on the severity of the infringement, the JASWDC may prohibit the student(s) and possibly the entire team or school from participating in the National Japan Bowl at any Level in the following year. We therefore ask students, parents/guardians, and teachers to encourage appropriate behavior, in order to ensure that there are no misunderstandings.

### **5.3 National 4-H Conference Center Code of Conduct**

**To provide a safe, secure environment for all its guests, the National 4-H Conference Center requires all groups to adhere to its Code of Conduct, which outlines its alcohol-free policy, as well as other important rules.**

Following is the Center's Code of Conduct. The Center states that adult chaperones and group leaders are responsible for enforcing the Code. Violators may be asked to leave or sent home at their own expense. The Center states that these rules are not subject to interpretation, and each group is expected to follow them without exception.

- The National 4-H Conference Center is an alcohol-free facility. Possession or use of alcoholic beverages or illegal drugs is prohibited. This includes the grounds and streets surrounding the National 4-H Conference Center. In addition, public intoxication is illegal in the State of Maryland and is punishable by law.
- Possession of sexually explicit materials is prohibited. In addition, the computers in the Cyber Café may not be used to download, create, receive, forward, or transmit inappropriate, offensive, or sexually explicit communications.
- Smoking or using other tobacco products is prohibited in all buildings, meeting rooms and guest rooms. Smoking is permitted in designated outdoor areas only.
- Fireworks are prohibited in the State of Maryland and at the National 4-H Conference Center.
- Lighting of candles and incense is prohibited in all buildings, meeting rooms, and guest rooms.
- No pets or animals are allowed, except for trained guide dogs.
- Shirts and shoes are required inside all buildings at all times.
- Guests must respect personal public property. Repair costs for damages incurred to property will be billed to the group responsible for such damages.
- A zoning law requires that there be no "organized" programs or activities after 11:00 pm, Monday through Thursday and after midnight on Fridays and Saturdays. Guests are asked to refrain from making noise in common areas and sleeping rooms between the hours of 11:00 pm and 7:00 am. Facility curfew is 11:00 pm Monday through Thursday and midnight on Fridays and Saturdays, which means visitors need to be in their rooms at these times.
- Exterior doors on campus are locked at 5:00 pm, 8:00 pm, or 11:00 pm (depending on the location and scheduled activities) each evening in order to provide a safe environment for our guests. Exterior doors are unlocked at 7:00 am each day.

- Vending and selling merchandise is prohibited in public areas and to others outside your own group membership.
- All food and beverage consumed on the property, in meeting rooms and other public areas must be ordered and/or purchased through the National 4-H Conference Center.
- You may not bring your own food.
- Before or during checkout, guests must pay for all incidental charges.
- To protect the safety of Center guests, no fraternization is allowed in participant's lodging rooms. Any participant who has a complaint regarding fraternization should contact his or her group coordinator.

## **6.0 2018 National Japan Bowl Schedule (Tentative)**

**The following schedule is tentative and subject to change. The final schedule will be sent to all teams prior to their arrival in Washington and will be available at check-in.**

### *Thursday, April 12*

3:00-5:00 pm	National Japan Bowl Registration and room check-in Missouri Room, J.C. Penney Hall
4:00-5:30 pm	Dinner, Clover Cafe Dining Room
5:45-6:45 pm	Opening Ceremony, Auditorium
7:00-8:30 pm	Preliminary First Round (50 questions) - Assigned Rooms
8:30-8:50 pm	Review of Answers for First Preliminary Round
9:00-10:00 pm	Evening Get-Together

### *Friday, April 13*

7:30-8:30 am	Breakfast, Clover Cafe Dining Room
8:30-10:10 am	Conversation Round - All Levels, Assigned Rooms
8:30-10:10 am	Teachers Workshop
10:20-11:20 am	Preliminary Round 2 (40 questions) - Assigned Rooms
11:20-11:40 am	Review of Answers for Second Preliminary Round
11:45-12:30 pm	Lunch, Assigned Rooms
12:30-1:30 pm	Cultural Workshop/Event
1:30 -2:00 pm	Announcement of Results and Finalists, Auditorium
2:00-2:30 pm	Championship Round - Level II
2:40-3:10 pm	Championship Round - Level III

3:20-3:50 pm

Championship Round - Level IV

4:00-4:30 pm

Awards Ceremony

4:30-5:00 pm

Closing Ceremony