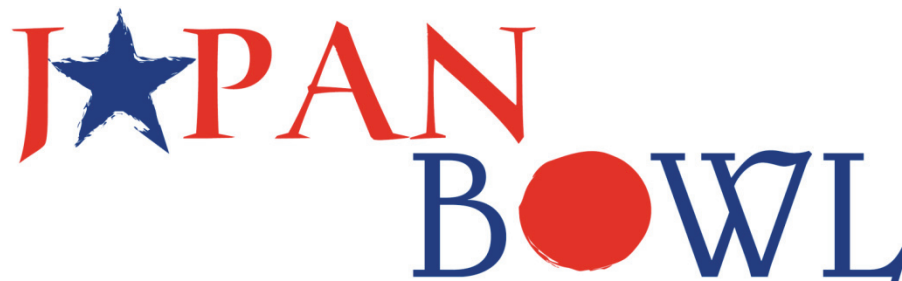


2013 JAPAN BOWL® OF SOUTHERN CALIFORNIA

ADMINISTRATIVE PROCEDURES GUIDE



Japanese Language & Culture Competition for High School Students

PREPARED BY

**The Japan America Society
of Southern California**

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The 2013 Japan Bowl®* of Southern California will take place on Saturday, March 9, 2013 at the Bellarmine College of Liberal Arts at Loyola Marymount University (LMU). We extend our deep appreciation to **The Freeman Foundation** for helping make Japan Bowl® of Southern California possible.

Registration will begin at 8:00 am on Saturday, March 9. The competition will end by 5:00 pm. Cultural activities and workshops, as well as guided tours of LMU are planned between the preliminary round and the championship round.

This guide describes the administrative procedures for the 2013 Japan Bowl® of Southern California, including eligibility requirements, application and registration procedures, and rules of conduct. It also includes a tentative schedule, which is subject to change.

Please read the entire guide carefully. In the months before the competition, there might be changes to the information contained in this guide. Participants will be informed promptly of any changes that are made.

Copies of this guide and all required Japan Bowl® of Southern California's entry forms are available for download from the Japan America Society of Southern California's website, at www.jas-socal.org/JapanBowl. The Director of the 2013 Japan Bowl® of Southern California is Ms. Kay Amano of the Japan America Society of Southern California. Inquiries should be submitted in writing to amano@jas-socal.org.

The 2013 Japan Bowl® of Southern California is sponsored by The Japan America Society of Southern California (JASSC) and the Japan Bowl® of Southern California Committee (JBSCC). JASSC and JBSCC reserve the right to make the final decision on all matters related to the Japan Bowl® of Southern California.

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PLANNING FOR THE 2013 JAPAN BOWL® OF SOUTHERN CALIFORNIA

The following information will help you plan and budget for the 2013 Japan Bowl® of Southern California:

Arrival Time: Registration will begin at 8:00am on Saturday, March 9, 2013 and will close at 9:00am. The competition and awards ceremony will end by 5:00pm.

Fees:

- There is a \$30 application fee **per team**, which is non-refundable.
- There is a \$25 registration fee **per student** to help pay the cost of meals, cultural activities, T-shirts and other expenses during the Japan Bowl® of Southern California.
- There is a registration fee of \$25 **for each chaperone/teacher/family member/friend** who wishes to join students at meals, participate in cultural activities, and receive the Japan Bowl® T-shirt. If meals, participation in cultural activities, and the Japan Bowl® T-shirt are not desired, this registration fee will be waived. However, registration is still required.

Meals: The registration fee includes 2 meals: continental breakfast and Japanese *Bento* lunch box on March 9

(comment Verena: I would move this up here as it relates directly to the above fees)

Lodging: Out-of-town participants may arrange their own lodging in the Los Angeles Airport/Westchester area. Typically room rates range anywhere from \$90 per night to \$150 per night plus tax.

Recommended websites:

Travelocity <http://www.travelocity.com/>

Orbitz <http://www.orbitz.com/>

LA Hotels.net <http://www.laxhotels.net>

IMPORTANT DATES AND DEADLINES

- | | |
|---|---|
| <input type="checkbox"/> January 18, 2013 (Fri.) | Deadline for Receipt of All Team Application Packages at JASSC Office |
| <input type="checkbox"/> January 25, 2013 (Fri.) | Deadline for Responses to JBSCC questions (if applicable) |
| <input type="checkbox"/> February 1, 2013 (Fri.) | Team Approval and Registration Confirmation |
| <input type="checkbox"/> February 8, 2013 (Fri.) | Deadline for Hotel Reservations |
| <input type="checkbox"/> February 8, 2013 (Fri.) | Deadline for Submitting Friends & Family Registration Forms |
| <input type="checkbox"/> February 8, 2013 (Fri.) | Deadline for Student Substitutions |
| <input type="checkbox"/> February 15, 2013 (Fri.) | Deadline for Chaperone Substitutions |

TABLE OF CONTENTS

1.0 Participation in the Japan Bowl® of Southern California - Who is Eligible?

- 1.1. Levels
- 1.2. Team Formation
- 1.3. Student Eligibility Rules
- 1.4. Chaperones

2.0 Applying for the Japan Bowl® of Southern California

- 2.1 Assembling Your Application Package
- 2.2 What Goes in Each Team Application Package
- 2.3 Submitting Your Application Package
- 2.4 Team Approval and Registration Confirmation
- 2.5 Substitution of Students after Team Approval
- 2.6 Substitution of Chaperone(s) after Team Approval
- 2.7 Information for Friends and Family Members

3.0 Registration

- 3.1 Registration Procedures

4.0 Rules of Conduct

- 4.1 Dress Code
- 4.2 Grounds for Dismissal

5.0 2013 Japan Bowl® of Southern California Schedule (Tentative)

1.0 Participation in the Japan Bowl® of Southern California – Who is Eligible?

1.1 Levels

The Japan Bowl® of Southern California is open to full-time students who are currently enrolled in Levels III and IV Japanese language classes at a high school in Southern California, whether in regular or block schedule classes. These levels correspond to the equivalent level of high school 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

Please note that 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 III team, because that is below his/her current level of study.

1.2 Team Formation

- a. Each school may send only one team at each level. (Level III and Level IV)
- b. All team members must be formally studying Japanese at the same high school.
- c. A team must consist of two or three students. One student is not a team. JBSCC 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."*

1.3 Student Eligibility Rules

The following rules about Japanese language education and experience govern eligibility:

- a. Students who are native speakers of Japanese or who use Japanese at home are not eligible to compete.
- b. Students who have spent more than a total of three months in Japan on a study or home-stay program or who have had other significant exposure to the Japanese language outside the high school curriculum are not eligible to compete.
- c. Participation is permitted at one level higher than the student's current high school level of Japanese studies, but is not permitted at any level lower than his/her current level.

- d. If a student participates in the Japan Bowl® of Southern California at one 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 Language and Culture course are eligible to compete in the 2013 competition at Level IV.

1.4 Chaperones

- There must be 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.
- Each team may have its own chaperone, or one adult may be the chaperone for both Level III and IV teams.
- Chaperones are responsible for the well-being of her/his students throughout the time that they are in Los Angeles. They must be present with the students at Loyola Marymount University (LMU) throughout the time of the competition.
- Chaperones should read and sign the terms of the Chaperone Agreement. (See Section 2.2 below.)
- At the time of registration, all chaperones will be asked to present a valid government-issued photo ID, such as driver's license or passport and will be asked to again sign the Chaperone Agreement in the presence of a JBSCC official.
- If a chaperone is not present at registration or any of the rules about chaperones are not followed, the team will not be able to participate in the competition.

2.0 Applying for the Japan Bowl® of Southern California

2.1 Assembling Your Application Package

- As noted in Section 1.2, the JBSCC will accept one team application per level, per school.
- Please enclose each team's forms and payment in separate envelopes. For example, if a school sends two teams to the Japan Bowl® (one at each level), then the cover sheets, applications, forms, and payments should be contained in two separate envelopes, one for each team.
- All forms must be original. No copies or faxes will be accepted. Please do not staple any forms. Please type and/or print clearly in black or blue ink.
- All materials submitted to the JBSCC become the property of JASSC and will not be returned. JBSCC strongly urges applicants to make copies of all materials submitted.

2.2 What Goes In Each Team's Application Package?

A complete team application package must contain all of these items, assembled in the following order:

1. ***The Application Cover Sheet***, which must be signed by the students' Japanese teacher or advisor
2. ***Student Agreement Forms***, one for each student on the team, with each form signed by the student and his/her parent or legal guardian
3. ***Student Eligibility Questionnaires***, one for each student on the team. Each form must be signed by the student, his/her parent or legal guardian, and his/her Japanese teacher or advisor. Be sure to answer all questions; failure to do so will delay JBSCC approval. (See footnote below.)[†]
4. ***Chaperone Consent Forms***, in which the parent or guardian of each student gives permission for the Chaperone to accompany his/her child.
5. ***Chaperone Agreement Form***, signed by the team's chaperone.
6. ***Payment Cover Sheet, together with check(s) payable to "Japan America Society" for the application and registration fees.*** There is a \$30 non-refundable application fee per team, a \$25 registration fee per student, and the \$25 fee per teacher/chaperone/family member. Please write your school name and level on the memo line of each check.

2.3 Submitting Your Application Package

- ***Please double-check to make sure that all applications have been filled out completely and are signed.***
- All application packages must be **received** (not postmarked) at JASSC's office by 5 pm (PST) on Friday, January 18, 2013. Late applications will not be considered.
- JASSC recommends that you send entries by certified US mail, Fed Ex, UPS, etc. in order to track the package and have proof of delivery.

[†] Misrepresentations and/or other irregularities on an application form which become apparent at the time of registration or during the competition may result in the disqualification of the student and possibly his/her team members. Depending on the severity of the infringement, the JBSCC may also prohibit the student(s) and possibly the entire team or school from participating in the Japan Bowl® of Southern California at any Level in the following year(s). We therefore ask students, parents/guardians, and teachers to take an active role in the application process to ensure that there are no errors or misunderstandings. When in doubt, please contact the JBSCC by email at amano@jas-socal.org.

- In order to save money on shipping by USPS, FedEx, UPS, etc. you may place separate team application envelopes inside one larger envelope. Be sure to indicate the school's name and address on the outside shipping envelope.
- The JASSC building is closed over the weekend, so the shipping label should indicate that delivery must take place during business hours, Monday-Friday.
- Send the completed application packet to:

ATTN: Japan Bowl® of Southern California
 Japan America Society of Southern California
 345 S. Figueroa Street, Suite M-1
 Los Angeles, CA 90071

Telephone 213-627-6217 x207

2.4 Team Approval and Registration Confirmation

- After receipt, JBSCC will screen all applications to determine each applicant's eligibility and ensure that all team packages are complete.
- JBSCC will send an email to the teacher or advisor whose team's application(s) are in question. All responses to JBSCC questions must be made in writing, either through email or fax before Friday, January 25.
- JBSCC 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.
- After screening, JBSCC will notify teachers or advisors by email of their team's registration approval and confirmation.
- If you have not received the confirmation email by February 1, please contact JASSC immediately.
- **DO NOT make any travel arrangements that cannot be refunded until you receive the confirmation notice from JBSCC.**

2.5 Substitution of Students after Team Approval

- 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.
- All substitutes must meet the same eligibility requirements. Therefore, the required application forms for the proposed substitute must be submitted to the JBSCC for review.

- The JBSCC 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.
- If a student withdraws and is not replaced, JASSC will refund the \$25 student registration fee upon request. Please note that the \$30 team fee is non-refundable (in the situation where there is only one student left on the team).
- The JBSCC will not consider applications for student substitutions after Friday, February 8, 2013, except in extreme circumstances.

2.6 Substitution of Chaperone(s) after Team Approval

- 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.
- The deadline for chaperone substitutions is Friday, February 15, 2013.

2.7 Information for Friends and Family Members

- Family members and friends are invited to join the students at the 2013 Japan Bowl® of Southern California. Family members and friends who wish to observe the Japan Bowl® must submit a Friends and Family registration form, which is due Friday, February 8, 2013. All observers must be pre-registered. Unregistered guests and observers will not be allowed to enter the facility.
- Family members and friends also are welcome to join the students at meals at LMU, participate in cultural activities, and receive the official Japan Bowl® T-shirt, provided they submit a \$25 fee per person together with the "Friends and Family" registration form. Both the form and payment must be received by Friday, February 8, 2013.
- Registration forms for Family members and friends will be sent via email once the team is approved and accepted to compete in the Japan Bowl® of Southern California.

3.0 Registration

3.1 Registration Procedures

- Registration will be conducted from 8:00 to 9:00am on Saturday, March 9, 2013. Additional information and a guide on registration will be sent via email to the chaperone before the competition.
- Continental breakfast will be served from 8:00 to 9:00am.
- Registration will be conducted by school, not by team. Therefore, all team members and chaperones from the same school must be present at the time of registration.

- 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, in the presence of a JBSCC official.
- Family members and Friends who have paid the \$25 fee for meals, participation in cultural events, etc. should come to the registration desk between those hours to receive their meal tickets, Japan Bowl® T-shirt, etc.

4.0 Rules of Conduct

4.1 Dress Code

All participants are expected to dress in an appropriate manner.

- Participants may wear their official 2013 Japan Bowl® T-shirts during the competition.
- For boys, slacks and collared shirts are recommended. Shirts must be tucked in.
- For girls, dresses, skirts, blouses, and slacks are recommended.
- **Please note: No jeans, shorts, T-shirts (except for the official 2013 Japan Bowl® T-shirt), tank tops, caps, hats or head coverings (except for religious wear), athletic attire or sneakers, miniskirts, bare midriffs, or flip-flops are permitted during the competition.**
- The dress code also applies to family members and friends who plan to attend as observers.

4.2 Grounds for Disqualification

- Challenging or showing lack of respect to Japan Bowl® of Southern California officials, staff, or volunteers by either a student, teacher, or chaperone
- Inappropriate attire (see Section 4.1)
- Use of offensive language

JBSCC has the sole right to determine, in its own judgment, whether any action requires disqualification.

Should one member of a two student team be disqualified, the team will be disqualified. (Outlined in Section 1.2, a team must consist of at least two students.)

Misrepresentations and/or other irregularities on an application form which become apparent at the time of registration or during the competition also may result in the disqualification of the student and possibly his/her team members.

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

5.0 2013 Japan Bowl® of Southern California Schedule (Tentative)

The following schedule is tentative and subject to change. The final schedule will be sent to all teams prior to the competition and will be available at check-in.

Saturday, March 9

8:00 – 9:00 am	Registration & Continental Breakfast
9:05 – 9:15 am	Presentation introducing LMU, Auditorium
9:15 – 9:45 am	Opening Ceremony, Auditorium
9:45 – 10:00 am	Break
10:00 – 10:45 am	First Round
11:00 – 11:45 pm	Second Round
12:00 – 1:00 pm	Lunch
1:00 – 2:15 pm	Special Guests, and Cultural Activities, Auditorium Guided Tours of LMU for all non-senior level students
2:15 – 2:30 pm	Championship Round — Rules, Auditorium
2:30 – 3:15 pm	Championship Round — Level III, Auditorium
3:30 – 4:15 pm	Championship Round — Level IV, Auditorium
4:15 – 4:45 pm	Awards and Closing Ceremony, Auditorium