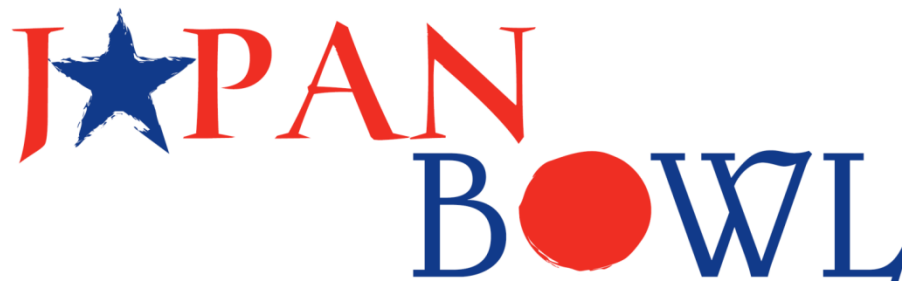


**5th Annual
JAPAN BOWL® OF CALIFORNIA**

ADMINISTRATIVE PROCEDURES GUIDE



Japanese Language & Culture Competition for High School Students

PREPARED BY

**Japan America Society
of Southern California**

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The 5th Annual Japan Bowl®* of California will take place on Saturday, March 11, 2017 at Loyola Marymount University (LMU), Los Angeles.

Registration will begin at 8:00 am on Saturday, March 11. The competition will end by 5:30 pm.

This guide describes the administrative procedures for the 5th Annual Japan Bowl® of 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 California's entry forms are available for download from Japan America Society of Southern California's website, at www.jas-socal.org/JapanBowl. The Director of the 5th Annual Japan Bowl® of California is Ms. Kay Amano of Japan America Society of Southern California. Inquiries should be submitted in writing to amano@jas-socal.org.

The 5th Annual Japan Bowl® of California is sponsored by Japan America Society of Southern California (JASSC) and the Japan Bowl® of California Committee (JBCC). JASSC and JBCC reserve the right to make the final decision on all matters related to the Japan Bowl® of California.

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PLANNING FOR THE 5th Annual JAPAN BOWL® OF CALIFORNIA

The following information will help you plan and budget for the 5th Annual Japan Bowl® of California:

Arrival Time: Registration will begin at 8:00am on Saturday, March 11, 2017 and will close at 9:00am. The competition and awards ceremony will end by 5:30pm.

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 California.
- There is a registration fee of \$20 **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

Financial Support: Teams from Title 1 schools may be eligible to receive financial support for the team application fee. 1 team per level may apply for financial support. Please contact Kay Amano at amano@jas-socal.org or call 310-965-9050 x104 for more information.

Lodging: Out-of-town participants may arrange their own lodging in the Los Angeles Airport/Westchester area.

The Custom Hotel has a special rate for LMU visitors. Please mention LMU when booking your hotel rooms.

<http://www.jdvhotels.com/hotels/california/los-angeles-hotels/custom-hotel>

IMPORTANT DATES AND DEADLINES

- January 27, 2017 (Fri.) Deadline for Receipt of All Team Application Packages and payment at JASSC Office
- February 6, 2017 (Mon.) Team Approval and Registration Confirmation
- February 24, 2017 (Fri.) Deadline for Submitting Friends & Family Registration Forms
- February 24, 2017 (Fri.) Deadline for Student Substitutions
Deadline for Chaperone Substitutions

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

1.1 Levels

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

- 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

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 up to two teams at each level. (Level II, 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. JBCC 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 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 2017 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 all Levels II, 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 JBCC 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 California

2.1 Assembling Your Application Package

- As noted in Section 1.2, the JBCC will accept up to two team applications 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, E-mail or faxes will be accepted. Please do not staple any forms. Please type in the forms provided, handwritten applications will not be accepted (except for signatures).
- All materials submitted to the JBCC become the property of JASSC and will not be returned. JBCC 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.

[†] 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 JBCC may also prohibit the student(s) and possibly the entire team or school from participating in the Japan Bowl® of 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 JBCC by email at amano@jas-socal.org.

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 \$20 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 27, 2017. Late applications will not be considered.
- If you are submitting application forms and payment in person, please notify Kay Amano at amano@jas-socal.org and make an appointment at least 1 day before your planned drop off date.
- 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.
- 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 California
Japan America Society of Southern California
1411 W. 190th Street, Suite 380
Gardena, CA 90248-4361

Telephone 310-965-9050 x104

2.4 Team Approval and Registration Confirmation

- After receipt, JBCC will screen all applications to determine each applicant's eligibility and ensure that all team packages are complete.

- JBCC will send an email to the teacher or advisor whose team's application(s) are in question. All responses to JBCC questions must be made in writing, either through email or fax before Friday, February 3, 2017.
- JBCC 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, JBCC will notify teachers or advisors by email of their team's registration approval and confirmation.
- If you have not received the approval and confirmation email by February 6, please contact JASSC immediately.
- **DO NOT make any travel arrangements that cannot be refunded until you receive the confirmation notice from JBCC.**

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 JBCC for review.
- The JBCC 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 JBCC will not consider applications for student substitutions after Friday, February 24, 2017, 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 24, 2017.

2.7 Information for Friends and Family Members

- Family members and friends are invited to join the students at the 5th Annual Japan Bowl[®] of 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 24, 2017. 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, provided they submit a \$20 fee per person together with the "Friends and Family" registration form. Both the form and payment must be received by Friday, February 24, 2017. Payments can be made online at www.jas-socal.org/JapanBowl.

- 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 California.

3.0 Registration

3.1 Registration Procedures

- Registration will be conducted from 8:00 to 9:00am on Saturday, March 11, 2017. 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 JBCC official.
- Family members and Friends who have registered should also come to the registration desk between those hours to receive their meal tickets.

4.0 Rules of Conduct

4.1 Dress Code

All participants are expected to dress in an appropriate manner.

- Participants may wear their official 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 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 California officials, staff, or volunteers by either a student, teacher, or chaperone
- Inappropriate attire (see Section 4.1)
- Use of offensive language

JBCC 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 JBCC may also prohibit the student(s) and possibly the entire team or school from participating in the Japan Bowl® of 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.

6.0 5th Annual Japan Bowl® of California Schedule

(As of November 2016)

The following schedule is 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 11

8:00 – 9:00 am	Registration & Continental Breakfast
9:00 – 9:20 am	Opening Ceremony
9:20 – 9:35 am	Break
9:35 – 10:20 am	First Round
10:20 – 10:35 am	Break
10:35 – 11:20 am	Second Round
11:20 – 12:10 pm	Lunch
12:10 – 1:10 pm	Scavenger Hunt on LMU Campus
1:15 – 1:25 pm	Championship Round — Rules
1:25 – 2:10 pm	Championship Round — Level II
2:20 – 3:05 pm	Championship Round — Level III
3:15 – 4:00 pm	Championship Round — Level IV
4:00 – 4:30 pm	Break
4:30 – 5:30 pm	Awards and Closing Ceremony