



# ITE Collegiate Traffic Bowl Program

## 2018 Competition Rules and Instructions

### Introduction

In 2009, the International Board of Direction of the Institute of Transportation Engineers (ITE) created a student competition program known as the ITE Collegiate Traffic Bowl. The objectives of the ITE Collegiate Traffic Bowl are to encourage students to become more active members in the Institute, to enhance their knowledge of the traffic/transportation engineering and planning profession and of the Institute itself, to strengthen the programs of the ITE student chapters, and to foster a collegial spirit amongst the students and professionals.

At the Institute's International Annual Meeting, this competitive program will conclude with the ITE Collegiate Traffic Bowl Grand Championship. Each ITE District is encouraged to conduct, in the months preceding the ITE Annual Meeting, a similar event to select its representative to the Grand Championship. The following rules and instructions are set forth for the competitions held in the Districts/sections and at the Annual Meeting.

### Student Teams

A team for the ITE Collegiate Traffic Bowl shall consist of up to four (4) student members. Up to three (3) team members will participate during a traffic bowl match with one serving as an alternate to replace another member during the competition. Substitutions of team members are permitted from match to match within a competition; however, no substitution may take place during an individual match.

Each team member **must** be a **full-time student of the university that they represent, an International ITE member** (student or professional), **and have not reached their 27th birthday as of August 1, 2018**. For teams within the United States and Canada, a student must also be a member of their university's chartered ITE student chapter.

Students who received their undergraduate or graduate diploma at the end of the most recent academic term prior to their respective District's traffic bowl may participate as a member of their school's team with the approval of the student chapter advisor. The student must meet all other eligibility requirements.

A student will not be eligible to participate as a member of their school's team if they are or have been registered or licensed as a professional engineer and/or received certification from the American Institute of Certified Planners (AICP) or Transportation Professional Certification Board (TPCB).

If a student meets the eligibility requirements at the time of their District traffic bowl, they would be eligible to participate, if their team qualifies, in the Grand Championship. If a team member is unable to participate in an event, the team may substitute an alternate who meets the above eligibility requirements.

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### ***District Traffic Bowls***

Students participating in a District or section traffic bowl should meet the above participant eligibility requirements. The District traffic bowl coordinators will be responsible for determining that all students meet these eligibility requirements and notifying the chapter advisor of any issues. ITE staff can assist in determining the age of a potential participant. Contact Colleen Agan ([cagan@ite.org](mailto:cagan@ite.org)) with ITE staff for assistance.

Each individual that will be competing in a District traffic bowl should also be registered as a student member attendee for the meeting where that traffic bowl is held. Each District will determine (1) their own meeting registration requirements for student competitors, and (2) the schools that will be eligible to participate in their District competition.

### ***Grand Championship Traffic Bowl***

A team advances to the ITE Collegiate Traffic Bowl Grand Championship by winning their respective ITE District's Collegiate Traffic Bowl competition. Each team member, including alternates, competing in the Grand Championship must also register as a student member attendee for the ITE International Annual Meeting. Registration will be complimentary, but each individual will need to register through the meeting's on-line registration site. ITE staff will provide to each team member a special code for use on the registration site to receive the complimentary registration.

Each District will submit the names of their first and second place teams by the deadlines stated in the attached timeline. A congratulatory letter with an entry form and instructions will be given to the student chapter advisor of the District's winning team. The school/chapter must return the entry form within two weeks. Team entry and District reporting forms are attached in the Appendix. The team should also complete the meeting registration process promptly.

In the case that the winning team from a District is unable to participate, the District may send the second place team to the Grand Championship. It will be up to the District Board to make this determination and selection.

### **Travel to the ITE Annual Meeting and Financial Support**

As mentioned above, ITE will provide complimentary student registrations to the Annual Meeting for **up to four** team members.

The team's travel to and from the ITE Annual Meeting as well as any expenses at the meeting will be the responsibility of the team members or the student chapter. Additional financial support may be provided or sought from a team's respective ITE District or Section.

### **Competition Category and Clue Resources**

The competition may include categories and clues about ITE, transportation engineering and planning, general transportation knowledge, **rules of the road**, **current events in surface transportation**, and popular culture topics that are related to transportation planning and engineering.

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Informational or reference sources for clues and responses (answers and questions) for the traffic bowl competition will include, **but are not limited to**, the following reference documents:

1. Traffic Engineering Handbook, 7th Edition
2. **Transportation Planning Handbook, 4th Edition (NEW FOR 2018)**
3. Highway Safety Manual, 1<sup>st</sup> Edition (Only Part A - Chapters 1, 2, and 3)
4. USDOT Manual on Uniform Traffic Control Devices, 2009 Edition, revised May 2012, including Interim Approvals #1 through #17 (available on-line at [http://mutcd.fhwa.dot.gov/kno\\_2009r1r2.htm](http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm))
5. Manual of Uniform Traffic Control Devices for Canada, 5<sup>th</sup> Edition
6. **Highway Capacity Manual 2010** (Note: 6<sup>th</sup> edition will be adopted for use in 2019)
7. Canadian Capacity Guide, 3<sup>rd</sup> Edition, February 2008 (available on-line at <http://tac-atc.ca/sites/tac-atc.ca/files/site/doc/resources/report-capacityguide.pdf>)
8. ITE Web site, [www.ite.org](http://www.ite.org) – **clues will be drawn primarily from material on ITE leadership, governance and structure; current activities and events; history of meetings, officers, and awards; information on ITE publications**

As these references are periodically updated and new editions are published, the list will be revised to reflect the edition to be used for clues and responses. In general, a newly published edition will be added to the list only if it was available on September 1<sup>st</sup> of the previous year and is approved by the Collegiate Traffic Bowl Committee.

The clues and responses will be presented in English to the teams, both in a spoken form by the emcee and on a visual display using a large projector screen or monitor. Both English and Metric units of measure will be accepted as answers. Clues may contain graphics, photos, or equations.

## **Competition Structure**

### ***ITE District/Section Traffic Bowl Competitions***

At an ITE District/Section Traffic Bowl event as few as two schools may wish to compete; Districts and sections may set an upper limit on the number of teams that may participate and conduct their own competitions in such a manner that best fits their needs, physical facility constraints, and number of teams participating. However, they are strongly encouraged to use the same reference materials previously stated, and conduct their traffic bowl event in a format that is as close as possible to that for the Grand Championship competition that is described in the following sections. However, the students must meet all of the eligibility requirements that have been previously set forth in these rules.

The Districts are encouraged to review the ITE Collegiate Traffic Bowl Handbook as a guide in conducting their event.

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### ***ITE Traffic Bowl Grand Championship Competition Structure***

The ITE Traffic Bowl Grand Championship will be held during the ITE International Annual Meeting. The competition structure will feature a semi-final round of three matches and a final match.

On the day of the ITE Traffic Bowl Grand Championship at the Annual Meeting, a team meeting will be conducted prior to the competition. At this meeting, the rules will be discussed, questions answered, and a drawing held to determine the seeding of teams for the semi-final matches. All teams must attend this meeting. Details of this meeting's time and location will be sent to the teams prior to the Annual Meeting and printed in the program of the Annual Meeting.

### ***Competition Brackets***

The size and structure of a competition's bracket will depend on the number of teams competing in the District or section traffic bowl. Example brackets and seeding methodology can be found in the Traffic Bowl Handbook. The bracketing and seeding methodology (blind draw of teams or seeding quiz) should be presented to the participating schools prior to the event.

For the Grand Championship event, the bracket will feature nine teams. The teams will be seeded into three semi-final matches of three teams each using a blind draw. The winning teams from the three semi-final matches will then compete in the final championship match.

### ***Competition Format***

For the Grand Championship, the following competition format will be used. Districts are strongly encouraged to use the same or a very similar format.

#### ***Preliminary or Semi-final Match (approximately 30 minutes) (actual number of matches depending on number of schools) format:***

- Introduction of teams and team members (2 minutes)
- First Round, 25 clues/questions in 5 categories. The match will continue until all clues are read and answered. **One clue will be designated as a "Daily Double"**. (approx. 20 minutes)
- Final Clue (one clue/question), points to be determined by team
- Tiebreakers: If there is a tie after the final written question, an additional question will be given by the emcee, using the same format of the Final Round as provided in the following section. Refer to the following section of Rules of Play for further details.
- (approximately a 4 to 5-minute break between matches)

#### ***Final Match (approximately 30 minutes) format:***

The teams advancing from the preliminary or semi-final matches will compete in the final match. The method for advancement to the final match will be described in the competition bracket.

- Introduction of teams and team members (2 minutes)

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- First Round, 25 clues/questions in 5 categories. The match will continue until all clues are read and answered. **Two clues will be designated as a “Daily Double”**. (approx. 20 minutes)
- Final Clue (one clue/question), points to be determined by team
- Tiebreakers: If there is a tie after the final written question, an additional question will be given by the emcee, using the same format of the Final Round as provided in the following section. Refer to the following section of Rules of Play for further details.

The winning team will be: **The ITE Collegiate Traffic Bowl Grand (District) Champion.**

Total anticipated time of the competition is about 2 hours.

## **Equipment**

The equipment for the traffic bowl will consist of the following elements:

1. Signaling push buttons and lights. Push buttons should be provided for each member of a team. The control box for the signaling lights should be able to lock out the other team button(s) until the system is reset.
2. Countdown timer(s) should be used to show the teams the time remaining to press their button(s) after the emcee has read a clue, and the time remaining to give their response after being recognized by the emcee.
3. At least one projector and screen or floor mounted video monitor should be used to display the clues to the teams. The view of the clues by the teams should not be obstructed in any way. A second projector and screen should also be used to display the clues to the audience.
4. Other equipment that should be provided includes the following:
  - a. Two desk bells to signal correct answers and announce a “Daily Double” clue.
  - b. Horns or buzzers to signal an incorrect answer or when time has expired.
  - c. Horns or other signaling devices as a back-up to the light system.
  - d. Lap top computer to present clues and answers.
  - e. Score keeping material or equipment.
  - f. Audio equipment.

## **General Rules of Play**

### ***OVERVIEW***

1. Teams will be comprised of up to three (3) individuals as outlined previously.
2. Contestants will be presented with clues and they will try to provide the correct responses. The clues will be organized into five categories with five clues in each category. Each clue in a category will be assigned point values, such as 100, 200, 300, 400, or 500. The responses must be phrased in the form of question. If a clue requires a calculation, the teams will be provided a pencil/pen and a piece of paper.

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3. Prior to the start of the match, one of the three teams will be chosen by random draw to select the first category and point value.
4. For competition equipment with table top push buttons (switches), team members should have their hands off the push buttons (switches) and flat on their table during play. Of course, this would not apply for equipment with hand-held push buttons (plungers).
5. Depending on the nature of the clues a district or the Committee may decide that the teams not participating in the current match or those winning early matches in the preliminary rounds will be secluded in a room apart from the competition area. Cell phone use in the room will be restricted by having the participants in the room place their phones on a table or small bin away from them. They may retrieve their phones upon leaving the room. Cell phone use during the competition by participants will not be allowed. This seclusion will extend to alternate members of teams, if the alternate intends to be available to play for their team.
6. Recording of the matches and the contents (clues/questions/responses/answers) by audience members by any means will not be permitted. Signs should be posted to remind the audience of this rule and the emcee should make an announcement at the start of the event.

***PLAY OF FIRST ROUND***

7. During the first round of the match, clues will be read by the “Master of Ceremony” (emcee), and displayed to the teams. After the emcee has completely read the clue, teams will have ten (10) seconds to signal in to give an answer. The first team (or individual) that operates their signal (or triggers a switch) will be recognized by the emcee and will have the first opportunity to respond. After being recognized by the emcee, they will have ten (10) seconds to confer and give their response.
  - a. **Participants must keep their hands off the buttons and flat on the table until the clue is finished being read. Teams will not be permitted to give a response on any violations of the “hands on table” rule.**
  - b. For categories with clues that include abbreviations, acronyms, only graphics, and letter scrambles, the clues will not be read by the emcee. The teams will be allowed to signal in as soon as the clue is displayed. **However, the participants must keep their hands off the buttons and flat on the table until the clue is displayed.** These categories will be pointed out to the participants at the beginning of a match.
  - c. For responses with people names, a response with only the individual’s first name will not be considered an acceptable or correct response unless specifically asked for in the clue.
8. If the first response is incorrect, the timer will be reset to ten (10) seconds, and the other teams will have ten (10) seconds to signal in to provide a response. One of the remaining teams may signal at any point during the 10-second period. Upon seeing a signal, the emcee will recognize the team signaling, and they will have ten (10) seconds to confer and provide a response. If this response is incorrect, the emcee will offer the remaining team the

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opportunity to respond. If they accept the offer, they will have ten (10) seconds to confer and provide a response. If no other team signals in, the emcee will move to the selection of the next clue.

9. **The value of the clue will be deducted from the score of the appropriate team(s) for an incorrect response, and added for a correct response.**
10. The team that responds correctly will control the board and select the category and value of the next clue. The process is then repeated with each clue.
11. If no team responds or responds correctly, the team that chose the clue will retain control of the board and select the category and value of the next clue. The process is then repeated.
12. During a match, either one or two "Daily Double" displays will appear for a clue. The team in control of the board that selected the clue with a "Daily Double" shall place a wager of any amount up to their current cumulative score or 500 points, whichever is greater. They will be the **only team** allowed to respond to the clue, and if correct, their wager will be added to their score. If a wrong response is given, the wagered points will be deducted from their current score. The team in control will have ten (10) seconds once the emcee has read the clue to give their response. In a match that would decide a District Champion or Grand Champion, two "Daily Double" clues may appear.
13. If there is only one team having a positive cumulative score greater than zero at the end of the first round of a match, they will be declared the winner and the Final Clue Round will not be played.

***PLAY OF FINAL CLUE ROUND***

14. The Final Clue Round of the match shall consist of a single clue in a single category that is indicated to all teams with a positive score at the end of the first round. A score of zero is considered a positive score. For the Final Clue, each team shall be able to make a point wager of any amount up to their total cumulative score. The wager shall be made prior to the reading of the final clue, and concealed from view until asked for by the emcee. **The teams will have up to 60 seconds to record their wager.**
15. For the final clue, the emcee will read the clue and the teams will have 30 seconds to write their answer down. After the 30 seconds, the emcee will start with the team with the lowest score and ask them to show their response and then their wager. The emcee will then ask the team with the next lowest score to show their response and then their wager. Finally, the team with the highest score will be asked to show their response and then wager. If a wrong response to the Final Clue is given, the wagered amount shall be deducted from their score. The wagered amount will be added to the score for a correct response.
16. The team with the highest score after the Final Clue will be declared the winner of the match.

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17. Special end of match scenarios:

- a. **No team with a score greater than Zero after first round of clues.** If no team has a cumulative score greater than zero at the end of the first round of a match, the Final Clue will be played as follows:
  - i. The teams will **not** make a wager of points.
  - ii. The clue will be read by the emcee and the teams will have 30 seconds to record their responses.
  - iii. The team with a correct response whose cumulative score was closest to zero will be declared the winner.
- b. **Two or more teams tied after the Final Clue (TIEBREAKER ROUND PLAY).** If two or more teams are tied after the Final Clue, those teams that are tied will advance to a Tiebreaker Round. The Tiebreaker Round will have a clue in the same format as the Final Clue, except that the teams will **not** make any wager of points. **The tiebreaker clue will have a numerical correct response, and the team being the closest to the stated answer without going over will be declared the winner.** The teams will be given the tiebreaker clue and have 30 seconds to write a response. "No calculators, cell phones, or other electronic devices may be used to perform any calculations required to answer the tiebreaker clue." If the clue requires a calculation, the teams will be provided a pencil/pen and a piece of paper.
- c. **If the tie is not broken,** a subsequent clue having a numerical correct response will be given using the same format as before until the tie is broken. The team being the closest to the stated answer without going over would be declared the winner.

### **Competition Committee/Staff**

The competition committee/staff will consist of the following positions: master of ceremony (emcee), judging panel, competition coordinator, line judges, timekeeper, equipment operator, scorekeeper, and doorkeeper. Descriptions of their roles follow:

#### ***Competition Committee***

The competition committee will be responsible for the preparation and set-up of the matches and the registration of the teams.

#### ***Master of Ceremony***

The competition's clues and correct responses will be read by the master of ceremony (emcee), who will also serve to control the flow of the competition.

#### ***Judging Panel***

A panel of three judges shall rule on the correctness of each response. The judges will be responsible for signaling if a correct or incorrect response was given by the team. Two different sounds such as a bell and buzzer should be used to denote a correct or an incorrect response.



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The clues and correct responses for a match will be provided to the judges, but judges will be allowed to determine whether a different response/answer is also acceptable, based upon their collective knowledge and judgment. The judges will also be permitted to dismiss a clue if they deem it incorrect, inaccurate, or poorly worded.

Judges will be responsible for ruling on irregularities or issues that evolve during play that are not specifically addressed within the rules.

During the competition, it shall be the responsibility of the Judges to rule on any challenge of the rules and make a final decision. The Judges' decisions shall be final and shall stand without recourse.

For the Traffic Bowl Grand Championship at the ITE Annual Meeting, individuals to serve as judges shall be appointed from the group comprised of the International President, International Vice President, International Immediate Past President, International Vice President-elect, and Coordinating Council Chair. If three of these individuals are not available, others will be appointed from among prominent ITE members present at the event and shall be selected for their broad knowledge and fairness.

For a District competition, judges should be recruited from among prominent ITE members present at the event and shall be selected for their broad knowledge and fairness.

### ***Competition Coordinator***

The competition coordinator will be responsible for operating the computer based program to visually display the clues, correct responses, and team scores. The coordinator will also be responsible for reminding the emcee of the display of a Daily Double, which would generally be done using a bell or similar device.

### ***Line Judges***

There shall be at least two (2) line judges with three (3) line judges being recommended, one assigned to each team position. The line judges will be responsible for monitoring the hand placement of the participants during play. Team members should have their hands off the push buttons (switches) and flat on their table during play. Upon seeing a violation, the judge(s) will call it to the attention of the emcee using some form of signal (i.e. flag or napkin in the air and/or a buzzer sound). Teams will not be permitted to give a response on any violations of the hands-on table provision.

### ***Timekeeper***

The timekeeper will be responsible for keeping track of the time to signal in after a clue is read, and to give a response after being recognized by the emcee. The initial 10-second time will commence when the emcee has completed reading the clue (answer). The 10-second time for the response (question) shall start after the student team that has signaled in has been recognized by the emcee. A buzzer or horn should be used to signal when time expires.

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***Equipment Operator***

The equipment operator will be responsible for monitoring the performance of the signaling equipment during the competition to assess that is in good working order. They will be responsible for operating the reset button for the equipment during the competition as well.

***Scorekeeper***

The scorekeeper will responsible for keeping a running tally of the scores and answers “off line.” They will also be responsible for recording the Final Clue wager by each team, and making sure that prior to a match that each team has a wager card on which to write the amount to be wagered against their current score.

***Doorkeeper***

The doorkeeper will responsible for marshalling the teams from their waiting area to the competition area.

**Awards and Other Rules**

***Awards and Recognitions***

In addition to the complementary registration to the ITE International Annual Meeting previously described, each team winning a District competition will receive a certificate of recognition for participating in the ITE Traffic Bowl Grand Championship. If a District’s winning team is unable to attend the Grand Championship, the school that represents that District will receive the certificate.

Each individual team member, including an alternate, will receive a Traffic Bowl t-shirt and small framed certificate (5-inch x 7-inch) to recognize their participation.

The student team winning the ITE Collegiate Traffic Bowl Grand Championship will receive a cash award of \$2,000 USD, their school’s name engraved on the Grand Championship trophy, and a plaque to recognize this achievement. Following the Annual Meeting, the plaque will be mailed to the student chapter advisor for presentation at a suitable place and time. The schools that finished in second and third place will also receive plaques in recognition of their achievements.

The Grand Championship trophy will be displayed during the competition at the International Annual Meeting, but will be returned to ITE Headquarters after each Annual Meeting for permanent display. ITE shall maintain a historical record of the District traffic bowl winners and three finalists of the ITE Collegiate Traffic Bowl for each year’s competition.

Press releases will be issued by ITE announcing the results of the District and the Grand Championship competitions. The releases will be sent to the respective schools for their use.

An ITE District may choose to provide additional recognition for their winning student team and other participating teams.

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***Interpretation or Clarification of the Rules***

Prior to the competition, any requests for interpretation or clarification of the contest rules shall be submitted to the ITE Student Traffic Bowl Committee for their consideration. The ITE Student Traffic Bowl Committee's decision shall be final and shall stand without recourse.

**ATTACHMENTS**

- 2018 Registration/Entry Timeline
- District Results Reporting Form
- Team Entry Form

## **2018 Collegiate Traffic Bowl Registration/Entry Timeline**

1. District Traffic Bowl takes place and a winner is determined.
2. At the District's recognition ceremony, the District Traffic Bowl Chair should give the winning student chapter team a packet of information from the ITE Student Traffic Bowl Committee that will include the following: a congratulatory letter; an entry form, and rules and instructions for the Grand Championship. The entry form should be sent to **ITE Headquarters** within two weeks of the District event or **no later than 12:00 PM (Eastern) on June 30, 2018** to the attention of Colleen Agan, ITE staff at e-mail: [cagan@ite.org](mailto:cagan@ite.org) or by FAX to 202-785-0609.
3. District Traffic Bowl Chair completes an event report and sends it to the Student Traffic Bowl Committee within two (2) weeks of their event or **no later than July 7, 2018**. Send the report to: John Davis, at e-mail: [DavisJ@AyresAssociates.com](mailto:DavisJ@AyresAssociates.com) or by FAX to 262-523-4477. ITE staff will also be notified by the Student Traffic Bowl Committee to expect from the winning student chapter an entry form.
4. The Collegiate Traffic Bowl Grand Championship will be conducted at the ITE International Annual Meeting, August 20-23, 2018 in Minneapolis, Minnesota, USA. The Grand Championship will be held on **Tuesday, August 21, 2018**. The exact time and location of the competition will be announced prior to the event.
5. A mandatory team meeting will be held prior to the competition at the ITE International Annual Meeting site on **Tuesday, August 21, 2018**. The exact time and location will also be announced to the participating teams prior to the meeting.

# 2018 DISTRICT TRAFFIC BOWL ANNUAL REPORT



ITE District: \_\_\_\_\_

Date of Competition: \_\_\_\_\_ Location: \_\_\_\_\_

Competition Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

## Participating Chapter and Advisor Contact Information:

1. University \_\_\_\_\_

Advisor's name and e-mail address: \_\_\_\_\_

2. University \_\_\_\_\_

Advisor's name and e-mail address: \_\_\_\_\_

3. University \_\_\_\_\_

Advisor's name and e-mail address: \_\_\_\_\_

4. University \_\_\_\_\_

Advisor's name and e-mail address: \_\_\_\_\_

5. University \_\_\_\_\_

Advisor's name and e-mail address: \_\_\_\_\_

6. University \_\_\_\_\_

Advisor's name and e-mail address: \_\_\_\_\_

Attach additional pages as needed.

Winning University: \_\_\_\_\_

## Team Members [name and e-mail]:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Second Place University: \_\_\_\_\_

Third Place University: \_\_\_\_\_

# 2018 DISTRICT TRAFFIC BOWL ANNUAL REPORT



Number of members attending the event: \_\_\_\_\_

Comments:

Format:

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Equipment:

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Clues/Questions:

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Issues:

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THANK YOU!

The Report should be submitted to ITE Traffic Bowl Committee within two weeks of the district event and **no later than noon (Eastern) on July 7, 2018** to:

John Davis  
Chair, ITE Traffic Bowl Committee  
[DavisJ@AyresAssociates.com](mailto:DavisJ@AyresAssociates.com) or via fax at 262-523-4477.



# 2018 ITE Collegiate Traffic Bowl Team Entry Form

(Please Print or Type)

University: \_\_\_\_\_

ITE District: \_\_\_\_\_

Student Chapter Advisor Name: \_\_\_\_\_

Advisor's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

<u>Team Members</u>	<u>E-mail</u>	<u>Birth Date</u>	<u>T-Shirt Size</u>
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Member #1: \_\_\_\_\_

Member #2: \_\_\_\_\_

Member #3: \_\_\_\_\_

Alternate: \_\_\_\_\_

Will the alternate member be attending the Annual Meeting (please circle) YES NO

Each team member shall meet the eligibility criteria of the Competition Rules and Instructions. A team may substitute an alternate for a member who is unable to attend or participate in the event. If any substitutions are needed, please contact Colleen Agan, ITE Staff at ITE Headquarters as soon as possible.

This entry form should be sent to ITE Headquarters within two (2) weeks of receipt of your invitation, or **no later than 12 noon (Eastern) on June 30, 2018**. The entry form should be sent to Colleen Agan at email: [cagan@ite.org](mailto:cagan@ite.org) or via fax at 202-785-0609.