

JBQ Official Quick Sheets – Quizmaster

This is a synopsis of the Official Rules of JBQ, and suggestions for being an "Excellent Official". It is designed to be used during the match, and is a summary only. It is based upon the official rules; however, **the Official Rules will supersede this document in the case of a conflict.**

The Quizmaster is the official that runs the match. They set the tone for each match. It has always been my goal that the children have fun, and learn at the same time. Each match should be as positive of an experience as it can be. The rules are designed to teach control, and we need to help this way. In all of our actions, we need to remember that we are a role model for these children, and must act accordingly.

Smile!!!

- 1) All matches open with prayer after the initial introductions and busy work is done. You can ask a quizzer, coach, helper, etc., or do it yourself.
- 2) Introduce yourself, your scorekeeper and timekeeper, or have them introduce themselves.
- 3) Ask each coach to identify themselves and their team by name and team number.
- 4) The coach of each team should have given the Scorekeeper the Quizzer name list. If not, ask for it.
- 5) Ask each quizzer to buzz in and give the scorekeeper their name.
- 6) Remind quizzers to keep their eyes on you and no talking or helping teammates. After the 10th and 20th questions, do a "Buzzer Check". Ask each quizzer to buzz in. This is to make sure that you only have to go back a maximum of 10 questions in the event of a buzzer failure.
- 7) Ask if there are any questions before you begin. If not, declare the match open, and begin questions. Each match is 20 questions. If there is a tie after question 20, 3 additional questions are asked - 1 - 10 pt., 1 - 20 pt., and 1 - 30 Pt. If there is still a tie, additional 20 point questions are asked in sudden death until a winner is declared.
- 8) Use a smooth paced, steady delivery of the questions. Each question should be read as it is printed. So you start out with "**Question. Question number XX for XX points.**" If you make a mistake in reading the question prior to completing the bold faced portion of the question, stop, state that you made a mistake, and reread the question from the beginning. If you have reached and I or passed the bold-faced portion of the question, stop, and announce that you will be substituting an equal value question in its place.
- 9) When a buzzer sounds, if you are not finished reading the question and are not reading the last word of the question, stop reading the question immediately. Stop on the syllable that you are reading when the buzzer sounded. Do not complete the word. **The only time that you complete the question or word** is if you **are on the last word of the question.** Say "INTERRUPTION" then identify the quizzer, and wait for the completion of the question and the answer. Interrupted questions must have the remaining part of the question completed by the quizzer. The completion of the question is the essence **and** as such does not have to **be word for word.** It must contain the essence of the question. They must

then give the answer. If the answer is given before the question is **completed in essence**, the question must be ruled incorrect.

10) If a question is interrupted, and for any reason is ruled incorrect, the opposing team gets the opportunity to answer that question without interruption from the initial answering team. The reread of the question may be interrupted by the second team in the same manner as any other question. If this happens, treat it the same way you would any other interruption. If it is incorrect on the re-read, the question is over, and the match proceeds to the next question.

11) You are not to prompt the quizzer for more information. If you feel the initial answer given by the quizzer is incomplete, wait for the quizzer to give more information. The quizzer has a full thirty seconds to complete their answer. Give them that full amount of time. After time expires, you must then decide if enough information was given. **Incorrect information given before correct information makes the answer wrong. Incorrect information given after correct information does not make the answer wrong. The example of this is "What are the 4 gospels?" Matthew, Mark, Luke, John and Acts is correct. Matthew, Mark, Luke, Acts, and John is incorrect.**

12) Judges each have a set of questions. They follow along with the Quizmaster as the Quizmaster reads the question, and then listens to the answer. If the Quizmaster is unable to make a ruling of correct or incorrect, the quizmaster can call for a Judges ruling. Each judge takes a coin, and turns it either face up (correct) or face down (incorrect). The Quizmaster participates with their own coin, and the majority rules. This ruling is to be done without conferring. If the decision is unanimous, the Quizmaster then announces the ruling as correct or incorrect. If the ruling is not unanimous, the Quizmaster and judges confer, then re-vote. No matter what the decision (unanimous or not) this decision is final and announced.

Even if you use judges, **you** the Quizmaster should decide if an answer is correct or incorrect. If you are having a difficult time making a decision, you can then call for an independent ruling,

13) When ruling on a question, say "**CORRECT FOR ___ POINTS**" or "**INCORRECT FOR MINUS ___ POINTS**". The question values are 10, 20, and 30 points, with 50% of the value of the question being subtracted for an incorrect answer. You are not allowed to discuss the reason for a correct or incorrect ruling during the match. After the match, you can discuss the reason for a ruling if you want to or if the coach asks about it.

14) Wait for your scorekeeper to say "**OKAY**" before proceeding to the next question. This ensures that any questions regarding that particular question will be addressed immediately.

15) I suggest that you mark your Question sheet with the following information:

**I - Interrupt – I also recommend putting a (*I*) slash mark at the point of interruption.
R 1 (Red 1) R 2 (Red 2, etc.) G 1 (Green 1) G 2 (Green 2, etc.) for the quizzer who buzzed in
C - Correct I - Incorrect**

Marking your sheet as you go along can help avoid any confusion later in the match.

16) At the end of the match, ask, "**ARE THERE ANY POINTS OF ORDER or COACHES APPEALS? IF NOT, I DECLARE THIS MATCH CLOSED.**" Quizzers may speak quietly, but may not leave their seats until after the scores have been read. Quizzers and coaches may want to ask about certain questions at this time. Feel free to discuss them. However, once the match is closed, no changes can be made.

17) During the match, a coach or quizzer may call a "**Point of Order**". This is for procedural issues such as resetting of quiz box. A **Point of Order** is used to call the Quizmasters' attention to information that may have been overlooked in ruling on a question or running the match. The types of points of order are:

- A) The quiz equipment needs to be reset
- B) Quizmaster calls the number of the next question without re-reading an interrupted question.
- C) A quizzer remains illegally in the match.
- D) A wrong point value is read by the quizmaster.
- E) An 11th Ten Point question, 8th twenty point, or 4th thirty point question is called during the match.

As many Points of Order may be brought during a match as is appropriate. Quizzers may call a Point of Order for equipment reset, re-reading of question, etc. Once you start reading the next question, the previous question can not have a point of order called.

18) Coaches Appeals. During each match, there can be two "**Coaches Appeals**" per team. This is in replacement of the "**Contest**" option of previous years. The reason for removal of the "Contest" portion of JBQ was to make the program more positive and uplifting to the children. It is very easy for the coaches (most of them are parents of a quizzer) to get overly aggressive and involved in the match. It is important to keep the competition in perspective, and to control the "Little League" mentality as much as possible.

19) At the end of the match, thank each of the quizzers for their effort. At this point, I try to give positive feedback to the quizzers, review questions that they missed, etc. This is a great opportunity to relieve tension, make suggestions (to quizzers and to coaches), etc.

20) **Quizzer fouls** are minus 5 points for the following actions:

- * A quizzer activates the equipment between the calling of "Question" and the first work of the question.
- * Quizzer answering when they weren't the correct quizzer and were not recognized by quizmaster.
- * Quizzer answering before being recognized by the Quizmaster.
- * A quizzer exhibits unsportsmanlike conduct

21) **Team fouls are** minus 5 points for the following:

- * A quizzer or coach improperly confers.
- * A "Coach's Appeal" is called by anyone except the coach.
- * A third "Coach's Appeal" is called during the match.
- * Someone calls a "POINT OF ORDER" other than the coach or a quizzer.
- * A team calls a fourth time out.
- * A Help / Hindrance situation occurs and a foul is called.

It is important to remember that the Quizmaster is in charge of the match. Do not be a tyrant or a bully. Be fair and consistent in your decisions. Make decisions to the best of your ability. Maintain your composure and ability to smile at all times. If you face an unusual situation, feel free to call time out, and go find your League Coordinator. Above all, remember that we are here for the glory of God, and to support, encourage, and develop the children.

JBQ Official Quick Sheets – Scorekeeper

The pulse of the Quiz meet flows through the hands of the Scorekeeper. The children are striving for that perfect score and the coaches all want to have 10 more points than the other team. And woe is the Score keeper that misses a question, or gives it to the wrong child. It's not quite that bad. But it is important to work with the Quizmaster to keep the matches flowing, and the teams moving from room to room.

Develop a pattern of work with your quizmaster.

PLEASE USE PENCIL - DO NOT USE INK!

1) Each match has a red team and a green team. Circle either red or green for each room. Depending on the league, the score sheets have the point totals already filled in for the questions before the match begins. And the sheet may be numbered for the match that it is supposed to be used in. Be sure to double check that you are using the correct score sheet for the match. Please note the Quiz Room numbers in the upper corner of the sheet. Please fill in the Round number, Room number, Division, and any additional information required.

2) On the top line after **RED / GREEN**, fill out the team name and letter I number, and Coach. I.E., record "NEW LIFE, BARNETT, A-I Hansen". Quizzers are numbered from the center of the quiz box out to the end, center is 1, and the far end is 4. The coaches will hand you a name sheet with the names of their quizzers. This is for your reference, spelling, etc. Quizzers will still buzz in and give you their names at the beginning of each match.

On the score sheet, "Q¹" is for initial quizzer, "S" is for any substitute. Please fill in first and last names of the quizzers. If a second substitute comes in, write their name in the line for the initial quizzer.

3) Interruption of a question occurs when a child buzzes in before the question is completed. When a question is interrupted, circle the question number. This helps you in reminding the Quizmaster to re-read the interrupted question if it is incorrect. Circling the question is a quick reminder that the question is interrupted. If no quizzer buzzes in, write ¹"NR" under the question (for NO RESPONSE).

4) Correct questions are awarded the appropriate point value (10, 20, 30) listed on the score sheet and stated by the quizmaster. Incorrect questions are minus 1/2 the point value (-5, -10, -15) of the question.

5) A quizzer "**QUIZZES OUT**" of the match for either of the following:

- * 6 correct answers
- * 3 incorrect answers
- * 3 fouls

A Quiz out is not a combination of the three. When a quizzer ¹"QUIZZES OUT", he or she must leave the match and **can not return** to that match. 6 correct answers earn the quizzer a 10-point bonus. Bonus points are recorded in the "**BP**" column.

6) The "**RUNNING TOTAL**" line is to record team total points as the match proceeds. For example, the first correct answer is 10 pts., so you write 10 in that column of the "RUNNING TOTAL" line. The next correct question is 20 pts., so the new "RUNNING TOTAL" would be 30 pts., and so forth. This will help you in crosschecking the individual quizzer score totals at the end of the match.

- 7) Above each teams score box are the "**TIME OUT**" boxes. Mark each teams time outs as they occur. Notify the Quizmaster if a fourth time out is called by either team - this is a team foul.
- 8) At the bottom right hand corner of the scoresheet is a row of numbers. These are used to make sure that the correct number of each type of question is asked. It is not necessary for you to mark these off, but can be used if you like.
- 9) After totaling your scores, the sheet is given to the Quizmaster to announce. At that time, the coaches have the opportunity to review the score. After any questions are addressed, each coach must sign the score sheet. Please fill in the blanks for 1st and 2nd place team list I 2nd place individual in the appropriate space at the bottom of the sheet. Then bring the sheet to the Master Score Table I Registration Desk. When you bring your first sheet to the Score Table, ask to have it reviewed to make sure it is accurate, complete, and legible.
- 10) When a Coach signs the scoresheet it signifies that they agree with the final results. Once the score sheet is turned in to the Score Table, it is not subject to change.
- 11) To help you keep your place on your scoresheet, we suggest that you use a blank piece of paper and place it vertically next to the question column, and move it across as the Quizmaster goes through the questions. This helps to get the score recorded under the correct quizzier.
- 12) You work with the Quizmaster to control the pace of the match. If the Quizmaster is going too fast for you, or you have a question on an answer or who answered the question, stop the match until you have straightened the problem out. It is easier to straighten out at the time it occurs than it is when the match is over. We suggest you work out a method of letting the Quizmaster know when you are ready to go to the next question.

JBQ Official Quick Sheets – Timekeeper

The timekeeper is an integral part of the Quiz match. Each question asked, time-outs, etc. involve the timekeeper. As such it is critical that the timekeeper pay attention to the match, and everything that is happening.

- 1) When the quizmaster reads the question, the quizzers have 5 seconds to hit the buzzer to indicate that they know the answer. If no buzzer is activated within 5 seconds of the quizmaster finishing a question, the time keeper calls "Time"¹ and the quizmaster goes on to the next question.
- 2) If a quizzer activates a buzzer within 5 seconds of the quizmaster finishing a question - or upon interrupting a question, the quizzer has 30 seconds to state their answer. The starting of the 30 seconds occurs as soon as the quizmaster identifies the quizzer. For example, the quizmaster recognizes the quizzer by saying "**Interruption - Red 1**". As soon as he says Red 1, the 30 second time starts.
- 3) The quizzer must complete the answer within the 30-second time. If the quizzer is still speaking at the end of the 30 seconds, you must call "Time" and let the Quizmaster decide if the quizzer has given enough information to be ruled correct.
- 4) On occasion, a quizzer will give an answer that the Quizmaster does not feel is complete enough. He will wait for the quizzer to give additional information. Make sure that you call "Time" after the 30 seconds. At that point, the Quizmaster will decide if the quizzer has given enough information to be ruled correct.
- 5) Each team gets 3 time outs during the match. Each time out is 30 seconds in length. The 30 seconds starts after the Quizmaster states "**Time Out - Red Team**". The score keeper is responsible for tracking the number of time outs each team uses. You need to state "**Time is Up**" when the 30 seconds is over. If the match goes into overtime, each team gets an additional time out.
- 6) Coaches' appeals must be completed within 2 minutes of the quizmaster recognizing the coach for the appeal.
- 7) It is advisable to use a stopwatch. It tends to make your job easier, and everything to flow smoother. Inexpensive but good quality watches are available from places such as Walmart for \$6.00 or so that work very well

JBQ Official Quick Sheets – Judges

The Judges are a very important part of the meet. They work with the Quizmaster to make sure correct decisions are made during the match.

- 1) The Judge has a set of questions, and follows along with the Quizmaster on each question.
- 2) Calling of fouls (when they occur) is the responsibility of all officials and judges.
- 3) During the match, the quizmaster makes the decision regarding the correctness of an answer. If the quizmaster is unsure of the correctness of an answer, he or she may call for an "Independent Decision" of the Judges. Without conferring, the judges indicate their independent decision with a coin - "Heads" for correct, "Tails" for incorrect. The decision does not have to be unanimous, and is announced by the Quizmaster.
- 4) If a Judge disagrees with the Quizmasters independent decision, they may request a vote of the judges by coin without conferring. This must be done before the calling of the next question, or the granting of a time out. If the judges' vote overturns the Quizmasters decision, the Quizmaster will announce the decision.