

**Indiana District  
JBQ  
Official Quiz Guidelines**

**Version 1.1**

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## **I. Foreword**

The purpose of these guidelines is to provide a brief description of Junior Bible Quiz and a general listing of the rules and objectives for team quizzing for the Indiana District Junior Bible Quiz program. The goal of Junior Bible Quiz is that children will memorize the Word of God, understand its teachings, and be equipped to share the gospel with their friends. Team competition and Seal Awards are two methods used to encourage the children in achieving this goal, while at the same time having fun. During team competition, it is natural for quizzers and their coaches to desire to win. While there is nothing wrong with desiring to win, this should never be the ultimate goal. All quizzers, coaches and everyone else associated with JBQ should always conduct themselves in a manner pleasing to God and as a reflection of the character and nature of Jesus Christ.

All quizzing in the district is under the guidance of the Indiana District Coordinator along with the Indiana District Assembly of God Christian Education director. In addition, the district is divided into several leagues with a coordinator for each. Contacts for the leadership can be found at [www.jbq.us/contacts.htm](http://www.jbq.us/contacts.htm).

These guidelines were derived from the JBQ Official Quiz Guidelines (2002), which can be obtained from Gospel Publishing House ([www.gph.org](http://www.gph.org)). The JBQ Official Quiz Guidelines state the following about the JBQ philosophy of team quizzing:

- **FACTS** - The Bible Fact-Pak is a teaching tool to help children learn and assimilate important truths about the Bible, mastering its great teachings.
- **FUN** - JBQ offers a fun avenue for children to study at their own level. Team quizzing should deemphasize competition, resisting the urge to develop superstars. Avoid a "winning is the only thing" attitude among quizzers and coaches.
- **FELLOWSHIP** - The wide variety of question usage, including studying with family and friends, provides rich Christian fellowship. This fellowship is broadened as the children quiz and make friends with children from other churches.
- **FAITHFULNESS** - This is a great virtue taught through quizzing. JBQ is a program in which self-discipline and accountability are learned.

## **II. What is Junior Bible Quiz?**

Junior Bible Quiz is a program to help elementary-aged children master important Bible facts and teachings. The material centers around 576 carefully selected questions covering the entire Bible. All quizzing uses either part or all of these same 576 questions. This allows the students to study the actual quiz questions and promotes "rote" learning, which is the strength of the program. A child in the JBQ age range is at the peak of his or her ability to memorize. Many of the questions are written in a way to help the child with comprehension and application. Also, every attempt was made to create both the questions and answers in the vocabulary of the child. However, the parent and teacher should give assistance in helping the child gain understanding of the questions when needed.

The basic purpose of JBQ is to provide a tool to motivate the child in gaining understanding about the Bible and the doctrinal teachings of the church. It attempts to help children know what we believe and the Biblical basis for that belief. To that end, JBQ is not strictly a memorization program. Only the "Quotation Questions" demand a word for word memorization. The child may give the answers to the non-quotation questions in his own words, provided the essence is correctly and completely given.

## **III. THE JUNIOR BIBLE QUIZ TEAM**

A Junior Bible Quiz team consists of a head coach, a maximum of two assistants, and two to eight children eligible to participate. While the national guidelines state that "all must be from the same church", the Indiana District allows a church to accept children who attend only JBQ meetings at that

church, desiring to reach out to those outside the church walls . A church may have more than one team. Christian schools and non-Assembly of God churches must have district approval in order to compete in the Assembly of God district or regional competitions. Teams must register with the District JBQ Coordinator before competing. Registration can be done on-line at [www.jbq.us](http://www.jbq.us).

## A. Quizzer Eligibility

The National Official Quiz Guidelines state that eligibility is restricted to children starting grades 1-6 as of September 1st. The JBQ season runs from September through April. Regional tournaments and the National Festival will follow the season of quizzing. A child may compete through the entire season and post season even though he completes the sixth grade during the year.

For the Indiana District JBQ, quizzing is open to children in Kindergarten through 6th grade, with a maximum age of 11 years old on June 1<sup>st</sup> prior to the new Indiana JBQ season.

Quizzing is divided into three levels of competition:

### **Pee Wee (Target: Kindergarten & 1<sup>st</sup> Grade):**

The Pee Wee Division is for children with a maximum age of 6 years old on June 1<sup>st</sup> prior to the new Indiana JBQ season.

### **Discover (Target: 2<sup>nd</sup> & 3<sup>rd</sup> Grades):**

The Discover Division is for children with a maximum age of 8 years old on June 1<sup>st</sup> prior to the new Indiana JBQ season.

### **Searcher (Target: 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Grades):**

The Searcher Division is for children with a maximum age of 11 years old on June 1<sup>st</sup> prior to the new Indiana JBQ season.

Summary:

Division	Maximum Age (as of June 1 <sup>st</sup> prior to the JBQ Season)	Target Grades
<b>Pee Wee</b>	6 years old	Kindergarten & 1st
<b>Discover</b>	8 years old	2nd & 3rd
<b>Searcher</b>	11 years old	4th, 5th & 6th

Any child may compete in a higher division if it is in the best interest of the child.

The age requirement is normally a sufficient requirement for all students. However, some students may be older than the typical age of those in the same grade. Waivers to allow older children to participate may be issued by the District Coordinator. Reasons for such waivers include learning disabilities, being held back a grade, or starting school at an older age. If a church believes it has a special circumstance that warrants an exception, the church must submit the appropriate waiver form (see the website for details) to the District Coordinator.

## B. Quiz Meets and Levels of Competition

### 1. League Meets

During the quiz year, quizzers and or teams may move from one level of competition to another. The purpose is to allow children to compete during league meets against those of similar ability regardless of grade or age. It is recommended that all teams compete at the

first league meet following the levels described in the eligibility section. League Coordinators will evaluate appropriate levels of competition following each league meet. For example, the bottom Searcher Team from one meet may be asked to quiz as Discover, while the top Discover team may be asked to quiz as Searcher at the next meet.

## **2. State Finals**

The State Finals will include quizzing for both the Discover and Searcher levels of competition. (Only Searchers can advance to Regionals and Nationals.) A team must compete at the level appropriate for their oldest quizzier. For example, a team composed of one 9 year old (as of June 1<sup>st</sup> prior to the new JBQ season) with the remaining members of the team being 7 years old, must compete as a Searcher Team for the State Finals. However, an exception may be granted due to an extremely special circumstance. Any exception must be approved by the District Coordinator. If a church believes it has a very special circumstance that warrants an exception, the church must submit the appropriate form (see the website) at least two weeks before the registration deadline for the State Finals.

## **IV. Registration and Fees**

### **A. Number of Teams**

Each church may register as many Pee Wee, Discover, and Searcher teams for league play as they desire.

### **B. Fees**

Each church must pay a church registration fee plus an additional fee for each team they wish to register for league play. There is an additional charge for those teams wishing to attend the State Meet. The current fees are listed on the Indiana District JBQ website ([www.jbq.us](http://www.jbq.us)), along with the registration forms.

### **C. Non-AG Churches and Christian Schools**

The Indiana District of the Assemblies of God welcomes non-AG churches and Christian schools to participate in JBQ. The registration fees and opportunities for advancement is the same for non-AG church and Christian school teams as it is for AG church teams. However, non-AG churches and Christian schools are required to register each year with Indiana District headquarters. Please contact the Indiana District Assembly of God Christian Education director for more information in this regard (contact information located can be found at [www.jbq.us/contacts.htm](http://www.jbq.us/contacts.htm)).

### **D. State Meet**

The State Meet is open to ALL DISCOVER AND SEARCHER teams (unless more teams register than the host church can accommodate, which is not expected). Registration forms and payment must be received by the Indiana District JBQ Coordinator at least three weeks before the date of the State Meet. Team rosters must be submitted as part of the registration. The State Registration Form is available on the Indiana JBQ website ([www.jbq.us](http://www.jbq.us)). In the event that more teams register than the host church can accommodate, the Indiana District JBQ Staff will determine which teams are accepted based on the results of the final League Meets and seals achieved by the team members.

If a complete Round Robin cannot be played at the State Meet (due to time limitations), the teams will play a set of preliminary rounds to qualify for the championship rounds. These preliminary rounds, also referred to as qualifying rounds, will be "seeded". This seeding will be done by the Indiana District JBQ Staff with a desire to avoid (as much as possible) teams from the same church and the same geographical area from playing each other in the preliminary rounds.

## **V. League Meets**

### **A. Schedule**

The quiz season consists of five league meets. The locations and dates for the league meets will be posted on the Indiana JBQ website ([www.jbq.us](http://www.jbq.us)) at the beginning of each quiz season. The Pee Wee Division will only quiz at three of the five league meets.

### **B. Floating Leagues**

Churches with JBQ teams are divided into several leagues based on the church's geographical location. However, much of the Indiana District incorporates a concept called "floating leagues", which allows many of the teams to compete during the quiz year with a larger variety of churches across the state. It also allows many of the churches to work with more than one coordinator during the quiz year. The schedule for each church will be posted on the Indiana JBQ website ([www.jbq.us](http://www.jbq.us)) at the beginning of each quiz season.

### **C. Themes**

In order to add an additional element of fun to League competition, themes are observed at each of the regular league meets. The themes will be announced at the beginning of each quiz season. Observance of the themes by the quizzers, coaches and others is totally optional. Prizes will be awarded to those who are judged to best represent the theme of the meet.

### **D. Questions**

The guidelines for the questions covered in the League meets are given in the section of this document titled "Bible Fact-Pak Questions".

### **E. Quizzing Format**

The ideal quizzing format is a complete round-robin for each Division that is participating. However, if there are too many teams to allow a complete round-robin to be completed in a reasonable time, then a partial round-robin may be utilized. If the number of teams quizzing in a particular Division is small, then a double round-robin or a complete round-robin plus a partial round-robin may be utilized.

## **VI. Bible Fact-Pak Questions**

### **A. Versions**

The Indiana District allows the use of both the New International Version (NIV) and the King James Version (KJV) of the Bible Fact-Pak from Gospel Publishing House. However, the Indiana District strongly encourages the use of the New International Version. The Bible Fact-Pak is available in several forms from Gospel Publishing House's website ([www.gph.org](http://www.gph.org)).

### **B. Guidelines for Searcher and Discover**

1. All questions shall be prepared from the Bible Fact-Pak computer software (current with all required patches).
2. The question sets for the first meet shall only use 25% of the questions, with the specific questions being announced at the beginning of the quiz season.
3. The question sets for the second meet shall only use 50% of the questions, with the specific questions being announced at the beginning of the quiz season.

4. The question sets for the third meet shall only use 75% of the questions, with the specific questions being announced at the beginning of the quiz season.
5. At each meet, the new questions will be emphasized over the questions which have already been used in the previous meets. The new questions shall be given a 60% weighting factor, while the old questions shall be given a 40% weighting factor.
6. The question sets for the fourth and fifth league meet and the state meet shall use all of the questions,
7. Teams shall not be given access to official competition question sets prior to quizzing.
8. The question sets shall be prepared such that each round consists of ten 10-point questions, seven 20-point questions and three 30-points questions with the following restrictions:
  - Have at least three 20-point questions in either half of the match
  - Have at least one 30-point question in either half of the match
  - The match shall neither start nor end with a 30-point question
  - The 30-point questions shall not fall back-to-back.
9. The quizmaster shall read the questions in the arranged order, as they are printed.
10. The computer program shall be configured to print overtime questions and substitution questions.
11. The computer program shall be configured to print both the KJV and NIV answers.
12. During the first 4 League Meets, repeated questions shall not be used unless all questions in that point value have been used. In other words, the “use all selected questions before allowing duplicates” option shall be selected in the Bible Fact-Pak software when creating the question sets. During the fifth League Meet and the State Finals, repeated questions will be used. This is accomplished by selecting the “use all selected questions each round” option when creating the question sets.

### C. Guidelines for Pee Wee

Pee Wee quizzers only quiz over ten point questions. The questions are divided in half, with the first half of the ten point questions being used in even numbered years and the second half of the ten point questions being used during odd numbered years.

Quiz Year	Questions Meet 1	Questions Meet 2	Questions Meet 3
2002-2003	1-50	1-100	1-145
2003-2004	146-200	146-245	146-288
2004-2005	1-50	1-100	1-145
2005-2006	146-200	146-245	146-288
2006-2007	1-50	1-100	1-145
2007-2008	146-200	146-245	146-288
2008-2009	1-50	1-100	1-145
2009-2010	146-200	146-245	146-288
2010-2011	1-50	1-100	1-145
2011-2012	146-200	146-245	146-288

## D. Inter-version Quizzing

Since both the King James Version and the New International Version of the Bible Fact-Pak are available, quizzers may choose which they will study. The following guidelines facilitate inter-version quizzing:

1. Before the match begins, the quizmaster shall determine which version each quizzer will quote. These may be accomplished in several ways, including: having the quizzer state which version he will be quoting when he buzzes in and introduces himself; having the quizzers place small place cards in front of them specifying which version they will be quoting; or asking each quizzer individually or as a team which version they will be quoting.
2. It is permissible, though not encouraged, for quizzers on the same team to quote from different versions, or for a quizzer to quote some verses in KJV and others in NIV. If a quizzer quotes from both versions, the quizzer should state which version he is quoting before quoting the verse. However, if he does not, he shall not be ruled incorrect for failing to do so, nor shall he be given a foul.
3. All rulings shall be based on information contained in any current form of the official Bible Fact Pak resources.

## VII. Quiz Equipment

Each church must supply one electronic quiz box for each two teams attending any quizzing competition. If they only have one team, they should provide one electronic quiz box. All quiz boxes must be tested and in good working order before each quizzing competition.

## VIII. Quiz Officials

### A. Requirements

A Junior Bible Quiz competition requires a minimum of three officials for each quiz match, as follows:

- quizmaster/judge
- scorekeeper/judge
- timekeeper/judge

However, it is desired to have four officials for each quiz match, with the following being the preferred separation of duties:

- quizmaster/judge
- scorekeeper
- timekeeper/judge
- judge

Each church shall have two trained and certified officials available for each team they bring to a meet. Also, for every two teams a church has, they should have one official that is qualified to be a quizmaster.

**Exception:** The Pee Wee Division may use only two officials. See the section titled “Quizzing Guidelines Specific to Pee Wee’s” for details.

### B. Certification

Officials should attend a training clinic as part of the certification process. The clinic can be one sponsored by the Indiana District JBQ or one hosted by a local church.

All officials must be certified by passing the on-line certification test accessible through the Indiana JBQ website ([www.jbq.us](http://www.jbq.us)) or by taking a written test available for downloading from the website. All officials need to be re-certified each quiz season.

### **C. Registration for each Meet**

Officials should be pre-registered by the Thursday prior to a regular quiz meet and at least one week prior to the State Meet.

### **D. Specific Duties of the Quizmaster**

1. He has general oversight of the quiz match to which he is assigned.
2. He will give brief opportunity before the match begins for any questions the teams may have.
3. He will have the quizzers, coaches, and substitutes of each team and the officials introduce themselves.
4. He will give any additional instructions necessary to teams, officials or audience, including the need for everyone to be quiet and that no conferring is allowed except during time-outs.
5. He will see that prayer is offered before the beginning of the match.
6. He will read each question loudly, distinctly, and clearly, without giving advantage to either team.
7. Proper procedure is to call, "Question," then begin reading the introductory remarks and the question. For example: "Question, Question Number 4, for 30 points. Quotation Question. Quote the Lord's prayer".
8. He will recognize the first quizzer to respond by calling team color and quizzer's number. Quizzers are numbered from the inside out.
9. If a quizzer interrupts the question by activating the electronic equipment, he will stop reading immediately and call "interruption". If interrupted while reading the final word of a question, the Quizmaster will finish the word and "interruption" will not be called. Hyphenated words and compound numbers (i.e. 22) are considered one word.
10. If the Quizmaster misreads any part of the question it shall be voided, and a substitute question used. If the misread is during the introductory remarks (Question. Question number 1 for 10 points) and is caught before starting the first word of the question, the quizmaster shall state he misread and start the same question over.
11. He will prevent the participants from violating the guidelines.
12. If a quizzer's answer is incomplete, but not obviously incorrect he will allow the quizzer the full 30 seconds to attempt to complete the answer.
13. If the quizzer's answer is obviously correct or incorrect, the Quizmaster will so state, together with the plus or minus points.
14. If the answer is not obviously correct or incorrect, he will request an independent decision from the judges. This shall be done with coins and with each judge indicating his decision before seeing any of the other judges' coins.
15. He should keep the match going as smoothly and quickly as possible without rushing.
16. Should a quizzer be overcome by emotion, the Quizmaster may call an official time out for the team in need. The coach may communicate only with that quizzer and may make any necessary substitution. This time out does not count towards the team's allotted time outs.
17. If a time-out is requested, the Quizmaster shall query the coach of the other team to see if he wishes to make a coaches' appeal or point-of-order before permitting the time-out.

18. At the conclusion of the 20th question and each overtime period, the quizmaster will ask if either coach desires to make an appeal or if there is a point of order. If not, the quizmaster will declare the match officially closed, pending the reading of the scores. Team members shall remain in place but are permitted to quietly confer until the scores are announced. Once the match is closed, no appeals are allowed. In case of a tie, he will reopen the match. Otherwise he will announce the top two quizzers, the first and second place teams and then dismiss the teams.
19. Fouls should be called when they occur unless a quizzer is attempting an answer. In such cases, the foul should be called after the timekeeper has called time and the question is closed.
20. If a quizzer other than the one identified begins to answer, the Quizmaster should immediately stop him and assess him a quizzer foul. If he is on the same team as the quizzer identified, the question is voided and a substitute question is read for the opposing team, unless it is a reread question, in which case the question is simply voided. If he is on the opposite team as the quizzer identified, the question is voided and a substitute question is read for the team that had been identified as responding first.
21. If a wrong quizzer is identified and the error is quickly discovered, the Quizmaster should correctly identify the first quizzer responding and permit him thirty seconds to answer. If the quizzer improperly identified responds with an answer, or there is undue delay in identifying the correct first respondent, then the question shall be voided and a substitute question read only for the team that had responded first. If the new question is interrupted and the response is ruled incorrect, the question will be reread to the opposing team, unless it is already a reread question.
22. If unusual situations or circumstances arise during the match, the Quizmaster may appeal the situation to the meet coordinator. The meet coordinator has the power to make as fair and equitable a ruling as possible. The ruling is final.
23. All coach's appeals shall be documented on the approved form and the form shall be turned in to the meet coordinator at the conclusion of the round.

## **E. Duties for All Judges**

Three of the Officials for each round shall be designated as judges. If there are four officials, the three judges are usually the quizmaster, the judge and the timekeeper. However, the scorekeeper may be a judge in place of the timekeeper. If there are only three officials, all three are judges.

1. Any judge may call a foul. The foul shall be called immediately as it occurs, unless the quizmaster is reading the question or a quizzer is responding. In such cases, the foul shall be called after the timekeeper has called "time", or the quizmaster has ruled on the quizzer's answer.
2. If the quizmaster should call an incorrect color or number when recognizing a quizzer, he or any other judge may immediately correctly identify the proper quizzer. However, if the incorrectly identified quizzer starts responding, the question shall be voided and a substitute question read according to the rules on voiding and substituting questions. No foul will be assessed to a quizzer responding when incorrectly identified by the judge.
3. A quizmaster may request a Judges' vote if the quizzer's response is not obviously correct or incorrect. Any other judge may request a Judges' vote if he believes the quizmaster has made an incorrect ruling on a quizzer's response. In either case, a Judges' vote is requested by clearing stating "Judges' vote" or "Judges' ruling".
4. Any judge may request the meet coordinator's assistance if he feels there is a situation that warrants the attention of the coordinator.

5. If a Judges' vote is requested, each judge shall independently without any conferring (verbal or non-verbal) determine whether the quizzer's response should be ruled correct or incorrect. Once a judge has made his independent ruling, he shall place a coin on the table with the "head" up for correct and the "tail" up for incorrect. He shall keep the coin covered until all three judges have made their independent ruling. Once all three judges have made their ruling by placing their coins on the table, all three coins shall be uncovered. The quizmaster shall then announce the ruling based on the majority of the three rulings indicated by the coins. The decision does not need to be unanimous. (Two or more "heads" results in the answer being declared correct. Two or more "tails" results in the answer being declared incorrect.)

## **F. Specific duties of the Scorekeeper**

1. The scorekeeper(s) is responsible for obtaining official score sheets from the Quizmaster.
2. He is responsible for obtaining the names of the teams, quizzers and substitutes before the beginning of the match.
3. He will record the point value of each question in the space provided on the score sheet if it is not already printed on the sheets.
4. He should verify the point value of the questions as read by the Quizmaster. If there is a discrepancy, he should call it to the Quizmaster's attention privately.
5. He will record the time the match begins and ends, the number of the question set if applicable, the round of competition, the room number, and the name and meet number of the teams.
6. He will keep an accurate record of time-outs and will notify the quizmaster if a team requests a fourth time-out before an overtime period has been announced, or a fifth time-out during an overtime period.
7. He will keep an accurate record of coach's appeal and assist the quizmaster in documenting the appeal for the meet coordinator.
8. He will record the bonus points earned by an individual quizzer who answers six questions correctly.
9. He will record team and individual quizzer fouls as they are called. He shall mark all fouls assessed by using the letter F on the score sheet and circling it. (A quizzer foul will cause a deduction of 5 points from the quizzer who was assessed the foul. If it is a team foul, the 5 points will only be deducted from the team score.)
10. He will keep an accurate running score including bonus points and deductions due to fouls.
11. The scorekeeper will immediately notify the Quizmaster if any quizzer has answered six questions correctly ("quiz-out"), has acquired three fouls ("foul-out"), or has gotten three questions incorrect ("error-out").
12. The scorekeeper will note on the score sheet if the question was ruled as being interrupted by circling that question number.
13. At the conclusion of the match the scorekeeper will tabulate all individual and team scores, including all bonus points and deducting all fouls and errors. Upon completing the compilation, he should have the coaches come forward to verify and initial the score. If either coach disagrees with the accuracy of the official scores and wishes to challenge it, he must immediately do so. In this case the scorekeeper shall notify the quizmaster and the quizmaster will use his notes to check the official scores. Once both coaches have initialed the score sheet, the quizmaster or the scorekeeper shall announce the two highest individual scorers and the first- and second-place teams.

14. During the match the scorekeeper should only disclose the official score if so directed by the Quizmaster.

## **G. Specific Duties of the Timekeeper**

1. Timekeepers will time all parts of a quiz match that have a set time period, and at the end of such time periods will distinctly and loudly call “time”.
2. The timekeeper should use a stopwatch or watch with a sweep secondhand during the match to measure all time periods. It is acceptable to use a countdown timer which is built into a quiz box or a stand-alone countdown timer if the timekeeper has verified its accuracy against a stopwatch or watch prior to the match. However, the timekeeper should still call “time” even if the countdown timer makes a sound when time has expired.
3. When the quizmaster has finished reading the last word of the question and no quizzers has activated his buzzer, the timekeeper shall immediately start his timer for 5 seconds and announce “time” when the 5 seconds has elapsed. If a quizzers activates his buzzer before the 5 seconds has elapsed, the timer is reset.
4. When the quizmaster recognizes a quizzers (who was the first to buzz in) by color and number, the timekeeper shall immediately start his timer for 30 seconds and announce “time” when the 30 seconds has elapsed. In the event there is a tie between two quizzers on the same team, the timekeeper shall start the timer immediately after the coach has designated which quizzers will answer.
5. Each team is allowed to request 3 time-outs during each match. (An additional time-out is allowed if the match goes into overtime, resulting in a total of 4 time-outs for the match. Unused time-outs can be used during the overtime period.) When the quizmaster has officially granted the team a time-out, the timekeeper shall immediately start his timer for 30 seconds and announce “time” when the 30 seconds has elapsed.
6. If after the 20th question the game is tied, the quizmaster will announce that the game is tied and that there will be an overtime period. The quizmaster shall announce that there will be an official’s time-out during which the teams may confer and make substitutions. When the quizmaster has made this announcement, the timekeeper shall immediately start his timer for 60 seconds (1 minute) and announce “time” when the 60 seconds has elapsed.
7. When the quizmaster has granted a coach his request for a “Coaches’ Appeal”, the timekeeper shall immediately start his timer for 60 seconds (1 minute) and announce “time” when the 60 seconds has elapsed. (Please note that the National Guidelines allow 2 minutes for an appeal, but the Indiana district only allows 1 minute.)

## **IX. Quiz Competition Guidelines**

### **A. Preparation**

#### **1. Teams**

Two to four quizzers per team are selected to begin the quiz match. They should be seated at tables facing the officials. (In order to compete, a team must have a minimum of two quizzers at the beginning of the quiz match. However, teams may quiz with one quizzers with the quiz coordinator's approval.)

#### **2. Conferring**

Team members, including substitutes and coaches, may not confer during the quiz match except during time-outs. An assistant coach may show the score sheet and/or Bible Fact-Pak

questions (in any form) to the head coach. Any other verbal or nonverbal communication is a foul.

### 3. Head Coach

The person designated as head coach must remain so for the entirety of the match, but not necessarily from quiz match to quiz match. The duties and privileges of the head coach during the match include the following:

- Select the starting quizzers and make substitutions and replacements as necessary.
- Designate one quizzers to act as the captain, if desired. (Choosing a captain of the team is optional.)
- Call time-outs if desired (until all allowable time-outs have been used). (The team captain has same privilege.)
- Call point-of-orders as needed.
- Request a "coach's appeal" if the situation warrants it (when allowed).
- Have access to the Bible Fact-Pak or any form of Bible Fact-Pak questions. Have access to the JBQ Guidelines.
- Help the team maintain the proper attitude.
- Know the time and location of each competition.

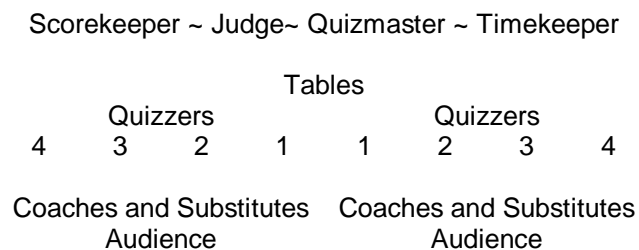
### 4. Assistant Coaches

A team may have up to two assistant coaches for each match. The duties and privileges of an assistant coach during a match include the following:

- Assist the head coach before and after each match.
- Assist the head coach during time-outs.
- Call point-of-orders as needed.
- Have access to the Bible Fact-Pak or any form of Bible Fact-Pak questions. Have access to the JBQ Guidelines.
- Help the team maintain the proper attitude.

### 5. Room Arrangement

Where feasible, use the following seating arrangement:



NOTES: The quizmaster shall be lined up between the two teams. One judge (the Judge and Timekeeper are usually the two judges in addition to the Quizmaster) should be on each side of the Quizmaster so that the judges are more evenly spread among the two teams of quizzers. It is permissible for the audience to be seated either behind the coaches and substitute quizzers or behind the officials. The audience must remain quiet during the entire quiz match.

### 6. BEING ON TIME

- a) Any scheduled orientation is an integral part of each competition. To be late for the orientation places the team in jeopardy of forfeiting the first quiz match.

- b) A team which is not present in their first scheduled quiz room within five minutes after the scheduled starting time is in jeopardy of forfeiting that quiz match. When matches are run consecutively, teams should go directly to their next scheduled quiz room and will be considered on time if present within five minutes of the completion of their previous match. The match is considered completed after the scores have been announced and the Quizmaster allows the teams to leave the room.
- c) Any decision regarding forfeiture shall be made by the officials in consultation with the quiz coordinator directly related to that particular quiz competition.
- d) Each head coach is responsible for obtaining a written schedule or having a clear understanding of the location and time of each competition.

## B. General Quizzing Rules

1. The quizzers should have their hands above the table, palms down, and in contact with either the table, pad, or other hand. However, it is not a foul if a quizzer has his hands in any other position, unless there is an obvious attempt to confer with a team member or to distract the other team.
2. The quizmaster will identify, by light color and number, the first quizzer to respond (e.g., "Red one," "Green three," etc.). If the quizmaster prefers to have another official identify the quizzer who responds, the quizmaster should announce this during the beginning of the match.
3. The light shall remain "on" until a final ruling has been announced by the quizmaster.
4. Once recognized by the quizmaster, the quizzer will have 30 seconds to complete his response. It is a foul to begin answering before being recognized.
5. If no quizzer responds within five seconds after the conclusion of the reading of the question, "time" is called by the timekeeper. The quizmaster then proceeds to the next question.
6. When a quizzer interrupts the reading of a question by activating the equipment, the quizmaster must immediately stop reading and call "interruption," unless he has begun to read the last word of the question. In that case, it is not considered an interruption and the quizmaster shall complete the final word. Hyphenated words and compound numbers (e.g., twenty-two or 22) are considered one word.

EXAMPLE: "Question. Question number three for ten points. To what coun... (Quizzer Green two interrupts) Quizmaster stops immediately and calls out "Interruption. Green two."

7. If a quizzer interrupts the initial reading of a question and receives a judgment of incorrect, the question is restated and read to the opposing team in its entirety, or until a quizzer interrupts the reading of the question by activating the equipment.

EXAMPLE: The quizmaster shall say words similar to the following if a quizzer on the Green team interrupts and gives an incorrect response:

"The response is incorrect for a minus ten points. Since the question was interrupted, it will be reread for the Red team only. Question. Question number..."

8. During the rereading of an interrupted question to the opposing team, if a quizzer from the first responding team activates the equipment, reset the equipment and restate which team is to respond. Continue with the rereading of that question. No foul is assessed.
9. If the quizmaster fails to call "interruption," a judge may do so. If neither call "interruption," the quizzer does not have to finish the question portion. If the response is ruled incorrect, the question will be reread for the other team even when "interruption" was not called. If the quizzer voluntarily chooses to complete the question portion, the response should be judged as on any other interruption.

10. If a quizzer activates the equipment between the calling of "question" and the reading of the first word of the question, that quizzer should be charged a foul. The question should be restated with all quizzers eligible to respond.
11. If a quizzer interrupts a question being reread for his team only, it is judged the same way as any other interrupted question.
12. If the equipment indicates a tie between members of the same team, the head coach shall decide which quizzer is permitted to respond. If the equipment indicates a tie between members of the opposing teams, the question will be voided and a question of equal value from the list of substitute questions is read for both teams.

## C. Judging Answers

### 1. Correct responses

A quizzer's response is considered correct when all of the following are true, as applicable:

- a) The quizzer's answer contains all the basic information (the same question and/or answer in essence) called for on the Bible Fact-Pak card.
- b) On non-quotation questions, the quizzer will be ruled correct if he gives either the NIV or KJV answer regardless of which version he, or his team, has declared. It is not necessary to give Scripture references on non-quotation questions.
- c) The quizzer's response to the answer portion to a quotation question is given word-for-word, without adding, deleting, changing, or repeating any word contained in the Bible Fact-Pak answer. The reference must also be given on quotation questions. References may be given before or after the quotation or both before and after the quotation. Repeating a word in the reference portion or question portion is permissible. (To assist the judges, if the quizzer quotes from both versions, the version should be declared before quoting. However, the quizzer should not be ruled incorrect if he fails to do so.)
- d) The judges rule that the quizzer's completion of an interrupted question, including quotation questions, is the same basic question, though in different words and does not contain erroneous information and is completed before the quizzer starts with the answer.
- e) The quizzer's mispronounces a word(s), but the word(s) is still clearly recognizable as the word(s) required, for either a non-quote or a quotation response.
- f) The quizzer's response contains all of the correct information before any additional erroneous information is given (quote or non-quote).

### 2. Incorrect responses

A response is considered incorrect when any of the following are true, as applicable:

- a) The quizzer fails to accurately give the correct information before the calling of "time."
- b) The quizzer gives incorrect information in either the question or answer portion before the correct response is completed (quote or non-quote).
- c) The quizzer omits, repeats, adds or changes any word or portion of a word (except for mispronunciation) while quoting the verse portion to a quotation question.
- d) The quizzer mispronounces, or fails to speak loudly or clearly, such that it is impossible for the judges to recognize the words required for that response.

- e) The quizzer fails to complete an interrupted question portion in essence (demands the same answer, asks the same basic question) before starting the answer portion to any question (quote or non-quote).
- f) The judges rule that a quizzer's own coach or team member gave the quizzer obvious help.

NOTE: The ellipses (...) used in the Bible Fact-Pak answers is for the purpose of individual, family, or team study, not for official competition. In official competition, a quotation response must begin with the first word given on the card. Example: card number 372: "Mark 12:31 ...Love your neighbor as yourself...."

### 3. Additional Notes

- a) Bible Fact-Pak question and answer portions that have words or phrases of similar meaning separated by the conjunction "or" require only one of those words or phrases to be ruled correct. (E.g., card number 434: "What is symbolized, or pictured, by water baptism?" Card number 220: "He was crucified, or nailed to a cross." Only one phrase is required to be correct.)
- b) Bible Fact-Pak question or answer portions that include the conjunction "and" require all words or phrases joined by the conjunction to be given in essence for a correct ruling.
- c) Bible Fact-Pak questions requiring a specific number (such as "give seven," or "name four") require only that number in the response for a correct ruling even though more choices are listed in the Bible Fact-Pak answer.
- d) Bible Fact-Pak answer portions may contain a word or words in brackets [ ]. The word(s) in brackets are optional and not required for a correct ruling. For example, card number 213: "[The Garden of] Gethsemane." Some words in brackets may be substituted for the previous, similar word. For example, "Jesus [Christ]" or "Holy Spirit [Ghost]."
- e) Scripture references given in italics and parentheses following a non-quote-style Bible Fact-Pak answer are for study purposes and are not required as part of the response.
- f) Although the word "apostle" and "disciple" have different meanings, they are used interchangeably in many of the questions in the Bible Fact-Pak. Therefore, a quizzer should be ruled correct regardless of which one he uses in all questions except the two that ask for the meaning of these words.
- g) Although the word "Jesus" and "Christ" have different meanings, many of the questions indicate that either is appropriate by listing one followed by the other in brackets (Jesus [Christ]). However, not all questions indicate that both words are acceptable, but a quizzer should be ruled correct regardless of which one he uses in all questions except the two that ask for the meaning of these words.

### D. Scoring

1. A quizzer correctly answering a question is awarded the full point value of the question.
2. A quizzer incorrectly answering a question is penalized one-half the point value of the question (one-half of the point value of the question is deducted from the quizzer's score).
3. A quizzer correctly answering six questions will be awarded a 10-point bonus. He must then leave the match.
4. A quizzer foul will result in the quizzer being penalized 5 points (five points will be deducted from his score).
5. All team fouls will result in that team being penalized 5 points (five points will be deducted from the team score, but not from any individual score).

6. If the team scores are tied at the end of the 20th question, three additional questions will be asked in the first overtime, consisting of one 10-point question, one 20-point question, and one 30-point question, in random order as printed on the question sheet. If the team scores are still tied after the first overtime, there will be as many sudden death over-times as needed, using 20-point questions. The first 20-point question shall be taken from the substitute questions printed on the question sheet if it has not already been used as a substitute question.
7. It is the responsibility of each team's coach or assistant coach to keep an accurate score. The official scorekeeper shall not disclose the score until the match has been declared closed pending verification of the scores.

## **E. Voiding Questions**

### **1. General**

When a question(s) is voided, another question(s) of equal value is selected from the substitute questions typed on the official question sheet. Substitute questions need only be of equal value in points. A non-quotated question may be replaced by a quoted, or vice versa.

### **2. Substitute questions read for both teams**

Unless the question is a reread of an incorrectly answered interrupted question, the quizmaster shall void a question and substitute another question of equal value for both teams when:

- a. The point value, or any word of the question, as read by the quizmaster, differs from the Bible Fact-Pak (the official question sheet). However, if the quizmaster only misreads the point value and it is detected before he finishes the introductory remarks (i.e. "Question. Question Number \_ for \_\_ points. Quotation question."), the quizmaster shall indicate he misread and start the same question over.
- b. An official gives any information that would help a quizzer with his response.
- c. A quizzer remains illegally in the quiz match and responds to a question(s). Any and all question(s) answered illegally by that quizzer--correctly or incorrectly--must be voided and substitute questions asked.
- d. The equipment indicates a tie between members of opposite teams.
- e. It is proven that the equipment is not functioning. If it can be determined at what point the malfunction occurred, all questions from that point will be voided. If the point of malfunction cannot be determined, the quiz match will be started over or rescheduled.

### **3. Substitute Question Read for only one team**

The judges should void a question and substitute another question of equal value to both teams except when:

- a. A question is voided because of what occurs in the rereading or answering of an interrupted question. The new question is read only for the team to whom the interrupted question was being reread.
- b. The quizmaster had identified (recognized) the wrong quizzer on the initial reading of a question and the quizzer begins to answer. The new question is read only for the team that had responded first. If the new question is interrupted and the response is ruled incorrect, the question will be reread to the opposing team.

- c. There was obvious help or hindrance from the audience, an opposing coach, opposing team member, an official, or a situation that unduly or improperly assisted the quizzer in responding, or sufficiently distracted him from answering. The new question is read only for the team that had responded first. If the new question is interrupted and the response is ruled incorrect, the question will be reread to the opposing team.
- d. An interrupted question is voided because of "obvious" help or hindrance from a coach or member of the same team. The new question should be read only for the other team. If this occurs during a question being reread, the question is voided, a foul is assessed, and there is no further reread.
- e. Judges reverse a "correct" decision on an interrupted question. The new question is read only for the other team.
- f. A quizzer is not given a full 30 seconds to complete the answer and the answer is merely incomplete and does not contain incorrect information. The new question is read only for that team. If the new question is interrupted and the response is ruled incorrect, the question will be reread to the opposing team.
- g. A quizzer not identified by the quizmaster wrongly responds and is on the opposing team from the quizzer who was correctly identified. The quizzer shall be stopped and assessed a foul. The question will then be voided, and a new question read for the offended team.
- h. A quizzer not identified by the quizmaster wrongly responds and is on the same team as the one who was correctly identified. The quizzer shall be stopped and assessed a foul. The question will then be voided, and a new question read for the opposing team, unless this occurs during a question being reread.

#### **4. Additional Information Regarding Voiding and Substituting Questions**

If the quizmaster incorrectly identifies the wrong quizzer, but the quizzer who was actually the first one to respond answers, his answer should be judged correct or incorrect, and no foul is assessed. Thus a substitute question is not needed.

## **F. Fouls**

### **1. Quizzer fouls**

The following are quizzer fouls (a negative 5 points shall be deducted from the score of the individual who is assessed the foul):

- a) A quizzer activates the equipment between the calling of "question" and the reading of the first word of the question. This is commonly referred to as a "pre-response foul".
- b) A quizzer begins to respond before being recognized by the quizmaster. However, the quizzer should be permitted to complete his response and be ruled "correct" or "incorrect" before the foul is assessed.
- c) A quizzer begins to respond when another quizzer was recognized.
- d) A quizzer demonstrates unsportsmanlike conduct such as hitting the table or making noises or movements in an obvious attempt to distract the other team or assist a team mate.

### **2. Team fouls**

The following are team fouls (a negative 5 points shall be deducted from the score of the team who is assessed the foul):

- a) A quizzer or coach improperly confers. Conferring must take place only during time-outs as granted by the quizmaster. An obvious attempt to communicate by verbal or nonverbal means at any other time is considered improper conferring. The exception is an assistant coach may show the score sheet or Bible Fact-Pak questions (in any form) to the head coach. If a quizzer other than the captain or a coach other than the head coach requests a time-out, this is considered improper conferring and is a team foul.
- b) A "coach's appeal" is called by anyone other than the head coach.
- c) A team calls a fourth time-out in regulation or a fifth time-out in overtime.
- d) A team calls a coach's appeal when they have none available.
- e) Help/Hindrance Foul. A team may be assessed a foul if it is determined there was improper help or hindrance from team members, coaches, or audience. The audience must remain quiet at all times and may not confer during any part of the quiz match with any member of either team or the officials.

NOTE: Assessed fouls are not disregarded if a question on which they occur is voided. The one exception is a foul assessed during the rereading of an interrupted question originally ruled "incorrect" but later ruled "correct" due to a coach's appeal on the original reading.

### 3. Not a foul

- a) The following are not fouls:
- b) The quizzers' hands not being above the table with their palms down and in contact with either the table, pad, or other hand.
- c) A quizzer is incorrectly identified by the quizmaster and begins to answer.
- d) A quizzer is incorrectly identified by the quizmaster, but the quizzer who was actually the first one to respond answers.
- e) During the rereading of an interrupted question to the opposing team, a quizzer from the first responding team activates the equipment.
- f) Anything that is not listed as either a team foul or a quizzer foul.

NOTE: Fouls should not be called during the first two meets of the JBQ season unless it is apparent that the action was a deliberate attempt to take advantage of the relaxation of calling fouls or the action continued after being warned. Remember that some of the participants may be new to quizzing and it is better to teach them the proper rules than to simply assess fouls.

## G. Time-outs and Substitutions

1. Each team is permitted three 30-second time-outs to use at any time during the entire match. If the match requires any overtimes, each team may use any time-outs they have not already taken, plus one additional time-out.
2. Improperly conferring before a time-out is granted is considered a team foul.
3. Upon the calling of "Time," all discussion among teams must immediately cease. Otherwise a team foul shall be assessed for improper conferring.
4. Requesting a time-out when the team does not have any time-outs available is a team foul and the time-out shall not be permitted.
5. Either the head coach or captain may request a time-out.

6. Both teams may make substitutions during any team time-out or immediately following the calling of "Time" (at the conclusion of the time-out) and before the calling of the next question. If substitutions are made during a time-out, they should be announced by the head coach at the conclusion of that time-out. However, if the coach does not announce the substitution, it is not a foul.
7. Upon the calling of "Time" the quizmaster should ask if any substitutions were made before proceeding with the next question.
8. A time-out shall be requested between the time the Quizmaster states the results of the last question and before reading the next question. If the time-out is requested at the same time as the Quizmaster states "Question..." the time-out shall be granted.

## H. Mandatory Quizzer Removal from Match

A quizzer must leave the match, and cannot re-enter that match, even in overtime, when any one of the following three situations occur:

- the quizzer has accumulated three quizzer fouls
- the quizzer has incorrectly answered three questions
- the quizzer has correctly answered six questions

A replacement for that quizzer may be made without calling a time-out.

## I. Point of Order

### 1. Definition

A point of order attempts to correct a procedural error. A point of order is distinguished from an appeal in that it PRECEDES the possible violation of the Guidelines and does not attempt to gain a reversal of the decision.

### 2. Procedure

A point of order must be called before the calling of the next question, before time out is permitted, or before the match is closed. (The exception is failure to reread an interrupted question. This may be made before the calling of the question following the question read in error. For example, question 4 is interrupted and then question 5 is read in error. The point of order must then be made before the calling of question 6.)

The proper procedure for calling a point of order is to state "point of order", wait to be recognized by the quizmaster, and publicly state the point of order. If it is a proper point, the quizmaster shall immediately rectify the situation. If the Quizmaster determines that it is not a proper point of order, they shall state that along with a brief reason that it is not a proper point of order.

### 3. Quizzer

Any quizzer currently at the table may call any of the following points of order:

- The quiz equipment needs to be reset.
- The quizmaster calls the number of the next question without rereading an interrupted question.

### 4. Head or assistant coach

The head coach or assistant coach may call any of the following points of order:

- The quiz equipment needs to be reset.

- The quizmaster calls the number of the next question without rereading an interrupted question.
- A quizzer remains illegally in the match.
- A wrong point value is read by the quizmaster.
- An eleventh 10-point; eighth 20-point; or fourth 30-point question is called during any match. This point of order may be made immediately upon calling of the point value. For example, the quizmaster reads "Question, number 16, for 30 points." The point of order should be made before the quizmaster starts to read the actual question. If it is not, it must then be made before the succeeding question is called.
- To ask which quizzer got a previous question correct or incorrect.
- To ask the quizmaster to clarify a situation that is not clear to the coach.

## J. Coach's Appeal

### 1. Allowable reasons for an appeal

- a) The coach believes there was a violation of the rules, wishes to call attention to it and have the situation corrected (e.g., help or hindrance, improper procedure, etc.).
- b) The coach believes the officials made an incorrect ruling on a decision regarding correctness or incorrectness of a quizzer's response, and wishes to seek the judge's ruling to reverse the decision.

### 2. Appeal Procedures

- a) The head coach must state his request for a coach's appeal to the quizmaster immediately after the condition that warrants the appeal. This must occur before any time-out is granted, before the reading of the next question, and before the quizmaster closes the quiz match pending the reading of the scores.
- b) If a coach requests an appeal, no time-outs will be granted, no questions asked, nor will the match be closed, until the appeal has been completed or withdrawn.
- c) A team may not appeal "help or hindrance" based on the actions of its own team members or coaches.
- d) A head coach shall state a desire to appeal and be recognized by the quizmaster. Upon being recognized by the quizmaster, the coach will have one minute to prepare, present, or withdraw the appeal. (Please note that the National Guidelines specifies two minutes, but in the Indiana District, only one minute is allowed.) The coach may confer with one person (any team member or an assistant coach). If the coach confers with more than one person, the appeal procedure will have been violated and the quizmaster shall rule the appeal withdrawn. In addition, improper conferring shall be called and the team shall be assessed a 5 point team foul.
- e) Withdrawn appeals count as one of the allowed appeals for that team.
- f) A head coach making an appeal should reference these Guidelines when making their presentation to the officials, including section and paragraph numbers and letters.
- g) Time begins when the quizmaster grants the appeal. The timekeeper shall call "time" when one minute (60 seconds) has expired.
- h) After the appeal is presented, the judges (without conferring) will use coins to indicate their votes to accept or reject the appeal. Officials are encouraged to refer to these Guidelines (without consulting one another) prior to voting. The quizmaster should request that the judges render their decisions when he feels they have had adequate time to review the appeal. This first vote must be unanimous in order to render a decision. If the vote is not unanimous, the judges shall confer privately among

themselves. A second independent vote is then taken. This second vote does not have to be unanimous. The Quizmaster will announce the decision either after a unanimous first vote or after a necessary second vote. If the appeal is accepted, the head coach of the opposing team may request a counter appeal. The same procedure is followed for this counter appeal and it is counted as one of the teams allotted appeals.

### **3. Appeal Limitations**

#### **a) Pee Wee Division**

Appeals are not allowed in the Pee Wee Division.

#### **b) Discover Division**

- 1) League Meets - No appeals are allowed.
- 2) State Finals – Each team is allowed two appeals per day of the meet.

#### **c) Searcher Division**

- 1) League Meets - No appeals are allowed.
- 2) State Finals – Each team is allowed two appeals per day of the meet.

### **4. Appeal Alternative**

In place of a coach's appeal, a head coach may fill out an Issue Report during any meet. In the event a situation arises during a round where the head coach feels that the officials did not follow the Indiana District JBQ Rules, he may fill out an Issue Report form and turn it in at the Stats Room. He must do so immediately following the round in which the situation arose. The Issue Report may be used during any meet.

The League Coordinator shall accept the Issue Report form and determine the appropriate course of action, perform this action, and document it on the bottom of the form. Possible actions may include speaking with the officials involved or having a representative sit in on a match in the room where the situation on the report occurred. At the conclusion of the meet, the League Coordinator shall email a summary of all Issue Reports to the email address contained on the form. The information obtained from the Issue Reports will be used to better train the officials and coaches.

## **K. Tie Games**

1. If there is a tie at the end of the 20th question, the quizmaster shall announce the tie and announce an official time-out of one minute during which the teams may confer and make substitutions. After the time-out has elapsed, the quizmaster shall reopen the match.
2. The quizmaster shall announce that the first overtime period will consist of three questions, one of each point value in random order. These questions shall be numbered 1, 2, and 3.
3. If there is still a tie after the first overtime period, the quizmaster shall announce the tie and announce that there will be a sudden-death overtime period where there will be one 20-point question. He shall then ask the question, numbering it as number 1.
4. If there is still a tie after the sudden-death, overtime period, the guidelines for the sudden-death overtime period shall be repeated until there is no longer a tie.

## L. Unusual Situations

If unusual situations arise which are not clearly covered in the Guidelines, or if the judges disagree as to the interpretation of the Guidelines, they may choose to consult with the quiz coordinator. When doing so, the quizmaster should declare an official time-out, inform the teams they may confer, and with the judges, privately confer with the coordinator. They should briefly explain the situation to the coordinator without revealing the teams involved. The coordinator and officials are authorized to make as fair and equitable a ruling as possible. The quizmaster should then state the decision to the teams. Such special rulings are final.

## M. Closing the Match

1. At the conclusion of the 20th question or any required overtime period, the quizmaster shall query the teams to see if there is any desire for a coach's appeal. If there is no desire for a coach's appeal, then the quizmaster shall declare the match closed, pending reading of the scores. Team members should remain in place but are permitted to quietly confer.
2. Both team coaches should compare their scores (both individual and team scores) with the scorekeeper's official score. If there are any discrepancies, the coaches and the scorekeeper shall attempt to determine the correct scores, requesting the quizmaster's assistance if necessary.
3. If either coach desires to challenge the accuracy of the score, they must immediately do so. The score cannot be challenged after the match has been officially closed.
4. When the coaches agree with the accuracy of the official scores, they shall initial the official score sheet and the scores will be considered final.
5. The quizmaster or the scorekeeper will announce the top two quizzers and the first- and second-place teams and the match will be officially closed by the quizmaster.

## X. Determining Meet Results

All of the following rules shall apply to all meets whether or not a full round-robin was completed.

### A. Quizzer Results

Quizzer Ribbons will be determined by highest average score per round. Any round in which a quizzer's team participates, all quizzers are deemed to have participated. In the case of ties, all quizzers will receive ribbons. This rule applies to both complete and partial round-robins.

### B. Team Results

Team Ribbons will be determined based on the fewest number of losses. Ties will be handled as follows:

#### 1. 2-Way Ties

If there are 2 teams with the same number of losses, the tie is broken by head-to-head results; if head-to-head results are not available, then average team points per round will be used.

#### 2. 3 (or more)-Way Ties

If there are 3 or more teams with the same number of losses, the tie is broken by the average team points per round.

## C. Verification of Results

It is the coaches' responsibility to verify Team Record and Quizzer Points. Results after each round will be posted as soon as available. Check these frequently and notify the Stat Room of any discrepancies. If you have a quizzer that could potentially finish in the top 10, please leave your record of the quizzer's totals with the Stat room following your last match.

## D. Qualifying Play

If a meet requires qualifying round(s) to determine which teams advance, all points (individual and team) from the qualifying round(s) will not count in the determination of individual or team results in the next and/or final rounds. However, the team points in the qualifying round(s) will be used as tie-breakers in the event three or more teams are tied, to determine which teams advance.

# XI. Quizzing Guidelines Specific to Pee Wee's

Pee Wee quizzers are kids who are in Kindergarten and First grades. Sometimes exceptions are made for pre-kindergarten children who can handle a quiz match. Many of the pre-k kids have siblings in quiz and are very excited about quiz. Caution: Remember, we don't want these kids to get tired of quizzing, so use discretion in letting younger kids participate.

## A. General Guidelines

Pee Wee meets are structured similar to JBQ meets, but they are more relaxed. The Word is the greatest thing kids can learn from Pee Wee quizzing, but this is also an opportunity to teach self-discipline and listening skills to the youngest quizzers. But remember that Pee Wee Quizzers are young. Any decision made concerning rules should be made after answering the question, "What is best for the children?"

Follow these guidelines for Pee Wee quizzing:

1. Pee Wee quizzers only quiz over ten point questions.
2. Pee Wee quizzers earn a quiz-out (10 bonus points) after answering four questions correctly.
3. Pee Wee quizzers earn ten bonus points when they quiz out.
4. Pee Wee quizzers only receive fouls after being given instruction and repeated reminders. After repeated reminders, a foul may be given. Pee Wee coaches are encouraged to use discretion in handling any problems that occur with their quizzers. In rare cases, a coach may need to remove a child from the table.
5. Pee Wee quizzers do not "error out." It is the coach's discretion to remove a child from the table. However a coach is strongly encouraged to remove any quizzer who has accumulated 3 or more incorrect responses. Questions shall not be repeated for a quizzer unless there has been a distraction in the quiz room or if the quizmaster makes an error when reading the question. Remember, this is training. Teaching young children to listen carefully will be of benefit to them as they move on through JBQ.
6. The Quizmaster handles most questions that arise in Pee Wee Bible quiz meets. The scorekeeper and timekeeper may be used as judges.
7. Non-quotation questions do not have to be answered "word perfect," however, the quizzer should have the "right" answer. Any wrong information given before correct information makes the quizzer's response incorrect.
8. When a question is read, quizzers have five seconds to respond. If there is no response, the quizmaster should say, "No response." Then the quizmaster should give the correct answer and proceed to the next question.

9. When a quizzer hits the buzzer to answer a question, the quizzer should wait to be recognized by buzzer color and number ("Red, One"). When identified, the quizzer has thirty seconds to complete the answer
10. If a quizzer interrupts a question, the quizzer must complete the question before giving the answer. Remember, neither the completion of the questions or answers have to be "word perfect."
11. If an interrupted question is answered incorrectly, it is re-read for the opposite team.
12. Quotation questions must be answered "word perfect" and the reference must be given. There should be no omitted or repeated words.
13. Substitution questions should be read when there is a mistake made by the quizmaster. Substitute questions may also be used at other times at the quizmaster's discretion.
14. A team is allowed three thirty second time-outs.
15. When the score is tied at the end of twenty questions, three more questions will be read to break the tie. If the tie remains, the quizmaster should read one question at a time until the tie has been broken.

## **B. Officials**

Ideally, there will be three officials. The minimum needed is one official who serves as quizmaster, and timekeeper and who recruits the coaches to keep score (as they normally would behind the teams).

### **1. Quizmaster**

- a. The Quizmaster begins each round by making sure the correct teams are in the room.
- b. The Quizmaster has each quizzer, coach, and substitute introduce him or herself, as they try their buzzer.
- c. The Quizmaster, or someone designated by the Quizmaster, begins the round with prayer.
- d. The Quizmaster reads the questions. The quizmaster should read each question with these words at the beginning: "Question. Question #1, for ten points."
- e. The Quizmaster makes the decision (with other officials, if necessary) concerning the correctness of an answer. The Quizmaster and two other official should be given a quarter. If there is any question concerning an answer, the quizmaster should say, "judges," and the three officials should lay their quarters down – heads for correct and tails for incorrect. The Quizmaster should then state whether the question was correct.
- f. After the tenth questions with Pee Wee quizzers, it is good to stretch (touch ear to shoulder, elbow to knee, toe to nose, etc. This must be done timely, and should not unnecessarily lengthen the round.
- g. The Quizmaster should close the match at the end of the 20th question. Quizzers may talk quietly while the scorekeeper is totaling the scores. When scores are totaled, the scorekeeper will verify the scores with coaches who should initial the score sheet. At this point, the scores become official. The Scorekeeper will read the scores for the top individual quizzers and the team scores.
- h. If an answer is obviously correct, or incorrect, the Quizmaster will announce the decision immediately after the quizzer finishes answering the question. If an answer is not obviously correct or incorrect, the quizzer should have the complete thirty second to answer the question.

- i. Pee Wee Quizmasters may stop and give instruction at any time necessary. Instruction may be given concerning rules or behavior.
- j. Pee Wee Quizmasters are responsible for keeping the round moving.
- k. Questions should be read at a normal speed.
- l. There should be as few interruptions in the round as possible.

## **2. Timekeeper**

- a. The timekeeper should call “time” at the end of each designated time periods as follows:
  - 5 seconds to respond to a question – begins after the quizmaster finishes reading the last word of the question.
  - 30 seconds to respond – begins after the quizmaster has recognized the quizzers and number.
  - 30 seconds for a time out – begins after the quizmaster officially grants a time out
  - 60 seconds (1 minute) before heading into overtime – begins after the quizmaster has officially declared the match tied after the 20<sup>th</sup> question has been completed
- b. The timekeeper will also need to serve as a judge if there are only three officials present.

## **3. Scorekeeper**

- b. Before the round begins, the scorekeeper writes down the team names and the names of individual quizzers on the official score sheet before the beginning of the match.
- c. The Scorekeeper records all quizzers’ points and bonus points.
- d. The Scorekeeper records team time outs.
- e. The Scorekeeper keeps a running total.
- f. The Scorekeeper immediately informs quizzers when they have “quizzed out” and must leave the table.
- g. The Scorekeeper marks incorrect responses with a circle around the point value to be deducted.
- h. At the end of the match, compare the score with that of the coaches. When coaches agree with the accuracy of the scores – both individuals and totals, they should initial the score sheet. This becomes the official totals.

## **C. Suggestions for Coaches and Coordinators**

1. Coaches, it is up to you to train volunteers (parents, grandparents, mature teens, etc) to be officials. Consider allowing officials in Pee Wee to move from room to room. This is the first Bible Quiz experience for many of the Pee Wee parents. They really want to see their child. These meets cannot be run without assistance from the parents.
2. If parents are willing, have twice the number of officials that you need in each room. Have at least three trained officials, but use this time to train parents who are present and willing to be trained. Have the experienced people do the jobs during the first couple of rounds with the inexperienced people watching. Then have the experienced people turn the rounds over to the inexperienced people, staying present at the table to assist with any questions or problems that may arise. Consider the number of officials that could be trained each meet if this is done.
3. Coaches, remember, Pee Wee is a teaching/learning time – for both quizzers and parents. If you handle problems that arise during the day with grace, your quizzers will. We want kids to

love God's Word and have fun studying it. If you get stressed over things, your quizzers will too. If you stay calm and enjoy Pee Wee quizzing, your quizzers will too.

## **XII. Regional/National Team Guidelines**

### **A. Qualifications**

Teams representing the Indiana District JBQ for Regional and National competition will be determined as follows:

1. The team placing first in the Searcher Championship division at the State Finals automatically qualifies for both National and Regional competition.
2. The teams placing second, third and fourth in the Searcher Championship division at the State Finals qualifies for Regional competition with an opportunity to qualify for the National competition.
3. If a team that has qualified for National competition decides not to compete at the National competition, the next highest placed team will receive their automatic qualification for the National competition.
4. If a team that has qualified for National competition decides not to compete at the Regional competition but still wishes to compete at the National competition, the next highest placed team that has not already qualified for Regional competition will now be qualified for the Regional competition, but will not be able to qualify for the National competition.
5. If a team that has qualified for National competition decides not to compete at the Regional and National competition, the next highest placed team will receive their automatic qualification for the National competition. In addition, the next highest placed team that has not already qualified for Regional competition will now be qualified.
6. If a team that has qualified for Regional competition (but not National competition) decides not to compete, the next highest placed team will then qualify for Regional competition with an opportunity to qualify for the National competition.
7. A maximum of four teams may represent the Indiana District at the Regional competition.
8. A maximum of four teams may represent the Indiana District at the National competition.

### **B. Team/Quizzer Eligibility**

1. A church or other approved sponsoring ministry may qualify more than one team for post-season competition.
2. Teams qualifying for post-season competition may remove or replace quizzers as necessary. However, replacements must have quizzed previously for the church or other sponsoring ministry that qualified the team for post-season competition. If the ministry qualifies more than one team, the quizzers must remain on the team they were on when qualifying, or not quiz at all.
3. Teams qualifying for post-season competition may fill out their rosters to the maximum allowable eight quizzers.

## XIII. Individual Award System – Seal Program

### A. Overview

One great thing about JBQ is the Seal program. The Seal program is not about speed but about each child learning and showing they know God's Word. There are 4 different seals that a child can earn in this program, which is set up by the National office. There is a Bible Master Award Program package available from Gospel Publishing House ([www.gph.org](http://www.gph.org)) which contains ten sets of certificates and seals used to recognize the children who have satisfied the Discoverer, Searcher and Achiever mastery levels. The master seal may be obtained, free of charge, by registering the child's with the National office by following the directions on the National JBQ website ([www.nationaljbq.org](http://www.nationaljbq.org)). (On-line registration is available.) It is suggested that the master seal be presented in a fitting public ceremony.

One or more persons should be selected to oversee the awards program and administer the tests. To test the individual child, the questions should be separated by point value with the cards of each point value being thoroughly mixed. The cards are then drawn one at a time and the questions are asked until the child has satisfactorily completed the test or the maximum number of errors has been exceeded. This will satisfy the requirement that the cards are chosen randomly. The questions may also be randomly generated using the Bible Fact-Pak CD-ROM computer software.

If the child fails, he should be encouraged to try again, however it is recommended that he wait at least one week before his next attempt. He may try as many times as he wishes.

The Seal program is not limited to children. Everyone, including adults (parents, coaches, etc.), are encouraged to earn any and all of these awards.

### B. Requirements

The following sections describe the requirements for earning each of the seal awards. Four of the awards have been created by the National Office. These are the Discoverer, Searcher, Achiever and Master Seals. The Indiana District JBQ has created an additional two significant awards that can be earned, the Quote Master and the Almost Impossible Seals.

**All questions must be randomly selected (except for the Quote Master Seal (requires all of the quotation questions) and the Almost Impossible Seal (requires all of the questions)) by either randomly selecting the Bible Fact-Pak Cards or by having the Bible Fact-Pak CD software randomly select the questions from the applicable question set.**

#### 1. Discover Seal

To receive the Discover Seal, one must answer the follow questions correctly, with the questions randomly chosen from among the listed question set:

Minimum Correct Answers	Total Questions	Question Set
20	30	1-288 (All 10-point questions)

#### 2. Searcher Seal

To receive the Searcher Seal, one must answer the follow questions correctly, with the questions randomly chosen from among the listed question set:

Minimum Correct Answers	Total Questions	Question Set
25	30	1-288 (All 10-point questions)

15	20	289-480 (All 20-point questions)
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### 3. Achiever Seal

To receive the Achiever Seal, one must answer the follow questions correctly, with the questions randomly chosen from among the listed question set:

Minimum Correct Answers	Total Questions	Question Set
28	30	1-288 (All 10-point questions)
18	20	289-480 (All 20-point questions)
6	10	481-576 (All 30-point questions)

### 4. Master Seal

To receive the Master Seal, one must answer the follow questions correctly, with the questions randomly chosen from among the listed question set:

Minimum Correct Answers	Total Questions	Question Set
*	30	1-288 (All 10-point questions)
*	20	289-480 (All 20-point questions)
*	10	481-576 (All 30-point questions)
* Must answer 59 of the 60 questions correctly (May miss only 1 answer total)		

### 5. Quote Master Seal (107)

To receive the Quote Master Seal (107), one must answer correctly all of the questions from cards that have quotations in them in one sitting. You can only miss one.

### 6. Almost Impossible Seal (AIS)

To receive the Almost Impossible Seal (AIS), one must answer correctly all 576 questions in one sitting and can only miss one.

## C. Recognition

The Indiana JBQ District Office wishes to provide special recognition to quizzers and coaches who earn the following seals:

- Master Seal
- Quote Master 107 Seal
- AIS - Almost Impossible Seal

After a quizzer or coach successfully accomplishes one or more of these awards, the church's JBQ coordinator should register this accomplishment by following the directions on the Indiana District JBQ website ([www.jbq.us](http://www.jbq.us)). (On-line registration is available.)

## XIV. Glossary of Terms

**CAPTAIN** -- The person designated by the coach to serve as the spokesman of the quizzers.

**COACHES' APPEAL** – The calling of the judges' attention to something that will need their consideration and seeks to obtain a reversal of a decision already announced.

**ESSENCE** – All the basic information expressed in different words. Examples of correct answers given "in essence":

Question #6. In what language was most of the Old Testament written? If a child answers "Hebrews" instead of "Hebrew", the answer is correct.

Question # 98. What sin did Aaron and the people of Israel commit at Mt. Sinai? If a child answers "Making and worshipping the golden calf" instead of "...the idol of the golden calf," the answer is correct in essence.

Question #211. How did Jesus come into Jerusalem at the Triumphal Entry? If a child says, for instance, "He rode on the colt of a donkey," or "He rode on a donkey's colt," instead of "Jesus came riding on the colt on a donkey," the answer is correct in essence.

Question #400. Whom does the Holy Spirit glorify? If a child answers by saying "Christ" instead of "Jesus", the answer is correct in essence.

**HEAD COACH** -- The person designated to be responsible for selection of quizzers, initiating coach appeals, making quizzer substitutions and replacements.

**INTRODUCTORY REMARKS** – The question number, point value and where applicable, "Quotation question". For example, "Question. Question number 2 for 20 points, Quotation Question."

**INTERRUPTION** -- When a quizzer activates the electronic equipment or raises his hand from the table or buzzer pad during the reading of a question.

**JUDGE** -- The person designated to assist in the ruling of correctness to quizzers' answers and to call fouls as necessary. Also, any of the other officials, such as the quizmaster, who are also designated as a judge.

**KEYWORD** – The word which distinguishes a question from any other question in the Bible Fact-Pak. It is the final word in boldface type in the Bible Fact-Pak.

**MATCH** – see "QUIZ MATCH"

**MEET** – see "QUIZ COMPETITION"

**POINT-OF-ORDER** – The calling of the judges' attention to a procedural error and does not seek to obtain a reversal of a decision already announced.

**PRE-RESPONSE** -- When a quizzer activates the electronic equipment during the reading of the Introductory Remarks. This results in a foul.

**QUIZMASTER** – The person who has general oversight of the quiz match to which he is assigned. In addition to his other responsibilities, he reads the questions for the quizzers.

**QUIZ COORDINATOR** -- The person designated to oversee all quizzing at a particular level, place or time.

**QUIZ MATCH** -- A contest between two teams, consisting of 20 questions and up to two overtime periods if necessary

**QUIZ COMPETITION** – A series of quiz matches played among any number of teams at the same time. These can be set up as round robins (each team plays all other teams), or as rounds designated by the quiz coordinator for that event.

**QUIZZER** -- Any team member in position to respond to a question.

**REPLACEMENT** – When the coach designates a substitute to take the place of a quizzier who must leave the match.

**RESPONSE** – The information as given by a quizzier who has been recognized to speak during a quiz match.

**ROUND** – see “QUIZ MATCH”

**SCOREKEEPER** -- The person designated to keep record of questions answered correctly or incorrectly, fouls, time-outs, and individual and team scores.

**SUBSTITUTE** – Any team member not in position to respond to a question.

**SUBSTITUTION** – When the coach designates a substitute to take the place of a quizzier who does not have to leave the match.

**TEAM MEMBER** -- Any of the two to eight children who are officially registered and eligible to quiz.

**TIMEKEEPER** -- The person designated to keep and announce all decisions concerning time.