

Indiana JBQ Quizmaster Quick-Sheet

The Quizmaster sets the tone for the match. Be pleasant and positive. Smile! Be fair in your rulings. When in doubt, rule in favor of the quizzer. Please consult the Indiana District JBQ Official Quiz Guidelines for the complete rules. If you face an unusual situation, consult the league coordinator.

INTRODUCTIONS

1. **"Welcome to Round ____."** Introduce yourself, your scorekeeper, and your timekeeper.
2. Have each quizzer buzz in and give his/her name. Have substitutes and coaches introduce themselves.
3. Verify that the scorekeeper has all of required information filled out on the scoresheet.
4. **"Will anyone be quizzing with the King James Version?"** This is to help the judges follow along on the answers to quotation questions.
5. Ask for a volunteer to open the match with prayer.
6. Ask if there are any questions before you begin.
7. Open the match by stating the following, inserting the time: **"This match is now officially open at ____."**

READING OF THE QUESTIONS

8. Read the questions clearly and at a normal pace, exactly as they are printed. After each question, wait until the scorekeeper is ready before proceeding to the next question.
9. Each question should begin with the words: **"Question. Question number __ for __ points."** If it is a quotation question, the next thing you will say is **"Quotation question."** This part of the question is referred to as the "introductory remarks".
10. If a quizzer interrupts during the introductory remarks, immediately stop and issue a foul to the quizzer who interrupted. Then state **"I will reread the question with all quizzers eligible to respond"** and read the same question, starting again with the introductory remarks.
11. If you make a mistake in reading the question prior to completing the introductory remarks, stop, state that you made a mistake and will begin again with the same question.
12. When a quizzer buzzes in, identify him/her by color and number (i.e., **"Green two."**)
13. If a question is interrupted, stop reading immediately (do not complete the word unless you are on the last word of the question). State **"Interruption"** and then identify the quizzer (i.e., **"Green two."**). Mark the point of interruption on your copy of the questions.
14. If an interrupted question is ruled incorrect, state: **"The question will now be reread for the (red/green) team only."** Reread the question for the opposing team, starting with the introductory remarks.
15. If you feel the initial answer given by the quizzer is incomplete, allow the quizzer the full 30 seconds.
16. Mark the number of points awarded each question on your copy. Indicate which quizzer responded with R1, G2, etc. (or circle the appropriate number on the scoring helps, if provided on your copy).
17. After the 10th question (and before beginning an overtime period), do a buzzer check by asking each quizzer to buzz in. This is to make sure you only have to go back a maximum of 10 questions in the event of a buzzer failure.

CLOSING THE MATCH

18. After the final question, ask: **"Are there any coach's appeals or points of order?"** If not, state **"This round is closed pending the reading of the scores."**
19. Once the scorekeeper has finished determining the individual and team scores, ask a coach from each team to verify the scores and to initial the scoresheet. After the scorekeeper reads the scores and any corrections are made, state the first and second-place teams and top two high scorers. Then state: **"This round is officially closed."**
20. At this time, you may give positive feedback to the quizzers, review questions they missed, etc.

TIE GAME

21. In the event of a tie, announce the match reopened and give one minute for the teams to confer and make substitutions.
22. Ask three additional questions, one of each point value in random order, as listed on the question set.
23. Should there still be a tie at the end of the first overtime period, ask as many 20-point questions as are needed to break the tie.

JUDGING A RESPONSE CORRECT OR INCORRECT

24. A quizzer interrupting a question must first complete the question before giving the answer. Completion of the question does not have to be word-for-word. If the answer is given before the question is completed, even if both are recited correctly, the quizzer must be ruled incorrect.
25. When a quizzer answers correctly, state: **"That is correct for __ points."** When a quizzer answers incorrectly or gives no answer, state: **"I'm sorry, that is incorrect for minus __ points."** (Deduct half the value of the question.) If no response has been given by either team within five seconds after you complete the question, state: **"No response."**
26. ESSENCE: Only answers to quotation questions must be given verbatim. All other answers, and the completion of all questions, including the question portion of a quotation question, can be given "in essence." This means that the answer must include all the basic information, even if given in different words.
 - a) Words that mean essentially the same thing as the words given in the Bible Fact-Pak should be ruled correct. Example: Rahab hung a scarlet thread, cord, rope, etc.
 - b) The words "Christ" and "Jesus" should be considered synonyms and thus interchangeable, except in the questions that ask for the meaning of these two words. Similarly, the words "apostle" and "disciple" should be considered interchangeable, except for the questions that ask for the meaning of these two words.
 - c) If the question and/or answer includes the word "and," all information joined by "and" must be included. Example: "The Bible is the inspired Word of God and is His revelation to all people of himself and His plan of salvation." The answer must include all of the following facts: the inspired Word of God AND His revelation to people of himself AND His plan of salvation.

- d) If the question and/or answer includes the word "or," only one of the phrases must be included. Example: "What is symbolized, or pictured, by water baptism?" If the quizzier says only "symbolized," or only "pictured," or another word or phrase that means the same thing, he should be ruled correct.
27. Incorrect information given BEFORE the response is complete should be ruled incorrect. Incorrect information given AFTER the answer is complete is disregarded and does not make the answer incorrect. Example: "What are the four Gospels? Matthew, Mark, Luke, John, and Acts" is correct. "Matthew, Mark, Luke, Acts, and John" is incorrect. This includes quotation questions. Incorrect information given after the quotation question response is complete is disregarded.

VOIDING QUESTIONS & SUBSTITUTE QUESTIONS

28. Void a question and select another of the same point value from the back of your printed questions when:
- The point value or any word read differs from the Bible Fact-Pak printouts, unless the error in point value is realized before finishing the introductory remarks.
 - An official gives any information that would help a quizzier.
 - There is obvious help or hindrance from the audience, coaches, team members, or officials.
 - A quizzier remains illegally in the match and responds to a question.
 - The buzzer shows a tie between opposing teams.
 - Buzzers are not working properly.
 - Judges reverse a decision of "correct" on an interrupted question.
 - A quizzier other than the one identified begins to answer, unless it is the one who had buzzed in first.
29. Read a substitute question for BOTH teams UNLESS:
- It is a reread of an interrupted question.
 - You identified the wrong quizzier and that quizzier begins to answer. (If both quizzers are on same team, read only for that team.)
 - The opposing team gives a help or hindrance. Read for offended team only.
 - An interrupted question is voided because of help or hindrance by same team. Read for opposing team only.
 - Judges reverse a "correct" decision on an interrupted question. Read for opposing team only.

FOULS

30. Quizzier fouls are called for the following actions:
- A quizzier buzzes in during introductory remarks.
 - The wrong quizzier responds (a quizzier who was not identified).
 - The quizzier responds before being recognized by the Quizmaster.
 - A quizzier exhibits unsportsmanlike conduct in an obvious attempt to distract the other team or assist a teammate.
31. Team fouls are called for the following:
- A quizzier or coach improperly confers. (Note: A timeout being called by someone other than the head coach or captain is considered improper conferring.)
 - A coach's appeal is called by anyone other than the head coach.
 - A third coach's appeal is called.
 - A team requests a fourth time-out.
 - Obvious help or hindrance by team members, coaches, or audience.
32. For each quizzier foul, 5 points are deducted from the quizzier's score. This is also reflected in the overall team score. For each team foul, 5 points are deducted from the team score.
33. Any judge can call a foul. Fouls should be called immediately unless the correct quizzier is in the process of answering the question.

JUDGES' RULING

34. Each judge should have a set of questions and follow along, listening to the answer. If you are unable to rule whether an answer is correct or incorrect, you can call, "**Judges' ruling.**" Each judge, including the Quizmaster, should lay a coin face up if he feels the answer is correct or face down if he feels the answer is incorrect, and keep it covered until all judges have done this. This is done without conferring. The decision need not be unanimous for a judges' rule.
35. If a judge disagrees with your call of correct or incorrect, he may call for a "**Judges' vote.**" This should be called before a time-out is granted or before the next question is called, and is performed as described above.

POINTS OF ORDER

36. Points of order are used to call the Quizmaster's attention to procedural error that may be overlooked. The types of points of order are:
- The quiz equipment needs to be reset.
 - The Quizmaster calls the number of the next question without rereading an interrupted question.
 - The Quizmaster reads a wrong point value.
 - A quizzier remains illegally in the match.
 - An extra 10-pt, 20-pt, or 30-pt question is called during the match.
37. A quizzier can call a point of order only under situations 'a' and 'b' above. The head coach or assistant coach may call any point of order.

TIME-OUTS

38. Three time-outs are allowed during regulation matches. An additional time-out is granted to each team during overtime, and the teams may also use any unused time-outs. A time-out lasts 30 seconds.
39. When a coach or captain calls for a time-out, state: "**Time has been called. Are there any appeals or points of order?**" If there are no appeals, state: "**Time-out is granted for the (red/green) team.**" The teams are not to begin conferring until you grant them time-out. If they do so, you can give them a warning before assigning a foul.