

JUNIOR LUTHERANS

QUIZZING GUIDELINES

Updated August 18, 2017

FOREWORD

The purpose of this booklet is to provide a general guideline for all Junior Lutherans (JL) quizzing teams. They are not to be used in the way of jurisdiction. You may find other resource material that will better serve your group. We encourage you to explore the best avenues and possibilities that will be most beneficial for enhancing your quizzers' talents and abilities.

During JL matches, it is natural for quizzers (and their coaches) to desire a win. There is nothing wrong with desiring to win; however, winning is not the ultimate goal. The goal of JL is that children will memorize the Word of God, understand its teachings, know Luther's Small Catechism and stay Lutheran throughout their entire lives.

While the *Junior Lutherans Quizzing Guidelines* do not cover every quizzing situation, it does provide uniform rules for friendly, uncomplicated quizzing. The Glossary is an integral part of the Guidelines.

The philosophy of team quizzing for elementary-age children centers on the four F's:

1. Facts

These questions are a teaching tool to help children learn and assimilate important truths about the Bible.

2. Fun

JL offers a fun avenue for children to study at their own level. Team quizzing should de-emphasize competition, resisting the urge to develop superstars. Avoid a "winning is the only thing" attitude among quizzers and coaches.

3. 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.

4. Faithfulness

This is a great virtue taught through quizzing. JL is a program in which self-discipline and accountability are learned.

THE JUNIOR LUTHERANS QUIZ TEAM

A Junior Lutherans Quiz team consists of a head coach, a maximum of two assistants, and two to eight children eligible to participate. All must be from the same church. A church may have more than one team.

TEAM:

Coach
Assistant Coach(es)
Players (2-8)

OFFICIALS:

Quiz Master
Judges/Scorekeeper (2)
TimeKeeper

EQUIPMENT:

Quiz Box
Ext. Cord
Tables (2)

District Level Quizzing

A "District" is defined as a geographic segment of the United States which matches the geographic Districts of the LCMS. Participants in District quizzing must be children starting ages 4-5 for "X QUIZZER," ages 6-8 for "Novice," ages 9-12 for "Senior" as of September 1st of the quizzing season. The JL season runs annually from September through May. A child may compete through the entire season and postseason even though he/she completes the sixth grade during the year.

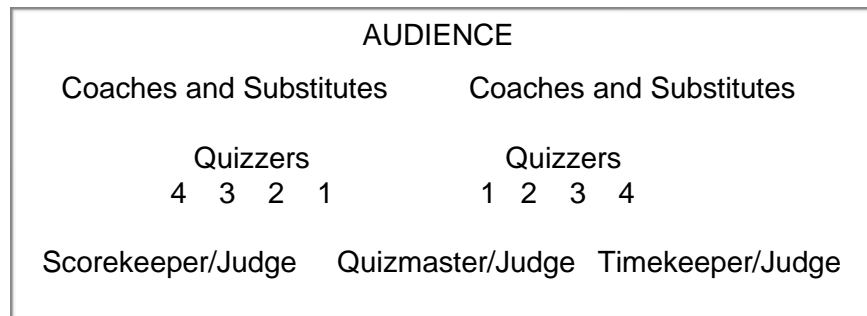
QUIZ COMPETITION GUIDELINES

I. TEAM ARRANGEMENTS

- A. At most, four quizzers per team are selected to begin the quiz match. In order to compete, a team must have a minimum of two quizzers at the beginning of the quiz match. They should be seated at tables facing the officials.
- B. Team members, including substitutes and coaches, may not confer during the quiz match except during time-outs. An assistant coach may show the scoresheet, the *Questions and Answers Booklet*, or any form of it (i.e. electronic) to the head coach. Any other verbal or nonverbal communication, except during time-outs, is a **foul**. (VII, p. 11)
- C. The head coach is selected at the beginning of each quiz match remaining so for the entirety of the match, but not necessarily from quiz match to quiz match. Among the duties and privileges of the head coach are the following:
 1. Meeting regularly with the team for prayer, study, and practice quizzing.
 2. Selecting the starting quizzers and making substitutions and replacements.

3. Designating one quizzer to act as the captain. (optional)
4. Calling time-outs. (The team captain has same privilege.)
5. Making a request for **judges' rulings**, (XIII, p. 16) and **points of order**, (XII, p. 15)
6. Having access to the *Questions and Answers Booklet* during the quiz match. (Assistant coaches have the same privilege.)
7. Having a clear understanding of the *JL Quizzing Guidelines* and the proper application of them.
8. Setting and maintaining the proper attitude for the team during the matches.
9. Knowing the time and location of each competition.

D. The following seating arrangement is to be used:



Note: *The audience must remain quiet during the entire quiz match.*

II. BEING ON TIME

- A. Any scheduled orientation is an integral part of each competition. To be late for the the opening assembly 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 area and will be considered on time if present within five minutes of the completion of their previous match.

- 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.

III. RULES FOR PLAY

- A. All questions and answers will be taken from the *Questions and Answers Booklet* written by Pastor Bruss and Pastor Kerns. Scriptures taken from the English Standard Version.
- B. The quizzers should have both of their hands on the table, palms down, and in contact with either table, quiz pad, or other hand. Violation of this section is not a foul unless there is an obvious attempt to confer with a team member or to distract the other team.
- C. The “**quizmaster**” will identify, by light color (green or red) and number (1,2,3,4), the first quizzer to respond (e.g. **RED ONE** or **GREEN THREE**) (XV.A.9, p. 19).
- D. 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 (XV.A.15,p. 20; VII.A.3, p.11).
- E. **What happens if no quizzer responds?** If no quizzer responds within five seconds after the conclusion of the reading of the question, “**TIME**” is called, and the quizmaster proceeds to the next question (XV.B.2, p. 21).
- F. **What happens if a quizzer activates the equipment early?** When a quizzer interrupts the reading of a question by activating the equipment, the quizmaster must immediately stop reading the question and call “**INTERRUPTION**”, unless the quizmaster has begun to read the last word of the question. In that case, he should complete the final word.

***EXAMPLE:** “Question. Question number one for ten points. Who inspired the...” (Quizzer interrupts.) “Interruption. Green two.”*

- G. **What happens if a quizzer interrupts a question and gets it wrong?** If a quizzer interrupts the initial reading of a question and receives a judgment of incorrect, the question is restated and read for the opposing team only. 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.

EXAMPLE: The quizmaster might say the following: “The response is incorrect for a minus ten points. The question was interrupted; it will be reread for the (red) team only. Question. Question number...”

- H. **The following involves the quizmaster:** 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 (IV. B.5, p.9).
- I. **The following involves a quizzer:** If a quizzer activates the equipment during the Introductory Remarks (i.e. Question Number, point value and where applicable, “**Quotation question**,”) that quizzer will be charged a foul. The question is then restated with all quizzers eligible to respond (VII. A.2, p. 11; XV. A.11, p. 20).
- J. **The following involves a quizzer:** If a quizzer interrupts a question being reread for his team only, it is judged the same way as any other interrupted question.
- K. **The following involves the equipment:** If the equipment indicates a tie between members of the same team, the head coach should decide which quizzer is permitted to respond.

IV. JUDGING ANSWERS AND COMPLETIONS

- A. A response is correct if any of the following conditions are met:
 - 1. When it contains all the basic information (the same question and/or answer in essence) called for on the *Questions and Answers Booklet*. (See p. 24 for examples of “essence.”)
 - 2. When the answer portion to a quotation question is given word-for-word, without adding, deleting, changing, or repeating any word contained in the *Questions and Answers Booklet* answer. The reference must also be given on quotation questions. If interrupted, the completion of the question portion may be given in essence.
 - a. The reference (i.e. Scripture and verse) may be given either before or after quoting the answer or both.

- b. Repeating a word in the reference portion or question portion is permissible.
 - 3. When the judges rule that the quizzer's completion of an interrupted question, including quotation questions, is the same basic answer, though in different words.
 - 4. When a mispronunciation of any word(s) is still clearly recognizable as the word(s) required, for either a non-quotation or a quotation response.
 - 5. Once all correct information called for in a response is completely given. Any additional erroneous information is disregarded for both quotation and non-quotation responses.
- B. A response is incorrect if any of the following are not met:
- 1. When the quizzer fails to accurately give the correct information before the calling of "TIME."
 - 2. When incorrect information is given in either the question or answer portion before the response is completed (quotation or non-quotation) (XV. A.14, p.20).
 - 3. When any word or portion of a word is omitted, repeated, added, or changed (except for mispronunciation) while quoting the verse portion to a quotation question.
 - 4. When mispronunciation, or failure to speak loudly or clearly, makes it impossible to recognize the words required for that response.
 - 5. Failure to complete the interrupted question portion before giving the answer (III. H, p. 8).
 - 6. When the judges rule that a quizzer's coach or team member gave the quizzer help (VIII. B.3, p. 13).
 - 7. When a quotation answer portion contains words that are NOT in the *Questions and Answers Booklet* answer. This includes words that may exist in some Bible texts but are not used in the *Questions and Answers Booklet*. The exception to this would be words given after all correct information called for in a response is completely given; then any additional erroneous information is discarded (IV. A.5, p.9).

C. Other rules in judging answers and completions—

1. The *Questions and Answers Booklet* 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.
2. The *Questions and Answers Booklet* portions that include the conjunction “and” require all words or phrases joined by the conjunction to be given in essence for a correct ruling (IV.A.1, p. 8).
3. The *Questions and Answers Booklet* 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 *Questions and Answers Booklet*.
4. The *Questions and Answers Booklet* may contain a word or words in parenthesis (). The word(s) in parenthesis are optional and not required for a correct ruling.
5. Scripture references given in italics and parentheses following a non-quotation-style *Questions and Answers Booklet* answer are for study purposes and are not required as part of the response.

V. SCORING

- A. A correct response scores the full point value of the question.
- B. An incorrect response deducts one-half the point value of the question.
- C. A quizzer correctly responding to six questions receives a ten-point bonus.
- D. A quizzer foul deducts five points from the quizzer’s score, (indicated on the score sheet). The last 2 pages show a completed and blank scoresheet.
- E. A team foul deducts five points from the team’s score.

VI. TIME-OUTS AND SUBSTITUTIONS

- A. Each team is permitted three 30-second time-outs to use at any time during the entire match except when the quizmaster has called “**Question.**” Once the quizmaster has started reading a question, no time-out is allowed until the completion of judging that question. An additional time-out for each team will be allowed during overtime.

- B. Requesting a time-out after a team has already called three time-outs (prior to an overtime period) is a team foul and the time-out should not be permitted (VIII.A.7. p. 12).
- C. Either the head coach or captain may request a time-out.
- D. Quizzer substitutions may only be made during time-outs 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 calling that time-out.
- E. Upon the calling of **"Time,"** all discussion among teams must immediately cease (I.B, p.5; VII.A.1, p. 11).
- F. Improperly conferring before a time-out is granted or after **"Time"** has been called is considered a team foul. Conferring must take place only during time-outs as granted by the quizmaster. An obvious attempt to communicated by verbal or nonverbal means at any time is considered improper conferring. The exception is that an assistant coach may show the scoresheet, *Questions and Answers Booklet*, or any form of *Questions and Answers Booklet* to the head coach.
- G. Any unused time-outs from regulation may be used during overtime.
- H. Upon the calling of **"Time,"** the quizmaster may also query if any substitutions were made before proceeding with the next question.
- I. When a quizzer leaves a match, he/she cannot reenter, even in over-time, nor when any one of the following three situations occurs: the quizzer has accumulated three fouls, or three incorrect responses, or six correct responses. A replacement for that quizzer may be made without calling a time-out.

VII. FOULS

A The following are fouls: [(T) indicates a team foul and (Q) indicates a quizzer foul]

1. (Q) A quizzer activates the equipment during the Introductory Remarks (i.e. Question Number, point value and where applicable, "Quotation question." (III.I, p. 8; XV.A.11, p.20).
2. (Q) 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 (XV.D.1, p.23).

3. (Q) A quizzer begins to respond when another quizzer was recognized (VIII.B.8.a,b, p. 13). This quizzer is charged with a foul and must allow the quizzer who was called upon to answer.
4. (Q) 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 teammate (VIII.B. 2,3, p. 13).
5. (T) A quizzer, coach, or substitute improperly confers.
6. (T) A coach calls a point of order related to section IV "Judging Answers and Completions." Only a judges' ruling can be requested to obtain reconsideration of a ruling of correct or incorrect (XII.B.6, p. 15).
7. (T) A team calls a fourth time-out in regulation or a fifth time-out in overtime (VI.B, p. 10).
8. (T) 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 (VIII.B.2,3,p. 13).
9. (T) A coach calls for a third judges' ruling in a match. Two is the maximum number allowed for each team.

NOTE: *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.*

B. Assessed fouls are not disregarded (i.e. removed) 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 judges' ruling on the original reading.

VIII. VOIDING QUESTIONS

A. When a question(s) is voided, another question(s) of equal value is drawn from the *Questions and Answers Booklet* or selected from the substitute questions on the official question sheet. Substitute questions need only be of equal value in points. All questions are to be selected at random; therefore, a non-quotations question could be replaced by a quotation or vice versa.

NOTE: *All substitute questions are read to both teams unless otherwise stated; however, if any of the following situations occur during 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 judges should void a question and substitute another question of equal value when:

1. The point value, or any word of the question, as read by the quizmaster, differs from the *Questions and Answers Booklet* (XV.A.12, p.20).
2. There was obvious “help or hindrance” by an opposing coach, an official, audience, situation, or opposing team member. The new question is read only for the offended team.
3. There was obvious “help or hindrance” from a coach or member of the same team. The new question should be read only for the other team.
4. A quizzer remaining illegally in the quiz match responds to a question(s). In this situation, any question(s) answered illegally by that quizzer—correctly or incorrectly—must be voided.
5. The equipment indicates a tie between members of opposite teams.
6. 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.
7. Judges reverse a “correct” decision on an interrupted question. The new question is read only for the other team.
8. A quizzer other than the one identified (recognized) by the quizmaster begins to answer unless it is determined he was actually the first quizzer to respond and the quizmaster incorrectly identified the other quizzer.
 - a. If the quizzer wrongly responding (a quizzer not identified by the quizmaster) is on the opposing team from the one identified, the quizzer will be stopped, a foul assessed, the question voided, and a new question read for the offended team.
 - b. If the quizzer wrongly responding (a quizzer not identified by the quizmaster) is on the same team as the quizzer identified, the quizzer will be stopped, a foul assessed, the question voided, and substitute question read for the opposing team. If this occurs during a question being reread, the question is voided, a foul is assessed, and there is no further reread.

If a quizzer is incorrectly identified by the quizmaster, and the quizzer who was actually the first one to respond answers, his answer should be judged correct or incorrect, and no foul is assessed.

If a quizzer is incorrectly identified by the quizmaster, and begins to answer, the question is voided. No foul is assessed. The substitute question is read for the team that initially responded (XV.A9, p.19 Note).

IX. CLOSING THE MATCH

At the conclusion of the twentieth question or an overtime period, the quizmaster should declare the match closed, pending reading of the scores, unless a coach desires to make a point of order or request a judges' ruling concerning the last question. Team members should remain in place but are permitted to quietly confer.

The scorekeeper should compare his official score with that of the coaches, making corrections as they deem necessary. If upon the comparison of the scores, either coach desires to challenge its accuracy, they must immediately do so. When the coaches agree with the accuracy of the official scores, they will initial the official scoresheet and the scores will be considered final.

The quizmaster of 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. TIE GAMES

If there is a tie at the end of the twentieth question, the quizmaster will announce the tie and should reopen the match after allowing one minute for the teams to confer and make substitutions. Three additional questions, one of each point value, shall be asked in random order in the first overtime period.

Should there still be a tie at the end of the first overtime period, there shall be as many one-question, 20-point, sudden-death overtime periods as needed to break the tie.

XI. UNUSUAL SITUATIONS

If unusual situations arise which are not clearly covered in the *JL Quizzing Guidelines*, or if the judges disagree as to the interpretation of the *JL Quizzing 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.

XII. POINT OF ORDER

- A. A point of order attempts to correct a procedural error or call attention to a possible rule violation. The head coach or assistant coach has the right to call **“point of order”** in any of the following examples. A quizzer may call point of order only under examples 1 and 2. During the **“point of order,”** the coach should briefly state the basis (rule violation) of the request. Officials should then determine the proper course of action.
- B. Examples:
1. The quiz equipment needs to be reset.
 2. The quizmaster calls the number of the next question without rereading an interrupted question.
 3. A quizzer remains illegally in the match.
 4. A wrong point value is read by the quizmaster.
 5. 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. Question number sixteen, for thirty 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.
 6. Any rule violation occurs other than section IV. “Judging Answers and Completions” (see section XIII. Judges’ Ruling). Requesting a Point of Order to reverse a ruling based on section IV. “Judging Answers and Completions” is a team foul (VII.A.6. p. 12).
- C. 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 four is interrupted, question five is read in error. The point of order must then be made before the calling of question six).

XIII. JUDGES' RULING

A judges' ruling is a request from a head coach for the judges to consider reversing a decision of 'correct' or 'incorrect' (based on section IV. "Judging Answers and Completions") that has already been announced. Only the head coach has the privilege to call for a judges' ruling.

- A. A head coach shall request a judges' ruling and the request will be recognized by the quizmaster. Upon being recognized, the coach will have 30 seconds to state his request and reason. After the request, the judges (without conferring) will use coins to indicate their votes to uphold or reverse the decision of the quizmaster. If the vote is unanimous, it will be announced by the quizmaster. If it is not unanimous, the judges will remain in the quiz area, confer briefly among themselves, and cast another vote. This second vote need not be unanimous. The decision of the judges does not need to be unanimous. The quizmaster should announce the judges' ruling decision. (See Section XV. D. 2, p. 23)
- B. Each team shall be allowed two judges' rulings per match including any over-time. Additional judges' rulings called for will result in a team foul.
- C. Coins are NOT flipped when voting. It is important that all judges vote independently of one another.
- D. Each judge will keep his coin covered until all judges have made a decision. At that time, the quizmaster will indicate for each judge to uncover his coin. If a judge determines to vote the response "correct," he will place his coin "heads" up. If a judge determines to vote the response "incorrect," he will place his coin "tails" up.
- E. A Judges' Ruling must be called before the calling of the next question, before timeout is permitted, or before the match is closed.

XIV. GUIDELINES FOR COMPIILING OFFICIAL QUESTION SETS FOR COMPETITION

- A. All questions and answers will be taken from the *Questions and Answers Booklet*; Scriptures taken from the English Standard Version.
- B. Teams should not be given access to official competition question sets prior to quizzing.
- C. Computer-generated official sets follow the same guidelines as randomly drawn sets.
- D. Sets of questions may be compiled in the following way:

1. Randomly draw the first twenty questions for each round by separating the questions to be used by point value and thoroughly mixing them in a container. The quizmaster should then draw, at random:
 - a. Ten 10-point questions
 - b. Seven 20-point questions
 - c. Three 30-point questions
 - d. Three additional questions, one of each point value, shall be drawn and used in random order in the first overtime period (X.A, p.14)
2. Using the cards that have been randomly drawn, one of the officials should arrange them in preparation for the match as follows:
 - a. Have at least three 20-point questions in either half of the match.
 - b. Have a least one 30-point question in either half of the match.
 - c. The match should neither start nor end with a 30-point question.
 - d. The 30-point questions should not fall back-to-back.

The quizmaster should read the questions in the arranged order, assigning question numbers (1 to 20) as he reads them. The quizmaster should sit between the scorekeeper and timekeeper so they can also see the questions, unless they have been given copies of the question sets.

3. If only a portion of the *Questions and Answers Booklet* is being used in a particular match, the teams should be notified of the portion being used at least three weeks in advance.
4. It is permissible, at the conclusion of each quiz match, to return the used question cards to the container to be reused during the competition. Returning the cards to the containers will permit any of those cards to be randomly selected for use (repeated) throughout the competition and/or during the following match.
5. The decision to either permit or disallow repeated card questions shall be announced in advance or during the orientation for each competition. When repeats are permitted, cards may be randomly selected for use throughout the competition and/or during the following match.

6. Sets of questions may be drawn (according to the preceding guidelines) and put into sets by a neutral person before the quizzing begins. These sets should include (in random order) a section of substitute questions and a section of overtime questions, each consisting of one question of each point value.
7. Additional substitute or overtime questions may be drawn from the *Questions and Answers Booklet* container as needed or selected from previous or extra matches on computer-generated sets.

XV. GUIDELINES FOR QUIZ OFFICIALS

The following officials will be involved in a Junior Lutherans Quiz competition: a quizmaster/judge, a scorekeeper/judge, and a timekeeper/judge. If there are sufficient officials, a judge (or judges) will be added and either the timekeeper and/or scorekeeper will not serve as a judge.

NOTE: All officials should avoid sounding harsh or uncaring. Quizzers should be treated with kindness and understanding. Officials should announce errors and fouls in a calm voice. Should a quizzers be overcome by emotion, the quizmaster may call an official time-out for the team in need. The coach may communicate only with that quizzers and may make any necessary substitution.

A. SPECIFIC DUTIES OF QUIZMASTER/JUDGE

1. The quizmaster has general oversight of the match.
2. Prior to the match, the quizmaster will answer any questions concerning procedure.
3. If prepared sets of questions are not available, the quizmaster should compile a set of twenty questions for each match using the guidelines given in section XIV.
4. The quizmaster will have each quizzers test their buzzer and introduce themselves, followed by the coaches and substitutes of each team. The officials should also introduce themselves.

NOTE: The quizmaster is encouraged to check the equipment after Question #10.

5. The quizmaster reminds the teams and audience of the need for quiet, allowing no conferring except during time-outs.

6. The quizmaster makes sure someone offers prayer before the beginning of the match.
7. The quizmaster attempts to keep the match running smoothly and pressure-free.
8. The quizmaster should read each question loudly, distinctly, and clearly, without giving advantage to either team. Proper procedure is to call **“Question,”** then begin reading the introductory remarks (underlined in all examples) and the question. For example, **“Question. Question number one, for ten points. How many books are there in the Bible?”**
 - a. **“Question number”** refers to the order of the questions in a particular match, not the number of the *Questions and Answers Booklet* question. A quotation question should be introduced in the following manner: **“Question. Question number twentyseven for ten points. Quotation Question: Where did the universe come from?”**
 - b. It is important NOT to pause during any introductory remarks.
 - c. If the quizmaster should call an incorrect color or number when recognizing a quizzer, the quizmaster or a judge may immediately correctly identify the proper quizzer (“Red 1—correction, Red 2”) “Red1—correction, Green 1”.
9. The quizmaster should recognize the first quizzer to respond by calling the team color and quizzer’s number (III.C, p. 7). Quizzers are numbered from the inside out (4-3-2-1, 1-2-3-4). See diagram on p. 6.

***NOTE:** The quizmaster should not interrupt the quizzer if the quizzer is obviously attempting to complete an answer—even if the quizzer has already given incorrect information (IV.B.2, p.9).*

10. If a quizzer interrupts by activating the equipment after the quizmaster has started to read the first word of the question (exclusive of introductory remarks), the quizmaster should immediately stop reading and call, **“Interruption”** then recognize the quizzer by color and number (III.F, p.7, example; XV.A.9, p. 19).

If a quizzer interrupts on the last word of a question, the quizmaster should finish that word (III.F, p.7)

11. If interrupted before beginning to read the first word of the question, the quizmaster should stop reading and assess a foul. The question will then be restated with all quizzers eligible to respond (III.I, p.7).
12. If the quizmaster misreads any portion of the question, the question will be voided (VIII.B.1, p. 13).
13. The quizmaster should prevent the participants from violating the guidelines.
14. If a response (quotation or non-quotation) is obviously correct or incorrect, the quizmaster will announce the decision after the quizzer has finished the response, together with the plus or minus points.
15. If a response is not obviously correct or incorrect, the quizmaster should permit the quizzer the full 30 seconds to attempt to complete the response
(III.D, p. 7).
16. The quizmaster is encouraged to make an independent decision on each response.
17. At the conclusion of the twentieth question and any possible overtime period, the quizmaster should declare the match closed, pending the reading of the scores unless a coach desires to request a judges' ruling or there is a point of order. Team members should remain in place but are permitted to confer quietly until the scores are announced. The match should not be closed if a coach requests a judges' ruling.
18. When scores are agreed upon, the quizmaster or scorekeeper will announce the top two quizzers and the first- and second-place teams. The quizmaster will then officially close the quiz match.

B. SPECIFIC DUTIES OF TIMEKEEPER/JUDGE

1. Timekeepers should time all responses, time-outs, five-second periods to respond to the question, and judges' rulings. At the conclusion of

each time period, "**Time**" should be called distinctly and loudly.
2. Time periods, and when to begin timing them, are as follows:

5 seconds to respond to a question—begins after the quizmaster finishes reading the last word of the question (III.E. p. 7).

30 seconds to respond—begins after the quizmaster has recognized the quizzer by color and number. In the case of a tie between quizzers on the same team, time begins when the head coach states which quizzer will respond (III.K, p. 8).

30 seconds time-out—begins after the quizmaster officially grants a time-out.

30 seconds to request a judges' ruling—begins when the quizmaster officially grants the coach's request (XIII, p. 16).

60 seconds (1minute) time prior to an overtime period—begins after a tie game and the quizmaster officially grants the time for teams to confer and make substitutions.

***NOTE:** It is acceptable for official time to be kept using a countdown timer which is built into a quiz box or a stand-alone countdown timer, and can be used to replace the calling of "Time" by a timekeeper. In such cases where another official is capable of starting a countdown timer, it is not necessary to designate an official timekeeper.*

The officials should verify the accuracy of the countdown timer against a watch or stop-watch prior to the beginning of the first quiz of the day, and determine proper to the first quiz of a tournament whether or not the sound made by the countdown timer is sufficiently loud enough for the officials to determine when the official time period has ended.

If the sound is not loud enough for the officials to determine the end of the specified time period, then a regular timepiece and timekeeper should be used. Participants in a match (teams or officials) may still wish for an official to signify that time has been called after the countdown timer has sounded. If this is the case, the end of the official time period is still signified by the sound made by the countdown timer, and not by the statement "Time has been called" by one of the officials.

C. SPECIFIC DUTIES OF SCOREKEEPER/JUDGE

1. The scorekeeper should obtain the names of the teams, quizzers, and substitutes before the beginning of the match.
2. The scorekeeper should write in the point value of the question as called by the quizmaster and check for the correct number of point values. (If prepared sets are used, this may be done before the match begins).

3. If the quizmaster should call a wrong question number or point value, the scorekeeper should immediately call it to the quizmaster's attention.
4. The scorekeeper should record all quizzers' points, deductions, fouls, and bonuses.
5. The scorekeeper should keep record of time-outs and inform the quizmaster if a team calls a fourth time-out.
6. The scorekeeper should keep a running score, recording all bonus points as they are earned and recording all fouls as they are called.
7. The scorekeeper should immediately inform the quizmaster when a quizzer must leave the match.
8. The scorekeeper should mark all interruptions by circling the number of the question interrupted.
9. The scorekeeper should make all "incorrect responses" by circling the point value to be deducted (V.B, p. 10).
10. The scorekeeper should mark all fouls assessed by using the letter **F** on the scoresheet and circling it in the box under the question number and alongside the name of the quizzer. This will assist in distinguishing between incorrect responses and fouls (VII, p. 11).
11. At the conclusion of the match, the scorekeeper should compare the official score with that of the coaches, making corrections as the scorekeeper deems necessary. If upon the comparison of the scores, either coach desires to challenge its accuracy, they must immediately do so. When the coaches agree with the accuracy of the official scores, they will initial the official scoresheet and the scores will be considered final.

The quizmaster or the scorekeeper will announce the top two quizzes and the first- and second-place teams and the match will be officially closed by the quizmaster.

D. GENERAL DUTIES OF ALL JUDGES

NOTE: *Any judge may request the quiz coordinator's assistance.*

1. **Calling of fouls.** A foul should be called as it occurs, unless the quizmaster is reading the question or a quizzer is responding. In such cases, the foul should be called after the timekeeper has called "**Time**". (VII.A.3, p. 11).

2. **Making decisions as to correctness of responses.** If the quizmaster determines a response is obviously correct or incorrect (quotation or non-quotation), the quizmaster should state the decision without asking for the judges' help. However, if the quizmaster is unsure, the quizmaster should call for an independent decision by the judges—without conferring. Each judge, including the quizmaster, using a coin, will indicate an independent decision by placing a coin “heads” up for correct, “tails” up for incorrect. Each judge will keep the coin covered until all three have made a decision. At that time, the quizmaster will indicate for all judges to uncover their coins and will then announce the decision. The decision need not be unanimous.

3. **Judges' vote.** If a judge disagrees with the quizmaster's independent decision, he may request a vote of the judges by coin without conferring. (This is done by clearly stating, “Judges' vote.”) This must be done before a time-out is granted, before the next question is called, or before the match closed. Should the judges overturn the quizmaster's decision, it will be announced (XV.A.14, p.20).

4. **Judges' Ruling.** A judges' ruling is a request from a head coach for the judges to consider reversing a decision of 'correct' or 'incorrect' (based on section IV. “Judging Answers and Completions) that has already been announced (XIII, p. 16).

5. **Handling equipment problems.** Failure to reset the quiz equipment is considered a malfunction and handled according to the guidelines for equipment malfunction (VIII.B.6, p. 13).

6. **Incorrect identification of quizzer.** If the quizmaster should call an incorrect color number when recognizing a quizzer, the quizmaster or a judge may immediately correctly identify the proper quizzer (“Red 1—correction, red 2” or “Red 1—correction, green 1”).

GLOSSARY OF TERMS

ESSENCE—All the basic information expressed in different words. Examples of correct answers given “in essence”: (Exception: Quotation questions must be word for word.

Question #6. What language is most of the Old Testament written in? If a quizzer answers, “Hebrews” instead of “Hebrew,” the answer is correct in essence.

Question #80. What sin did Aaron lead the Israelites into while his brother Moses was up on the mountain with God? If a quizzer answers, “Idolatry. They were

making a golden calf” instead of, “Idolatry. They made an idol in the form of a golden calf,” the answer is correct in essence.

HEAD COACH—The person responsible for selecting quizzers, initiating points of order and judges’ rulings, and making quizzer substitutions and replacements

HELP/HINDRANCE—Any obvious occurrence from the audience, coaches, team members, officials, or any situation that unduly or improperly assists the quizzer in responding, or sufficiently distracts him from answering (See Section VII)

INTRODUCTORY REMARKS—Question number, point value, and where applicable “Quotation question.”

JUDGE(S)—The official(s) responsible for calling fouls, determining the correctness of answers, and voting on judges’ rulings (See Section XIII)

JUDGES’ RULING—The head coach’s request for the judges to consider reversing a decision already announced (See Section XIII)

KEYWORD—The word which distinguishes a question from any other question in the *Official Questions and Answers Excel Sheet*. It is the final word in boldface type in *Official Questions and Answers Excel Sheet*

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 (See section XII, for examples.)

PRE-RESPONSE FOUL—When a quizzer activates the electronic equipment during the reading of the introductory remarks or before the quizmaster has begun to read the first word of the actual question (See Section VII)

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

QUIZMASTER—The official responsible to oversee the quiz match, read the questions, identify the first quizzer responding, and give initial rulings on correctness

QUIZ COMPETITION [MEET]—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

QUIZ MATCH [ROUND, MATCH]—A contest between two teams, consisting of 20 questions and as many overtime periods as necessary

QUIZZER—A team member in position to respond to a question

REPLACEMENT—When the coach designates a substitute to take the place of a quizzer who must leave the match

RESPONSE—The information as given by a quizzer who has been recognized to speak during a quiz match

SCOREKEEPER—The official responsible for keeping score and assembling sets of questions as necessary

SUBSTITUTE—Any team member not in position to respond to a question (See Section VI)

SUBSTITUTION—When the coach designates a substitute to replace a quizzer who is not required to leave the match

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

TIMEKEEPER—The official responsible for announcing all decisions about time