JUNIOR BIBLE QUIZ BASICS

“JBQ BASICS”

OFFICAL GUIDELINES

JUNIOR BIBLE QUIZ BASICS

Wisconsin Northern Michigan

WISCONSIN NORTHERN MICHIGAN MINISTRIES NETWORK ASSEMBLIES OF GOD
REVISED OCTOBER 2023

INDEX

Answering Questions..... 10
Being on Time..... 8
Bible Quiz League Composition..... 5
Bringing Judges to the Meet..... 8
Closing the Match..... 11
Definitions..... 9
Fouls..... 9
Getting Started..... 6
Guidelines for Bible Quizzing..... 5
Judges' Duties..... 15
Judge's Rulings..... 12
Judging Answers..... 10
Officials' Guidelines..... 14
Ordering Supplies..... 6
Point of Order..... 13
Quiz Competition Guidelines..... 7
Quizmaster's Duties..... 14
Recruiting Judges..... 7
Recruiting Team Members..... 6
Rules..... 9
Scoresheet for Sample Game..... 20 & 21
Scoresheet Instructions..... 17
Scoresheet Sample..... 18
Scorekeeper's Duties..... 16
Scoring..... 12
Selecting a Coach..... 6
Statement of Purpose..... 4
Substitutions..... 12
Team Arrangements..... 7
Tie Games..... 13
Time-outs..... 12
Timekeeper's Duties..... 16
Unusual Situations..... 14
Yearly Competition Cycle..... 4

Discipleship Ministries
P.O. Box 309
Waupaca, WI 54981
715.942.8360
admin@wnmdkids.org

STATEMENT OF PURPOSE

The purpose of the JBQ Basics program is to:

- Encourage a greater knowledge and understanding of God's Word
- Teach young people to make daily application of God's Word
- Motivate young people to memorize God's Word
- Cultivate a proper attitude toward winning and losing during competition
- Teach young people to reflect the Spirit of Christ in attitude and action
- Provide opportunities to expand Christian fellowship through study with friends, practices, travel and competition

Each year, half of the 288 ten point cards in the NLT Bible Fact-Pak are used in competition. These cards are divided into equal amounts and studied on a monthly basis. JBQ Basics meets are on the first Saturday of the month during the months of November and December. At the current time, competition exists only at the league level. An award ceremony is held at the last league meet of the competition year.

YEARLY COMPETITION CYCLE

QUIZ MONTH	**1ST MONTH**	**2ND MONTH**
Number of Rounds	7	7
Review Rounds	0	2
New Rounds	6	4
All Questions		1
10 pt questions for even numbered JBQ Basics years (2018, 2020, 2022 etc.)	1-72	73-144 Rev. 1-72
10 pt questions for odd numbered JBQ Basics years (2017, 2019, 2021 etc.)	145-216	217-288 Rev. 145-216

This manual will serve as the official guidelines for all JBQ Basics meets. These guidelines do not attempt to cover every situation. They are designed to be used as a guide to conduct the matches in an orderly and uniform manner.

GUIDELINES FOR BIBLE QUIZZING

Bible Quiz Team:

A JBQ Basics team consists of a head coach and from three to six children eligible to quiz. The coach will be permitted to have one person act as an assistant during the match. All participants must be from the same church. A church may have more than one team.

Eligibility is restricted to children who are enrolled in kindergarten through sixth grade as of the beginning of the current school year. All coaches, assistants, and team members must be regular attendees of the sponsoring church.

Prior to official competition, a registration form must be submitted to Discipleship Ministries at the Wisconsin/Northern Michigan District of the Assemblies of God, along with the registration fee. A team may not register less than three quizzers, except with special permission. If, through the course of the competition year, a team suffers the loss of a quizzer(s), a coach may request permission from the league coordinator to quiz with less than three quizzers. No team should drop out during the year. Once a team is registered, no refunds will be granted.

League competition will begin with the first Saturday in the official quiz year. Teams will not be permitted roster changes after the first meet in the year. Each team will be required to fill out a team roster sheet after the first day of competition. Once the form has been submitted, no team switches will be allowed. Quizzers may be added to the roster of a team with less than six quizzers at any time until the six quizzer limit has been reached. Any quizzer who drops out may be replaced. Coaches should not release any quizzer from the program unless there is a frequent discipline problem, or if the quizzer shows no desire to study or learn the material. A meeting with parents and/or pastor is recommended before this action is taken.

Junior Bible Quiz-Basics League:

The JBQ Basics League will consist of 14 matches. Teams with byes will quiz less. League meets will be conducted on the first Saturday of the month for two months of official competition. Leagues will be made up of teams from churches within reasonable driving distance from each other, typically at the same church at which the Junior Bible Quiz teams meet, unless there are not enough teams in that area. The number of teams in a league may vary. Quizzing will be conducted in a round robin style. Each team will receive a written quiz schedule. The league coordinator will orient the teams, oversee the quiz matches, and gather statistics at the end of the day. The coordinator will also settle any disputes that the guidelines do not cover. Trophies will be awarded to the top teams at the awards ceremony held at the end of the quiz meet in the last month of competition. Certificates with stickers designating the percent accuracy for the year will also be awarded to all quizzers who have participated in two or more meets. Ribbons are given to all quizzers who have an average accuracy of ninety percent or better.

GETTING STARTED

Select a Coach:

The coach is the key to a successful and sustained quiz program. (S)He will not only select study items, but (s)he must also challenge, inspire, and encourage the quizzers.

A coach must have the ability to exhibit various spiritual qualities. Therefore, it is not recommended that everyone become one. The coach must be willing to learn along with the quizzers. His/her qualifications should include a desire to study, to work with young people, and to devote much time to a young person's spiritual development**.**

(S)He must have the ability to communicate, to love, and to understand young people, motivating them toward spiritual goals, not just winning a game.

Anyone who would consider becoming a coach should pray and seek God's guidance. The one who feels the Holy Spirit's leading into this ministry will be more conscientious and will seek the leadership of the Spirit in directing the team. Quizzing provides an opportunity for a coach to disciple young people and to lead them into a deeper spiritual commitment. Since young Bible quizzers have a tendency to follow the examples set before them by their coach (whether good or bad), it is vital for the coach to pray for the wisdom and direction of the Holy Spirit.

Recruit Team Members:

Talk personally with the children in your Sunday school and children's church to encourage them to join the program. Challenge the parents to encourage their children to get involved. Post announcements on the service slides, facebook, website etc. You may want to invite a coach from another church to speak or conduct a demonstration at your church.

Order Supplies:

Each of your quizzers should have his/her own NLT Bible Fact-Pak or other format of quiz material for personal study. Other resources are listed in the Bible Quiz Resource Catalog from My Healhty Church. Order by phone 1-855-642-2077 or online at myhealthychurch.com.

You may also wish to purchase or build an 8-pad electronic quiz/buzzer set. Some recommended sources for this set are:

- **The Judge — Electramatic, Inc.**, 3324 Hiawatha Avenue, Minneapolis, MN 55406, 612-781-9588
- **Quiz Equipment by Steve Kirkman**, 703 N. Rembrandt, Royal Oak, MI 48067, 248-398-1161
- **Officiator Models — Anderson Enterprises**, 2082 Shalimar Drive, Salina, KS 67401, 785-827-3014
- **ACTS**, 121 Erie Street, Syracuse, NY 13204, 315-488-7094
- **Quizbot — AlanBredon Electronics**, www.quizbot.com , 817-331-0269
- **High Technology Products**, 3978 Sword Dancer Way, Grand Prairie, TX 75015, 214-263-0240

Recruit Judges:

Teams will be required to bring judges to help with officiating at the Saturday meets. If your church has a teen quiz team, some of the teens may be willing to help, or talk to the parents and ask them to get involved as helpers. It might also be helpful to approach new attendees at your church. Some of them may be praying about getting involved, but as of yet have not had any opportunities. Post announcements on the service slides, facebook, website etc. may be helpful. Once you have recruited them, you must train them. Be sure to provide your helpers with a copy of the guidelines and encourage them to study them. All helpers must also pass the JBQ Basics Officials Quiz, a self-test, with a score of 80 percent. You may want to invite your helpers to your practice meetings to get them familiar with quiz procedures.

Get Together:

Set up a practice time with your team. Quizzing is a team effort. The side benefits of quizzing include learning to work together, study together, and pray together. Outline your objectives and requirements so that each person knows what will be expected. Close by spending some time in prayer together.

QUIZ COMPETITION GUIDELINES

I. TEAM ARRANGEMENTS:

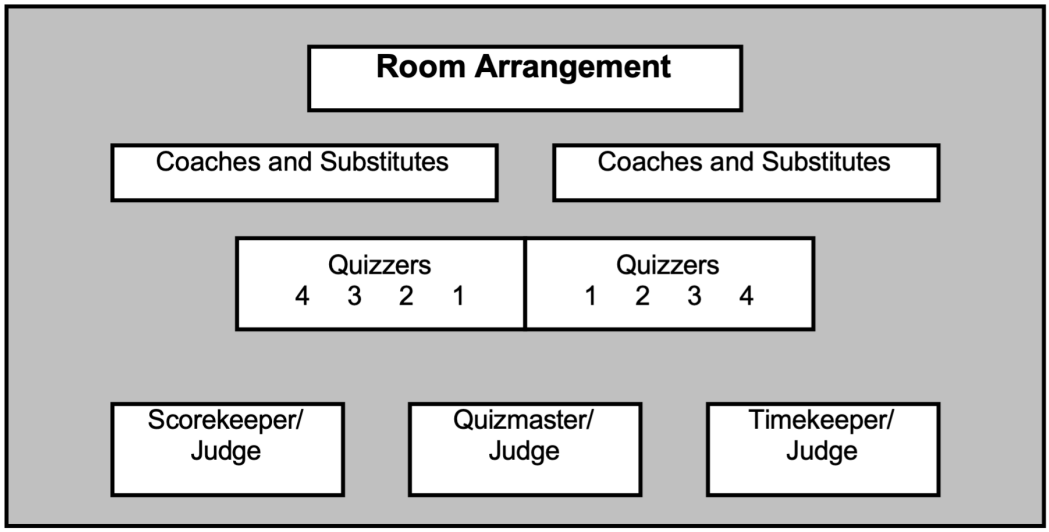
1. The coach will select four team members as starting quizzers for the match. Each quizzer, including the substitute, is required to play at least one question per game. If four quizzers are on a team, all four must play all of the time in every match. (Teams may play with one or two quizzers with the Quiz Coordinator's approval.)

2. Team members, including the substitutes and coaches, may not confer during the match except during time-outs and as permitted in the guidelines under substitutions. It is permissible for an assistant coach to show the scoresheet, NLT Bible Fact-Pak, or other form of NLT Bible Fact-Pak questions to the head coach. Any other verbal or non-verbal communication is not permitted.

3. The person designated as head coach must remain so for the entire match, but not necessarily from match to match. Among the privileges and duties of the head coach are:

- Meeting regularly with the team for prayer, study, and practice quizzing
- Selecting the starting quizzers
- Calling time-outs
- Making substitutions
- Using an open Bible, NLT Bible Fact-Pak, or any form of NLT Fact-Pak questions during the quiz match (Assistant coaches have the same privilege.)
- Calling points of order
- Making a Coach's Appeal
- Having a clear understanding of the JBQ Basics Guidelines and applying them accurately
- Knowing the time and location of each competition

4. The four starting quizzers for each team will be seated at tables facing the officials. Substitutes and coaches will be seated behind the starting quizzers. Quizzers will be identified by their color and position number when a buzzer set is used. When a buzzer set is not used, the quizzers will only be identified by position number. The quizzers shall be numbered 4-3-2-1 1-2-3-4 according to the diagram below.



**** Note: The audience may be seated either behind the coaches and substitutes or behind the officials. The audience must remain quiet during the competition. ****

II. BEING ON TIME:

1. A team must have a coach and its starting quizzers in the room within five minutes of either the stated starting time or the completion of their previous quiz. Failure to do so may result in the forfeiture of that match only. They will still be eligible to quiz in other matches during the meet.
2. Any scheduled orientation is an integral part of the first match. To be late for the orientation may result in a forfeit of the first match only.
3. The officials in consultation with the league quiz coordinator shall make any decision regarding forfeiture.
4. Prior to the competition at the first meet, each coach is responsible for obtaining a round robin schedule to identify the location of each match.

III. BRINGING JUDGES TO THE MEETS:

It is essential for the team to bring trained officials to the meets. Trained judges help the day run smoothly, and they help prevent problems from occurring during the day. A league may have the best guidance from the coordinator, and the program can be set up in the best possible way, but how smoothly the program runs the day of quizzing depends on the officials.

1. It is preferred that each church provide two judges/helpers at the meets for each team registered. However, each church MUST bring at least one judge/helper per team.
2. All judges/helpers must take the JBQ Basics Officials Quiz (self-test) and pass with an 80 percent score.
3. Judges should come to the meets prepared to either score or read the questions. Each one should

understand all of the JBQ Basics Guidelines.
4. If there are not enough judges for a minimum of three per room, then a coach will have to score the official scoresheet and make a copy for him/herself after the match.

IV. DEFINITIONS:

1. "Up" or "Up to bat": The team is given an opportunity to answer five questions.
2. "Inning": Each team has a chance to be "up to bat".
3. "Round" or "match": Two innings.
4. "Out": An incorrect answer, or failure to answer the given question.
5. "Judge's Ruling": A coach's attempt to reverse the Quizmaster's or Judges' decision on the correctness of an answer.

V. RULES:

1. Two Judge's Rulings are allowed per team for each match.
2. No fouls will be given during the rounds.
3. There are two innings per round. An inning consists of five consecutive questions for each team when they are up to bat. There are a total of twenty questions per round.
4. A coin will be flipped to determine the first team up to bat. The coaches will call "heads" or "tails".
5. Buzzer sets are optional. If a league has enough sets to use in every room, then they will be used. If there are not enough buzzer sets for every room, the optional rules are followed. Buzzer sets may be used in overtime periods. Therefore, at least one buzzer set must be available for the league at all times.

VI. FOULS:

Each foul is a loss of five points. There is no limit to the number of fouls a team can receive. Assessed fouls remain even if the question on which it occurred is later voided. (The exception is a foul assessed during the rereading of an interrupted question originally ruled incorrect, which after any and all Coach's Appeals, the team that originally interrupted the question is now ruled correct.)

1. Individual Quizzer Fouls:
    - A quizzer buzzes in during the opening remarks of the question.
    - A quizzer begins to respond before being identified.
    - A quizzer begins to respond when another quizzer was identified.
    - An active quizzer gives help to a member of their team who has buzzed in.
    - An active quizzer improperly communicates. If two or more quizzers are communicating, each will be assessed a foul.
    - The Quizmaster and Judges determine by a majority vote that flagrant hand or body movement by an active quizzer was an attempt to distract the opposing team, draw the opposing team into reacting, or signal their teammates.
    - The Quizmaster and Judges determine by a majority vote that an un-Christlike or unsportsmanlike attitude was expressed by an active quizzer.

2. Team Fouls:
    - A coach or inactive quizzer improperly communicates.
    - During a Coach's Appeal, the head coach does not stop at the calling of "time."

- A coach or inactive quizzer gives help to an active quizzer on their team.
- A Coach's Appeal is obviously used solely as a time-out.
- A Point of Order is used to request the judges reverse a ruling on any response.
- The Quizmaster and Judges determine by a majority vote that an un-Christlike or unsportsmanlike attitude was expressed by a coach or inactive quizzer.

VII. ANSWERING QUESTIONS:

1. Each person on the team is asked a question, beginning with quizzer #1, and progressing to quizzers #2, #3, and #4, respectively.
2. The Quizmaster will identify the quizzer who is going to answer the question. The Quizmaster then reads the question to the quizzer. The quizzer has five seconds to buzz in, if (s)he knows the answer. When (s)he buzzes in, the Quizmaster will again recognize the quizzer by color and number. Once recognized the second time, the quizzer has thirty seconds to complete the answer. If (s)he is correct, (s)he earns ten points for the team. If (s)he is incorrect, (s)he earns zero points for the team. If the quizzer does not buzz in, it is incorrect.
3. If there is no buzzer set, the quizzer has five seconds in which to stand if (s)he wishes to answer the question. Once standing, the quizzer will have thirty seconds to complete the answer. When the answer is completed, the quizzer sits down. If the quizzer does not stand up within five seconds, it is considered incorrect.
4. Interruptions are permitted when it is the quizzer's turn. When the quizzer interrupts a question by standing, the Quizmaster will stop reading immediately at the interruption point, before the current word being read is completed, and state "Interruption." However, if the Quizmaster has begun reading the last word of the question, (s)he should complete that word and not consider it an interruption. Hyphenated words, such as, "twenty-two", and compound words are considered one word.
5. If there is no buzzer set, interruptions are made by the quizzer standing up when (s)he knows the answer.
6. A quizzer does not need to complete an interrupted question. (S)He only needs to answer the question within thirty seconds. Completing the question before answering it does not make the question incorrect.
7. An interrupted question that is judged incorrect will NOT be reread for the other team.
8. If the Quizmaster fails to state interruption, a Judge/Scorekeeper/Timekeeper may do so. If the officials do not state interruption, the quizzer is still expected to answer the question.
9. A question that is misread by the Quizmaster will be voided, and a new question will be substituted.
10. If information which assists (or hinders) the quizzer in answering a question is given by the Quizmaster, other officials, or opposing team, the question will be voided, and a new question will be drawn to replace it.

VIII. JUDGING THE CORRECTNESS OF ANSWERS:

1. An answer is correct when:
    - It contains all the basic information needed as an answer to a non-quotation question. Scripture references are not required on non-quotation questions.
    - The answer to a quotation question is given word for word as found on the NLT Fact-Pak card or the New Living Translation Version of the Bible. Scripture references must be

included, either before or after the quotation. No words may be added, deleted, changed, or replaced in the Scripture portion of the answer. Repeating a word in the completion of an interrupted question or the reference portion of the answer is acceptable.

- Mispronunciations that are still recognizable as the information required in both quotation and non-quotation questions.
- The first answer given correctly states the information required. Erroneous information given after the correct answer is completely stated should be disregarded for both quotation and non- quotation questions.

2. An answer is incorrect when:
    - The quizzer fails to give accurately the information required as an answer to the official question before "time" is called.
    - Incorrect information is given before the answer is completed.
    - The information given is incomplete when "time" is called.
    - Any word or part of a word is omitted, repeated, added, or changed in the Scripture portion of the answer to a quotation question.
    - Mispronunciation that makes it impossible to recognize the words called for in the answer of a quotation or non-quotation question.
    - The quizzer fails to speak loudly or clearly enough for the judges to recognize the words required for the response.
    - A quizzer on the same team answers the question for the quizzer who is supposed to be answering the question. No substitute question is read for that quizzer.

3. Other guidelines for judging answers and completions:
    - Bible Fact-Pak questions and answers that contain the word "or" require only one of the words or phrases to be correct, such as "He was crucified" or "nailed to a cross". The quizzer needs to say only one of the phrases to be correct.
    - Bible Fact-Pak questions and answers that contain the word "and" require both words or phrases joined by the conjunction to be correct, such as "Priest of God and King of Salem". The quizzer must give all of the information in essence to be correct.
    - Some Bible Fact-Pak answers contain words in brackets [ ]. The quizzer does not need to give the words contained in the brackets to be correct. It is acceptable for the quizzer to substitute some words in brackets when they have similar meaning to the previous words. For example, "Jesus was transfigured [showed His glory] and talked with Moses and Elijah." The quizzer may say either "transfigured" or "showed His glory" to be correct. For question number 181, either "[about] 30 years old" or "30 years old" would be acceptable answers, but the words in the brackets may not be substituted for the rest of the answer.
    - No Scripture references that are written in italics or parentheses are required on non-quotation questions. These references are only stated for study purposes.

IX. CLOSING THE MATCH:

1. After the decision for the last question, the Quizmaster will announce that the match is officially closed, pending the reading of the scores. Team members may confer quietly during this time, but they must stay in place until the scores are read. This procedure will also apply after any overtime period.

2. Once the match has been officially closed, the match will not be reopened for any reason, except to conduct any necessary overtime period(s) in the event of a tie at the end of the regulation game.
3. If upon the announcement of the official score, either coach expresses a desire to challenge it, the Quizmaster will call both coaches to the judges' table and verify the official team and individual scores by comparing them with the scores kept by both teams. After the coaches are in agreement with the official scores, they will initial the official scoresheet.
4. If a coach fails to challenge the score at the time it is announced, it may not be challenged later. Only the scoresheet kept by the judges in the quiz room will be considered official for all team and individual points tallied during the year.
5. Any disagreements for the match must be settled before the Quizmaster moves to another question, closes the match (if on the final question), or before the official scoresheet is handed in (if the problem concerns the final score). Once the match is officially closed, the results are considered final.

X. JUDGE'S RULING:

1. A Head Coach may initiate a Judge's Ruling when:
   - There is a possible guideline violation.
   - The coach wants the judges to reverse the Quizmaster's independent decision regarding the correctness of an answer.
2. Each team is permitted to initiate two Judge's Rulings per round (including overtime) whether successful or unsuccessful. Any withdrawn Judge's Ruling will be considered an unsuccessful Judge's Ruling. If a coach attempts to initiate a third judge's ruling, it will not be permitted.
3. Only the head coach may initiate a Judge's Ruling. To initiate a Judge's Ruling, a coach shall state the desire to reverse the ruling by saying, "Judge's Ruling," and wait to be recognized by the Quizmaster. The coach has a maximum of two minutes to confer with one person (either a quizzer or Assistant Coach), stand, and present the Judge's Ruling publicly.
4. The coach initiating the Judge's Ruling should state the basis of the Judge's Ruling in the opening remarks of the oral presentation. Judge's Rulings may be presented on two bases: (1) guidelines or (2) appealing the Quizmaster's independent decision concerning the correctness of an answer. Judges may not question, discuss, or confer with the coach at any time during the coach's appeal.
5. When presenting a Judge's Ruling, the coach may cite any of the following sources: NLT Bible Fact-Pak card, official guidelines, and/or the New Living Translation Version of the Bible. In making their decision, the judges should disregard the information from any other source.
6. The coach must immediately stop presenting their appeal when "time" is called.
7. Any conferring by either team at any time during the Judge's Ruling (except for what is permitted in the guidelines) will not be allowed.
8. If the opposing team desires to initiate a judge's ruling following the judges' decision on a Judge's Ruling, they may do so immediately following the announcement of the judges' decision on the original Judge's Ruling. It will be counted as one of the team's two Judge's Rulings.
9. A team is limited to one judge's ruling per question. If a question is voided during the judge's ruling and a new question is substituted, the coach may appeal the decision on the substituted question.
10. A Judge's Ruling should be done in a Christ-like manner, avoiding any unnecessary comments in regards to members of the other quiz team or officials. Failure in this area may result in a penalty of a minus five points for that team, as determined by a majority vote of the judges.
11. A Judge's Ruling must be initiated before the Quizmaster calls the next question, before a time-out is granted, or before the match is officially closed.

12. A team may not appeal “help or hindrance” on the basis of the actions of its own team members or coaches.
13. No team will be permitted to present a Judge’s Ruling in an effort to gain a reversal of the judges’ decision because of the opposing coach’s improper procedure in initiating or presenting a Judge’s Ruling to the judges. It is the sole responsibility of the judges to determine if the team has followed the proper Judge’s Ruling procedure.
14. Before either closing the match or granting a time-out, the Quizmaster will inquire to see if either team desires to ask for a Judge’s Ruling. No appeals will be permitted once the time-out has been recognized or the match has been closed.
15. In the event of an unusual situation, the Quizmaster or the judges have the option to ask for a judge’s ruling in this situation to the Quiz Coordinator for a ruling. That ruling will be final.

XI. SCORING:

1. A quizzer correctly answering a question is awarded ten points.
2. A quizzer incorrectly answering a question is awarded zero points for the answer during the actual game.
3. During an overtime period, a quizzer incorrectly answering a question is penalized a minus five points.
4. No quizzer or team fouls will be given during the regular match and during overtime periods.
5. The coach may receive a five point penalty for demonstrating a non-Christ-like attitude during the presentation of a judge’s ruling. (See the guidelines for “Judge’s Ruling”)

XII. TIME-OUTS AND SUBSTITUTIONS:

1. Each team will be permitted two thirty second time-outs during the match. Only the head coach is permitted to call a time-out after the Quizmaster has ruled on a question and before calling the next question. An additional time-out is permitted during overtime periods.
2. Substitutions do not need to be made during time-outs. Between innings, and only between innings, the coach may substitute the quizzers on his/her team. This is to be done quietly. Simply have the substitute quizzer go in for the quizzer being removed. When it is that team’s “up”, the coach should tell the Scorekeeper that a substitution has been made. Each substitute must play at least one question per game. If the team has only four players, each player must play all of the time in each game. Failure to state that a substitution has been made does not make the quizzer’s answer invalid.
3. To make a substitution during the middle of an “up”, the coach must call “time-out”. The Scorekeeper must be notified of the substitution after “time-in” has been called.

XIII. POINT OF ORDER:

1. A point of order is made to correct or prevent an error in procedures. It does not attempt to gain a reversal for the decision on a quizzer’s answer.
2. Either a coach or a quizzer sitting at the table is allowed to raise a point of order when the quiz equipment needs to be reset.
3. Coaches are allowed to make points of order when:
    - The coach has a question about the procedures during the match.
    - The coach has a question about the score.
    - A substitution has been made.

- The quiz equipment needs to be reset.

4. If a proper point of order is made, the judges will immediately rectify the situation. If it is not a proper point of order, the judges will state so and proceed with the match.

XIV. TIE GAMES:

1. In case of a tie at the conclusion of the 20th question, an overtime period of three questions will follow. A buzzer set is RECOMMENDED to be used during overtime periods. If there are not enough buzzer sets for each room, it is highly recommended that the league have an overtime buzzer set, or an overtime room with a buzzer set, available for overtime periods. When an overtime period occurs, the teams will go to the overtime room (or set up the buzzer set) and proceed with the overtime period.
2. The questions will be asked to both teams, and whoever buzzes in first will be recognized to answer the question. If no buzzer set is available, at the beginning of the overtime questions the children are instructed to stand up as soon as they know the answer after the question has been started. They are allowed to stand and interrupt the question but they do NOT have to complete the question before giving the answer. HOWEVER, the quizzer MUST wait to be recognized before they give the answer. The judges should help the Quizmaster to watch and identify which quizzer stood up first. If it appears that there is a tie in standing up, that question is voided and another one replaces it. If the quizzer is correct, (s)he earns ten points for the team. If the answer is incorrect, (s)he receives minus five points for the team.
3. If a tie remains after the initial three overtime questions, there will be as many sudden death overtime questions asked, one at a time, until a question has been answered. If the answer is correct, the team that answered is the first place winner. If the answer is incorrect, the responding team becomes the second place winner for the match.

XV. UNUSUAL SITUATIONS:

If any unusual situations arise during the match which are not clearly covered in the quiz guidelines, the Quizmaster and the judges, in private consultation with the quiz coordinator, shall make as fair and equitable ruling as possible. Such special rulings are final.

GUIDELINES FOR OFFICIALS

The following officials are required for each room at the quiz meet: a Quizmaster/Judge, a Scorekeeper/Judge, and a Timekeeper/Judge. If there are additional officials available, they may be assigned separate duties, such as: Judge, Scorekeeper, and Timekeeper.

DUTIES OF THE QUIZMASTER:

1. The Quizmaster has general oversight of the quiz match to which (s)he is assigned.
2. Before the match begins, the Quizmaster will give a brief opportunity to answer any questions the teams may have.
3. The Quizmaster will have the teams, coaches, and officials introduced.
4. The Quizmaster will give additional instructions necessary to teams, officials, or audience.

5. The Quizmaster will see that prayer is offered before the match begins.
6. The Quizmaster will read the questions loudly, distinctly, and clearly, without giving advantage to either team. Proper procedure is to call, "Question," then begin reading the introductory remarks and the question. For example: "Question, Question number 1 for 10 points. Quotation Question. Where did the universe come from?"
7. Immediately before reading the question, the Quizmaster will recognize the quizzer who is to respond by calling their name. The quizzers will be numbered from the inside out (4-3-2-1 1-2-3-4).
8. If a quizzer interrupts the question by activating the electronic equipment (or by standing up), the Quizmaster will stop reading the question immediately and call "interruption." If interrupted while reading the final word of the question, the Quizmaster will finish the word and "interruption" will not be called. If it is not the final word, the Quizmaster must stop before finishing the current word being read, if it is possible. Hyphenated and compound words are considered one word.
9. If the Quizmaster misreads the question, it will be voided and a new question will be substituted.
10. The Quizmaster will prevent the participants from violating the guidelines.
11. If the quizzer's answer is incomplete, but not obviously incorrect, the Quizmaster will allow the quizzer the full thirty seconds to complete the answer.
12. If the quizzer's answer is obviously correct or incorrect, the Quizmaster will so state, together with the plus or minus points earned. However, if the quizzer is obviously trying to answer the question, the Quizmaster should wait until the quizzer finishes speaking. The Quizmaster should not interrupt the quizzer.
13. If the answer is not obviously correct or incorrect, the Quizmaster will request an independent decision from the judges at the completion of the thirty seconds.
14. The Quizmaster may give the judges directions concerning the procedures and the guidelines. (S)He will act as one of the three voting judges if there are not three voting judges available for the quiz room.
15. The Quizmaster, together with the judges, will enforce the proper procedure for a judge's ruling.
16. When conferring on a judge's ruling, the Quizmaster should attempt to keep long delays from occurring before a decision is rendered.
17. If time-out is requested, the Quizmaster will query the opposing coach to determine if his/her team desires a Judge's Ruling before granting the time-out.
18. The Quizmaster should keep the match going as smoothly and quickly as possible without rushing.
19. The same procedure as for time-outs should be followed at the end of the final question in the match and at the conclusion of the overtime period. The Quizmaster will declare the match officially closed. After the declaration of the match being closed, the teams will be permitted to confer quietly. In case of a tie, the Quizmaster will reopen the match.

DUTIES FOR ALL JUDGES

1. The judges should be thoroughly acquainted with the quiz guidelines, the officials' duties, and the NLT Bible Fact-Pak. The judges should bring an NLT Bible along with them to the meet.
2. If the Quizmaster fails to identify the quizzer, one of the judges will do so before the quizzer begins to answer his/her question.
3. When the Quizmaster asks the Judges for a ruling on the correctness of the answer, they will quickly give independent decisions without conferring. They will indicate their individual decision by displaying a coin: "Heads" indicates that the answer was correct. "Tails" means that the answer was incorrect. The decision does not need to be unanimous. The Quizmaster will tabulate the vote and announce it to the teams.

4. If a judge disagrees with the independent decision of the Quizmaster, (s)he may ask for a judges' vote by simply stating "Judges' Vote." Without conferring, all the judges will vote on the correctness of the answer by using a coin. "Heads" indicates that the answer was correct. "Tails" means that the answer was incorrect. The decision does not need to be unanimous. The Quizmaster will announce the decision made by the judges.
5. When a Judge's Ruling is presented, the coach must first state the basis for the Judge's Ruling. The judges will listen carefully to the coach's presentation. They must not discuss or arbitrate with the person requesting the Judge's Ruling.
6. After the Judge's Ruling is presented, the judges will immediately cast an independent vote on the Judge's Ruling (without conferring). If the decision is unanimous, either to deny or accept the judge's ruling, the Head Judge or the Quizmaster will announce the decision. If it is a split vote, the judges may then confer among themselves and cast another vote. (Teams should not hear the judges' deliberation if possible) The second vote need not be unanimous. When voting, the judges should uncover their coins until all the judges are ready to vote; then all three coins should be exposed at the same time. To accept a Judge's Ruling, the judge votes with the "heads" side of the coin. If the judge desires to deny the Judge's Ruling, (s)he votes "tails." An accepted Judge's Ruling reverses an original decision, and the score is changed accordingly. A denied Judge's Ruling agrees with the original decision, and the score remains the same.
7. The judges, together with the Quizmaster, have the authority to enforce the proper procedure for Judge's Ruling.
8. Any judge may request the Quiz Coordinator's assistance if it is needed during the match. After the match, the judges should use discretion about discussing any of their decisions with the quizzers, coaches, and audience.

DUTIES OF THE SCOREKEEPER:

1. The Scorekeeper is responsible for obtaining the official scoresheets from the Quizmaster.
2. The Scorekeeper is responsible for obtaining the names of the teams, quizzers and substitutes before the beginning of the match.
3. During the first two matches of the day, the Scorekeeper will clearly print the first and last names of the quizzers on the scoresheet. Only the first names of the quizzers will be required in the other matches at the meets unless there are quizzers with the same first name on the same team.
4. The Scorekeeper will record the date and the quiz number on the space provided on the scoresheet.
5. The Scorekeeper will keep an accurate record of time-outs for each team. The Scorekeeper will immediately notify the Quizmaster if a team requests a third time-out in the match.
6. The Scorekeeper will keep an accurate record of coach's Judge's Rulings for each team. The Scorekeeper will immediately notify the Quizmaster if a team requests a third Judge's Ruling in the match.
7. The Scorekeeper will keep an accurate running score for both teams.
8. At the conclusion of the match, the Scorekeeper will tabulate all individual and team scores. Upon completing the compilation, the Scorekeeper should hand the scoresheet to the Quizmaster to announce the individual and team scores. Once the coaches agree with the official score, the Scorekeeper is responsible for obtaining the coaches' initials.
9. During the match, the Scorekeeper should only disclose the official score if so directed by the Quizmaster.
10. If two Scorekeepers are used, it is suggested that they work closely together, checking each other's scoring during the match.

DUTIES OF THE TIMEKEEPER:

1. The Timekeeper will thoroughly familiarize him/herself with the guidelines concerning time.
2. The Timekeeper must use a watch, stopwatch, or timer built into a buzzer set during the match. The Timekeeper should ascertain (to the best of his/her ability) that the official timer is accurate.
3. A quizzer is given five seconds to activate the buzzer (or to stand up). Time begins immediately upon the completion of the question by the Quizmaster. (A quizzer should be recognized if (s)he buzzes in simultaneously with the calling of time)
4. A quizzer is given thirty seconds to complete the answer. Time begins when the Quizmaster recognizes the quizzer. In case of an interrupted question, time will begin after "interruption" has been called, and the quizzer has been recognized.
5. If the quizzer has started the last word of the answer when the thirty second time limit is called, the answer will not be considered incomplete on that basis, unless it is a quotation question.
6. A team is given two thirty second time-outs per match. Time begins when the Quizmaster grants the time-out request.
7. A team initiating a Judge's Ruling is allowed two minutes to confer and audibly present a Judge's Ruling. Time will begin when the coach of the initiating team is recognized by the official.
8. At the end of all time periods, the timekeeper will distinctly, and loudly, call "time."
9. The Timekeeper's decisions are matters of judgment and coaches cannot request a Judge's Ruling on this matter.

INSTRUCTIONS FOR THE SCORESHEET

Every part of the scoresheet is important, so each part should be filled out correctly. An example of the official scoresheet is found as Appendix A of this manual.

QUIZ #: This is the number of the match/game being played that day. This number should always be included so that if a question about the score arises later, it can be checked.

DATE: The Coordinators keep the scoresheets for all months of quizzing, and they need to know which month each sheet is for.

TEAM NAME: The entire name of the team must be written down. Many churches have more than one team, and the teams must be differentiated on the scoresheets.

QZR: (Quizzer -- 1,2,3,4) Each quizzer's name is written in this space. If there are two quizzers with the same first name, last initials should be included.

SUB: If a substitution is made, the substitute's name is written in this space. The "Q" is the question number at which (s)he has entered the game.

T.O.: Each team is allowed two thirty second time-outs. When the team takes a time-out, an "x" is marked in the box.

A: Each team is allowed two judge's rulings per match. When the team initiates a judge's ruling, an "x" is marked in the box.

QUESTIONS: In each inning, both teams are asked a set of five questions. After the first team is asked a set of questions, the second team is asked its set of questions. Therefore, each team will have a response for every question number in the game. A bold print line designates the end of each inning. Each time a quizzer responds correctly, (s)he is given ten points for the answer. If the response is incorrect, a zero is placed in the box. The zero is important to write so that the correct percentage of accuracy can be determined for each quizzer.

RUNNING TOTAL: A running total is kept in the inner columns of the scoresheet. Since only one team is responding at a time, the running total is kept individually for each team during the inning. If no mistakes have been made in the scoring, the addition of the individual quizzers' scores should equal the running total. The first place team is the one with the highest number of points at the end of the game. If the totals are tied, the teams play an overtime set. The team with the highest running total after the overtime period is in first place.

SUB-TOTAL: Each individual's score is written in this box. The score should be written as a fraction with the number of correct points obtained over the number of possible points the quizzer could have earned. Each zero would have been worth ten points. (For example, if the quizzer answered three of four questions correctly, the fraction would read "30/40".)

OVERTIME: Overtime questions are a bonus and are not figured into the original percentage score of the quizzer. Therefore, it is important to keep the subtotals separate from the overtime period scores. If no overtime period is played, the bottom part of the scoresheet is not completed. If an overtime period is played, both the "Total" and the "Sub-Total" sections must be completed. Remember to keep the original quizzer's and the substitute quizzer's scores in the appropriate boxes. Remember to add the quizzer's regular game scores and the overtime scores separately.

Note: Each correct overtime question is worth ten points for the team. Each incorrect overtime question is scored as a minus five points for the team. These points are added into the team's running total.

FIRST PLACE WINNER AND SECOND PLACE WINNER: Write the names of the teams on the bottom of the scoresheet with their final score.

COACHES' INITIALS: After each match, the coaches place their initials on these lines to indicate their agreement with the final score.

SAMPLE GAME FOR SCORESHEET PRACTICE

When a team has four players, the order for the quizzers stays the same for each inning. Quizzers 1,2,3,4 will take their respective turns in each inning. However, when a team only has three, or fewer, players, the order is different. In the FIRST inning, the order is 1,2,3,1,2 but in the SECOND inning, the order begins with the next player. Therefore, the order is 3,1,2,3,1.

In our sample game, the Crusaders have three quizzers, but the Warriors have four quizzers. The actual scoresheet for this practice game is found as Appendix B of this manual.

FIRST INNING

Crusaders
Question 1: Quizzer 1 answers correctly and earns 10 points.
Question 2: Quizzer 2 answers correctly and earns 10 points.

Question 3: Quizzer 3 answers incorrectly and scores 0 points.
Question 4: Quizzer 1 answers correctly and earns 10 points.
Question 5: Quizzer 2 answers correctly and earns 10 points.
Total points for the inning: 40

Warriors
Question 1: Quizzer 1 answers correctly and earns 10 points.
Question 2: Quizzer 2 answers incorrectly and scores 0 points.
The coach unsuccessfully appeals the quizmaster's decision. Answer remains incorrect.
Question 3: Quizzer 3 answers incorrectly and scores 0 points.
Question 4: Quizzer 4 answers correctly and earns 10 points.
Question 5: Quizzer 1 answers correctly and earns 10 points.
Total points for the inning: 30

SECOND INNING

Crusaders
Question 1: Quizzer 3 answers incorrectly and earns 0 points.
Question 2: Quizzer 1 answers correctly and earns 10 points.
Question 3: Quizzer 2 answers incorrectly and scores 0 points.
Question 4: Quizzer 3 answers correctly and earns 10 points.
Question 5: Quizzer 1 answers incorrectly and scores 0 points.
Total points so far in the game: 60
***** Between innings the coach replaces Quizzer 3 (Amy) with Judy. A line is made on the scoresheet to indicate where the substitution took place. The appropriate name changes are made at the top of the scoresheet.***

Warriors
Question 1: Quizzer 2 answers correctly and earns 10 points.
Question 2: Quizzer 3 answers correctly and earns 10 points.
Question 3: Quizzer 4 answers correctly and earns 10 points.
Question 4: Quizzer 1 answers incorrectly and scores 0 points.
Question 5: Quizzer 2 answers incorrectly and scores 0 points.
Total points so far in the game: 60

All sub-totals are now added up in fractions. The substitute's points for the Warriors team are kept separate from the initial player's points. These points will NOT be added together with the overtime points earned.

OVERTIME

OT #1: Quizzer 2 (Crusaders) answers correctly and earns 10 points.
OT #2: Quizzer 3 (Warriors) answers correctly and earns 10 points.
OT #3: Quizzer 4 (Crusaders) answers correctly and earns 10 points.

FINAL SCORES
Crusaders 80
Warriors 70

The first place winners are the Crusaders.

The individual points earned during the overtime period are now added to the bottom section.

Complete all the other information required on the bottom.

APPENDIX A

Quiz Number _____
Date _____

JBQ BASICS SCORESHEET

A. ☐☐
T.O. ☐☐

A. ☐☐
T.O. ☐☐

Team _____ Team _____

Question Number		Qzr. 4		Qzr. 3		Qzr. 2		Qzr. 1		RUNNING TOTALS		Qzr. 1		Qzr. 2		Qzr. 3		Qzr. 4	
		Sub	Q	Sub	Q	Sub	Q	Sub	Q			Sub	Q	Sub	Q	Sub	Q	Sub	Q
1st Inning	1																		
	2																		
	3																		
	4																		
	5																		
2nd Inning	6																		
	7																		
	8																		
	9																		
	10																		
SUB-TOTAL																			
Substitute Quizzer																			
Overtime	O1																		
	O2																		
	O3																		
	O4																		
TOTAL																			
Substitute Quizzer																			

First Place _____ Coach's Initials _____

Second Place _____ __ Coach's Initials _____

APPENDIX B

Quiz Number 1
Date October 5,2013

JBQ BASICS SCORESHEET

SCORESHEET

A.
T.O.

A. X
T.O.

Team CRUSADERS Team WARRIORS

Question Number		Qzr. 4		Qzr. 3		Qzr. 2		Qzr. 1		RUNNING TOTALS		Qzr. 1		Qzr. 2		Qzr. 3		Qzr. 4	
				John		Pete		Sue				Mary		Paul		Amy		Jeff	
		Sub	Q	Sub	Q	Sub	Q	Sub	Q			Sub	Q	Sub	Q	Sub	Q	Sub	Q
																Judy			
1st Inning	1							10		10	10	10							
	2					10				20	10			0					
	3			0						20	10					0			
	4							10		30	20							10	
	5					10				40	30	10							
2nd Inning	6			0						40	40			10					
	7							0		0	50					10			
	8					10				50	50							0	
	9			10						60	60	10							
	10							0		60	60			0					
SUB-TOTAL				10/30		30/30		20/40		60	60	30/30		10/30		0/10		10/20	
Substitute Quizzer																10/10			
Overtime	O1					10				70	60								
	O2									70	70					10			
	O3			10						80	70								
	O4																		
TOTAL				10/10		10/10		--		80	70	--		--		10/10		--	
Substitute Quizzer																			

First Place CRUSADERS - 80 Coach's Initials _____

Second Place WARRIORS - 70 Coach's Initials _____