



## Quizmaster Quicksheet

August 6, 2013

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

### INTRODUCTIONS

1. "Welcome to Round \_\_\_\_." Introduce yourself, your scorekeeper, and your timekeeper.
2. Have each quizzer buzz in and give his/her name. Have substitutes and coaches introduce themselves.
3. Verify that the scorekeeper has all of required information filled out on the scoresheet.
4. Ask for a volunteer to open the match with prayer.
5. Ask if there are any questions before you begin.
6. Open the match by stating the following, inserting the time: "This match is now officially open at \_\_\_\_."

### READING OF THE QUESTIONS

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

### CLOSING THE MATCH

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

### TIE GAME

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



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### TIME-OUTS

23. Three time-outs are allowed during regulation matches. An additional time-out is granted to each team during overtime, and the teams may also use any unused time-outs. A time-out lasts 30 seconds.
24. When a coach or captain calls for a time-out, state: "**Time has been called. Are there any issues?**" If there are none, state: "**Time-out is granted for the (red/green) team.**" The teams are not to begin conferring until you grant them time-out. If they do so, you can give them a warning before assigning a foul.

### JUDGING A RESPONSE CORRECT OR INCORRECT

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