



Quizmaster's Guide (How to Run a Match)

August 6, 2013

Opening the match:

1. Check the round robin and be **sure the correct teams are in the room.**
2. Have quizzers test their buzzers and state their names.
3. Have coaches and substitutes introduce themselves.
4. Introduce yourself and the other officials.
5. Any Captains?
6. PRAY.
7. Ask, "Are there any questions before we begin?"
8. "This match is officially opened at _____."

During the match:

1. Read each question as follows: "Question, question # ___ for ___ points."
2. Before granting a time out, ask the coaches if there are any issues.
3. Refer to JBQ Official Quiz Guidelines and/or quiz coordinator if necessary.

Closing the match:

1. Ask, "Are there any questions or issues?"
2. "This match is closed pending the reading of the score."
3. **Have the coaches verify the results and sign the scoresheet.**
4. Read the scores of the teams and the top two scorers.
5. "This match is officially closed at: _____."
6. **Have the scoresheet returned to the official tabulation room (or table).**

Timekeeper's Guide

- Call "TIME" loudly and clearly
- Be Consistent
- Time Limits:
 - No Response: 5 seconds
 - Response: 30 seconds
 - Time Out: 30 seconds
 - Judges' Ruling: 30 seconds