



JBQ Rules & Guidelines

Quicksheets for Quizmasters

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NOTE: These Quicksheets are designed to help keep a quiz match running smoothly. Rules are given here only in brief. For questions on rulings, consult the *JBQ Official Quiz Guidelines*.

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 quizzier. If you face an unusual situation, consult the league coordinator.

In the information below, words in **bold** print are suggested sentences to say.

INTRODUCTIONS

1. **“Welcome to Round _____. Will anyone be quizzing with the King James Version?”**
2. Introduce yourself, your scorekeeper, and your timekeeper.
3. Have each quizzier buzz in and give his/her name. Have substitutes and coaches introduce themselves. During this, the coaches and scorekeepers should prepare scoresheets. Make sure the coaches have provided name lists to the scorekeeper.
4. Ask for a volunteer to open the match with prayer.
5. Ask if there are any questions before you begin. State: **“This match is now officially open.”**

READING OF THE QUESTIONS

6. Begin questions. Read slowly and clearly. Read the questions exactly as they are printed. After each question, wait until the scorekeeper is ready before proceeding to the next question.
7. Each question should begin with the words: **“Question. Question number ____ for ____ points.”** If it is a quotation question, the next thing you will say is **“Quotation question.”** These are the “introductory remarks” and cannot be interrupted.
8. A quizzier interrupting during introductory remarks should be charged a foul. After doing so, state: **“I will reread the question with all quizzers eligible to respond.”**
9. If you make a mistake in reading the question prior to completing the bold portion, stop, state that the question is void, and announce that you will substitute a question of equal value.
10. When a quizzier buzzes in, identify him/her by color and number (i.e., **“Green two.”**)
11. 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”** before identifying the quizzier. *Mark the point of interruption on your copy of the questions.*
12. If an interrupted question is ruled incorrect, state: **“The question will now be reread for the (red/green) team.** At this point you may ask the opposing team to please not buzz in. Reread the entire question for the opposing team.
13. If you feel the initial answer given by the quizzier is incomplete, allow the quizzier the full 30 seconds.

14. Mark the number of points awarded each question on your copy. Indicate which quizzer responded with R1, G2, etc. (or circle the appropriate number on the scoring helps, if provided on your copy).
15. After the 10th question, 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. In the event of overtime, repeat the buzzer check after the 20th question.

JUDGING A RESPONSE CORRECT OR INCORRECT

16. 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.
17. 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.”**
18. ESSENCE: Only 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 are therefore interchangeable. The words “apostle” and “disciple” should also be interchangeable.
 - 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.
19. 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.

CLOSING THE MATCH

20. After the final question, ask: **“Are there any coach’s appeals?”** If not, state: **“This round is closed pending the reading of the scores.”**
21. 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. No changes in scores will be permitted. Coaches, please sign the score sheet before leaving the room.”**
22. At this time, you may give positive feedback to the quizzers, review questions they missed, etc.

TIE GAME

23. In the event of a tie, announce the match reopened and give one minute for the teams to confer and make substitutions.
24. Ask three additional questions, one of each point value, in random order.

25. 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.

FOULS

26. Quizzer fouls are called for the following actions:
- a) A quizzer buzzes in during introductory remarks.
 - b) The wrong quizzer responds (a quizzer who was not identified).
 - c) The quizzer responds before being recognized by the Quizmaster.
 - d) A quizzer exhibits unsportsmanlike conduct.
27. Team fouls are called for the following:
- a) A quizzer or coach improperly confers.
 - b) A coach's appeal is called by anyone other than the head coach.
 - c) A third coach's appeal is called.
 - d) A team requests a fourth time-out.
 - e) Obvious help or hindrance by team members, coaches, or audience.
28. For each quizzer foul, 5 points are deducted from the quizzer's score. This is also reflected in the overall team score. For each team foul, 5 points are deducted from the team score.

APPEALS AND TIME-OUTS

29. Three time-outs are allowed during regulation matches. An additional time-out is granted each team during overtime. A time-out lasts 30 seconds.
30. When a coach or captain calls for a time-out, state: **"Time has been called. Are there any appeals?"** If there are no appeals, state: **"Time-out is granted for the (red/green) team."** The teams are not to begin conferring until you grant them time-out. If they do so, you can give them a warning before assigning a foul.
31. Each team is allowed two coach's appeals during any match. An appeal is made to call attention to a possible rule violation or to seek a judges' ruling on the correctness of a question. An appeal may last 2 minutes.
32. When a coach requests an appeal, state: **"(Red/Green) coach may state his appeal."** Allow the coach a full two minutes, if needed. The coach may confer during this time. When he is finished, *the judges, without conferring, will cast a vote*, using coins as described above. Explain to the judges what is signified by heads and what is signified by tails (i.e., heads signifies an agreement to the appeal). *If the decision is unanimous*, announce such and carry it out. *If the decision is not unanimous*, the judges may confer and cast a second vote. The second vote need not be unanimous.

POINTS OF ORDER

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

VOIDING QUESTIONS & SUBSTITUTE QUESTIONS

35. Void a question and select another of the same point value from the back of your printed questions when:
- a) The point value or any word read differs from the *Bible Fact-Pak* printouts.
 - b) An official gives any information that would help a quizzer.
 - c) There is obvious help or hindrance from the audience, coaches, team members, or officials.
 - d) A quizzer remains illegally in the match and responds to a question.
 - e) The buzzer shows a tie between opposing teams.
 - f) Buzzers are not working properly.
 - g) Judges reverse a decision of “correct” on an interrupted question.
 - h) A quizzer other than the one identified begins to answer.
36. Read a substitute question for BOTH teams UNLESS:
- a) It is a reread or interrupted question.
 - b) You identified the wrong quizzer and that quizzer begins to answer. (If both quizzers are on same team, read only for that team.)
 - c) The opposing team gives a help or hindrance. Read for offended team only.
 - d) An interrupted question is voided because of help or hindrance by same team. Read for opposing team only.
 - e) Judges reverse a “correct” decision on an interrupted question. Read for opposing team only.

JUDGES’ RULING

37. Each judge should have a set of questions and follow along, listening to the answer. If you are unable to rule whether an answer is correct or incorrect, you can call, “**Judges’ rule.**” Each judge, including the Quizmaster, should lay a coin faceup if he feels the answer is correct, facedown if he feels the answer is incorrect. This is done without conferring. The decision need not be unanimous for a judges’ rule.
38. If a judge disagrees with your call of correct or incorrect, he may call for a “**Judges’ vote.**” This should be called before a time-out is granted or before the next question is called, and is performed as described above.
39. Any judge can call a foul. Fouls should be called after the timekeeper has called “Time.”
40. 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, the quizzer must be ruled incorrect.
41. When a quizzer answers correctly, state: “**That is correct for __ points.**”
When a quizzer answers incorrectly, state: “**I’m sorry, that is incorrect for minus __ points.**” (Deduct half the value of the question.)
If no response has been given when timekeeper calls “Time,” state: “**No response.**”