



JBQ Rules & Guidelines

Quicksheets for Scorekeepers

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It's up to the Scorekeeper to keep an accurate accounting of each match. Often Scorekeepers must also act as judges. This can be a difficult job, as it is hard to pay attention to the question and answer while filling out the scoresheet. Do your best, and don't be afraid to let the coach's correct you at the end of the match.

Use pencil on your scoresheet, not ink!

PREPARING THE SCORESHEET

1. Each match has a red team and a green team. Circle either **RED** or **GREEN** for each team.
2. The scoresheets may have the point totals automatically filled in for the questions. The sheet may also be numbered for the match in which it is to be used. Be sure to double check that you are using the correct scoresheet for the match. If the information is not already on the scoresheet, you must fill it in. Make sure you use complete names of the teams and first and last names on all quizzers—not initials if at all possible.
3. Fill in the Round number, Room number, Division, and any additional information required.
4. On the top line after **RED / GREEN**, fill out the team name and number and the coach's name. (Example: "New Life—Barnett, 14, Hansen.")
5. Quizzers are numbered from the center of the quiz box out to the end. Center is 1 and the far end is 4. The coaches will hand you a sheet containing the names of the quizzers. This is for your reference and correct spelling. If a coach does not give you this, you may ask for it.
6. On the score sheet, **Q** is for initial quizzer, **S** is for any substitute. Fill in first and last names. If a second substitute enters the match, write the name in the line for the initial quizzer.

DURING THE MATCH

7. If the Quizmaster goes too fast for you, or if you have a question on an answer, stop the match until you have straightened the problem out. Give the Quizmaster a clue, such as saying, "**OK,**" so he/she will know when you are ready to proceed to the next question.
8. If the Quizmaster reads the wrong point value for any question, make that fact known immediately.
9. When a question is interrupted, circle the question number at the top of the scoresheet. This helps you remind the Quizmaster to reread the question for the opposing team if the answer was ruled incorrect.
10. If no quizzer buzzes in, write **NR** (no response) under the question number.
11. Questions ruled correct are awarded the appropriate point value (10, 20, 30) as listed on the scoresheet and stated by the Quizmaster.
12. Questions ruled incorrect are deducted half the point value of the question (-5, -10, -15).
13. To help keep your place, use a blank piece of paper placed vertically next to the question column and move it across as each question is read.

14. Keep a running total at the bottom of each team's portion of the scoresheet. Running totals should include amounts added or deducted for quiz outs and fouls.
15. The row of numbers at the top of the scoresheet (ten 10s, seven 20s, and three 30s) are used to make sure the correct number of each type of question is asked. Mark these off as the questions are read. Notify the Quizmaster if an eleventh 10-point question, eighth 20-point question, or fourth 30-point question is called.

QUIZ OUTS

16. A quizzer quizzes out forward if he has answered 6 questions correctly. Immediately bring this to the Quizmaster's attention so a substitution may be made. Award 10 extra points to the quizzer/team.
17. A quizzer quizzes out backward if he has answered 3 questions incorrectly or if he has accumulated 3 quizzer fouls. Immediately bring this to the Quizmaster's attention so a substitution may be made.
18. Quiz outs are assessed only for the situations described above and not for any combination of them.

TIME-OUTS AND APPEALS

19. When a time-out or appeal is called, cross off the appropriate number on the scoresheet.
20. If a team calls for an extra time-out or appeal, immediately announce this and deduct five points for a team foul.
21. Once a coach has presented his appeal, the judges will vote whether or not to accept the appeal. Votes are indicated by placing a coin heads up or tails up. Make sure you understand what you are voting on. The Quizmaster should indicate how to vote, for example, placing heads up if you agree with the coach's appeal. This vote must be unanimous. If it is not unanimous, the judges may confer and cast another vote. The second vote need not be unanimous.

JUDGING

22. In most districts, the Scorekeeper also acts as a judge. If the Quizmaster is unsure of the correctness of a response, he may call for a "Judges' rule." Without conferring, indicate if you believe a response was correct by placing a coin heads up. Indicate if you believe a response was incorrect by placing a coin tails up. The decision does not have to be unanimous.
23. If you disagree with the Quizmaster's initial ruling of correct or incorrect, you may request a vote of the judges. This vote is made without conferring and follows the procedure given above. The vote need not be unanimous.

CLOSING THE MATCH

24. Total each quizzer's individual score in the column at the right, then add them up. The total should equal the running total you have kept.
25. At the close of the match, total the scores and announce them, or give the sheet to the Quizmaster to announce.
26. Mark the first- and second-place teams, and the first and second top-high scorer.
27. After any coach's questions or discrepancies are addressed and appropriate changes are made, each coach must sign the scoresheet. Once signed, scoresheets may not be altered.