

Awana Mid-Atlantic T&T Bible Quiz Worker Functions

T&T Bible Quiz worker job functions are briefly outlined in this document. These functions will be reviewed during the worker training session prior to the beginning of check-in on the day of the event (usually 30-minutes before check-in starts). The first two functions may meet with the Site Coordinator rather than attend this meeting, if needed. In addition to these functions, hall monitors are required from a child protection standpoint.

- **Check-in volunteer(s)**
 - Check to see that all team members are present.
 - Check that their teams are on the registration list.
 - Take the Participation Awards sheets.
 - Check and retain all the Parental Consent forms – required for every player.
 - Check uniforms to be sure they are either team uniforms or Awana uniforms with appropriate awards.
 - Mark wrist bands with group, team number using colored wrist bands (players and coach).
 - If a coach is coaching teams in different handbooks, the coach needs colored wrist bands for each handbook they are coaching – that’s how we tell if they are an “official team coach”
 - Send coaches/teams on to team check-in table.
- **Team Check-in/Tabulation volunteer(s)**
 - Check team wrist bands (group and team number).
 - Add player numbers to their wrist bands.
 - Fill in TEAM form (church, coach, players); used to complete other forms and in award ceremony.
 - Complete Multiple Choice Score Sheet form by adding player names to appropriate form that was partially filled out prior to event. Put form on clip board with pencil and give to coach.
 - Complete the Written Quiz Score Sheet, the Speed Quiz Score Sheets (2 per group), and Team Score Sheet as time permits during check-in and opening.
 - As scores come in, update the team score sheets.
 - Once all scores are in; add up totals; identify winners; obtain an independent verification of scores, totals, and team standings from another worker.
 - Identify high honor award winners (circle their score).
 - Identify BQ Champion winners (circle score).
 - Compute the team scores and standings.
 - Identify the Streamwood award winners.
 - Clip all quizzes and score sheets for each group in each handbook together for the award ceremony.
 - Be available after the event if coaches want to know individual scores on the Written Quiz.
- **Judges**
 - Have read and understood the T&T Bible Quiz rule book.
 - Help teams find their assigned seats at the beginning.

- Try to maintain a “poker face” so that you are not inadvertently signaling to the players whether their answer is correct or not.
- Monitor players during Multiple Choice competition for any irregularities or signaling. If suspected, inform the Quiz Master of the player(s) involved. Quiz Master response is discussed under the Multiple-Choice Quiz Master heading.
- After a Multiple Choice segment is completed, gather up the score sheets and take them to the tabulation table.
- During Speed Quiz, listen to player responses and judge the answer.
 - There are four judges and the Quiz Master will assign each judge a handbook translation to be the lead judge.
 - As the player answers the question, you follow their answer.
 - If it is a verse recitation, you follow your assigned translation and as quickly as you can switch to the translation being used.
- Discreetly signal your decision to the Quiz Master– usually 1 finger signals the answer was correct and 2 fingers signal the answer was incorrect.
- If a buzzer sounds before the question is completely read, mark where the Quizmaster stopped.
- If the Quiz Master forgets to re-read the question in its entirety before the second person answers remind the Quiz Master to re-read the question.
- If you judge an answer to be incorrect, be prepared to support your decision – we need to be able to answer a coach/player as to why it was judged incorrect.
- **Speed-Quiz Score Keepers**
 - Two score keepers for each group – scores need to be consistent and confirmed.
 - First player to buzz in earns 20 points for a correct answer or loses 10 points for an incorrect answer (enter -10 on score sheet). If the first player answers incorrectly, the second player earns 10 points, if their answer is correct, or loses 5 points if incorrect (enter -5 on score sheet).
 - Be alert and inform the Quiz Master when a player “quizzes out”:
 - If a player gets three correct answers, they “quiz out” and go back to their seat.
 - If a player gets two incorrect answers, they also “quiz out” and go back to their seat.
 - Add the individual scores and turn in score sheets. The two score keepers should verify their results.
 - After verifying their results, the score sheets should be taken to the tabulation table.
- **Speed-Quiz Machine Operator**
 - Test all buzzers before the event starts, if there is time. During setup of the Speed-Quiz, the buzzers will be tested the night before and the morning of, as well as by the individual participants.
 - Have multiple (3-4) spare buzzers.
 - The Machine Operator will maintain the master reset button.
 - Be very careful not to rest the buzzers too early.
 - Hit the rest button, after the Quiz Master says “question” – that is the end of any challenge or appeal.
 - Test the buzzers at the beginning of each round and for any substitute.
- **Speed-Quiz Timer**

- Players have 5 second after the microphone is taken to them to begin their answer.
- Players have 30 seconds to complete their answer.
- Players may start over as many times as they can during the 30 seconds.
- If a player reaches a time limit, the Timer will signal the Quiz Master and he will rule on the time limit.
- **Written-Quiz Quiz Master**
 - Responsible for running the Written Quiz segments.
 - Responsible for grading the individual written quizzes and recording final scores.
 - Have read and understood the T&T Bible Quiz rule book.
 - Coordinate duties with those helping you.
 - Verify that the player's wrist band color matches the written quiz color.
 - No written quizzes leave the area – you hand them out, completed quizzes come back to you.
 - If some cases, a player may need to have the written quiz read to them. That is fine:
 - You will need to identify a quiet area out of ear-shot of the other players.
 - The coach (or designee) will read the questions to that player and record the player's answer on the written quiz for them.
 - If the quiet area is in another room, then one of your helpers should serve as the second person for a two-person rule from a child protection standpoint.
 - Once completed, the written quizzes need to be graded and the scores verified by a second worker.
 - Once scores are verified, Written Quiz Master completes the Written Quiz Score Sheet for each group in each handbook.
 - Completed score sheets are turned in to the tabulation table.
 - As you grade the questions, observe whether any question is consistently missed by a large number of players – was it a bad question?
- **Multiple-Choice Quiz Master**
 - Responsible for running the Multiple Choice segments.
 - Have read and understood the T&T Bible Quiz rule book.
 - Provide short training session for all coaches on how to complete the Multiple-Choice Score Sheet. This is usually held at the front of the main room/sanctuary. Usually less than 10 minutes.
 - **Keep things moving, each handbook should take under 15 minutes.**
 - All players in each handbook compete at the same time using the same set of questions:
 - Two practice questions – sometimes funny, sometimes not.
 - Twelve (12) real questions.
 - In the event the Quiz Master messed up or a challenge discards a question, there are two back-up questions provided.
 - Have coaches come forward with the Multiple Choice Score Sheets and clipboards and pencils, and locate them so that they can see their players.
 - Review the basic rules quickly:

- Both hands on paddles, four fingers on front, thumbs on back, stare hole in paddles – you may need to remind players of this during the event – some grace is allowed here in the event of broken arms, etc.
 - Wait until you say “paddles up” to touch the paddle handles and raise them – you may need to remind them of this also during the event.
 - Have players locate their coach, and raise their paddles so the coach can see them.
 - Read the questions once unless you feel that you have bungled the reading, then re-read.
 - When I say “listen carefully” that means to listen carefully.
 - Only an official coach may challenge/appeal a question/answer/ruling
 - If a judge reports inappropriate behavior from player(s) to the Quiz Master:
 - First occurrence - the Quiz Master will issue a warning to the group, and the rules will be re-stated. The offending team is not identified.
 - Second occurrence for the same player(s)/team – the Quiz Master will inform the team’s coach and have the coach speak to their team. The Quiz Master will again re-state the rules.
 - Third occurrence (this is after the coach has spoken to the team – the Quiz Master will again inform the coach and have the coach again speak to the team. The player(s) involved will receive zero points for that question, and the Quiz Master will re-state the rules again.
 - If the behavior is reported again for the same player(s), the coach will be informed and those involved will receive zero points for any remaining questions. Those player(s) will continue to participate; although, they will receive zero points for all subsequent questions regardless of whether they are correct or incorrect.
 - After completing the segment, have players put paddles back in their case and place them under their chairs.
 - After each handbook multiple choice quiz, collect score sheets, clip boards, and pencils from coaches and turn them in at the tabulation table.
- **Speed-Quiz Quiz Master**
 - Responsible for running the Speed Quiz segment.
 - Have read and understood the T&T Bible Quiz rule book.
 - **Keep things moving, each handbook group should take under 20 minutes.**
 - Speak clearly, loudly, and slowly yourself.
 - Start each question with the word “Question”:
 - Check with the speed-quiz machine operator that they are ready.
 - This signals the end of any chance to challenge or appeal the previous question.
 - In the event that someone buzzes in before you even start the question, reset the buzzers, warn players about buzzing in too soon, and start again. They are nervous, have some grace, but repeated early buzz-ins will not be tolerated. On the second early buzz-in by same player, I would give a second reminder but add that the next time they will be asked for an answer.

- Each handbook group gets a different set of speed quiz questions. Four complete sets are provided. Each set contains:
 - Two practice questions – sometimes funny, sometimes not.
 - Twelve (12) real questions.
 - In the event the Quiz Master messed up or a challenge discards a question, there are two back-up questions provided.
- Review basic rules quickly – if the group has heard these before, only high light a few:
 - Quiz Master stops reading the question at the first sound of the buzzer.
 - Quiz Master will re-read entire question automatically if first answer is incorrect.
 - Players please speak clearly, loudly, and slowly – if it is too fast, too soft, or too muddled it will be judged incorrect.
 - Answer the question that is asked. If I only ask for a reference, only give the reference.
 - When I say “listen carefully”, then listen carefully – don’t buzz in too soon.
 - Verse recitation need to be word-perfect per their handbooks.
 - Answers need to embody the truth but do not need to be word-perfect per the handbook.
 - We quiz in four translations so what may sound incorrect may actually be correct.
 - Once a player has answered or appears to have finished, say “is that your final answer?” They have 30 second to complete their answer regards of how many times they start off in that 30-second period. Allow some grace – but be consistent.
 - Three correct or two incorrect answers and they “quiz out”.
 - Substitutes for all team after the sixth question.
 - Substitute for quizzed out player only immediately.
 - Only an official coach (wrist band color matches handbook being quizzed) may challenge/appeal a question/answer/ruling.
 - In the event of a challenge/appeal, listen to the coaches question/comments, consider it, get opinion from other judges if needed, make a ruling, and announce it.
- At the beginning of a speed quiz round, test all buzzers. For example, have all players stand with buzzers in hand. On the count of 3, all players press their buzzer. The Speed Quiz machine records the order of all buzzers. As you read off the buzzing in sequence from the speed-quiz machine, have the players sit down once their buzzer number is called.
 - When a substitute is made, have that player state their name and press their buzzer.
- Maintain an awareness of the speed quiz score keepers so that players that have “quizzed out” are recognized and replaced with substitutes, if available.
- Players that have quizzed out are not eligible to be substitutes.