



## ***PENRITH & DISTRICT QUIZ LEAGUE***

### **CHAIRMAN/WOMAN AND SCORE/TIMEKEEPER RULES AND ADVICE**

**Chairman/woman:** It is your duty to ensure the Quiz is run according to the rules. These notes may help.

1. Make sure you have read and understand the General Rules
2. Start the quiz at 20.30hrs
3. Show the unopened envelope to each team captain before opening it.
4. Remind teams to switch off all mobile phones and other electronic devices
5. Advise teams that the timing rules for the questions will be applied rigidly.
6. Ask the Away team whether they want to go first or second. After the half way break the other team receives the questions first.
7. A short break should be taken after Round 4.
8. It is important that the Chairman/woman and Timekeeper work closely. Once a Timekeeper has said '**time**', Chairman/woman must ask for an **immediate** answer.
9. You must be completely neutral when asking questions.
10. Read the questions clearly and where there are unusual words spell these out – particularly important with foreign words.
11. The only acceptable answer is the one in bold capitals on your question sheet. The words in brackets do not form part of the answer.
12. In the event of an answer being queried the question can be set aside provided **both** captains agree. In this case one of the spare questions can be substituted.
13. Be careful with the Stick or Twist; Two Part and the new Individual Round that you play them correctly particularly the handing over arrangements where applicable. In the case of the Individual Round ensure you apply the rules regarding the use of writing materials and discussion.
14. Be wary of requests to repeat questions this can be used by teams to extend their thinking time. Make sure that when you have repeated a question the ten second allowance to answer is rigidly enforced. If a team repeatedly asks for questions to be repeated you can refuse to repeat them where you think it is being used as a deliberate delaying tactic.
15. Either you or the Timekeeper/Scorer should give the round score and cumulative scores at the end of each round.
16. The first answer given is the only one that can be accepted.
17. Prompting by supporters results in the full points for the question being passed to the opposition
18. Remember this is supposed to be fun. Don't be too heavy but it is important that the rules are operated correctly, particularly those on time.
19. Any disputes which arise during the course of the game should be referred to the League Secretary preferably in writing within 24 hours. Their decision is final.
20. The Quiz is followed by a 20 Question Beer Round. The team that went first in the earlier Quiz can elect to go first or second. Unlike the Quiz there is no switch over half way through the Questions. Correct answers score 2 points, handover questions score 2.
21. In the event of a tie use the tie-break question.
22. At the completion of the Quiz ask both teams to complete the Score Sheet, sign it yourself and hand it to the winning captain or the person nominated to ring in the score and post the sheet.



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### **TIMEKEEPER/SCORER**

1. It is important that you understand the different timings allowed for different types of question and adhere strictly to the timings.
2. Make sure you understand the point allocations particularly with hand over questions and the specialist question rounds.
3. Begin timing as soon as the Chairman/woman has finished reading the question.
4. Give a warning where applicable when ten seconds remain.
5. At the end of the time allowance call 'Time' clearly.
6. Where a question is repeated begin the 10 second time allowance immediately Chairman/woman has finished re-reading the question.
7. Make sure on the Individual Round that the General Discussion is limited to 2 minutes.
8. Either you or the Chairman/woman should give the round and cumulative scores at the end of each round

### **TIMINGS AND SCORING MATRIX**

	<b>Thinking time</b>	<b>Correct answer</b>	<b>Handover time</b>	<b>Correct answer</b>	<b>Comments</b>
<b>CONSULTATION</b>	<b>30 secs</b>	<b>2 points</b>	<b>10 secs</b>	<b>1 point</b>	
<b>STICK OR TWIST</b>	<b>30 secs per part</b>	<b>Q - 1 point Q 2 - 2 pts Q 3 - 4 pts Q 4 - 8 pts</b>	<b>NO HANDOVERS IN THIS ROUND</b>		Teams may stick after they have answered the first, second or third questions correctly and after the next question has been asked. If an incorrect answer is given at any stage all the accumulated points are lost.
<b>TWO PART</b>	<b>30 secs each part</b>	<b>1<sup>st</sup> part 4 pts after 2<sup>nd</sup> part 2 pts</b>	<b>10 secs</b>	<b>1<sup>st</sup> part 3 pts after 2<sup>nd</sup> part 1 pt</b>	
<b>INDIVIDUAL</b>	<b>30 secs</b>	<b>2 points</b>	<b>10 secs</b>	<b>1 point</b>	
<b>BEER ROUND</b>	<b>30 secs</b>	<b>2 points</b>	<b>10 secs</b>	<b>2 points</b>	



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