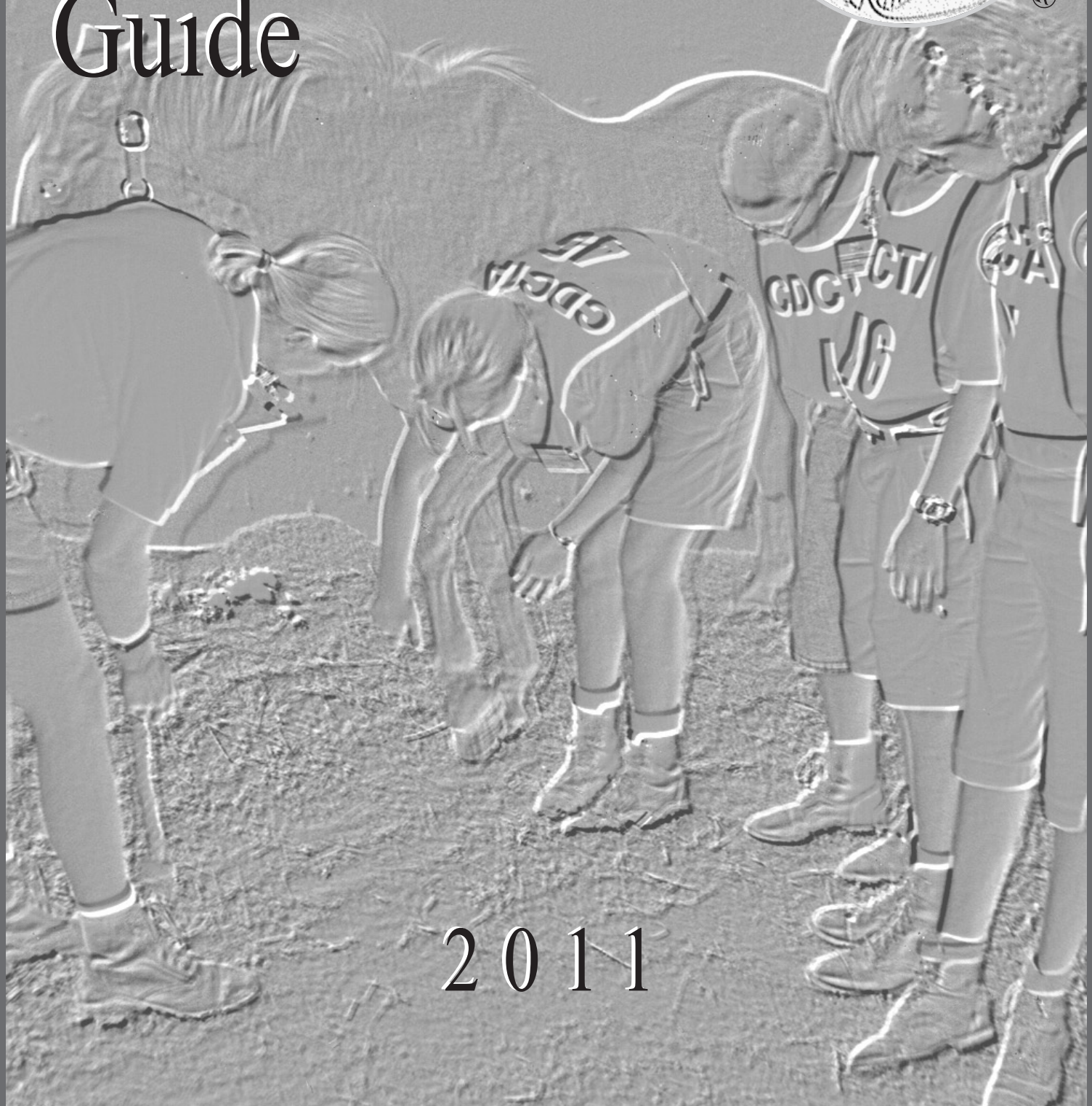


Quiz Organizer's Guide



2011

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SECTION I: Overview

A Note to Organizers:

The organizer of a USPC regional Quiz competition has the responsibility of arranging a competition that follows the Rules of Quiz and follows the terms set forth in the USPC Uniform Officiation Procedures. The organizer has the option to adjust logistics according to the local and regional conditions to make as high a quality Rally as possible, but the rules and regulations are precise standards and are not intended as general guidelines. (See Uniform Officiation Rules)

Small qualifying regional rallies have different concerns and limits that large qualifying rallies do not face. Specific rules cannot be made to cover every instance. Competitors and staff must use common sense in those situations. Don't over think the rules or expectations of your Rally. If this is your first experience in organizing this Rally, keep your plans basic and straightforward. Don't get fancy or elaborate with your plans for the Rally.

The organizer arranges the schedules, establishes sections within divisions that accommodate the number of teams and competitors entered, and determines the number of sessions and rounds possible. **Organizers need to remember that in order for their Rally to be considered a qualifier for Championships, the organizer will include the Written Test, the Classroom Phase and any two of the three remaining Phases.**

The organizer establishes and publishes a schedule for arrival time, check-in time, and briefing for officials, volunteers and competitors.

Keep records on file on all aspects of your planning. You will want to track questions developed for Stations, Barn and Mega-Room to pass on to future organizers of Quiz rallies. Keep track of location and site requirements that include number of tables, chairs, rooms, stalls, trailers, etc. that make up your Rally. Start a list of good quality judges for the Barn and Classroom. By developing and maintaining these types of records, future organizers won't have to reinvent the wheel every year.

The organizer has the responsibility to do the following:

- Engage the individuals necessary to fill all the official capacities at the Quiz (i.e. Secretary, Technical Delegate, Judges, etc.).
- Obtain volunteers as needed.
- Provide all officials with the current Quiz Rulebook and Rally information prior to the Rally.
- Give Classroom Judges access to the official Quiz question bank so that they have an opportunity to preview them.
- Provide job descriptions to all officials prior to Rally.
- Schedule a practice time for officials at the beginning of Rally.
- Hold a briefing for the officials before the Rally and when needed during the Rally to review rules, scheduling, timing, logistics, scoring matters, all quizzing material, question cards and team questions.
- Hold a briefing for competitors to review logistics and rules.
- Hold a briefing for volunteers, e.g., parents chaperones, who will serve as workers.
- Insure that all officials attend the competitors', parents' and volunteers briefings.
- Provide food, refreshment and other hospitality for officials.
- Confer with the Secretary to determine a convenient, efficient check-in procedure and area.
- Check competitors' HM rating level for accuracy when checking in.
- Provide a complete set of reference materials; a current Quiz reference list is posted on the USPC Web site and Quiz Web site.
- Order ribbons.
- Provide all competitors, volunteers, and officials with an Evaluation Form (Rulebook Appendix G).
- Complete Organizer's Rally report and mail to USPC National Office.

SECTION I: Overview

Article 1 – General Location

The date, location and time are usually determined at the annual Regional Council planning meeting with the Regional Supervisor.

As the organizer, put thought into the size of your Rally. This is important when looking for sites to hold your qualifying Rally. You will find references in the Organizer's Guide to large and small regional rallies. Keep in mind that these references pertain to the number of teams expected for competition as opposed to the geographical size of your region.

Your location may be a school, hotel, church, or large lawn. **Although it is nice if you have a barn nearby to hold the Barn Phase, it is not required.** You will want to make sure you have enough space to accommodate the number of competitors you have. The location you choose needs to be able to accommodate at least four Phases or have an additional site close by.

The setting can make a tremendous difference in the overall success of a Quiz competition. In fairness to the competitors, the atmosphere must be quiet so the Quiz can be conducted with decorum.

If your Rally is to be over-night, you will need to make sure your location is near hotels and restaurants.

Article 2 - Information

A. Entry

Competitors must be informed of check-in time prior to the competition. All volunteers must be informed of their briefing times early enough that they may plan to be present.

B. Schedule and map

All competitors must have access to the competition schedule and a map of the facility.

SECTION II: Job Description

Article 3 – Selecting Your Staff

After selecting the date and finding the location for your Rally, it is time to fill your staff positions. Your Secretary, Technical Delegate and Phase Coordinators are the key staff to build your foundation. These people do not need to be from the host club. Your Secretary, TD and Phase Coordinators may be people from your region who show an interest in Quiz and have the desire to make the time to follow the Rulebook and develop questions necessary to conduct your regional Rally. For most regions, these positions need to be delegated to ensure all areas of the competition adhere to the Rulebook. No one individual should take on the entire Rally. Barn and Classroom Judges should never be volunteers associated with one of the competing teams. The Barn and Classroom Judges need to interpret the correctness of the competitor's answer and need to be very knowledgeable. Stations Judges and Mega-Room Table Monitors may be volunteers assigned to these positions. All Judges and Table Monitors work under the leadership of their corresponding Coordinator and all Coordinators are accountable to the TD and the overall organizer of the Rally.

For small regional rallies, some Coordinator positions may be combined. However, no one individual should take on more than two Coordinator positions in one Rally. In these circumstances when entries are small, it is possible to go from one Phase and lead right into a second Phase while maintaining the same Coordinator and judging staff. For example, you could have the staff from the Barn move on into the Stations area when the Barn competition completes that Phase of competition for the day and Stations Phase begins. This requires the set up of the Barn and Stations areas well in advance of the arrival of competitors.

Article 4 – Technical Delegate (TD)

The role of the Technical Delegate is to protect the interests of the competitors, judges and competition organizers.

A. Qualifications and eligibility:

1. The Technical Delegate needs to have knowledge, competence and familiarity with current Pony Club Quiz rules, Standards, and references such as achieved as a Quiz Committee member, Regional Supervisor (from another region), Chief Horse Management Judge, National Examiner or C-3 Examiner.

2. The Technical Delegate needs to be unflappable, show kind interest to Pony Club members, be tactful, have a good history of fair adjudication, be willing to come early and stay late, be serious but have a sense of humor.

B. Duties, powers, and responsibilities:

- The TD needs to ensure that technical and administrative details are in accordance with the current USPC Quiz rules.
- The TD must inspect the facilities, rooms, set-up and equipment to satisfy himself/herself that the technical details are in accordance with the rules.
- The TD should review any question material prior to competition.
- The TD may instruct the Organizer to make any alteration to any technical details associated with the conduct of the competition that he/she considers necessary.
- The TD will assist and advise the Ground Jury.
- The TD must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.
- The TD must investigate and report to the Ground Jury for adjudication any incidents of poor sportsmanship and conduct.
- The TD must investigate all inquiries regarding scoring and to report and advise the Ground Jury on any decisions they are required to make.
- The TD must be available at all times during the competition to the organizers, judges, and competitors to clarify USPC rules and to investigate any situation in which decisions are not upheld.

SECTION II: Job Description

Article 5 – Secretary

The role of the Secretary is to work closely with the organizer to help keep the Quiz competition running smoothly. The Secretary needs to be very organized and should have access to a computer to help make the job easier.

Entry form (Rulebook Appendix A), volunteer sheet, chaperone duty (see Uniformed Officiation Rules) information and other pertinent information should be sent to all clubs at least 6 to 8 weeks prior to the competition.

The deadline for return of the entry form should allow time for adequate and thorough preparations before the competition date.

The Secretary also has the responsibility to do the following:

- Accept and process entries mailed in from competitors on or before deadline.
- Check all entries for required forms and entry fee. The Secretary must call the DC for any missing material.
- Be available for team check-in at Rally.
- Put together team information packets (given to teams on arrival).

Items that must be available in the team packet:

- Identification badges that include the following information:
 - Name of Pony Club member and name of team
 - HM Rating – large enough to be seen by judge
 - Club/Region
 - Chaperone’s name
 - Competitor’s number
- Schedule and program – to include times and locations of briefings and quizzing sessions
- Pinnies, if being used
- Other necessary information – maps, passes, lunch tickets, etc.
- Chaperone’s name tag and program (this can be distributed separately)
- Rally evaluation form

Article 6 – Treasurer

The Treasurer is to keep all moneys coming into the Rally and to make sure all invoices are paid at the end. The Treasurer should keep some petty cash at the Rally site to pay for unexpected expenses.

Article 7 – Chief Scorer

All score keepers are to assure accuracy and correctness in the scoring.

A. Qualifications and eligibility:

- Knowledgeable of all aspects of Quiz scoring.
- If using the computer program provided with Organizer’s Guide, the Chief Scorer must have access to a compatible computer and printer and be knowledgeable of program used.

B. Duties, powers, and responsibility for scorers:

- Conduct the briefing and practice session for scoring volunteers.
- Check score sheets for correct number of spaces for rounds, team and competitor names, and proper number of sheets.
- Change scores in the appropriate boxes, by direction of the judge who assesses inquiries, but do not erase.
- Use the score sheets from each session to finalize, proofread, calculate penalties, determine ties, break ties via formula, and make final placing of teams.
- Post official scores in a timely manner, including time of posting on each sheet.

Article 8 – Classroom Officials

A. Classroom Coordinator

The Classroom Coordinator is appointed by the Rally Organizer and coordinates all aspects of the Classroom Phase.

1. Qualification:

- The Classroom Coordinator should not be a parent, instructor, or coach of any competitor.
- Be unflappable, quick to make fair decisions.
- Be familiar with the responsibilities of all the officials in the room.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.

SECTION II: Job Description

2. Duties, powers and responsibilities:

The question banks need to be prepared for each competition area that fall under the same division, e.g., all JUNIOR Ds are being asked the same questions on their first rounds and subsequent rounds.

- Must set each Classroom up prior to competition.
- Must brief all the Classroom officials on the rules and procedure. *When briefing the judges, do not take anything for granted. Even when they are pros, there needs to be a review of procedure.*
- Must create Classroom packet to give to Classroom Judge. *The Judges' packets need to have the tie breaker, Written Tests (if given), score sheets, all needed equipment, questions in the proper order, the sheet from the rule book about scoring the multiple part questions, the section from the Organizers Guide on general regulations including the script read before the competition, and a written list of what each day and round will contain.*
- Makes sure that the Classroom Phase proceeds according to rules.
- **The Classroom Coordinator must be available during the inquiry and protest period to clarify answers before the TD is called. Make every effort to answer legitimate inquiries at this time trying to leave as few as possible at the end. If the inquiry cannot be satisfied, then the team submits a written protest to the Technical Delegate on the Appeal of Judging form. Only the Ground Jury's decision is final.**
- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate.
- The Classroom Coordinator must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.
- Must clean up Classrooms when competition is over.

B. Classroom Judge:

The role of the Classroom Judge is to be an educator.

1. Qualifications:

- Very knowledgeable and experienced in all areas of Pony Club (could be a National Examiner, Chief Horse Management Judge, graduate H-A or A, or Pony Club instructor).

- Familiar with and have current knowledge of all Pony Club references, Standards, and Rules of Rallies.
- Not related to any competitor nor coach or instructor of any competitor.
- Unflappable, quick to make fair decisions.
- Familiar with the responsibilities of the other officials in the room.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.
- Be able to read questions clearly with correct punctuation.

2. Duties, powers and responsibilities:

- Should preview questions prior to session.
- Set the tone for the atmosphere in the room to achieve a fair, friendly competition.
- Assures that the session proceeds according to rules.
- Begin session on time. Report to Technical Delegate any lateness and determines penalty according to scoring rules.
- Set the pace for the whole room. Should move along as briskly as the age group will allow at a comfortable, but not dragging, pace.
- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Classroom Coordinator or Technical Delegate.

C. Table Scorer:

The Table Scorer is usually a volunteer position that is recruited by the Classroom Coordinator, Rally Organizer or Volunteer Coordinator.

All score keepers are to assure accuracy and correctness in the scoring.

Duties and responsibilities:

- Record the name of division, section and time of session.
- Listen carefully during the competition.
- Must attend volunteer briefing.
- Keep available the multi-part answer score sheet.
- Record the question value requested and the question's rating level and number.
- Record scores on permanent sheet for the correct competitor or team.

SECTION II: Job Description

- Call the name and number of next competitor to help keep the order correct.
- Record if a Jr. D conferred or if there was an inquiry.
- Recheck calculations at the end of the session, calculate any penalty points, have them proofread, and signed by team captain. Make changes only as directed by the Judge or Technical Delegate.

D. Wall Scorer:

The wall scorer is usually a volunteer position that is recruited by the Classroom Coordinator, Rally Organizer or Volunteer Coordinator.

All Score Keepers are to assure accuracy and correctness in the scoring.

Duties and responsibilities:

- Record the question value and score.
- Listen carefully during the competition.
- Must attend volunteer briefing.
- Record scores on wall score sheet for the correct competitor or team.
- Record if a Jr. D conferred or if there was an inquiry.

E. Timer/Recorder

The Timer/Recorder is usually a volunteer position that is recruited by the Classroom Coordinator, Rally Organizer or Volunteer Coordinator. The Timer/Recorder operates the stopwatch and/or tape recorder during a session.

Duties and responsibilities:

- Operate the stopwatch and/or tape recorder during a session.
- Listen carefully during the competition.
- Must attend volunteer briefing.
- Check equipment (clock, stopwatch and recorder) for readiness and function.
- Must understand rules for timing for competition.
 - Ds have 20 seconds to begin the answer.
 - Cs and up have 15 seconds to begin.
 - Jr. Ds have additional 30 seconds to begin if they request to confer within the first 20 seconds.
 - Give 5-second warning.
- Work out with the judge a notification system to indicate when the answer has truly started, otherwise keep the watch running.

- Tape record the entire session – do not stop and start the recorder after every answer. Notify the judge when the tape is nearly finished so that the judge can pause for the tape to be changed. Reset the counter for each tape.
- Mark down the counter number of the tape recorder if an inquiry is made. (This greatly facilitates locating the disputed question and answer at the time of inquiry later)
- Be available to the Technical Delegate for any inquiries.

F. Room Steward

The Room Steward is usually a volunteer position that is recruited by the Classroom Coordinator, Rally Organizer or Volunteer Coordinator. The Room Steward assists the Classroom Judge in maintaining the decorum necessary for a fair Quiz competition.

Duties and responsibilities:

- Must attend volunteer briefing.
- Keep the room empty of competitors and spectators until it is time for the session to start.
- Remind other Quiz competitors that they may not be spectators.
- Make certain that no note-taking occurs or any recording equipment other than official recording equipment is present
- Require silence from the spectators during the session.
- Excuse from the room spectators who do not maintain appropriate decorum.
- Allow entrance and exit only to officials during the questioning.
- Serve as runner/communicator with Organizer and officials as needed.
- Make certain that all spectators leave the room at the end of the session before the inquiry and protest period begins.

SECTION II: Job Description

Article 9 – Barn Officials

A. Barn Coordinator

The Barn Coordinator is appointed by the Rally Organizer and coordinates all aspects of the Barn Phase.

1. Qualifications:

- The Barn Coordinator should not be a parent, instructor, or coach of any competitor.
- Unflappable, quick to make fair decisions.
- Familiar with the responsibilities of all the officials in the Barn.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.

2. Duties, powers and responsibilities:

- The Barn Coordinator is responsible for creating and developing the Barn stalls and questions and gathering the materials to be used. When developing the Barn Phase, remember it is one part of the whole Rally. Do not try to make it too elaborate. The idea for the Barn Phase is to put the competitors into a situation that they would normally encounter, e.g., tack room, trailer safety, ratings, barn safety, etc.

The number of competitors entered and the time constraints of your Rally will determine how many stalls you should have. Each Barn stall will take about 15 minutes per team.

- Must set each Barn stall up prior to competition.
- Must brief all the Barn officials on the rules and procedure. *When briefing the Judges, do not take anything for granted. Even when they are pros, there needs to be a review of procedure.*
- Must create Barn packet to give to Barn Judges. *The Judges' packets need to have the individual and team questions, score sheets, answer keys in the proper order; the section from the rule book on general regulations which is the Job Description for the Barn Judge and a written list of what each day and round will contain.*
- Makes sure that the Barn Phase proceeds according to rules.
- Reports any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate.

- The Barn Coordinator must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.

- **The Barn Coordinator must be available during the inquiry and protest period to clarify answers before the TD is called. Make every effort to answer legitimate inquiries at this time trying to leave as few as possible at the end. If the inquiry cannot be satisfied, then the team submits a written protest to the Technical Delegate on the Appeal of Judging form. The decision of Ground Jury is final.**

- Must clean up area when the competition is over.

B. Barn Judge:

The role of the Barn Judge is to be an educator.

1. Qualifications:

- Very knowledgeable and experienced in all areas of Pony Club (could be a National Examiner, Horse Management Judge, graduate H-A or A, or Pony Club instructor).
- Familiar with and have current knowledge of all Pony Club references, Standards, and Rules of Rallies.
- Unflappable, quick to make fair decisions.
- Familiar with the responsibilities of the other officials in the Barn.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.
- Be able to read questions clearly with correct punctuation.

2. Duties, powers and responsibilities:

- Should preview questions prior to session.
- Set the tone for the atmosphere in the Barn to achieve a fair, friendly competition.
- Assure that the session proceeds according to rules.
- Begin Barn stall on time. Report to Technical Delegate any lateness and determine penalty according to scoring rules.
- Set the tone and pace for the Barn stall. Must keep to the time schedule and do not allow stall to run over time.
- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Barn Coordinator or Technical Delegate.

SECTION II: Job Description

C. Scorer/Timer:

The Scorer/Timer is usually a volunteer position that is recruited by the Barn Coordinator, Rally Organizer or Volunteer Coordinator.

All score keepers are to assure accuracy and correctness in the scoring.

1. Duties and responsibilities:

- Operate the stopwatch and record on the answer sheet the name of team, section and time of session.
- Listen carefully during the competition.
- Must attend volunteer briefing.
- Record the question value requested and the question's rating level and number.
- Record scores on permanent sheet for the correct competitor or team.
- Call the name and number of next competitor to help keep the order correct.
- Record if a Jr. D conferred or if there was an inquiry.
- Recheck calculations at the end of the session, calculate any penalty points, have them proofread, and then post for competitors to check. Make changes only as directed by the Judge or Technical Delegate.
- Check stopwatch for readiness and function.
- Must understand rules of timing for competition.
 - Ds have 20 seconds to begin the answer.
 - Cs and up have 15 seconds to begin.
 - Jr. Ds have additional 30 seconds to begin if they request to confer within the first 20 seconds.
 - Team questions: 60 seconds to begin the answer for team questions for all divisions unless otherwise instructed.
 - Give 5-second warning.
- Work out with the Judge a notification system to indicate when the answer has truly started, otherwise keep the watch running.

D. Barn Steward:

- Check each competitor for proper footwear and unauthorized jewelry.
- Check each competitor for his/her Pony Club pin, which should be worn during competition.
- Ensure the teams move through the Barn Phase in a timely manner. Keep the Judges on time.

Article 10 – Stations Officials

A. Stations Coordinator

The Stations Coordinator is appointed by the Rally Organizer and coordinates all aspects of the Stations Phase.

1. Qualifications:

- The Stations Coordinator should not be a parent, instructor, or coach of any competitor.
- Be unflappable, quick to make fair decisions.
- Be familiar with the responsibilities of all the officials in Stations.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.

2. Duties, powers and responsibilities:

- The Stations Coordinator is responsible for creating and developing the Stations' questions and gathering the materials to be used. When developing the Stations Phase, remember it is one part of the whole Rally. Do not try to make it too elaborate. The idea for the Stations Phase is give the teams an opportunity to problem solve.

There are no individual questions in this Phase, only team questions.

Your Stations should be multi-part and well developed. Your questions should be more than basic identifying, e.g., let them identify and then identify use or place in order of use.

- Must set each Station up prior to competition.
- Must brief all the Stations officials on the rules and procedure. *When briefing the Judges, do not take anything for granted. Even when they are pros, there needs to be a review of procedure.*
- Stations Coordinator should be in every Stations session or have appointed someone to time the rounds, check the teams in and help them rotate through the tables.
- With large regional rallies, it is sometimes necessary to run a D level Stations room and a C level Stations room simultaneously. A second Stations Coordinator will be necessary to coordinate one of the rooms. Each Coordinator is responsible to develop the questions for their room.

SECTION II: Job Description

- Must create Stations packets to give to Stations Judges. *The Judges' packets need to have team questions, score sheets, answer keys in the proper order; the section from the rule book on general regulations which is the Job Description for the Stations Judge and a written list of what each Station table contains.*
- Makes sure that the Stations Phase proceeds according to rules.
- Reports any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate.
- The Stations Coordinator must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.
- **The Stations Coordinator must be available during the inquiry and protest period to clarify answers before the TD is called. Make every effort to answer legitimate inquiries at this time trying to leave as few as possible at the end. If the inquiry can not be satisfied, then the team submits a written protest to the Technical Delegate on the Appeal of Judging form. The decision of the Ground Jury is final.**
- Must clean up area when the competition is over.

B. Stations Table Judge:

The role of the Stations Table Judge is to be an educator.

1. Qualifications:

- Unflappable, quick to make fair decisions.
- Familiar with the responsibilities of the other officials in the room.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.
- Be able to read instructions clearly with correct punctuation.

2. Duties, powers and responsibilities:

- Should preview questions and prior to session.
- Assure that the session proceeds according to the rules.
- Begin the Station on time.
- Set the tone and pace for the Station Phase. Must keep to the time schedule and do not allow Station to run over time.

- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Stations Coordinator or Technical Delegate.

C. Timer

The Timer is usually a volunteer position that is recruited by the Stations Coordinator, Rally Organizer or Volunteer Coordinator. The Timer operates the stopwatch during a session.

Duties and responsibilities:

- Operate the stopwatch during the session.
- Listen carefully during the competition.
- Must attend volunteer briefing.
- Check equipment (clock and stopwatch) for readiness and function.
- Must understand rules for timing for competition.
- Give 1-minute warning.
- Be available to the Technical Delegate for any inquiries.

D. Room Steward

The Room Steward is usually a volunteer position that is recruited by the Stations Coordinator, Rally Organizer or Volunteer Coordinator. The Room Steward assists in maintaining the decorum necessary for a fair Quiz competition.

Article 11 – Mega-Room Officials

A. Mega-Room Coordinator

The Mega-Room Coordinator is appointed by the Rally Organizer and coordinates all aspects of the Mega-Room Phase.

1. Qualifications:

- The Mega-Room Coordinator should not be a parent, instructor, or coach of any competitor.
- Be unflappable, quick to make fair decisions.
- Be familiar with the responsibilities of all the officials in Mega-Room.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.

SECTION II: Job Description

2. Duties, powers and responsibilities:

- The Mega-Room Coordinator is responsible for creating and developing the Mega-Room table and gathering the materials to be used. When developing the Mega-Room Phase, remember it is one part of the whole Rally. Do not try to make it too elaborate. The idea for the Mega-Room Phase is to give the competitors the opportunity to identify as many horse related items as they possibly can.
- Your items should be very straight forward. Pick items that require the competitors to compare and in the process you can introduce something new that they may not have seen before. This Phase is strictly identifying; do not go beyond that.
- Must set up each Mega-Room table prior to competition.
- Must brief all the Mega-Room officials on the rules and procedure. *When briefing the monitors, do not take anything for granted. Even when they are pros, there needs to be a review of procedure.*
- Mega-Room Coordinator should be in every Mega-Room session or appoint someone to time the rounds, check the competitors in and help them rotate through the tables.
- Must create Mega-Room packets to give to Mega-Room Table Monitors. *The monitor packets need to have individual answer keys, pencils, copy of job description and a written list of what each table contains.*
- Make sure that the Mega-Room Phase proceeds according to rules.
- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate.
- **The Mega-Room Coordinator must be available during the inquiry and protest period to clarify answers before the TD is called. Make every effort to answer legitimate inquiries at this time, trying to leave as few as possible at the end. If the inquiry can not be satisfied, then the team submits a written protest to the Technical Delegate on the Appeal of Judging form. The decision of the Ground Jury is final.**
- The Mega-Room Coordinator must be a visible presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.
- Must clean up area when the competition is over.

B. Mega-Room Table Monitor:

Mega-Room Table Monitors are usually volunteers and are recruited before the competition starts. The role of the Mega-Room Table Monitor is to monitor the table while the competitors are competing.

1. Duties and responsibilities

- Assure that the session proceeds according to rules.
- Begin the table on time.
- Must keep to the time schedule and not allow table to run over time.
- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Mega-Room Coordinator or Technical Delegate.

C. Timer

The Timer is usually a volunteer position that is recruited by the Mega-Room Coordinator, Rally Organizer or Volunteer Coordinator. The Timer operates the stopwatch during a session.

Duties and responsibilities:

- Operate the stopwatch during the session.
- Listen carefully during the competition.
- Must attend volunteer briefing.
- Check equipment (clock and stopwatch) for readiness and function.
- Must understand rules for timing for competition.
- Give 30-second warning.
- Be available to the Technical Delegate for any inquiries.

D. Room Steward

The Room Steward is usually a volunteer position that is recruited by the Mega-Room Coordinator, Rally Organizer or Volunteer Coordinator. The Room Steward assists in maintaining the decorum necessary for a fair Quiz competition.

SECTION II: Job Description

Article 12 – Written Test Officials

A. Written Test Coordinator

The Written Test Coordinator is appointed by the Rally Organizer and coordinates all aspects of the Written Test Phase.

1. Qualifications:

- The Written Test Coordinator should not be a parent, instructor, or coach of any competitor.
- Unflappable, quick to make fair decisions.
- Be impartial.
- Be knowledgeable of Quiz rules.
- Be able to communicate clearly, in a friendly fashion, the procedures to be used.

2. Duties, powers and responsibilities:

- The Written Test Coordinator should be in every Written Test session or appoint someone to monitor the competitors and administer the test.
- Makes sure that the Written Test Phase proceeds according to rules.
- Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate.
- The Written Test Coordinator must be a visible presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.
- **Must set up an area and a team of volunteers to help grade answer sheets immediately following the session.**
- **The Written Test Coordinator must be available during the inquiry and protest period to clarify answers before the TD is called. Make every effort to answer legitimate inquiries at this time trying to leave as few as possible at the end. If the Inquiry can not be satisfied, then the team submits a written protest to the Technical Delegate on the Appeal of judging form. The decision of the Ground Jury is final.**
- Must clean up area when the competition is over.

Article 13 – Ground Jury

The Ground Jury oversees all aspects of the Rally and is ultimately responsible for the judging of the Rally, and they attend all briefings.

1. Qualifications:

- Have a good understanding of Pony Club Standards and philosophy and Quiz rules and purpose.
- Have a history of fair adjudication.

2. Duties, powers and responsibilities:

- Make a proper inquiry into both sides of cases in all appeals concerning decisions made by the Judges or Technical Delegate regarding Quiz questions answered by competitors.
- Make a proper inquiry into appeals regarding scoring.
- Make a proper inquiry into incidents regarding unauthorized assistance and other reported technical matters.
- Make decisions regarding the above inquiries, record the decision on the Appeal Form, and report to the captain of the team involved and officials, e.g., scorers who may need to adjust scores.
- The Ground Jury decision is final.

Article 14 – Awards Chairman

The Awards Chairman is responsible for ordering and organizing the ribbons and/or medals. Carefully check the scoring and placings before announcing the results. Remember to order four ribbons per team placing in each division.

Article 15 – Volunteer Coordinator

The Volunteer Coordinator is appointed by the Rally Organizer and coordinates all volunteer staff requested by the Phase Coordinators.

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Article 16 - Overview

The Overall Organizer delegates the responsibility of developing questions to the Phase Coordinators. The Phase Coordinators develop the questions to be asked in their Phase within the rating level and age appropriateness of the competitors within the division. **The questions developed should be completed months in advance of the competition to give the Overall Organizer and the TD sufficient time to review the questions submitted and to return any questions needing to be rewritten back to the Phase Coordinator for additional corrections. All questions used must meet the TD's approval.** Only Classroom questions and Written Test are exempt from this requirement.

Article 17 – Classroom

A. Philosophy

The reason we have a Classroom Phase is to teach the competitors how to articulate their knowledge. This better prepares them for their ratings. It helps them stand up in front of a group and think on their feet. It teaches them to listen carefully and to exchange information verbally.

B. Classroom Question Preparation

The preparation of the Classroom questions does take some time. The questions need to be processed before the competition. The entire bank is reviewed so that similar questions do not fall back to back.... These questions are used in different rounds and are thus spread around. After the questions have been placed in a useable order, then this question bank becomes the standard for organizing the additional question banks for each similar competition area. The desire is to have each division have the option for the exact same questions in the same rounds. There should be a category for each round: Round 1 might be Sports, Round 2 might be Veterinary.

To figure out how many questions are needed:

If there are 20 competitors per room and there are three rounds and each competitor asks for a 10-point question then there has to be that number of questions available by rating. And there has to be available enough 5-point and 10-point questions for each competitor.

For example:

If all competitors are D-3s then there have to be 60 C-1 questions and 60 D-3 questions available. If all competitors are D-2s then there have to be 60 D-3 questions and 60 D-2 questions available. If there are 1/3 D-3s, 1/3 D-2s and 1/3 D-1s then there must be (Obviously there can not be a 6.6 person so using 7)

For the D-1s 7 D-1 questions 7 D-2 questions

For the D-2s 7 D-2 questions 7 D-3 questions

For the D-3s 7 D-3 questions 7 C-1 questions

For a total of:

7 D-1, 14 D-2, 14 D-3, 7 C-1 questions.

Each team within the division will need to complete the same number of rounds. Be aware of the status of all the Classrooms.

H-B Level Classroom Competitor

When an H-B competitor is entered in the competition, the point value of the individual question is as follows::

5-point question: one (1) H-B question

10-point question: one (1) H-A question

15-point question: one (a) H-B question and one (a) H-A question

H/H-HM/H-A/A Level Classroom Competitor

When an H/H-A/A competitor is entered in the competition, the point value of the individual question is as follows:

H/H-HM/H-A/A competitor

5-point question: one (1) H-A question

10-point question: two (2) H-A questions

15-point question: three (3) H-A questions

C. Location

This is the easiest of the Phases to set up. When looking at locations, you should choose a room large enough to hold five teams seated in chairs. Room for spectators is nice but not required. The Classroom location should be quiet and away from traffic. Small schoolrooms, meeting rooms, Sunday school rooms, or tents work well.

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D. Materials Needed

You will need a table for the Judge and Table Scorer. There should be enough chairs for the competitors, Judge, Scorer, Room Steward, Timer/Recorder, and chaperones/spectators.

The other materials you will need are as follows:

- Tape, CD or video recorder and stopwatch
- Pencils for competitors
- 1 black/blue marker (for wall score sheet)
- 1 red marker (for wall score sheet)
- 1 black/blue pen (for table score sheet)
- 1 red pen (for corrected scores on table score sheet)
- Classroom score sheets – one for each team
- Wall score sheets, one for each team and table
- Official Quiz question bank – up to two levels above highest rated level in the room
- Copies of protest of scoring and judging forms
- Copy of multi-part score sheet (Appendix E)

The Classroom score sheets can be found in the Quiz Rulebook as Appendix E-1. The wall sheets are created by blowing up the Classroom score sheets. Most copy stores can make them poster size. You will need to make them large enough that the competitors can see them from their seats. This is how they keep up with their scores in the room. Some regions draw the score sheets on Classroom blackboards and that is fine.

E. Set-up

The Judge's table should be placed in front of the room. The Table Scorer should be seated at the table with the Judge. The wall score sheets should be hung in a location that can be seen by all competitors. You can tape them up or hang them on easels. The competitor's chairs should be set in groups of four, all facing the judge. If it is possible, you should have the competitor's backs to the door. The Timer/Recorder should be placed in the middle of the room. This way the tape recorder has a better chance to pick up the competitor's answers. If you have enough room for spectators, place them in the back of the room. The competitors should not be able to communicate with the spectators. The Room Steward should be placed at the entrance to room.

F. Classroom Session Procedure

Welcome, introduce, and orient all participants in the room.

All competitors must be seated in the order in which they appear on the Classroom score sheet.

Briefly explain what each person/official will do. Inspect for competitor's I.D., pinnies, USPC pins and Medical Cards.

The Classroom Coordinator will instruct the Classroom Judges to do the team tiebreaker question at the start of the Classroom Phase. The tiebreakers are collected and turned in to the Chief Scorer. The tiebreakers are only used at the end of competition to break ties for team placement.

The Classroom is also an appropriate time to conduct the Written Test in a controlled environment. Separate the competitors to minimize the opportunity for wandering eyes. Conducting the Written Test at the start of the first Classroom session for each section also alleviates the bombardment of completed Written Tests for volunteers to correct and score. This may also give you time to return the Written Tests to the competitors before the Classroom session finishes so the competitors have the opportunity to review their Written Test before the official posting of the Written Test scores.

At the beginning of the first session for each section, the judge should read the following script and explain that everyone will have a chance to ask questions when you are finished.

Classroom Judge's Introduction Speech

"Pony Club members will stand and state their name and HM rating. If a round offers a choice of question values, you will then request a question value – either one at your rated level, one level above or two levels above your HM rating. I will read each question twice. You should not start your answer until the question has been read twice. Unrated competitors will compete as D-1s and abide by D instructions. Jr. Ds have 20 seconds to begin the answer or to ask for a conference. If you confer you have 30 seconds to begin the answer. Sr. Ds have 20 seconds to begin to answer and may not confer. Cs and up have 15 seconds to begin to answer and may not confer.

The Timer will announce when 5 seconds are remaining to begin the answer.

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When someone has a question or asks for clarification, only the judge may respond to the request for information.

Jr. Ds must decide to confer before starting the answer and tell the judge. Only the judge may give permission to confer. If you do confer, you will receive only half the value for the correct answer.

For an answer to be counted as correct, it must be supported by a Pony Club-recognized reference material or a designated knowledgeable person.

*Answers for questions officially designated as requiring a multiple-part answer will be given partial credit for each part plus a bonus if all parts are correct. **Single answer questions do not receive partial credit.***

After you finish stating the answer I will rule whether it is right or wrong and will state the points earned. These points will be recorded on the official score sheet and on the large score sheet.

If I say that your question is wrong, but you think it is correct, then you may make a verbal inquiry at the END of the completed round. This can only be done by the team's captain and may be made regarding your team's questions only. We will try to settle each inquiry at the end of the round in which it occurs. You need to be ready to defend your answer. If you are not satisfied with my decision you may present a written protest to the Technical Delegate at the end of the session and before the 30-minute time period has expired. If the team then does not agree with the Technical Delegate's decision, the team captain may announce this within the 30 minutes and then forward their written protest to the Ground Jury. These inquiries and protests must be made before you leave the room. If you need to state a reference then you will be escorted to the reference material. The decision of the Ground Jury is final.

If, in the judgment of the Ground Jury, an appeal is deemed frivolous or groundless, a 5 point penalty may be assessed against the team that lodges the appeal.

Once you leave the room without making an inquiry your option for further inquiry or protest is forfeited. Scoring errors that you notice in the room should be brought to the attention of the judge. When the preliminary scores are posted you will have 30 minutes to check and present an Appeals Form to the Technical Delegate if there are any errors in the final scores.

During the quizzing, everyone in the room must be completely quiet except for the person asking or answering a

question. Team members may not talk to each other, except when conferring. Team members may not talk to spectators or friends. Spectators may not applaud answers or talk to each other. All spectators' cell phones must be turned off or set for silence. These rules are necessary to make the competition as fair as possible to all competitors.

Any questions?

Now, let's begin. Good Luck!"

Ensure the Scorers, Timekeepers, and Room Steward are ready before asking the first question.

- Announce the beginning and ending of each round of questions.
- Solicit the correct HM rating and requested value of a question from the standing competitor.
- Ensure that each competitor's name and HM rating is correct and stated loudly and clearly and that the requested value is clear for the scorekeeper.
- Select the question to be asked from the set appropriate to the competitor's HM rating, request and preset round determined by Classroom Coordinator.
- Restate the HM rating and value and then the number of the question so that it may be heard by the competitor and the Scorekeeper and recorded properly by the tape recorder.
- Determine whether the question is allowable, e.g., a previous question was too similar or this question was misread. **If the question is disqualified, read it to the group, then select another question.**
- Read the question twice so that it may be clearly heard by the competitor and officials.
- Use discretion to limit time for an answer if a competitor is taking a long time to answer and appears to be rambling or stalling. You may request the Timer to record time taken to answer.
- **Decide whether or not the answer is correct and, if not, state the correct answer, briefly for clarity and education at a Regional Quiz Rally only. No correct answers should be given at Championships.**
- Announce "Correct for ____ points" or "Not Correct" after each question is answered so that the scorekeeper can keep score accurately.
- Cross-check with the scorer for accuracy of question value and points earned.

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- Pause at the end of each round for any inquiries. Make every effort to answer legitimate inquiries at this time, trying to leave as few as possible at the end. If the inquiry can not be satisfied, then submit it to the Technical Delegate in writing on the Appeal of Judging form. *(The Classroom Coordinator must be present to help answer inquiries prior to submitting them to the TD)*
- State the end of the session and have the Scorer note the beginning of the 30-minute inquiry and protest period. *At this time have all spectators leave the area. Only officials may stay.*
- You must stay in the area during this period.
- Keep the questions sorted so that the Organizer knows which have been used and which have not.
- Record the names of officials and helpers on the score sheet.

G. Quizzing Material

You must use the current Quiz question bank. Every Regional Supervisor has the sets of question banks. You will need one set per Classroom.

Article 18 – Barn

A. Philosophy

In the past, Quiz has taught our Pony Club members to verbalize what they have learned. Over the past few years, we have learned that when asked to demonstrate the knowledge, our competitors were unable to translate that information. There are many ways to demonstrate knowledge without having an actual horse in front of them. The Barn Phase puts the competitor into a real life situation that they may encounter somewhere else in Pony Club. With the material in front of them, the competitors must problem solve their way through the created situation.

B. Barn Question Preparation

The Barn Phase is similar to the Classroom Phase in that the competitors choose the level of individual question to answer. That means that as the Barn Coordinator you are responsible to write the questions for this Phase. It is tempting to write the same questions for Jr and Sr D, but don't. Keep in mind the grade level of your competitors. You will either overface the junior division or insult the senior division by using the same set of questions. When developing Barn questions, you are not only limited by their rating level but also by their comprehension level.

When multiple divisions go through the Barn at the same time, it is not unusual to have six stalls going at once. One pair of stalls for each division with the Cs and above sharing the same pair of stalls since the level of difficulty is the same. Regardless of your Rally size, each stall should take 15 minutes. So when writing the questions, keep the 15- minute time limit in mind. In 15 minutes the competitors are asked the question, are judged and then scored. Don't write questions that require more time than the time available.

When developing Barn individual questions, the Standards of Proficiency are your primary guide. The reference materials are there to support the Standards. Look to the Standards of Proficiency to determine the level of difficulty. Unless a competitor asks for a higher level question, (i.e., a D-3 competitor asks for a C-1 or C-2 level question), no D level competitor should have to demonstrate a C level skill and no C level competitor should have to demonstrate an H-A or higher level skill.

Pick a theme or topic you wish to cover and begin writing 4 questions per rating level. Consult with examiners and Horse Management Judges in your region to identify weak areas of knowledge, and then develop questions for the competitors to demonstrate.

The team question stalls can be a little more complex. Write a D-1/D-2 or C-1/C-2 level team question and a D-3 or C-3 level team question. We do this to be fair to the lower rated team competing against the higher rated team. When a team has at least one D-3 or C-3 member on the team, that team is then asked the D-3 or C-3 team question. When writing the team question, take into consideration the age level you are writing for in addition to the rating level of the competitors. The maximum point value for the team question is 20 points.

H/B Level Barn Competitor

When an H/B competitor is entered in the competition, the point value of the individual question is as follows:

H-B competitor

5-point question: one (1) H-B question

10-point question: one (1) H-A question

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H/H-HM/H-A/A Level Barn Competitor

When an H/H-M/H-A/A competitor is entered in the competition, the point value of the individual question is as follows:

H/H-HM/H-A/A competitor

5-point question: one (1) H-A question

10-point question: two (2) H-A questions

Team Questions

For the Barn team questions, once again use the Standards of Proficiency to guide the level of difficulty. Go no more than one level higher in knowledge to develop the team question. When writing a team question for a Junior D team, stay within the D Standards.

When you write questions using topics not covered in the Standards, use common sense so that the level of difficulty does not surpass what the competitors would experience at a Rally.

C. Location

The biggest misconception is that the Barn Phase must be in a barn. The Barn Phase can be held in a parking lot at a trailer or in a room at a hotel. The only requirement is that the competitors should be able to demonstrate something. And it does not mean that you are required to have a horse present. If the Barn Phase is going to be at a barn, the barn needs to be very close to the main Rally location. The term 'stall' refers to the questioning area utilized in the Barn Phase. A stall could be a trailer, classroom, or barn stall used for individual or team questioning.

D. Materials Needed

- Clipboards
- Barn answer sheets – one per team
- Barn question answer key and point value
- Stop watch
- Pencils for competitors
- 1 black pen (for judge)
- Green pen for scoring
- Any props needed for each Barn Station
- Copies of protest of scoring and judging forms
- Chairs for judges

E. Set-up

The Barn Phase requires a large staff. For most regions, each division will need a pair of stalls per division to complete one round. For the average to large rallies, more than one division will run through the Barn simultaneously. Each stall will take approximately 15 minutes per team. In one hour, four teams will complete one round. If more than one division runs simultaneously, you will need two judges per division. Each division will see the same judge and answer the same questions.

Most regions have fewer C level or above teams, therefore it is allowable to combine the C divisions in the Barn. Their scores are just posted in the correct division at the conclusion of the Barn Phase. Also due to budget restrictions, if a region has B or higher competitors entered in the competition, have these competitors follow the Cs through the Barn. A C-level Barn stall for individual questioning should have questions prepared for C-1 to H-A.

When teams compete in the Barn, try to maximize your time. When possible keep each stall busy with little down time. Make sure the same Judge judges a complete division. Don't have multiple Judges judging the same stall. So when filling the staff positions, make sure your Judges are available all day.

F. Barn Session Procedure

When the teams arrive at the Barn holding area, the Barn Steward will check in the teams. The Steward will check footwear and jewelry of the competitors and will mark the score sheet when appropriate.

Each team will begin at either the individual question stall or the team question stall. When time is up, they will trade stalls and continue with the competition. At the conclusion of each stall, the team captain and Judge sign off on the score sheet. When the score sheet is complete for the number of rounds used in your competition, the signed score sheet is handed in to the Barn Coordinator.

If any team wishes to make an inquiry, the score sheet is not signed. At the conclusion of the round, the team proceeds with the inquiry process according to the Rule-book.

Do not hold up competition with inquiries. (The Barn Coordinator may be present to help answer an inquiry prior to submitting it to the TD.)

The Barn Judge must stay in the Barn Phase area during the inquiry period to help with any questions.

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Individual Question Stall

The Judge will welcome, introduce, and orient all participants to the stall.

- For the individual question stall, the competitors must line up and answer in the order in which their names are listed on the score sheet.
- Ensure that the scorers and timekeepers are ready before asking the first question.
- Solicit the correct HM rating and requested value of a question from the standing competitor.
- Ensure that each competitor's name and HM rating is correct and stated loudly and clearly and that the requested value is clear for the scorekeeper.
- Select the question to be asked, from the set appropriate to the competitor's HM rating, from the preset questions determined by Barn Coordinator.
- Restate the HM rating.
- Read the question twice so that it may be clearly heard by the competitor and officials.
- Use discretion to limit time for an answer if a competitor is taking a long time to answer and appears to be rambling or stalling. You may request the Timer to record time taken to answer.
- ***Decide whether or not the answer is correct and, if not, state or demonstrate the correct answer briefly for clarity and education at a Regional Quiz Rally only. No correct answers should be given at Championships.***
- Announce "Correct for ____ points" or "Not correct" after each question is answered so that the scorekeeper can keep score accurately.
- Cross-check with the scorer for accuracy of question value and points earned.
- Pause at the end of each Barn stall for any inquiries. Make every effort to answer legitimate inquiries at this time trying to leave as few as possible at the end. If the inquiry can not be satisfied, then submit it to the Technical Delegate in writing on the Appeal of Judging form.

Team Question Stall

The Judge will welcome, introduce, and orient all participants to the stall.

- Ensure that the scorers and timekeepers are ready before asking the first question.

- Solicit the correct HM rating for the team question. The question should correspond to the highest-rated member of the team.
- Read the question twice so that it may be clearly heard by the competitor and officials.
- The competitors will demonstrate their answer to the judge when the question is read.
- ***Decide whether or not the answer is correct and, if not, state or demonstrate the correct answer briefly for clarity and education at a Regional Quiz Rally only. No correct answers should be given at Championships.***
- Announce "Correct for ____ points" or "Not correct" after each question is answered so that the scorekeeper can keep score accurately.
- Cross-check with the scorer for accuracy of question value and points earned.
- Pause at the end of each Barn stall for any inquiries. Make every effort to answer legitimate inquiries at this time trying to leave as few as possible at the end. If the inquiry can not be satisfied, then submit it to the Technical Delegate in writing on the Appeal of Judging form.

G. Quizzing Material

The best way to get started is to decide how many stalls you are going to have. Then pick a theme for each stall. Some suggestions are: trailer safety, Rally tack room, horse parts, tack parts, anything they can demonstrate. Do not let the lack of a barn or horse stifle your creativity. Use the current reference list to find quizzing material. All answers must be referenced. You will need to create four questions at each rating level plus one team question per division at each stall. **In the Barn Phase, the competitors will each answer one individual question and one team question.**

Sample:

Tack room in a trailer –

Follow the requirements in the *HM Handbook and Rules for Competition* for setting up a Rally tack room for a one-day Rally.

D-1 Questions

1. Locate the fire extinguisher.
2. Locate where you would keep band-aids.
3. Locate where you would find what time you were to be at Turnout Inspection (in general).

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4. Locate where you would find a screwdriver.

D-2 Questions

1. Hang this flashlight at its proper location.
2. Locate where you would place the jack knife.
3. Place these bandage scissors in their correct kit.
4. Locate where you would find the petroleum jelly.

D-3 Questions

1. Locate where you would keep absorbent cotton.
2. Is the fire extinguisher hung in the proper space? Where should it hang? (2 parts)
3. Check the Discipline rulebook. It is up to date/current?
4. Find the tall boots that have not been stored properly.

D-1/D-2 team question

Pick out the items that are extra and not required in this grooming kit.

D-3 team question

Pick out of the Equine first Aid kit the items you would use to treat a minor cut on your horse (one not requiring a vet).

Article 19 – Stations

A. Philosophy

The Stations Phase was created to give the Quiz team a chance to compete as a team. In most of the Phases the competitors are competing individually. In Stations, they have a whole Phase to share ideas and problem-solve as a team. They can collaborate on answers by sharing knowledge. This is the Phase that the competitors enjoy the most.

B. Stations Question Preparation

When developing Stations questions, the Standards of Proficiency are your primary guide. The reference materials are there to support the Standards. Look to the Standards of Proficiency to determine the level of difficulty. Go no more than one rating level higher in knowledge to develop the Station questions. However, when writing a Station question for a Junior D division, stay within the D Standards. Don't assume that if a topic is covered in a reference book that it will be suitable for the Stations. Use the Standards!

When you write questions using topics not covered in the Standards, use common sense so that the level of difficulty does not surpass what the competitors would experience at a Rally. All answers must be referenced.

The best way to get started is to decide how many Station tables you are going to have. Then pick a theme for each table. Some suggestions are farrier tools, first aid kits, miniature stadium course, evaluating equipment, etc. You want this set of questions to be more complex and multi-faceted. One method of questioning in this Phase that works well is to have the team identify several objects by comparing them, and then have the team identify the use of each.

The time allowed for each Station is five minutes. Develop a team question to fit this time limit. Questions for this Phase can be a little more complex. Problem solving questions fit this Phase well. Keep in mind the rating and age level of each division. The maximum point value is 20 points per Station.

At a regional Rally the Junior D division competitors can be so young that their questions have to be very basic.

Sample

Name this liquid –

On the table you have a saddle. There are sticky labels with the names of parts of the saddle.

D-1/D-2 Questions

1. Identify 8 parts of the saddle by placing the labels on the correct part.(2 points each)

D-3 Questions

1. Identify 15 parts of the saddle by placing the labels on the correct parts. (1 point each)

C. Location

The size of the area needed for Stations depends on how many Stations you choose to have. A room about the size of a Classroom can hold five Station tables easily.

The Stations Phase is a team question format. A Stations room will have five Stations areas spaced out to allow each team to compete without interference from other teams. Large Classrooms or science labs make great locations for this Phase. For large regional rallies, a D Stations room and a C and above Stations room may be necessary. This will require an assistant Stations Coordinator to develop questions for the second room of competition.

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D. Materials Needed

You will need one table per Station round. Chairs are not necessary but you may want them for your Table Judges. A classroom can hold five tables easily.

The other materials you will need are as follows:

- Stopwatch
- Pencils for competitors
- Black/blue pens (for Table Judge to score)
- 1 red pen (for corrected scores on score sheet)
- Stations answer sheets – one for each team
- Stations answer key and point value
- Any props needed for each Station
- Copies of protest of scoring and judging forms

The Station score sheets you use will need to be created by you. They can be as simple as the team name and number on a page corresponding to the number of the Stations table you create. There needs to be a place to write the score they received at each Station table.

E. Set-up

It works best to set the Station's tables around the perimeter of the room. This way the teams can work their way from table to table in an orderly manner. It also allows you space in the middle to move around. Place the Table Judges on the outside of the tables. The Station Timer should stand in the middle of the room with the stopwatch. Place the items out clearly on the table. Make sure all labels are clear enough to read. Try having someone go through the Station table before the competition in order to trouble-shoot any problems.

F. Stations Session Procedure

When the teams arrive at the holding area, have a volunteer check in each team. When all teams are present, have each team enter the room and stand with their backs to their first Station. The team captains should have the correct answer sheet that corresponds to the Station where they will begin the Phase.

When the signal is given, the Table Judges will read the instructions for their Station. The teams have five minutes to complete the Station. Once the time starts, let the team work their answers on their own; clarify logistics, not definitions.

When time is up, the Table Judge scores the Station and reviews the correct answers for the team, *briefly for clarity and education at a Regional Quiz Rally only. No*

correct answers should be given at Championships. If the team captain is satisfied with the score for the Station, the captain sign the answer sheet and the score is transferred to the cover sheet. If the team captain wishes to make an inquiry, the captain does not sign off and the team continues on to the next Station. All Station inquiries are handled at the end of the session.

The teams continue to round robin through the Stations until all teams complete five Stations. If there are fewer than five teams in the room, one Station will be inactive for that five-minute period.

At the conclusion of the Stations session, any team making an inquiry will proceed with the inquiry process in accordance with the Rulebook.

At the conclusion of the session, judges will stay at their respective Stations for any inquiries. Make every effort to answer legitimate inquiries at this time. If the inquiry cannot be satisfied, the team captain will submit a written protest to the Technical Delegate on the Appeal of Judging form. *(The Stations Coordinator must be present to help answer inquiries prior to submitting it to the TD.)*

Article 20 Mega-Room

A. Philosophy

The Mega-Room Phase is a lot of fun. It allows the organizer to ask the same material to everyone. It really rewards the competitor who knows the most. It gives the competitors the opportunity to identify quickly as many horse related items as they know. This Phase rewards those Pony Club members who spend their time in the barn. They will have seen more and been exposed to more than those who just study the equipment they use personally. This Phase should be limited to quick identifying. There should be no describing use of item or any other questions related to the items on the table. Just identify the name only.

B. Mega-Room Props Preparation

The best way to get started is to decide how many tables you are going to have. Then pick a theme for each table. Some suggestions are girths, boots, bits, bandaging material, poisonous plants, anything that can be identified just by looking at it. Use the current reference list to find quizzing material. All answers must be referenced. Make sure your level of knowledge coincides with the division. You will need to create a list of items per division. There can be some over-lapping of materials

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used and questions asked. Let the steps in identifying and knowledge be gradual.

The Mega-Room Coordinator gathers and organizes the props used in the Mega-Room. Depending on the size of the Rally, you may ask for an assistant to help gather props. It is extremely rare to have one person who owns all the props necessary for the Mega-Room. Don't hesitate asking vets, farriers, friends or tack shops to borrow the items. Make sure you acknowledge these people in your program. The Mega-Room Phase is identification only. For a qualifying Rally, each division needs five tables of props. Each table should have no more than ten props. Each prop has a maximum point value of 1 point.

Mega-Room is not the Phase to use parts of the saddle or bridle. That topic is better suited for the Junior D Stations. Use common sense when developing a list of props for each table. For most topics and tack items there is no set rating as to when the competitors should be familiar with a prop.

When you coordinate the Mega-Room, keep in mind that only one division passes through the room at a time. Do not plan your tables by rating. There is no such thing as a D-1/D-2 Mega-Room table and a D-3 Mega-Room table. Your Mega-Room tables are organized by division. Sometimes this comes with trial and error, but just stop and think.

A Junior D bit table could have:

Kimberwick
Gag
Pelham
D Ring
Full Cheek
Double Twisted Wire
Egg Butt

The Senior D table could have:

Jointed Uxeter Kimberwick
Gag
Pelham
Pessoa/Elevator
French
Half Cheek
Dr. Bristol
Mullenmouth Snaffle

The Cs and above could have:

Jointed Uxeter Kimberwick
Gag
Pelham
Pessoa/Elevator
French
Half Cheek
Dr. Bristol
Mullenmouth Snaffle
Liverpool
Fulmer

You can see the transition. Now if you keep the bit table the same table throughout the competition, you can see that all you need to do is either add to or take away bits depending on the division coming through the room during that session. Because of the vast volume of props needed for this Phase, good organized advanced planning is critical. Some topics lend themselves to more than one division, but there are some topics that are very specific to one division. For example toxic plants are a terrific table for Cs and above but are not suitable at any D level division.

Color coding your props and answer booklets make the Mega-Room easier for your staff. For instance if you use red tags to identify the Jr.D props, then have red Jr.D answer booklets. This way you can double check yourself if your monitors spot something out of place.

C. Location

You will need to find a fairly large area for the Mega-Room. A school lunch room, banquet room, large tent, or assembly hall is what you need. The room will need to be large enough to spread out several tables (up to five). There needs to be enough space to walk around and through the room with out being too cramped.

D. Materials Needed

- Mega-Room answer sheets – one per competitor table
- Mega-Room answer key and point value
- Stop watch
- Pencils for competitors
- 1 red pen (for Mega-Room Table Monitor)
- Any props needed for each table
- Tables for items (8 foot ones work well) Sometimes two tables per Station depending on the items.
- Copies of protest of scoring and judging forms

SECTION III: Phase Development

E. Set-up

The tables will need to be set up for this Phase in advance. It takes a while to set everything out and to make sure it is all there. Once it is all set up, give yourself plenty of time to double check and then to re-check it again. Set your tables up far enough apart that the competitors can't see what is on the next table. Make sure your tables are clearly marked and displayed neatly so the competitors know which table to go to next. Have someone go through the items and answer keys to make sure it runs smoothly. You need a table in the center of the room for the Mega-Room Coordinator to keep her supplies. Make sure the TD has the opportunity to check all tables before the competition.

F. Mega-Room Session Procedure

When the competitors arrive at the Mega-Room holding area, have a volunteer hand out the answer sheets. This way you can keep track of any late arrivals. Have the competitors line up and count off one to five. When your staff is ready, have the number one's go to table one, the two's go to table two and so on. When the competitors arrive at their correct table have them stand or sit down with their backs to the table. Make sure the Mega-Room competitors have their answer sheet for the correct table. The young Junior Ds may need help because they may not be able to read. Explain to the competitors that they have three minutes to correctly match the props on the table to the words on their answer sheet. Have the props labeled by number or capital letters. Lower case letters get reversed too easily. Underline H and I to avoid confusion.

When your staff is ready, have the competitors stand and face their table. At the signal to start, the competitors begin to fill in the blanks on their answer sheet. When time is up all pencils are down. The competitors hand their answer sheets to the Table Monitor(s). If you have enough staff, having two Table Monitors for each table is a good way to check each other's work when they correct the answer sheet. When all answer sheets are corrected, hand them back to the competitors. Have the Monitors review the correct answers *briefly for clarity and education at a Regional Quiz Rally only. No correct answers should be given at Championships.*

There should be little if any discussion as to the correctness of a prop. As Coordinator, you should have had the TD review the tables for accuracy and any incorrectly labeled props should be removed from competition or the answer sheet should be corrected for each competitor.

If the competitor is satisfied with their answer sheet, they should initial the answer sheet. When the competitors are completely done at this table, they should sit down so the staff knows when it is time to move on to the next table. The process begins again till all the competitors rotate through all five Mega-Room tables.

After the competitors have completed all five tables, the teams come together to give their team captain the completed answer sheets. If any competitor wishes to make an inquiry, they need to bring this to the attention of their team captain to begin the inquiry process according to the Rulebook. All teams satisfied with their scores for the Mega-Room should have their captain sign off and the team may leave the Mega-Room area.

G. Quizzing Material

When developing the lists of props, the Standards of Proficiency are your primary guide. The reference materials are there to support the Standards. Look to the Standards of Proficiency to determine the level of difficulty. Don't assume that if a topic is covered in a reference book that will will be suitable for a Mega-Room table. Use the Standards!

When you develop the list of props not covered in the Standards, use common sense so that the level of difficulty does not surpass what the competitors would experience at a Rally or see in a barn or tack shop. D level divisions should not have to identify props used in higher level C tables.

Topics that should NOT be used at the D level:

- Toxic plants
- Parasites
- Shoes/corrective shoes
- Leg anatomy (freeze dried legs)
- Horse skulls/teeth
- Horseshoe studs/horse shoes
- Bits with subtle differences (French link/Dr. Bristol; Uxeter Kimberwick/Kimberwick)

These are just a few topics that D competitors are not expected to know or identify. Don't let your Mega-Room develop into a Phase meant to trap or frustrate your competitors. Keep this Phase educational, but fun!

SECTION III: Phase Development

Article 21 – Written Test

A. Philosophy

In an effort to address all learning styles, the Written Test was added to Quiz. It also is an easy way to have a lot of individual scores when your time constraints won't allow you to ask them all verbally. It also asks each competitor the same question, therefore rewarding the competitor who knows the most information. The Quiz Committee suggests to regions holding a one-day Quiz Rally to try the Written Test.

B. Written Test Preparation

The Written Test Coordinator receives the current Written Test from the Overall Organizer. For large regional rallies or for regions having difficulty finding staff, the Written Test is a terrific opportunity to include a Phase that requires little preparation.

You will need to have one test per competitor, and each rating level should be copied on a different color paper. This helps to identify them more easily.

C. Location

The Written Test can be given in the Classrooms at the beginning of a Classroom session.

D. Materials Needed

- Written tests – one per competitor
- Pencils for competitors
- Red pen or pencils for marking scores

E. Written Test Procedure

This Phase is also suitable to combine with the Classroom Phase. As the Written Test Coordinator you have the option to hold the test en masse or in a controlled group in the Classroom. No matter which option you choose, the competitors need the opportunity to review their corrected tests for inquiry purposes.

F. Quizzing Material

The National Office will provide each region a copy of the Written Tests to use for competition. It is the responsibility of the Overall Organizer to get the current Written Test from his/her Regional Supervisor.

SECTION IV: Scheduling

Article 22 - Schedule

A. Rally Schedule

You will need to establish and publish a schedule for arrival time, check-in time, and briefings for officials, volunteers, and competitors. It is desirable to have a practice time for Phase officials and volunteers.

B. Phase Scheduling

After the secretary receives all the entries, it is time to break the teams into their divisions: Junior D, Senior D, Junior C and Senior C/B/H-A/A. It is recommended to place no more than 5 teams into a section of teams. A division may have numerous sections of teams. Alphabetically label each section of teams A through Z. Some regions may only have three sections of competitors (15 teams) or some regions may have up to 20 sections of competitors (100 teams). Do not confuse your members by assigning the same letter of the alphabet for different divisions. So, if you assign the letter A to the first five Junior D teams, when you come to the Senior D division, continue with the letter assignment and work your way through the alphabet until all teams per division are grouped to no more than 5 teams per section. (See Scoring, Section V).

When writing your schedule, keep each section of teams together as they move through the Phases. This will allow your competition schedule to flow through the four Phases. If you choose to have the Barn Phase in your competition, write the Barn schedule first and then work the other Phases around this schedule.

When scheduling the competition, think of it as a Eventing Rally. You will need to schedule time for each team/division to compete in each Phase. While one division is competing in the Classroom Phase, another division may be competing in the Barn Phase. It is not always possible to have a whole division in a Phase at one time. You will need to schedule the Phases based on how many teams you can handle at one time.

Schedule yourself built in breaks. These keep your Rally relaxed and give you overrun areas if one Phase happens to take longer than you scheduled.

The following is a general guideline for time needs of each Phase:

Classroom – 1.5 hours per session. In 1.5 hours, five teams should be able to complete three rounds. Build in a 30-minute break before the next session starts and before each team is scheduled to compete in another Phase. This will allow you time to handle any inquiries.

Barn – 15 minutes per Barn stall. Allow five minutes between stalls to give officials time to re-set the area. Build in a 30 minute break before each team is scheduled in another Phase. This allows time for any inquiries. It is best to schedule your Barn Phase first and then work your other Phases around it.

Stations – 45 minutes. In this time, five teams should be able to complete five Station tables. Station tables should be limited to 5 minutes each and 3 minutes for teams to move to the next table. All answers will be judged and corrected during this 45-minute time period. Build in a 30 minute break before the next session and before each team is scheduled in another Phase. This will allow time for any inquiries.

Mega-Room – 1.5 hours. In one and one half hours, one division can complete 5 Mega-Room tables. Allow only 3 minutes per table and 3 minutes for competitors to move to the next table. Build in a 30 minute break before the next session and before each team is scheduled in another Phase. This will allow time for any inquiries.

Written Test – 30 minutes. Give all competitors the same amount of time. The inquiry period will be held after tests have been graded and before scores posted. The Written Test may be scheduled with the Classroom Phase in order to complete two Phases in one session. If this is done, increase the Classroom Phase to 2 hours.

SECTION V: Scoring

Article 23 – Scoring Instructions

The new Quiz Competition scoring program was developed to make scoring easier and more accurate. You will need computers with Microsoft Excel 2000 or Excel 97. The spreadsheets are user-friendly and the computer does most of the work. Scores are entered and the computer automatically calculates the scores. All five Phases, Classroom, Barn, Stations, Written Test, and Mega-Room, will be used at Championships. The program can be used at the regional and Championships competitions. Classroom and Barn score sheets are also included with the program.

The Quiz Competition Master Score Sheet Program is a read-only file. Each division will have a separate file. The workbook has worksheets for a work area, eight sections, and a summary sheet. The work area is used to transfer text to the worksheets in that file. Enter the division in the area labeled Division, sections in the Section area, and stalls in the Stall area. Examples for lettering the sections are: Junior Ds would be sections A to H; Senior Ds I to M; and Junior Cs from N to R.

There are eight sections consisting of six teams. A total of 48 teams can be scored in each division. The Division and Section are at the top of each page. Enter these in the cell in the work area. Each team has its own sheet for scoring. The team's name and number, and competitor's information are entered in the appropriate box on the team sheet. Note: The Team Name and Number are transferred to the summary sheet automatically. When entering the competitor's information, the captain is listed first. Each competitor's HM Rating and Pinny Number, if used, are entered on the team's master score sheet. If pinnies are not used, this column can be changed to Competitor's Age if preferred. The competitor's name is automatically transferred to the Barn Scores, Written Test, and Mega-Room Phases. The HM rating and pinny number transfer to the Barn Score Phase.

The scoring program also includes score sheets for the Classroom and Barn Phases. These can also be preprinted before the start of the competition. The information is linked to the master.

The Quiz Competition Organizer determines the number of Classroom rounds according to the official Rulebook. The scores are entered from the Classroom rounds and the program automatically drops the lowest score in each round. Note: Three-man teams will have only three scores. The Changes column is for major changes, such as unsportsmanlike conduct or late penalties. The Classroom Total is the sum of the PIN, Classroom Rounds, and the Changes columns.

The next Phase is the Barn. Proper footwear must be worn in the Barn; mark Y for having proper footwear and N for not having proper footwear. Scoring for the Individual Question is the same as the Classroom, with the lowest score dropped. The Team Question for each round is not dropped. Changes column is the same as above. Barn Total is the sum of the PIN, stalls, and Changes columns.

The next Phase is the Stations; up to ten may be used. Stations are completed as a team; therefore all scores are used. Changes column is the same as above. Station Total is the sum of all Stations plus the changes column.

The next Phase is the Written Test. Each competitor completes a Written Test and the lowest score is dropped. Changes column is the same as above. Written Test total is the sum of the Written Tests plus the changes column.

The final Phase is the Mega-Room. Competitors compete individually, with the lowest score dropped. Changes column is the same as above. Mega-Room Total is the sum of the Mega-Room scores, plus any changes.

The Total Points box is the total of the Classroom, Barn, Stations, Written Tests, and the Mega-Room. All of these scores are transferred to the Summary sheet.

The Summary sheet adds the sum of the different Phases and then automatically ranks the teams by section and overall. Regions that do not place teams by Section can delete that column.

The Technical Delegate determines tiebreakers, which are used only for placings where ribbons are awarded. When a team wins a tiebreaker, enter a .001 in the team captain's Classroom Changes column. The Master Score Sheet for each team is posted when available. Write the time of posting somewhere near the postings. The half-hour protest period will start after all the sheets are posted.

SECTION V: Scoring

The Classroom and Barn score sheets are linked to the Master Score Sheet. To link the files to the Master Score Sheet file, follow these steps. Open the Classroom and Barn score sheets; go to Edit, then to Links; Change source, and then click on the new file name. All the team and competitor's information automatically transfers to the score sheets.

Final notes to remember: It is strongly recommended that all of the competitor information should be entered onto the score sheets prior to competition. The most accurate way to score is to have two scorers and two computers. Each scorer enters all scores and then the scorers Cross-check by reading the scores to each other. The Master Score Sheet can be modified to fit the needs of the region. This includes the number of Classroom rounds, Barn stalls, and Stations. Any Phase, column, or row not used can be locked out so nothing can be entered in those cells. The formulas should not be changed, as they are in accordance with the Rulebook. A zero (0) should be entered in all the cells. Do not leave any cells blank or this will cause the formula to drop the wrong score. The Master Score Sheet is not formatted to calculate individual scores. Regions will have to modify the score sheets to their own preferences. A printer capable of printing on legal size paper at a reasonable speed will be needed.

The scores maybe entered and calculated manually by copying the Master Score Sheet, Classroom Score Sheet, and Barn Score Sheets from the Organizer's guide, and then writing in the information. Follow the official Rulebook for scoring.

Article 24 – Posting Scores

The location where the master score sheet is posted must be announced to all competitors. The area needs to be large enough that several teams can view their scores at the same time.

Scores should be posted as quickly as possible. If your Rally is overnight, you must have your Day-1 scores posted first thing the next morning. When scores will be posted must be announced ahead of time or in the schedule. Since the competitors only have 30 minutes to inquire about their scores, everyone must know when they will be posted.

The chief scorer and Technical Delegate should be present when the final scores are posted. Final scores are required to be posted prior to awards ceremony. Each team captain must sign their team's master score sheet signifying that they agree with their final score. If a team does not agree with their final score, they should not sign off. Instead, the captain inquires to the Technical Delegate. The Technical Delegate must make a proper inquiry to the chief scorer about any discrepancies in scoring. The chief scorer must make changes as directed by Technical Delegate or Ground Jury.

SECTION VI: Miscellaneous

Article 25 – Question Banks

1. Official Question Banks:

- The Regional Quiz will only use their region's sets of the USPC Quiz Question Banks that are available through the Regional Supervisor.
- The Regional Supervisor receives Quiz Question Bank from the USPC National Office. New questions and updates are supplied in years when the entire set of questions is not renewed.
- These questions are to be used for the regional competition only, and under NO circumstances are they to be used as study material for championships.
- Old Question Banks are to be destroyed after they have been replaced with new ones. They should NOT be used as study material.
- The Regional Supervisor or the Classroom Coordinator can review the questions prior to the competition for organizing purposes.
- Immediately after the Regional Quiz the Question Banks are to be returned to the RS for safe keeping.
- Inaccuracies or outdated questions should be reported to the chairman of the USPC Quiz Committee by the Regional Supervisor.

2. Usage and Organization:

- A separate set of Quiz questions is needed for each Classroom.
- The Quiz Question Bank is printed on 3x5 colored index cards and is sorted by topic in numeric order. Each color represents a separate rating level. When you receive a new set it comes directly from the printer. It will be your responsibility to place them in numeric order. You will need one set per Classroom. **UNDER NO CIRCUMSTANCES MAY THESE CARDS BE COPIED.**
- Unrated and D teams need D-1, D-2, D-3, C-1 and C-2 questions. C teams need C-1, C-2, H-B and H-A questions.
- The question cards should be pre-arranged in a manner that is easy for the judge to use and that requires the least amount of shuffling.
- The question cards should be kept in groups by topic. Use one topic per Round as opposed to asking questions from one topic then another.

- If more than one room/section is needed per division, questions should be organized so that each room is asked the same questions in the same order.
- Have available more questions in each rating than are actually needed in each round. Sometimes questions are thrown out due to misreading or questions too similar to one that has already been asked.
- Once the number of Classroom rounds are decided, find out how many questions you will need for each rating level per each round.

Article 26 – Reference Materials

A complete set of reference books should be available in the chief scorer's room for safekeeping. Competitors can use them to support an inquiry. Each Phase Coordinator should also have in his/her venue the reference materials he/she used to develop his/her questions. This saves time if the teams have the references available to support the inquiry. The Technical Delegate or a member of the Ground Jury must be present when these references are used by competitors.

References are established each year by the Quiz Committee and are posted on the USPC Web site and Quiz Web site. Rulebooks and handbooks for all USPC horse sports must be included, as well as the Standards of Proficiency.

Article 27 – Evaluation Forms

Every competitor and official shall receive an evaluation form to return to the Organizer prior to the awards ceremony. Please read the forms.

Article 28 – Wrap-up

- Prepare a Rally summary for the Regional Supervisor and the Quiz Committee
- The following material must be sent to the USPC Quiz Committee in order for the regional Quiz Rally to be listed as a qualifier (failure to send the following will jeopardize the region's eligibility to enter Championships):
 - TD and Organizer's report
 - Rally evaluation, including judges' names and comments
 - Any Quiz questions that need correcting
 - Technical Delegate report

SECTION VI: Miscellaneous

- Erase Classroom tapes when competition is over.
- Return Quiz Question Banks to the Regional Supervisor.
- Debrief officials and volunteers.
- Supply the RS with final scores so that the regional team can be named for championships. (It is not necessary to send these to the Quiz Committee or with the championship entry).
- Write thank-you notes to helpers.
- Finalize finances and report these to the regional officers.

Article 29 – Last Minute Reminders

1. As the Overall Organizer, encourage your Chief Scorer and Phase Coordinators to have as much of their paperwork printed and sorted by division before arriving on site for the competition.
2. Have your Mega-Room and Stations Coordinators make answer booklets with cover sheets for the competitors. You go through tremendous quantities of paper for this Rally. It is inexcusable to lose any papers that could make things difficult for the teams

Article 30 – Time Line for Organizing a Quiz Rally

- 9-12 months Secure your facility
- 4-6 months Secure your TD, coordinators for each phase, secretary and a scorer. discuss with them what the details of their jobs are and make sure that they do understand what is expected of them. Secure food – either a vendor or a club.
- 2-3 months Send out the information packet. Make sure that the phase coordinators are sending their questions to both the TD and the organizer. This gives the TD and organizers a chance to have questions reworked if necessary. It also allows you to make sure there is not too much overlap in questions. Make sure that you have your written test and question bank.
- 1 month Deadline for return of Entry Form.
- 2 weeks Make sure that everything is arranged with your facilities for your needs (tables, chairs and anything else that you may need). Either the organizer or the secretary needs to create a schedule. Make sure that the secretary knows what s/he needs to print in the way of labels.
- 4-5 days Be in contact with your coordinators to make sure that they are ready. Give the food people the numbers that will be needed. See that the programs are printed.
- 1 day Set up your phases and have everything ready for the rally to begin. The TD should check all phases to make sure that everything is correct.
- Day of Rally Once the competitors are registered and you have given a briefing, you can relax and enjoy the Rally.

when they wish to make a scoring inquiry. It is a nightmare for your chief scorer if you do not have the papers organized when they are turned in to be posted. All booklets should have preprinted labels with the team name, team number, division, section, and competitor's name. The competitors have terrible handwriting and may not know the necessary information or they forget to place this information on their papers.

3. Keep the Chief Scorer happy! All booklets should have a cover sheet with the preprinted identification label on top. Do not make the chief scorer have to flip through hundreds of papers to score the Rally.

Preprinted label info by Phase:

- Tiebreaker – team name, team number, division, section
- Written Test – Competitor name, division, section, team name, team number
- Mega-Room – Competitor name, division, section, team name, team number
- Stations – Team name, team number, division, section
- Preprinted score sheets – Barn and Classroom

APPENDIX A

