

Notes for New Coaches:

- Teams
 - May consist of up to 5 students
 - Only 4 students can quiz at one time
 - Each team has a captain and a co-captain (see the rulebook for details)
 - Each team should choose a team name

- Quiz Meet format:
 - The quiz meet starts at 1:00 and ends approximately 4:00.
 - The quiz meet starts with the full group meeting for 20-30 minutes.
 - Each quiz is scheduled for 20 minutes, with a 5 minute break between quizzes.
 - The questions for each quiz meet are cumulative, with 75% of the questions coming from the new material and 25% of the questions coming from the old material.

- During the Quiz:
 - Each team participates in 3 quizzes.
 - Once a quiz question has been asked, only the quizmaster and the student answering the question are allowed to speak until the answer is complete and the answer judge or quiz master has determined the outcome (audience, coaches & students are to be silent).
 - There is to be no communication between the student and coach or audience while the quiz is in session.
 - After the quizmaster asks a question, if no student jumps within 5 seconds, the question is tossed out.
 - After a student has been called upon, they have 30 seconds in which to answer the question.
 - If a student jumps before the quizmaster has finished the question, the quizmaster stops speaking immediately and calls on the student.
 - Each team can call up to 2 timeouts per quiz; timeouts are 1 minute.
 - During a timeout, only the team can be on the platform (team students and the 2 coaches for that team).

- Scoring
 - Each coach brings at least 3 score sheets for personal use.
 - Each coach keeps a running score for all 3 teams that are quizzing.
 - At the end of each quiz, each coach verifies their own score sheet against the official score sheet and signs the official score sheet.
 - Cumulative statistics are kept for teams and individuals throughout the year.

- Year End
 - After the last quiz of the year, the year-end tournament occurs. This tournament covers all the quiz material for the year.
 - Awards are given for memorizing full material and for memorizing all the key verses.
 - Awards are also given for the top scoring individuals.

- Audience
 - Families are encouraged to attend.
 - Limit entering and exiting the quiz room while quizzes are in session.