DRAFT #4
Sept/04

CMQ Zone Meet Handbook

This handbook provides guidelines for churches planning to host a local quiz meet. The intent is to identify critical responsibilities and activities that need to occur to achieve a successful meet. These are provided as helpful ideas only and are no means meant to be governing rules. Special thanks to Glenda Harder, Purdies, and Rosemary Ward for their assistance in assembling this information.

This document is a “work-in-progress” and is not an official publication of CMQ. **Feel free to use it for your own purposes but do not make extra copies or distribute.** We invite your ideas for improving this handbook. Send comments and contributions to Merv Hepting, 1-306-586-2556 or mhepting@sasktel.net.

Notes

One day mini-zone quiz meet

Purpose:

- Provide easy relaxed atmosphere for young people to make new friends.
- Provide non-threatening supportive atmoshere for first-time quizzers, where contribution, fun and excitement are emphasized over achievement.
- Provide opportunity for smaller churches to host quiz-meets, and thus develop ownership among youth, parents and leaders at the local church level.
- Raise up and identify new officials in the local quiz areas.
- Provide opportunity for guest churches and youth groups to observe and evaluate quizzing in action. Thus, promotion to outside churches is key.

Details:

- 15-question quizzes, 20 minutes per quiz.
- "A" level for all experienced quizzers, "C" level for new quizzers, no "B" level.
- Aim for four quizzes total per team, one extra quiz for teams participating in final.
- Include lots of short icebreakers, mixers, fun contests.
- Be sure every participant leaves with a prize.
- Registration fee approx $7. Fee covers lunch (approx $3.50 - $4.00), small prizes, incidentals. Any left over money is left with the hosting church.
- Include address and map to church
- Requires 3 quiz rooms, stats room, worship room, lunch room. Also prefer a gym and/or lounge area.

Schedule for one day mini-zone quiz meet

Date (m/d/y) & time: _____

Scripture portion covered: _____

Schedule

- ☐ 9:00 am - 9:30 am: Registration
- ☐ 9:30 am -10:00 am: Worship/announcements
- ☐ 10:00 am: Session #1
- ☐ 10:20 am: Session #2
- ☐ 10:40 am: Session #3
- ☐ 11:00 am: Session #4
- ☐ 11:20 am: Session #5
- ☐ 11:40 am: Session #6
- ☐ 12:00 am - 12:45 pm: Lunch
- ☐ 12:45 pm - 1:00 pm: Announcements
- ☐ 1:00 pm - 1:20 pm: Session #7
- ☐ 1:20 pm - 1:40 pm: Session #8
- ☐ 1:40 pm - 2:00 pm: Session #9
- ☐ 2:00 pm - 2:20 pm: Mixer Session #1 (allows time for stats room)
- ☐ 2:20 pm - 2:40 pm: Mixer Session #2 (allows time for stats room)
- ☐ 2:40 pm - 3:10 pm: Finals Session (C teams)
- ☐ 3:10 pm - 3:40 pm: Finals Session (A teams)
- ☐ 3:40 pm - 4:00 pm: Awards, announcements, goodbyes.
- ☐ _____
- ☐ _____

Notes

Three-day zone quiz meet

Purpose:

- Provide easy relaxed atmosphere for young people to make new friends.
- Provide supportive atmoshere for first-time quizzers, where contribution, fun and excitement is emphasized over achievement..
- Also introduce first time quizzers to competitive atmospher, make it clear that you need to apply yourself in order to do well.
- Provide opportunity for mid-sized church to host a quiz-meet, and thus develop ownership among youth and parents at the local church level.
- Raise up and identify new officials in the local areas.
- Provide opportunity for guest churches to observe and evaluate quizzing in action.
- Provide opportunity for loc al church to host families, and to be blessed / encouraged / motivated by quizzes, coaches and officials.

Details:

- Note: this quiz meet is not an official quiz meet. That is, the scores do not count for final points in the standings.
- Approximately 200 people in attendance.
- Billeting for total attendance minus locals
- 20-question quizzes at 25 min/quiz, or 15-question quizzes at 20 min per quiz.
- “A” level - experienced quizzers, “B” level - transition level,“C” level - first-time quizzers
- Include lots of short icebreakers, mixers, fun contests.
- All teams in finals and outstanding quizzers are rewarded.
- Registration is $25 per person.
- Budget:
  a) Food, kitchen supplies, drinks, etc. = $6-7
  b) Social, includes any bus rental = $3-$4.
  c) Church janitorial, paper, etc. = $1-$2.
  d) Trophies = $1
  e) Honorarium (speaker, praise & worship team, etc -- (if required) = $1
  f) Administration (photocopying, pens, web-site, etc.) = $1
  g) Try to keep costs to $12 per person, leaving $13 + for other meets and the program. When we make some profit at a local meet, we are able to do more long-term work, such as help a struggling church with some used equipment, better social event at the final, help a little with costs for quizzers going to regional and international quiz meet and district projects (ie. Cuba, Quiebec, etc.).

Notes

Schedule for three-day zone quiz meet

Date (m/d/y) & time: _____

Scripture portion covered: _____

Schedule - Friday

- ☐ Prior to 6:30 pm: Setup quizzing rooms, signage, registration table, schedules, scoresheets, supplies, finance box, greeters, billeting lists, ...
- ☐ 6:30 pm - 7:30 pm: Registration, place for billets to store stuff
- ☐ 7:30 pm - 8:00 pm: Official's meeting, stations, question sets, set up Stats room,
- ☐ 7:45 pm: Everyone meet in main auditorium
- ☐ 8:00 pm: Session #1
- ☐ 8:20 pm: Session #2
- ☐ 8:40 pm: Session #3
- ☐ 9:00 pm: Session #4
- ☐ 9:20 pm: Session #5
- ☐ 9:40 pm: Session #6
- ☐ 9:45 pm: Snack in gym
- ☐ 10:00 pm: Hosts arrive to pick up their billets
- ☐ 12:00 am: Lights out

Schedule - Saturday

- ☐ 8:30 an - arrive back at church
- ☐ 8:40 an - 9:00 am: Session #7
- ☐ 9:00 am - 9:20 am: Session #8
- ☐ 9:20 am - 9:40 am: Session #9
- ☐ 9:40 am - 10:00 am: Session #10
- ☐ 10:00 am: Stats break, time for stats room to calculate playoff competitions
  In main auditorium: all-star quiz, oldies quiz, promo video, etc.
- ☐ 10:40 am: Playoff Session #1
- ☐ 11:00 am: Playoff Session #2
- ☐ 11:20 am: Playoff Session #3
- ☐ 11:40 am: Playoff Session #4
- ☐ 11:40 am: Executive Meeting
- ☐ 12:00 pm - 12:40 pm: Lunch
- ☐ 12:40 pm - 1:00 pm: Playoff Session #5
- ☐ 1:00 pm - 1:20 pm: Playoff Session #6
- ☐ 1:20 pm - 1:40 pm: Playoff Session #7
- ☐ 1:40 pm - 2:00 pm: Playoff Session #8
- ☐ 2:00 pm - 2:20 pm: Semi-final Session #1
- ☐ 2:20 pm - 2:40 pm: Semi-final Session #2
- ☐ 2:40 pm - 3:00 pm: Semi-final Session #3
- ☐ 3:00 pm - 3:20 pm: Finals Session - "C" division
- ☐ 3:20 pm - 3:40 pm: Finals Session - "B" division
- ☐ 3:40 pm - 4:00 pm: Finals Session - "A" division
- ☐ Supper
- ☐ Coaches meeting
- ☐ Social event
- ☐ Awards
- ☐ Praise and worship time
- ☐ Pick up by billet hosts

Schedule - Sunday

- ☐ Sunday morning arrive, pack up for return home
- ☐ Sunday morning worship and praise
- ☐ Lunch
- ☐ Head for home
- ☐ _____
  _____

Notes

Leadership required

- ☐ Event coordinator
- ☐ Platform speaker / moderator
- ☐ Treasurer
- ☐ Registrar
- ☐ Registration table
- ☐ Officials
- ☐ Billetting
- ☐ Food
- ☐ Social event
- ☐ Praise & worship
- ☐ Facilities & crowd control
- ☐ Equipment
- ☐ Statistics
- ☐ Quiz draw schedule
- ☐ Draw questions
- ☐ Stats room - front desk
- ☐ Stats room - computer
- ☐ _____

Notes

Planning and promotion

- ☐ Name of planning and promotion manager: _____
- ☐ Prepare budget _____
- ☐ Procure Master of Ceremonies: _____
- ☐ Prepare devotional/worship: _____
- ☐ Prepare mixer / ice breaker: _____
- ☐ Prepare social/recreational event: _____
- ☐ Purchase/prepare prizes & awards
- ☐ Gather information on event - title, date, time |<- ->|, location, address, directions, map, book and chapters, costs,
  contact info - name, phone, email
- ☐ Contact info on each quiz director (name, address,phone, email)
- ☐ Produce/proof invitation letter - master _____
- ☐ Produce/proof flyer - master (optional) _____
- ☐ Distribute invitation letter _____
- ☐ Distribute flyer (optional) _____
- ☐ Call directors to get number of A, B and C teams _____
- ☐ Call directors to get number of meal people (quizzers, coaches, officials, guests)
- ☐ Receive team lists / registration forms from churches _____
- ☐ Prepare draws _____
- ☐ Get questions _____
- ☐ Prepare schedule sheet (w map of quiz rooms optional) _____
- ☐ Meet w officals to set tone, rules, bonus points, etc. _____
- ☐ Prepare list of announcements (no one out w/out coach, no one outdoors, food/ drinks gym only, dress code, need name tags for meals, locations of stats room, washrooms, lunch room, quiz rooms, emergency person/location; during quizzes no entering during questions, always courteous, encouraging, respectful, quiet.)
- ☐ _____
- ☐ _____

Notes

Registration / Finances

- ☐ Location: _____
- ☐ Manager of Registrations: _____
- ☐ Manager of /Finances: _____
- ☐ Registrar assistants: _____
- ☐ Tables (1 or 2) and Chairs for registrars (3)
- ☐ Score Sheets for coaches (white) x ___ copies
- ☐ Reg. Forms x ___ copies; Pens x ____. Sched sheets x _____.
- ☐ Cash Box and large-coin float (who: _____)
- ☐ Name tags x ___ tags (suggest for coaches, officials, event managers); ___ felt markers
- ☐ Lineup signs (row 1, row 2)
- ☐ Guidelines: • make cheques out to host church • submit expense receipts to manager of finances who submits to host church • 1 payment per church for all quizzers, coaches • additional payments from parents, guests, helpers • surplus stays host church if invitational meet • prepare and submit full financial statement by end of day.
- ☐ Lunch greeter / ticket taker / donation box: _____
- ☐ _____
- ☐ _____

Notes

Food & snacks

- ☐ Lunch manager: _____
- ☐ Room: _____
- ☐ People serving: _____
  _____
- ☐ People doing dishes, clearing tables, clean up, garbage:
  _____
- ☐ Setup/takedown manager: _____
- ☐ Utensils: quantity/type of plates, cups, cutlery, serving spoons, bowls, platters, cutting boards, etc. _____
  _____
- ☐ Garbage bins: how many? ___ Where? _____
- ☐ Recycling bins: how many? ___ Where? _____

- ☐ **Refreshments** for officals (ice water, glasses, fruit/cookie snacks, in quizzing rooms, stats room): _____

- ☐ **AM snack:** time: _____ to _____ a.m.
- ☐ prepare/order, serve: _____ type: _____

- ☐ **LUNCH:** time: _____ to _____
- ☐ supplier: _____; arrives at _____
- ☐ who meets supplier with cheque in hand? _____
- ☐ Drinks: prepare/order, serve: _____ type: _____
- ☐ Food: prepare/order, serve: _____
- ☐ Food: type: _____
  _____
  _____
- ☐ Condiments: prepare/put out: _____ type: _____
- ☐ Napkins: prepare/put out: _____
- ☐ Dessert: prepare/serve: _____ type: _____

- ☐ **PM snack:** prepare/order, serve: _____ type: _____

- ☐ Canteen (?): _____
- ☐ Guidelines: • identify ingredients on all homemade/bought foods • high health standards (wash thoroughly before handling food •
- ☐ _____
- ☐

Notes

Quizzing Rooms / Equipment

- ☐ Setup occurs on _____, time: _____
- ☐ Setup manager: _____
- ☐ Quizzing rooms - location
  - Room #1: _____
  - Room #2: _____
  - Room #3: _____
  - Room #4: _____
  - Room #5: _____
  - Room #6: _____
  - Room #7: _____
  - Room #8: _____
  - Room #9: _____
  - Room #10: _____
- ☐ Quizzing Seats & Lights, or benches (who supplies)
  - Room #1: _____
  - Room #2: _____
  - Room #3: _____
  - Room #4: _____
  - Room #5: _____
  - Room #6: _____
  - Room #7: _____
  - Room #8: _____
  - Room #9: _____
  - Room #10: _____
  - Backup set #1: _____
  - Backup set #2: _____
- ☐ Electronic Scoreboards (who supplies)
  - Room #1: _____
  - Room #2: _____
  - Room #3: _____
  - Room #4: _____
  - Room #5, etc. _____
- ☐ Overhead transparencies for each team if scoreboards are used
- ☐ Sound equipment for main auditorium - quizzer box, quiz master.
- ☐ Setup and test quiz lights, scoreboards and sound equip.
- ☐ Table & chairs for Quiz Box, rulebook, questions, 3 or 4 officials.
- ☐ Duct tape answer box on floor in front of official's table.
- ☐ Chairs for coaches on either side of offical's table
- ☐ Chairs for quizzers (hard, no arm rests) (12)
- ☐ Chairs (25+) for audience well behind officials and coaches
- ☐ Doorkeeper to maintain quiet, no in-and-out during questions
- ☐ Fan to circulate air
- ☐ Power Cord for Quiz Box
- ☐ Big signage on each room entrance door.
- ☐ Big signage pointing to rooms.
- ☐ Concordance and rule book for each Answer Judge
- ☐ Scoresheets (tan, 15 & 20 questions) for each Scorekeeper
- ☐ Questions for each Quiz Master
- ☐ Supplies: pencils, erasers, pens, roll of masking tape for each table
- ☐ Ice water, glasses, and snacks for officials
- ☐ _____
- ☐ _____

Notes

Stats Room

- ☐ Stats room location: _____
- ☐ Stats team manager: _____
- ☐ Stats team worker (front desk calculations): _____
- ☐ Stats team worker (computer data entry): _____
- ☐ Stats team helper: _____
- ☐ Table and chairs for stats
- ☐ Table and chairs for publishing (computer, printer)
- ☐ Computer(s), Filemaker software, printer, paper
- ☐ Cables, power cords, network.
- ☐ Documentation for stats:
- ☐ Rules / guidelines for stats:
- ☐ Big signage on room entrance door.
- ☐ Supplies: pencils, erasers, pens, tape
- ☐ Lost and found box, first-aid kit, supplies box, scoresheets
- ☐ _____
- ☐ _____

Notes

Quizzing Officials:

- ☐ Quiz Master #1: _____
- ☐ Answer Judge #1 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #1 _____

- ☐ Quiz Master #2: _____
- ☐ Answer Judge #2 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #2 _____

- ☐ Quiz Master #3: _____
- ☐ Answer Judge #3 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #3 _____

- ☐ Quiz Master #4: _____
- ☐ Answer Judge #4 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #4 _____

- ☐ Quiz Master #5: _____
- ☐ Answer Judge #5 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #5 _____

- ☐ Quiz Master #6: _____
- ☐ Answer Judge #6 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #6 _____

- ☐ Quiz Master #7: _____
- ☐ Answer Judge #7 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #7 _____

- ☐ Quiz Master #8: _____
- ☐ Answer Judge #8 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #8 _____

- ☐ Quiz Master #9 _____
- ☐ Answer Judge #9 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #9 _____

- ☐ Quiz Master #10: _____
- ☐ Answer Judge #10 / Apprentice: _____
- ☐ Scorekeeper / Timekeeper #10 _____

Notes

Crowd / facilities Control

- ☐ Crowd/facilities Control Manager: _____
  (should be available all day if possible, in case of emergency)
  cell phone #: _____, office/supplies room: _____
- ☐ Maintain safety and security throughout day
- ☐ Unlock building and rooms for setup and takedown.
- ☐ Unlock building and rooms at start of day, lock at end of day
- ☐ Provide greeter at entrance _____
  (friendly; knows key church people; key quiz event people; knows facilities, locations of assembly room, meals room, bathrooms, quiz rooms, stats room, out-of-bounds areas; directs people to remove shoes if wet or muddy).
- ☐ Arrange assistants for setup, takedown, sweeping and wet-mopping at end of day.

  _____
- ☐ Provide brooms, dust pans, wet mops, pails, plunger, garbage bags.
- ☐ Setup tables and chairs in registration area, assembly room, quiz rooms, stats room, meal room.
- ☐ Take down tables and chairs in registration area, assembly room, quiz rooms, stats room, meal room at end of day.
- ☐ Sweep and wet-mop entrance, hallways, registration area, assembly room, quiz rooms, stats room, meal room at end of day, empty garbage and recycling.
- ☐ Provide signage for registration area, assembly room, quiz rooms, stats room, meal room, signage -> washrooms.
- ☐ Extension cord and fan in each quiz room, perhaps stats room.
- ☐ Maintain Bathrooms: dry and clean counters, dry floors, unplug toilets, toilet paper dispensers, paper towel dispensers, empty paper towel bins.
- ☐ Recycling bins, especially near canteen, lunch room, empty and replace bags regularly.
- ☐ Garbage bins, especially near canteen, lunch room, entrance, empty and replace bags regularly.
- ☐ Maintain lost and found service in Stats room.
- ☐ _____
- ☐ _____
- ☐ _____

Notes

Billeting

Goals:

- Provide safe and comfortable accommodation for quizzers, coaches, officials and guests.
- Coordinate billeting needs with available accommodation.
- Identify and communicate "best practices" for host families, re: hospitality.
- Identify and communicate "best practices" for host families, re: plan to protect.
- Identify risk areas.
- Protect against negligence and/or abuse.
- Receive information regarding incidents.
- Deal with incidents immediately and effectively.
- Document all incidents thoroughly.
- Protect hosting church from false accusations.

☐ Billeting coordinator: _____

☐ Distribute Billeting Application forms

☐ Receive Billeting Application forms, with full information, signature and date

☐ Screen applications by

1. Review details of application form
2. Informal - word of mouth approval
3. Formal - ask the right questions of the people involved
4. Research - internal checks such as pastor approval, friends, board members
5. Police check - note that we have not asked for, nor have applicants provided us with approval to do police checks, therefore we are not free to do them without their explicit consent.

☐ Categorize applicants according to the following rating system (bottom right corner of application form). Note this is a internal categorization and should not be shared with hosting family:

1. Quizzing family, eager, approved.
2. Non-quizzing family, eager, approved.
3. Approved with qualification.

   ie may be elderly, or heavily committed, one spouse may be away, may be entertaining other company, etc.

   Or, perhaps this is a "heads-up" situation, indicating a possible ministry opportunity, send coaches, officials, adult guests instead of quizzers.
4. Not approved at this time. Reason? By whom?

☐ Host applicants should be reviewed and forms signed by leadership prior to billets being assigned.

☐ Coordinate requested billets with host homes

☐ Put up signs (in gym) to facilitate matching. Sign includes:

- large letters
- name of host family
- address & phone number of host family, cell phone # if available
- names of quizzers

☐ Provide coaches with phone numbers of where their quizzers are being billeted

☐ Provide quizzers with phone numbers of where their coach is being billeted.

☐ Host family expects phone call from coach checking in on quizzers.

☐ _____

☐ _____

Notes

Related documents & contacts:

- ☐ Tom Vincent 306-856-4413
- ☐ Organizational chart for all leadership ministries
- ☐ Billeting appllication form.
- ☐ Quizzing Essentials/Toner Agencies (Pete) 306-854-4447

Notes

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