



JBQ Rules & Guidelines

Quicksheets for Timekeepers

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The Timekeeper is an integral part of the quiz match. Every question asked, time-out, appeal, etc., involve the Timekeeper. It is critical that the Timekeeper pays attention to the match and everything that is happening.

A Timekeeper may also act as a judge, and as such may assist in the ruling of the correctness of a question. Therefore keep alert to the reading of the question and the giving of the answer.

A stopwatch is much more accurate than a wristwatch and is preferred. Inexpensive stopwatches can be purchased at discount stores.

GENERAL RULES

1. When the Quizmaster reads the question, the quizzers have 5 seconds to hit the buzzer to indicate they wish to give a response. If no buzzer is activated within 5 seconds of the reading of the final word of a question, call **“Time”** loudly and clearly. It is helpful to follow along on a copy of the questions so you will know when the final word of the question has been read.
2. If a quizzer activates a buzzer during the reading of a question or within 5 seconds of the reading of the final word of a question, he has 30 seconds to complete his response. Begin timing when the Quizmaster identifies the quizzer.
3. If the quizzer is still speaking at the end of the 30 seconds, you must call **“Time”** loudly and clearly. The Quizmaster will decide if the quizzer has given enough information to be ruled correct.
4. If the quizzer seems to be finished responding, but the Quizmaster has not ruled correct or incorrect, continue timing until the 30 seconds is complete, then call **“Time”** loudly and clearly.

TIME-OUTS AND APPEALS

5. Each team is allowed 3 time-outs during regulation matches and an additional time-out during overtime. A time-out is 30 seconds in length. Begin timing when the Quizmaster has granted the time-out.
6. Each team is allowed 2 coach’s appeals during a match. A coach’s appeal is 2 minutes in length. Begin timing when the Quizmaster has granted the appeal.
7. Once a coach has presented his appeal, the judges will vote whether or not to accept the appeal. Votes are indicated by placing a coin heads up or tails up. Make sure you understand what you are voting on. The Quizmaster should indicate how to vote, for example, placing heads up if you agree with the coach’s appeal. This vote must be unanimous. If it is not unanimous, the judges may confer and cast another vote. The second vote need not be unanimous.

JUDGING

8. In most districts, the Timekeeper also acts as a judge. If the Quizmaster is unsure of the correctness of a response, he may call for a "Judges' rule." Without conferring, indicate if you believe a response was correct by placing a coin heads up. Indicate if you believe a response was incorrect by placing a coin tails up. The decision does not have to be unanimous.
9. If you disagree with the Quizmaster's initial ruling of correct or incorrect, you may request a vote of the judges. This vote is made without conferring and follows the procedure given above. The vote need not be unanimous.

OVERTIME

10. In the case of overtime, the Quizmaster will grant one minute for the teams to confer before resuming the match. Begin timing when the Quizmaster grants the time.
11. Remember that each match will add a time-out during overtime. If a team did not use all of its time-outs in regulation, these unused time-outs will carry over into the overtime.