

# Virtual Quizzing

The whole idea of "virtual quizzing" is to provide a means by which quizzers can quiz when it is impractical or impossible to gather for in-person, traditional quiz meets. The goal of virtual quizzing is to have fun together, share in fellowship to some degree, and worship God through quizzing while meeting physically is not possible or practical.

Virtual quizzing tries to capture as much of the quizzing experience as possible; however, there is much that cannot be replicated. Much of the "sport" of quizzing like physical seat jump timing, lip and speech analysis, and mid-quiz strategy communications are practically impossible in a virtual context. Intra-team and inter-team mid-quiz encouragement, a standard practice in traditional quizzing, is also practically impossible. Therefore, these guidelines are not an attempt to replace regular gatherings of students, coaches, officials and leaders. The Word is to be lived together and other can replace the energy and spirit of a physical gathering.

The following processes and rules assist in participating in and running a virtual quiz. These are all considered overlays to the existing Nazarene Youth Quizzing Rules and Guidelines.

## Required Equipment

To participate, each participant (student, coach and quiz official) will need a desktop or laptop with an internet connection as well as a webcam and microphone. We strongly recommend the use of headphones. It is possible to use a smart phone or tablet as a student, but it will be significantly more difficult.

For spectators, any web-enabled device should work. Just remember to mute yourself and turn off video.

Anyone participating on the virtual quiz will need to have access to the appropriate online platform. We would recommend using Zoom for hosting the virtual quiz. As a result, the processes outlined below will assume the use of Zoom for the quiz. The processes outlined below may be customized and adapted for other similar platforms.

## Tournament Director

Prior to hosting a virtual quiz, the tournament director will need to determine the method of being able to communicate with tournament participants (coaches, quizzers, spectators, officials, etc.). We would recommend the use of a chat room or instant messaging app to push out information to all of the participants. The Tournament Director will need to communicate this information to the participants prior to the commencement of the virtual quiz.

The Tournament Director will need to put together the schedule for the virtual quiz and determine the best method of team being able to communicate their rosters to the Officials in a

confidential manner. This will likely mean the Tournament Director will need to discuss the technologies and messaging options that are available with the Officials prior to the virtual quiz.

## Process

We recommend that quiz rounds be scheduled for 35-40 minutes in duration instead of the standard 30 minutes.

## Meet Discussion

Everyone involved in the virtual quiz meet (quizzers, officials, coaches, spectators, etc.) should join the specified chatroom or instant messaging app. This chatroom or instant messaging app is intended to allow the Tournament Director and Officials to communicate information regarding the links to the appropriate online platform meetings for the quiz rounds and other information relating to the virtual quiz. If you need help with anything, please ask here. Those who are able to render assistance, please do so. (Non-meet general chit-chat should happen outside of this chatroom or instant messaging app.)

## Quiz Setup

A designated official from each virtual "room" (likely but not necessarily the quizmaster) will be responsible for setting up the online conference for each quiz in his or her virtual "room." Links to the online conferences will be communicated to the quiz participants through the chatroom or instant messaging app. For example, if the free version of Zoom is used for the virtual quiz, then new meetings will need to occur for each quiz round; however, if a paid Zoom account is used, then one Zoom meeting can be used by the quizmaster for each day of the virtual quiz.

Each team will submit their roster (which shall include the designation of the captain and co-captain) prior to the start of the quiz tournament in accordance with the method established by the Tournament Director so that rosters and placement remain confidential until the quiz round begins (when the "bib numbers" are assigned as discussed below).

Room officials can use a private messaging method (texting, Slack, phone call, etc.) for any necessary back-channel discussions. It will be up to each room's officials to self-organize in whatever way they consider best in this regard.

If Zoom is used to conduct the virtual quiz, then when connecting to Zoom:

- Quizzers:
  - Use your team name prior to your full name for your username: "**Teamname Firstname Lastname**"
  - Mute audio
  - Ensure video is off once the quiz round commences
  - Chat pane open
- Officials:
  - Use your title prior to your full name: "**Quizmaster Firstname Lastname**"

- Mute audio
- Turn off video (unless you're the quizmaster, then ensure video is operational and on)
- Chat pane open
- Participants pane open
- Coaches
  - Use your team name and title prior to your full name: "**Teamname Coach Firstname Lastname**"
  - Mute audio
  - Ensure video is off once the quiz round commences
  - Chat pane open
  - Participants pane open
- For everyone else:
  - Use only your name: "**Firstname Lastname**"
  - Mute audio
  - Turn video off

Quizmasters, as coaches and quizzers arrive:

- Check the roster versus participants pane to confirm present status
- Ask each quizzer to unmute and say hello to confirm audio functionality

Quizzers should keep video off and should mute unless answering or challenging. By turning off video, latency and sound distortions issues should be reduced as the bandwidth load for the Zoom conference will be reduced. Quizmasters should keep video and audio on (unless muted to have back-channel conversations with other officials, to cough or other reasons necessary to mute).

Each Coach will assign “bib numbers” 1-5 for each of their team members. Depending on the online format and the chatbox function, it may be necessary to assign different bib numbers for each team (e.g., 6-10 for the second team and 11-15 if there is a third team). The initial sub for each team will be designated a bib number of 5 (if necessary, 10 for the second team and 15 if there is a third team).

## Quiz Operation

Prior to each question:

- All quizzers should type their bib number into the chat window text entry field, but don't click enter.
- The quizmaster should type a series of dashes, but not type enter.

During the question preannouncement, the quizmaster will press enter upon the final call of "question". When a quizzer wants to signal a jump, they press enter. Note that the ordering of responses in the chat window will sometimes not appear in the same order for quizmaster

compared to quizzers or spectators. The quizmaster's display ordering is the only official ordering.

Quizzers: Only click enter if you are actively attempting to win the jump (i.e., don't press enter after it is clear someone has won the “jump”)

## Rules

All normal quizzing rules apply, but there are some exceptions and special cases, outlined here. There may be unforeseen situations that arise in a quiz when a quizmaster will need to make up a rule change on the spot. Quizmasters are granted that authority but are cautioned to use it sparingly and with extreme care toward fairness. The following are specific rule changes:

- Only the active quizzers can jump (i.e., the designated substitute cannot jump). A jump by the substitute during the round may be called as a foul by the Quizmaster.
- Quizzers can come and go from the Zoom meeting without incurring a foul and without need of a timeout. If an active quizzer leaves the Zoom meeting, the substitute may enter the quiz at the beginning of the next question without the team being assessed a timeout. However, if the quizzer re-enters the Zoom meeting, the team will be required to call a timeout to substitute the quizzer who re-entered the meeting. The Quizmaster has the authority to call a foul on the team if the Quizmaster has a reasonable suspicion that the team is abusing this substitute rule to avoid calling a timeout. This rule is intended solely to recognize that technical complications are likely to occur, not to be used as a way to avoid calling a timeout to make a substitution. A quizmaster should issue a warning prior to awarding a foul; however, depending on the circumstances and context, the quizmaster may assess a foul prior to issuing a warning (e.g., when a team has been warned on numerous prior rounds).
- If a quizzer types enter during the question preannouncement but prior to the quizmaster typing enter, the jump will be ignored by the quizmaster.
- Normal jump fouls are in effect for when if a quizzer types enter after the call of the question (after the quizmaster presses enter and the dots are showing). The Quizmaster's chat box is the official chat box for making these determinations.
- Questions will not be redone and appeals will not be accepted for equipment malfunction. If a quizzer is disconnected or leaves the Zoom meeting while answering a question, the Quizmaster has the discretion of assessing an error or doing a replacement question.
- A quiz out or error out does not require the quizzer to do anything other than stay on mute.
- A coach may call for substitutions during a timeout as normal. Captains may also call for substitutions during a timeout as if they were coaches.

### Acting Captains

If a captain is not connected to the Zoom or is unable due to a technical problem to speak in the Zoom, the co-captain is acting captain. If both captain and co-captain are such a state, any other quizzer on the team may act as captain.

### Timeouts

Timeouts may be called by a Coach or Captain by unmuting and say “timeout” every second until recognized by the quizmaster. Only during a timeout may a team and its coaches use back-channel communication outside of the Zoom meeting to communicate with each other. If the online platform allows, the Quizmaster may also set up breakout rooms for each team to hold the timeout.

### Challenges and Appeals

To challenge or appeal, the quizzier acting as captain should unmute and say "challenge" or “appeal” every second until recognized by the quizmaster. This is purely a signal to the quizmaster of the intent to consider challenging or appealing. It is not a challenge or appeal in and of itself. The quizmaster gives the quizzier time to consider the challenge or appeal, and the quizzier may then elect to ask "may I challenge/appeal" or respond with "withdraw". A withdrawn "challenge" or “appeal” signal is not considered a challenge or appeal. Quizzers should be judicious in their use of this rule. If the quizmaster may issue a warning to a team if the quizmaster believes that a team is abusing this rule. Depending on the circumstances and context, the quizmaster may assess a foul without issuing a warning (e.g., when a team has been warned on numerous prior rounds).

It is encouraged but not mandated that quizmasters attempt to resolve all rulings without content judges for time efficiency.

### Back-Channel Conversations

Once a quiz round has started, there are no back-channel conversations permitted between (i) coaches and active quizzers, (ii) active quizzers, (iii) coaches and spectators and (iv) quizzers and spectators. Only during timeouts may back-channel conversations occur between coaches and quizzers. No communications may take place in the online chat window that are not between active quizzers and the quizmaster.

Back-channel conversations are permitted between (i) coaches and inactive (subbed-out) quizzers and (ii) spectators. These conversation must take place outside the online platform "room".

Back-channel conversations are permitted between the officials.

## Practical Zoom Instructions for Quizmasters

1. Visit the [Zoom web site](#) and set up a free Zoom account
2. Click "Sign in" near the upper-right of the page
3. Fill out the form
  - o You will need to use your login to setup each round unless you are using a paid Zoom account, then you will get the room information from the Tournament Director or the Director of Officials
4. Click "Host a meeting" (with video on) near the upper-right of the page
5. Join with computer audio (if presented the choice)

6. You may need to move your mouse cursor over the video screen to see the menu at the bottom
7. Click the "Start Video" option in the lower-left of the screen
8. Click the up arrows to the right of the "Mute" and "Stop Video" buttons and set settings as desired
9. Click the "Chat" button (to open the chat pane)
10. Click the "Manage Participants" (to open the participants pane)
11. Adjust the window and pane sizes to your preference
12. Set your official name
  1. In the participants pane, mouse over your account's name
  2. Select the "More" then "Rename" option (when each appears)
  3. Change your name as prescribed in the Virtual Quizzing rules
  4. Turn off "Remember for future meetings" option
13. Follow any other Virtual Quizzing rules or procedures

If the Quiz Tournament is using the free version of Zoom, then we suggest that you enable (in settings) the meeting timer because at 40 minutes, the meeting will end. Be sure to keep the quiz under 40 minutes. When completed with the quiz, be sure to end the meeting, not just exit.

If you are using the free version of Zoom, each time you start a new quiz round, you will need to post the link to the chatroom or instant messaging app.