

***BCIN***

***REGIONAL QUIZ***

***GUIDELINES***

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## WHAT IS QUIZ?

Quiz gives Pony Club members the opportunity to demonstrate their knowledge of horses at a competitive level. Competitors are tested on their theoretical knowledge of horsemanship.

Quiz allows members and their educators to expand upon their wealth of knowledge, with the intention of teaching other members what they have learned. Quiz provides an opportunity for all Clubs to get together at a fun and social event.

## TYPES OF QUIZ

**Branch** - Branches may on occasion wish to hold a form of mock or practice quiz. At this time branches will have their members participate in whatever phase of Quiz they so choose. They might have them write several practice exams, they may play several different games or they may work on I.D. items by setting up their own ID tables, visiting tack stores, farms or even by visiting museums.

**Regional** - Regional Quiz is a competition provided for all B.C.I.N. members. Because of travel distances the quiz is divided into a North and South Quiz. Each area is given the exact same quiz package to ensure fairness for everyone. Branches will send both Individual and Team entries. Members will participate in a written exam, identify objects on an identification table and participate in team games. Ribbons are awarded at each Regional Quiz to individuals and teams to sixth place. Overall ribbons are awarded to the top three contestants within the whole Region at each level. The top 4 overall contestants from our region in levels C2 and A/B are eligible to go to National Quiz.

**National** - A competition where all Regions across Canada are invited to send their top 4 individuals (as a team) from both C and A/B levels to compete at a National level. Our Region sends 1-A/B team, 1- C2 Team and 2 Chaperones.

## ELIGIBILITY TO ATTEND QUIZ

Every member in good standing is eligible to attend their Branch and Regional Quiz. Members may compete at a level above their own Pony Club rating; however, they may not compete at a level below their Pony Club Rating. To attend National Quiz, members must be 13 years of age as of January 1st, and be competing at level C2 or higher and must have placed in the top 4 at Regional Quiz.

## INDIVIDUAL & TEAM ENTRIES

All branches are invited to send individual and team entries. In order to be eligible for ribbons entries must be considered legal.

Level D and D1 are the only levels where age restrictions apply -- contestants **MUST be under 12 years** of age as of January 1st of that year to compete as a D or D1. If they have already tested as D2, they cannot go back to D1 or D.

Individuals can compete at lower levels if they are over the age limit but they must go "au concur" and will not be eligible for ribbons.

Individuals may compete at a higher level than that at which they are working toward.-- ie: First year Pony Clubber 13 years old may compete as a D2, (even if they are only trying for their level D1), this would allow them to be considered a legal entry and therefore they would be eligible for individual ribbon placements.

Teams may compete "au concur" if the club cannot make up a legal team. Ribbons will not be awarded to "au concur" teams, however, ribbons will be awarded to the individuals of the team as long as they are of the legal required age.

AB's --we are trying to make A/B available on an individual basis in order to stop bumping kids up in order to make a team.

A **D-team** consists of a legal D, D1 and 2-D2's

A **C-team** consists of a legal C, C1 and C2

An **A/B team** can be made up of any combination of A's or B's but to qualify for a team award there can only be 3 members designated as that particular team.

## ENTRY FEES AND EXPENSES

**Branch Quiz** - Branches shall look after all expenses that may develop as a result of a mock quiz.

**Regional Quiz** - Entry fees are generally quite low and are imposed only to defray the costs of hosting quiz. Branches are responsible for paying the fees to the host club. The host club in turn looks after all expenses incurred from the Quiz.

The average entry fee is around \$15 to \$20.00 per competitor (to cover food, paper work, honorarium, rentals). For anyone else who will be eating at the quiz, a charge of approximately \$10.00 will apply. (We normally don't ask non-parent volunteers to pay the food surcharge as we are fortunate to have them helping us out, but all other parent volunteers and family members will need to pay for their food).

**National Quiz** - At the present time the National Quiz expenses are dispersed as follows:

- 1. Entry Fee - Is generally \$250.00. The cost is divided equally into thirds. Region pays 1/3, the Branch pays 1/3 and the member pays 1/3. It covers meals and accommodations while at the Quiz.**
- 2. Travel expenses for members to travel to and from Quiz are divided equally into thirds. Region pays 1/3, the Branch pays 1/3 and the member pays 1/3. This generally includes airfare to and from quiz and transportation to and from the airport.**
- 3. Chaperones expenses (1 chaperone only) are divided equally and paid for by the competitors attending National Quiz.**

## ORGANIZATION OF QUIZ

The organization of quiz falls under two categories.

- I. Preparation of the Quiz Package (exams, T.D. items, games).
2. Preparations for and Hosting the Quiz.

## PREPARING THE QUIZ PACKAGE

It has been the standard practice in our region, that the host club will prepare the quiz package for the next year. Because we hold quiz in both the North and the South, the responsibility of putting the quiz package together is rotated between the North and South branches from year to year. Branches will be notified at Regional meetings who is to host quiz and who is to prepare the quiz package. You may also contact the Regional Quiz Chair for information.

**1. Start preparing the Quiz package as soon as possible after the Regional Quiz is over in March.** The sooner you start the better. Once the summer riding season starts it is very difficult to find the time and the volunteers to put the package together. The quiz package **MUST** be completed by the October Regional meeting. At that time it will be passed on to the North and South Quiz hosts for the following year. **A \$200.00 fine will be levied if the package is not prepared and presented at the October regional meeting.**

**2.** The quiz package **is** to be in the hands of the host club by the October Regional meeting.

**3.** Be sure you have a copy of the previous Regional quiz exams, I.D. items, diagrams and games so that there is no duplication for the next year.

### **4. Written Phase:**

One exam should be prepared for every level, D, DI, D2, C, CI, C2. The A/B levels are combined into one A/B exam.

Exams should have variety; they should touch on as many facets of horsemanship as possible. They definitely should not be limited to quiz bank questions only.

The written tests are the most important aspect of Quiz and are worth (40%) of the individuals total score. National suggests that the tests be comprised of "fill in the blank" type questions and answers. National also suggests avoiding multiple choice (too much opportunity for guessing) and essay questions (too difficult to mark with any consistency).

Our Region however, normally uses the following: short answer, fill in the blank, multiple choice and true or false.

Written exams **must be specific to the level being tested**, not lower and not higher.

**Written exam questions should focus on "required reading" material with only a few question derived from the "suggested reading" material.**

**Trivia and obscure type questions should be limited to the games and not included in the written exams.**

**Written exams should focus on what the candidates are required to learn in Stable Management classes as per National Education guidelines.**

When using material from other sources of reference materials other than the quiz bank, you **MUST BE SURE** that what you are using is level specific. ie: do not put a question in the D2 exam that is really a CI level question.

The questions should all be accurate and up to date and obtained from the latest editions of all required and suggested Pony Club reading materials.

When compiling the C2 and A/B exams, keep in mind that National Quiz exams and ID items are "tuff" and may include a few **questions on hunting, P.C. disciplines, and P.C. trivia**-(practice on such things at Regional Quiz may be a good thing).

**However, the vast majority of the questions must again be limited to actual required knowledge for that level. We are not trying to trick kids or set them up for failure, the idea is to let them show off what they know.**

**When compiling the A/B exam you must make sure there are questions from each level. Questions should not all be A level questions or all B level questions. (ie: try for 25% B level, 50% B2 level, 25% A level)**

An answer sheet must be prepared for every level of exam and should include the book source and page number where the answers came from (particularly from the C level and up).

## **5. Diagrams:**

Diagrams are included as part of the written exam, and every exam should include at least one. At higher levels you may choose to include two or even three different types of diagrams. They can include such things as tack, equipment, parts of the horse's body, skeletal system, intestinal system, teeth, pastures, jumps, road safety, poisonous plants, etc. etc. Again, they must be suitable for the level being tested and not for a higher level.

An answer sheet must be prepared for each diagram and include the source & page number of where it's from.

**6.** The total amount of written questions and diagram questions is up to the branch putting the quiz package together. As a general rule of thumb, the written portion is worth anywhere between 40 and 60 points and the diagrams between 10 and 30 points for a total exam score of between 50 and 90.

**For computer program purposes it is IMPERATIVE that all D/D1/D2 exams have the same end total points and all C/C1/C2 exams have the same end total points. (ie: D/D1/D2 exams all have a total exam score of 60 and all C/C1/C2 exams all have a total exam score of 70).**

## **7. Identification Items:**

This is the visual phase of quiz.

Items for the I.D. table should include a variety of things from as many areas of horsemanship as possible. Items may include such things as farrier tools, veterinary tools, pieces of tack, grooming tools, clothing, x-rays, photographs, biological samples, feed samples, jump equipment, parasite specimens, hunting equipment, PPG equipment, etc. etc. **Just be sure that what you put on the list of items are things that can be obtained in our area.**

It is **IMPERATIVE** that the names of each article be researched thoroughly, and that all correct names are given equal marks.

I.D. tables are organized into 3 levels - I - D table, I - C table, I - A/B table.

An answer sheet must be prepared for each I.D. table with all correct and acceptable answers provided.

**The total amount of ID items may vary from 20 to 30 items.**

## **8. Games:**

Games are played as a team.

There should be a total of six games, weighted as evenly as possible.

The games selected are entirely up to the Branch preparing the quiz package. A variety of games is desirable and new games are always welcome. You may get ideas from game shows, puzzles, -board games etc.

You are required to explain the complete game rules and method of scoring on a separate sheet of paper.

You should also supply the Quiz hosts with a list of required materials to run each game, instruction on how to prepare and set the game up and a score sheet.

**9.** Once the quiz package is complete, **2 packages should be made and delivered to the October Regional meeting.** Each package should include:

- 1 copy of each exam for every level
- 1 copy of answers for each exam for every level with references
- 1 copy of I.D. items for each level (D, C, & A/B)
- 1 copy of answers for each level of ID items with references
- 1 copy of each games rules of play
- 1 copy of each games required materials and instructions for setting up the game
- 1 copy of each games answers
- 1 copy of score sheet for each game
- 1 disk for calculating scores (available from the Regional Quiz Chair)

**10.** Our Region will have a 'Quiz Box' available for both the North and South hosts. This box will contain the following: Quiz Computer (tabulating) Disk

Quiz Package

BCIN Quiz Guide

The North and South branches who hosted the last quiz will bring the boxes to the October Meeting. At that time the Branch who was responsible for preparing the Quiz package will bring the packages to the October meeting where they will be placed in the two Quiz boxes along with all other pertinent quiz information. The new hosts will then be able to take them home with them at that time giving them plenty of time to get everything organized for quiz in March.

# HOSTING THE QUIZ

The host of Regional Quiz is determined on a rotational basis. The rotation has already been pre-determined and a schedule can be obtained at the Regional meeting or from the Regional Quiz Chair.

## 1. LOCATION:

The ideal location to host quiz is at a school and it should be booked months in advance. At that time you should book the gymnasium for the games portion of the quiz, classrooms for written exams & ID items, and a separate classroom for marking and tabulating scores. At some quiz's, the hosts prefer not to run all the games in the gymnasium therefore you may choose to book more classrooms for the games and leave the gym open for a free time area. The school kitchen should be booked for serving lunch and for providing all day snacks and refreshments at break times. Access to a good computer and printer is essential as is a computer-friendly person to tabulate marks and placings. Lap-top computers are also very suitable.

## 2. HELPERS:

You will require several volunteers during the course of the day. Team supervisors will be provided by every Branch but the Host Club will need to provide several other volunteers for many of the following jobs. Some visiting clubs will have extra parents that can assist with some of these positions so it is a good idea for the host club to find out ahead of time if other clubs will have extra helpers attending the quiz.

### a) Technical Delegate (or Judge):

- It is advisable to arrange for your Judge well in advance.
- Your judge must be informed as to what their job entails and what is expected of them. (See section on T.D. Responsibilities)
- This person should be VERY Pony Club familiar.
- **When your judge is booked, you should give them a copy of the TD responsibilities (see appendix)**
- You **MUST** have your judge go over the entire quiz package well in advance to be sure they are in agreement with all answers for exams, diagrams, I.D. items and games.
- The judge will oversee all the marking in the marking room and will have final decision on all questions in regards to the exams, ID items, and any questions that might arise in the games room. - All protests will be directed to the judge.
- The judge should be free from marking and be available strictly to supervise the marking. This will allow the judge to answer anything that is questionable.
- **Your TD should be paid an honorarium for their expertise, and accommodations and food supplied.**

### b) Registration Table:

- You will need 2 or more people to run the registration table.
- It is very advisable not to have to manage money at the registration table but if last minute monies come in then you must be prepared for it so a cash box is recommended.
- It is no longer a requirement to collect medical information and insurance forms as these forms are on file at all Branches. (It is a good idea however, to suggest that all branches designate one parent to have on their person, a copy of the medical forms for their members while at quiz).
- Each team will have a large brown envelope at the registration table. It should be labeled with the teams name (Branch), members names, team number and supervisors name. The envelopes DO NOT leave the registration table as they need to be transferred over to the marking room later so that marked exams, ID sheets and game sheets can be returned to the competitors at the end of the day in the same envelopes.



- The envelopes should have in them the following:
  - name tags for each contestant (already filled out with their name and level)
  - name tags for the team supervisors (already filled out with name/supervisor)
  - teams schedule for the day
  - list of team members names for the supervisor
  - (The contents of the envelopes should be removed at registration time and given to the team supervisor who in turn will disperse tags and information to their team)

**c) Team Supervisors:**

- You will need 1 supervisor per team. (Every branch sending teams should provide one supervisor equal to the amount of teams they are sending)
- The supervisor of a team must be from another branch. Parents cannot supervise their own teams.
- Supervisors are responsible for escorting their teams to the right game center or exam room on time.
- Supervisors must stay with their teams at all times throughout the day (excluding lunch break). - If a special activity has been scheduled into the day ie: swimming, bowling, etc. then the team
- Supervisors job will end. All clubs will then have their own parental supervisors take over.
- Supervisors may explain questions if a child does not understand them. Some younger children may need help with reading and writing. (The host club may choose not to have the supervisors explain questions and may prefer that the exam room supervisor or game supervisors explain any questions.) In either case there must be no indication or hints as to what the answer might be.

**d) Marking room:**

- It is suggested you have a minimum of 10 people plus your judge in the marking room - this will allow your judge to supervise only and not to physically mark exams.
- It is highly recommended that you include at least one qualified person from each Branch to work in the marking room. (If any discrepancies arise then there is a representative from each Branch there).
- Five people will mark the exams and I.D. items.
- Three people will mark the games.
- Two people will record marks into the computer.
- If there are other available people in the marking room they can do other jobs such as sorting all marked and recorded exams, ID sheets and game sheets into the team envelopes for pick up at the end of the day.
- Any questions that arise during the day in regards to exams, games or I.D. items MUST be directed to the judge and the judges decision is final.
- The C2 and A/B exams must be marked first so they are ready to be handed out at lunch time. This will allow the mandatory 1 hour time limit for protests. It is best to just put all the D up to C1 to the side until all C2 and higher are marked and handed out.
- Each level should be marked at the same time by the same group of people. It makes it much easier for the markers to have any questionable answers taken care of together.

**e) Exam rooms:**

- There should be one or two supervisors in each exam room while exams are being written.
- Exam supervisors are allowed only to assist members if they do not understand what the question is but cannot give any answers or hints.
- The supervisor must stress before the exams start that this is an individual exam and talking will not be allowed.

**f) Game supervisors:**

- You will need one person minimum to run each game but two people is advisable.
- One person will run the game and ask the questions while the other person records the scores. If the game is a simple one like crossword puzzles, alphabet game, or a game which only requires the contestants to fill in the blanks then only one supervisor is necessary. Games such as Jeopardy, Talk About and Bridle Relay will definitely require two supervisors.
- Game supervisors are only allowed to explain the rules of play of the game and cannot give answers or hints. Game play needs to be explained before the game starts during the 5 minute changeover time.
- If a question is answered incorrect then there is a 0 recorded and you go on to the next question. You DO NOT allow a second guess or give hints.
- If games are being run in individual classrooms then it may be necessary for the game supervisors to have a watch to time the games on their own should they not be able to hear the whistle or bell of the timer.

**h) I.D. Rooms:**

- There should be at least 2 supervisors in the I.D. rooms.
- The supervisor should explain the rules to the contestants before the timing starts.
- They MUST explain that there is to be absolutely no talking throughout the ID time, that this is not a team effort but an individual effort and there can be NO discussion amongst competitors
- There MUST be several clip boards available in the ID room for the supervisor to hand out to each contestant in the room so that they may have something to write on other than the table which is likely covered in ID items.

**f) Timer/Runner:**

- One person will be required to time the games (15 minutes each) and to time a 5 minute turnover time. The turnover time is used to explain the rules of the game and to give contestants time to move from one station to another.
- The timer should have a stopwatch and a whistle or bell. The whistle should blow to start the game then blow again after the 15 minutes allowed for the game are up. At that time the teams should be told to rotate to the next station and be advised that they have 5 minutes to have the next game explained to them.
- When the 5 minutes are up the whistle should blow and contestants told to begin the game.
- While the contestants are playing the games the runner can pick up all the score sheets and relay them to the marking room for marking. (You may require another assistant to help with this)
- You may find it necessary to have a separate timer and runner.

**h) Kitchen help:**

- You will need several people to help put together lunch and snack foods.
- It would be a good idea to have someone run food and drinks to the marking room people and game supervisors as well.
- You will be required to provide snacks throughout the day during break times as well as a full lunch for all competitors and helpers.

**i) Clean-up crew:**

- You will probably require the help of all your members and parents to stay after the quiz is over to help with the clean up. If you want to use the facility again - LEAVE IT CLEANER THAN YOU FOUND IT!

### 3. PREPARATIONS:

#### a) Send out notices:

- Your first notice should go out to all District Commissioners of competing branches in your area (North or South) by the middle of January. Your notice should include the following information:
- We are not required to collect medical and waiver forms but it is strongly advised that you suggest to all participating clubs to have on their person, medical forms for each of their competing members in case of emergencies.
- Team entry form
- Map to quiz location
- Deadline date - you will need to request complete lists of competitors, their levels, ages (entry form), and fees to be returned to your quiz co-coordinator at least two weeks prior to the quiz or sooner in order that schedules can be made, meals planned, and competitors entered into the "data base".
- Request for people willing to help as markers, games supervisors, exam supervisors, kitchen helpers etc.
- Information about the free time activity -bowling, swimming, videos, skating or whatever . (This activity usually takes place for an hour or two in the afternoon while last minute marking and tabulating are being completed.
- Advise team supervisors that they will be supervising a team from another branch throughout the entire day of quiz.
- Information on available accommodations.
- Information in regards to time schedule if known at that time.

#### b) Proof read the Quiz material:

- As soon as you receive the quiz package you will need to have your quiz judge or another person who is very knowledgeable with Pony Club to go over EVERY exam, EVERY diagram, EVERY ID item and EVERY game question to make sure that they are in total agreement with all the answers.
- If there are any discrepancies at all in regards to correct/incorrect answers, questions that may have more than one answer or anything at all that they feel should be changed or added to, they must note it on a spare copy of the material in question. Once everything has been gone over with a fine tooth comb then that person should contact the other host branch. The two host clubs must discuss their concerns and both host branches must be in agreement with any changes that need to be made. Both must make sure that their materials are adjusted accordingly (prior to any photocopying) in order to ensure fairness at both quiz's.
- **Changes cannot be made at anytime unless it is agreed upon by both the North and South Quiz judges. You cannot substitute ID items unless previously agreed upon by both judges. You cannot make a last minute change at your quiz. It is important that it is kept fair for both the north and south as competitors are competing for positions on the National teams as well as for the Regional Overall ribbons.**

#### c) Ribbons:

- Ribbons will need to be ordered ahead of time
- Suggested Supplier: Okanagan Ribbons, 9604 Kalamalka Road, Vernon, B.C. V1B 1L3 (1-888-545-7647)
- Each host club is responsible for ordering and paying for their own ribbons.
- Ribbons are awarded as follows:
- Team Placings - 1st to 6th place D and C teams ( 1 ribbon per team member); 1st to 3rd place A/B teams ( 1 ribbon per team member)
- Individual Placings - 1st to 6th place D thru C2 levels; 1st to 3rd place A/B level
- **Ties:** there will be **no** ties - must be broken by the highest written test score.

#### **d) Organize helpers:**

- It is advisable to have all your helpers arranged in advance.
- The kitchen/food crew will need to know the number of contestants and number of volunteer helpers and parents that will be attending the quiz in order to plan their menu and order food supplies. Food for the day should include plenty of refreshments and snacks and a full lunch.

#### **e) Second notice:**

- If time permits, and you have all of your entries in, you may wish to send out a second notice which may include such information as schedules for teams, time schedule for the day and any last minute information.

### **4. OTHER:**

#### **Photocopying:**

- You will need to photocopy enough exams for all of your competitors as well as a few extras for the marking room (making sure all corrections recommended by the judge have been made).
- It is highly recommended that each level, (D, C, and A/B) be color coded throughout. It will make it very, very helpful for the people marking and for the people sorting at the end of the day. It is also much easier for the games supervisors, and for the ID supervisors if they know at a glance that they are handling D "stuff" of C "stuff" etc
- All **D** exams, ID sheets, games, game score sheets and ALL answer sheets should be copied on **yellow** paper. All **C** exams, ID sheets, games, game score sheets and ALL answer sheets should be copied on **green** paper. All **A/B** exams, ID sheets, games, game score sheets and ALL answer sheets should be copied on **pink** paper.

#### **a) Game preparations:**

- You should prepare all your game materials well in advance.
- Be sure that all game materials - poster boards, answer sheets etc are all color coded as noted above. You may need to make up poster boards for such games as "Jeopardy", "Pin the Disease" etc. You may be required to make up cards for games such as "Win/Loose/Draw", "Jeopardy" etc.

#### **b) ID item preparations:**

- You should prepare all your ID items well in advance.
- You must be very sure that you have the right item according to the list you have been given. If there is any question you must check with your judge.
- All ID items **MUST** be very clearly marked with either masking tape or a label tied on with a string as to what number they are on the ID table.
- It is advisable to have a master sheet made available to the ID room supervisor in case a number should happen to be removed from an item.

#### **c) Misc. Preparations:**

- Prepare a poster board listing the schedule of events:
- Opening remarks and grouping of teams and their supervisors
- Exam schedule
- Break schedule
- Games and their locations
- Lunch menu and area at which it will be served
- Fun activity: when, where, and what it is
- Awards schedule

#### e) Prepare a poster board listing job assignments and assigned workers

- Quiz co-coordinator
- Quiz Judge
- Markers
- Registration
- Concession
- Timers - Runners
- Game, I.D., and Exam room supervisors
- Team supervisors and their teams

Prepare a master poster board for each level with the game rotation order:

If posted in a central location this may help a team member in case they find themselves separated from their group or a supervisor perhaps who has lost their group.

All levels will write exams from 9:00am to 10:00am

Sample rotation order:

Level D	I.D.	Break	Trivia	Jeopardy	Lunch	W/L/D	Bridle Relay	Alphabet	Odd/Out
Team B.V. #1	1	2	3	4	5	6	7	8	9
Team B.V. #2	2	3	4	5	6	7	8	9	1
Team L.D. #1	3	4	5	6	7	8	9	1	2

#### f) Miscellaneous supplies:

- Make sure you have plenty of pencils for everyone. Everyone will need pencils in the exam rooms as well as at the game stations.
- Red marking pencils will be required for the marking room as well as erasers.
- You will need timers and whistles or bells.
- You will need poster boards or large sheets of paper for your job assignment list and rotation schedule.

#### 5. SET- UP

- It is very advisable to set-up the day before or night before the quiz. This will give you plenty of time to lay down plastic on the gymnasium floor, label game stations, set-up game materials, label classroom doors and marking room. It will give the kitchen staff ample time to bring in supplies and to organize the kitchen.

#### 6. PROTESTS

- Protests will only involve the C2 and A/B contestants as they are the only ones eligible to go to National Quiz. These exams should be marked first so that members will have time to check addition and to check them for incorrectly marked answers. Official answer sheets should be provided to them for this task. They may also wish to check through Pony Club recognized reference material in order to have answers which do not match the official answer sheet accepted and marked as correct if the reference materials prove that as so. C2 and A/B members will have one hour only to check their materials, after the hour has expired, all scores are final.
- All C2 and A/B contestants must view their own exams only and it must be carried out in the same manner as when writing the exam - **no talking**. Contestants should be supervised and told to circle or note any questionable items and those should be taken directly to the judge only.
- It is advisable if your marking room is big enough to have these contestants go over their exams in the marking room so that it is easy to supervise them, there will likely be extra reference materials there and the judge will be there to address any questions.

## 7. TABULATING SCORES

The computer disk should be set-up for tabulating scores from information entered into it by the computer operator.

Total possible marks of each exam plus the National Formula must be entered in order for the scoring formula to be effective.

**MAKE SURE THAT YOUR COMPUTER OPERATOR HAS FOLLOWED THE INSTRUCTIONS THAT ACCOMPANY THE COMPUTER DISK EXACTLY, IN ORDER THAT THERE ARE NO ERRORS IN CALCULATIONS. THEY MUST BE SURE THAT THE CORRECT AMOUNT OF EXAM POINTS AND nit: CORRECT AMOUNT OF ID ITEMS IS ENTERED INTO '1'H; COMPUTER FORMULA FOR EVERY LEVEL**

### *Sample of Manual Calculations:*

$Y$  = Competitors total

$X$  = Total possible

$a$  = written score

$b$  = visual score

$c$  = games

Written = 40%      Visual = 30%      Games = 30%

### **1. Individual Scores:**

Will be obtained from each individual's written and visual (ID) scores. Scores from the games section do not count toward individual's scores.

Formula:  $a + b$  = Individual Score whereas:

$$(Y \times 100/X \times 0.4) = a$$

$$(Y \times 100/X \times 0.3) = b$$

### **2. Team Scores:**

Will be obtained by accumulating the written, and visual (ID) scores of all team members, then adding the games score.

Formula:  $4a$  divided by 4 =  $a$ (written) team score

+

$4b$  divided by 4 =  $b$ (visual) team score

+

$c$  = Total Team Score whereas:

$$(Y \times 100/X \times .4) = a$$

$$(Y \times 100/X \times .3) = b$$

$$(Y \times 100/X \times .3) = c$$

## **RESPONSIBILITIES OF THE BRANCH**

- It is the Branch responsibility to make sure that every member of their club is prepared for Quiz, that they are made aware of and informed of the following:
- Explain to all your members exactly what Quiz is.
- Advise all members that quiz is not a competition foremost but more importantly a chance to get together with other clubs and meet pony club members from other Branches.
- Explain what it is they will do at the Quiz:
  - They will write a written exam which will include diagrams.
  - They will identify objects of a horse related matter on an Identification Table.
  - They will participate in the playing of horse and pony club related games.
  - They will participate in a pre-arranged free time activity.
  - They will attend an awards ceremony.
  - They will be supervised throughout the day by a supervisor from another club.
  - They will have snacks and a lunch provided for them during the day.
- Make sure that your members understand that the written and I.D. portion of Quiz are an individual effort and will be counted toward their individual score, therefore there can be NO discussions throughout this time and members will be asked to remain separated.
- Advise your members that the games are played as a team and they ARE allowed to work together on them (exact game rules will be explained prior to playing the game at quiz). The game portion along with their individual scores will count toward the overall team scoring.
- Members should be familiar with writing exams, identifying horse related objects and playing horse related games. It is extremely beneficial for branches to hold a mock quiz within their branch prior to Regional quiz so that members will feel a little more at ease and not feel so intimidated.
- Branches need to encourage their members to study all information pertinent to their level and be advised that any of this information could appear on the exam, the diagram, the I.D. table or in a game. They must understand that material used at quiz can be obtained from any of the required Pony Club reading material or from any of the suggested Pony Club reading material. Quiz material is not restricted to the PC quiz banks only. Material for Quiz games may also come from Pony Club Trivia and Quiz books etc.
- Branches should make sure that their members are aware of whether they are a legal competitor or an "au concur." competitor, whether their team is a legal team or an 'au concur.' warn (see section on Entries). This will ensure there are no surprises and upset children at awards time.
- Complete your entry form and return by the required deadline date. Be sure to indicate any of your younger members who will require a "reader". Also include on the entry form a list of your supervisors and extra parents who can help in any other way.
- Branches must ensure they are not stepping kids up a level or two of what they are capable of just in order to make up a team to compete for the team awards. If you cannot make up a team without bumping kids up, make sure they know what they are up against and that they actually want to compete at a higher level. If you cannot come up with a team then let those children compete as individuals. There is also the possibility of putting them on a mixed team with another Branch (this can be organized through the Host Branch co-coordinator).
- Members competing at the C2 level and higher should be encouraged to take all of their reference materials with them to the Regional Quiz. If during their one hour of protest time they feel they have an incorrectly marked answer, it is their responsibility to produce the reference material that proves their answer correct.
- All members and parents should be aware that there will be an approximate 1 to 2 hour wait between finishing games and the award presentations in order that the marking may be completed and scores tallied.
- Branches must ensure that their members are aware of what is considered proper conduct and what is not. Each branch should explain to all their members what the penalties are for inappropriate behavior and unsportsmanlike conduct.

## **PENALTIES**

As per the National Quiz Handbook

Unsportsmanlike conduct (i.e.: cheating) and inappropriate behavior will result in a penalty of 25% to the individual's score, in addition to a 25% penalty to their team's score. Chaperones should ensure that their teams are aware of this rule.

## **RESPONSIBILITIES OF THE TECHNICAL DELEGATE (MARKING JUDGE)**

- Please inform your TD of their responsibilities (see "supplements" for copy of TD information) The Host Club must choose their Technical Delegate carefully.
- They must be someone who is fair and approachable and have good public relation skills.
- They must be someone who is very familiar with Pony Club. They should be familiar with all Pony Club material, level D thru A, and familiar with what Quiz is and how it is run.
- The T.D. must be informed ahead of time what their job entails and what is expected of them.
- The Host Club must supply the T.D. all relevant marking materials. This would include:
  - National Quiz Handbook
  - - Regional Quiz Guidelines
  - - 1 spare copy of all exams, games and ID items
  - - 1 spare copy of all answer sheets
  - - 1 spare copy of rules of play for the games
  - - Copies of Pony Club required reading materials
  - Copies of Pony Club suggested reading materials
- The Host club must inform their T.D. ahead of time how they plan to run the I-hour Protest time. This will ensure the TD is prepared for it.
- The T.D. should be notified that they are required to address the competitors at the quiz opening/orientation prior to quiz starting.
- Your Technical Delegate should be clearly identified and known to everyone, (this can be taken care of very easily as they are introduced at the opening prior to giving their address to the competitors).
- At the orientation/opening the TD should very briefly run through the Quiz rules:
  - 1. Exams are an individual effort and count toward individual standings.
  - 2. I.D. items are an individual effort and count toward individual standings.
  - 3. Games are a team effort and count only toward the teams standings. The games score along with the total of the teams individual scores will account for the teams total score.
  - 4. Protest schedule and how it is run.
- All C2 and A/B competitors shall meet in the marking room at      o'clock. At that time they should bring all their relevant reference materials. You will be given your exams and a copy of the official answer sheet which you can then review and check for adding accuracy and marking accuracy. Should you find any discrepancies please circle them and when you are satisfied that you have gone over the whole exam, please come forward to me and we can discuss any changes that may need to occur. You will have one hour only, after which, all marks will be considered final.
- Briefly explain what the penalties are should there be any unsportsmanlike conduct.
- Encourage everyone to have fun.



# *SUPPLEMENTS*

GAMES

SAMPLE REGISTRATION FORM

SAMPLE MEDICAL FORM

SAMPLE INVITATION LETTER

INFORMATION FOR THE TECHNICAL DELEGATES (Judge)

## Section 1 Games

Instructions and Sample Questions for possible games stations.

All stations must be weighted the same. A minimum of 6 stations must be used. Regions may use any or all of these stations and are encouraged to come up with at least a few new stations. The games are worth 30% of the total points for the competition.

These are just suggestions. These games can be altered to fit Regional ideas.

If you have other games that you use in your Region, please write them up and send them to be included in future updates.

1. **Alphabet** A set of 26 cards is produced, each one containing a clue to one letter of the alphabet. Each team receives a master sheet with the 26 letters and space for the answers. The team attempts to match the clues to the letters of the alphabet.

A type of girth

**A** Atherstone

Slow trot

**J** jog

2. **Jeopardy** Based on the TV show. Players choose a topic and a point value from a specially designed board. The answer is read from the card and the player must give the correct question. The harder questions are found under the higher point values. There should be a station with C questions and another with AB questions.

ea.

Feeding	Conformation	Starts with C	Famous Horses	Foot & Shoeing
I	I	I	1	I
2	2	2	2	2
3	3	3	3	3

Starts with C for 3 points. a pain in the stomach

What is colic?

3. **Before and After** Players must find a word that connects two other words. At least one phrase is horse related. Players must fill in the blank.

Church

\_\_\_\_\_ (bell)

boots

stick

\_\_\_\_\_ (pin)

worms

alfalfa

\_\_\_\_\_ (hay)

wagon

4. **Initials**

Players must write out the full names for the abbreviations for common horse organizations, Pony Club books, or Pony Club rules.

eg. *CPC* - **Canadian Pony Club**

*KYH* - **Know Your Horse**

- T.P.R. - Temperature, Pulse, Respiration**
5.     **Win, Lose, or Draw**     Team members take turns drawing horse related articles. The rest of the team tries to guess what is being drawn.  
*eg. Balding Girth*
  
  6.     **Famous Horses**     Players identify famous horses and/or riders, fact or fiction, using written clues or pictures.  
*eg. the Lone Ranger's Horse -     Silver*  
       *Roy Rodgers' Horse -         Trigger*
  
  7.     **Talk About**     Two players leave the room while the other two players "talk about" a given topic. They try to use the 10 secret words. They get 1 point for each secret word that they use. The other team members return and try to guess the topic by seeing by seeing the words that were revealed by the first 2 players. If they correctly guess the topic, the team receives more points.  
**Topic: Feeding**  
**Secret Words:** *rules, nutrients, hay, bulk, water, concentrates, forage, oats, vitamins, corn.*
  
  8.     **Crazy Horse Parts**     Players guess parts of the horse based on clues. The clues are not related to horses but suggest a part of the horse.  
*eg. sits on a lily pad -         frog*  
       *a pirate's trunk -         chest*  
       *used for a broken bone -     splint*
  
  10.    **Bridle Path**     Players assemble a bridle as quickly as possible.
  11.    **Odd One Out**     Pick the item that doesn't fit the category.
  12.    **Concentration**     Players look at a set of objects for 90 seconds, then write down as many as they can remember.
  13.    **Name My Game**     Pictures illustrate horsy pursuits, sports, occupations.
  14.    **Number, Please**     All the questions to these questions are numbers.
  15.    **Sock It To Me**     Identify objects by touch alone.
  16.    **Stadium Station**     What's wrong with this course?
  17.    **Doing Dressage**     Players set up a dressage ring and answer questions about Dressage.
  18.    **Puzzles**     Players work together on a variety of crossword, word search, or scrambled word puzzles.
  19.    **Wheel of Fortune**     Players try to guess as many mystery words or phrases as they can in 10 minutes. Players must answer a question correctly in order to pick a letter and guess the puzzle.
  20.    **Trivial Pursuit**     Players try to answer as many questions as possible in all six categories if possible.

## **2007 Regional Quiz**

### **March 3, 2007    Penticton, B.C.**

Penticton Pony Club is looking forward to hosting your club at Regional Quiz this year. We look forward to seeing old friends and making new ones.

**Date:** Saturday March 3, 2007 (Saturday)

**Times:** Registration 8-8:30 am

**Meeting in Gym:** 8:40 -8:55 Welcome

**Station #1 Written Exams for each level 9am sharp to 10.**

**Location:** KVR Middle School  
300 Jermyn Avenue  
Penticton, B.C.

**Cost:** \$25 per competitor, Lunch for **volunteers** is **FREE**. Lunch tickets for others can be purchased for \$ 10.00 each.

### **Entry Deadline: February 4, 2007**

#### **Entries:**

D Team    (1 D, 1 D1 & 2 D2's)

C Team    (1 C, 1 C1, 1 C2)

A/B Team    (any combination of 3 B, B2 or A)

Each competitor will be scored individually and if on a team scored as a team.

**Note:** In order to be a legal competitor (eligible for ribbons) all D and D1 competitors must be 11 years old or younger as of the 1<sup>st</sup> of January 2007. *Competitors who do not wish to compete at a higher level but are over the age limit are welcome to do so but will not be eligible for ribbons. They will be participating "Hors Concour". Teams will be considered "Hors Concour if they have members who are in this category.*

Please be sure that all your members are aware of the rules and happy with the level at which they are competing.

**Awards:** Ribbons will be awarded for individual Placings 1<sup>st</sup> to 6<sup>th</sup> place in all levels D to C2. Ribbons will be awarded for Team Placings 1<sup>st</sup> to 6<sup>th</sup> for all D and C teams. Level A/B teams will be awarded ribbons to 3<sup>rd</sup> place.

C2 and A/B competitor's individual scores will be counted for eligibility for Regional Teams to compete at National Quiz in October 2007.

**Supplies:** Each member should bring a clipboard, pen and or pencils as these will not be provided.

**Protests:** Only C2 and above may protest written exams. A one hour time slot for protests will be posted at which time competitors may meet with the technical delegate. *Competitors must supply their own reference materials.*

#### **Club Responsibilities:**

Each club must supply the following:

**One Supervisor** for *each* team entered. Supervisors are assigned to a team other than their own for the day with the exception of lunch. Supervisors will meet in the gym at 8:30 for their assigned team.

**One Marker (as a minimum)** Markers should have some knowledge of pony club resource materials. Answer keys are provided along with support through the technical delegate. Markers meet at 9:30 in the designated room. The more markers the faster the results are tabulated at the end of the day.

**Game/Station Supervisors:** We would appreciate volunteers to run stations/games.

**Snacks:** Every competitor is asked to bring a potluck snack for sharing with the group. Ideas include muffins,

cookies, squares or fruit. The suggested portion is roughly 1 dozen per competitor. Lunch and other refreshments will be provided.

## Other Notes:

**Footwear:** Please wear suitable indoor footwear to protect school floors.

**Skits:** If your club has a short skit/cheer they would like to perform while results are tabulated there should be time to do so. Please keep it short and no water.

**Tack/Equipment Sales:** Feel free to bring along out grown or unused equipment for sale. Please note that we will not be responsible for the security of items.

## Places to Stay:

There are many hotels in Penticton/space is limited/book early:

Travelodge  
950 W. Westminster Avenue  
1-800-665-55177  
[www.pentictontravelodge.com](http://www.pentictontravelodge.com)  
Has indoor pool and 250' waterslide

Super 8 Motel  
1706 Main Street  
1-888-492- 5278  
[www.super8.penticton.com](http://www.super8.penticton.com)

Ramada Inn and Suites  
1050 Eckhart Avenue  
1-800-665-4966 Has Pool, hot tub

*Ask for Pony Club Rate*

## Regional Quiz 2007 Registration Form

**Club:** \_\_\_\_\_

**D.C. Name** \_\_\_\_\_

**D.C. Signature** \_\_\_\_\_

### Teams and/or Individuals

D Team: (D, 1 D1 & 2 D2 = \$100)  
D Individual participants @ \$25 each

\_\_\_\_\_ D Team = \$ \_\_\_\_\_  
\_\_\_\_\_ D Level = \$ \_\_\_\_\_  
\_\_\_\_\_ D1 Level = \$ \_\_\_\_\_  
\_\_\_\_\_ D2 Level = \$ \_\_\_\_\_

C Team: (1 C, 1 C1, 1 C2) \$75 per team  
Individual C competitors \$25 each

\_\_\_\_\_ C Team = \_\_\_\_\_  
\_\_\_\_\_ C level = \$ \_\_\_\_\_  
\_\_\_\_\_ C1 level = \$ \_\_\_\_\_  
\_\_\_\_\_ C2 level = \$ \_\_\_\_\_

A/B Team: (Any combo of B, B2, A) \$75 team  
Individual A/B Competitors \$25 each

\_\_\_\_\_ A/B team = \$ \_\_\_\_\_  
\_\_\_\_\_ A/B level = \$ \_\_\_\_\_

Volunteers/Station Supervisors/Markers/  
Non Competitor/parent/family lunch tickets  
(\$10.00 per ticket).

\_\_\_\_\_ number = Free  
\_\_\_\_\_ number = \$ \_\_\_\_\_

T-Shirts will be available \$20 each Youth sizes

\_\_\_\_\_ Small = \_\_\_\_\_  
\_\_\_\_\_ Medium = \_\_\_\_\_

\_\_\_\_\_ Large = \_\_\_\_\_

Clubs may send as many teams as they wish. Let us know if a team is “au concours”. If you have individuals we will do our best to add them to a “Mixed” team.

**Mail Entries To:** (Completed forms and cheques)

Penticton Pony Club (Barb Tkach)  
113 - 438 Martin Street Suite 174  
Penticton, B.C. V2A 5L1 [number1family@gmail.com](mailto:number1family@gmail.com)

**Entry Deadline February 4, 2007.**

**REGIONAL QUIZ 2007 TEAM ENTRY FORMS**

**D TEAM BRANCH:** \_\_\_\_\_

NAME	LEVEL	AGE
	D	
	D1	
	D2	
	D2	

**C TEAM BRANCH :** \_\_\_\_\_

NAME	LEVEL	AGE

**A/B TEAM BRANCH :** \_\_\_\_\_

NAME	LEVEL	AGE

\*\*\* Please Note if Competitor requires a READER

**ADULT VOLUNTEERS**

We Need 1 Supervisor per team entered, Game helpers, Test Markers

NAME	PREFERRED JOB

**PONY CLUB -- MEDICAL INFORMATION FORM**

MEMBER NAME: \_\_\_\_\_

MEDICAL NUMBER: \_\_\_\_\_

PHYSICIAN'S NAME & TELEPHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

EMERGENCY CONTACT NAME & TELEPHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

DOES YOUR CHILD HAVE ANY KNOWN ALLERGIES OR MEDICAL CONDITIONS?  
IF SO, PLEASE ELABORATE.

PARENT'S SIGNATURE: \_\_\_\_\_

## TECHNICAL DELEGATE INFORMATION

**Quiz is a wonderful opportunity for our members to get together with other Branches at a fun and social event. It gives them the opportunity to demonstrate their knowledge of horses at a competitive level.**

**We certainly appreciate your taking the time to attend our Quiz and would like to thank you very much for your assistance.**

**Below is a list of T.D. Requirements and some guidelines to assist you in understanding how the Quiz will operate.**

1. You will be given an honorarium for your expertise and help. Accommodations and food will also be provided.

2. We will provide you with the following information ahead of time:

- 1 copy of exams and answers for each of the following levels (D,D1,D2,C,C1,C2,A/B)
- 1 copy of the ID items and answers for each of three grouped levels (D's, C's, A/B's)
- 1 copy of the games and answers for each of three grouped levels (D's, C's, A/B's)
- 1 copy of instructions on how the games will be played

3. When you receive the above information we would ask that you go through it all very carefully and make sure that you agree with the answers that are given for the exams, diagrams, and games. That you feel the questions are level appropriate and that the ID items are appropriate.

If there are any discrepancies we would ask that you make note of them all and contact us right away so that we may put you in contact with the TD from the other host club. Our Region is so vast that we must split our quiz into two sub regions. Because competitors are competing for overall ribbons and a chance to go to National Quiz we must make sure that both quizzes are run exactly the same.

If there are discrepancies we will have you contact the TD from the other Quiz location and have you both discuss and make any changes that you both feel are necessary. We will then make corrections as you both see fit.

4. We would like it if you would address the competitors during the quiz opening/orientation time. The following items will need a brief address:

- Explain that the written exams are an individual effort & count toward individual standings
- Explain that the ID items are an individual effort & count toward individual standings
- Explain that the games are a team effort and count toward team standings along with their Individual scores
- Explain to the C2 and A/B competitors that they will have a 1 hour protest time and explain where it will take place and how it will take place (ie: All C2 and A/B competitors shall meet in the marking room at      o'clock.

At that time you should bring all your relevant reference materials. You will be given your exams and a copy of the official answer sheet which you can then review and check for adding accuracy and answer accuracy. Should you find any discrepancies please circle them and when you are satisfied that you have gone over the whole exam, please come forward to me and we can discuss any changes that may need to occur. You will have one



hour only, after which all marks will be considered final.)

- Briefly explain that penalties will apply should there be any unsportsmanlike conduct.
- Encourage everyone to have fun!

**Note:** It is only the C2 and A/B competitors who are allowed the protest time as they are the only ones competing to go to National Quiz. During the allowed one hour, they are to review their own exams and check for any errors in addition as well as possible answers marked wrong in error. We would ask that you supervise this hour and make any changes to exam marks that you feel necessary and notify the score keepers.

5. In the marking room you will be provided with the following:

- BC1N Regional Quiz Guideline
- Pony Club reference materials
- 8 to 10 markers
- Copies of all exams and answer sheets

6. We would ask that you supervise all marking. All exam papers will be color coded to make life easier in the marking room. It is general practice that all the C2 and A/B exams are marked first in order that they are ready for the protest time. It is a suggestion that you read out the answers to the questions while your assistants do the marking. That way you are free to answer any questions they may have in regards to any questionable answers. It is often the case that 1 or 2 of the markers will mark the games at a separate table (often the games are already marked by the supervisors running the games).

7. The award presentations will be held once all marking is completed. You may assist with the awarding of the ribbons if you wish.