Quizzing Calendar of Events for New Leadership

| Date/Month | Action | Details |
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| August | Make calendar for the year | When you receive the key verse list from the district, make a calendar of practices and meets for the year. Plan a review week before each meet if possible. Refer to old files for examples. |
| August | Newsletter | Send a newsletter to returning quizzers with information about the 1st night of quizzing (usually the 1st week of September), fees for the year, any policy changes, and dates for meets. |
| August | Promotion | Promote quizzing at your church – bulletin, website, youth group meetings, etc. Encourage new quizzers to come to the registration night – it’s hard to start late. |
| August | Prep for fall | Make sure you have enough Scripture texts on hand. Make quote sheets that match the key verse list. Print one for each quizzer and one to keep at the church, plus a few extra for those who lose them.  Decide if you will have workbooks for the year. If you decide against them, having a duotang with the schedule, key verse list, quote sheet and extra paper for studying is helpful.  If you have workbooks, print them and put them in duotangs. |
| August | Coaches | Confirm coaches for fall. If they are new to quizzing, they must fill out a volunteer form and get a police check done. Encourage them to do this before the 1st practice. It will have to be done before the first meet.  Vulnerable Sector Check – all coaches and essential personnel will need to have a Vulnerable Sector Check done for the district. There will be more information coming from the district but start this early in August as it can take up to 4 weeks to be completed. |
| August | Coaches’ meeting | Have a coaches’ mtg to decide policy for the year, get ideas for activities, assign roles, etc. |
| August | Transportation to quiz meets | Decide on your form of transportation to meets and set up how you will organize it for the year. |
| Registration night | Plan registration night | Each quizzer will need to fill out a registration form, pay their fees if you collect them in advance and pick up their Scripture text and workbook.  Introduce rookies to the basics of quizzing and review how to memorize and how to quote. |
| 1st practice | Plan first practice | Split seniors and rookies up into groups. Review verses learned, train rookies how to jump and what kind of questions are in quizzing. Use senior quizzers to help train rookies and be buddies, especially if you have a lot of rookies |
| Regional Meet - October | Registration for meet | You should receive the newsletter for the meet at least 2 weeks before. The deadline for registering is always the Wednesday ten days before the meet.  Copy the information that is relevant to the quizzers and send it to them.  Make a registration page - Google Sheets is an option or print a form. Send the link to quizzers and parents and have them sign up. Pick a deadline for your quizzers to respond by – a minimum of 2 days before the registration deadline.  You will need each quizzer’s name, grade, birthdate, # of years quizzing, allergies and the team they will be on. |
| Regional Meet – October | Teams | The first meet is designed to be fun so the teams are mixed up between rookies and seniors. Start with your senior quizzers and make them the captains, then distribute the rest of the quizzers evenly throughout the teams. Your coaches can contribute to this information. |
| Meets – Billeting | Assigning billets | The rules are changing for billeting so pay attention to the newsletter. We usually send 1 coach to each home with at least 2 quizzers. We have in the past had senior quizzers billet with another church or on their own but it’s unlikely that will continue to be allowed.  You will receive a list of billet host and #’s 2-3 days before each meet. It’s up to the leadership to decide which coaches go with which quizzers. When you get to the church, write their names on the sheet on the wall and have them put their luggage beside that sign. |
| After each meet | Financials | Find out from your church leadership how they want to handle deposits and expenses. Make sure to keep on top of this – it’s a big job if you leave it to the end. |
| November Meet | Registration | As before. |
| November Meet | Teams | At this and following meets, the rookies and seniors are divided into 2 divisions so the teams have to reflect this. With the coaches, decide who works best together and assign the teams at least 2 weeks before the meet. |
| Christmas | Christmas party | A party is a good way to celebrate quizzers and have fun together. |
| Fun Meet after Christmas |  | Often there’s been a fun meet after Christmas that we’ve promoted to the quizzers. We usually let them work out their own rides to this. |
| February Meet (1st weekend of February) | Registration | As before |
| February Meet | Teams | Try to keep the teams the same but check to see if everyone is still on track for memorizing and quoting. |
| February/March | Team Challenge | Consider a fun incentive for the kids – they often get bogged down in quoting at this point. |
| March Meet | Registration | As before |
| Great West practice | Promotion | Let qualifying quizzers know about any practice and help them with organizing it if they want help. |
| Finals | Financials | Try to let quizzers know at least a month in advance how much Nakamun will be. Some churches subsidize coaches for attending and quizzers if money is available. |
| Finals | Quoting | In order to receive their club certificates, quizzers have to quote all their verses at least 3 times over the year. Have a goal of this being completed at least 2 practices before finals. Do not allow them to quote on the way to finals – they must be finished before that to get their certificate. |
| Finals | Registration | As before. If the church is subsidizing coaches or quizzers, don’t forget to send in a requisition 10-14 days in advance. |
| Finals | Billeting | Usually all the girls are together in 1-2 cabins and all the boys are in a cabin. Coaches can stay with them, although a married couple can request a separate room, as long as there is at least one coach from the church with each gender. |
| Wind-up BBQ | Pick a time that works for your church. Some churches do it the next quiz night after finals; others wait until June. This is a great community building activity. | Consider inviting parents to the wind-up BBQ. The host family sometimes supplies the meat or the quizzing group pays for it. Families bring salads and desserts to share.  Thank you cards – for coaches and other personnel  Grade 12’s – some churches recognize their grade 12’s at this time.  Hand out Club certificates – you can do it here or on Sunday morning during your church service. This is a great promotional opportunity! |
| May – August | Promotion at the church | Talk to your pastor or youth pastor about opportunities to demonstrate quizzing to kids in grades 5 or 6. Think about other opportunities to showcase quizzing to the church. |
| May – August | Order books for the next year through the district | Wait for an email about it, then confirm a rough estimate of how many you think you will need. |