

# SECTION I: Overview

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## A Note to Organizers:

The organizer of a USPC regional Quiz competition has the responsibility of arranging a competition that follows the Rules of Quiz and follows the terms set forth in the USPC Uniform Officiation Procedures. The organizer has the option to adjust logistics according to the local and regional conditions to make as high a quality Rally as possible, but the rules and regulations are precise standards and are not intended as general guidelines. (See Uniform Officiation Rules)

Small qualifying regional rallies have different concerns and limits that large qualifying rallies do not face. Specific rules cannot be made to cover every instance. Competitors and staff must use common sense in those situations. Don't over think the rules or expectations of your Rally. If this is your first experience in organizing this Rally, keep your plans basic and straightforward. Don't get fancy or elaborate with your plans for the Rally.

The organizer arranges the schedules, establishes sections within divisions that accommodate the number of teams and competitors entered, and determines the number of sessions and rounds possible. **Organizers need to remember that in order for their Rally to be considered a qualifier for Championships, the organizer will include the Written Test, the Classroom Phase and any two of the three remaining Phases.**

The organizer establishes and publishes a schedule for arrival time, check-in time, and briefing for officials, volunteers and competitors.

Keep records on file on all aspects of your planning. You will want to track questions developed for Stations, Barn and Mega-Room to pass on to future organizers of Quiz rallies. Keep track of location and site requirements that include number of tables, chairs, rooms, stalls, trailers, etc. that make up your Rally. Start a list of good quality judges for the Barn and Classroom. By developing and maintaining these types of records, future organizers won't have to reinvent the wheel every year.

The organizer has the responsibility to do the following:

- Engage the individuals necessary to fill all the official capacities at the Quiz (i.e. Secretary, Technical Delegate, Judges, etc.).
- Obtain volunteers as needed.
- Provide all officials with the current Quiz Rulebook and Rally information prior to the Rally.
- Give Classroom Judges access to the official Quiz question bank so that they have an opportunity to preview them.
- Provide job descriptions to all officials prior to Rally.
- Schedule a practice time for officials at the beginning of Rally.
- Hold a briefing for the officials before the Rally and when needed during the Rally to review rules, scheduling, timing, logistics, scoring matters, all quizzing material, question cards and team questions.
- Hold a briefing for competitors to review logistics and rules.
- Hold a briefing for volunteers, e.g., parents chaperones, who will serve as workers.
- Insure that all officials attend the competitors', parents' and volunteers briefings.
- Provide food, refreshment and other hospitality for officials.
- Confer with the Secretary to determine a convenient, efficient check-in procedure and area.
- Check competitors' HM rating level for accuracy when checking in.
- Provide a complete set of reference materials; a current Quiz reference list is posted on the USPC Web site and Quiz Web site.
- Order ribbons.
- Provide all competitors, volunteers, and officials with an Evaluation Form (Rulebook Appendix G).
- Complete Organizer's Rally report and mail to USPC National Office.