

District Leader Guide

Responsibilities

Responsible Person

Summer

Annual Coaches/Workers Planning Meeting

- Determine location, date and material for each district quiz event for the new quiz year,
- determine what award materials (e.g. medals, certificates, trophies, CDs, etc.) will be used,
- determine who will fill what roles for the coming year:
 - District Director – the buck stops here person
 - Officials coordinator
 - Quiz day bracket scheduler
 - Event/Annual Stats leader
 - Finance/Accounting person
 - Outreach leader (new churches/camps/Junior quizzing/etc.)
 - Awards leader
 - Event Worship leader
 - BQMS Ministry leader
 - Quiz Camp leader
 - Website Administrator

Order the following:

- scripture portions and a couple of concordances,
- tournament questions for the year (make sure chapters to be covered matches well with the selected spread of quiz dates),
- and order the appropriate award materials/supplies, and
- new copies of the rules (if appropriate).

Other TO DO's

- mark key words and key verses in scripture portions for quiz master packets,
- update, revise and restore quiz master packet for new year,
- make new memory sheets,
- make copies of Line Up form, cut into fourths and staple in packets of 8 making enough for each team at each planned quiz,
- make copies of Host Checklist and Registration forms,
- make copies of certificates (4 colors - 3 @ 50 copies and 1 @ 60 copies),
- make copies of the enclosed score sheets, see the section on Master Sheets (3 colors - 3 @ 200), and
- plan quiz camp for September (line up a guest speaker by early summer).

September - December

- Run quiz camp, if applicable.
- Contact quiz masters before the first quiz about availability.
- At 1st quiz of the year verify names, addresses and phone #'s of coaches and quiz masters. Make copies to hand out that next quiz.

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- ❑ At 1st quiz hand out Host Checklists and Registration forms to all host churches or mail out prior to the start of the quiz year.
- ❑ Run details of monthly quizzes as coordinated with the host church leader (See Tournament Checklist)

January/February

- ❑ Get nominations for yearly awards - most inspirational, most improved and best first year (Note: top coach goes to the coach of the winning team).
- ❑ Propose any changes to the selection process for top local team and/or for the all-star team to be determined at Districts*, see District Format for one method.

March/April/May

At the last quiz before Districts*

- ❑ reduce yearly award nominees down to the top three in each category,
- ❑ get list of seniors for their recognition and certificates at NYI convention, and
- ❑ confirm selection process (District Format).

At Districts*:

- ❑ vote on the yearly awards and
- ❑ use the confirmed District Format to determine the top local team and all-star team for the Regional Quiz.
- ❑ Present District awards including year end awards at NYI convention.
- ❑ Mail notification to District treasurer of the scholarship winner as selected using the District Format.
- ❑ Schedule and/or run practice quizzing between all-stars and top team.
- ❑ Provide coach for the all-star team for the Regional Quiz.
- ❑ Go to the Regional Quiz!!

* Districts = the final district quiz used to choose the district championship team and all-star team for Regional Quizzing.