

Canadian Pony Club



ORGANIZER'S HANDBOOK TO RUNNING NATIONAL QUIZ

National Quiz

Guidelines for running National Quiz including sample forms and timelines



CANADIAN PONY CLUB
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QUIZ

2018

Loyalty

Character

Sportsmanship

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Getting Started

12-18 months in Advance

The very first thing to know when planning for National Quiz is that you can't do it all by yourself. Get together a small but efficient committee to start. You need a Chair, a Treasurer, Secretary, Volunteer Coordinator, Fundraiser/Sponsorship Person, Clothing Coordinator.

Roles and Responsibilities

Chair

(Regional Quiz Chair or designated alternate) Coordinate all activities, delegate jobs.

Treasurer

Help prepare a budget, control the money, make no payments without receipts. The money should go through the Regional Treasurer, so it is important to keep a good set of books.

Secretary

Helps produce the Entry Form Package, accepts all forms, checks for completeness, sends the cheques to the Treasurer, puts all information on an Excel spreadsheet, sends out the list of games, with instructions for any new games, by Sept. 1st.

Volunteer Coordinator

Finds volunteers to run the ID Tables, Games Stations, supervise the written tests, serve as runners, help in the scoring room, help with registration.

Fundraising/Sponsorship

Helps to find stuff for the goodie bags, prizes, donations and fundraising.

The Goodie Bags usually contain freebies such as pens, gov't type pins, note pads, etc.), sample sized stuff, some food items (a couple of chocolate bars, a bag of chips, a juice box or water). Costco's usually has good prices on that kind of stuff but check local companies for freebies or great deals (you buy half, they donate half).

Clothing Coordinator

Find a source for the clothing you wish to provide to the competitors, decide on colours and logo (some Regions have a competition but do it early). You may want to start this process 2 years prior to the competition. Make up an order form and info sheet and send it with the first registration package. Include good pictures of the clothing and a description of what will be on the clothing.



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Scorer

Must be familiar with Excel and the scoring requirements. Able to use the National Quiz Scoring Program. (need not be on the committee).

TD

Must be familiar with all the rules, able to run the Captain's review, able to help with any disputes, able to help the organizers with questions at any time. (need not be on the committee).

Theme

You may wish to choose a theme for the weekend that you can incorporate into your logo and activities. For example, Calgary chose a Western theme, COR chose Medieval Times, MB chose Year of the Horse. You might even want to add a game using your theme. This is just a suggestion and is not mandatory. Have some fun with it.

Choosing a Location

12-18 months in Advance

Once the committee is set up, the next main task is to find a suitable location. You will need a room for each team (4 people) and a room for 2 chaperones. If you are lucky enough to find a suite hotel where the rooms can take all 5 members, you should be able to save quite a bit of money. Male competitors and 3-person teams will cost you extra money, so keep this in mind. It is important to keep the teams together, even scrambled teams.

You will also need rooms for the Organizing Committee, National Chair if invited, National Discipline Chair if invited, Scorer, TD, National Youth reps (if not on a team).

A hotel with an airport shuttle is very important and strongly recommended.

Space Requirements

- Written Test – classroom set up, max. 4 participants per regular rectangular table for the total number of participants. Could use 2 rooms if one is not large enough. Don't crowd the room. Circular tables may also be used if there is enough space.
- Marking Room/Scoring Room – table for computers and printer. Table for written test markers, should hold at least 10 people. Chairs for 15 people. A copy of all references used on the written tests.
- Beverages and snacks would be appreciated in this room.



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- ID Room – needs to hold 10 – 15 tables spread out to hold the ID items. Try not to crowd. 2 chairs for each table.
- Games Room(s) – tables for each game. Louder games can go in hallways, cloakrooms and other available spaces. 2 chairs for each game.
- Meal Room – usually part of the ballroom is set aside for meals.
- Registration Area – this is usually in a hallway or other open area.
- Storage Area – a room to store goodie bag materials, ID stuff, Games stuff and assemble the goodie bags, store clothing and sort.
- Captain's Review – tables and chairs for the number of captains
- Youth Meeting – Friday evening to hold all Active Members
- Team Manager's Meeting – at the same time as Active Members mtg. in a different room. Must have seats for all Team Managers, HM rep, organizing committee, TD.
- A place for posting results

Equipment List

- 2 Laptop Computers for scoring
- 1 good up to date colour printer
- Paper – white, green (C), pink (A/B) light purple (C HM), light blue (A/B HM)
- Extra Printer Ink – coloured and black
- 36 Red Pens for marking, ID and Games, 12 Black or Blue Pens
- Small sticky notes for Captain's Review. The teams are supposed to bring their own but newbies may forget, so there should be some on hand.
- Staplers and staples
- 100 Sheet Protectors for Certificates – more if numbers warrant
- Appropriate material for posting results
- Large envelopes (min. 10 x 13)
- Large box to hold all of the envelopes
- Box or bin to hold the passports
- Stamp for stamping passports (optional but nice) and ink pad

Registration

Make up the registration paperwork which includes Team Registration, Individual Registration, Participation Agreement, Clothing Order, Team Manager Registration, Tentative Itinerary, Intent to Participate. Send to the Regions by May 15th. See Sample section.

All mailouts from the host Region must be sent to the National Quiz Chair and a copy must also be sent to the National Office.



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The Intent to Participate Form must be returned to the Secretary via e-mail by June 15.

The completed Registration Package and fees must be returned to the Secretary no later than August 1st. Late entries will be accepted until August 30, if accompanied by a cheque for \$50 late fee, in addition to the regular fees. Entries received after August 30 may not be accepted, based on space available.

Produce an Excel list from the registration forms. The National Office can provide a template.

Produce coloured name tags for participants, team managers, officials, guests, volunteers. See template. Sort by teams and handout at Registration in the Name Tag holders, supplied by National. Also, hand out goodie bags and programs. National Name Tag Holders will be sent to the hosting Region in advance.

Program should contain final itinerary, list of teams with numbers, games rotation, ID rotation, greetings from National Chair, National Quiz Chair and local dignitaries, sponsors, etc.

Registration Fee

The host Region sets the registration fee based on their expenses and a 4-person team.

Name Tags

National has name tag covers in 3 different colours that will be sent to the organizers prior to the quiz.

The Name Tag Insert must contain members name, individual number, team number, Region

You may also want to add a coloured dot or star to indicate which ID group each person is in and another dot or star to indicate which bus each person will take to offsite activities.

The more things that can be done ahead of time, the better.

Food

Regions are expected to supply dinner on Friday evening, breakfast on Saturday and Sunday, lunch on Saturday and Sunday, dinner on Saturday and a Banquet on Sunday evening. The Banquet is usually quite formal and usually a nice Thanksgiving dinner.

All meals should be well balanced and youth friendly. Snacks and water should be available whenever possible or necessary.

A list of food allergies and restrictions should be prepared from the information on the registration forms and given to the venue in advance.



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Entertainment

Friday evening should contain a mixer of some kind, but don't forget that you need to leave at least an hour for the Youth Meeting and the Team Manager Meeting. (At the same time but in different rooms)

Saturday evening could be free time to socialize, simple activities, meet & greet or you may plan an off-site activity. However, remember that you must schedule time for the Captains' review.

Sunday afternoon is time to see the sites of the host city.

If you are planning to take the members off-site, remember to book the busses early. Prepare a list of the members and chaperones who will travel on each bus. Put one chaperone or organizer or HM in charge of each bus. They will have a copy of the list and they are responsible to do a head count every time the members get back on the bus.

Sunday evening Banquet, Awards and possibly music or other activities.

Written Tests

The Region is responsible for finding people who are capable of producing a C level written test and an A/B level written test. Answers for most questions must come from materials listed under Required and Recommended Reading in the Quiz Handbook.

Questions must be as clear and concise as possible. Each question should have a reference book and page number. Question should be all short answer, matching, some multiple choice, label the diagram. Tests need to be easy and quick to mark. Answer keys must provide optional answers where applicable as well as references from the acceptable reading lists. Questions on local history, famous sites, activities, etc. may come from local tourist sites on the internet. Questions on PC history, names of youth reps etc. may come from our web site.

Tests must be finished no later than the end of August and sent to the TD for review.

Scheduling

Scheduling must be done so that small glitches do not delay the activities on your itinerary. Do not schedule things too close together.

When organizing your Games and ID phases, refer to the appropriate pages in the National Quiz Handbook.

The written takes a maximum of 2 to 2.5 hours.

The ID takes 10 minutes per table with 1 minute between tables provided that all tables are in the same room. Provide coloured competitor's sheets that include space for the competitor's number,



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total correct, the name of the table and its number, plus a maximum of 5 extra objects not on the table. Provide answer keys for the markers. Try to schedule 15 – 30 minutes for the competitors to look over all the tables after the competition is over and before everything is put away. Provide answer keys and allow for taking pictures of the items. Chaperones and Quiz Chairs would also like to join in for this.

The Games take 10 minutes per table with at least 2 minutes in between games, depending on the set up. More time may be required if the games are very spread out.

Written Tests (am) and ID (pm) are to be held on Saturday. Games are to be held on Sunday (am).

Awards

CPC gives a grant to the hosting Region of \$3400 to assist in purchasing rosettes and prizes. See the National Quiz Handbook for more details. This is a large grant. Please be generous with the rosettes. Please use the Canadian colours of Red for 1st and Blue for 2nd.

For the years when the NAC is hosted in Canada, the host region must also provide rosettes and prizes for both team (4 people, Champion and Reserve) and individuals (1st to 8th). NAC is one 4-person team from the USPC and one 4-person team from Canada. The Canadian team is made up of the top competitor from each Zone.

What Can National Do to Help?

- Print out the certificates or provide a template.
- Print out the written tests and answer keys, if requested.
- Purchase keeper plaques. This comes out of the National Quiz Chair's budget.
- Supply a computer scoring program on request. This is an Excel program.
- Send out reminders to past winners to return the perpetual plaques to the coming Quiz.
- Supply a template for entering all the necessary competitor's information, if requested.



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National Quiz Checklist

12-18 Months in Advance

- Set up Quiz Committee
- Prepare a budget
- Find a location
- Find a source for clothing
- Start fundraising and looking for donations
- Book a scorer and TD
- Choose a theme
- Hold a contest to get a quiz logo

8 - 12 months in advance

- Make up the registration package
- Make sure hotel has a clear list of all your needs
- Finalize location, sign contracts
- Continue fundraising
- Start work on ID tables, games and written tests

April

- Send the registration packages to the Regions
- Book busses for off-site activities

May

- Start work on the program
- Work on prizes
- Check the progress of written tests, ID tables and Games

June

- All *Intent to Participate* forms should be in the hands of the Secretary by June 15
- Find volunteers to help at quiz

July

- Send written tests to TD for review

August

- All registration forms to be in the hands of the Secretary by August 1
- Order clothing
- Put all of the information into a spreadsheet



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- Prepare a food allergy list for the hotel
- Start gathering equipment, paper etc.

September

- Send out list of games with instructions for new games Sept. 1
- Prepare name tags
- Send out an updated itinerary if required
- Prepare bus lists
- Programs ready to hand out at Registration

October

- Program ready
- Name tags ready
- Goody bags ready
- Clothing sorted and ready
- Written Tests copied
- Games materials ready
- ID objects ready
- Materials for youth meeting if required
- Volunteers in place

November

- Return name tag holders to the National Office
- Send out thank you cards
- Make sure all bills are paid
- Fill out post event report to get the rest of your hosting grant



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Sample Forms

These pages can be given to the host Region in Word so that they may change them and use them as they see useful.



27th NATIONAL QUIZ 2014
Hosted by Manitoba Pony Club
October 10th – 13th
Hilton Suites, Winnipeg, Manitoba



Intent to Participate

Please complete and email to: pvcrowe@mts.net before **June 15, 2014**.
 This will help our Quiz committee in planning all activities. The National Quiz 2014
 Committee thanks you for your cooperation.

REGION:
CONTACT PERSON:
POSITION:
PHONE:
EMAIL:

Chaperone/Team Manager Information: Please send one chaperone for each team.

C Team Information (Teams of four): (Please circle Yes or No)

Will your Region be sending a C Team? Yes/No

of Females _____ # of Males _____ # of Other _____

A/B Team Information (Teams of three or four): (Please circle Yes or No)

Will your region be sending an A/B Team? Yes/No A Partial team? Yes/No

of Females _____ # of Males _____ # of Other _____

Remember, members 21 and over will now be part of the A/B Team.

HM Team Information (Teams of three or four): (Please circle Yes or No)

Will your region be sending an C Team? Yes/No An A/B Team? Yes/No

of Females _____ # of Males _____ # of Other _____

Additional Entries: Would you be interested in sending an additional team? Yes/No

If so, at which level? C _____ A/B _____ # of Other _____

Special Needs Requirements (please specify below)

The Official Entry Forms, fees and all required documents are due by **August 15, 2014.**



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Member's Registration Form

All forms and fees must be in the hands of the National Quiz organizing committee by **August 15, 2014**.

*****Medical armbands must be worn at all times*****

TEAM: C or A/B HM C or HM A/B			
Name:		Region:	
Branch:	Gender: M/F/O	Age:	PC Level:
Address:			
City/Province:		Postal Code:	
Phone:	E-mail:		
Cell Phone:			
Emergency Contact:		Phone:	
Quiz Clothing: (Indicate Size)	Hoodie Size:	T-Shirt Size:	Polo Shirt Size:
Food Allergies:			
Other Special Requests:			

Note: A signed "Participation Agreement" must be included with each member's registration form.



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Participation Agreement

Name _____ Activity **National Quiz** _____

Location _____ Dates _____

In keeping with the spirit of the Canadian Pony Club and its motto of Loyalty, Character, Sportsmanship; and to ensure the fair and equitable treatment of its members and volunteers:

I agree that:

- I have been chosen to represent myself, my branch, my region and/or my country and will do so to the best of my ability.
- I will conduct myself in a manner that reflects well on myself and the Canadian Pony Club;
- I affirm the Canadian Pony Club’s Code of Ethics and Harassment Code.

I agree that:

- inappropriate behaviour will not be tolerated;
- coaches, chaperones and competition officials have the authority to exert positive discipline over members as they deem necessary; respecting the dignity of the individual. The tone is corrective rather than punitive.
- a member’s use or possession of illegal or controlled substances, alcohol or tobacco products are prohibited for the duration of any competition and travel involved and will result in disciplinary action;
- a coach or chaperone’s use or possession of illegal or controlled substances or alcohol are prohibited for the duration of any competition and travel involved and will result in disciplinary action.

I understand that:

Any or all of the following steps will be followed in sequence, but there is no time requirement between steps. Beyond Step 2, the coach and chaperone will concur. Beyond Step 4, input will be sought from the National Chair of the Discipline, the National Disciplines Chair or the National Chair.

- Step 1. Verbal reprimand.
- Step 2. An explanation and apology to teammates.
- Step 3. Written reprimand.
- Step 4. Elimination from a class or phase of competition.
- Step 5. Disqualification from entire competition.
- Step 6. Removal from a competition site and being sent home early at personal expense.
- Step 7. Presentation at a discipline hearing

MEMBER _____ DATE _____

PARENT _____ DATE _____



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Chaperone's Registration Form

Team #	Type: (C or A/B)		
Name:			
Region:		M/F:	
Address:			
City/Province:		Postal Code:	
Phone:		E-Mail:	
Cell phone if available:			
Emergency Contact:		Phone:	
Food Allergies:			
Other Special Requests:			

CHAPERONE PUBLICITY AGREEMENT (Must be completed by all chaperones)

I hereby give permission to the Canadian Pony Club, its Regions, Branches, National Quiz 2013 Committee or their agents to use the name and/or photograph of the undersigned chaperone in club newsletters and in articles or reports of activities used on the radio or in newspapers, magazines, the Pony Club pages on the world wide web, or other media which may be used by the Pony Club for publicity or communications.

Note: This in no way indicates permission to use any other personal information including but not limited to postal or street address or phone numbers.

Name: _____ (please print) Date _____

Signature: _____

I have read and understand all of the above.



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Team Registration

Region:	
Contact:	Position:
Phone:	Email:

Team # 1	Type: C or A/B		
Captain:	M/F/O:	Age:	
Name:	M/F/O:	Age:	
Name:	M/F/O:	Age:	
Name:	M/F/O:	Age:	
Chaperone:	M/F/O:		

Team # 2	Type: C or A/B		
Captain:	M/F/O:	Age:	
Name:	M/F/O:	Age:	
Name:	M/F/O:	Age:	
Name:	M/F/O:	Age:	
Chaperone:	M/F/O:		

Please send all forms and fees to: **Manitoba Pony Club**
 Box 127
 Baldur, MB R0K 0B0

Please make an extra copy of this form if you have more than two teams.



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 Hilton Suites, Winnipeg, Manitoba



Clothing Order Form (To be completed by region)

Orders for clothing must be received and fully paid for by **August 15, 2014**

SHIRTS	A. Lady's Polo Shirt – XS – 4XL Men's Polo Shirt – XS – 4XL	\$22 (tax included)
	B. Lady's T-Shirt Sizes: XS - 4 XL Men's T-Shirt Sizes XS – 4XL	\$20 (tax included)
	C. Hooded Sweatshirt – full zipper Sizes: Adult S – XL, 2XL, 3XL, 5XL Youth 4-16	\$46 (tax included)

Region:			
Name	Item	Size	Cost
		Total Order	



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Tentative Schedule

Time	Activity
Friday, October 10	
3:00 - 6:00	Registration
6:00 - 7:00	Supper
7:00 - 8:00	Games/Mixer
8:00 - 10:00	Youth Meeting
8:00 - 10:00	Chaperones' Meeting
Saturday, October 11	
7:00 - 8:30	Breakfast buffet
9:00 - 11:30	Written Tests
12:00 - 1:00	Lunch
2:00 - 4:30	Id Tables
6:00 - 7:00	Supper
7:00 - 8:00	Captains' Meeting
8:00 - 10:30	Pool Party
Sunday, October 12	
7:30 - 8:30	Breakfast buffet
9:00 - 11:30	Games
12:00 - 1:00	Lunch
1:30	Get on Buses to Zoo
4:15 - 4:30	Get on Buses to Hotel
4:30 - 5:30	Final Captain's Meeting
7:00 - 8:00	Dinner Buffet
8:00 - 9:30	Awards and Presentations
9:30 - 12:00	Music & Games
Monday, October 13	Depart



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Banquet Program

Welcome and Introductions

National Chair

Regional Chair

Regional Quiz Chair

Organizing Committee

Scorer

Technical Delegate

Any other important people (National Chair, National Quiz Chair if in attendance)

Grace (non-denominational)

Dinner

Draws – 5 Draws are optional depending how many prizes you get donated.

Draws – 5 Lots of companies will give you small stuff that is suitable for door prizes.

Draws – 5

Sponsor recognition

List sponsors

Presentation of 10 Year pins & certificates

List members and Region

Presentation of 15 Year pins & certificates

List members and Region

Presentation of Graduates pins and certificates

List members and Region

Draws – 5 plus

Presentations of Ribbons and Awards

- The "**Billie Mann Memorial Bursary**" is awarded to the top individual at the "A/B" level at the National Quiz. The award will be \$100 plus a plaque commemorating Mrs. Mann.
- **The Adelle Coffin Memorial** plaque is awarded to the top A/B team.
- The "**Adele Rockwell Memorial Award**" is presented to the top individual at the C level at National Quiz. The award will be \$50.00 plus a plaque in the memory of Adele Rockwell.
- **The Apple Saddlery** plaque is awarded to the top C team.
- **Phil Crowe Memorial Award** - \$300 cash award to one C member and one A/B member attending Quiz.