The Pony Club National Virtual Quiz 2021

The Pony Club Quiz is a chance for members to test their knowledge in a fun and friendly team environment.

The National Quiz Final 2021 is for the Branch and Centre teams who qualify at their Area Competition. Due to the uncertainty around Covid-19, the final will be online via Zoom on Saturday 24th April 2021.

Teams are made up of:

- 1 member 12 years and under
- 1 member 14 years and under
- 1 member 16 years and under
- 1 member of any age

All ages to be taken from the 1st January of the competition year.

N.B. A team may consist of four members under the age of twelve if you wish. In this instance, the team will be asked to nominate which member will answer the senior questions in the pairs round. One AH test holder in each team can take part in the National Quiz competition.

Rounds for 2021 are as follows:
The rounds will be the same for the Area Competitions and at the Final.

1. The Pony Club Rules – Eventing and Endurance
2. The Systems – Nervous
3. Children’s Equestrian Literature
4. Riding Away from Home (Countryside Access, Beach Riding, Map Reading, Road Rider)
5. Pairs Round – Alphabet Soup
   a. Junior – Points of the Horse
   b. Senior – Ailments
6. Picture Round – Equestrian Equipment
Guidance for Running a Virtual Quiz Area Competition

Factors to Consider

- Check that your Zoom account can accommodate the number of participants expected to attend and the time you need. A free Zoom account will only last for 40 minutes.
- Check that you have updated and are using the latest version of Zoom on your desktop client (currently 5.4.9). Issues found by participants are usually resolved after updating.
- Create breakout rooms and pre-assign participants well before the meeting date if you can.
- Allocate a separate breakout room for the scoring team.
- Participants allocated with co-host status have the capability of moving around breakout rooms. Ideal for Area Reps, Stewards and Monitors.

- Questions are set in Google Forms.
- Questions set using multiple choice speeds up the scoring process so helpful to incorporate some in all your rounds.
- Do not use ambiguous questions. This will make things more difficult for the scoring team.
- Results can be submitted and published on www.ponyclubresults.co.uk using the class code MG or HPC.
Organising Officials

Behind the scenes a host of help is required. All should have co-host status.

- **Host** – person who sets up the Zoom meeting and allocates the breakout rooms, must always stay in the Main Hall to re-allocate anyone who drops out.
- **Entertainer** – can have other roles but useful to have someone to fill any time or gaps, organise interactive games etc.
- **Monitors** – keep an eye on responses and WhatsApp groups.
- **Google Form link release** – needs access to the Google Forms and release the links to the Quiz Masters.
- **Timekeeper** – informs host of time remaining.
- **PC Police/Stewards** – spare people who can jump in and out of breakout rooms to assist with any issues.
- **Scoring Team** – needs access to the Google Form responses
- **Results Inputter** – needs access to www.ponyclubresults.co.uk
- **Spare Quiz Masters** – in case of technology failure

Some jobs can be merged – e.g., whoever releases the Google Form links can also monitor WhatsApp Groups.

Team Officials

Each team will need to provide two officials who will have the following roles:

1. **The Quiz Master**
   - First and foremost, this person needs to be capable of using a computer, be familiar with opening a Google Forms document and able to share their screen whilst using Zoom (this can be taught at a training session)
   - Quiz Masters needs to be aware that when you share your screen, any pop ups will be seen so remember to turn them off.
   - Desktops and laptops are preferred. iPads are not ideal for use by the Quiz Master.
   - The Quiz Master must attend the training/testing session. Training will be one calendar week prior to the competition.
   - Quiz Masters can be invited to join a “Quiz Master WhatsApp group” to be used during the competition by way of communicating that they are in the correct breakout room, have shared their screen, entered the team name and are waiting for the broadcast message to say GO.
   - The Quiz Master should be allocated to a team which is not their Branch/Centre. They fill in the Google Form with the answers generated from the team they have been assigned to.
   - Quiz Masters will not be judged on their spelling!
2. Team Captain
   - The Team Captain will always remain with their team.
   - The Team Captain is the official spokesperson for their team.
   - They must ensure that their team do not cheat in any way and conform to good sportsmanship. Cheating and bad sportsmanship will result in elimination.
   - They can record on paper the answers from their team in case of technology failure.
   - Team Captains can be invited to join a “Team Captain WhatsApp group” where scores can be challenged (i.e., scores are not publicly challenged on the Zoom chat)

Running the Competition

Competition Officials (organiser, commentator, scorers, monitors) should join the meeting before anyone else so they can be granted co-host status.

Quiz Masters should be asked to join the meeting for a briefing and team allocation at least half an hour prior to the teams joining.

Everyone who joins the meeting must display their Zoom name using the following format:

- Team Member: BRAMHAM Emily
- Team Captain: CAPTAIN BRAMHAM Josephine
- Team Quiz Master: MASTER BRAMHAM Laura

Displaying the names this way is important so that the host can start allocating participants into the breakout rooms. This is a manual process. It does help greatly if you pre-assign breakout rooms and have the participants email addresses. This process only captures participants who log in with an authenticated Zoom account. Email addresses can be collected if participants are invited to register for a Zoom meeting (highly recommended).

The chat feature needs to be set to “chat to everyone” so that participants are unable to have private conversations with each other (turn off participants can chat privately to each other). You cannot turn the chat off completely as this is the only place to post the link for the Quiz Masters to access the Google Form.

The Meeting

- When joining the meeting participants will be in the waiting room. Participants can remain in the waiting room and you can broadcast a message to the waiting room asking participants to display their name correctly.
- When participants are let into the meeting, they will be in what we are describing as the “Main Hall”.

• You must make sure that all team members and team officials are displaying their names in the correct format.
• Team members can be together if permitted by local authorities and enter the meeting via one Zoom log in or can be at different locations.
• Once participants enter the Main Hall the host will commence allocating participants to breakout rooms (importance of prefixing Zoom name with their team name). The host will need no distractions and patience during this time. It is therefore a good idea to have a spokesperson to talk, show a short video or play a game such as heads or tails to keep everyone engaged and in high spirits.
• Once participants have been allocated to their breakout rooms they will be invited (via a button on the screen) to enter the breakout room where the team members and Team Captain will come together in one room. The room name will be that of the Branch/Centre.
• **IMPORTANT** – **Quiz Masters will also have the invitation to join their breakout room but at this point they must remain in the Main Hall.**
• Team Captains will arrive in a room with just their team. Please ensure that the team do not change their name at any point during the quiz. The team should be reminded that they should work as a team and not let one member answer all the questions. The team should also be reminded that if anyone is caught cheating in any way then the team will be eliminated. Team Captains should also ask anyone else accompanying team members to leave.
• Quiz Masters who have remained in the Main Hall will receive the Google Form link for a warm-up round in the Chat facility. Quiz Masters will open the link on their screen and will be allocated to a team which is not their Branch/Centre. They will then leave the Main Hall and join the breakout room.
• Quiz Masters will enter their allocated breakout room and share their screen so the team can see the Google Form. They should ensure that the team members can see it clearly and decide who will read the questions. The Quiz Master, Team Captain or a Team Members can be appointed to read the questions.
• **Quiz Masters can enter the name of the team on the form but cannot press the submit button until the broadcast message tells them to Go.**

The form will look like the picture below:

![Google Form](image.jpg)

- Once everyone is in their breakout room the host will broadcast a message which will appear as a blue banner at the top of the screen or a black banner at the bottom of the screen depending on the device being used. The message will ask if everyone is ready. At this point, if your room is not ready the Team Captain needs to send a message on the WhatsApp group stating that they have a problem.

- Please have patience. If everyone is ready the following messages will be broadcast by the host:
  - **Ready**
  - **Steady**
  - **Go**

- At this point the clock has started ticking (8 minutes per round) and the Quiz Masters can press respond after the team name question and start with question number 1.

- It is useful for the host to broadcast time remaining messages:
  - **4 minutes remaining**
  - **2 minutes remaining**
  - **1 minute remaining** – at this point Quiz Masters must not go back to missed questions.
  - **30 seconds remaining** – ask Quiz Masters to “respond” with their final answers on the last page of the Google Form.
• When time is up the breakout room will close and everyone will end up back in the Main Hall.

Once the warm-up round has been completed everyone should be familiar with how things work. This process is then completed for the next rounds.

Whilst the competition is in progress the Area Rep, Monitors or Steward may enter in and out of any breakout room. Teams are not expected to stop and greet them, they should be ignored, and the quiz continued with as the clock is ticking.

Pairs Round
This is split into a junior and senior section and will enable participants to take a rest when it is not their turn. The Team Captains will be required to manage their team so that the correct two team members are participating at the correct time.

Collecting Responses
It is advised to monitor the responses that are submitted. If the breakout room closes before all responses are received, depending on the Quiz Masters device and internet connection, responses could get lost, so you are better to be sure that you have all teams responses before the breakout rooms close. Be sure to set the breakout room closure time accordingly in the meeting settings (options available are 10, 15, 30, 60 or 120 seconds).

The responses are received chronologically so Quiz Masters who are slow to respond can be monitored.

Results
Answers are best presented in a Power Point presentation. If this is done at the end of the quiz round it will give the scoring team enough time to finish marking and enter the results.

Results are updated every 20 seconds, and everyone is able to see these by going to www.ponyclubresults.co.uk and selecting the event.
Google Forms

We used Google Forms for the platform for our quiz questions. It has a quiz feature; we could control who had access to them and it has its own marking feature.

You can add pictures, sections, videos etc using the menu on the side of the question. The type of questions can be set to a short answer or multiple choice as appropriate.
The user types in the question, and if using multiple choice, the different options. Then by clicking “Answer Key” you tell the form what the correct answer is and how many points the question is worth.
However, when setting the answers be aware that:

- It does not consider spelling mistakes. If an answer is spelt wrong, it will mark it as incorrect.
- It does not consider uppercase or lowercase letters. If the answer is inputted with a capital first letter but the teams answer is submitted in lowercase, it will mark it as incorrect.

Therefore, a scoring team is important to check all answers and score accordingly. It is possible to input the answer in every possible way you can think of to minimise this but don’t rely on it.
When completed rounds are submitted, they will appear in “Responses” and can be downloaded onto an Excel Spreadsheet.

It is important that in “Settings; Quizzes” that the release grade is set to Later so answers can be reviewed by the scoring team.