The members of New Jersey 4-H will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual
Acknowledgement

This guide was developed from the New Jersey 4-H Jeopardy Guide. It was adapted to be used for Foods Jeopardy competitions in New Jersey.

As future projects develop, other jeopardy competition materials will be added to this guide.

Thank you.
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INTRODUCTION
The jeopardy contests provide an opportunity for youth enrolled in 4-H projects to demonstrate their knowledge on a specific subject matter in a competitive setting where attitudes of friendliness, cooperation, and fairness prevail. Jeopardy guidelines can be adapted and used for any 4-H project or officer training, or as a tool to teach knowledge and skills about 4-H in general.

Jeopardy is not meant to be a memorization process, in that members only study questions and know the answers to those questions. It is a motivational tool to provide a FUN way to encourage members to learn project information.

Jeopardy teach such life skills as self-discipline, observation, listening, and making and defending decisions. They teach members to:

- Develop reasoning and critical-thinking abilities;
- Make sound decisions;
- Improve their personal skills;
- Develop quick and accurate powers of observation;
- Express themselves concisely;
- Develop poise, self-discipline and self-confidence;
- Develop project knowledge and skills; and

MEMBER PREPARATION
Leaders should develop a systematic way to track each 4-H member’s progress. Establish written participation guidelines and make them available to each interested project member at the beginning of the project. These guidelines should set a timeline for instruction and clarify requirements for participation (attend practice sessions, attend contests, etc.). Some suggestions include (but are not limited to):

- Conduct county contest and utilize results to determine individual rankings.
- Conduct county contest, keeping individual scores on each participant.
- Prepare and give written quizzes.
- Members should not be excluded or included based on whether the leader/coach dislikes or likes the member.
CONTEST RULES

Contestant Age
1. Jeopardy is an individual event.

2. New Jersey 4-H Jeopardy contests can be divided into two divisions based on the member’s grade as of September 1 of the 4-H year the contest is held.
   a. Juniors: 4\textsuperscript{th} – 8\textsuperscript{th} grades
   b. Seniors: 9\textsuperscript{th} – 13\textsuperscript{th} grades

3. There will be only one coach designated per county. The coach shall sit in an area designated by the host. The coach’s role in the match is only as an observer.

Reference Material
All questions used in the jeopardy contest will come from the official sources. See the individual contest supplement for a complete list of reference materials.

Question Types
1. There will be 30 questions used per round. The choice of questions will be up to the contest management.

2. There will be one Daily Double in the first round and two Daily Doubles in the second round.

Game Boards
PowerPoint Presentation
For the PowerPoint presentation, create three slides for the three rounds. Like the handmade board, each game slide will have a grid with categories and values. Each value slide when clicked, should lead to the slides that give the clues to the players. The slides should be linked to make the navigation easy. Templates are available online.
Handmade
The TV game has a big screen to show the categories and clues. However, you can create the same effect using a board. Prepare three boards for the three rounds; Jeopardy, Double Jeopardy, and Final Jeopardy.

Creating a grid-like structure on the boards will make it easier to understand. Boards for the first two rounds will have six categories each.

Under each category, there will be 5 clue values ranging from 100 to 500 points for the Jeopardy board and 200 to 1000 points for the Double Jeopardy board. Small cards should be made with clues written on them. They should be stuck face down in the appropriate columns. There will be 30 clues on both the boards.

The third board will not reveal anything other than the name of the round i.e. Final Jeopardy. The board will have only one category and just one clue. These cards should be placed face down on the board.

One clue from the first board and two from the second should be selected for Daily Doubles. However, nothing should be written on the clue cards that will give anything away to the players. They should be normal clue cards, but the players will have to wager their points before answering.

Game Officials Job Descriptions
1. Tournament Coordinator - The tournament coordinator must have organizational skills and be able to work well with people. He or she should also be able to delegate responsibility to others. Knowledge of the subject matter helps but is not required. The tournament coordinator should study the rules and information to be as knowledgeable as possible. This person should be willing to ask questions and have a positive, open attitude.

2. Host - The host shall assume the direction of the matches within that room. The host is a person who introduces the game and players to the audience. They have responsibilities like starting the game, explaining the categories on the board, reading out the clues, and stating if the players are right or wrong. In case of an incorrect answer, the host needs to read out the correct one to everyone. The host should have key cards arranged for each access (carrying the correct answers), from which they can read them out. The host may indicate when a contestant has exceeded the allocated time for a question. The host will declare the match winner and shall be in control of the matches.

3. Judges - At least two judges are recommended and must be knowledgeable on the subject matter. When a player protests a question or answer, the judge(s) must agree on the acceptability or rejection of any question and/or answer and subsequent actions to be taken. They may consult with the host and the resource publications if any question arises about a player’s answer. If verification cannot be made, the question will be replaced. In
all cases, the judge(s) serve(s) as the final authority and their decision cannot be protested.

4. Timekeeper - Unless this duty is assumed by the host or by a judge, the timekeeper will monitor all time intervals and designate when time of response has been exceeded and will handle all controls of the game equipment. It is strongly recommended that neither the host nor a judge be used as a timekeeper.

5. Score Keeper –It is strongly recommended that the timekeeper not assume this duty. The scorekeeper of the game is responsible for keeping and posting the scores as the game progresses. They will need to add or subtract points for each player based on their correct or incorrect answers.

6. Game Operator - The game operator has the responsibility of operating the game board. If the game is being played with a PowerPoint presentation, for example, the game operator will change the slides. If the game board is handmade, the game operator will control the cards on the board.

Rules and Instructions to Play

Jeopardy!
1. A player will be chosen randomly to select a category and the value. For example, a member might say "Measurements 200," which means that they have selected the measurement category and the 200-clue value card.
2. The clue, which is in the form of an answer, will be read out.
3. After listening to the clue, the players will get 10 seconds to come up with their answer.
4. The player that presses the buzzer or raises their hand first, will get a chance to answer.
5. The answer should be in the form of a question.
6. If that player answers correctly, the value of that clue is awarded to the player.
7. If the player gives an incorrect answer, those points will be subtracted from their score, and another player will get the chance to answer.
8. The round continues until all the 30 questions are answered.

Double Jeopardy!
1. The player with the lowest scores starts this round and selects a category.
2. The rest of the round is played like the first one.

Daily Doubles!
1. For the first two rounds, three clue cards are selected to be considered as Daily Doubles.
2. When a player selects the Daily Double card, that player will be the only one to answer.
3. That player must wager points before the clue is read.
4. If the player answers correctly, the amount that it had risked, adds up in their score. For an incorrect answer, the points get subtracted from their score.
Final Jeopardy!
1. Before playing the third and the last round, players that have zero or minus points will be eliminated from the game.
2. The host will then reveal the category for the round.
3. The remaining players get 10 seconds to decide how many points they will wager.
4. The number can be anything from 100 to any amount that they have already won.
5. The game operator will provide blank cards and pencils to the players on which they will write the points they want to risk.
6. Then, the host will read out the clue and the players will need to write the answers in a question format on their card. The game operator will then collect the pencils.
7. Starting with the player with the fewest points, the host will ask each player for their answer. The host will then inform them if they are correct and ask them for their wager. The host will then proceed to the player with the next lowest total.
8. The players with the correct answers will get those many points added to their score. However, players with the wrong answers will get those many points subtracted from their score.
9. In the end, the player with the highest score wins the game. If there is a tie, the Jeopardy rule for a tie is to declare both the players as winners.

Sequestration of Participants
1. Participants who have not yet competed in a particular round are to be kept sequestered from players who have competed in that round and other spectators.
2. Once a player has competed in a round, they are welcome to observe the subsequent games of that round.

Match Procedures
1. The number of rounds will be determined as a function of the total number of participants.
2. If there are enough players, a second round will be played between the winners of the first-round games. If necessary, the second-place contestants may be considered for participation in the subsequent rounds to complete the field. This may necessitate a ranking of second-place finishers.
3. The subsequent rounds will follow the same rules as the first round.

Spectators & Viewing
1. The audience and coaches will be seated behind the players, facing the Host, Scorekeeper, Game Operator, and judge(s).
2. Any audience member making excessive noise or movement that could influence a player answer will be asked to leave the contest.
3. Audience members, contestants and/or coaches are not allowed to bring scribing materials (pen, paper, etc.) or official reference materials into the contest room with them.
Equipment Failure
1. It shall be the responsibility of each contestant to assure themselves that all equipment is operating correctly at the start of the game.
2. If the device being used ceases to function during a game or is believed to be malfunctioning, a "time out" may be called by any contestant and/or an official.
3. If after checking it is determined that there is an equipment malfunction, the faulty part(s) will be replaced, and play resumed.
4. Scores accumulated up to the point of the "time out" shall stand and all further points awarded during the remainder of the match added to or subtracted from this total.

Time Outs
1. Any contestant or an official may call for a "time out" for equipment failure. These "time outs" may be called only after a question has been answered and before the start of the next question.
2. Any contestant or the host may call for a "time out" for clarification of a rule or to allow for unexpected problems. These "time outs" may be called only after a question has been answered and before the start of the next question.
3. Abuse of time-out provisions may result in the dismissal of player.

Protesting
1. Any player may declare an unofficial protest to a question or answer to a question, but only at the time a particular question is read, or the answer is given. Once an unofficial protest has been made, the player lodging the protest has a 10-second consultation period to declare an official protest. The player buzzes in and announces the intent to lodge an official protest.
2. When an official protest is made, play will be suspended until the protest is resolved.
   a. If the protest focuses on contradicting information from the official references, contest officials bring the official references to the contest room for the players use.
      i. The protesting player will then be given 2 minutes to support their protest.
   b. If the protest focuses on game play rules, equipment failure, or other issues, contest officials will refer to the New Jersey 4-H Jeopardy Guide for instruction and may defer judgment to Tournament Coordinator.
3. A protest committee will consider the protest. Their decision in all cases is final. The host and the referee judges will consider the protest and must agree on the acceptability or rejection of any question and/or answer and the subsequent actions to be taken. If no referee judge is present, both the host and at least one other contest official (scorekeeper, timer) must agree on the actions to be taken.
4. Depending on exact situation, the host will take one of the following actions as is deemed appropriate:

   a. A question is protested *before an answer* is given, and the protest sustained -- discard the question. A substitute question will be read.

   b. A question is protested *after an answer is given* (correct or incorrect) -- the host and referee judge(s) determine the validity of the protest of the question. The question may then be discarded at no loss of points and a substitute question will be read, or the question may be allowed with the appropriate gain or loss of points.

   c. An answer is protested (either correct or incorrect) – the host and referee judge(s) determine the validity of the protest. Points will be added or subtracted as appropriate.

   d. There shall be no protest once the host has declared a winner based on the scores.

5. No source of information is infallible. There may at times be answers given to questions, which are in agreement with the recommended sources, which are in fact erroneous or out of date. Every effort shall be made to eliminate such questions, but in the event of such occurrence, the referee judges and host may agree to:

   a. To accept the answer and explain the correct or up-dated information for future use of the question.

   b. To accept only the correct answer.

   c. Replace the question to the appropriate contestants

   d. In an instance where there is a conflict of information between sources, the most recent source (publication date) will prevail.

6. Spectators, parents and visitors may not protest any question, answer or procedure during play. They may, however, submit in writing to the contest officials any suggestions, complaints or protests at the conclusion of the contest. Unseemly behavior, unsportsmanlike conduct or any actions, which are generally accepted as detrimental to the contest, may subject the perpetrators of such actions to dismissal from the immediate area of the contest.

7. If a score is protested, the official scorekeeper’s records are reviewed. If used, the scoreboard attendant’s record is unofficial and posted merely as convenience for the participants and coaches where appropriate.
**Code of Conduct**

1. Unsportsmanlike conduct may result in one or more of the following:
   
   a. A warning;
   b. Dismissal of the player;
   c. Dismissal of the coach
2. The host, judge(s), timer, and/or scorekeeper will decide what action to take.
3. Spectators demonstrating unseemly behavior, unsportsmanlike conduct or any actions, which are generally accepted as detrimental to the contest, may subject the perpetrators of such actions to dismissal from the immediate area of the contest.

**Cell Phones and Other Electronics**

1. NO recording equipment, including but not limited to, cell phones, tablets, video cameras, movie cameras, tape recorders or any other type of camera may be used during the competition. A bin for their collection will be provided in contest rooms.
2. Cell phones and other electronics will not be allowed in the contest room. Violation of this rule will result in dismissal of the player from the game.
3. Transcribing contest questions by any means is prohibited. There will be NO handwriting, typing, recording or computer use in the contest rooms. Affiliated players will be eliminated from the competition for violation of this rule.

**Awards & Placings**

The rank of players will be determined on the basis of their position at the conclusion of the last round.
RUNNING THE EVENT

Space Requirements and Set-Up

1. Check-in area – should be located in a hallway near contest rooms
2. Holding room – large enough to seat all participants.
3. Contest rooms – large enough for host table/chairs and contestant table/chairs while leaving space between the contestants and the judge/host, and the judge/host and the audience
   a. A bin for the collection of electronic devices should be provided.
   b. The number of contest rooms needed depends on the number of players competing. If enough equipment/officials are available, two or more contest rooms will speed up the event.
   c. If final round is conducted before an audience will need at least one contest room large enough to accommodate seating for audience
4. Restrooms should be close to contest area
5. Provide appropriate area to conduct the awards presentations, possibly the holding room.

Equipment & Equipment Sources

Jeopardy can be held without electronic equipment. However, electronic equipment does add more excitement and accuracy to the event.

1. Game panels - An appropriate device will be used which will provide a clear indication of the first contestant to respond to a question.
2. Time Recorders – If game panels do not have timers, a stop watch or other appropriate time device will be required.
3. Score Keeping Devices – Printed score sheets will be used to maintain official record of individual and player scores. This tally will be fully visible to the host and players. It is recommended that it also be visible to the audience as well. Contest coordinators may choose to utilize any device, such as a blackboard, flip chart or electronic light display.
Equipment and Supplies Checklist

- Tables and chairs for the host, judge(s), contestants and check-in area, chairs for the audience if spectators are allowed to watch the final round
- Electronic buzzer set for each contest room AND spare sets of buzzers, check to ensure working
- Extension cords, power strips or a multiple outlet cord, electrical adapter for three-prong plugs
- Contest bracket, can use on-line bracket systems and/or paper brackets posted on walls
- General supplies (Pens/pencils, tape, scissors, etc.)
- Clip boards, one per contest room plus extra
- Plastic bin or box for the collection of electronic devices in the contest room(s) and the holding room.
- Jeopardy score sheets for each round
- Signs to identify rooms: Check-in/Registration, Orientation/holding rooms, Contest rooms, Committee Orientation, Awards/Recognition Program, and others as needed.
- Question packets for each age division for each round, tie-breaker questions, extra questions
- Complete set of reference materials
- Orientation sheets and/or contest rules
- Awards and certificates/participation ribbons for all participants (optional)
- Table tents identifying players by number and letters (i.e. 1A, 1B, 2A, 2B)
- Objects used to track individual points (i.e. token, beads, turning of table tent, etc.)

Management Player Prep Meeting
To prepare agent and volunteer workers, assign duties (host, judge, buzzer operator) prior to contest day and arrange to have a volunteer orientation meeting on the contest day. All agents and volunteers working the contest should attend this meeting, even if they have extensive jeopardy experience. Schedule enough time to answer questions, practice a mock bowl contest, and work with equipment.

1. Welcome and thank volunteers for their participation, check to see that all workers are present. Make introductions if needed.

2. Explain how the contest will be run.
3. Review job description for all workers, including registration/check-in, host, judge, timer/buzzer keeper, scorekeeper
4. Give basic reminder of rules
5. At the county level, keep the bowl low-key and fun! Give the judge(s) instructions on how lenient to be (especially for junior division).
6. Demonstrate how to use equipment and then conduct a mock contest using equipment.
7. Let the volunteers know that bowl coordinator is available if they need help.
8. Give directions to rooms where the bowl games will be held.
9. Explain the brackets and the how the order of games will be played.
10. Explain the awards/recognition procedures/program.

**Participant & Coaches Meeting**

Hold this meeting between registration and the start of the bowl contest, allow enough time to review basic rules and answer questions from participants and coaches.

1. Welcome the participants and coaches and give overview of basic rules
   a. Information Posting
      i. a second-place finish in an early round does not mean you are done.
      ii. once eliminated, participants may watch final round
      iii. Describe how/where brackets are posted
   b. Types of questions
   c. Process for buzzing in and answering questions
   d. Scoring system
   e. Time-outs
   f. Protests
2. Give instructions for the awards/recognition ceremony.
3. Give instructions for lunch, snacks, building rules, etc.
4. Stress fun and learning rather than competition!
5. Answer questions from participants.
SUBMISSION OF QUESTIONS
1. For the Jeopardy Contest, each participating county is requested to submit 15 questions.

2. Criteria for Questions:
   a. Specific instructions on how to submit questions will be explained at the announcement of the event.
   b. Questions should be new questions not previously submitted or used in past contests.
   c. Only official contest reference materials may be used when developing questions.
   d. No true/false questions will be accepted.

3. Question Development
   A. When developing questions, it is important to keep the following in mind:
      a. All questions should come from the list of approved reference materials ONLY.
      b. Question should avoid being one-line questions that create buzzer races, which test reflexes and memorization skills and rather, should be developed to test deep, relevant academic knowledge.
      c. Questions should be realistic and based on relevant and academically important knowledge rather than “details” found in reference material. When writing question, ask yourself “would the coach or county agent know the answer?” If not, the question should be discarded.
      d. Do not record information word-for-word from reference material.
      e. Make questions innovative and interesting and the answers accurate and complete. If a question has several potential answers, all should be listed.
      f. Try to put the “key word” of the question towards the end.
      g. Jeopardy questions can be asked in several formats, including open-ended, definitions, and fill in the blank. Avoid true/false questions.
      h. Questions should be appropriate for the age division of the contest. When developing question sets for junior contest, consider utilizing more multiple-choice questions. Also consider the appropriateness of the subject for that age group.

   B. To ensure high quality, questions should:
      a. Be clear and free from ambiguity.
      b. Be concise and unencumbered by superfluous words and phrases. Do not make a question so long or complex as to make it difficult for the 4-H’er to recall the question.
      c. Be grammatically correct and free from spelling and typing errors.

d. Use vocabulary appropriate to the age/educational level of 4-H participant.
e. Avoid stereotyped or slang language.
f. Avoid “trick” questions that are intentionally misleading.

C. Questions should be of varying difficulty levels, both within age groups and across age groups. Some may be entirely appropriate for seniors based on difficulty and/or subject matter but would not be appropriate for junior contestants. Conversely, not all junior questions should be easy. However, all junior-level questions should be considered “fair game” as senior-level questions as well.

D. Who develops the questions?
   a. Questions may be developed by project leaders, youth members, Extension staff or others.
   b. To further involve project members in the learning process, a project leader could assign each member to develop a certain number of questions from a specific reference. Ideally, the assignment should relate to a topic addressed at that particular meeting, or the next one, to reinforce the materials taught/or to be taught.

E. Questions should be reviewed by one or more individuals to ensure they are relevant and up-to-date with the newest information, that all acceptable answers are included, and are not ambiguous or misleading.