



**Bible  
Quizzing  
Guidelines**

The goal of implementing these guidelines with your quiz team(s) is to minimize the risk that anyone would ever be able to accuse you, your staff or your volunteers of inappropriate conduct or inappropriate use of your position of trust with minors.

**With a few simple procedures, you can ensure that you keep yourself - and the children in your care - safe.**

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*For our purposes, “leader” is defined as someone older than 18, preferably at least 5 years older than the oldest quizzer participating. “Quizzer” is defined as someone between the ages of 4 and 18. Quizzers who are 18 or older may still participate, but are classified as adults, not minors.*

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## Guidelines for Practices

### Official Guidelines:

- All leaders must be qualified to run this program (screened and trained), and must be well-known to the parents and quizzers involved.
- Two unrelated adults must be present, and/or hall monitors (someone else who checks in periodically) must be in the building and checking in.
- A ratio of 1:10 must be observed (leaders:quizzers). Older quizzers (16+) may help supervise, but only if at least one other unrelated adult is present and the practice is held in an open area.
- It should be noted - in writing - which children have allergies or medical conditions. Contact information for parents should be kept on hand if parents do not attend practice with children. A secondary (emergency) number should also be on file.
- Attendance of all children and adults must be taken at each session and filed in a secure location.

### Put it into Practice:

- Make sure two *unrelated* adults are always present at your practice (a parent is a great “third person” if a couple heads up your quiz team). All adults should be screened through an abuse-prevention program, or - at the very least - have a current criminal record check on file at the church (3 years old or newer). If you have fewer than 20 quizzers attending, two adults is sufficient. Every additional 10 quizzers requires an additional adult.
- When new quizzers join, have their parent(s) fill out a basic form indicating their name, age, any allergies or medical conditions, contact numbers for both parents, an emergency number, and anything else you feel would be prudent to know. Keep these on file (confidentially!) permanently, as a record of who was in your quizzing program over the years.
- At each session, begin by taking attendance of all adults and quizzers present. Add these sheets to the forms you collect on all quizzers and put the binder in a secure location after each practice.

## Guidelines for Tournaments at Home

- Teams from out of town are the responsibility of and in the care of the chaperones they are traveling with. Nevertheless, some safety and security precautions should be taken by the host venue. These include:
- Lock and make off-limits any unused areas where children or teens could be alone with another adult or quizzer.
- Make areas of use open and common to the best of your ability, with clear lines of sight. Avoid using rooms in secluded areas that have no windows. If you must use a location like this, leave the door open if there is only one adult in the room (unlikely, if you use adults as judges, scorekeepers, etc.).
- Encourage coaches and parents of quizzers to attend quizzes and watch their children participate. People moving about and crossing paths throughout the day is a good way to keep things secure.
- Lock main entry doors after everyone has arrived, to prevent outsiders from entering the building unannounced.
- Encourage traveling teams to have insurance on all of their vehicles, waivers for participants, etc. (detailed in the next section!) when you invite them to the tournament.
- Check all areas before locking the building at the end of the tournament.

# Guidelines for Travel

## Official Guidelines:

- All leaders must be qualified to run this program and known to participants
- Two unrelated adults (pref. 1 male and 1 female) must be present
- A ratio of 2:10 must be observed
- Forms including information on each quizzer (from regular sessions) should be copied and brought along with waivers & releases
- Attendance of all children and adults must be taken, and/or waivers & releases must be filled out
- Written information must be given to parents in some form at least one week prior (a waiver will give all required information)
- Trips & Off-Site Travel Form (attached) must be filled out, and kept on file permanently
- A waiver and release (attached) must be filled out and signed by every parent whose child is attending (it is prudent to have all adults fill out these forms as well)
- All forms must be kept in ministry lead's possession
- Volunteer Driver Agreement and Driving Contract (attached) must be filled out & signed, and a copy of current license and insurance kept. Originals must be kept with ministry lead, and copies should be left at the home church.

## Put it into Practice:

- A couple weeks before your trip, fill out and copy waivers and releases to distribute to all participants (and/or their parents). Collect them back a week before your trip.
- For every five kids, have one adult to chaperone scheduled to go with you (parents, as long as they are screened, are a great option!). In addition, if you have a mixed group (boys and girls), bring at least one man and one woman (and if it's just those two, they must be unrelated). This is *preferable* on day-trips, but *non-negotiable* if an overnight stay is required.
- Children under 12 should always be in a hotel room with an adult. Children over 12 may stay with others of their same age as long as adults are nearby, but an older teen staying with them would be advisable.
- If you need to provide transportation, have a designated driver fill out and return the "Volunteer Driver Agreement & Driving Contract." If parents are driving *their own* children, no agreement is required (though a waiver & release still is!). However, if *other* children are driving with the same parent, a driver agreement must be filled out.
- The day before you leave, get all paperwork in order. Copy all the waivers & releases you have received back, fill out the "Trips & Off-Site Travel" form, and copy it, and copy the returned "Volunteer Driver Agreement & Driving Contract" for anyone driving children to the tournament. Put all the *originals* in your regular binder of forms and bring the entire binder with you, leaving copies of *everything* at the church.
- When you return, put ALL the originals and copies in a big envelope, seal it and write the date and occasion on the front. File this envelope permanently in a secure location at the church.

# Guidelines for Meeting Elsewhere (at a home, restaurant)

## Official Guidelines:

- All leaders must be qualified to run this program and known to participants
- Two unrelated adults (pref. 1 male and 1 female) must be present, especially at a private residence
- A ratio of 1:10 must be observed
- All participants should be regular participants in your program, and thus have forms on file in your binder
- Attendance of all children and adults must be taken
- Parents must be fully aware of your meeting, and having them attend would be great, though it is not necessary
- If you are picking up the children attending, you must have written permission from their parents. If parents are dropping their children off, no paperwork is necessary.

## Put it into Practice:

- Try to hold practices at regularly scheduled times, and preferably at the church. If you must hold a session or extra practice off-site, make sure parents know about it and give written consent in some manner (a waiver is thorough, but a simple permission form may also be used - use your discretion as to the risk involved). If parents attend, written consent is not required. If they are unable to stay, have parents drop off their children instead of picking them up yourself.
- If you are in a private residence, have at least two unrelated adults present. If you are in public, you may have one adult as long as there are 10 children or fewer and you are confident you can supervise them adequately.

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## Release of Liability

PLEASE READ CAREFULLY

*The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.*

This is a legal document. By signing this document you are agreeing to give up certain legal rights including the right to sue. You are also assuming certain obligations.

I hereby acknowledge that I/my child have/has voluntarily agreed to participate at \_\_\_\_\_ (event) in \_\_\_\_\_ (location).

Transportation

is not required

is required and will be provided by *policy-approved drivers of Capital Community Church*

We will be leaving on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). and expect to return on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

**\*\*Drives will be arranged with policy-approved drivers\*\***

**Please Note:** In accordance with the insurance policy of Capital Community Church Inc., we require that students be transported to and from youth events by Church-approved drivers only. Should your child choose to be transported by a non-approved driver, Capital Community Church Inc. cannot be held liable in the event of an accident.

I also acknowledge that Capital Community Church has provided me with pertinent information and details regarding \_\_\_\_\_ (event) (see details on Waiver form). I understand my responsibilities and how to act and respond in all reasonably anticipated circumstances which may be encountered during participation at \_\_\_\_\_ (event).

I understand that my participation in \_\_\_\_\_ (event) may have undesired and unanticipated consequences. Notwithstanding this I hereby release and forever discharge Capital Community church and all affiliates, members, directors, officers, leaders, agents, volunteers and employees from any and all actions, causes of action, suits, claims, demands, liabilities, including negligence, and expenses I have now or may have in future connection with, arising from or related to my involvement with or participation in this activity.

I/we, \_\_\_\_\_ the parents/guardian of \_\_\_\_\_ (name of student) hereby grant permission for the above student to participate in the above mentioned event, and hereby release Capital Community Church from any and all inherent risks associated with the proposed activity/event.

I/we, the parents or guardians named above, authorize \_\_\_\_\_ (ministry lead) or one of the Capital Community Church ministry staff to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

Parent Signature \_\_\_\_\_

Signature (if 18 or older) \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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## WAIVER MEDICAL INFORMATION FORM For Overnight and Off-Site Events

### Event:

Destination/Location: \_\_\_\_\_ Dates: \_\_\_\_\_  
Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Return Trip Departure Time: \_\_\_\_\_ Arrival Time: Between \_\_\_\_\_  
Ministry Lead (Male): \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Ministry Lead (Female): \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Other Supervising Adults/Ministry Personnel & Contact Numbers: \_\_\_\_\_

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Capital Community Church. Any medical information collected here serves to authorize Capital Community Church, and its staff and volunteers, to obtain medical assistance in emergencies. In the case of custody agreements, please include the proper form authorizing parental contacts.

### Student Information & Parental Consent

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Parent's Work Number \_\_\_\_\_/Cell Phone Number: \_\_\_\_\_  
Cell Phone Number \_\_\_\_\_  
Health Card Number \_\_\_\_\_  
Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Allergies \_\_\_\_\_

Does your child have any physical, emotional, behavioral concerns or limitations that our staff should be aware of? Y\_\_ N\_\_

If yes, please explain \_\_\_\_\_

Is your child bringing any medication with him/her? Y\_\_ N\_\_ If yes, please list \_\_\_\_\_

Parents'/Guardian Name \_\_\_\_\_

In case of emergency, contact \_\_\_\_\_

I, \_\_\_\_\_ allow my child to participate in the above mentioned event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Volunteer Driver Agreement

"Trip Driver" is defined as any person authorized by the leadership of Capital Community Church who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile.

This will authorize \_\_\_\_\_ (name) to transport children or youth participating in the following activity:  
\_\_\_\_\_ on the following dates: \_\_\_\_\_.

### Vehicle Information

Make: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

### Release & Declaration to be Signed by Driver

This is a legal document. By signing this document you are agreeing to give up certain legal rights including the right to sue. You are also assuming certain obligations.

I, \_\_\_\_\_ (name) hereby acknowledge that I have voluntarily agreed to be a "trip driver" for the above mentioned event.

I also acknowledge that Capital Community Church has provided me with all necessary information and details regarding  
\_\_\_\_\_ (event name).

I understand that as a trip driver I agree to use a licensed automobile which carries valid third-party liability insurance as required under legislation in our province. I agree to provide Capital Community Church prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during the above mentioned event. I am aware that any insurance Capital Community Church may have comes into effect only after the above mentioned "third-party liability insurance" has been exhausted.

I understand that my participation in \_\_\_\_\_ (event name) may have undesired and unanticipated consequences. Notwithstanding this I hereby release and forever discharge Capital Community Church and all affiliates, members, directors, officers, leaders, agents, volunteers and employees from any and all actions, causes of action, suits, claims, demands, liabilities, including negligence, and expenses I have now or may have in future connection with, arising from or related to my involvement with or participation in this activity.

I declare that I am a licensed driver in New Brunswick and my vehicle is insured by valid automobile insurance as required by provincial law. I declare that the vehicle is mechanically fit and that there are seatbelts in working condition for all passengers. The vehicle has car seats for all passengers under 40 lbs., and booster seats for children between 40 lbs. and 59 lbs. I declare that I will follow the manufacturer's vehicle guidelines regarding air bags and acknowledge that children should not be seated in the front of any vehicle, especially under the age of 10.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_  
Ministry Lead's Signature \_\_\_\_\_ Date \_\_\_\_\_ Church \_\_\_\_\_

### Declaration to be Signed by the Owner of the Vehicle (if the volunteer does not own the vehicle)

I declare that I have authorized \_\_\_\_\_ (name of volunteer) to drive my vehicle to transport children and/or youth participating in the event listed on this form.

I declare that he/she is licensed to carry passengers and is fully insured under the vehicle liability insurance as required by provincial legislation.

I declare that the vehicle is mechanically fit and that there are seatbelts in working condition for all passengers. The vehicle has booster seats for all passengers under 30 lbs.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_  
Ministry Lead's Signature \_\_\_\_\_ Date \_\_\_\_\_ Church \_\_\_\_\_

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## **DRIVING CONTRACT**

**To be Signed by Driver**

I Agree:

1. To be a safe, responsible driver.
2. To follow all provincial and state licensing laws and to abide by any additional requirements placed on me by Capital Community Church.
3. To abide by any restrictions that are put in place by Capital Community Church (how many passengers, speed, etc.)
4. Never to drive when I have been using alcohol or drugs.
5. To avoid distractions when I am behind the wheel, including loud music, eating, drinking, using a cell phone, texting, or engaging in distracting conversations with other passengers.
6. To take responsibility for telling authorities and Capital Community Church staff when an accident or problem with the vehicle has taken place.
7. To take responsibility for any accidents that occur because of poor judgment on my part.
8. To follow all provincial and state driving laws (speed limits, construction zones, etc.).
9. To always notify a Capital Community Church staff member or ministry lead if I am tired and do not feel that I can continue to drive.

Driving Restrictions:

1. All drivers must be 25 years of age or older.
2. All drivers must hold a valid driver's license.
3. Under no circumstances will a sanctioned Capital Community Church driver allow a student to drive a vehicle.

I understand that if I do not follow any of these guidelines my ability to drive will be jeopardized. A Capital Community Church staff member or ministry lead has the right and authority to take away my driving privileges at any time.

Your signature below means that you have read the preceding statements and guidelines, that you agree to them, that you will abide by them, and that if at any time you cannot agree to the preceding you will notify a Capital Community Church staff member or ministry lead and will discontinue driving.

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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## **TRIPS & OFFSITE TRAVEL INFORMATION**

**Event:**

**Date:**

**Departure Time:**

**Return Trip Departure Time:**

**Arrival Time:**

**Return Trip Arrival Time:**

**Other Trip Details:**

**Supervising Adults & Contact Numbers:**

**Attending Children/Youth:**