



**BIBLE QUIZZING**  
CANADIAN MIDWEST DISTRICT

# QuizSafe Policy

Approved by the CMQ Executive Committee  
January 22, 2023

Canadian Midwest Quizzing (CMQ) is a youth ministry operating under the authority of the Canadian Midwest District of the Christian and Missionary Alliance (C&MA). CMQ is a non-profit organization with charitable status recognized by the Canada Revenue Agency. CMQ, the organization's legal name, is also known as Canadian Midwest District Bible Quizzing (CMD Bible Quizzing).

CMQ seeks to provide a safe and secure environment for youth and adult volunteers who participate in Bible quiz meets. We thank God for His abundant provision and protection over many years. Yet, we recognize that legally, morally and ethically it is the responsibility of CMQ to use due diligence, the care a reasonable person would take to provide a safe environment to prevent harm to quiz meet participants and to CMQ as an organization. As such, our QuizSafe policy aims to protect participants from emotional, physical, or sexual harm.

#### QuizSafe:

- Sets standards that help reduce the risk of harm to youth,
- Educates the adult volunteers to ensure the standards are followed, and
- Minimizes the opportunity for false accusations against the volunteers.

The policy addresses the unique needs of the Bible quizzing ministry, which is directed by a volunteer executive committee comprised of members appointed by the CMQ director. This director, in turn, is appointed by the C&MA's Canadian Midwest District. Youth and adult volunteers from C&MA churches and churches of other denominations located in Saskatchewan, Manitoba and northwestern Ontario attend quiz meet events hosted by local churches on behalf of CMQ. These events are jointly organized by the local church and CMQ. Youth eligible to participate in these events must be in grades seven to 12, typically between 11 and 18 years of age.

#### **Volunteer screening**

Volunteers who are required to comply with QuizSafe include CMQ executive committee members, QuizSafe coordinators, coaches, officials, billet coordinators and chaperones who request to be billeted at weekend quiz meets. Quiz meet church volunteers are not required to complete QuizSafe because their access to the youth is limited. These volunteers typically prepare and serve meals and assist with organizing the event.

To be a QuizSafe volunteer, a person must:

- Submit a current (every three years) criminal record check through the Canadian Police Information Centre (CPIC) and a vulnerable sector check,
- Submit a completed ministry application with an endorsement from his/her local church, and
- Attend a QuizSafe training session.

Only QuizSafe volunteers will be billeted with youth at quiz meets and/or placed in a position of trust with youth. Criminal record check documents and completed ministry application forms will be collected by the QuizSafe coordinators and stored indefinitely at Canadian Midwest District's office at 2950 E Arens Road, Regina, SK S4V 1N8, phone number 306-586-3549.

### **Volunteer training**

Each year, a representative of CMQ will deliver QuizSafe training at a quiz meet. Volunteers are required to complete the training once. Exceptions to this include those who return to volunteering at quiz meets after taking a break of at least two years and when the QuizSafe policy is updated and new training is required.

QuizSafe training will include:

- Distribution of the QuizSafe policy,
- Review of the policy,
- Instructions for reporting incidents,
- Protocol during emergencies, and
- Discussion of best practices for volunteers at quiz meets.

### **Billeting at weekend quiz meets**

Local church volunteers generously open their homes to host quiz meet participants, providing transportation to and from their homes, overnight accommodation, and breakfast. To be considered as a host, an individual must complete the QuizSafe Billet Application (see appendix).

A volunteer billet coordinator, approved by CMQ's executive committee, is responsible for collecting billet applications, ensuring each application has been assigned a category by the applicant's local church representative, collecting billet requests from the CMQ registrar, and then matching quiz meet participants and host homes. CMQ will provide the billet coordinator with a document of best practices to assist with the process of matching billets and hosts.

The QuizSafe Billet Application provides information about the host's church affiliation, his/her home environment and the type of accommodation and transportation being offered.

Questions include:

- Will both of the contact people listed on the application be in the home during the billeting period?
- Will any other adults be in the home?
- Have any of the adults in the home been convicted of a felony, participated in illegal or abusive activities, or who pose a danger to youth?

The applicant must intentionally attest to the information by checking boxes and must sign and date the form.

Representatives from the applicant's local church, typically a pastor and quiz coach, review and assign a category for the application, signing the form to indicate the application has been approved or not approved.

- Category 1 – approved, quizzing family, eager to host
- Category 2 – approved, non-quizzing family, eager to host
- Category 3 – approved with qualifications, hosts may be elderly or heavily committed, place adults only in the home
- Category 4 – not approved at this time

Girls must be billeted with other girls only and boys must be billeted with other boys only. At least two quizzers must be placed in a host home. Youth must have distinctly separate sleeping arrangements from adults. When adults are billeted with youth, men only must be billeted with boys and women only must be billeted with girls. A husband and wife can be billeted with either girls or boys. Adults must sleep in a bedroom separate from youth. Sometimes, a large group of youth of the same sex are not billeted in a home, but in a church or other building. When a group is staying overnight in a gym or other large room, adults must sleep in the same room but separated from the youth to provide overnight supervision. At least two unrelated adults of the same sex must stay with the youth, maintaining a ratio of one adult for every 10 youth.

To transport quizzers to and from the quiz meet venue, the person(s) from the host home must be at least 20 years of age, hold a valid driver's licence and have a safe driving record. The number of people in a vehicle must not exceed the number of working seatbelts.

After the billet coordinator has completed the matching of billets and home, he/she prepares and prints:

- A master document of billets (names, sex, role – quizzer, coach, official, chaperone, allergies, quiz church affiliation) matched with hosts (names, address, phone number, known allergens),
- Quiz church billets matched with hosts (one for each head coach), and
- Host homes matched with billets (one for each home).

The master document will be stored indefinitely at Canadian Midwest District's office.

### **Out-of-district events**

When CMQ is invited to send quizzers, coaches and officials to quiz meets in other parts of Canada and the United States, the executive committee will appoint a trip coordinator. The trip coordinator and any other adults travelling with the youth must be QuizSafe volunteers. They can act chaperones, transport the quizzers and adults, and arrange their accommodation. At least two unrelated volunteers must travel with youth, maintaining a ratio of one adult for every 10 youth. Women chaperone girls and men chaperone boys. When both boys and girls are participating, chaperones must include at least one woman and one man.

Drivers must be at least 20 years of age, hold a valid driver's licence and have a safe driving record. The number of people in a vehicle must not exceed the number of working seatbelts.

Girls must share accommodation with other girls only and boys must share accommodation with other boys only. Adult volunteers must sleep in rooms separate from the youth. Parents/guardians must provide written consent and a medical release for each youth prior to the trip.

Prior to departure, the trip coordinator is to complete an out-of-district trip itinerary form and send it to [executivecommittee@cmdbiblequizzing.org](mailto:executivecommittee@cmdbiblequizzing.org).

### **Emergency preparedness**

Several measures will be taken to prepare for an emergency:

- A first aid kit will be available in the statistics room at quiz meets.
- At a quiz meet's first general assembly, a representative of the host church will review all exits and identify the muster point.
- Adults attending the quiz meet who have first aid training and who are willing to respond to medical emergencies will identify themselves at this first assembly. They will also provide their cell phone numbers to the director and the statistician.
- At the muster point in the event of an evacuation, the head coach of each church will take attendance for his/her team members, the officials' coordinator will take attendance of officials, and a designate from the host church will account for local volunteers. Each will report to the designated CMQ executive committee member.

### **Incident reporting**

Actual and near-miss incidents at quiz meets will be reported to the CMQ executive committee. A near-miss incident is defined as an incident in which a slight shift in time and/or position would have resulted in personal injury and/or property. Youth and adults may report incidents, using the QuizSafe incident report form. Copies of the form will be available in the statistics room at quiz meets and from CMQ's director. The report requires details of the incident including the sequence of events, those involved, witnesses, contributing factors, and recommendations to prevent such incidents. CMQ's director is responsible and has authority to take appropriate action at and/or after the quiz meet. A printed copy of incident report forms will be stored indefinitely at Canadian Midwest District's office. The QuizSafe incident report form is not to be used for incidents of suspected abuse or disclosure of abuse.

### **Responding to allegations**

Any person who has reasonable grounds to suspect that a child/youth is or may be in need of protection has a legal duty to report the suspicion directly to Manitoba's Child and Family Services, Saskatchewan's Ministry of Social Services or police. A person who knowingly fails to

report in these circumstances is in violation of the law and may be found to have committed an offence.

Youth and adults may report suspected abuse, using the QuizSafe suspected abuse report form. Copies of the form will be available in the statistics room at quiz meets and from CMQ's director.

The individual reporting the suspected abuse or neglect is to complete the CMQ suspected abuse report form to be kept for his/her records and immediately contact social services/child and family services or police.

- If the accused is not involved in the quiz meet event, the individual reporting is to keep the details confidential but inform the CMQ director that he/she will be contacting social services/child and family services or police.
- If the accused is involved in the quiz meet event as a volunteer or spectator, the individual reporting is to provide a copy of the suspected abuse report form to the CMQ director. Both parties must maintain confidentiality. The CMQ director will inform the accused that an allegation has been reported without divulging details and that he/she must leave the quiz meet venue. The accused will not be allowed to attend future quiz meets unless the official police and/or social services/child and family services investigation clears the accused of the allegation. The CMQ director will notify the youth's parent/guardian and the youth's head coach of the allegation without divulging details or the accused's name. The parents/guardian, head coach and CMQ director will determine next steps for the youth.

**Companion documents** (available at <https://cldbiblequizzing.org/>)

- Statement of Faith
- Forms
  - Ministry application
  - Billet application
  - Incident report
  - Suspected abuse report
  - Out-of-district consent and medical release
  - Out-of-district trip itinerary
- Best practices
  - For coaches/officials
  - For billet coordinators