

# INSTRUCTIONS FOR TIME KEEPERS

Note: It is always a good idea to have two timekeepers for prepared speaking, extemporaneous speaking, parliamentary procedure and discussion meet. In case a watch does not work or stops working or some other complication occurs, you have an additional time to rely on. Keep in mind, with these contests, contestants will be deducted points for being over or under time.

-----

## Creed Event

In the Creed contest, you do not need an official timekeeper. However, it would be a great idea to have an individual present to assist as soon as one contestant is done, this person would get the next one in order to keep the contest running smoothly. You could also have a person serve as the word counter so they can inform the judges of any missed words during the contestant's presentation.

-----

## Prepared Speaking Event

1. Keep the contestants coming in. As soon as one is done get the next one in.
2. Learn to run the stopwatch.
3. See chart below. Record, to the second, the length of each speech. This is from the time they start until they stop their speech. (This is very important since participants will be deducted for being over or under time. Be accurate!)
4. As soon as the speaker is finished, the judges will ask questions for 5 minutes. Time begins when the judges ask their first question. Stand up and say "time" when 5 minutes are up.
5. If the next speaker does not come in when the other is finished, get the next speaker.

Speaker	Time Start	Time End	Total time of Speech
---------	------------	----------	----------------------

1.

NOTE: Once contest is completed, please return stopwatches to host advisor.

-----

## Parliamentary Procedure Event

1. Keep the teams coming in. As soon as one is done get the next one in.
2. Learn to run the stopwatch.
3. Time Limit: Two timekeepers will record the time used by each team by the use of stop watches; they will submit their record to the chair of the judges at the conclusion of the event. The chair of the judges by averaging the time reported by each timekeeper will determine any time deduction necessary. Prior to the start of the competition, each team will have one minute for preparation which will not count towards their overall competing time. After one minute has expired, the timekeeper will rise, and the judges will indicate that it is time to begin.

At the state level, each team shall have a minimum of eight minutes to demonstrate proper parliamentary procedure. The maximum time will be 10 minutes, 30 seconds. At the sectional level, each team shall have a minimum of eight minutes and a maximum of 12 minutes more than the time limit set at the national competition. At the district level, each team will have a minimum of eight minutes, and a maximum of 13 minutes. The timekeeper will notify the competing team when 8 minutes and 30 seconds have expired by standing. There will be no signal when the maximum time has expired.

4. Let the judges know the time after **each** team has left the room.

Note: Once the contest is complete, return stopwatch to host advisor.

-----

## Quiz Bowl Event

Immediately after a question has been read, the timekeeper keeps track of 10 seconds. At 10 seconds, they say "time". The next question is read and timing begins again. If a team fails to answer a question, the question can be repeated for the opposing team (if they choose), however, 10 seconds begins after the **first** team failed to answer the question. Time keeper announces "time" after 10 seconds has elapsed.

-----

## **Employment Skills Event**

1. Each contestant gets 15 minutes to complete their job application. Begin timing when the contestant sits down to complete their job application.
2. Each contestant gets 10 minutes for their actual interview. Begin timing as soon as the first question is asked to the contestant.
3. Say "time" when the 10 minutes have elapsed so the judges can conclude the interview. Say "time when 15 minutes have elapsed to complete the job application."

## **Extemporaneous Speaking Event**

### ***Preparation Room Timekeeper***

1. When a contestant arrives in the preparation room, they are to select three topics from those provided to the contest host. These topics should be either cut up and put in a hat or numbered and then the contestant selects three numbers. The contestant is allowed a few seconds to decide which one of the three topics they will speak on. **ALL TOPICS GO BACK INTO THE HAT.** It is possible that another extemporaneous speaker could get the same topic. Contest hosts should be consulted on exactly how topics are to be drawn.
2. The time keeper then needs to keep track of 30 minutes for the extemporaneous speaker to prepare. Once the 30 minutes are up the time keeper will dismiss the speaker to the competition room.
3. Those individuals monitoring the preparation room, please consult the rules for the amount of materials a contestant can bring into the room to prepare with. Usually the contest host will give specific instructions on how to handle this.
4. A new extemporaneous speaker should be brought into the preparation room every 15 minutes to begin preparation. Example time frame: Contestant 1 - prepare at 3:30, present at 4:00; Contestant 2 - prepare at 3:45, present at 4:15.

### ***Competition Room Timekeeper***

1. Keep the contestants coming in. As soon as one is done get the next one in. Make sure that each contestant has had their full 30 minutes to prepare.
2. Learn to run the stopwatch.
3. See chart below. Record, to the second, the length of each speech. This is from the time they start until they stop their speech. (This is very important since participants will be deducted for being over or under time. Be accurate!)
4. As soon as the speaker is finished, the judges will ask questions for 5 minutes. Time begins when the judges ask their first question. Stand up and say "time" when 5 minutes are up.

Speaker	Time Start	Time End	Total time of Speech
1.			

Note: Once the contest is finished, return stopwatches to host advisor.

-----

## **Discussion Meet Event**

1. Learn to run the stopwatch.
2. At the beginning of the contest, the moderator will announce the topic. All students will get 2 minutes to think about the topic. Announce when 2 minutes have elapsed.
3. Each contestant then gets 30 seconds to make an opening statement. The timekeeper will stand at 30 seconds during each contestant's opening remarks and remain standing until that contestant has finished their remarks. Sit down and time the next contestant for their 30 second opening statement.
4. After the opening statements, discussion occurs. Time for the contest is as follows:

3 contestants - 12 minutes	4 contestants - 15 minutes
5 contestants - 18 minutes	6 contestants - 21 minutes
7 contestants - 24 minutes	
5. Notify the moderator 5 minutes prior to the end of the discussion. And then again notify the moderator when the 5 minutes have elapsed.
6. Time 1 minute preparation for closing statements.
7. Then each person has a 1 minute closing statement. Stand when one minute has elapsed for each contestant and remain standing until that contestant is finished. Sit down and time the next contestant's closing statement.
8. Return stop watches to host advisors.

# TIME KEEPER RECORDING SHEET

CONTEST: **PREPARED LEADERSHIP DEVELOPMENT EVENT**

<b>Speaker</b>	<b>Time Start</b>	<b>Time End</b>	<b>Total time of Speech</b>
----------------	-------------------	-----------------	-----------------------------

1.

2.

3.

4.

5.

6.

Time Keeper's Signature \_\_\_\_\_

# TIME KEEPER RECORDING SHEET

CONTEST: **EXTEMPORANEOUS LEADERSHIP DEVELOPMENT EVENT**

<b>Speaker</b>	<b>Time Start</b>	<b>Time End</b>	<b>Total time of Speech</b>
1.			
-----			
2.			
-----			
3.			
-----			
4.			
-----			
5.			
-----			
6.			
-----			

Time Keeper's Signature \_\_\_\_\_

# TIME KEEPER RECORDING SHEET

CONTEST: **PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT**

<b>Speaker</b>	<b>Time Start</b>	<b>Time End</b>	<b>Total time of Speech</b>
----------------	-------------------	-----------------	-----------------------------

1.

-----

2.

-----

3.

-----

4.

-----

5.

-----

6.

-----

Time Keeper's Signature \_\_\_\_\_

# TIME KEEPER RECORDING SHEET

CONTEST: QUIZ BOWL LEADERSHIP DEVELOPMENT EVENT

Speaker	Time Start	Time End	Total time of Speech
1.			
-----			
2.			
-----			
3.			
-----			
4.			
-----			
5.			
-----			
6.			
-----			

Time Keeper's Signature \_\_\_\_\_

# TIME KEEPER RECORDING SHEET

CONTEST: **DISCUSSION MEET LEADERSHIP DEVELOPMENT EVENT**

<b>Speaker</b>	<b>Time Start</b>	<b>Time End</b>	<b>Total time of Speech</b>
1.			
-----			
2.			
-----			
3.			
-----			
4.			
-----			
5.			
-----			
6.			
-----			

Time Keeper's Signature \_\_\_\_\_

# TIME KEEPER RECORDING SHEET

CONTEST: **EMPLOYMENT SKILLS LEADERSHIP DEVELOPMENT EVENT**

<b>Speaker</b>	<b>Time Start</b>	<b>Time End</b>	<b>Total time of Speech</b>
----------------	-------------------	-----------------	-----------------------------

1.

2.

3.

4.

5.

6.

Time Keeper's Signature \_\_\_\_\_

