

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 Contest

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 Contest

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
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1.

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

Parliamentary Procedure Contest

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 each teams demonstration. This is done by recording the time a chairman starts the meeting until they are done with demonstrating that ability. Stop timing. Then start again when the next person starts the next ability....etc. 5 times or 5 motions will take place.
4. Very important! Stand when 8 minutes have elapsed - remain standing until at least the chairman sees you. You will **not** stand when the ten minutes have elapsed. Please consult your judges so every one is clear on the time keeping procedures.
5. 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 Contest

Immediately after a questions 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.

Job Interview Contest

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 Contest

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

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: _____

Speaker	Time Start	Time End	Total time of Speech
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1.

2.

3.

4.

5.

6.

Time Keeper's Signature _____