

TIMEKEEPER INSTRUCTIONS All Contests

There shall be two (2) timekeepers for the all contests. Timekeepers shall be seated on the main floor and in full view of the contestants as they deliver their orations.

The timekeepers will be equipped with:

1. Stopwatches.
2. Timekeeper Record Card.
3. Time cards numbered 8, 9, and 10 for the **prepared oration**.
4. Time cards numbered 3, 4, and 5 for the **assigned topic discourse**.
5. Cards to report time consumed to the contest moderator.

Timekeepers should practice and be completely familiar with the operation of the stopwatch. Secondary timekeeper maintains the Timekeeper Record Card and the Time Reporting Card.

The **Primary timekeeper's stopwatch** is the **official time**. The **Primary timekeeper** will be responsible for holding the numbered timecards up at the appropriate time. Second timekeeper will maintain time as backup.

Only in case of emergency (malfunction of the primary stopwatch, etc.) will the secondary timekeeper's stopwatch then be used as the official time. ***(During the contest, there is to be no average of time between the two stopwatches!!)***

TIMING PROCEDURE

1. Begin timing when the contestant begins his/her oration, and stop when the contestant ceases to speak.
2. Enter exact time consumed for both the prepared oration and the assigned topic individually on the timekeeper record card.
3. The contestant presents the Prepared Oration speech first. The Prepared Oration must be at least eight (8) and no more than (10) minutes in length. **TIME CARD DISPLAY for contestant: When the stopwatch's digital display indicates 8:00, the 8 card is to go up; 9:00, the 9 card is to go up; and 10:00, the 10 card is to go up. Time card needs to be prominently displayed when held up and laid on the front of the table so that the contestant can see it.**
4. The Assigned Topic Oration must be at least three (3) but no more than (5) minutes in length. **TIMIING CARD DISPLAY for contestant: When the stopwatch's digital display indicates 3:00, the 3 card is to go up; 4:00, the 4 card is to go up; and 5:00 the 5 card is to go up. Time card needs to be prominently displayed when held up and laid on the front of the table so that the contestant can see it.**

REPORTING TIME CONSUMED

1. The secondary timekeeper will transfer the time from the **Primary timekeeper's stopwatch** to the Timekeeper Record Card and also the time consumed to the Time Reporting Card **that will be used by the Contest Moderator to announce the time.**

ADDITIONAL DUTIES

1. The secondary timekeeper may also act as a Tabulator Aide. If the role of Tabulator Aide has been assigned, the secondary timekeeper will escort their respective contest judges to the Tabulation Room.