

Timing Instructions

The responsibilities of timers are extremely important. This position demands undivided attention, for it is vital that timers be alert to the opening and conclusion of each speech. Listening to enjoy delivery and subject matter is not conducive to accurate timing. Each timer must be completely familiar with the speech contest rules as published and timing procedures as outlined, in order to report the precise time taken by each contestant.

Before the contest check instructions with the chairman of the contest to which you have been assigned. Ascertain exactly where the timers will be seated. Arrive in advance of the contest in order to set up and be prepared to demonstrate the timing device to contestants at all levels. You should have with you:

- **Timing Report Form**
- **Timing Equipment:** A light to use as signal in accordance with speech contest rules. A strong beam flashlight is recommended and it is suggested a spare be provided in case of malfunction.
- **Stopwatches:** Each timer should have a stopwatch. Both should be fully wound and synchronized. If stopwatches should vary by one or two seconds, it is customary to give the contestants the benefit of the lesser time. This is not to be construed as a license to estimate.
- **Audible Signal:** If advised there will be any visually impaired contestants, be prepared with an audible signal.

Test all equipment to allow for replacement and be sure you know how to operate it.

Be prepared to demonstrate the timing devices and explain timing procedures when called on by the program leader. The program leader may choose to explain procedures personally, having the advantage of the microphone, but timers will be called upon to demonstrate the light signal.

Contestants at all levels shall be given a lighted signal at the minimum of five (5) minutes. The light shall remain on for one (1) minute and then no further signal will be given.

Should the speaker continue past eight (8) minutes a signal will be given at nine (9) minutes. At this point, the Chairman will stand and the Program Leader will ask the speaker to stop speaking.

General instructions for all contestants

Each speech is timed from the first word spoken by the contestant or any non-verbal communication that is used as part of the speech and shall end when all verbal and non-verbal communication ceases. Do not expect speakers to address the Program Leader, judges or audience. Be especially alert as to exactly when the speech has concluded. Do not be caught off-guard by a sudden or weak conclusion.

After each speaker has finished, you may be asked to give a signal to the Program Leader to indicate that the two or three minute period for the judges to complete their worksheet is over.

Reports

The Program Leader requests the timing report after the judges' ballots have been collected. Rise and address the Program Leader and report as follow:

Speaker Number One X Minutes X Seconds
Speaker Number Two X Minutes X Seconds
Speaker Number Three X Minutes X Seconds
Etc., etc., to the last speaker

Conclude by stating, "Madam/Mister Program Leader, this concludes the timing report." Be seated.