

WHAT DOES A TIMER DO?

If you are helping us as Timer then you'll be timing just like you do in your club. We'll have two Timers at the contest. One of you will have a stop watch and will run the timing signals. The other will fill out the Timer Sheet. Use green when the minimum time has been reached; yellow at the midpoint; and red at the maximum allowable time.

The Chief Judge will meet with you prior to the contest to brief you and to give you the Timer Sheet. Ask for the speaking order prior to the contest start to help fill out the names on the timing sheets before each contest.

For both the International Speech contest and Humorous Speech Contest, contestants are timed at 5 minutes (green), 6 minutes (yellow), 7 minutes (red). Record all actual times.

If a contestant speaks for less than 4:30 or for more than 7:30 you must write down on the Timer Sheet "disqualified". Highlight anyone who was disqualified on the timing sheet. The Chief Judge will collect the Timer Sheet from you at the end of the contest.

Work with the Toastmaster prior to the start of the contest to determine if the Toastmaster has any special timing signal needs.

After each contestant speaks, judges have 1 minute to record their scores. Please time this. At 1 minute, turn on a designated light or signal and then turn them off when the Toastmaster continues the meeting.

Contestant interviews take place while the chief judge and ballot counters are calculating and recording the results of the contest. Signal the Toastmaster when the Chief Judge has re-entered the room so that the event may continue.

Between the contests there is a break. Please time the break for 20 minutes or as designated by the Contest Chair. When there is just 5 minutes left, tell the Sergeant At Arms.

In the event there are announcements. - flag the individuals making the announcements at a pre-arranged time. Arrange maximum times for announcements prior to the start of the event.

(Not for Area, Division or District in 2015 -2016) For a Table Topics or Evaluation Contest,, contestants are timed at 1 minute (green), 1:30 (yellow), and 2 minutes (red). If a contestant speaks for less than 1:00 or for more than 2:30 you must write down on the Timer Sheet "disqualified". The Chief Judge will collect the Timer Sheet from you at the end of the contest. If there is an Evaluation Contest, the spotlight speaker should be timed and signaled in the same manner as in the International Speech contest so the speaker can judge how they are performing on time.

Timer's Briefing

Timing Lights	International	Humorous		Possible ----->>>>	Table Topics	Evaluations
Green 	5 minutes	5 minutes		Club	1 min	2 min
Amber 	6 minutes	6 minutes		Contests	1:30 min	2:30 min
Red 	7 minutes	7 minutes		2015-2016	2 min	3 min
(Disqualification - not flagged)	7 minutes 30 seconds	7 minutes 30 seconds			2 minutes 30 seconds	3 minutes 30 seconds

1. Leave Red light on until the speaker finishes speaking.
2. Time one minute of silence between contestants and then signal the Toastmaster.
3. Colored papers are backups to timing lights.
4. Begin timing with the contestant's first definite verbal or nonverbal communication with the audience.
5. Provide only the official time signals. No other signals to the contestants are permitted.
6. Record the actual time that each contestant uses. **Highlight any times that do not qualify.**
7. A visually impaired person may request an audible warning signal of his/her own choosing, which he/she must provide.
8. Explain the location of each colored light to any color blind contestant.
9. Give completed Time Record Sheets (#1175) to the Chief Judge.
10. Keep all information pertaining to the contest confidential