

TIMEKEEPER

Quick Reference Checklist DEBATING

BEFORE SESSION

Sign in and collect name tag

Check the adjudicator table is set up with

1. Adjudicator sheets
2. Pens
3. Bell
4. Stopwatch
5. Tissues
6. Snacks
7. Water

Check the program for Teams and complete the Debating time sheet including

1. Age and division
2. Date
3. Section
4. Adjudicator name

Look after the adjudicator with hot drinks, water, snacks etc.

At the end of the session, take the timing sheet to the office, wash cups and reset the table for the next shift

USING THE STOPWATCH

Hold the watch and press the stop/start button with your forefinger and press clear with your thumb

Press START when the student begins to talk and STOP when the finish

Ring the bell twice during each student debate

BELL TIMES	WARNING BELL (gentle, short)	FINAL BELL (firm, longer)
Grade 5/6	1 min 30 sec	2 mins
Year 7/8	2 min	3 mins
Year 9/10	3 min	4 mins
Year 11/12	4 min	5 mins

Show the final time of each debate to the adjudicator

Enter the time on your debating time sheet

IMPORTANT REMINDERS

Maintain concentration

Communicate timing issues immediately

END OF SHIFT

Pack timing equipment and tidy the area

Return timing sheets to the folder

Hand over to the next volunteer and sign out

TIMEKEEPER

Quick Reference Checklist SPEECH, DRAMA and COMEDY

BEFORE SESSION

Sign in and collect name tag

Check the adjudicator table is set up with

1. Adjudicator sheets
2. Pens
3. Bell
4. Stopwatch
5. Tissues
6. Snacks
7. Water

Ensure you have the schedule of sections (this has all timing details)

USING THE STOPWATCH

Hold the watch and press the stop/start button with your forefinger and press clear with your thumb

Press START when the performer begins and STOP when they finish

Check the schedule for the current section and note the time limit

Ring the bell as instructed in the schedule

1. Some sections just have a 2 minute time limit (for example)
2. Some sections require a warning bell at a set time, and a final bell
3. Some sections require set preparation times

Warning bell is short and gentle, final bell is louder and longer

IMPORTANT REMINDERS

Maintain concentration

Communicate timing issues immediately

END OF SHIFT

Pack timing equipment and tidy the area

Return timing sheets to the folder

Hand over to the next volunteer and sign out