



TOASTMASTERS INTERNATIONAL DISTRICT 69

WHEN YOU ARE A TIMER

Two Timers are appointed by the Chief Judge. One is provided with a stop watch, and the other with a signalling device that displays green, yellow and red colours.

Equipment Check: Test the lights prior to the contestants briefing. If the signalling device is battery operated, it is preferable that the batteries being used are new. If using an electrically powered signalling device, ensure that the electrical cord is not a hazard and the cord cannot be inadvertently disconnected from the power board or socket.

Colour cards (Green, Yellow, Red) must be on hand in case of equipment failure or a power cut. The cards are to be used if the signalling lights fail or there is a power cut. The signalling device must be in full view of each contestant and not obvious to the audience.

Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the time at the appropriate interval.

In the event of a technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra time before being disqualified.

The timer managing the stopwatch will be provided a folder with the ***Time Record Sheet and Instructions for Timers*** (Item 1175). Please ensure that you have a pen on hand to fill in the sheet. The Timer with the stopwatch maintains and delivers to the Chief Judge the written record of elapsed time of each speech.

The timer managing the signalling device ensures that contestants can view the accurate green, yellow or red signal at the appropriate times during the speech.

Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, a physical action such as falling-down etc.

Judges are given one minute to mark their ballots between speeches. As soon as the applause for the speaker fades, you will start timing the one minute of silence. Using the red light, signal the Contest Toastmaster that one minute has elapsed.

When timing the Evaluation test speaker, signal the green light at five minutes, the yellow light at six minutes and the red light at seven minutes. The red light is left on until the test speaker has completed their speech.

All information regarding the contest must remain confidential.

The Chief Judge will collect the Time Record Sheet at the end of the contest and is responsible for the destruction of the document.