

NOTES FOR TIMERS

- Please practice using the stop watch before the presentations begin.
- During the competition, time the participants in the categories assigned to you. There may be more than one timer in the room if there are multiple categories of competition.
- You have received one or more sheets that will list the names of the competitors and the time limit for that category including times for set up and take down for visual presentations.
- Start the watch the second they start speaking; stop it the second they complete speaking.
- At the end of each presentation or speech, record the time in the appropriate box.
- Get the watch ready for the next presenter.

Timing visual presentations

- It is helpful to use two stopwatches, one for the presentation and another for the set up and take down.
- It is necessary to time the setup, presentation and take down separately.
- Timing set up - start the timer as soon as they leave their seats and stop when they begin speaking.
- Timing take down - start the timer when they have finished their concluding remarks and stop the timer when everything has been removed from the table/ presentation area.
- The questions and answers are **NOT timed**. Stop the timer when they finish asking if there are any questions AND restart the timer when they start their conclusion.

Penalties

- NO points will be deducted up to 59 seconds over or under the time limit.
- Five points per minute will be deducted if more than 59 seconds over or under the specified time limit
- For Visual Presentations, a 5-point penalty is assessed if the 5- minute maximum for set up or take down is exceeded.
 - Make note in the appropriate box on the form re if a penalty is in place.
 - At the end of the session, submit the completed timing sheet to the judges.

Tallying Results and Comment Sheets

- With the teller, tally up the total points for each competitor listed on the three judges' sheets using the summary sheets provided. Rank in order of most points to least points and identify the top three winners on the *Final Result* sheet. In case of a tie, refer to the *4-H Communications Judging System* sheet.
- Judges Comment Sheets will be distributed to competitors at zone and area level. No comment sheets are given at provincial level. You and the teller will need to sort the judge's comment sheets and insert them in the labeled envelopes. The teller will submit the envelopes to the registration table.