

NOTES FOR TIMEKEEPERS

- **Stopwatch Practice:**
 - Please practice using the stopwatch before the presentations begin.
- **Timing During 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 sheets listing the names of the competitors and the time limits for each category, including setup and takedown times for visual presentations.
 - Start the watch the second they begin speaking; stop it the second they finish 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:

- Use two stopwatches, one for the presentation and another for setup and takedown.
- Time the setup, presentation and takedown separately.
- **Timing Setup:**
 - Start the timer as soon as they leave their seats and stop when they begin speaking.
- **Timing Takedown:**
 - Start the timer when they finish their concluding remarks and stop the timer when everything has been removed from the table/presentation area.
- Questions and answers are NOT timed. Stop the timer when they finish asking if there are any questions and restart the timer when they begin their conclusion.

Penalties:

- NO points will be deducted for 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 setup or takedown is exceeded.
- Make a note in the appropriate box on the form 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 Room Chair, 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*.
- You and the Room Chair will need to sort the Judges' Comment Sheets and place them in the labelled envelopes. The Room Chair will submit the envelopes to the registration table.