

Timers

Congratulations! You are the Timer!

Timers are part of the team supporting the Chief Judge. Timing during a contest is crucial. Accordingly, **there are always 2 Timers**. One Timer runs the timing lights, and one Timer runs the timing device (digital device or cell phone). Typically, both Timers will keep a record of the times, and work to ensure the lights are displayed on time.

There is no pre-contest preparation work for a Timer, other than to make sure you know how to run the timing device (digital device or cell phone) and the timing lights. The Chief Judge will instruct you during the Briefing Period the day of or before the Contest and provide you with the *Timers Report Forms*.

For in-person contests: Timers have a designated seating area at the back of the room with full view of the speaking area.

Timers Report Form:

On the (Item 1175) [Speech Contest Time Record Sheet](#), record the name of the contestant and their time clearly. If contestants are over or under time (by more than 30 seconds) then circle their time to draw attention to it.

Online Contests

- Timer 1 uses a digital timing device to time each speaker and is considered the official timekeeper of the contest. Timer 1 reports speech times on the [Time Record Sheet](#).
- Timer 2 uses a digital timing device to time each speech in order to operate the signaling device.
- If either the signaling device OR the digital timing device fails, the Contestant receives **30 seconds extra overtime** before being disqualified.
- If either timer loses Internet connection partway through the Contest, this also means the affected contestant receives an **extra 30 seconds**.
- Timer 1 should have a signalling device to be used as a back-up in case Timer 2 encounters technical issues.
- Ensure that Timer 2, with the signaling device, is clearly visible to the contestants at all times.
- **Where possible:** leaving the camera on but covering the camera lens (with a shutter or something else) allows the timer's background to be visible without the distraction of an individual in the window.



Best Practice

Prior to the Contest, check that each colour – green, yellow, red - can be clearly seen on the Online platform and both Timers' cameras.



Invite the Timers to the Contestants’ briefing to find a solution that works for all Contestants. The Meeting Zoom Master can “Spotlight” Timer 2 to have their webcam on the entire time so that they can provide timing cues to the Contestants. In the case of technical failure, the Zoom Master should be ready to Spotlight Timer 1’s camera.

By having the camera already on, Timer 1 won’t distract the speaker by suddenly appearing, in the event they need to operate a timing device.

For your convenience, here is a link to the Toastmasters International Timer ZOOM backgrounds: <https://www.toastmasters.org/resources/timer-zoom-backgrounds>

Timing	Green Light	Amber Light	Red Light
5 – 7 min	5 min	6 min	7 min

Timing starts at the contestant’s first intent to communicate, whether verbally or non-verbally. For example, if they pretend to cast a fishing rod, start timing when they cast. Disregard verbal instructions regarding timing from any contestants that are inconsistent with the [Speech Contest Rulebook](#).

Timing Equipment:

If there is a malfunction with the lights, make your best effort to continue and note beside the contestant "TIMING LIGHT MALFUNCTION" along with their time. The Chief Judge will use this information to make a ruling whether they are over or under time as appropriate by giving 30 seconds grace.

Submitting your Timer Report:

In-person contests:

The Chief Judge will pick up your *Timer Report* before they leave with the Ballot Counters.

Online Contests: The Chief Judge will advise you of their preferred method for receiving the completed Timers report. It may be scanned and emailed (preferred) or submitted by text.

*Timers may only disclose timing information to a contestant who ask about their **own** timing.*