

DISTRICT 120 – Being a Timer in the Contest

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Prepared By	Date	Version
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Being a Timer in the contest

[**Note:** This is one of the best practices that has been followed in past contests at Area, Division and District levels of District 120 and this standard procedure has facilitated smooth functioning of the contest from the Timer role’s perspective]

Timers are appointed by the Chief Judge who briefs them before the Contest.

Basic details of the Timing signals at various contest types

Contest type	Lower qualification time limit	Green	Yellow	Red	Upper qualification time limit
HSC	4 mins 30 secs	5 mins	6 mins	7 mins	7 mins 30 secs
Evaluation	1 min 30 secs	2 mins	2 mins 30 secs	3 mins	3 mins 30 secs
ISC	4 mins 30 secs	5 mins	6 mins	7 mins	7 mins 30 secs
Table Topics	1 min	1 min	1 min 30 secs	2 mins	2 mins 30 secs
Silence time between each contestant				1 min	
Silence time after last contestant				2 mins	
Test Speaker’s Speech timing in an Evaluation Contest	NA	5 mins	6 mins	7 mins	NA
Silence time after Test Speaker’s Speech in an Evaluation Contest				5 mins	

When to start the timing?

- Timing begins with the contestant’s first verbal or non-verbal communication.
- If it is found that the contestant is delaying the contest unnecessarily after the virtual stage is handed over by the Contest Master, **timing would be started after 3 seconds** from the time the virtual stage is handed over to the Contestant.

Important pointers:

- In case of any technical glitches at the contestant’s end and if informed by the Chief Judge, additional 30 seconds is added to the upper disqualification time limit.
- Keep the time record sheets confidential and should be shared only to the Chief Judge.
- If time based disqualified contestants are announced as winners, inform and notify **only** to the Chief Judge before the results are declared.
- Discard the digital form of the time record sheets immediately after the contest.

For example – Speech Evaluation contest:

For the test speech in an Evaluation Contest:

- Green card should be displayed at 5 minutes and remains displayed for 1 minute
- Yellow card should be displayed at 6 minutes and remains displayed for 1 minute
- Red card should be displayed at 7 minutes and remains displayed until the speaker completes his/her speech.

After the Test Speaker's speech is completed, Contest Master announces the silence time of 5 minutes. Timer should display the Red card once 5 minutes elapses (Do not show any other cards).

For Evaluation Contestants:

- Green card should be displayed at 2 minutes and remains displayed for 30 seconds
- Yellow card should be displayed at 2 minutes 30 seconds and remains displayed for 30 seconds
- Red card should be displayed at 3 minutes and remains displayed until the speaker completes his/her speech.

Between each contestant, 1 minute of silence is provided and after the last contestant, 2 minutes of silence is provided. Timer should display the Red card once the respective silence time elapses.

How to display cards?

- Most of the platforms allow virtual backgrounds.
- Virtual timing backgrounds are available for download from the Toastmasters International website.
- Signalling timer should use Green, Yellow, and Red backgrounds to signal time.
- Timers could choose to cover their camera lens. This will ensure that only their background is visible and their facial expressions do not become a distraction to the contestants.

How many timers should a contest have?

Minimum of 2 Timers should be timing the contest and the best practice is to engage 3 Timers including backup timer.

When 2 Timers are part of the contest management team:

1st Timer – Chief Timer

2nd Timer – Record Timer

- Chief Timer would be signalling the cards – Green, Yellow and Red to signal time to the contestants.
- Both the Chief Timer and the 2nd Timer should be recording the time.
- The Time Record Sheet of the 2nd Timer would be collected by the Chief Judge.
- While Chief Timer displays the cards, the 2nd Timer's virtual background would be plain white/blue coloured card with TI Logo.
- It is recommended that, both the Chief Timer and the 2nd Timer should pin each other.
- It is suggested that the contestants pin both the Timers (multi-pin option is available in the latest version of Zoom, if the Contest Management Team decides to use Zoom platform to conduct the contest).
- If the Chief Timer gets disconnected, immediately the 2nd Timer takes charge to change and signal the respective cards (Green, Yellow & Red), without interrupting the contest.
 - The 2nd Timer continues to display the cards until the Chief Timer connects back to the room where the contest is held.
 - Once the Chief Timer re-joins the contest room, the Chief Timer can assume the original role after the current contestant completes his/her speech.

When 3 Timers are part of the contest management team:

1st Timer – Chief Timer

2nd Timer – Record Timer

3rd Timer – Backup Timer

- Chief Timer would be signalling the cards – Green, Yellow and Red to signal time.
- All 3 timers should be recording the time.
- The Time Record Sheet of the Record Timer (i.e. 2nd Timer) would be collected by the Chief Judge. If the Record Timer (i.e. 2nd Timer) gets disconnected, the Time Record Sheet of the Backup Timer would be collected by the Chief Judge.
- While Chief Timer displays the cards, the Backup Timer’s virtual background would be plain white/blue coloured card with TI Logo.
- It is recommended that, both the Chief Timer and the Backup Timer should pin each other.
- It is suggested that the contestants pin both the Chief Timer and the Backup Timers (multi-pin option is available in the latest version of Zoom, if the Contest Management Team decides to use Zoom platform to conduct the contest).
- If the Chief Timer gets disconnected, immediately the Backup Timer takes charge to change and signal the cards (Green, Yellow & Red).
 - The Backup Timer continues to display the cards until the Chief Timer connects back to the room where the contest is held.
 - Once the Chief Timer re-joins the contest room, the Chief Timer can assume the original role after the current contestant completes his/her speech.