

Timekeeper's role



The timekeeper is responsible for timing each speech and signaling the time for all debate team members. The role is traditionally filled by a student of the proposition school but a teacher can substitute if needed.

For online debates, each school will have a timekeeper in the room to ring the bell. Both timekeepers will complete the Timekeeping Sheet, calculate any penalties at the end of the debate and provide them to the Chairperson who announce any penalties before the video call ends.

The timekeeper must make themselves familiar with the layout of the timekeeper's sheet in advance. A copy of the timesheet is available below. They should also practise using the stopwatch they will use during the debate.

The timekeeper must ring a bell after **3 minutes** and again at **4 minutes 15 seconds** during each speech to notify the speakers. Debaters must rely on the timekeeper to keep them on track whilst speaking and prevent going overtime which will lead to penalties.

The timekeeper's role is very important – results can sometimes be decided on time penalties! Here is the breakdown of the time penalties;

- Those speaking between 4 mins 31 secs and 5 mins 00 secs will be docked 1 mark
- Those speaking between 5 mins 01 secs and 5 mins 30 secs will be docked 2 marks
- Those speaking between 5 mins 31 secs and 6 mins 00 secs will be docked 3 marks

When you are the Proposition school

For **online** debates as the proposing school you are responsible for:

- Providing a timekeeper for the debate who will be present in the room with your debates team during the debate recording.
- The timekeeper must ring a bell after **3 minutes** and again at **4 minutes 15 seconds** during **each speech from the proposition team** to notify the speakers.
- They must note how long each speech is and write down the times clearly on the official timesheet.

- Any time penalties should then be added up for the adjudication panel. These time penalties are then shared with Chairperson who will announce them at the end of the debate to notify the adjudicators over the video call.

For **face-to-face** debates, as the proposing school you are responsible for:

- Providing the sole timekeeper for the debate who will be in charge of filling in the timesheet accordingly.
- As usual, the timekeeper must ring a bell after **3 minutes** and again at **4 minutes 15 seconds** during **each speech from both teams** to notify the speakers.
- They must note how long each speech is and write down the times clearly in the official timesheet.
- Time penalties should then be added up for the adjudication panel. The timesheet should be handed to the chief adjudicator as the adjudicators leave to make their decision.

When you are the Opposition school



For **online** debates as the opposing school you are responsible for:

- Providing a timekeeper for the debate who will be present in the room with your debates team during the recording of the debate.
- The timekeeper must ring a bell after **3 minutes** and again at **4 minutes 15 seconds** during **each speech from your opposing team** to notify the speakers.
- They must note how long each speech is and write down the times clearly in the official timesheet.
- Any time penalties should then be added up for the adjudication panel. These time penalties are then shared with Chairperson who will announce them at the end of the debate to notify the adjudicators over the video call.

For **face-to-face** debates, as the opposing school you are responsible for:

- The proposition school is responsible for sourcing a timekeeper. It is recommended that as the opposing school, you have a substitute debates team member present who can be a back-up timekeeper if needs be.



Timekeeper's Sheet

This sheet should be filled in by the Timekeeper at each debate.

Please write clearly or use block capitals!

Date: _____

Venue: _____

Motion: _____

You will need a stopwatch, a pencil and a bell.

Time allowed: each debater has a time limit of 4 minutes and 30 seconds.

THE BELL SHOULD BE RUNG TWICE

- At 3 minutes
- At 4 mins 15 secs (to indicate to speakers they have 15 secs to finish up)
- The bell is NOT rung at 4 mins 30 secs

PROPOSING TEAM

Name: _____

	Actual time	Penalties
Captain		
Speaker 2		
Speaker 3		
Speaker 4		
Captain's summation		
	Total penalties:	

OPPOSING TEAM

Name: _____

	Actual time	Penalties
Captain		
Speaker 2		
Speaker 3		
Speaker 4		
Captain's summation		
	Total penalties:	

NB: CAPTAIN'S SUMMATION

When the teams have completed their contributions each captain will sum up on behalf of his/her/their team. But watch out! The captain of the opposition sums up before the captain of the proposition! As before they have 4 mins 30 secs to speak.

TIME PENALTIES

There is a penalty of 1 mark per each 30 seconds or part thereof for any speaker who runs over 4 minutes and 30 seconds. Please fill in the penalties as per the table below.

From:	To:	Time penalty:
Start of debate	4 mins 30 secs	0 marks
4 mins 31 secs	5 mins 00 secs	1 mark
5 mins 01 secs	5 mins 30 secs	2 marks
5 mins 31 secs	6 mins 00 secs	3 marks
6 mins 01 secs	Forever!	4 marks

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