

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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