

# District 61 – Toastmasters International

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## Timing Instructions

1. Please review the following procedures:

- a. **Table Topics Contest:**

2 minutes (minimum / maximum 1:00 to 2:30)

Green	1:00 minute
Amber (Yellow)	1:30 minutes
Red	2:00 minutes

- b. **Evaluation Contest**

2 to 3 minutes (minimum / maximum 1:30 to 3:30)

Green	2:00 minutes
Amber (Yellow)	2:30 minutes
Red	3:00 minutes

- c. **Humorous Speech Contest OR Tall Tales Contest**

5 to 7 minutes (minimum / maximum 4:30 to 7:30)

Green	5:00 minutes
Amber (Yellow)	6:00 minutes
Red	7:00 minutes

- d. **International Speech Contest**

5 to 7 minutes (minimum / maximum 4:30 to 7:30)

Green	5:00 minutes
Amber (Yellow)	6:00 minutes
Red	7:00 minutes

2. There shall be at least two timers, **one of whom** shall be provided with the “**official stopwatch**” by the chief judge (ref: 1<sup>st</sup> paragraph, form 1175). The second timer will be responsible for the signalling device (green, amber (yellow) and red).
3. A second stopwatch shall also be used; however, its timing will only be taken into consideration in the event that there is a timing failure with the official stopwatch.
4. Any visually impaired contestant may request and must be granted a form of warning signal of his or her own choosing, which may be an audible device; the contestant must provide any special device required for such signal.
5. Coloured cards are to be available in the event that there is a malfunction of the signalling device. **No more than one signal color may be displayed at any time** (ref: 5<sup>th</sup> paragraph, form 1175).
6. The signalling device must be in full view of each contestant, but not obvious to the audience.
7. Timing will begin with the contestant’s first definite verbal or non-verbal communication with the audience. This will usually be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

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8. Any contestant is disqualified whose presentation time is **less than** the minimum time or **more than** the maximum time indicated by the contest rules. No signal shall be given to indicate that a presentation has gone into overtime.
9. In the event of a technical failure of the signalling device (lights or official stopwatch), the contestant is allowed 30 seconds extra overtime before being disqualified. (The District asks that the timers indicate on the timing sheet any case where a contestant was allotted 30 additional seconds due the technical failure of a timing signal.)
10. Record each contestant's presentation time on the form above. **Circle any time which disqualifies the contestant.**
11. The chief judge is to obtain the written record of elapsed time of the speeches on the Time Record Sheet and Instructions for Timers (1175) from the timer, prior to supervising the tally of ballots by the ballot counters.
12. **Note:** Contestants and judges are the only people who can make a protest. All protests must be submitted to the Contest Chair or Chief Judge before the winners are announced.