



Chairman and Timekeeper Sheet

Chairman: You must:

1. Fill in the spaces below as well as those on the **Official Score Sheet** (next page).
Use FIRST AND LAST NAMES FOR ALL PERSONS.
2. Tear off the **Timekeeper** section and give it to the timekeeper.
3. It's "Chairman" NOT "Chairperson". The 'man' in chairman has nothing to do with gender.
4. Wait for the adjudicator's signal before calling each speaker.
5. The **small bold text** is there to help you. You don't need to read it out.

Good evening Ladies and Gentlemen; welcome to tonight's debate.

My name is and I am the chairman and

is the timekeeper. The adjudicator is Mr/Miss/Mrs.....

The topic of this debate is "That "(topic)

The Affirmative Team seated to my right is from(school)

The Negative Team seated to my left is from(school)

The speaking time for this debate is.....minutes (**times below**). A single warning bell will sound 1 minute

before the speaking time (**ring bell once**) and a double bell will sound at the speaking time (**ring bell twice**).

Please ensure that your mobile phones and other electronic devices are switched off. (**wait if needed**).

I declare this debate open and call upon the First Affirmative speaker

.....

(wait for the adjudicator's signal before calling each speaker)

I call upon the First Negative speaker.....

I call upon the Second Affirmative speaker.....

I call upon the Second Negative speaker

I call upon the Third Affirmative speaker

I call upon the Third Negative speaker

While the adjudicator finalises the result, I will read this evening's Chairman's Notices. (**read the notices**).

(when the adjudicator is ready) I now invite the adjudicator Mr/Miss/Mrs.....forward.

I call upon a member of the runner-up team to give a vote of thanks.

I call upon a member of the winning team to second that vote of thanks.

Ladies and Gentlemen thank you for your attendance; I now declare this debate closed.

Please tear off this section for the Timekeeper.

TIMEKEEPER: Please record the speaking times in the spaces below and give to the Adjudicator at end of Third Negative Speaker's Speech.

Bell Times: Ring the bell **ONCE** one minute before the speaking time and **TWICE** at the speaking time. If required, ring a **CONTINUOUS BELL** 30 seconds after the **SECOND BELL**. The speaker must sit down.

1st Aff: ____mins ____secs 2nd Aff: ____mins ____secs 3rd Aff: ____mins ____secs

1st Neg: ____mins ____secs 2nd Neg: ____mins ____secs 3rd Neg: ____mins ____secs

Speaking Times for Prepared Debates:

Year 5 and Year 6/7: Ring ONCE at 2 minutes and TWICE at 3 minutes.

Year 8: 4 minutes; Year 9: 5 minutes; Year 10: 6 minutes; Senior and Open: 8 minutes.



Official Score Sheet

Round:	Date: DD/MM/YYYY	Venue:
Division:	Topic:	
Affirmative Team: School AND Colour		
Negative Team: School AND Colour		

PLEASE INCLUDE FIRST AND LAST NAMES

Affirmative Team First Name and Surname	Feedback	TOTAL
1 st		
2 nd		
3 rd		
Circle if applicable: Unofficial Team/Forfeit	Team Score (average)	

Negative Team First Name and Surname	Feedback	TOTAL
1 st		
2 nd		
3 rd		
Circle if applicable: Unofficial Team/Forfeit	Team Score (average)	

Winner: Affirmative / Negative	Adjudicator:
Reason for decision:	