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 of this debate.
The timekeeper of this debate is .............................................................. and Mr/Miss/Mrs .............................................................. is the adjudicator.
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 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 .......................................................
Please wait while the adjudicator finalises the result. (when the adjudicator is ready) I now ask that the
adjudicator Mr/Miss/Mrs .............................................................. come forward to award the debate.
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.

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.

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:
Primary B: 2 minutes; Primary A: 3 minutes.
Year 8: 4 minutes; Year 9: 5 minutes; Year 10: 6 minutes; Senior and Open: 8 minutes.