Congratulations! You have been chosen as the Head Judge for this speech round.

As the Head Judge you have two responsibilities:

- Supervise the time
- Manage the room

**Supervise the time:**

Use the timepiece provided in the room. Keep numbers in view of competitors to help them manage their pace.

**SPEECH TIME:** Re-set the timepiece to 00:00 and count up.
1. Face the timepiece toward the speaker using the built-in stand.
2. Confirm that the competitor can see the timepiece clearly.
3. When competitor begins their speech presentation, **press start so that the timepiece counts up.**
4. Immediately **press stop when the competitor concludes the speech.** Allow each speaker to finish speaking and simply record their time.
5. Announce this time to the other judges to record on their ballots.

**Manage the room:**

- Judges are allowed two (2) minutes between speakers to jot down notes on the ballot. Use the timepiece to track this time and then reset the timepiece before starting the next speaker.
- Confirm any **required** penalties (see ballot) with the other judges before leaving the competition room at the end of the round.

Thank you for your investment in our competitors!

Timepiece should remain in the room. Return this document with your ballots.