

Memorandum

TO: Academic Decathlon Volunteer - Timekeeper

FROM: Tracey L. Rivas, Programs and Student Activities Facilitator
Superintendent's Office
(951) 826-6570; FAX (951) 826-6951

SUBJECT: Academic Decathlon Competition

Thank you for volunteering to assist with this year's Riverside County Academic Decathlon. You have been assigned as a *Timekeeper*.

Please plan to arrive at Heritage High School, 26001 Briggs Road, Menifee, on Saturday, January 28, 2012, no later than 8:45 a.m. It is very important that all volunteers arrive on time for the competition as we will be on a very tight time schedule. You will check in at the theater lobby and attend an orientation session beginning at 9:00 a.m. We will provide a continental breakfast and lunch, and you will be finished at approximately 3:30 p.m.

We ask that you review the accompanying materials carefully before the event date and plan to arrive in plenty of time to attend the full orientation session. Additional information will be provided to you during the session to help with your assignment.

If you have any questions, feel free to contact me at (951) 826-6570, or via e-mail, trivas@rcoe.us. For your information, our office will be closed for the holidays beginning December 19, 2011, returning January 3, 2012.

This competition would not be possible without volunteers such as yourself, and I sincerely appreciate your willingness to spend your time supporting the event. Thank you very much!!



RIVERSIDE COUNTY
OFFICE OF EDUCATION
KENNETH M. YOUNG
Riverside County Superintendent of Schools

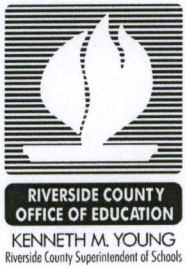
**2012 Riverside County Academic Decathlon
Schedule of Events*
Saturday, January 28, 2012**

Heritage High School - 26001 Briggs Road, Menifee

8:45 a.m.	Speech and Interview Judges Check-In <i>(Continental breakfast for judges available in each orientation room.)</i>	Reagan Building -Theater Lobby
9:00 - 9:45 a.m.	Speech Judge Orientation Interview Judge Orientation	Teacher's Lounge – R1111 Career Center
10 a.m. – 2:45 p.m.	Judging*	Various Classrooms Lincoln Building
<i>*Break will be held from 11:00 to 11:15 a.m. and 2:00 to 2:15 p.m. *Lunch for judges will be held during the timeframe of 12:15 to 1:00 p.m. (Lunch provided in Teacher's Lounge/Career Center.)</i>		
12:00 – 3:00 p.m.	Essay Judge Orientation/Judging	Choir Room
3:30 p.m.	All Scores Due	

8:30 a.m.	Coaches/Team Check-In for <u>Group 1</u> <i>(Group 1 = Teams beginning with numbers 01 through 09.)</i>	Reagan Building -Theater Lobby
8:45 – 9:45 a.m.	Students in Group 1 Complete Essays	Cafeteria – R123
9:45 a.m. – 12:30 p.m.	Group 1 Students Report for Speech/Interview	Various Classrooms Lincoln Building
11:15 a.m.	Coaches/Team Check-In for <u>Group 2</u> <i>(Group 2 = Teams beginning with numbers 10-18.)</i>	Reagan Building -Theater Lobby
11:30 a.m. – 12:30 p.m.	Students in Group 2 Complete Essays	Cafeteria – R123
12:45 – 3:00 p.m.	Group 2 Students Report for Speech/Interview	Various Classrooms Lincoln Building

*Subject to change.



Riverside County Academic Decathlon Speech Timekeeper Information

Students will be expected to deliver both a four (4)-minute prepared and a two (2)-minute impromptu speech. **It is absolutely essential that each speech session not exceed ten (10) minutes.** Any deviation in this time frame will negatively impact all students in the competition.

NOTE: The timekeeper is not a scoring member of the Speech judging team.

• The timekeeper is responsible for:

- ✓ Using designated time cards to alert the student as they progress with their two speeches.
- ✓ Monitor the 1-minute that the student has to prepare for the Impromptu speech.
- ✓ Ensure that each speech session lasts no more than 10 minutes.



TIME SEQUENCE

TIME ALLOCATED FOR SPEECH	
Welcome, verify student name, ID, etc.	1 minute
Delivery of prepared speech.	3½ - 4 minutes
Give student written topics for the impromptu speech at the end of prepared speech. Judges finalize scores and prepare for next speech.	1 minute
Delivery of impromptu speech.	1½ - 2 minutes
Student leaves, judges finalize scoring, collect sheets, get ready for next student.	2 minutes

SPEECH PENALTIES

Timing Violation:

After the student has completed both the prepared and the impromptu speeches, **and has left the room**, the judge chairperson asks the timekeeper if a timing violation has occurred. If it has not, then judges mark the “no penalty” box at the bottom of each score sheet form. If a timing violation has occurred, then judges mark the appropriate box at the bottom of each score sheet form. Only one box on each score sheet form should be bubbled in for the timing violation. Score sheets **must** reflect that the penalty is the same for all judges in the room. A timing violation occurs when a speaker’s time does not follow the timing rules above.

