

TIMEKEEPER



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: TIMEKEEPER

Date: Friday July 25

Location: Mount Royal University

Timeline:

7:00 to 7:45am – Check-In (ED1120 Atelier Room, TCPA/ED Building)

7:45 to 8:00am - Move to Judging Rooms (EC and EB Buildings)

8:45am to 12:45pm – Team Oral Presentations

Orientation/Training Options:

* **Virtual:** Tuesday July 22 6pm to 7pm

* **In-Person:** Thursday July 24 from 2pm to 3pm, or 8pm to 9pm
(1115 Jenkins Theatre, Main LP Building)

Time Commitment:

Half-day commitment on Friday plus one hour training session (one of the options above)

Goal of the Position:

Timekeepers are responsible for accurately timing each team's oral presentation.

Presentation Timing:

- * 45 minutes per team presentation
- * **5-minute Set-up:** Timekeeper helps each team set up their presentation. The CAT Host opens the session, asking teams to begin their presentation.
- * **20-minute Presentation:** Team members have 20 minutes to make their presentation. Timekeepers keep time and provide the team 5-minute, 2-minute and 1-minute warnings.
- * **10-minute Q&A:** 10 minutes for questions from the judges. Timekeeper keeps time.
- * **10-minute Scoring/Break:** After the team leaves the classroom, there are 10 minutes for you to finish scoring, grab a snack, take a short break, and get ready for the next presentation.
- * There is a scheduled 10-minute break after the second rotation of presentations.

Position Responsibilities

- * Attend a training orientation (virtual or in-person)
- * Follow timing instructions provided by the Competition Advisory Team (CAT) Host.
- * Keep accurate time for each segment of the presentation.
- * Provide teams 5-minute, 2-minute, 1-minute warnings using the timecards provided.





- * Announce the end time clearly and immediately stop the presentation at the 20-minute mark and the question period at the 10-minute mark.
- * Record the presentation length on the recording sheet provided.
- * Do not interrupt or engage in presentations.
- * Report any concerns to the CAT Host.

Requirements for the Role:

- * Attend an oral presentation volunteer orientation session
- * Be attentive and respectful during presentations and interactions with students.
- * Comfortable sitting and concentrating for extended periods.
- * Keep your cell phone silent and out of sight.
- * Avoid bias: recuse yourself from timekeeping for a presentation if you have prior connections or a relationship with a team or their state/province. Inform the judging lead during training or check-in so we may reassign you.

Risk Assessment: Low

- * Minimal physical effort required.
- * Extended periods of sitting and attention required (approx. 40 mins at a time)

Training & Supervision:

- * One hour of training will be provided virtually or on the afternoon/evening before judging day.
- * You will have a contact from the 2025 NCF-Envirothon Alberta Host Committee who will answer any questions or concerns regarding your position prior to and during the event.

Contact:

2025 NCF-Envirothon Alberta Host Committee:

Email: ncfenvirothon2025@gmail.com

WhatsApp: Please join the Volunteer WhatsApp Group to stay updated throughout the week.

