

Job Description: Timekeepers

Who Are We Looking For?

Timekeepers may be adults or mature students from the sponsoring state.

Why Do We Need You?

Timekeepers are needed to ensure the correct time is given to each competitor for their skill, presentation, interview, etc. as allowed by the event guidelines. Timekeepers must complete the Timekeeper Logs. These Timekeeper Logs give HOSA staff data about how much time most of the competitors take for their given event. It allows HOSA staff to make recommendations to the CE Committee for any changes to the guidelines related to the amount of time given for skills, presentations, etc. The information used from the Timekeeper Logs also helps HOSA compile post-ILC event reports. It is vital to have accurate and thorough information.

Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices> .

Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

Paperwork

- Review the Timekeeper Log for your event so you know exactly how the timing will work during the event.
- Double-check the first section of the Timekeeper Log is accurate by ensuring the time allowed for the skill, presentation, interview, etc. matches the guidelines.
- Fill-in the top section of the Timekeeper Log with the section, room number, your name and state, and division of competition.

During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

- You are responsible for the event running on time according to the event guidelines. You ensure the skill, presentation, interview, etc. starts and stops within the appointed timeframe.
- The Section Leader will introduce you as the timekeeper in the event room as each competitor/team enters.
- Time each competitor using the provided stopwatch, your cell phone (must be in airplane mode), or following the event flowchart if one is provided for your event.
- Complete the Timekeeper Logs for the event as each competitor presents.
 - Timekeeper logs tell us the time used for the skill or presentation so we know how long each competitor took.
 - Timekeeper logs also tell us which topics were chosen in applicable events, such as RPS, PSA, CL, etc.
- Be positioned in the event room in clear site of the competitors so they can easily see you.
- If instructed by the guidelines, provide 1-minute time warning (or other time warning as noted in the guidelines).
- STOP the competitor if they reach the maximum time allowed in the event – do not let the competitor continue past the allotted time.

After the Event

- Add any applicable notes about the timing of the event to the Timekeeper Log
- Sign the Timekeeper Log.
- Review the Timekeeper Log with the Quality Assurance and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.