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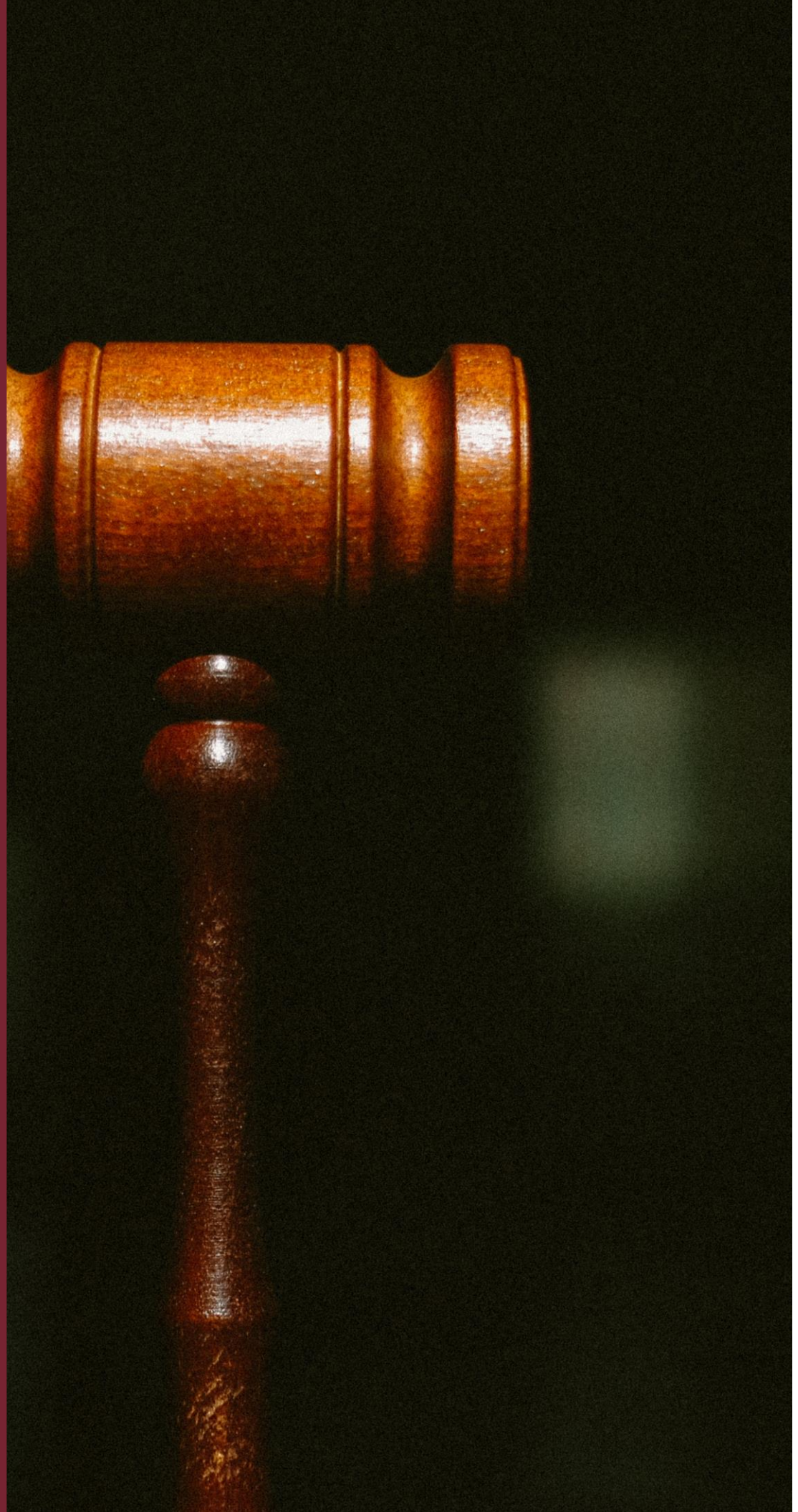
**District 74**

**Briefing  
Script -  
Chief Judge**

**2021 / 2022**

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Date: November 2021



## DISCLAIMER

Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This document was developed by Senate Leeuw, which is a revision from the D74 2020/2021 speech contest documents. This document contains the rules and standard procedures for conducting the Online International, Table Topics and Evaluations Speech Contests.

The following documents have been utilized as inputs from the Toastmasters International Website:

- Speech Contest Rulebook (Item 1171)
- Speech Contest Rulebook Explanation of Changes
- Online Speech Contests Best Practice 2021-2022
- [www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials](http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials)
- <https://www.toastmasters.org/magazine/magazine-issues/2020/apr/appear-your-best-online>

This is a working document to ensure a fair speech contest and an enjoyable event for all.

If you have questions, please contact your District Chief Judge and/or Programme Quality Director, so that we can share knowledge. Please don't go directly to World Headquarters. The Chief Judge will send queries on your behalf if advice is required.

- Chief Judge – Senate Leeuw, DTM chiefjudge@toastmasters74.org
- Programme Quality Director – Andrew Turo, DTM education@toastmasters74.org

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## Preparation

### List of items needed for contest

The Chief Judge to confirm with the Contest Chair who will send out the forms to the contestants. The Chief Judge is responsible to send the forms for the judges, timers and ballot counters. Make sure that the forms are sent out as early as possible.

All contest material is available on the District 74 (D74) website:

[www.toastmasters74.org/for-members-downloads/#34-wpfd-speech-contest-resources](http://www.toastmasters74.org/for-members-downloads/#34-wpfd-speech-contest-resources)

Use the editable version (if possible). Make sure that all officials can open the forms and sign them. A digital signature is acceptable.

#### *For All Contest Officials*

1. 2021-2022 Speech Contest Rulebook (Item 1171)
2. D74 Online Contest Best Practice (on the D74 website)

#### *For Voting Judges and Tiebreaking Judge*

1. Voting judge ballot (Item 1172) – Ms Excel version included on the D74 website
2. Tiebreaking judge ballot (Item 1188) – MS Excel version included on the D74 website
3. Judge's Certification of Eligibility and Code of Ethics form (Item 1170)

#### *For Timers*

1. Time Record Sheets (Item 1175)
2. Coloured cards with "Green", "Yellow" and "Red" written on them. – *Background pictures included on the D74 website*

#### *For Ballot counters*

1. Counter's Tally Sheets (Item 1176) – MS Excel version included on the D74 website

#### *For the Chief Judge*

1. Speech Contest Certificate Set (Item 510A) – editable format
2. Notification of Winners form (Item 1182)
3. Results Form (Item 1168)

4. Briefing Script – Chief Judge (on the D74 website)

*For the Zoom Master*

1. Agenda to show it on the screen before the contest
2. List of ballot counters
3. Name of timers
4. Name of back-up Chief Judge and back-up Contest Chair

## Chief Judge Preparations

### Before Contest

1. Check the eligibility (use the TMI eligibility assistant) for the contestants including runners-up and all the officials.

Eligibility for:	International Speech	Table Topics	Evaluations
<b>Chief judge, Voting Judge or Tiebreaking Judge</b>	<u>Club</u> <ul style="list-style-type: none"> <li>• a paid member</li> </ul> <u>Area, Division or District</u> <ul style="list-style-type: none"> <li>• be a paid member for a minimum of six months</li> <li>• completed six speeches from the CC or level 1 and 2 of any paths               <ul style="list-style-type: none"> <li>• Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply CC speeches.</li> </ul> </li> <li>• be present.</li> </ul>	<u>Club</u> <ul style="list-style-type: none"> <li>• a paid member</li> </ul> <u>Area, Division or District</u> <ul style="list-style-type: none"> <li>• be a paid member for a minimum of six months</li> <li>• completed six speeches from the CC or level 1 and 2 of any paths               <ul style="list-style-type: none"> <li>• Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply CC speeches.</li> </ul> </li> <li>• be present.</li> </ul>	<u>Club</u> <ul style="list-style-type: none"> <li>• a paid member</li> </ul> <u>Area, Division or District</u> <ul style="list-style-type: none"> <li>• be a paid member for a minimum of six months</li> <li>• completed six speeches from the CC or level 1 and 2 of any paths               <ul style="list-style-type: none"> <li>• Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply CC speeches.</li> </ul> </li> <li>• be present.</li> </ul>
<b>Timers, Ballot Counters, SAA (Zoom Master)</b>	<ul style="list-style-type: none"> <li>• a paid member</li> </ul>	<ul style="list-style-type: none"> <li>• a paid member</li> </ul>	<ul style="list-style-type: none"> <li>• a paid member</li> </ul>
<b>Test Speaker</b>			<ul style="list-style-type: none"> <li>• a paid member</li> </ul>
<b>Contestant</b>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> <li>• completed six speeches from the CC or level 1 and 2 of any paths</li> </ul>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> </ul>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> </ul>

Eligibility for:	International Speech	Table Topics	Evaluations
	<ul style="list-style-type: none"> <li>• However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement.</li> <li>• Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the Competent Communication manual to speech contest eligibility.</li> </ul>		

**NOTE:**

- No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.
- Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a test speaker at the Area, Division, or District level.

## 2. Secure the contest officials

### a. Judges

- i. Club: at least five (5) voting judges
- ii. Area: equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges.
- iii. Division: an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. I
- iv. District: an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges

#### **NOTE:**

For Division and District: The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.

- b. Tiebreaking Judge (1 + back-up)
  - c. Timers x2
  - d. Ballot Counters x2
  - e. SAA / Zoom Masters (2 + back-up)
3. Have back-ups for every role (contest chair, chief judge, zoom master, tiebreaking judge).
  4. Have at least one or two more judges than necessary.
  5. The briefings for the tiebreaking judge, voting judges, timers and ballot counters should happen at least one day before the contest to ensure the judges remain anonymous.
  6. Plan enough time for the briefings, 45 minutes at least. Sometimes there are technical issues during the briefing.
  7. Conduct the following individual briefing sessions using the **Briefing Script – Chief Judge**:
    - a. Contest Chairs (1 + backup)
    - b. SAA / Zoom Masters (2 + backup)
    - c. Officials (judges, timers, and ballot counters)
    - d. Tiebreaking judges (1 + backup)
  8. Inform the SAA / Zoom Master / Zoom Master back-up who the back-up is for the Chief Judge role.
  9. Create individual WhatsApp groups (judges, timers, ballot counters) to communicate with the officials.

### *During Contest*

1. Observe the proceedings of the contest for fairness
2. Collect the Speech Contest Timecard and Instructions and Instructions for Timers (Item 1175) from the timers.



3. Collect the voting judges
4. Resolve any eligibility, originality or reference to another contestant's speech protests that may arise.
5. Oversee the counting process. See that all ballots are counted twice to ensure accuracy.
6. Provide a list to the contest chair and Zoom Master showing placement of all contestants.

### *After Contest*

1. Complete and submit the Notification of Winners form (Item 1182).

## Briefing for Contest Chair

### NOTE:

Brief the Contest Chair in private before all the other briefings. Even though the Contest Chair should know his or her tasks it is advisable to go through the different parts of a contest with the Contest Chair. This point is very important as the rules have changed, and online contests bring a level of complexity.

Thank you for participating as the Contest Chair in this contest and attending this briefing.

I assume that you have read the newest version of the 2021-2022 Speech Contest Rulebook.

Remember the International, Table Topics and Evaluations Speech Contest will be conducted and all Area, Division and District contest will be online on the Zoom platform. Please take your time and carefully go through the **Briefing Script - Contest Chair** and the **During Contest Script – Contest Chair** which I sent to you prior to this meeting.

### During the briefing sessions

Please provide the contestants with the contact details for your back-up, the Chief Judge and the Chief Judge's back-up.

During the contestants briefing you need to draw the speaking order for the contest. On a sheet of white paper write numbers randomly on one side for number of contestants (i.e., 1-10), then fold the paper and write letters randomly on the back of the numbers. During the draw ask the contestants (e.g., in alphabetical order) to pick a letter. Then you open the paper and show to everybody the number on the paper.

Write down the speaking order and then send this information as soon as possible to the Zoom Master. The Zoom Master will create a slide with the Contestant names in the correct speaking order.

During the briefing confirm the speech titles and the pronunciation of the contestants' names.

The speaking area must be set in a way that it ensures to maximise the view of contestants without sacrificing audio quality. The distance between camera and contestant must be the same for each contestant.

### During the contest

The **During Contest Script – Contest Chair** gives you a good overview what to say during the opening of the contest.

During announcing the speaking order: You say: Speaker #1 (Name), Speaker #1 (Name), Speaker #2 (Name), Speaker #2 (Name). Follow this instruction until you announced the last speaker.

Then you explain the contest procedure.

**Procedure:**

- Before you open the contest check together with the Zoom Master if all the contestants are online. The Chief Judge will indicate to you if all the officials are ready.
- Before you announce a contestant wait until the Zoom Master has unmuted and spotlighted the speaker.

**NOTE:**

Announce each speaker in **exactly** the same way:

**Please help me welcome (name), (speech title), (speech title), (name).**

During the announcement of a speaker or after a speaker has finished, no additional comments are allowed. Please refrain from saying, e.g., speaker #1, next speaker, last speaker, good luck, well done, thank you.

- After a contestant has finished you announce: One minute of silence for the judges.
- During the one minute of silence the Zoom Master will unmute and spotlight the next speaker.
- After the last speaker you announce: Please stay silent until all ballots are collected. The Chief Judge will indicate when s/he is ready to leave the room together with the ballot counters.
- Contestants can lodge a protest with the Chief Judge or the Contest Chair. In the event of a protest, please communicate the details of the protest to the Chief Judge. The following details are required:
  - Name of contestant lodging protest
  - Name of contestant the protest is lodged against
  - Type of protest: Originality or Reference to another speaker
  - Description of the protest
- Familiarise yourself with reasons for a protest and how to handle a protest.
- Announcing winners:

The Chief Judge will send a message to you and the Zoom Master. The Zoom Master will prepare the certificates. Wait with the announcement until the Zoom Master is ready. During your announcement the Zoom Master will first show the certificate and then spotlight the contestant. The audience will be unmuted and can clap. Give them enough time before you announce the next place.

Here are some specialties for online contests.

- In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

- If a contestant signals that s/he has technical problems before you announce the name you can pause the contest and ask the contestant directly (e.g., through WhatsApp) if s/he will be able to solve the problem before s/he needs to start speaking.
  - If the contestant won't be able to solve the problem the contestant will be considered as not present for the contest.
  - If the contestant signals s/he will be able to solve the problem and the contestant is due to speak but not announced yet, you pause the contest for 2 minutes. After the 2 minutes the contestant will be considered as not present for the contest.
- If a contestant loses connection after s/he has been announced / started his or her speech, you need to wait until the timer will announce time is are over.
- Time disqualification due to technical issues during the speech
  - International Speech – 8 minutes and 1 second
  - Table Topics – 3 minutes and 1 second
  - Evaluations – 4 minutes and 1 second
- The end of the 1 minute of silence will be announced by timer #2.

### **After the contest**

Provide the Chief Judge with the contestants' profiles to enable the Chief Judge to complete the Notification of Winners form.

## Briefing for SAA (Zoom Masters)

### NOTE:

Brief the Zoom Masters way ahead of the contest. Make sure that the Zoom Master has the contact details for Contest Chair, the Chief Judge and their back-ups. The Zoom Master should create a slide for showing the speaking order (preferable in PowerPoint). Make yourself comfortable with sharing the screen.

Thank you for participating as a Zoom Master in this contest and for attending the briefing.

Your task is to make sure that the transitions between the different role players are smooth.

### During the briefing session

It is helpful if you divide the role between the three of you (e.g., Zoom Master #1 finishes the last speaker and Zoom Master #2 concentrates already on the next speaker, Zoom Master 3 stays in the breakaway room with contestants for Table Topics and Evaluations Contests).

Agree on the naming convention to be used for the contest officials and contestants. Suggested naming convention below:

- Contestants (C1 (name), C2 (name....))
- Ballot Counters (BC1 (name), BC2 (name))
- Timer (T1 (name) T2 (name))
- Contest Chair (name)
- Chief Judge (name)

Please note to enable ease of finding the names, you can request all officials to have a symbol (#, \*, etc) as the first letter of the naming convention.

Ask the Contest Chair for the speaking order and create the slide with the speaking order. Show the slide when the Contest Chair reads the speaking order out loud.

Ask the Chief Judge for the Timers' names so you can switch on their cameras at the beginning of the contest.

Ask the Chief Judge for the Ballot counters' names. You need them when you create the breakaway room.

Please check if you have the following items:

1. Agenda to show it on the screen before the contest
2. List of ballot counters
3. Name of timers
4. Name of back-ups for Contest Chair and Chief Judge
5. Certificates for the winners
6. A sheet saying: "Waiting for speaker. Please be patient"

7. Sheet: "One minute of silence for the judges"
8. Sheet: "Please be patient until the chief judge and the ballot counters have left the room."

Please familiarise yourself with the agenda.

### At the start of the contest

Before we start the contest check the settings:

- Are all participants muted when entering the session?
- No one should be able to unmute him- or herself.
- Switch off all cameras when entering the session
- Switch off group chat during the contest
- Provide co-host rights to: Contest Chair, Contest Chair Back-up, Chief Judge, Chief Judge Back-up, Timer #1 and Timer #2
- Confirm all contest officials and contestants have been named correctly.
- For the Area and Division contest the recording **should be turned off**. For the district contest the recording **must be turned on**.

#### NOTE:

Before you share your screen, check what the audience will see on your screen.

Before the contest is opened, check together with the Contest Chair if all the Contestants and with the Chief Judge if all the officials are online.

Before the contest starts show the agenda on the screen. Give everyone enough time to familiarise themselves with the agenda.

Zoom Master 1 to open the contest and read the **During Contest Script – SAA (ZoomMaster)** and Zoom Master 2 to display the agenda.

### During the Contest

Every contestant, the Contest Chair (or back-up), and the Chief Judge (or back-up) must be unmuted when they are ready to speak and spotlighted.

During the one minute of silence show the slight "One minute of silence for the judges."

In the one minute of silence prepare the next contestant (unmute, video on, spotlight). Turn on the spotlight near the end of the 1 minute of silence. The Contest Chair will not be seen whilst announcing the speaker.

If it is the contestants time to speak and s/he is offline show "Waiting for speaker. Please be patient." on the screen. Take this slide away when the contestant comes back.

At the end of the contest hand the host rights to the chief judge and make sure that the chief judge will have this right until the ballot counter process is done.

In the event of a protest, the chief judge will move the judges to the breakaway room one by one.

The Chief Judge will send you the names of the winners. Please prepare the certificates.

Award presentation:

- Unmute the audience.
- Whilst the Contest Chair announces the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place and then spotlight the winner. It is recommended to not show the certificates as this takes away from the excitement.

### **After the Contest**

Send out the certificate of participation and contest winners' certificates.

## Briefing for Tiebreaking Judge

### NOTE:

Brief the tiebreaking judge in private before briefing the voting judges, timers, and ballot counters. Because online briefings take longer the briefing should happen one day before the contest.

Before the briefing, the tiebreaking judge should send back the Judge's Certification of Eligibility and Code of Ethics form.

Thank you for participating as a tiebreaking judge in this contest and attending this briefing.

Proper judging is essential to achieving the goal of leaving the participants satisfied that the contest was fair, and that the winner deserved his or her award. At the very least, even if a participant does not share the judgment of the contestants' placement, he or she should feel that the Contest Officials did the best job they could do.

Thank you for returning the Judge's Certification of Eligibility and Code of Ethics form. You have confirmed that you fulfil the necessary requirements to judge at this level of contest. The requirements are:

- You are in good standing from a club in good standing.
- Be a paid member for a minimum of six months
- Have completed a minimum of six speeches in the Competent Communicator or level 1 and 2 of any paths.
  - Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the Competent Communication manual to speech contest eligibility.

You have pledged you will be **consciously unbiased** when ranking the contestants.

A tiebreaking judge's goal is to rank **each contestant in order**.

Use the Judge's Guide and Ballot and the following judging process

- Sign and print your name at the bottom of each ballot right now. "Incomplete" ballots will not be counted.
- Read and familiarise yourself with the Judging Criteria on the back of each guide. I do not believe that everyone can remember every word of the descriptions, and there are subtle differences.
- Write contestants names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Contest Chair will provide the speaking order at the beginning of the contest.



- The maximum points for each criterion are mentioned in the left column. The points differ from criterion to criterion. Remember you have to judge 10 contestants so don't start with the highest points. Better use the benchmark method.
- At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criterion.
- After the last speech, you will be provided silence to score the last contestant and then **rank all the contestants in order** in the Ballot section. No ties – break your own ties. Do this as promptly as you can.
- You may add up the scores at any time. You are not required to award placement based on your numerical scores, but you have committed to score according to every judging item (criterion) and the weightings.
- After filling out the lower section of your ballot take a picture of this part and send it to the Chief Judge as a private WhatsApp message.
- Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
- Do not inform anyone about your role in this contest, neither before nor after the contest.

Judging is to be done **only** according to the criteria on the Judge's guide. The following reminders will help ensure fairness:

- Age, sex, race, creed, national origin, profession, or political beliefs are not considerations.
- Judge only on today's speaker's performance, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration.
- Score **every** "judging item". Don't let just one aspect determine how you rank the contestants.
- The first and last speakers are not to be judged differently from those in the middle. Put as much effort into ranking all places as 1st e.g., don't be lazy and just give the 3rd place to your "local" contestant.
- Do not give a break to the "underdog" (e.g., a new or handicapped Toastmaster), or discriminate against a speaker with a reputation who has again excelled.
- Do not downgrade someone who is dressed less well or has poor diction.
- Do not give extra credit to a speaker because s/he has successfully competed in contests before.
- Do not judge speakers based on your norms or your club norms (e.g., whether or not they use notes, recognise the Toastmaster, etc.).
- Judge without concern of speech time duration, even if they break down and stop abruptly – they need to be ranked. Timers will handle timing disqualifications.
- Do not take into consideration a contestant's audio or video quality.
- If you are in any way related to the contestant (life partner, relative, mentor, coach etc.) and others may consider it could influence your impartiality you should step back from the role of tiebreaking judge now.

Informational and humorous speeches are just as acceptable as the motivational or inspirational. Judge according to the message.

Don't confuse quantity with quality, e.g., a loud voice may not be appropriate all the way through a speech, and a count of laughs does not always indicate the speech was enjoyed by everyone.

The previous section covers what is in the Judge's Code of Ethics section of the Judge's Certification of Eligibility and Code of Ethics form.

The speaking area will be defined by the Contest Chair at the beginning of the contest. A contestant cannot be disqualified if they move outside it but under the criterion **Physical**, the contestant should be judged on how effectively it was used and if stepping out has distracted anyone.

For the sake of online contests, consider looking at the webcam as **Eye Contact**.

You may not lodge a protest e.g., about originality. Don't mark down a speaker if you suspect any indiscretion. You may be wrong.

At the end of the contest delete all digital files.

This is an online contest which has some special requirements

- The Zoom Master will spotlight the contestant to make it easier for you.
- Move the video with the timers out of your sight so your decision is not influenced by the time.
- If you experience during a contestant's speech any technical failure (losing connection, can't see or hear properly) you should inform me immediately and you can't judge anymore.

#### **For the Table Topics Contest**

- Contestants and 1x SAA will be moved into the breakout room and brought back in one at a time. Only the first contestant will remain in the main meeting room.
- The SAA will ask each contestant to keep their video on whilst in the breakout room.
- All Contestants may remain in the main meeting room after they have responded to the topic.

#### **For Evaluation Contest**

- At the beginning of the contest, a test speaker will deliver a 5 – 7 minute speech test speech.
- Thereafter, contestants and 1x SAA will be moved into the breakout room.
- The contestants will be allocated 5 minutes to prepare their evaluation.
- At the end of the 5 min the SAA will ask each contestant to flip/turnover their notes and keep their video on until they are requested to move into the main room.
- All contestants may remain in the main room after they have delivered their evaluation.

You have only been asked to rank the contestants. Please stay focused, switch your phone to flight mode to avoid distractions and don't take notes to give feedback in case a contestant asks. You may not provide any feedback to contestants. You are human, you have your own preferences / opinions (cultural, educational etc.), don't second guess if others may be offended by parts of a speech. Be yourself but be consciously unbiased.

Are there any questions?

## Briefing for Voting Judges

### NOTE:

Before the briefing, the judges should send back the Judge's Certification of Eligibility and Code of Ethics form.

Before we start with the briefing please rename yourself as followed: Judge\_1, etc.

Thank you for participating as a judge in this contest and attending this briefing.

Proper judging is essential to achieving the goal of leaving the participants satisfied that the contest was fair, and that the winner deserved his or her award. At the very least, even if a participant does not share the judgment of the contestants' placement, he or she should feel that the Contest Officials did the best job they could do.

Thank you for returning the Judge's Certification of Eligibility and Code of Ethics form. You have confirmed that you fulfil the necessary requirements to judge at this level of contest. The requirements are:

- You are in good standing from a club in good standing.
- Be a paid member for a minimum of six months
- Have completed a minimum of six speeches in the Competent Communicator or level 1 and 2 of any paths.
  - Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the Competent Communication manual to speech contest eligibility.

You have pledged you will be **consciously unbiased** when ranking the contestants.

A voting judge's goal is to select the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.

Use the Judge's Guide and Ballot and the following judging process

- Sign your name at the bottom of each ballot right now. "Incomplete" ballots will not be counted.
- Read and familiarise yourself with the Judging Criteria on the back of each guide. I do not believe that everyone can remember every word of the descriptions, and there are subtle differences.
- Write contestants names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Contest Chair will provide the speaking order at the beginning of the contest.
- The maximum points for each criterion are mentioned in the left column. The points differ from criterion to criterion. Remember you have to judge 10 contestants so don't start with the highest points. Better use the benchmark method.
- At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criterion.

- After the last speech, you will be provided silence to score the last contestant and then write down the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winner names in the Ballot section. No ties – break your own ties. Do this as promptly as you can.
- You may add up the scores at any time. You are not required to award placement based on your numerical scores, but you have committed to score according to every judging item (criterion) and the weightings.
- **There are two options for submitting the results:**
  - After filling out the lower section of your ballot take a photo of this part and send it to the Chief Judge as a private WhatsApp message.
  - After filling out the lower section of your ballot wait until the Chief Judge send you an invitation to a breakaway room. There the Chief Judge will turn on your camera and you can hold your voting slip in front of the camera. After this you can return to the main room. This process will take some time, so stay patient until it is your turn. Be vigilant for the notification to join the breakaway room. It is not so easy to see the invitation when using the mobile phone. We will conduct the process at moving to the breakaway room at the end of the briefing.
- Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
- Do not inform anyone about your role in this contest, neither before nor after the contest.
- If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing.

Judging is to be done **only** according to the criteria on the Judge's guide. The following reminders will help ensure fairness:

- Age, sex, race, creed, national origin, profession or political beliefs are not considerations
- Judge only on today's speakers' performances, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration.
- Score **every** "judging item". Don't let just one aspect determine how you rank the contestants.
- The first and last speakers are not to be judged differently from those in the middle. Put as much effort into ranking all places as 1<sup>st</sup> e.g., don't be lazy and just give the 3<sup>rd</sup> place to your "local" contestant.
- Do not give a break to the "underdog" (e.g., a new or handicapped Toastmaster), or discriminate against a speaker with a reputation who has again excelled.
- Do not downgrade someone who is dressed less well or has poor diction.
- Do not give extra credit to a speaker because s/he has successfully competed in contests before.

- Do not judge speakers based on your norms or your club norms (e.g., whether or not they use notes, recognise the Toastmaster, etc.).
- Judge without concern of speech time duration, even if they break down and stop abruptly – they need to be ranked. Timers will handle timing disqualifications.
- Do not take into consideration a contestant's audio or video quality.
- If you are in any way related to the contestant (life partner, relative, mentor, coach etc.) and others may consider it could influence your impartiality you should step back from the role of judge now.

Informational and humorous speeches are just as acceptable as the motivational or inspirational. Judge according to the message.

Don't confuse quantity with quality, e.g., a loud voice may not be appropriate all the way through a speech, and a count of laughs does not always indicate the speech was enjoyed by everyone.

The previous section covers what is in the Judge's Code of Ethics section of the Judge's Certification of Eligibility and Code of Ethics form.

The speaking area will be defined by the Contest Chair at the beginning of the contest. A contestant cannot be disqualified if they move outside it but under the criterion **Physical**, the contestant should be judged on how effectively it was used and if stepping out has distracted anyone.

For the sake of online contests, consider looking at the webcam as **Eye Contact**.

The following is about **Protests**

- Judges can only protest based on **Originality** and **reference to another contestant's speech**. Quoted material may be used but it must be identified.
  - If a contestant does not give credit to quoted sources, this is grounds for protest.
  - If more than 25% of a speech is "devoted to quoting, paraphrasing, or referencing another person's content (just over a minute and a half of the speech) AND credit is given to the source. This is grounds for protest.
- Don't mark down a speaker if you suspect the breaking of this rule, rather lodge a protest – you may be wrong. Of course, if the quoted source is not delivered well, judge as per normal.
- Protests must be lodged to the Chief Judge or the Contest Chair prior to the announcement of winners.
- I will convene a protest hearing in a breakaway room. After the protested contestant makes his/her case, the voting judges will discuss / consider all the evidence then vote. A majority of the voting judges must concur with the decision to disqualify. The decision of the voting judges is final.

This is an online contest which has some special requirements

- The Zoom Master will spotlight the contestant to make it easier for you.
- Move the video with the timers out of your sight so your decision is not influenced by the time.
- If you experience during a contestant's speech any technical failure (losing connection, can't see or hear properly) you should inform me immediately and you can't judge anymore.

### **For the Table Topics Contest**

- Contestants and 1x SAA will be moved into the breakout room and brought back in one at a time. Only the first contestant will remain in the main meeting room.
- The SAA will ask each contestant to keep their video on whilst in the breakout room.
- All Contestants may remain in the main meeting room after they have responded to the topic.

### **For Evaluation Contest**

- At the beginning of the contest, a test speaker will deliver a 5 – 7 minute speech test speech.
- Thereafter, contestants and 1x SAA will be moved into the breakout room.
- The contestants will be allocated 5 minutes to prepare their evaluation.
- At the end of the 5 min the SAA will ask each contestant to flip/turnover their notes and keep their video on until they are requested to move into the main room.
- All contestants may remain in the main room after they have delivered their evaluation.

At the end of the contest delete all digital files.

You have only been asked to rank the contestants. Please stay focused, switch your phone to flight mode to avoid distractions and don't take notes to give feedback in case a contestant asks. You may not provide any feedback to contestants. You are human, you have your own preferences / opinions (cultural, educational etc.), don't second guess if others may be offended by parts of a speech. Be yourself but be consciously unbiased.

Are there any questions?

I will send you now an invitation to the breakaway room. Please accept

## Briefing for Timers

Thank you for participating as a timer in this contest and for attending the briefing.

You should have printed the time record sheet by now.

Each of you should be equipped with a timing device and coloured cards with “5”, “6” and “7” or “green”, “yellow”, and “red” written on it. If you use your phone as the timing device set it on flight mode now.

Decide who will be Timer #1 who runs the official time?

Please rename yourself as “T1 (name)” and “T2 (name)” now.

Both of you will run a timing device. Both of you will display the coloured cards to the contestants. If one of you experience a technical failure, please inform me immediately.

Both timers should write down the time. At the end of the contest only Timer #1 will send me as a private WhatsApp picture or email with the time record sheet. If Timer #1 had any problems (technical ones or h/she missed to take the exact time) then Timer #1 will inform me and only then I will ask Timer #2 to send me the time record sheet as a private WhatsApp picture or email.

Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, gestures, a staged act by another person etc.

**A tip:** Look at the speaker when you start the timing device. This has proven to be more accurate than looking at the timing device.

Time allocations for speech contests:

- **International Speech:** must be from five (5) to seven (7) minutes. Contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
- **Table Topics:** must be from one (1) minute to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
- **Evaluations:** must be from two (2) to three (3) minutes. A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds.

The timers will display:

SIGNALS	International Speech	Table Topics	Evaluation
Green	5:00	1:00	2:00
Yellow	6:00	1:30	2:30
Red	7:00	2:00	3:00

The timing for the International Speech contest is 5 – 7 minutes:

- The Timer will show the green card after 5 minutes and hold the card up until it is time to display the yellow card.
- The Timer will show the yellow card after 6 minutes and hold the card up until it is time to display the red card.
- The Timer will show the red card at 7 minutes and hold the card up until the contestant has concluded the speech.
- You will be disqualified for speeches under 4 minutes and 30 seconds and over 7 minutes and 30 seconds.

Do not give any indication that a contestant has gone under or over the qualification time.

The timing ceases when the contestant finishes. This, again may be the last word used, but might include gestures, a dance etc. Timers should use the lap timer button if in doubt as to whether a speaker has finished or might continue.

The Contest Chair will ask to time the one minute of silence between contestant speeches. Timer #2 could you perform this task. You can indicate the end of the one minute by saying: "Time".

In event of technical challenges:

- If the Contest Chair announces to pause the contest run the time for 2 minutes and then indicate that the time is up by saying. "Time is up for the contestant".
- After the Contest Chair has announced the speaker and you can't see the speaker's video after 15 seconds start the time. Let the time run, then stop the timing and indicate that to the Contest Chair by saying: "Time is up for the contestant".
- In case the contestant has a technical failure and disappears from the screen during the speech, the timing will go on. You indicate that to the Contest Chair by saying: "Time is up for the contestant".
- In the event of technical failure or not seeing the speaker's video you will let the time run for:
  - International Speech – 8 minutes and 1 second
  - Table Topics – 3 minutes and 1 second
  - Evaluations – 4 minutes and 1 second

During the announcement of winners listen very carefully. If the Contest Chair doesn't announce a disqualification (when there was one) or announces a disqualification (when there was not one) please interrupt immediately but never mention a name of a contestant.

At the end of the contest delete all digital files.

Are there any questions?



## Briefing for Ballot Counters

### **NOTE:**

The Chief Judge may choose to do the “Counting ballots” briefing (below) just prior to counting ballots instead of prior to the start of the contest.

Thank you for participating as a ballot counter in this contest and for attending the briefing.

You should have printed the counter’s tally sheet by now.

Today it is an online contest. This requires some adjustments.

After the contest the Zoom Master will send you an invitation to enter the breakaway room. Please accept this invitation. Is someone using the phone instead of a computer? Sometimes the invitation won’t be seen on the screen. In this case, please inform me immediately.

### **METHOD:**

#### Option 1:

After the contest the judges will send a photo of their ballots in a private WhatsApp message to me. I will forward these messages to the Ballot Counter WhatsApp group.

#### Option 2:

After the contest the Chief Judge add the judges one-by-one to the ballot counters WhatsApp group and judges upload a photo of their ballots in the WhatsApp group.

One Ballot Counter to check the names on the ballot sheets against the list of judges the Chief Judge had sent to you prior to the contest.

We will now review the process for counting ballots. Check to ensure that each judge’s name is printed on the ballot and it is signed. If a ballot is incomplete (or contains ties or missing places) we will set that ballot aside.

Once you have identified all qualified contestants and ballots, use the Counter’s Tally Sheet to tally the score. Write the names of the contestants in speaking order across the top of the form. I will read out the name of the judge. Write the name of the judge on the left side of the form.

Write the appropriate number of points given by each judge under each contestant’s name 1<sup>st</sup> place receives 3 points, 2<sup>nd</sup> place receives 2 points, and 3<sup>rd</sup> place receives 1 point. Then, add up the score for each contestant. When all tally sheets are complete, we will compare all scores to be sure they are the same, and if not, resolve any discrepancies.

If there is a tie for any position, the ranking on the tiebreaker judge’s ballot will be used to break the tie. For example, if there is a tie for second place, the second place will be awarded to the tied contestant that is highest ranked on the tiebreaker judge’s ballot.

When all discrepancies are resolved and ties are broken, write down the order of finish on the tally sheet.

The Chief Judge should then complete the result form and send the result to the Contest Chair as a WhatsApp message. This includes if there was any disqualification and the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in reverse order.

**NOTE:**

In contests with three or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order. In contests with less than three participants, a second-place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.