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District 74

**Online
Speech
Contest
Best
Practice**

2021 / 2022

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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
- <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 Tsuru, DTM education@toastmasters74.org

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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. 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 Contest Chair

1. Speaker's Certification of Eligibility and Originality (Item 1183)
2. Contestant Bio Information (Item 1189)
3. Briefing Script – Contest Chair (on the D74 website)
4. During Contest Script – Contest Chair (on the D74 website)

For Contestants

1. Speaker's Certification of Eligibility and Originality (Item 1183)
2. Contestant Bio Information (Item 1189)
3. Tips for Contestants (on the D74 website)
4. Evaluation Contestant Notes sheet (Item 1177)

For Voting Judges and Tiebreaking Judge

1. Voting judge ballot – MsExcel version included on the D74 website
2. Tiebreaking judge ballot – MsExcel 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. (on the D7 website)

For Ballot counters

1. Counter's Tally Sheets (Item 1176) – MsExcel 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 SAA / 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-ups for Contest Chair and Chief Judge
5. A sheet saying: "Waiting for speaker. Please be patient"
6. Sheet: "One minute of silence for the judges"
7. Sheet: "Please be patient until the chief judge and the ballot counters have left the room"
8. During Contest Script – SAA (Zoom Master) (on D74 website)
9. Contestant names and speaking order

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

Eligibility for:	International Speech	Table Topics	Evaluations
	<ul style="list-style-type: none"> • 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. • 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. 		

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).

Contest Chair Preparations

Before Contest

1. Check the eligibility of contestants

Eligibility for:	International Speech	Table Topics	Evaluations
Contestant	<ul style="list-style-type: none"> • be a paid member of a club in good standing • maintain eligibility at all levels of any contest • completed six speeches from the CC or level 1 and 2 of any paths <ul style="list-style-type: none"> • 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. • 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. 	<ul style="list-style-type: none"> • be a paid member of a club in good standing • maintain eligibility at all levels of any contest 	<ul style="list-style-type: none"> • be a paid member of a club in good standing • maintain eligibility at all levels of any contest

2. Area, Division, and District contests: Prior to the contest, contact the previous level Contest Chair and ask him or her to send you the completed Notification of Winners form (1182), which should list all non-disqualified contestants for that contest. Check all the names on the list if they are eligible.
3. Create a WhatsApp group to communicate with contestants.
4. Check if you have received from the contestants the Speaker's Certification of Eligibility and Originality (Item 1183) Contestant Bio Information (Item 1189). Forward the Speaker's Certification of Eligibility and Originality to the Chief Judge.

5. Conduct Contestant Briefing using the **Briefing Script – Contest Chair**

- a. The briefing for contestants should happen in two sessions.
 - i. The first session should be held two days before the contest and give the contestants the chance to check the position of the camera, the light in the room, the background, and the microphone.
 - ii. During the second session the contestants can again check their technical equipment and the usual briefing will happen.
6. Learn the pronunciation of each contestant's name and surname
7. Ask everybody to arrive early for the contest: Officials 30 – 45 minutes before contest, audience at least 15 minutes.
8. Prior to the contest, send the "**Tips for Contestants**" to the contestants.
9. Have back-ups for every role (especially contest chair, chief judge, SAA / zoom master, tiebreaking judge).
10. Inform the Zoom Master and Zoom Master back-up who the Contest Chair back-up is.
11. Before the contest begins the Contest Chair and the Zoom Master check if the contestants are online.

During Contest

1. Follow the **During Contest Script – Contest Chair**.
2. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.
3. Resolve any eligibility, originality or reference to another contestant's speech protests that may arise.

After Contest

1. Provide the contact details for all contestants to the chief judge so he or she can complete the Notification of Contest Winner form (Item 1182).

Contestants Preparations

Before Contest

1. Prepare your own substantially original speech.
2. Attend the Contestants' Briefing. All contestants are expected to attend the briefing session.
 - a. If a contestant is absent from the briefing, the alternate speaker (runner up from previous contest), if present, is permitted to attend the briefing in place of the primary contestant.
 - i. If the primary contestant is not present when the person conducting the contest (Contest Chair) is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
 - ii. Should the primary contestant arrive after the briefing but before the person conducting the contest (Contest Chair) is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - Reports to the contest chair upon his/her arrival.
 - Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - Waives the opportunity of a briefing.
3. Inform the contest chair of any props you plan to use.
4. Understand the disqualification criteria:
 - a. **Originality:** if more than 25% of speech of the speech is devoted to quoting, paraphrasing, or referencing another person's content.
 - b. **Time:**
 - **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.

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

 - c. **Referencing another contestant's speech**
 - d. **Eligibility**

Eligibility for:	International Speech	Table Topics	Evaluations
Contestant	<ul style="list-style-type: none"> • be a paid member of a club in good standing • maintain eligibility at all levels of any contest • completed six speeches from the CC or level 1 and 2 of any paths <ul style="list-style-type: none"> • 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. • 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. 	<ul style="list-style-type: none"> • be a paid member of a club in good standing • maintain eligibility at all levels of any contest 	<ul style="list-style-type: none"> • be a paid member of a club in good standing • maintain eligibility at all levels of any contest

5. Sign and submit the Speaker's Certification of Eligibility and Originality (Item 1183) to the Contest Chair.
6. Attend the Speaker's Rehearsal and take note of the speaking area.

During Contest

1. In the one (1) minute of silence before your introduction, switch on your video and set up any and all props and visual aids.
2. After your introduction, proceed immediately to the speaking area and begin your speech.
3. Pin the timer and check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech yet.
4. Immediately following your speech, remove any props or visual aids.

NOTE:

1. If you experience technical problems before the Contest Chair announces your name inform the Contest Chair immediately (e.g. through WhatsApp) if you will be able to solve the problem before you need to start speaking.
 - If you are unable to solve the problem, you will be considered as not present for the contest.
 - If you signal you will be able to solve the problem and you are due to speak but not announced the Contest Chair will pause the contest for 2 minutes. After the 2 minutes you will be considered as not present for the contest.
2. If you lose connection during the speech and manage to come back during the allocated time you must continue at the point when you have lost connection. Shorten your speech because only 30 seconds extra overtime will be allowed before disqualification.
3. Disqualification times due to technical difficulty during the speech
 - International Speech – 8 minutes and 1 second
 - Table Topics – 3 minutes and 1 second
 - Evaluations – 4 minutes and 1 second

SAA / Zoom Master Preparations

Before Contest

1. Attend the briefing session with the chief judge and provide the chief judge with the naming convention for role players.
2. Attend contestants briefing session and provide the contest chair with the naming convention for role players.
3. Acquire the following prior to the start of the contest
 - a. Agenda to show it on the screen before the contest
 - b. Names of ballot counters
 - c. Name of timers
 - d. Name of back-ups for Contest Chair and Chief Judge
 - e. Contestant names and speaking order
4. Prepare a sheet saying: "Waiting for speaker. Please be patient"
5. Prepare a Sheet: One minute of silence for the judges
6. Prepare a Sheet: Please be patient until the chief judge and the ballot counters have left the room.
7. As the audience joins the contest, the following people should rename themselves on Zoom: Contestants (C1 (name), C2 (name....)), Ballot Counters (BC1 (name), BC2 (name), Timer (T1 (name) T2 (name)). Apply the naming convention agreed with the chief judge.
8. Judges should not be named, they should appear as ordinary audience members.

During Contest

1. Follow the **During Contest Script – SAA (Zoom Master)**

After Contest

1. At the end of the contest send the certificates for the winners one by one