



International Speech Contest Chief Judge Briefing Checklist

The following is a summary of the official Contest Rulebook. Please read the rules (item 1171 on www.toastmasters.org)

Chief Judge Duties

- Brief all officials identified on this handout.
 - Collect the Judge's Certification of Eligibility and Code of Ethics Form (item 1170) from each judge and confirm that they have completed the requirements.
- Make sure you have received a filled-out Certificate of Originality and Eligibility form (item 1183) from each contestant.
 - Get the completed contestant Certificate of Originality and Eligibility form (item 1183) from the Toastmaster or Contest Chair.
 - You may have received this form from an earlier contest.
- Get the speaking order from the Toastmaster or Contest Chair as soon as possible so you can share the information with your judges when you brief them.
 - If you don't have the speaking order before briefing the judges get it to them as soon as possible before the contest begins.
- As Chief Judge, you are not a voting judge.
- Brief the contest rules when called upon by the Toastmaster during the contest.
- When the contest is over, make sure that you ask the 1st, 2nd, and 3rd place winners to fill out the notification of contest winner form. You should make sure that the next level contest chair receives this form along with each speaker's Certification of Originality and Eligibility form.

Functionaries

- **Judges**
 - At the **District** level, you must have at least seven judges or equal representation from the Divisions composing the District for District Contests. If you have more than 7 Divisions, you need a judge from each Division. If you have less, you need to supplement by judges from Divisions outside your District. District often chooses two judges from each Division as the way to meet this requirement.
 - At the **Area, Division, and District** level all judges shall:
 - Be a paid member for a minimum of six (6) months.
 - Have completed a minimum of six (6) speech projects in the *Competent*



Communication manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.

- Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual towards eligibility for judging.
 - Be physically present at the contest for which you are serving.
- At the **Division** and **District** level the chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member
 - Voting judges at all levels must remain anonymous when practical.
 - At the Dry Run/Pre-Briefing for Online Contests collect each Judge email address and cell phone number.
 - Provide your cell phone number to each judge.
 - Provide your email address and the email address of each Ballot Counter to each judge.
- **Tiebreaker Judge**
 - You must select a tiebreaker judge. Ideally, this judge should not be a member of the club in a **Club** contest; the **Area** in an Area contest; the **Division** in a Division contest; or the **District** in a District contest.
 - Tiebreaker Judges are not present at the Dry Run/Pre-Briefing for Online Contests.
 - Collect the Tiebreaker email address and cell phone number.
 - Provide your cell phone number to the Tiebreaker Judge.
 - Provide your email address and the email address of each Ballot Counter to the Tiebreaker Judge.
- **Ballot Counters**
 - You must have three ballot counters.
 - In unusual circumstances if you do not have three you must have at least two ballot counters at the Club, three is preferable and required for Area, Division, and District.
- **Timers**
 - You must have two timers, a primary and a secondary.
 - Both timers should have the Timer Backgrounds showing Timer, Green, Yellow, and Red.
 - If available at the Division and District contests a third timer can be used.



Functionary Briefings

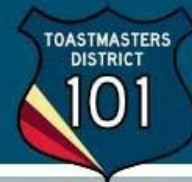
- **Judges**

- The Chief Judge must collect a completed Judge's Certification of Eligibility and Code of Ethics Form (item 1170) from each judge.
 - The Judges must send the completed Form by email to the Chief Judge before the contest.
- Explain the ballot to the judges:
 - Use the paper ballot to explain the judging criteria to the judges, even if using Google Forms, or online ballots.
 - You only need to collect the top three results from each judge, you do not need any calculations or detail sheets.
 - The results submission must have the contestant's name in First, Second, and Third place order. The submission must also have the name of the judge. The ballot is either physically signed or electronically signed. If submitted by email the email serves as the electronic signature.
 - Ballots are collected in between each Area contest, for each contest.
 - If Area A1 and Area A2 are holding a joint contest, upon completion of the last speaker in the International Speech Contest for Area A1, the ballots for the Area A1 contestants are collected.
 - Next the speakers from Area A2 present their International speeches. When all the speeches for Area A2 are completed, the ballots are collected for the Area A2 contestants.
 - Judges are advised to write down the score of each contestant during the one minute of silence.
 - If they have time it helps to tally each contestant's score during the one minute of silence. However, the final time after the last contestant allows time for each contestant's score to be tallied.
 - Encourage the judges to keep a copy of the judging criteria handy as they mark each contestant.
 - After the last contestant in each Area the judges will submit their completed ballot for that Area Contest to the Chief Judge and ballot counters as determined by the Chief Judge.
 - The Contestant names are written across the top of the ballot. However, the judges may not know the order of the contestants until the contest begins, at which time



the Toastmaster of the contest will announce the order of the contestants.

- Along the side of the ballot are the judging criteria. When a contestant finishes his/her speech, the judges should record what they think the contestant's score should be to the right of each item and in the column for that contestant.
- Review the back of the ballot for a description of each judging item.
- Read the Judge's code of ethics on the back of the ballot.
- Advise the judges:
 - You will be given one minute of silence after each contestant finishes his/her speech to write down your score and add them up for your total score for that contestant.
 - When each Area Contest is over, you will be given time to complete your ballot and submit your first, second, and third selection.
 - Notify the Chief Judge and Ballot Counters with your choice of 1st Contestant **Name**; 2nd Contestant **Name**; 3rd Contestant **Name**.
 - In District contests when the formal Toastmasters International ballot is required you will use the online fillable document provided.
 - You are to ignore time in your judging of each contestant.
 - Destroy the top part of the ballot at some location away from the contest site.
- **Protests:**
 - Only voting judges or contestants can make a protest.
 - Protests can only be based on eligibility or originality.
 - Eligibility is determined by the Contest Chair, Toastmaster and Chief Judge before the contest begins. Information presented to contradict this will be resolved by the Contest Chair and Chief Judge.
 - A protest of originality must be made to the Chief Judge only before the announcement of the winners is made. After that, it is too late.
 - When a protest is received the Chief Judge will ask the Tech Chair to move all the judges, not including the Tiebreaker Judge, to the breakout room.
 - The protestor or Contest Chair will present the protest to the Judges and be returned to the contest.
 - The protested contestant is brought into the breakout room and presented with the protest. The contestant is allowed to respond to the protest and then return to the contest.
 - The judges vote on whether or not to uphold the protest.
 - A majority of judges must concur to uphold a protest.
 - After the vote the judges leave the breakout room. The Chief Judge will notify



the Contest Chair of the results.

- The Contest Chair will privately notify the contestant that he or she is disqualified based on eligibility before the contest adjourns.
- As a courtesy the contestant may be notified that he or she was not disqualified.

● Tiebreaker Judge

- The Tiebreaker Judge is briefed privately by the Chief Judge.
- Collect a completed Judge's Certification of Eligibility and Code of Ethics Form (item 1170).
 - If the contest is Online the judge must send the completed form by email to the Chief Judge before the contest.
- Explain the ballot to the Tiebreaker Judge:
 - The Contestant names are written across the top of the ballot. However, the judges may not know the order of the contestants until the contest begins, at which time the Toastmaster of the contest will announce the order of the contestants.
 - Along the side of the ballot are the judging criteria. When a contestant finishes his/her speech, the judges should record what they think the contestant's score should be to the right of each item and in the column for that contestant.
 - Review the back of the ballot for a description of each judging item.
- Read the Judge's code of ethics on the back of the ballot.
- Advise the Tiebreaker Judge:
 - He or she will be given one minute of silence after each contestant finishes his/her speech to write down the score for each contestant. If they have time it helps to tally each contestant's score during the one minute of silence. However, the final time after the last contestant allows time for each contestant's score to be tallied.
 - If they have time it helps to tally each contestant's score during the one minute of silence. However, the final time after the last contestant allows time for each contestant's score to be tallied.
 - The tiebreaker judge must rank every contestant on their ballot, not just the top three.
 - When they have each contestant ranked from 1st to last, they send an email to the Chief Judge with each Contestant's Name ranked in order from one to however many contestants there are.
 - In District contests when the formal Toastmasters International ballot is required you will use the online fillable document provided.
 - The tiebreaking judge is advised to ignore time in their judging of each contestant.
 - Destroy the top part of the ballot at some location away from the contest site.



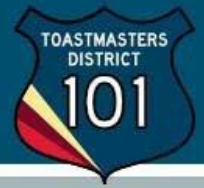
- **Protests:**
 - Only voting judges or contestants can make a protest.
 - Tiebreaking Judges are not considered a voting judge; therefore, they cannot submit a protest.

- **Ballot Counters**

- Provide the Counters Tally Sheet (1176 Counter Tally Sheet) to each Ballot Counter
 - Print the names of the Contestants along the top of the form in speaking order.
 - Write the names of the Judges along the side of the form. However, don't write down the tiebreaker Judge's name.
- You may use the Online **Counter Tally** Sheet Spreadsheet found on the D101tm.org Contest Resources page, or the Counter Tally which comes with the official Toastmasters Speech Contest kit (1176 Counter Tally Sheet).

- **Timers**

- There is a primary and secondary Timer. When possible, a third Timer may be used.
- They need a timing device, such as a phone or stopwatch which reports time to a tenth of a second.
- At the start of the contest the Chief Judge will send an email to the Timers with the names of the contestants. If the speaking order is already known, the names will be in speaking order.
- Each Timer needs the four background images: Timer, Green, Yellow, Red.
- The Timer background is displayed until the Green background is shown; the Green is displayed until the Yellow background is shown; the Yellow is displayed until the Red background is shown.
- The Red background remains displayed until the speaker concludes. Do not indicate if the speaker is overtime.
 - **International Contest Speeches** must be from five (5) to seven (7) minutes. A contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
- Timing begins when the contestant utters his/her first word or begins the speech with gestures, sound effects, or movement toward the audience.
- Even though the secondary Timer has their video off, they should change their background at the appropriate times in case they must switch to the primary Timer.
 - If the primary Timer should fail, then the alternate Timer would only need to turn on their video as the primary Timer turns off their video.
- Record each speaker's time next to their name on the email sent by the Chief Judge.
- At the end of the contest send the completed email with the time of each speaker next to their name to the Chief Judge.



- Indicate if a contestant is over or under time. Ways to do that include:
 - Write/Type TIME next to any times that are under or over the minimum/maximum required time.
 - Circle the time that is over or under the minimum/maximum time.

- **One Minute of Silence:**
 - During the One Minute of Silence the Timer will show the Red Background or Red Light.
 - At the end of the One Minute of Silence change the Red Background or Red Light to Green.
 - After the last One Minute of Silence the Timer will show the Red Background or Red Light until the Chief Judge, Ballot Counters and Judges have been moved to the breakout room, of the Chief Judge reports all ballots are collected.

- **Sergeant-at-Arms**
 - There are no physical setup requirements for an Online Contest.
 - Gavel down and call the contest to order.
 - Provide housekeeping tips: remain on mute; if video can be or must be off; silence; turn video off when leaving/entering contest; pictures; recording; breaks; and any other items the Contest Chair needs the audience to know.

- **Online Speech Contest Resources**
 - The Ballot Counters and the Chief Judge remain in the breakout room to tally the ballots.
 - **Counting the ballots:**
 - The Chief Judge reads each ballot one at a time.
 - Each Ballot Counter writes the appropriate number of points given by each judge under each contestant's name. Then, add up the score for each contestant.
 - Three (3) points are scored for each first-place ranking; Two (2) points are scored for each second-place ranking; One (1) point is scored for each third-place ranking
 - Ballot Counter 1 verifies a ballot is received from each judge.
 - Ballot Counter 2 tally's each result onto the Online Counter Tally.
 - Ballot Counter 3 verifies the correct result is recorded.
 - If there are only two ballot counters, the Chief Judge verifies a ballot was received from each Judge.
 - When all ballots are tallied, the Chief Judge and Ballot Counters review the results



and agree on the result.

- The Chief Judge eliminates the time-disqualified contestants and reports the 1st, 2nd, and 3rd place for each contest, for each Area to the Contest Chair.
- If there is a tie the Chief Judge uses the Tiebreaker Judges ballot.
 - Tiebreak starts with the highest place first, i.e., First place; then Second place; then Third place.
- Once the ranking has been sent to the Contest Chair, the Chief Judge will complete the Notification of Contest Winner form (Item 1182) and provide it to the Contest Chair at the end of the contest to notify the next level contest.
- If required, the Chief Judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the Contest Chair.

Tall Tales Speech Contest Rules Briefing:

- When called upon by the Toastmaster the Chief Judge will brief the International Speech Contest Rules. The Contest Script provides the briefing script for the Chief Judge to present at the Contest.

Announcement of Winners at the Contest

- If the announcement of the winners by the Contest Chair is incorrect or in the wrong order, only the Chief Judge or a Ballot Counter can bring the error to everyone's attention.
- Immediately interrupt the Contest Chair making the announcement and privately tell the contest chair and the Chief Judge what the correct order should be or why a contestant should not be identified as a winner.