

Chief Judge briefing for judges and timers

Key points:

Check for form completion for all officials. Forms should be complete, signed (if appropriate) and legible.

Judge's Certification of Eligibility and Code of Ethics (Item 1170)

Provide forms to officials for completion at the contest:

Judges: Judge's Guide and Ballot (Item 1172)

Tiebreaking Judge: Tiebreaking Judge's Guide and Ballot (Item 1188)

Timers: Time Record Sheet and Instructions (Item 1175)

Counters: Counter's Tally Sheet (Item 1176)

Clarify judges' representation based on contest parameters:

Area: There must be an equal representation of judges from each club within the area – not just each club which is competing. The tiebreaking judge should be from outside the area.

Division: There must be an equal representation of judges from each area. Judges may not be a member of the same club as any contestant, even if the contestant is not representing that club.

District: There must be an equal representation of judges from each area. Judges may not be a member of the same club as any contestant, even if the contestant is not representing that club.

*Judges beyond club level must have been a paid member for at least six months and meet International contestant qualifications

Advise that the secret tiebreaking judge has been selected. Do not identify the tiebreaking judge.

Clarify judging parameters:

- judge on speech only, not other knowledge of speaker/topic/past experience of this speaker.

*Handy tip: note contestants from right to left on the ballot. Hide or fold over previous contestants' markings to minimize reference to these.

- sign your ballot before the contest. Unsigned ballots will be disqualified

- ensure 1st 2nd 3rd place candidates are clearly noted on your ballot by first and last name

- clarify method by which ballots will be provided to the Chief Judge and counters (text, email, SurveyMonkey...)

- send ONLY the ballot portion if at all possible. Destroy the rest after winners are announced

- confirm alternate contact for judges (cell# preferred)
- reference Contingencies document with respect to disqualification of judges due to technical difficulties

Explain basis for protest:

- by voting judge or contestant only
- originality, eligibility, reference to another's speech at this contest
- must be made before winners are determined

International Speech qualifications:

- qualifications (member/club/area in good standing, 6 CC speeches or level 2 in pathways)
- maximum 25% from other (quoted, cited) sources, must be specified
- cannot reference another contestant's speech at this contest