

## Chief Judge Responsibilities

For the 2021-2022 Toastmasters year, District 123 is conducting the Humorous and International contests, only. All contests beyond the Club level are to be conducted virtually. The preferred online platform is Zoom. For **Online contest guidelines**, please see pages 4-5.

### Before the Contest:

#### Forms:

1. Check for form completion for all officials.
2. Forms should be complete, signed (if appropriate) and legible.
3. Provide forms to officials for completion at the contest, below is a complete list, including item #.
4. All [Speech Contest forms](#) can be found on the D123 website and at [Toastmasters International](#)
  - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
  - 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)

#### Eligibility:

##### Judge's Eligibility

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

##### Contestant Eligibility:

To be eligible, each Contestant must:

- Have completed a minimum of completion in Levels 1 and 2 of any Path in the Toastmasters Pathways learning experience
- Be a Toastmaster in good standing of a club in good standing (dues have been paid).
- Not be a voting member of the District Executive Committee, such as an Area or Division Director; and
- Not have declared candidacy for an elected office for the coming year.

##### Speech Subject and Preparation:

Each Contestant has prepared their own 5–7-minute speech and has submitted the Speaker's Certification of Eligibility and Originality form to the Chief Judge which states their speech is substantially original. Any quoted material must be identified during the speech, or the Contestant may be disqualified.

### **Introducing the Contestants:**

Contestants and Sergeant at Arms are briefed on the rules by the Contest Chair; the Judges, Counters and Timers are briefed on their duties by the Chief Judge; the Contestants draw for the speaking order, and all Contestants and Judges have been informed of the designated speaking area.

The Contest Chair will announce the speaking order and designated speaking area.

Each Contestant is introduced by NAME – SPEECH TITLE – SPEECH TITLE – NAME

Each Contestant will speak 5 to 7 minutes.

### **Timing:**

Contestants, should note the location of the timer/timing devices.

Timing for each speech is 5 to 7 minutes.

- The **Green light** will be turned on at 5 minutes and remain on for 1 minute.
- The **Amber light** will be turned on at 6 minutes and remain on for 1 minute.
- The **Red light** will be turned on at 7 minutes and remain on until the Speaker has concluded.

There will be no warning for overtime. There will be one minute of silence after each speech to allow the Judges to mark their Ballots. There will be extra time after the last Speaker. The Timer turns on the green light when the Chair announces one minute of silence and turn the red light on when the time is up.

### **Protests and Disqualifications:**

A Contestant is disqualified if the speech is less than four minutes and 30 seconds or more than seven minutes and 30 seconds and on the basis of originality or eligibility.

Protests may be lodged by the Contestants or Judges to either the Chief Judge and/or Contest Chair.

### **Chief Judge Briefing Responsibilities:**

**The Chief Judge conducts two separate briefings:** The first is with Judges, Ballot Counters and both Timers, in a separate area, away from the Chair and Contestants.

Completely separate from that briefing is the second one for the Tiebreaking Judge, who is known only to the Chief Judge.

#### **1. Briefing the Judges:**

- All judges are to judge all contestants without bias.
- Each judge must print their name and sign their Ballot form.
- If the Judge's signature is missing, the ballot form is automatically void.*
- At an **in-person contest**, Judges should, in such a way that they are able, sit where they can hear all contestants clearly.
- Judges should review the "Judging Criteria" and the "Judge's Code of Ethics," found on the reverse side of the *Judge's Ballot*.
- Judges are to disregard all timing lights.
- The time allowed is 1 minute between speakers and as much time as necessary after the final speaker.
- Judges' votes must be cast for first, second and third place. Judges must break their own ties.
- The names must be clearly marked on the ballot portion.
- All judging forms are confidential.
- Only voting judges and contestants may lodge a protest. Such protests must be registered with the Chief Judge or Contest Chair.

**Briefing the Timers:**

- Review “Time Record Sheet and Instructions for Timers.”
- Check lights and timing devices (confirm back-up system is ready for both.)
- Advise they complete a “Time Record Sheet.”
- Remind them that all contestants’ speaking times are kept confidential and disclosed only to the contestant, upon request.

**Briefing the Ballot Counters:**

- Review “Instructions for Ballot Counters.”
- Review the *Counters’ Tally Sheet*.
- Remind them to collect all the ballots in the agreed upon method.
- Remind them that they may not reveal the results of the tally to anyone.

**2. Briefing the Tiebreaking Judge:**

- They are to judge all Contestants without bias.
- They MUST print their name and sign their ballot form.
- If the Judge’s signature is missing, the ballot form is automatically void.*
- They must rank **each and every** contestant on their ballot (not just the first three winners).
- Only the Chief Judge collects their ballot – in the agreed upon method
- They should disregard all timing lights.
- The time allowed is 1 minute between speakers and as much time as necessary after the final speaker.
- All judging forms are confidential.

**After the Contest**

**Counting the Ballots:**

After all the Ballots are collected, the Chief Judge and Ballot Counters leave the contest and go to the area designated for tallying. There, you – the Chief Judge - supervise the counting and tallying of the ballots, scrutinize the Timers’ reports for any disqualifications, help break any ties to determine the winners, and complete the *Winner’s Certificates*.

**Examining the Ballots**

- The most important thing is that the ballots must be SIGNED. If a ballot is not signed, ***it cannot be used.***
- If the judge’s name is not on the ballot but the judge still signed the ballot, the ballot ***can be used.***
- Review the time sheet for any time disqualifications.
- Ensure all Ballots are counted twice (except the Tiebreaking Ballot) to ensure all Ballots are accounted for.
- Ensure the results are recorded on the *Counters’ Tally Sheet*. We suggest one Ballot Counter enter the data on the sheet and one Ballot Counter call out the information.
- Cross off the contestants who were disqualified for time.
- Add up the scores of all the eligible contestants.
- Audit/verify the results a second time to ensure accuracy. (This does NOT mean complete a second tally sheet. It means that the results should be reviewed with a fresh pair of eyes to ensure accuracy.
- In the case of a tie, open up the *Tiebreaking Judge’s Ballot*. Note: This ballot is used to break the tie only.

- For more information on “How to Break a Tie,” please see the below Chart.**
- Note: If the Tiebreaking Judge does not sign and print his/her name on the form, the ballot cannot be used. Additionally, if the Tiebreaking Judge **does not** list the names of all contestants, the form cannot be used.
- All ballot results are confidential.

#### **Winners’ Certificates:**

- The Contest Chairs sign the first, second and third place certificates.
- These certificates are given to the Chief Judge by the Organizer during the Briefing Period. As soon as the ballots are counted and the winners determined, the *Winners Certificates* are completed. If pre-printed and clear labels have been provided, use them. If not, the Ballot Counter or Chief Judge with the best handwriting should complete the names on the certificates.
- For Online contests, determine the best method for delivering the contest certificates.

#### **Announcing the Winners:**

For five or more Contestants: "There will be a Third, Second and First place winner announced."

For four or fewer Contestants: "There will be a Second and First place winner announced."

Prior to announcing results, the Chair will announce if any disqualifications have occurred, but **not** the name of the Contestant.

#### **After the Contest:**

- Complete the *Form 1182- Notification of Contest Winners*, attach the specific eligibility forms and give to the Contest Organizer or the Area Director – whomever with which it was previously arranged. Destroy all ballots and tally forms at home.

### **Online Contests**

#### **Chief Judge**

Online judging remains the same as in-person Contests: *Judges adhere to the same criteria outlined in the [Judge’s Guide and Ballot](#)*. However, as technology can present challenges, when briefing Judges, they need to be aware of the following guidelines:

- Judges should **not** take into consideration a Contestant’s audio or video quality.
- Should technology issues arise, the Chief Judge can stop the Contest, and resume when issues are resolved.
- Ensure accommodations are made for Contestants who have a disability; speak with them in advance about testing the alternate signaling/timing methods.
- Advise the Meeting Zoom Master, SAA and Timers of the accommodations.

#### **Judge’s Guide and Ballot**

- Chief Judge must confirm the method used for collecting and counting ballots, during the Judges’ briefing.
- For Online Contests, Judges require the use of a smartphone to take a picture of their completed ballot and text or email it to the Chief Judge and ballot counters.
- Brief the Chief Judge, Judges and Ballot Counter on how the voting will work, that they need a cell phone/access to email and the ability to take and send a picture.

## Judges and Ballot Counters

Please ensure that the Judge has **signed** their ballot. This may be done one of two ways:

1. Take a photo of the signature and enter it on the Ballot or sign using a digital signature.
2. Use a digital signature on a [fillable version of the Ballot](#).

The Chief Judge will confirm the method by which ballots should be submitted to the Chief Judge and Ballot counters. **Email is preferred as it is the most secure method.**

There are three different methods:



- send the screenshot.
- Complete bottom section of the Ballot, leave scoring section blank, submit entire file in document (pdf) or picture (jpeg) format.
- Complete the bottom section of the Ballot leaving the scoring section blank, take a picture of the completed ballot, text/email to the Counter or Chief Judge.
- Complete and send [fillable ballot](#) only.

## Awards

When presenting awards, you can determine the method that works best for your Contest. Some methods that have been successful are:

- Deliver awards at the end of the contest. The Meeting Zoom Master can [download](#) and pre-fill the Participants and Winners certificates with the winning contestants' names entered.
- These certificates can be virtually presented in a PowerPoint presentation – easily editable for late changes.
- You may simply choose to announce the winners and not send award certificates during the contest. This reduces the chance of issues and allows the contest to run more smoothly. Awards can always be sent following the contest via email.
- Be sure to talk to your club's VP of Public Relations. You'll want to remind the VP that photographs will be needed in the winner's circle and determine that they will be posted to your club *website/Facebook* pages and inform the Contest Chairs in case they wish to announce.

## After the Contest

- Remind all contest officials to delete emails/digital files that include information about scoring, contest results or judging notes.
- Ensure the completed Winner Notification Form is sent to the next level Contest Chair/Organizer.
- Submit video for your District-level International Speech Contest, including only first-place winner and their introduction to World Headquarters, within one week of completing the Contest

## How to Break A Tie

The Chief Judge consults the Tiebreaking Judge's ballot. The tied Contestant who received the highest ranking on the Tiebreaking Judge's Ballot will gain the contested place, and any other tied Contestants will be ranked in order behind that contestant:

The following three DIFFERENT examples show the mechanics and logic behind using the Tally Sheet and the Tiebreaking Ballot.

Scenario One		Contestants						Tiebreaking Ballot
		harry	jane	joe	abigail	tony	sara	
	Tally Sheet of Judges Scores	5	10	10	3	3	2	Jane
	Resulting Placement	2	1	1	3	3	4	Joe
	Break Tie for first		1	2				Abigail
	Resulting Placement	3	1	2	4	4	5	Harry
	Break Tie for fourth				4	5		Tony
	Final Placement	3	1	2	4	5	6	Sara

Scenario Two		Contestants						Tiebreaking Ballot
		Carol	Judy	Fred	Greg	Susan	George	
	Tally Sheet of Judges Scores	10	3	5	1	10	2	Carol
	Resulting Placement	1	3	2	5	1	4	Fred
	Break Tie for first	1				2		Susan
	Final Placement	1	4	3	6	2	5	Judy
								Greg
								George

Scenario Three		Contestants						Tiebreaking Ballot
		Carol	Judy	Fred	Greg	Susan	George	
	Tally Sheet of Judges Scores	10	3	5	2	10	1	Judy
	Resulting Placement	1	3	2	4	1	5	Fred
	Break Tie for First	2				1		Susan
	Final Placement	2	4	3	5	1	6	Greg
								Carol
								George

Reference: Speech Contest Rulebook Page 13 - Section 5. L. 1. D