

District 65 Speech Contest Resources – Chief Judge Role – Script and Duties

Chief Judge Responsibilities

For the 2024-2025 Toastmasters year, District 65 is conducting the Table Topics and International Speech Contests, only. All contests beyond the Club level are to be conducted in person.

Before the Contest:

Provide forms to officials for completion at the contest, below is a complete list. All Speech Contest forms can be found on the D65 website and at Toastmasters International.

- Judges Certification of Eligibility and Code of Ethics (Item 1170)
- Judges: Int. Sp. Judge's Guide and Ballot (Item 1172)
- Tiebreaking Judge: Int. Sp. Tiebreaking Judges Guide and Ballot (Item 1188)
- Judges: Table Topics Judges Guide and Ballot (Item 1180)
- Tiebreaking Judge: Table Topics Tiebreaking Judges Guide and Ballot (Item 1180A)
- Speakers Certification of Eligibility and Originality (Item 1183)
- Timers: Time Record Sheet and Instructions (Item 1175)
- Ballot Counters: Counters Tally Sheet (Item 1176)
- Speech Contest Rulebook 2024-2025 (Item 1171)
- Notification of Contest Winners (Item 1182)

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. The Chief Judge, voting judges, and tiebreaking judge 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 Division. The Chief Judge, voting judges, and tiebreaking judge 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 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.

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.

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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

- 1) is less than four minutes and 30 seconds or more than seven minutes and 30 seconds
- 2) on the basis of originality
- 3) on the basis of eligibility

Protests may only 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.

Separate from that briefing is 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, when they are able, sit where they can hear all contestants clearly.

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- 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.

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 **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.

Briefing the Timers:

- Review “Time Record Sheet and Instructions for Timers.”
- Check lights and timing devices (confirm back-up system is ready for both.)
- 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.

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*.

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Do not open the Tiebreaking judge's ballot unless there is a tie.

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 Tie-breaking 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. The results should be for accuracy.
- In the case of a tie, open 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 Chart below.**
- 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 – do not discard them at the contest venue.

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Online Contests

Chief Judge -online

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 - online

- 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 - online

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.

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.

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- 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 Online 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 examples show the mechanics and logic behind using the Tally Sheet and the Tiebreaking Ballot.

Scenario 1:

The Counter's Tally Sheet shows the following ranking:

- 1st Carol and Susan tied for first
- 2nd Fred
- 3rd Judy

Since there is a tie at first place, consult the tiebreaking ballot.

Suppose the Tiebreaking Judge's Ballot shows the following ranking:

- 1st Judy
- 2nd Fred
- 3rd Susan
- 4th Greg
- 5th Carol
- 6th Henry
- 7th George
- 8th Mildred

Scenario # 1
Susan ranked higher.
Therefore, Susan is the winner.

Go back to the Counter's Tally.

The Counter's Tally Sheet shows the following ranking:

- 1st Carol and Susan tied for first
- 2nd Fred
- 3rd Judy

Final result:

- 1st Susan
- 2nd Carol
- 3rd Fred
- 4th Judy

Tiebreaking Scenario 1: If two people are tied for a position before him, the third person, Fred in this case, has to be in third place, not second. Judy is in fourth.

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Scenario 2:

The Counter's Tally Sheet shows the following ranking:

- 1st Carol
- 2nd Greg and Fred tied for second
- 3rd Susan

Since there is a tie at second place, consult the tiebreaking judge's ballot.

Suppose the Tiebreaking Judge's Ballot shows the following ranking:

- 1st Judy
- 2nd Fred
- 3rd Susan
- 4th Greg
- 5th Carol
- 6th Henry
- 7th George
- 8th Mildred

Scenario # 2
Fred ranked higher.
Therefore, Fred is placed second
and Greg is placed third.

Go back to the counter's tally. Include the information from the tiebreaking ballot. The counter's sheet shows the following ranking:

- 1st Carol
- 2nd Greg and Fred tied for second
- 3rd Susan

Tiebreaker's Ballot
2nd Fred
3rd Greg

Final result:

- 1st Carol
- 2nd Fred
- 3rd Greg
- 4th Susan

Since there are two people tied for second place, Susan cannot be considered in third place. She is the fourth highest contestant.

Note: If the tiebreaking judge does not **sign** and **print** their name on their form, or if the tiebreaking judge does not list the names of **all** contestants, the form cannot be used. Flip a coin to break the tie.