

## Chief Judge Briefings Judges, Timers, and Ballot Counters

### Judges Briefing

1. Welcome and thank members for participating
2. Fill in and sign your Judge's Certification forms. Then hand it to me.
3. Judge's goal is to select 1st, 2nd, and 3rd place in each contest, not to evaluate.
4. Use the Judge's Guide and Ballot and the following Judging Process
  - Sign & print your name at the bottom of each Ballot.
  - Ballots without **both** a name & signature will not be counted. Ideally sign your ballot(s) now.
  - Read and familiarise yourself with the back of each ballot - Judging Criteria and the Judge's Code of Ethics
  - Randomly seat yourselves in the audience. Do not sit next to a contestant.
  - Write contestant names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Contest Chair will provide the order that has been randomly drawn for each contest.
  - At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criteria and to add up the scores.
  - After the last speech, you will be provided silence to score the last contestant and then write down 1st, 2nd, and 3rd place winner names in the Ballot section.
  - No ties – break your own ties as a clear 1st, 2nd, and 3rd place winner is required.
  - You are not required to award placement based on your numerical scores
  - Separate the Official Ballot at the bottom from the rest of the form, and hand it to a Ballot Counter
  - Destroy the top part of your Judge's Guide and Ballot after the contest. Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
  - If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing
5. Judging is to be done only according to the criteria on the Judge's Guide and Ballot. The following reminders will help ensure fairness:
  - Age, sex, race, creed, national origin, regional accent or professional beliefs are not considerations
  - Judge only on today's speakers' performances, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration

- The first and last speakers are not to be judged differently from those in the middle
- Do not give a break to the “underdog” (e.g. a new Toastmaster)
- Do not give extra credit to a speaker because they have successfully competed in previous contests
- Do not judge speakers based on your norms or your club norms (e.g. whether or not they use the lectern, use notes, recognise the Contest Chair, etc.)
- Judge without concern for speech time duration. Timers will handle timing disqualifications.

6. Tell them what the speaking area is - if a contestant leaves the speaking area you still judge them. Consider marking them down in the section under delivery if appropriate.

7. The following is about Protests

- Judges can protest based only on Originality. Quoted material may be used but it must be identified. Quoted material must be 25% or less of the speech.
- If a contestant does not give credit to quoted sources, this is grounds for protest
- If a speech is more than 25% non-original AND credit is given to the source. This is grounds for protest.
- Protests must be lodged prior to the announcement of winners. Write PROTEST clearly on your ballot slip before handing it to a Ballot Counter.
- A protest hearing will be convened by the Chief Judge. After the protested contestant makes his/her case, the judges will discuss / consider all the evidence then vote. A majority of the judges must concur with the decision to disqualify. The decisions of the judges are final.

**Be aware that the Humorous Contests rules state –**

- ***The subjects for the humorous speech shall be selected by the contestant. The speaker shall avoid potentially objectionable language, anecdotes and material.***
- ***The speech must be thematic in nature (opening, body and close) not a monologue (series of one-liners)***

Questions?

## Timers Briefing

Thank you for participating as a timer in this contest and for attending the briefing.

You should have two stopwatches (or smartphones with stopwatch), timing lights, and timing cards as backup in case of timing light malfunction. Please test the timing lights prior to each contest to ensure they are working properly and you know the controls.

Who will be Timer 1 who runs the “official” stopwatch and records the times on the Time?

Record Sheets <Identify Timer 1 and hand them the Time Record Sheet(s)>

Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, gestures, a staged act by another person, etc.

Timer 2 who displays the timing signals and will operate the “backup” stopwatch. It is your responsibility as Timer 2 to display green, yellow, and red lights/cards at the times listed on the time record sheet for this contest. <Go over the times.>

MINUTES	Int'l Speech	Humorous	Tall Tales	Evaluation	Table Topics
Green	5:00	5:00	3:00	2:00	1:00
Yellow	6:00	6:00	4:00	2:30	1:30
Red	7:00	7:00	5:00	3:00	2:00

Display the green light/card at the appropriate time. Leave the light on/card up until it is time to display the yellow card.

Leave the yellow light on/card up until it is time to display the red card.

Leave the red light/card on until the speaker has concluded their speech.

Do not give any indication to a contestant that they have gone over the qualification time.

The Contest Chair will ask you to time the one-minute of silence between contestant speeches. Determine which of you will do the timing, who will notify the Toastmaster. At the start of the minute display the green light and leave it on. Then at the end of the minute quickly show amber followed by red light. This gives the contest chair a quick visual that all lights are still working between each contestant.

After the last contestant has finished and as the judges are completing their ballots, I will come by and pick up the Time Record Sheet.

If any timing signal malfunctions occurred, report that to me when I pick up the Time Record Sheet.

Are there any questions?

## **Ballot Counters Briefing**

Thank you for participating as a ballot counter in this contest and for attending the briefing. We will begin with the process for collecting ballots.

When the contest is over the judges will complete their final markings, tear off their ballot form, fold it and then raise their ballots for collection.

Space yourselves around the room and collect the ballots from the judges.

We will coordinate ourselves to collect \_\_\_ ballots.

When all the ballots are collected we will leave the room to count the ballots.

Are there any questions regarding the process for collecting ballots?

NOTE: The Chief Judge may choose to do the “counting ballots” briefing (below) just prior to counting ballots instead of prior to the start of the contest.

We will now review the process for counting ballots.

1. I will check the time record sheet and notify you of any time disqualifications.
2. Check to ensure that each judge’s ballot is signed. If you find a ballot that is not signed, please show it to me so I can discard that ballot.
3. Once you have identified all qualified contestants and ballots, use the Counter’s Tally Sheet to tally the score.
4. Write the names of the contestants in speaking order across the top of the form. I will read the names of the judges – write their names on the left side of the form in the order they were read.
5. Write the appropriate number of points given by each judge under each contestant’s name. 1<sup>st</sup> place receives 3 points, 2nd place receives 2 points, and 3rd place receives 1 point.
6. Add up the score for each contestant. When all Tally sheets are complete, we will compare all scores to be sure they are the same, and if not, resolve any discrepancies.
7. If there is a tie for any of the top three positions, the ranking on the tie-breaker judge’s ballot will be used to break the tie. For example, if there is a tie for second place, then second place will be awarded to the tied contestant that is highest ranked on the tie-breaker judge’s ballot.
8. When all discrepancies are resolved and ties are broken, write down the order of finish on the results form. Please remember the order.
9. If the winner announcement made at the end of the contest is different from the order on the results form, immediately interrupt the proceedings so that the announced results can be corrected.

Are there any questions regarding the process for counting ballots?