



Chief Judge Briefings

To

Judges, Timers, and Ballot Counters

Judges Briefing

In advance of the briefing, ask the Contest Chair for the defined speaking area or ensure they will announce it in their introduction.

1. Contests

Club

- a) Confirm judges are paid members with Toastmasters International.
- b) A minimum of 5 voting judges are required plus a Tiebreaking Judge selected by the Chief Judge.

Area Only

Confirm judges: -

- a) Have been a paid member for a **minimum** of six months.
- b) Have completed a **minimum** of six speech projects in Competent Communication or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.

Division Only

Confirm judges: -

- a) Have been a paid member for a **minimum** of six months.
- b) Have completed a **minimum** of six speech projects in Competent Communication or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
- c) A minimum of 7 voting judges are required plus a tiebreaking judge selected by the Chief Judge.
- d) A judge cannot be a member of any club in which a contestant is also a member.

Read the applicable sections of the following briefing notes to the Judges, Timers, and Ballot Counters.

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<http://d91toastmasters.org.uk/contests>

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Briefing to Judges

2. Eligibility and Code of Ethics

Distribute the '*Judge's Certification of Eligibility and Code of Ethics*' asking members to read, sign and return them.

3. Judge's goal is to select 1st, 2nd, and 3rd place in each contest, rather than 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 the ballot forms which shows the Judging Criteria and the Judge's Code of Ethics.
- Randomly seat yourselves in the audience. Do not sit next to a contestant.
- The Contest Chair will announce the speaking order that has been randomly drawn for each contest.
- Write contestant names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left.
- At the conclusion of each speech, you will be given one minute of silence to score the contestant based on each judging criteria shown on the form and add up your score.
- 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 bottom ballot section.
- Ties cannot be accepted.
- Break your own ties to ensure a clear 1st, 2nd, and 3rd place winner is listed on the ballot.
- You are not required to award placement based on your numerical scores.

- Once completed, separate the Official Ballot at the bottom from the rest of the form.
- Fold it up, hold it up 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 the contest result.
- Decline any invitation to provide feedback to contestants.
- Refrain from any public comment or criticism of the contest.

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 club norms (e.g. whether or not they use the lectern, use notes, recognise the Contest Chair, etc.).
- Judge without concern for speech times or duration.
- The Timers will record the individual speech times and as Chief Judge, you will handle timing disqualifications.

6. Announce the defined speaking area or that the Contest Chair will announce it in their introduction.

If a contestant leaves the speaking area, Judges may consider reflecting this in the 'delivery' section of the Judge's Guide and Ballot if appropriate.

Contestants cannot be disqualified for leaving the defined speaking area.

7. Protests and Disqualifications.

- Protests are limited to eligibility and originality.
- Rules state '*contestants must create their own speeches and each must be substantially original*'.
- 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 the winner.
- Speak to the Chief Judge or write PROTEST clearly on your ballot slip before handing it to a Ballot Counter.
- If a protest is raised, a hearing will be convened by the Chief Judge.
- If Judges decide to proceed, the contestant will be given an opportunity to respond.
- A majority of the voting judges must concur in the decision to disqualify a contestant.
- The decisions of the judges are final.

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)*

Any Questions?

Timers Briefing

- a) Two members are required to act as the contest Timers.
- b) One Timer requires a stopwatch.
- c) The other with a signalling device that displays green, yellow, and red colours.
- d) The signalling device must be in full view of each contestant.
- e) The timer with the stopwatch maintains and delivers to the Chief Judge the written record of elapsed time of each speech on the *Speech Contest Time Record Sheet and Instructions for Timers*.
- f) The Timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- g) If using timing lights, test them to ensure they are working properly and Timers know how to change the signals.
- h) Agree who record the times and signalling device.

- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- Communication is usually the contestant's first word, but would include sound effects, gestures, a staged act by another person, etc.
- Display the green signal at the appropriate time.
- Leave the green signal displayed until the yellow signal is shown.
- Leave the yellow signal displayed until the red signal is shown.
- Leave the red signal displayed until the speaker has concluded their speech.
- Do not give **any** indication to a contestant that they have gone over the qualification time, for example never flash the lights, wave a card, bang a gavel, etc.

- The Contest Chair will ask for one-minute of silence between contestant speeches. Signal when the one-minute concludes.
- Ensure the completed *Speech Contest Time Record Sheet* is handed to the Chief Judge at the conclusion of the contest.

Review Speech Times with Timers

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

Ballot Counters Briefing

Briefing

- When the contest concludes, judges will complete ballot form and hold it up for collection.
- Space yourselves around the room to ease collection of the ballots.
- We will collect **<Number Of>** ballots.
- When collected, we will leave the room to count the ballots.

This part of the briefing may be conducted prior to counting ballots.

- Ensure each ballot is signed - unsigned ballots are discarded.
- On Counter's Tally Sheet, write contestants names in speaking order across the top.
- Write Judges names on the left of the form.
- Write the awarded points under contestant's name.
- 1st place receives 3 points
- 2nd place receives 2 points
- 3rd place receives 1 point.
- Total the scores for each contestant.
- The Speech Contest Time Record Sheet will be checked for any time disqualifications.

Ties

- If there is a tie, the ranking on the tiebreaking judge's ballot will be used to break it.
- The contestant with the highest place position on the tiebreaking judge's ballot will take the position.