

# District 91

## Notes for Functionaries Briefing: “Face to Face” Contest Edition

Version 1.01, August 2020

Conducted by: Chief Judge

When: Immediately before the contest

Attendees: Chief Judge, Timekeepers, Ballot Counters, Sergeant at Arms

### Final Checks

- Confirm that all functionaries are paid members.

# Briefing the Timekeepers

## Before the Contest

- The Contest Chair might ask for your assistance in demonstrating the timing signals at the Contestants' Briefing.
- Decide who will be the Signalling Timekeeper and who will be the Record Keeping Timekeeper.
- Check with the Contest Chair if there are any speakers with special needs e.g. visual impairment. Visually impaired speakers may wish to have audible time signals "e.g. Green. Green."

## During the contest

- The Signalling Timekeeper will provide the green, amber, and red colour signals at the appropriate times during the speeches.
- The Record Keeping Timekeeper operates the stopwatch and records times of each speech on the Time Record sheet.
- Timing will begin from the first definite verbal or nonverbal communication with the audience. Be aware that it might not be their first word – it could be a sound effect, gesture or staged act by another person.
  - Show the green signal at the designated time below and keep it displayed until you ...
  - show the yellow signal at the designated time below and keep it displayed until you ...
  - show the red signal at the designated time below and keep it displayed until the speaker finishes their speech. Do not give any further signal of going over the qualification time – no bell, no gavel, no interruption, no flashing lights.

	Table Topics Contest	Humorous Speech Contest	Evaluation Contest*	International Speech Contest
Green	1:00	5:00	2:00	5:00
Yellow	1:30	6:00	2:30	6:00
Red	2:00	7:00	3:00	7:00

- Write down each speaker's time on the Time Record sheet.
- The Contest Chair will request one minute of silence between speeches. Signal when the minute is concluded.
- At the end of the contest, hand the timing record to the Chief Judge
- \*During an Evaluation contest you will also need to provide signals for the Target Speakers:
  - White from the start
  - Green from 05:00
  - Amber from 06:00
  - Red from 07:00

# Briefing the Sergeants at Arms

Sergeants at Arms are only required for Table Topics and Evaluation contests

## Table Topics Contest

- At the start of the contest, all contestants (bar the first speaker) will move with a Sergeant at Arms to a nearby holding room out of earshot of the contest room.
- The other Sergeant at Arms remains in the contest room. When each speaker has concluded their speech, that Sergeant at Arms retrieves the next contestant from the holding room and escorts them to the contest room.
- [You may wish to alternate which Sergeant at Arms has each role]
- Contestants must not use electronic devices while they wait.

## Evaluation Contest

- After the Target Speech, all contestants will move with the Sergeants at Arms to a nearby holding room out of earshot of the contest room.
- The Sergeants at Arms will time 5 minutes on a stopwatch for the contestants to write their notes
- When the five minutes is finished, inform all contestants to stop writing.
- One Sergeant at Arms immediately escorts the first speaker to the contest room whilst the other Sergeant collects up the notes of the remaining contestants and sets them aside so they cannot be consulted whilst they wait.
- Contestants must not use electronic devices while they wait.
- When each speaker has concluded their speech, the Sergeant at Arms retrieves the next contestant from the holding room and brings them to the contest room.
- Contestants may have their notes returned to them when they are returning to the contest room if they wish to use them.

## Briefing the Ballot Counters

- [Ballot counters should attend the Judge’s briefing to see how many judges there are and who they will be collecting ballots from]
- After the final speaker, the Contest Chair will call for silence for Judges to complete their marking and ballot submission.
- Voting judges will hold their ballot slips up when they are ready for the Ballot Counters to collect.
- When all ballots have been received, head to the counting room with the Chief Judge
- Check that each ballot is valid i.e. no ties, name signed and printed.
- Use a Counter’s Tally Sheet to tabulate the results
  - a 1<sup>st</sup> position gets 3 points,
  - a 2<sup>nd</sup> position gets 2 points
  - a 3<sup>rd</sup> position gets 1 point,
- Each Ballot Counter verifies the totals scored
- In the event of a tie, the Chief Judge consults the Tiebreaker ballot to determine which contestant was ranked higher on that ballot
- The Chief Judge and Ballot Counters then consult the Timer’s record to check for any timing disqualifications:

	<b>Table Topics Contest</b>	<b>Humorous Speech Contest</b>	<b>Evaluation Contest</b>	<b>International Speech Contest</b>
<b>Minimum</b>	1:00	4:30	1:30	4:30
<b>Maximum</b>	2:30	7:30	3:30	7:30

- The Chief Judge will then record the full rankings of all qualifying contestants for the contest paperwork and complete the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place certificates. Ballot Counters should watch to ensure that all items are complete correctly.