

District 91

Notes for Functionaries' Briefing: Online Contest Edition

Version 1.02, October 2020

Conducted by: Chief Judge

When: several days before the contest and before the Contest Chair's Contestant Briefing. Timekeepers may be asked to demonstrate timing signals at Contestants' Briefing.

Where: the same platform as the contest (e.g. Zoom)

Attendees: Chief Judge, Timekeepers, Ballot Counters, Sergeant at Arms, backup Chief Judge, backup functionaries.

Final Checks

- Confirm that all functionaries are paid members.

Briefing the Timekeepers

Before the Contest

- Download the virtual background timing cards from the Contests page at <https://d91toastmasters.org.uk/>
- Test usage of the virtual background feature on the device you will be using during the contest. A suggestion is to place a cloth over your camera lens so that the virtual background fills the screen and maximises the timing signal
- The Contest Chair might ask for your assistance in demonstrating the timing signals at the Contestants' Briefing
- Decide who will be Timekeeper 1 (primary timekeeper) and who will be Timekeeper 2 (backup timekeeper)
- Ensure that you have a means of communication with each other and the Chief Judge, e.g. a WhatsApp group
- Ensure you have the email addresses of the Chief Judge and Ballot Counters for submitting the Time Record Sheet
- 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."

Arriving at the Contest

- Arrive 45 minutes ahead of the contest start time
- Change your name to "Timekeeper 1/2 – [your name]"

During the Contest

- Both Timekeepers will use a stopwatch to time all speeches:
 - The primary timekeeper will provide the green, yellow, and red colour signals at the appropriate times during the speeches. The white signal should be displayed until the time to switch to green. The primary timekeeper will also record the times of each speech.
 - The backup timekeeper will keep their camera off. If the primary timekeeper has a technical failure, the backup timekeeper will turn on their camera and immediately take over with the time signals and recording the times, even if the timing failure occurs during a speech.

- 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. Technical checks with the Contest Chair to confirm readiness are not part of the timing.
 - Show the white signal from the start and keep it displayed until you ...
 - 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

- Contestant technical failures
 - If a contestant has a technical failure, the Chief Judge will intervene to pause the contest. At that moment, pause your stopwatches
 - Once we have the contestant back, the Chief Judge will resume the contest
 - The contestant will resume their speech from where the technical failure occurred. Upon their next definite verbal or nonverbal communication with the audience, the stopwatches should be unpaused and timing signals continued as normal
- Write down each speaker's time in the Time Record Sheet
- Note any occasions where the Chief Judge had to pause a contest due to technical failures
- Note any occasions where there was a technical failure of the timekeeper
- The Contest Chair will request one minute of silence between speeches. Signal when the minute is concluded
- At the end of the contest, email the time record sheet to the Chief Judge and the Ballot Counters
- *During an Evaluation contest you will also need to provide signals for the Target Speakers:
 - White from the start
 - Green from 05:00
 - Yellow 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

- Ensure that you can communicate with the meeting moderator and Chief Judge via a messenger, e.g. WhatsApp
- During the Table Topics Contest, all contestants (bar the first speaker) will be moved to a breakout room with the Sergeant at Arms until it is their turn to speak
- While in the breakout room, Contestants must keep their cameras and microphones on and remain in continuous view of the Sergeant at Arms to demonstrate that there is no opportunity for them to receive early access to the contest question
- Contestants must not use electronic devices while they wait
- If Sergeants at Arms have cause for concern, they should message the Chief Judge as early as possible, and before the results, for investigation if needed.

Evaluation Contest

- Ensure that you can communicate with the meeting moderator and Chief Judge via a messenger, e.g. WhatsApp
- After the Target Speech, the Zoom Master will move all contestants and the Sergeant at Arms into a breakout room
- The Sergeant at Arms will time 5 minutes on a stopwatch for the contestants to write their notes
- At the end of five minutes, inform all contestants to stop writing and contact the Zoom Master to move the first speaker back to the contest room
- All other contestants must put their notes away from that point so that they cannot consult them while they wait. They are only allowed to pick up their notes again when they are returned to the contest room
- While in the breakout room, Contestants must keep their cameras and microphones on and remain in continuous view of the Sergeants at Arms to demonstrate that they are not consulting their notes
- If Sergeants at Arms have cause for concern, they should message the Chief Judge as early as possible, and before the results, to allow investigation if needed

Briefing the Ballot Counters

- After the final speaker, the meeting moderator will move all Judges, Chief Judge and Ballot Counters to a breakout room to complete their marking and ballot submission
- All Voting Judges will email their Ballots to the Chief Judge and all Ballot Counters
- When all Ballots have been received the Voting Judges will be returned to the contest room
- The Chief Judge will share their screen with a simple spreadsheet to tally the results
- Ballot counters open each Ballot and
 - Check that each ballot is valid, eg no ties
 - Call out the results from the ballot. 1st position gets 3 points, 2nd position gets 2 points and 3rd position gets 1 point
 - Each Ballot Counter should verify the points being called out to ensure no discrepancies,
 - confirm that the Chief Judge has entered the points into the spreadsheet correctly
- When all ballots are entered, the Chief Judge calculates the totals.
- In the event of a tie, the Chief Judge shares the Tiebreaking Ballot from their mail on their screen to determine which contestant was ranked higher on that ballot
- The Chief Judge and Ballot Counters then consult the Time Record Sheet to check for any timing disqualifications:

	Table Topics Contest	Humorous Speech Contest	Evaluation Contest	International Speech Contest
Minimum	1:00	4:30	1:30	4:30
Maximum	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 1st, 2nd and 3rd place certificates. Ballot Counters should watch to ensure that all items are completed correctly