

Chief Judge Training



WHY DO WE HAVE CONTESTS?

- ▶ Who is the most important person at the contest?

The Contestant!

Agenda

- ▶ Purpose
- ▶ Qualifications for a Chief Judge
- ▶ General Procedure and Timeline
- ▶ Contest Materials
- ▶ Emergency Kit

Purpose of a Chief Judge

- ▶ Ensure that each contestant has a fair and equal chance to compete in a speech contest
 - **Know the contest rules**
 - Select competent and impartial judges
 - Be organized and prepared
 - Make sure all participants are briefed
 - Oversee the contest
 - Have fun!

Oversee the Contest

- ▶ Know the contest rules
 - Watch that the rules are being followed
 - **Read the Rulebook!!!!**
 - Contest Master is following current D50 contest script
 - Experience is the same for all contestants
 - Announcing the names correctly
 - Table Topics question is the same for all
 - There is a minute of silence between each contestant
 - No photos before the end of the contest

Qualifications to be a Chief Judge

▶ Qualifications

- Must be a member in good standing since the previous July 1 – Dues paid
- Must be in a club in good standing
 - For at least 6 months
 - Active and Dues Paid
- Are NOT a contestant in a Toastmaster contest

Qualifications to be a Chief Judge

- Must have previously judged a Toastmasters speech contest at the Area level
- CC/CTM or above to be Chief Judge at an area contest
- AC/ATM or above to be Chief Judge at a division or above contest
- Have attended District's Judging and Chief Judging training within the last three years

General Procedure

- ▶ Before Contest Season Starts
 - District Chief Judge requests volunteers to serve as Chief Judge for each contest
 - Sign Up Genius
 - District Chief Judge confirms contest Chief Judges
 - District Chief Judge sends out contact list of trained judges to the Chief Judges

General Procedure

▶ Before Contest Day

- 3 – 4 weeks prior to contest
 - Chief Judge selects contest judges
 - **For area contests: 5 judges plus one tiebreaker**
 - ▶ Alternative: have an equal number of judges from each club in the area
 - **For division contests: 7 judges plus one tiebreaker**
 - Tiebreaker is known only to the Chief Judge
 - Keep in contact with the contest chair

General Procedure

▶ Finding Judges

- District Chief Judge sends all Chief Judges a contact list for judges
 - It is the responsibility of the Contest Chief Judge to find judges
 - Use the contact list
 - SignUpGenius may already have judges
 - Area contests list 8 judges, select 6

General Procedure – Eligible Judges

- ▶ Verify each Judge meets the following qualifications
 - Must be a member in good standing
 - Dues paid
 - Must have completed at least six speeches in the *Competent Communication* manual
 - Is NOT a contestant in a Toastmasters contest
 - Is NOT a member of the club or area that is being represented by the contestant

General Procedure – Eligible Judges

- Must be from outside the area or division for which you are judging (depending on contest)
- Must have attended District Judge's Training within the last three years

General Procedure

▶ Before Contest Day

- 2 weeks prior to contest
 - Contest chair send District Chief Judge date, time and location, along with contest flyer
 - Contest chair selects timers, ballot counters and sergeants at arms
 - Chief Judge contacts judges with location, map and flyer

General Procedure

▶ Before Contest Day

- 1 – 2 weeks prior to contest
 - Chief Judge reconfirms judge attendance
 - Chief Judge contacts contest chair and contest master to see if they have any questions about procedure
 - Contest chair sends contestant names
 - Confirm the judges are not in a club with any contestant
 - Chief Judge prepares all forms
 - Senior 3 will bring a packet
 - Division Directors will have emergency kit
 - Print your own emergency kit for backup

General Procedure

- ▶ Before the program is printed
 - 1 – 2 days prior to contest the Contest Chair sends District Chief Judge, Contest Chief Judge, Quality Contest Chair, and PQD a copy of the program
 - Contest date, day and location
 - Contestant names do NOT have Toastmasters Educational Levels
 - Contestants are NOT listed anywhere else

General Procedure

- Evaluation Contest Test Speaker's name does NOT have a Toastmasters Educational Level or Speech Title
- Evaluation Contest Test Speaker does NOT belong to the same club as any of the contestants

General Procedure

- ▶ Day of the Contest
 - Arrive early
 - Check in with Contest Chair – get judges gifts
 - Check that helpers are not from the same club

General Procedure

- ▶ Locate briefing room/room for sequestering Contestants for Evaluation and Table Topics Contests
 - For contestants the room must be far enough away from the contest room to prevent hearing the contest
 - Enough chairs for contestants
 - Writing surface for Evaluation contestants

General Procedure

- ▶ Verify Contest Chair has provided
 - US flag
 - Placed to the right of the lectern when facing the audience or center stage
 - 2 STOPWATCHES
 - 3 for Evaluation contests
 - Time indicators
 - Lights and/or cards
 - Cards must be supplied, for backup, if lights are used

General Procedure

▶ Contest Day

- Review Contestant Eligibility and Originality form
 - Must have signature, name, club name, and contact information
 - If a contestant is in both contests, must fill out two forms
 - International Speech Contest requires at least six speeches in the *Competent Communication* manual
 - ▶ Exception: CHARTER member of a club CHARTERED less than one year before the club contest
 - Contest Chair conducts drawing for speaking position
 - ▶ There is a form for this
 - Review Audio Visual Release form

General Procedure

- Check with Contest Master
 - Brief audience about photos, cell phones, etc.
 - Observe minute of silence for the judges
 - Timers display red light at one minute
 - Introduce contestant as: name title title name
 - How to pronounce your name

General Procedure – Late Contestant

- ▶ What happens if a contestant is late?
 - Contestant must check in with Contest Chair
 - Contestant misses briefing
 - Contestant waives briefing and competes
 - Contestant arrives **AFTER** Contest Master is introduced (First Contest)
 - Contestant is disqualified
 - Alternate competes or club/area has no contestant

General Procedure – Late Contestant

- Contestant must check in with Contest Chair
- Contestant (Second Contest) arrives BEFORE the break is over
 - Contestant waives briefing and competes
- Contestant arrives AFTER the Contest Master retakes the stage.
 - Contestant is disqualified
 - Alternate competes or club/area has no contestant

General Procedure

- ▶ Perform briefings
 - Brief Timers
 - Checklist
 - Brief Judges
 - Checklist
 - Brief Ballot Counters
 - Checklist

General Procedure

- ▶ Day of the Contest
 - Check that Contest Chair has briefed contestants and Sgt. At Arms
 - Obtain completed Contestant Eligibility forms from Contest Chair
 - Time permitting, attend the contestant briefing

General Procedure

- ▶ The Contest Begins
 - Chief Judge announces that the contest begins
 - Chief Judge oversees ballot counting
 - Chief Judge gives winners' names to the contest master
 - Chief Judge participates in debriefing

General Procedure

- Within 48 hours after contest
 - Chief Judge provides contest results to District Chief Judge, contest chair, area and division director, Quality Contest Chair, District 50 Program Quality Director, and District Director
 - Include complete ranking of contestants
 - ▶ See notification of contest winners form
 - Include list of judges
 - Chief Judge sends “Thank You” notes to all judges

General Procedure – Briefing Timers

- ▶ Briefing Timers
 - Verify timers are from different clubs
 - Provide timing sheets (2) and review
 - Use 2 STOPWATCHES!
 - Timing begins with first word or deliberate gesture
 - DO NOT indicate disqualification in any way
 - Both timers record both times
 - Be available when contestants review speaking area
 - Verify lights or cards are easily seen by contestants

General Procedure – Briefing Timers

- Time the minute of silence – red light
- DO NOT time Indefinite Period of Silence
- Sign/initial the Timing Sheet
- Give the Timing Sheet to the Chief Judge ONLY
- Time the break

General Procedure – Counters

- ▶ Briefing Ballot Counters
 - Verify counters are from different clubs
 - Provide number of judges/ballots to collect
 - Indicate to Chief Judge how many ballots
 - Chief Judge collects tiebreaker ballot
 - “Madame/Mister Contest Master”
 - Go with Chief Judge to count ballots
 - **RESULTS ARE CONFIDENTIAL**

General Procedure – Judges Briefing

- ▶ Briefing Judges
 - Review qualifications
 - Sign eligibility form
 - Pass out ballots
 - Pass out gifts
 - Answer questions
 - Assign mentor to a first time chief judge

General Procedure – Judges Briefing

- Review briefing checklist with judges
- DO NOT:
 - Sit next to a contestant
 - Talk to a contestant
 - Consider timing
 - Be biased
- Judge based on judging criteria
- Judge each contestant individually

General Procedure – Judges Briefing

- List 1st, 2nd, and 3rd place names correctly
 - Tiebreaker lists ALL names in order
- Protests
 - Write PROTEST on the ballot
 - Follow Chief Judge out of room at end of contest
 - Continue judging as if there were no protest
- Check ballot before giving it to ballot counter
 - Verify the ballot was signed
- Do not dispose of any materials at contest location and keep results secret

General Procedure – Ballot Counting

- ▶ Ballot Counting
 - Chief Judge opens ballots
 - Check that ballots are correctly filled out
 - Check for Protests
 - Set aside tiebreaker ballot

General Procedure – Ballot Counting

COUNTER'S TALLY SHEET



Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

Name of Contestant																			
Name of Judge																			
1.																			
2.																			
3.																			
4.																			
5.																			
6.																			
7.																			
8.																			
9.																			
10.																			
Totals																			

- From each ballot collected, enter on this tally sheet:
 - 3 points for FIRST place
 - 2 points for SECOND place
 - 1 point for THIRD place
- After results from all ballots have been entered, compute totals.
- Check the Timer's Report. If any contestants were disqualified by the chief judge for speaking under-time or overtime, strike their names from the results.
- If a tie results, refer to the Tiebreaking Judge's Ballot.
- Enter winners as follows:

1st Place Winner _____

2nd Place Winner _____

3rd Place Winner _____
- On a separate sheet of paper, submit the names of the winners to the chair or the person who will announce the results. Clearly specify first, second and third (if appropriate) place next to the corresponding names.

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- ▶ List contestant names
- ▶ List judges names
- ▶ One ballot counter reads
- ▶ One ballot counter writes numerical value
- ▶ Tally results
- ▶ Ballot counters switch
- ▶ Do it again



General Procedure – Ballot Counting

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- ▶ Tiebreaker ballot used to break ties
 - Highest ranking gains contested place
- ▶ Check Timer form
 - Use most favorable time
- ▶ Chief Judge fills in results
- ▶ Ballot Counters verify names and initial form



General Procedure – Ballot Counting

- ▶ Fill out notification form
 - Rank all contestants
 - Information from Eligibility Form
 - Use form when sending information to district officers

NOTIFICATION OF CONTEST WINNER



Immediately following a speech contest, please complete this form and send it to the contest chair of the next level, if applicable.

Contest level (Check one): Club Area Division District

Date of Contest: _____ Contest Type: International Table Topics™ Humorous Tall Tales Evaluation

Place	Name	Club No.	District	Address	City	State	ZIP Code	Country	Telephone	E-mail Address
1 st										
2 nd										
3 rd										
4 th										
5 th										
6 th										
7 th										
8 th										
9 th										
10 th										

Submission of this information is certification that the winner and alternate are qualified for participation in the next-level speech contest by meeting the eligibility requirements set forth in the Speech Contest Rules for this contest.

Submitted by: _____ Telephone (day): _____

Title: _____ Telephone (evening): _____

Mobile/Cell: _____ E-mail address: _____

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General Procedure – Ballot Counting



Announcement of Winners

Chief Judge: fill out winners in REVERSE order of tally sheet. Only fill out 3rd place if there are 5 or more contestants. Otherwise fill out 2nd and 1st places. Provide to contest master.



Contest Master: announce form as filled out from top to bottom.

Ev/IT Disqualification(s): We had ___ disqualification(s) based on time/eligibility/originality.

Evaluation / Table Topics / Tall Tales

- Our THIRD place winner is: _____
- Our SECOND place winner and the person who will represent our (Club/Area/Division) at the (Area/Division/District) contest, if the winner is unavailable, is: _____
- Our FIRST place winner and the person who will represent our (Club/Area/Division) at the (Area/Division/District) contest, is: _____

HS/IS Disqualification(s): We had ___ disqualification(s) based on time/eligibility/originality.

Humorous / International Speech

- Our THIRD place winner is: _____
- Our SECOND place winner and the person who will represent our (Club/Area/Division) at the (Area/Division/District) contest, if the winner is unavailable, is: _____
- Our FIRST place winner and the person who will represent our (Club/Area/Division) at the (Area/Division/District) contest, is: _____

Signed: _____ Witnessed: _____
Chief Judge Ballot Counter(s) Initials

- ▶ Chief Judge fills in form
 - Disqualifications
 - Mark contest and area
 - 5 or more contestants
 - 3rd, 2nd and 1st
 - 4 or less contestants
 - 2nd and 1st
 - Ballot Counters verify names and initial form

General Procedure – Ballot Counting

- ▶ After second contest ballot counting
 - Chief Judge presents Announcement of Winners form to Contest Master

Break



General Procedure - Protests

- ▶ Protests
 - Eligibility, Timing, Originality
- ▶ Only contestants and judges can lodge protests
 - Prior to announcement of winner
- ▶ Protests are made to the Chief Judge OR the Contest Chair

General Procedure - Protests

- ▶ Originality
 - Contestants prepare their own speeches
 - No plagiarism
 - Must be substantially original
 - “Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person’s content.”
 - Must be properly cited

General Procedure - Protests

- ▶ Originality Protests
 - All judges are involved
 - The contestant has an opportunity to respond
 - Majority of voting judges required to disqualify
 - All decisions are final

Contest Materials - Provided by Senior 3

- ▶ Contest Materials needed for each contest
 - Judges Ballots – at least 10
 - Tiebreaker Ballots – at least 2
 - Judges Eligibility form – same number as judges
 - Timer Sheets – 2
 - Counters Tally Sheets – 2
 - Notification of Winners – 2
 - Announcement of winners – 1
 - 2017 Contest Rule Book
 - Chief Judge Checklist

Emergency Kit

- ▶ Emergency Kit
 - At least 1 copy of every form
 - Speaker Eligibility form
 - Audio and Video Release form
 - Contest Sign in sheet
 - Contestant Briefing Checklist
 - Contestant Drawing Form
 - Dignitary List
 - 2 Stopwatches (3 for evaluation contest)
 - Green, yellow, and red cards/folders

Emergency Kit

- ▶ Emergency Kit
 - US Flag
 - Envelopes
 - Pens
 - Scissors
 - Ruler/Straight Edge
 - Name tags
 - Clipboard (not all locations have writing surfaces)

Note: With an emergency kit, you qualify for a CL credit for helping to organize a contest

Judge Emergency Plan

- ▶ Contest Chief Judge does not have enough judges by 3 days before the contest
 - Contact the Contest Chair to help find one judge from each club that has a participating contestant
 - Chief Judge creates enough ballots and Judge Eligibility forms for the extra judges

Judge Emergency Plan

- ▶ Judge Selection Criteria
 - First Choice: Has had Judge Training
 - Second Choice: Toastmasters with AC or DTM
 - Third Choice: Toastmasters with CC
 - Fourth Choice: Toastmasters with 6 projects in CC manual
 - Fifth Choice: Toastmaster

Judge Emergency Plan

- ▶ Chief Judge:
 - Uses existing judges
 - ADDS one judge from each club
 - Result is more than five judges
 - Meets rule book requirements
 - Area contests require minimum of five judges and one tiebreaking judge
 - Use existing judges as mentors for any first-time judge

Conclusion

Remember:

The contest is all about the contestant!

References

- ▶ Toastmasters Resources – Speech Contests
 - <https://www.toastmasters.org/Resources/Contests/Speech-Contests>
 - Speech Contest Rulebook and Tutorials
- ▶ District 50 Toastmasters Website
 - <http://d50toastmasters.org/>
 - Contest dates and locations
 - <http://d50toastmasters.org/resources/contests.html>
- ▶ District 50 Toastmasters Facebook Page

District 50 Chief Judge

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