



# **District 50 Chief Judges Training**



# Agenda

- ▶ Purpose
- ▶ Qualifications
- ▶ General Procedure and Timeline
- ▶ Contest Materials
- ▶ Emergency Kit



# Purpose

- ▶ Ensure fair contest
- ▶ Know the contest rules
  - ▶ Read the rulebook
- ▶ Select eligible judges
- ▶ Be organized and prepared
- ▶ Oversee briefings
- ▶ Oversee the contest
- ▶ Have fun!



# Purpose – Oversee Contest

- ▶ **Current D50** contest script followed
  - ▶ All contestants treated equally
  - ▶ Announces the names correctly
  - ▶ For Table Topics, question is same for all
- ▶ There is a minute of silence between each contestant
- ▶ No photos before the end of the contest



## Qualifications - Contest Chief Judge

- Paid member for at least 6 months
- Completed at least 6 speeches in the *Competent Communication* manual
- **Or** 2 levels in *Pathways*
- Not a contestant beyond the club level
- Division & District only
  - NOT a member of the same club as a contestant
- \*Have attended District Chief Judge's training within the last three years



# General Procedure – Before Contest Day

- Select contest judges
  - Confirm eligibility
- **For area contests:**
  - Equal number of judges from each club
  - Or minimum 5 judges
  - Plus tiebreaker judge
- **For division contests:**
  - Equal number of judges from each area in division
  - Or minimum 7 judges
  - Plus tiebreaker judge



# General Procedure – Before Contest Day

- Be in contact with the contest chair
  - Contest chair will send flyer
  - Contest chair will send program for approval
- Confirm judges attendance
  - Confirm the judges eligibility
- Prepare all forms
  - Senior 3 will bring Chief Judges packet
  - Division Directors should have emergency kit
  - Print your own emergency kit for backup



# General Procedure – Before Contest Day

- ▶ Review program for accuracy – **before printed**
  - ▶ Contestant names are spelled correctly
  - ▶ Contestant names are in alphabetic order
  - ▶ Contestant names do not include education levels
  - ▶ Contestant not a role holder for the contest





# General Procedure

- ▶ Finding Judges
  - ▶ Contact lists provided by District Chief Judge
- ▶ SignUp Genius



# General Procedure – Eligible Judges

- Paid member for at least 6 months
- Completed at least 6 speeches from the *Competent Communicator* or a 2 levels in *Pathways*
- Be physically present
- Not a contestant beyond the club level
- At Division & District level
  - Not a member of the same club as a contestant
- \*Preference given to judges who have attended training



# General Procedure

## Evaluation Contests

- Contestants use the Evaluation Contestant Note Sheet Item #1117
- Speech Test Speaker's name does NOT have a Toastmasters Educational Level or Speech Title
- Recommended that Test Speaker is not a member of the same club as any of the contestants



# General Procedure – Day of Contest

- ▶ Arrive early
- ▶ Check in with Contest Chair
- ▶ Receive judges gifts
- ▶ Confirm helper roles are not filled by members of the same club
  - ▶ Ex: Timers from 2 separate clubs



# General Procedure – Day of Contest

- Perform briefings – Use checklists
  - Brief Timers
  - Brief Judges
    - Tiebreaker Judge is briefed separately
  - Brief Ballot Counters
- Contestant and SAA briefed by Contest Chair
  - Confirm
- Obtain completed Contestant Eligibility forms from Contest Chair
  - Time permitting, attend the contestant briefing



# General Procedure – Day of Contest

- ▶ Locate briefing room
  - ▶ Enough chairs
  - ▶ Writing surface
- ▶ Evaluation & Table Topics contests
  - ▶ Locate room for sequestering contestants
  - ▶ Room should be far enough away to prevent contestants hearing
  - ▶ Enough chairs
  - ▶ Writing surfaces for evaluations



# General Procedure – Day of Contest

- ▶ Verify the following
  - ▶ US flag
    - ▶ Right of the lectern when facing the audience
    - ▶ Or center stage
  - ▶ 2 STOPWATCHES
    - ▶ 3 for Evaluation contests
  - ▶ Time indicators
    - ▶ Lights and/or cards
      - ▶ Always backup lights with cards



# General Procedure – Day of Contest

- Review Contestant Eligibility and Originality Form 1183
  - If a contestant is in both contests, check both contests on form
  - International Speech Contest requires
    - At least 6 speeches in the Competent Communication manual
    - **Or** requires 6 Pathways levels
    - **Exception:** CHARTER member of a club CHARTERED less than one year before the club contest
- Contestants draw for speaking position
  - Contest Chair will handle during briefing
- Review Audio Visual Release form





# General Procedure – Day of Contest

- Check with Contest Master
  - Brief audience
    - No photos
    - Turn off cell phones
    - Etc.
  - Observe minute of silence for the judges
    - Timers display red light at one minute
  - Introduce contestant:
    - Review pronunciation with contestant before contest
    - name - title - title – name



# General Procedure – Late Contestant

- Must check in with Contest Chair
  - Contestant misses briefing
    - Contestant waives briefing and competes
  
- Contestant arrives AFTER Contest Master is introduced (1<sup>st</sup> contest)
  
- **or** AFTER Contest Master resumes (2<sup>nd</sup> contest)
  - Contestant is ineligible to compete
  - Alternate competes or club/area has no contestant



# General Procedure – Contest

- Respond to Contest Master, when prompted
- Oversee ballot counting
- Provide list of winners to the contest master
- Participate in contest debriefing



# General Procedure – Briefings

## ▶ Timers

- Verify timers are from different clubs
- Provide timing sheets (2) and review
  - Both timers record each speaker's time
  - Both sign/initial at end of contest
  - Timing sheet to Chief Judge at end of contest
- Use 2 STOPWATCHES!
- Timing begins with “first definite verbal or non-verbal communication with the audience”
- DO NOT indicate disqualification
- Verify timing equipment is easily seen by contestants
  - If using cards, hold up until color change or until speaker is finished
- Time minute of silence – Red light
- Time break – 2 minute warning



# General Procedure – Briefings

- ▶ Briefing Ballot Counters
  - Verify counters are from different clubs
  - Provide number of judges/ballots to collect
  - Ballot counters should indicate to Chief Judge how many ballots have been collected
    - Holding up fingers is helpful
  - Chief Judge collects tiebreaker ballot
  - Leave room with Chief Judge to count ballots
  - **RESULTS ARE CONFIDENTIAL**



# General Procedure – Briefings

- ▶ Briefing Judges
  - Review qualifications
  - Sign eligibility form
  - Pass out ballots & gifts
  - Answer questions
    - \*An experienced Chief Judge may attend briefing with a first time Contest Chief Judge
  - Review briefing checklist with judges
    - Judge based on judging criteria
    - Judge each contestant individually
    - Sit close to contest area
  - List contestant names in order of ranking
    - 1st, 2nd, and 3rd place
      - Tiebreaker lists ALL names in ranking order
    - Use complete name as shown in program



# General Procedure – Briefings

- ▶ Briefing Judges – cont.
  - Protest
    - If protest, write PROTEST on the ballot
    - Continue judging contest
    - Follow Chief Judge out of room at end of contest
  - Check ballot before giving it to ballot counter
    - Verify you signed
  - Preferred not to:
    - Sit next to a contestant
    - Talk to a contestant
  - Do not:
    - Consider timing
    - Be biased – can show during ballot counting
    - Dispose of score sheets at contest location
    - Discuss results



# General Procedure – Briefings

- ▶ Ballot Counting
  - Chief Judge opens ballots
    - Chief Judge holds tiebreaker ballot
      - Not used unless it is needed
  - Check that ballots are complete
  - Check for Protests





# General Procedure – After Contest

- Email results to:
  - District Chief Judge
  - Contest chair
  - Area and/or Division Director
  - Quality Contest Chair
  - Program Quality Director
  - District Director
    - ▶ Include complete ranking of all contestants
      - ▶ See notification of contest winners form
    - ▶ Include list of judges
- Email “Thank You” note to all judges





# General Procedure – Ballot Counting

- ▶ Fill out notification form
  - Rank all contestants
  - Information from Eligibility Form
  - Scan and send 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 <sup>st</sup>										
2 <sup>nd</sup>										
3 <sup>rd</sup>										
4 <sup>th</sup>										
5 <sup>th</sup>										
6 <sup>th</sup>										
7 <sup>th</sup>										
8 <sup>th</sup>										
9 <sup>th</sup>										
10 <sup>th</sup>										

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: \_\_\_\_\_



# General Procedure – Ballot Counting

**Announcement of Winners**

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

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

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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: \_\_\_\_\_

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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 completes form for each contest
  - Disqualifications
  - Mark contest
  - Mark area or division
  - Mark next contest level
  - 3 or more contestants
    - 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup>
  - 2 or less contestants
    - 2<sup>nd</sup> and 1<sup>st</sup>, or 1<sup>st</sup>
  - Ballot Counters verify and initial
- Chief Judge presents forms to Contest Master after both contests



# General Procedure – Protests

- Eligibility, Timing, Originality
  - Only contestants and judges can protest
  - Prior to announcement of winner
  - Protests made to the Chief Judge OR the Contest Chair
- Originality
  - Contestants speech
    - Substantially original
      - “Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person’s content.”
    - Properly cited
  - All judges involved
  - Contestant can respond
  - Decisions final



# Materials - Provided on Contest Day

- Judges Ballots – at least 8
- Tiebreaker Ballots – at least 2
- Judges Eligibility form – 10
- Timer Sheets – 2
- Counters Tally Sheets – 2
- Notification of Winners – 2
- Announcement of winners – 1
- Chief Judge Checklist
- Briefing Checklist



# Emergency Kit

- At least 1 copy of every form
  - Speaker Eligibility form
  - Audio and Social Media Release form
- Contest Sign in sheet
- Contestant Briefing Checklist
- Contestant Drawing Form
- Dignitary List (printed just before contest)
- 2 Stopwatches (3 for evaluation contest)
- Green, yellow, and red cards/folders
- Speech Rulebook 2018



## Emergency Kit – cont.

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





# Judge Emergency Plan

- ▶ Not enough judges 3 days before the contest
  - Area Contest
    - Contact the Contest Chair one judge from each club that has a participating contestant, that meets judges eligibility
      - Equal number of judges from each club plus tiebreaking judge
      - Or minimum of five judges plus tiebreaking judge
  - Division Contest
    - Contact the Contest Chair for one judge from each area, not in a club with a contestant, that meets judges eligibility
      - Equal number of judges from each area plus tiebreaking judge
      - Or minimum of seven judges plus tiebreaking judge
- ▶ Judge Selection Criteria
  - \*1st Choice: Judge Training AND meets criteria of 2nd choice
  - 2nd Choice: Toastmasters with 6 projects in CC manual or 2 levels in Pathways



# 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
- ▶ Speech Contest Tutorials
  - ▶ Overview and Roles
  - ▶ When You're the Judge
  - ▶ Judge's Guide and Ballot
- ▶ District 50 Toastmasters Website  
<http://d50toastmasters.org/>
  - ▶ Contest dates and locations



# **Hugh Dawson, DTM**

## **District 50 Chief Judge**

Email: [chiefjudge@d50toastmasters.org](mailto:chiefjudge@d50toastmasters.org)

Phone: 214-929-9304

***Session Evaluation Link:***

<http://bit.ly/tlfeedback>

(Facilitator has Session Number)