



TOASTMASTERS INTERNATIONAL DISTRICT 17 SPEECH CONTESTS

CHIEF JUDGE'S BRIEFING SCRIPT TO JUDGES, TIMERS AND TALLY COUNTERS

Online Contest 2022

Welcome **Judges** to the **Area xx/ Division xx / District 17** _____ Contest 2022.

Thank you for agreeing to be judges in today's contest.

I can confirm that I have received all your signed eligibility forms, thank you.

Note: If not all received, stop until this has been done.

At all times in the meeting, you shall have your video off with no self-identifying image of yourself and also your name changed to your role title.

Please rename yourself now, if you have not done so.

Please stop your videos so I can check that there are no images shown.

Thank you.

It is an honour to be working with you all. I must remind you that as judges of this contest, and in accordance with official policy, you are bound to uphold the Judge's Code of Ethics and you may not discuss any judging decisions, nor reveal any ranking of the contestants, with any other person. You shall support by word and deed the contest rules and judging standards, refraining from any public criticism of the contest. Do you understand your duty?

When judging today, you will be ranking the speakers by the criteria on your judging ballot, if you have not read it, please take the time do so before the contest starts.

Please ensure you use only these criteria to score each contestant's speech, you must score each contestant impartially on TODAY'S speech, not on reputation nor previous performance.

There will be one-minute silence between speakers for you to score the previous speaker and silence after the final speaker until you have all completed your score for the last speaker, tallied your scores and sent a photograph of your signed ballot paper to the Tally Counters.

As it is vital that you write your name clearly and sign the bottom portion of your ballot. Please also write your judge number at the bottom of your ballot now.

When marking the bottom portion of your ballot, please ensure you have clearly marked your highest ranked speaker in first place, the next ranked speaker in second place etc. You must not indicate a tie, you can only rank the speakers 1st, 2nd and 3rd.

Once you have completed your voting, please tear off the bottom portion of your ballot, take a photo with your mobile and text it to the Tally Counters at the numbers I have emailed to you.

If you can, please set your camera to a low resolution to facilitate a speedy transfer.

Could you all please confirm that you have the phone numbers of the Tally Counters.

Speaking area. Contest Chair and Chief Judge will discuss this prior to this briefing and inform both contestants and judges the speaking area. There is no disqualification for leaving the area.

If you have a protest clearly mark a P on the bottom of your ballot before you send it to the Tally Counters. In the case of a Protest, please also send the ballot to me.

Could you all please confirm that you have my phone number.

As you should be aware, the grounds for protests are:

- Contestant Eligibility
- Originality of the Speech
- Referencing another speaker's speech in the same contest

If I receive a protest, I will then ask the Zoom Master to move myself and all judges, to a private room where the protest can be heard. If the protest is raised by a contestant, they will be brought into the room to quantify their protest. The standard procedure for protests will then be followed

I will now ask the Zoom Master to send the tally counters and timers in, please turn off your cameras.

Welcome **Tally Counters** and **Timers**, thank you for your assistance in today's contest.

For your forms, please note that the **speaking order** is _____

Judges, could you please do a practice test of sending the lower half of your ballot to the tally counters via text.

Tally Counters *while we are waiting for the test to come through.*

At the conclusion of the contest the judges will text you a photo of the bottom half of their ballot papers with their first, second and third places nominated. Please ensure that all ballots are signed and have the judge's name on it before proceeding.

Once you receive the ballot, send a text back to the sender acknowledging receipt – the word "Thanks" is enough.

If you see a P on their ballot papers you are to notify me immediately.

When you have received all judges' ballots please text me, **before** you start to collate the results. At which time I will request the zoom master to move us into the tally room.

Once in the tally room I will give you further instructions on how to tally the ballots.

Timers

Please name yourselves as Timer 1 and Timer 2.

Do you have the virtual backgrounds for the contest – neutral / green / yellow and red?
Please demonstrate these now.

Both timers need to time the speeches, starting with the contestant's first verbal or non-verbal interaction with the audience. The camera and sound test at the start should not be timed.

Both timers need to make note of the contestant's speaking time on the timer record sheet. Have you a printed copy of this?

Timer 1 manages the timing backgrounds with their camera covered so that only the colours are shown. Timer 2 should also have the backgrounds displayed but camera off. This is in case Timer 1 has an issue and leaves the meeting, Timer 2 will then just turn their camera on.

Timer 1 if you have an issue please leave the meeting immediately so that Timer 2 can take over the timing – this is the quickest way to identify a problem. You may, of course, re-join the meeting, and resume your role for the next speaker.

Timer 2, if Timer 1 disconnects, please step in immediately with the timing. Should this happen, then the contestant is allowed an extra 30 seconds before being disqualified.

The colours are white/grey for the first period, green at the first time mark this remains on until the second timing mark, when the yellow should be displayed. At the third timing mark the red is displayed and remains on until the conclusion of the speech.

For the **evaluation contest** the timing is green at 2 minutes, yellow at 2 minutes and 30 seconds and red at 3 minutes.

For the **International and Humorous contests** the timing is green at 5 minutes, yellow at 6 minutes and red at 7 minutes.

For the **Table Topics** contest the timing is green at 1 minutes, yellow at 1 minute and 30 seconds minutes and red at 2 minutes.

No further signal is given for going over time.

If a contestant has exceeded the allowable time circle the entry on the Timing Sheet.

When the Contest Chair says "We will have 1 minute for the judges", Timer 1 needs to display the neutral colour.

At the conclusion of the 1 minute, change the timing colour to red. If the Contest Chair does not begin speaking, keep flashing through the colours until they do.

After the last speaker, display the neutral colour. This section is not timed.

At the conclusion of the contest Timer 2 is to text me a photo of the timer record sheet. If there is an issue, I may also request that Timer 1 sends their sheet through.

If Contestant's system drops out during their presentation both timers need to take note of the time.

For today's contest the time we will allow for the contestant to reconnect is ___ minutes. I have advised the Contest Chair of this.

Timer 1 to display the neutral colour while the participant attempts to reconnect. At the conclusion of the allocated time, if the contestant has not reconnected, display the red.

If the Contestant reconnects within the allocated time, change the timing colour to the colour it was on when they dropped out. The Contest Chair should repeat the last words they heard, then continue timing as per the standard timing convention.

Does anyone have any questions regarding their roles?

Thank you for your time today.

Judges, please ensure that at all times you keep your videos off and your microphones muted.

To leave the room, please click on the Leave button at the bottom right of the screen, then click on Leave Room, not Leave Meeting.