



## TOASTMASTERS DISTRICT 17 CHIEF JUDGE CHECK LIST AND BRIEFING NOTES

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### CHIEF JUDGE CHECKLIST:

- Appoint and counsel voting judges, counters, timers, and a secret tiebreaking judge.  
*Note: Sourcing of judges may be the responsibility of the contest organiser ensure you discuss this with them. At the District contest it is the responsibility of the Program Quality Director.*
  - Provide each official with the appropriate forms.
    - Judges - Judge's Guide and Ballot for the appropriate contest
    - Tally counters - Counter's Tally Sheet (Item 1176)
    - Timers - Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
  - Ensure that the timers have appropriate timing lights, backup timing device and stopwatches.
  - Encourage all speech contest officials to view the online Speech Contest training at [www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials](http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials).
  - Ensure you have a copy of the Toastmasters International Speech Contest 2021-2022 Rulebook ("The Rule Book")
  - Conduct the judges' briefing for voting judges, counters, and timers as below:
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### AT THE COMMENCEMENT OF THE BRIEFING

I would like to remind you that as officials of this contest, and in accordance with official policy, you are bound to adhere to the Judge's Code of Ethics. Please remember you may not discuss any timing and/or judging decisions, nor reveal any timing or ranking of the contestants, with any other person once the contest is completed.

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?

Are you all aware of your roles as per the Toastmasters International Speech Contest Rule Book?

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### BRIEFING OF JUDGES BEFORE CONTEST (TIE BREAKER JUDGE SHOULD BE BRIEFED PRIVATELY)

Collect the signed Judge's Certification of Eligibility and Code of Ethics (Item 1170)

When judging today, you will be ranking the speakers by the criteria on your judging ballot.

We have .... contestants in today's contest. They have drawn the following speaking order:

Advise judges of the speaking order that the contestants have drawn so that they can write it on their Judging ballots.

The speaking area for today's contest is

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**Advise the judges on the speaking area.**

Have you read the judging items on the front of your ballot, and are you all familiar with the explanations on the back of the ballot?

Please ensure you use only these criteria to score each contestant's speech, regardless of whether you have seen the contestant speak before.

You must score each contestant impartially on TODAY'S speech, not on reputation nor previous performance.

It is not necessary for you all to have the same interpretation of these criteria. This is the reason we have a varied judging panel; we all perceive points differently and each of you are entitled to your view.

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 filled in your votes.

It is vital that you write your name clearly and sign the bottom portion of your ballot, for your vote to be valid.

**Ask them to sign the bottom part of the ballot for at this point.**

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 and your third ranked speaker in third place. There can be no tie on your ballot.

Once you have completed your scoring, please tear off the bottom portion of your ballot, then when invited by the Contest Chair hold it up for the Tally Counters to collect.

The top portion should be kept by you and discreetly destroyed after the contest. Please do not dispose of this in a waste bin in the contest area.

Should you believe that there are grounds for a protest, please advise the Contest Chair or myself by .....

**Advise the method that you would like them to advise you or the Contest Chair of a protest**

Should the need arise for me to discuss any development, such as a protest, with you all, I will ask the Contest Chair to announce.....

**Advise the question or statement you decided on with the Contest Chair**

If the Contest Chair makes this announcement, please quietly return to this room. We will then discuss any matter in private. If the protest is upheld by the judges the contestant will be invited to respond.

Do you have any questions?

Once again, Ladies and Gentlemen, thank you for agreeing to judge this contest today. I look forward to a great contest with fair judging and a true winner. Good luck!

## **BRIEFING OF TALLY COUNTERS BEFORE CONTEST**

**Distribute the Counter's Tally Sheet (Item 1176).**

Thank you for agreeing to be tally counters at this contest.

Please remain seated until the Contest Chair asks you to collect the ballots and then take the ballots from the Judges and leave the room with me.

When recording the ballots on your Tally Sheet - three (3) points are scored for each first-place ranking; two (2) points are scored for each second-place ranking and one (1) point is scored for each third-place ranking.

Once all the judges' points are entered, please add up the total points for each contestant and enter this at the bottom of the tally sheet.

I will then ask one of you to read your results and the other to confirm that they are agree.

Once these have been verified, please rank the Contestants at the bottom of the tally sheet according to the number of points scored.

Are there any questions?

Thank you again you may now leave the briefing room. I am looking forward to working with you during the contest

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## **BRIEFING OF TIMERS BEFORE CONTEST**

**Distribute Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).**

Thank you for agreeing to be timers at this contest.

One timer is to use the stopwatch / timing device to record the time. Please ensure that you commence timing with the first verbal or non-verbal interaction of the speaker with the audience.

At the conclusion of the speech, please note the time on the Time Record sheet as it is shown on the timing device.

The other timer is to operate the signalling device / timing lights. Please ensure that these can be easily seen by the contestants.

Remember there is no signal given for a contestant going over time.

Are you aware of the time in the contest when you need to display the lights? **If not, refer to the Rule Book.**

In the case of the signalling device failing, please ensure that you have the backup timing device available and note on your timing sheet that the primary device failed. An extra 30 seconds is allowed before the contestant is disqualified.

At the conclusion of the Contest, I will collect the Time Record Sheet from you.

Are there any questions?

Thank you again you may now leave the briefing room. I am looking forward to working with you during the contest

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## **CHIEF JUDGE'S ROLE AT THE CONCLUSION OF THE CONTEST**

- Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.
- Collect the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge.
- Resolve any eligibility, originality, or referencing another contestant's speech, protests that may arise.
- Oversee the counting process. See that all ballots are counted twice to ensure accuracy.
- Should there be a tie, consult the Tie-Breaking Judges results sheet in accordance with the process in the Toastmasters International Speech Contestant rule book.
- Record the names of the winners in reverse order on the Results Form (Item 1168).
- Complete and sign certificates.
- Return to the contest room and when called upon announce if there were any disqualifications (without naming the disqualified contestants) and hand the Results Form and certificates to the Contest Chair.
- All completed forms (other than the top half of the Judge's ballot) are to remain in your possession for the duration of the contest and then destroyed after the announcement of winners.