

Chief Judge's Check List

As Chief Judge, it is your responsibility to obtain officials for your contest, unless you are a chief judge at the District Contest. Then the PQD is responsible.

- ☐ For club contests there shall be at least five (5) voting judges and a Tie Breaking Judge, *unless impractical*. [Usually, all the club members not competing judge at club level]
- ☐ For area contests there shall be equal number of voting judges from each club in the area **OR** a minimum of five (5) voting judges.
- ☐ At Division level there shall be an equal number of voting judges from each area in the division **OR** a minimum of seven (7) voting judges.
- ☐ In addition to these voting judges you should also appoint a Tie Breaking Judge who does not attend the judges briefing. The identity of the Tie Breaking Judges shall remain secret, known only to you.
- ☐ In addition to these judges, you shall obtain
 - 2 Timers
 - 2 Tally Counters
- ☐ Prior to the contest, at the Judge's and Officials' Briefing, you should supply;

All judges, including the Tie Breaking Judge, with;

- A Judge's Certification of Eligibility and Code of Ethics
 - Judge's Guide and Ballot or Tie Breaking Judge's Guide and Ballot
 - An envelope
- ☐ The Timers with;
 - A Speech Contest Time Record Sheet, an envelope, a timing device and lights.
- ☐ The Tally Counters with;
 - Counter's Tally Sheet(s)

Prior to the Judge's and Officials Briefing, ensure you speak with the Contest Chair to determine;

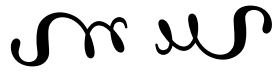
- ☐ The speaking area the Contest Chair has advised the contestants they may use
- ☐ Discuss a question or statement which should be announced should there be a reason for you to call all judges from the contest room. If this becomes necessary, you should ask the Contest Chair to make this announcement.
- ☐ Organisation of a runner to collect the speaking order of the contestants once the draw has taken place and to deliver it to you. [PQD at District]

Chief Judge's Script for Judge's and Officials' Briefing

Legend

[Text in red is an instruction for you to read]

Text in black quotation marks " " is script for you to read aloud



[Hand all judges and officials the appropriate papers they will need for their duties if this hasn't been sent to them prior to the contest via email or they have not returned them]

"Judges, please complete the Judge's Certification of Eligibility and Code of Ethics form. Please ensure you read and understand the Judge's code of ethics."

[Whilst Judges are reading and signing the form, speak to the Timers and Tally Counters]

"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 as well. 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?"

[At this time, you should instruct the Timers on the correct way to fill in their Timer Record Sheet and demonstrate the correct use of the timing device and timing lights]

[Now you should instruct the Tally Counters on the correct way to fill in their Counter's Tally Sheet as well as instruct them how to collect the Judge's Ballot envelopes once the speeches have concluded and judges hold them up for collection]

"Timers and Tally Counters, do you have any questions regarding your role?"

"Thank you for attending this briefing. You are now excused. I am looking forward to working with you during the contest at....." **[Time]**

[By this time, the runner should have delivered the speaking order of the contestants to you]

[To the Judges]

[At Club Level]

This is where you will give a 5 minute Workshop on Judging for this particular contest. To perform this, you quickly go over the Judging Criteria on the Judge's Ballot and remind all Judges about the Judge's Code of Ethics.

[To the Judges]

[At Area and Above Level]

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

"Today we will have speakers and this is the speaking order."

[Read the speaking order, spelling any difficult names and speech titles, if appropriate. Allow time for the judges to write these on their sheet]

"The speaking area today has been decided by the Contest Chair and it is"

[Explain or indicate the speaking area the Contest Chair has advised]

"When judging today, you will be ranking the speakers by the criteria on your judging ballot. 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, in order for your vote to be valid. 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. Once you have completed your voting, please tear off the bottom portion of your ballot and place it in the envelope supplied, then hold your envelope 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 this venue.”

“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 and discreetly, not all at once, leave the room and assemble in this room with me. We will then discuss any matter in private. Is this clear to you?”

“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!”

[Once a decision has been arrived at, you have completed the placegetter certificates and you have your notification of winners to hand to the Contest Chair, you should mark the notification of winners if there were any disqualifications for timing. The contest chair announces this but does not name the contestant(s). You should then return to the contest room with these. Approach the Contest Chair, holding the paperwork clearly in front of you]

[The contest Chair should state “The Chief Judge has returned. Mr/Madam Chief Judge do we have a result?”]

[In a strong, clear voice, announce]

“Mr/Madame Contest Chair, I have the results.”

[You should now take your seat]

[Thank you for completing your role effectively and professionally]