



Agenda

Date and Time: 14 September 2019, 2.00 pm to 5.00pm
Venue: Virtual District Council Meeting

1. **Call to order – Sergeant at Arms**
2. **Inspirational opening**
3. **Reading of District Mission**
4. **Welcome/introductory and explanatory remarks – D17 District Director**
5. **Apologies**
6. **Credentials Committee Report – D17 Parliamentarian**
7. **Adoption of Agenda**
8. **Minutes from the previous Virtual District Council meeting 30 September 2018 and matters arising from District Council meeting 25 May 2019.**
9. **Acting Administration Manager's Report**
 - a. **Correspondence:**
 - Incoming
 - Outgoing
10. **Audit Committee Report**
11. **Finance Manager's Report**
12. **Reports from**
 - a. **District Director – Kevin Sansome**
 - b. **Program Quality Director – Henry Yau**
 - c. **Club Growth Director – Tim Blackburn**
 - d. **Public Relations Manager – Alicia Hitchcock**
13. **Division Directors Reports as tabled**
 - a. **Central Division**
 - b. **Eastern Division**
 - c. **Northern Division**
 - d. **Southern Division**
 - e. **Western Division**
 - f. **Inner City Division**

14.	Other Committee Reports			
15.	Motions Submitted			
	<input type="checkbox"/> Motion to amend the Districts Agenda <input type="checkbox"/> Motion to amend District Procedures Manual <input type="checkbox"/>			
16.	2020 Convention Update			
17.	New Business			
18.	Announcements			
	<input type="checkbox"/> Quiz Night (26 October 2019)			
19.	Next Meeting –District Executive Council Meeting			
	Date:	5 October 2019		
	Time:	1.00pm		
	Venue:	Shenton Park		
20.	Adjournment			



District 17 District Director Report

District Officers

It is pleasing to report that all key roles in the District have been established. Sara Eaton has assumed the Administration Manager role which is most timely to support the Virtual District Council meeting. We welcome to Sara and look forward to administrative assistance for the District. The Trio has settled into each other's role and starting to roll out the new District initiatives in Club excellence and Leadership Academy with the help of advanced group Leading Lights until the end of 2019 and TLI workshops in 2020. The recent visit to the Toastmasters Head Office and Convention in Denver Colorado has proven most successful. The training given to the Trio was the best experienced to date as it was more interactive and engaging for the participants. The Convention was a high standard and meeting the international districts was definitely a highlight of the trip. The Trio Success Plan has been completed and the Budget drafted for discussion. The District received recognition for our Pathways adoption being second highest in the World and the Program Quality Director received an Excellence in Program Quality award for 2018-2019.

Training

All club officer/Area director/Division Director sessions were completed over May – June 2019 in a busy schedule of most weekends and some Thursday evenings. All city COT sessions were well attended and finished in Bunbury for the South West session that was successfully performed. It was disappointing to find 15 Clubs not supporting training and Area Directors and the PQD is investigating with some supplementary training being established in the Divisions. The final Make up session for new Area Directors will be held mid-September to satisfy Toastmasters requirements. These are back to basic knowledge sessions to help new Directors move into their roles faster. Extra leadership sessions are also running each month with Leading light workshops proving most successful for the District.

Education

The Education strategy embraces the success of Pathways and establishes a new role in every Club called the Pathways Coordinator or more simply the Go To person to help any person in the Club start their Pathways journey. The District recognizes a group of senior Toastmasters sticking to the traditional program and not embracing the Pathways program which in my opinion is four times richer in content. The Club Go To person will receive Workshop training and help any person having trouble with a friendly local approach in their Club environment. Our first Pathways DTM has been awarded to Kuty VK for his successful completion. Other Distinguished Toastmaster Awards have been achieved by Saminda De Vas, Robin Lonsdale, Catherine Hammond, Leon Obrien, Elizabeth Fisher and Asvin Bhudia. Congratulations to all award winners to date in this new Toastmaster Year for District 17. The supplementary leadership program is starting to receive good traction and over 18 people in the District attended the first session on Contest best practice.

Membership

This continues to be the challenge for the District and retention is being targeted by a new Mentor program across the District. Every Club is expected to appoint a Mentor Champion who will develop a program for their Club and supported by the District Mentor who will run Workshops to provide strategies for each Club Champion. This new initiative should make members feel closer in relationship to each Club and in our view want to stay longer. The Mentor program is part of the Club Excellence program we have launched earlier this Toastmaster year.

Speech Contests

The first phase of contests have started at Club level. The Humorous and Table Topic contest will be well represented as we decided to allow first and second place-getter to proceed to the Area Contest and their first and second place-getter will reach the Division Contest.

Club Excellence

Enhancing Club Quality is a key objective this year. The Club Excellence program has worked in another District yet it is the first time in District17. There are three components in Club Excellence being Pathways, Mentoring and Club Quality. An advanced group in District17 is DTM Pathway and they provide support services to struggling clubs. Most techniques involve Moments of Truth and the creation of Success Plans that enable Clubs to achieve end of year awards like President Distinguished.

Other

District 17 2020 Convention in Bunbury.

This Conference is well advanced at the venue and the only current challenge is finding a Keynote speaker with Masterclass skills. The trip to Denver found a real shortage of seasoned professionals with all booked up on the weekend in May 2020 we are seeking.



District Director

3/9/2019

Date



District 17 – Western Australia

Program Quality Director Report

Club Officer Training

We have completed 4 COTs to date with only the SWCOT to go.

Feedback to date from attendees have been positive.

58 clubs have 4 or more club officers trained whilst we have 7 clubs that had ALL club officer trained.

What is alarming is that we have 15 clubs that had “zero” officers trained.

We need to investigate the reason to why these clubs are not participating in COT.

District Club Officer Training

To date we have trained 19 out of a possible 29 Directors which equates to 65% of our District Officers being trained.

We need to achieve over 85% meaning at the very least we need 6 more Directors that would require catch up training.

We have scheduled this catch up training for 14th September and need to submit and confirm by September 30th with TMI.

There are some Divisions that have AD roles that needs to be filled and are being monitored.

Pathways

Our District is currently on 76.87% on the Pathways adoption for all members.

We are now ranked 2nd in the world.

There is plenty of room to increase this.

New members are at 61.98% which is a concern and Officers are at 90.30%.

Additional information.

District Director has educational topics for TLI and Leading Lights to assist with his plans for a Leading Academy for ADS.

Henry Yau

Program Quality Director

District 17 Toastmasters

7 August 2019

District 17 Public Relations Manager Report

Created by: Alicia Hitchcock

Date: 8th August 2019

Press

- I contacted Sam Walsham (3rd place winner in the region finals of WCPS) and interviewed him. I wrote a press release and sent it to his local newspaper, the North Coast Times/Joondalup Times.
- I haven't had an emailed response yet but previous experience has shown me that journalists will just run these types of things in newspapers when there is a spot and not bother to respond via email.

Social Media

- I now have access to our Facebook, Twitter and Instagram profiles and have begun posting.
- The Facebook page has the largest amount of followers and therefore the best response. Currently 775 likers and 813 followers.
- I have created a group specifically for Toastmasters members in our district to ask questions, share info and news, and connect with fellow members. It is growing steadily. Currently 81 members.

VPPR Awards

I have created a new awards system for clubs and VPPRs. There are 5 new awards.

1. **Social media star** – actively promoting and commenting on toastmasters related content on social media channels.
2. **Traditional media star** – the member or club with the most Toastmasters related content gained in traditional media – tv, radio, newspapers, magazines.
3. **Open House Hero** – awarded to the top 3 clubs who have held the most open house meetings throughout the year.
4. **PR innovator of the year** – awarded to a VPPR who is using unique concepts and ideas as PR strategies. It's about thinking outside the box with PR.
5. **Website wonder** – awarded to the top 3 clubs with the most engaging, informative and up-to-date website that embodies what toastmasters is all about.

There are a couple of conditions:

- All aspects of Toastmasters branding must be complied with.
- A member or club must be in good standing to be eligible.
- The contest will close on 31st March 2020.
- All evidence needs to be emailed to me so that I can collate them and with the assistance of the TRIO decide on the winners.

- All award winners will be announced on our website, Facebook page and at our annual awards night next year.

VPPR's

- I have emailed all VPPR's in the district to introduce myself and offer any assistance. I also emailed them information about the new awards along with a colour palette that shows the information on the colours that Toastmasters International uses in their branding.

PR Requests

- I am yet to receive any specific PR requests. I am unsure if the website has been updated so that PR requests come to me instead of Cherie.

Quiz Night

- Unfortunately, due to family commitments I am unable to organise the annual quiz night. I have posted this in our district members group and Jeremy del Pino has shown some interest in organising it. He wants to speak to the person who organised it last year to get some more information.

2020 Conference

- I am a member of the conference committee and myself and another member have begun working on the website. It should be up and running in the next week or so. I will then create an event on the district Facebook page and link it to the website. The information and links on our District website will also need to be revised.



DISTRICT RESERVE REQUIREMENT LETTER

TO:
District 17 Director
Kevin Neil Sansome, VC5

FROM: District Finance Team
Reply to: districtfinancialreports@toastmasters.org
RE: Budget Information - Estimated 2019-2020 revenue and 25% retention at year end.

Based on your district's prior year revenue, here are the numbers to be budgeted for (in your district's base currency, per the district accounting system):

Annual Estimated Membership Revenue: (based on prior-year revenue)	50,361
Retention required at year end:	12,590
Base Currency	8,849
USD (To be used for funds requests) (25% of the estimated Membership Revenue)	

Please remember that all orders are paid (deducted) from the District Reserve Statement at the time the order is shipped. Keep this in mind when planning your expenditures and cash needs.

For your monthly budget membership revenue allocation, here are the numbers (in base currency) to be entered in the Annual Budget Template on the Membership Revenue tab:

Monthly Estimated Revenue					
July	August	September	October	November	December
675	1,988	15,347	3,755	1,557	639
January	February	March	April	May	June
793	2,214	15,623	3,653	1,678	2,438

cc: Finance Manager, DPQD, CGD



District 17 Division Director Report – Western Australia

Southern Division – August 2019

Educational Awards

Area Directors are working with clubs on the *Club Success Plan* during the club visits and helping clubs to plan ahead and to encourage members to achieve education awards.

Membership

Majority of clubs in Southern Division are managing healthy membership and sustainable growth. 3 clubs in Southern Division have fewer than 15 members. However Area Directors are supervising them closely to improve on their membership increase and retention.

Distinguished Club Program Goals

All clubs are encouraged to achieve Distinguished Standard and beyond. Area Directors are working with clubs on the *Club Success Plan*.

A number of clubs are already on track in DCP 2 months in to 2019-2020. Canning Vale Toastmasters, Willetton toastmasters, Southern River Toastmasters, Rockingham Toastmasters, CIL Toastmasters, Armadale Toastmasters, and Donnybrook Toastmasters are displaying their performance in the DCP dashboard.

Club Officer Training

Most clubs (14 out of 16 clubs) in Southern Division have exceeded minimum standard of 4 officers trained.

Contact with Area Directors

Southern Division conducted two Division Council meetings so far on 10 July and 24 July. The council discussed Area Directors' club visits, contests, potential new clubs, and unique challenges in the respective Areas.

Contests

Southern Division Humorous and Table Topics Contest: Saturday, 16 November 2019

Area/Division	Date
S. Division	Sat, 16 Nov
S 31	Wed, 23 Oct
S 32	Tue, 22 Oct
S 33	Sat, 19 Oct
S 34	Sun, 20 Oct

Clubs

As per membership status, we have 3 clubs in Southern Division that have fewer than 15 members. Area Directors are supervising them closely to improve on their membership increase and retention.

New Clubs

A new club in formation in Piara Waters S33 by Area Director Liam Palmer. Open house scheduled on 9 October, 2019. Planning for every Wednesday at 6:30 at the Piara Waters Pavilion.

Successors for Director Roles

Not applicable at this stage

Major issue for discussion

None

Other Information/Comments

None

Submitted by Mina Cho

2 September 2019, Southern Division 2019-2020



District 17 Division Director Report – Western Australia

Western Division

Educational Awards

Nothing to report beyond what's on the Dashboard

Membership

Nothing to report beyond what's on the Dashboard

Distinguished Club Program Goals

Nothing to report beyond what's on the Dashboard

Club Officer Training

We will be running some Club based training sessions for the clubs that had 5 or less attendees.

Contact with Area Directors

The First Division Council meeting was held on August 28th at my house. The main purpose of the meeting was to convince the ADS of the value of Area council meetings so that they would hold them with more on the agenda besides "who's running the Area Contest?".

Other topics discussed: Using the "Club Excellence Plan". Three ADs are willing to follow this up with their clubs. One is not willing because "it is another document they would have to use, and it is all contained in the other material the clubs have".

Contests

We decided that this year we wanted to increase the number of members attending the Area and Division Contests. To this end we decided that we would run educational sessions at Area and Division Conferences. We are looking at two sessions at the area and based on feedback tailor the Division agenda accordingly.

Area 51 and 52 will be holding their conferences on Sept 23rd at the Fremantle Library. This is because of the requirement, para 5.2, to have an equal number of judges from each club i.e. 8 plus Chief & Tiebreaking Judges, Contest Chair, 2 timers, 2 counters etc for a minimum of 15 "management" people so we're planning to have them double up. Plus it will mean for a larger audience for the contests and the educational sessions.

Division Conference will be on Sunday November 10th at Fremantle Library.

Clubs

Meeting procedures is the only club eligible for a Coach. As this is an advanced club assigning a coach is not considered. The club will be assessing their *raison d'être* (why they exist) and make changes to become more useful.

New Clubs

Three new clubs are currently being considered.

Where	Why	Club Sponsors	Club Mentors
East Perth	Corporate	Ross Wilkinson Mike Helm	Undecided
Henderson	Corporate – Much ship building	Undecided	Undecided
Rockingham	Community	Leon O'Brien +	Undecided

The ADs are to identify potential sponsors and mentors and report back so teams can be assembled.

Successors for Director Roles

Nothing yet

Major issue for discussion

Speech Contests: According to Rule 3B: In Divisions with 4 or fewer areas and areas with 4 or fewer clubs Districts may choose to allow either one or two contestants to go forward to the next level. It is proposed (moved) that D17 chooses to allow only one contestant to move forwards as now happens from Division to District level. The reasons for this are as follows:

- Currently few newer members attend area and division contests.
- While contests certainly fill a role in learning to speak better, having more speakers provides very little extra benefit, possibly even negative benefit considering the length of the event.
- With 8 Contestants per contest an area/division event will run on the order of 2h30 as opposed to 1h15 with only 4 contestants per contest. See attached sheet for details of calculations.
- TI is an educational training organisation. Offering education/training in addition to the two contests at these events would make the event more interesting to members, more would attend.
- Providing an opportunity to newer members to present something outside the club would allow them to grow and allow the District to identify future leaders.

Other Information/Comments

The Division Director has set a goal for himself to visit all clubs in the Division by June 1st.

Robert Cockburn

Western Division Director



District 17 Division Director Report – Western Australia

Eastern Division – End of August 2019

Educational Awards: Total 11

Old Program:	14 Awards
Sunday Sundowners	1 CC, 1 AC, 1 Leadership
Curtin Toastmasters	2 CC, 1 Leadership
Kenwick Toastmasters	1 AC, 2 Leadership
Ellenbrook Toastmasters Club:	1 AC; 2 Leadership awards
Guildford Stars:	1 CC
Belmont	1 Leadership
Pathways:	11 Awards
Cannington Communicators:	3 L1
Como Communicators:	2 L1
Curtin Toastmasters Club:	2 L1
DTM Pathway:	1 L1
Belmont Toastmasters Club:	1 L3

Membership

Base Membership

Of the 15 clubs in the division, the starting base membership is:

20+ members	4 clubs
15-19 members	4 clubs
11-14 members	7 clubs

Currently the membership is:

20+ members	6 clubs
15-19 members	4 clubs
11-14 members	5 clubs

New Members

Total of 33 new members so far.

<u>Club</u>	<u>New Members</u>
Victoria Park	6
Curtin Toastmasters Club	5
Touch of Gold Toastmasters Club	5
Como Communicators	3
Kenwick Toastmasters	3
Cannington Communicators	3
Belmont Toastmasters Club	3
Guildford Stars Toastmasters Club	2
Kalamunda Toastmasters Club	1
Sunday Sundowners	1
Swan Toastmasters	1

Distinguished Club Program Goals

Very early indications are that all clubs will be aiming at Distinguished Status. So far the following clubs have earned DCP points:

Ellenbrook: 3
Curtin: 3
Kenwick: 3
Sunday Sundowners: 2
Victoria Park: 1
Belmont: 1
Touch of Gold: 1

Club Officer Training

Clubs which did not meet minimum standard of 4 officers trained:

Touch of Gold (0)
Kalamunda (1)
WA Speakers' Bureau (2)

I intend to run further Club Officer training to complement and supplement that offered by the District.

Contact with Area Directors

Area E14 still does not have an Area Director Appointed. All other AD's have made contact with their clubs and arranged club visits.

Area Directors are in regular contact with me to ensure the first round of visits and contests are being planned.

I am in contact with Presidents of clubs in Area E14 to ensure that their contests will be taking place in time.

Contests

Eastern Division Contest – scheduled for 2 November 2019

Area Contests:

E11: 6 October 2019
E12: 12 October 2019
E13: 14 October 2019
E14: 12 October 2019

Clubs

A few of clubs in the division have fewer than 15 members. This will need to be monitored closely to ensure membership does not drop significantly.

New Clubs

No clear plans yet.

Successors for Director Roles

None identified.

Major issue for discussion

No Area Director Area E14.

Clubs in area E14 may need assistance.

Other Information/Comments

None.

Submitted by
Tom Bielski
2019-20 Division Director, Eastern Division

02/09/2019



District 17 Division Director Report – Western Australia

Inner City – 08, August, 2019

Educational Awards

Nothing to report beyond what's on the Dashboard

Membership

Nothing to report beyond what's on the Dashboard

Distinguished Club Program Goals

Nothing to report beyond what's on the Dashboard

Club Officer Training

Inner City Division will continue to have a relatively poor turn out to COT because of the attitude of corporate clubs. It is the challenge I want to take up and change between now and the next COT. I do believe they can be turned around with coaxing or support.

I would prefer to have no attendance than create the culture of putting on a special training session for each club. I believe this is much less value than the information shared at any of the 4 city based training sessions

Contact with Area Directors

Regular contact is being made with AD's. Division Council meeting 8 August. Most clubs have had a meet and greet visit. All directors have been briefed on reporting however the change of the Virtual DCM date places pressure when they have not yet seen a proforma. We are dealing with that and hope to have AD reports presented

Contests

Division Contest date set at Sunday 10 November. Venue still to be organised.

1 Area contest to be held 19 Oct has been set. Ad's will progress their dates in the next week or so.

Leith Cohoe has been appointed as the coordinator of the November contest.

Suresh has been appointed as the coordinator of the April contest. No date has been set I am awaiting the outcome of a Sunday contest before proceeding with the next date

Clubs

Persuasive Speakers has 18 registered members but since April 1 now only have 10 active members. They have asked for a club coach

AD's reports will identify any other club issues

New Clubs

No new club expectations at this time.

Successors for Director Roles

Not yet discussed. All Inner City AD's would make excellent Division Directors next year

Major issue for discussion

Attendance at COT and complying with TI regs (payments, club officer lists) by some corporate clubs is the issue to be addressed this year. Nothing more to report at this time

Other Information/Comments

Submitted by Ian Pickens Inner City Division Director 8 August 2019



District 17 Division Director Report – Western Australia

Northern Division

Date: August, 2019

Educational Awards

As we have only recently allocated all the Area Director roles in this Division, I cannot comment much on this point. The Area Directors have made contact with their Clubs and have started their official first Club visits. They have requested that each Club conduct a “Moment of Truth” session and run a “Successful Club Plan” session in their clubs. The results from these will be collected on the Area Directors’ first club visit.

Membership

Membership issues should be highlighted to me once the Area Directors have visited their clubs. At this point in time, we have some clubs who have a huge amount of guests attending and converting to members and others where membership numbers need to be worked on. I will have a better picture of these once I sit with the Area Directors after their first club visits. I do believe there might be a club or two who could easily qualify for the Ralph Smedley award this month.

Distinguished Club Program Goals

Once the Successful Club Plan has been set by each of the clubs, the club can start working toward the DCP.

Club Officer Training

At this point in time it appears that three of the sixteen clubs (Desperados, Subiaco Early Birds & Young Guns) did not manage to get any of their Club Officers trained at COT. We are in the process of confirming if this is the case. Once confirmed the Area Directors and I will decide on a plan to get these officers trained.

Contact with Area Directors

The Area Directors and I have been in constant communication mostly via email. I plan to have a meeting soon to discuss contests and any issues that might need our attention. I will continue this open line of communication and possibly have a few zoom meetings too.

Contests

We are currently in the process of getting club contest dates from all the clubs, arranging which of the clubs in each area will host the Area contests and have set a date for the Division Contest – 23rd Nov. Once all this information is available I will relay it to the District.

Clubs

Area Directors are in communication with their clubs at the moment. Once they have a feel for it, we will be able to sit down as a team and discuss each club and their needs/ successes. I heard

that Northern Gourmet club will be moving venue to Wanneroo library in Sept, not sure if all their members have been made aware of this as yet.

New Clubs

A new club (not chartered yet) Wanneroo Entrepreneurs Toastmasters hosted a launch on Wed 7th August in Wanneroo. It seemed to be a huge success with an attendance of about 140 people. They seemed to get a lot of interest from the public. They are aiming at chartering in September. I still believe they need a mentor who can give them a bit of guidance towards running of the club.

Successors for Director Roles

No comment on this one for now.

Major issue for discussion

As Division Director I feel it is my duty and right to be involved with all the Clubs in my division, even new clubs starting out. This is crucial if we want our clubs, Areas and Division to succeed. I would like to have the support from the District on this as without their back-up this would be a somewhat pointless exercise.

Other Information/Comments

Submitted by:

Souzy Theophilopoulos

7th August 2019

Northern Division

Division Director 2019-2020



District 17 Division Director Report – Western Australia

Central Division – August 2019

Educational Awards

To date 6 of the 16 clubs in Central Division have lodged educational awards with 50% of those 6 having lodged multiple awards.

Membership

To date 5 of the 16 clubs have gained additional members but only 1 or 2 members.

Membership retention at the September will be a key issue for some of the clubs with low member numbers and some of those clubs have expressed concerns about retaining members and growing their member numbers.

Distinguished Club Program Goals

To date only 2 of the 16 clubs have achieved DCP goals but it is still early in the Toastmaster year and clubs are working towards achieving DCP points. Some of the corporate clubs do not seem to actively participate in the DCP and the Central Division team will need to work closely with these clubs to get them achieving DCP goals.

Club Officer Training

Only 10 of the 16 clubs had the minimum number attend the first training session with 3 clubs having no one attend.

There was some initial interest in having a separate city based COT session but the actual level of interest did not allow the session to be held within the timeframe.

Contact with Area Directors

I had recently had a meeting with 3 of the Area Directors (the original 3) after I returned from holidays to catch up on their progress and to help resolve any issues and questions that they might have had. Robyn Lloyd signed up as the 4th Area Director and I will be following up with her over the next few days.

Contests

All the Area Directors are working with their clubs on their Area Contests and encouraging all clubs to at least nominate members to participate, even if they do not hold club contests.

Clubs

Jacobs club in Area C04 has minimum numbers and is effectively mothballed while Ross Wilkinson and Mike Helm work on reviving the club in some form.

New Clubs

No current progress on new clubs.

Successors for Director Roles

No progress on this to date while I was away on holidays. Plan to be developed over the next month or so.

Other Information/Comments

Nil to report.

*Submitted by Gavin Hyslop 02 September 2019
Central Division August 2019*



TOASTMASTERS INTERNATIONAL DISTRICT 17

TABLE TOPICS CONTESTANT BRIEFING SCRIPT TO CONTESTANTS

Check that as Contest Chair (Toastmaster), you have:

- Names of Table Topics Contest contestants
- Numbered cards for drawing speaking order
- A certificate of participation for all contestants to be signed by you and presented to contestants at the conclusion of the contest
- A sealed envelope containing the Table Topic to be used in the contest.
 - All contestants must receive the same topic, which must be of a general nature
 - The topic is selected by the Contest Chair
- A "ready chair" in position (in front of contestants) close to the speaking area. This is where you will be seated while each contestant speaks

Briefing of Contestants

Brief the contestants from within the speaking area (if possible) and answer any questions they may have.

- Verify the presence of all contestants and pronunciation of their names
- If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant
- If the primary contestant is not present when you as Contest Toastmaster are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before you as Contest Chair (Toastmaster) are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Chair (Toastmaster) on arrival with the required paperwork in good order and waive the opportunity of a briefing
- Draw for speaking order. Write it down in your Contest Toastmaster script. Give this information to Chief Judge as soon as possible for the Judges to be informed of the speaking order
- Review the speech contest rules as listed on the *Speaker's Certification of Eligibility and Originality*. Collect signed forms from each contestant and give to Chief Judge
- Define the speaking area for the contestants. Contestants should speak from anywhere within the speaking area and not speak outside the speaking area
- Demonstrate the timing device and the alternate timing lights in case of failure that displays green, amber and red colour. It must be in full view of each contestant, but not obvious to the audience
- Review timing protocol – green light at 1 minute – amber light at 1 minute 30 seconds – red light at 2 minutes
- Timing will begin with the first definite verbal or non-verbal communication with the audience
- Contestants will be disqualified if they speak for less than 1 minute or more than 2 minutes 30, no signal will be given of an overtime period
- Any visually-impaired contestant is permitted to request, and must be granted a form of timing of their own choosing, (e.g. bell or similar). If any special device/or specific instructions for such signal is/are required and this must be provided by the contestant

- Request the contestants remove any identifying badges

- The Contest SAA should be at the briefing to note the lectern position for each Contestant, and available to mike them up if microphone is used. Contestants are allowed to test out microphones on conclusion of this briefing.
- Contest SAA is responsible for the contestants whilst they await their presentation call. No electronic medium is allowed in the contestant room
- Contestants may protest on the basis of eligibility and originality to either the Chief Judge or the Contest Toastmaster or you as Contest Chair prior to the announcement of the place-getters, usually while the ballots are being counted
- You, as Contest Chair (Toastmaster) will inform the Chief Judge immediately if a protest has been lodged
- A contestant shall have the opportunity to respond to the Judges if their speech has been protested against on the basis of originality
- Collect *Speech Contestant Profile* from each of the contestants. This information can be used in the contestant interviews at the end of the contest

Explain the contest procedure:

- All contestants will receive the same topic, which will be of general nature
- When the contest begins, all contestants except the first will leave the room with the Contest Sergeant at Arms to gather contestants away from the contest room.
No electronic medium is allowed to be used in the room including smart watches
- Upon being introduced, the first contestant will proceed immediately to the speaking area
- Each contestant will be introduced by announcing the contestant's name at that time the contestant proceeds onto the stage. (Audience applause)
I will then announce - the topic – topic a second time - the contestant's name
- There will be one minute silence between contestants for the judges to complete their ballots
- As each contestant completes their topic they are to sit in the assigned front row seat, the next contestant is escorted to the contest room and the procedure is repeated
- After the contest is finished, all contestants will come back on stage, in speaking order to be interviewed
- Contestants will be given their certificate of participation and determine the club and area they are representing today.
Contestants will then be interviewed using the information contained on their contestant profile and Bio one question to each then repeated if the Chief judge has not returned.
- Place getters will be announced in reverse order ie third place, second place, first place
 - First and second place or the highest ranked available contestant in the (Club, Area) contest will proceed to the next level of competition.
 - (Division Contest only) Only first place or highest ranked available contestant will proceed to the District 17 final



TABLE TOPICS CONTEST CHAIR SCRIPT TO AUDIENCE

Ladies and Gentlemen, welcome to the (Club, Area, Division, District 17) Table Topics Contest.

All Contestants have confirmed their eligibility to the Contest Chair and Chief Judge in writing.

The contestants will respond to the same topic.

They are all aware of the speaking area. The contest timing and location of the timing lights.

All contestants and judges have been briefed on the rules of the contest.

There shall be no photography permitted during the speech unless prior authorisation has been given.

The contestants have drawn the speaking order which as follows:-

- The first contestant will be.....
- The second contestant will be.....
- The third contestant will be.....
- The fourth contestant will be.....
- The fifth contestant will be.....
- The sixth contestant will be.....
- The seventh contestant will be.....
- The eighth contestant will be.....

I shall introduce each contestant by announcing their name and ask you to join with me in the applause as they arrive within the speaking area. I will then give them the topic, repeat the topic and their name. To ensure contestants have the same time after the topic is announced, **there shall be no further applause and the contestant shall begin their presentation.**

First and second place or the highest ranked available contestant in the (Club, Area) contest will proceed to the next level of competition.

(Division Contest only) Only first place or highest ranked available contestant will proceed to the District 17 final

The (Area, Division, District) contest will be held

At

On

The Chief Judge for today's contest is(name), Please thank them for his/her service.

Chief Judge are we ready to proceed?

Contest Sergeant-at-Arms, please escort all contestants except the first speaker out of the room.

A reminder applause when the contestant enters the stage, no applause after the topic is announced

Ladies and Gentlemen, please welcome our first contestant.

Announce the contestant's name (and when on stage) the topic twice followed by contestant's name. Repeat in a consistent manner for each contestant.

At the Contestant conclusion We will now have one minute silence for the judges to conclude their scores.

Timers please indicate when 1 minute has elapsed

wait for the signal from the Timer that the one minute silence has lapsed before proceeding
Contestant number 2 is.....Name (applause)

Speaker 2	
Speaker 3	
Speaker 4	
Speaker 5	
Speaker 6	
Speaker 7	
Speaker 8	

At the conclusion of the last speaker

That concludes the (Club, Area, Division, District 17) Table Topics Contest

We will now have silence until the Tally Counters have collected all ballots.

Judges, please ensure that your ballot is valid by signing your name. Put your ballot into the envelope, and then hold it up for the Tally Counters. *Watch the judges and when it appears they have all finished*