

Judges Briefing - Toastmasters District One

Briefing the Judges

- The purpose of a speech contest is to pick a winner.
- You are to pick a winner based on what you hear today. Not based on personal preference or past performance.
- Sign your ballot now.
- Explanation of the ballot:
 - * When the contest begins, the Toastmaster will read the speaking order. When he or she does, write contestant names across the top of the ballot.
 - * Be sure to have a copy of the program in case you don't understand contestant names. Be aware that there might be last-minute contestants not on the ballot.
 - * Judging criteria appear on the side of the ballot. After each speech you will be given one minute to fill this in.
 - * After the last contestant, you will have time to tally your score and pick a winner.
 - * Ultimately, you choose whomever you feel should be the winner. If there is a conflict between your scores and your gut, you make the decision.
 - * Write your choice for 1st, 2nd and 3rd place. There should be nothing on the tear-off sheet but your choices and your printed name and signature.
- When you are done, hold up your ballot for the Ballot Counters to collect.
- Judges, raise your hands now, so the Ballot Counters can see who you are.
- After the contest, take the top part of the ballot home with you. Do not put it in the trash here. There have been incidents in the past where contestants took the top part of the ballot out of the trash.
- Try not to sit near contestants. Regardless of where you sit, try to shield your ballot.
- About protests:
 - * Only judges or contestants can make a protest.
 - * Protests can be based on two things: eligibility and originality.
 - * A protest must be made to the Chief Judge or Contest Chair
 - * A protest must be made before the announcement of the winners is made. After that, it's too late.
 - * The contestant will be given an opportunity to respond to the judges on a protest regarding originality. Then, the judges will vote as to whether or not they concur. A majority vote of the judges is needed to concur.
 - * The Contest Chair will privately tell a contestant that he was disqualified on the basis of eligibility before the contest adjourns.

Briefing the Tiebreaker Judge

- The same rules apply as for a regular judge with exceptions, as explained below.
- As the Tiebreaker Judge, you must rank *every* contestant on your ballot, not just the 1st, 2nd and 3rd place winners.
- Your ballot will only be used if there is a tie for 1st, 2nd or 3rd place; otherwise, your ballot will not be used.
- You will be given an envelope. Place your ballot in the envelope and give it directly to the Chief Judge. Do not give it to one of the Ballot Counters.

Briefing the Timekeepers

- Timing begins when the speaker utters his or her first word, makes a definitive gesture, or otherwise indicates that the speech has begun.
- If you are using timing cards, keep them up the entire time. For example, do not just flash the green card for two seconds when the minimum time is reached. The speaker might not see the card or remember that it was shown.
- Unlike club meetings, Timers do not give the timing rules before the speeches. Also, they do not give any indication that the speaker has gone over time. They simply note the time on the Time Record Sheet and the Chief Judge will handle it from there.
- Do not turn off the red light or remove the red card if the speaker goes over time.
- Both Timers should have a stopwatch and should keep time separately.
- You will be given one Time Record Sheet to be shared by both Timers. You will need to agree between you what the times were and provide a single time on the sheet for each contestant.
- Give the Time Record Sheet to the Chief Judge at the end of each contest.
- No more than one signal light may be on at one time.
- Timing is as follows:

International Contest: Green - 5 minutes

Amber - 6 minutes

Red - 7 minutes

Humorous Contest: Green - 5 minutes

Amber - 6 minutes

Red - 7 minutes

Evaluation Contest: Green - 2 minutes

Amber - 2 minutes 30 seconds

Red - 3 minutes

Table Topics Contest: Green - 1 minute

Amber - 1 minute 30 seconds

Red - 2 minutes

Tall Tales Contest: Green - 3 minutes

Amber - 4 minutes

Red - 5 minutes

Briefing the Ballot Counters

- When the contest is over:
 - * Go around the room and collect the ballots from the judges. The Chief Judge will collect the ballot from the Tiebreaking Judge.
 - * Get the Time Record Sheet Chief Timer.
 - * After all ballots are collected, the Chief Judge and Ballot Counters will go to another room and count the ballots.

Briefing the Sergeant at Arms

- Secure doors at the beginning of contest.
- Nobody can enter or leave the room while a speech is in progress.
- Additional procedures for Table Topics contests:
 - * Contestants who have not yet competed must be kept isolated so they will not have an unfair advantage by hearing contestants who precede them.
 - * At the beginning of the contest, when asked by the Toastmaster, the SAA who is in the room will escort all but first contestant to separate room, out of hearing range of the contest.
 - * Sometimes the Toastmaster forgets to ask the SAA to escort contestants out of the room. If so, you should remind him or her before the first contestant is called.
 - * There will be another SAA who stays with the waiting contestants. During the minute of silence, the two SAAs will work together to ensure that the next contestant is brought in and is ready to go when the minute of silence ends.
- Additional procedures for Evaluation contests:
 - * Contestants who have not yet competed must be kept isolated so they will not have an unfair advantage by hearing contestants who precede them.
 - * After the model speaker has spoken, lead all evaluators to a separate room that is out of hearing distance from the contest. Allow them to prepare their evaluations. They will be given five minutes, which you will time.
 - * At the end of five minutes, collect the notes from every contestant. Give the notes back to each contestant when he or she is introduced.
 - * There will be another SAA who stays with the waiting contestants. During the minute of silence, the two SAAs will work together to ensure that the next contestant is brought in and is ready to go when the minute of silence ends.