

Chief Judge Briefings of Judges, Timers, and Ballot Counters

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INSTRUCTIONS

The List of items to bring to the briefings is self-explanatory. Be sure you connect with the Contest Chair to see who is bringing what in terms of folders for the contest officials.

The Checklist: just before the briefings begin is a list of items to be addressed at the contest site prior to the start of the briefings so that you and the Contest Chair can effectively conduct your briefings. Plan to arrive early enough to take care of these items.

The Tiebreaking Judge Briefing is intended to be read verbatim prior to the briefings. Consider briefing this judge a day before the contest.

The Judges Briefing, the Timers Briefing, and the Ballot Counters Briefing are also intended to be read verbatim. IMPORTANT: Do NOT delay the briefings. Consider briefing one group at a time if it will help you stay on schedule.

AFTER YOU COMPLETE THE BRIEFINGS, receive the filled-out Speaker's Certification of Eligibility and Originality forms from the Contest Chair.

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LIST OF ITEMS TO BRING TO THE CONTEST

1. A folder prepared for each judge that contains all the necessary Judges Guides and Ballots, one ballot per contest
 - a. International Speech (1172)
 - b. Humorous Speech (1191)
 - c. Tall Tales (1181)
 - d. Evaluation (1179)
 - e. Table Topics (1180)
2. A folder prepared for the tiebreaker judge that contains all the necessary Judges Guides and Ballots, one ballot per contest
 - a. Tie Breaking International Speech (1188)
 - b. Tie Breaking Humorous Speech (1191A)
 - c. Tie Breaking Tall Tales (1181A)
 - d. Tie Breaking Evaluation (1179A)
 - e. Tie Breaking Table Topics (1180A)

NOTE: Be sure to partially cut the ballot away from the guide

3. Blank Judges Certification of Eligibility and Code of Ethics Forms (1170)
4. Current Rulebook(s) (1171)
5. Optional: Notification of Winners forms (1182), one per contest
6. Counter's Tally Sheets (1176), three per contest
7. Time Record Sheets (1175), one per contest
8. Contact list with names and phone numbers of all the contest officials
9. Extra pens
10. A copy of this document
11. Blank Contest Winner Announcement Script forms, one for each Club, Area, or Division contest, along with an envelope to put the filled out forms in

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CHECKLIST: JUST BEFORE THE BRIEFINGS BEGIN

Receive the contest officials forms and folders above from the Contest Chair if you are not providing them. The Contest Chair may also provide you with blank Winner Certificates to fill out should the Contest Chair want to hand those out when the winners are announced.

Obtain a description of the speaking area from the Contest Chair.

Work with the Contest Chair to be sure that the timing signals are visible to all contestants.

Determine from the Contest Chair where your briefings will take place. Be sure the accommodations are suitable.

Give all contest officials a two-minute warning prior to the briefings start time.

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TIEBREAKING JUDGE BRIEFING

NOTE: Brief the tiebreaking judge in private before briefing the judges, timers, and ballot counters

1. Thank you for participating as a judge in this contest and attending this briefing <Give the judge a folder and a Judge's Certification of Eligibility and Code of Ethics Form>
2. Fill in then sign your Judge's Certification form. Then hand it to me.
3. A tiebreaker judge's goal is to **rank each contestant in order** in each contest
4. Use the Judge's Guide and Ballot and the following Judging Process
 - Sign your name at the bottom of each Ballot. Unsigned ballots will not be counted. Consider signing your ballots at this time.
 - Read and familiarize yourself with the back of each ballot - Judging Criteria and the Judge's Code of Ethics
 - Do not sit next to a contestant
 - Write contestant names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Toastmaster will provide the order.
 - At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criteria, then add up the scores.
 - After the last speech, you will be provided silence to score the last contestant and then **rank all the contestants in order** in the Ballot section. No ties – break your own ties. Do this as promptly as you can.
 - You are not required to award placement based on your numerical scores
 - Separate the Official Ballot from the rest of the form, and hand it to me, the Chief Judge
 - If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing,
 - Destroy the top part of your Judge's Guide and Ballot after the contest. Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
5. Judging is to be done only according to the criteria on the Judge's Guide and Ballot. The following reminders will help ensure fairness:
 - Age, sex, race, creed, national origin or professional beliefs are not considerations
 - Judge only on today's speakers' performances, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration
 - The first and last speakers are not to be judged differently from those in the middle
 - Do not give a break to the “underdog” (e.g. a new or handicapped Toastmaster)
 - Do not give extra credit to a speaker because s/he has successfully competed in contests before
 - Do not judge speakers based on your norms or your club norms (e.g. whether or not they use the lectern, use notes, recognize the Toastmaster, etc.)
 - Judge without concern for speech time duration. Timers will handle timing disqualifications.
6. <Describe the speaking area>
7. The following is about Protests
 - Judges can protest based only on Originality in the International Speech contest, the Tall Tales Contest, and the Humorous Speech contest. Quoted material may be used but it must be identified
 - if a contestant does not give credit to quoted sources, this is grounds for protest
 - if a speech is more than 25% non-original AND credit is given to the source. This is grounds for protest.
 - Protests must be lodged prior to the announcement of winners. Write PROTEST clearly on your ballot slip before handing it to a Ballot Counter.
 - I will convene a protest hearing. After the protested contestant makes his/her case, the judges will discuss / consider all the evidence then vote. A majority of the judges must concur with the decision to disqualify. The decisions of the judges are final.

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JUDGES BRIEFING

1. Thank you for participating as a judge in this contest and attending this briefing <Give each judge a folder and a Judge's Certification of Eligibility and Code of Ethics Form>
2. Fill in then sign your Judge's Certification form. Then hand it to me.
3. A judge's goal is to select 1st, 2nd, and 3rd place in each contest
4. Use the Judge's Guide and Ballot and the following Judging Process
 - Sign your name at the bottom of each Ballot. Unsigned ballots will not be counted. Consider signing your ballot(s) at this time.
 - Read and familiarize yourself with the back of each ballot - Judging Criteria and the Judge's Code of Ethics
 - Randomly seat yourselves in the audience. Do not sit next to a contestant
 - Write contestant names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Toastmaster will provide the order.
 - At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criteria, then add up the scores.
 - After the last speech, you will be provided silence to score the last contestant and then write down 1st, 2nd, and 3rd place winner names in the Ballot section. No ties – break your own ties. Do this as promptly as you can.
 - You are not required to award placement based on your numerical scores
 - Separate the Official Ballot from the rest of the form, and hand it to a Ballot Counter
 - If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing,
 - Destroy the top part of your Judge's Guide and Ballot after the contest. Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
5. Judging is to be done only according to the criteria on the Judge's Guide and Ballot. The following reminders will help ensure fairness:
 - Age, sex, race, creed, national origin or professional beliefs are not considerations
 - Judge only on today's speakers' performances, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration
 - The first and last speakers are not to be judged differently from those in the middle
 - Do not give a break to the “underdog” (e.g. a new or handicapped Toastmaster)
 - Do not give extra credit to a speaker because s/he has successfully competed in contests before
 - Do not judge speakers based on your norms or your club norms (e.g. whether or not they use the lectern, use notes, recognize the Toastmaster, etc.)
 - Judge without concern for speech time duration. Timers will handle timing disqualifications.
6. <Describe the speaking area>
7. The following is about Protests
 - Judges can protest based only on Originality in the International Speech contest and the Humorous Speech contest. Quoted material may be used but it must be identified
 - if a contestant does not give credit to quoted sources, this is grounds for protest
 - if a speech is more than 25% non-original AND credit is given to the source. This is grounds for protest.
 - Protests must be lodged prior to the announcement of winners. Write PROTEST clearly on your ballot slip before handing it to a Ballot Counter.
 - I will convene a protest hearing. After the protested contestant makes his/her case, the judges will discuss / consider all the evidence then vote. A majority of the judges must concur with the decision to disqualify. The decisions of the judges are final.

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TIMERS BRIEFING

Thank you for participating as a timer in this contest and for attending the briefing.

You should have two stopwatches, timing lights, and timing cards as backup in case of timing light malfunction. Please test the timing lights prior to each contest to ensure they are working properly.

Who will be Timer 1 who runs the “official” stopwatch and records the times on the Time Record Sheets? **<Identify Timer 1 and hand him/her the Time Record Sheet(s)>**

Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, gestures, a staged act by another person, etc.

Who will be Timer 2 who displays the timing signals and will operate the “backup” stopwatch?

It is your responsibility as Timer 2 to display green, yellow, and red lights/cards at the times listed on the time record sheet for this contest. **<Go over the times.>**

MINUTES	Int'l Speech	Humorous	Tall Tales	Evaluation	Table Topics
Green	5:00	5:00	3:00	2:00	1:00
Yellow	6:00	6:00	4:00	2:30	1:30
Red	7:00	7:00	5:00	3:00	2.00

Display the green light/card at the appropriate time. Leave the light on/card up until it is time to display the yellow card. Leave the yellow light on/card up until it is time to display the red card. Leave the red light/card on until the speaker has concluded his/her speech. Do not give any that a contestant has gone over the qualification time.

Are there any questions regarding speech timing requirements?

The Toastmaster will ask one of you to time the one minute of silence between contestant speeches. Determine which of you will do the timing, who will notify the Toastmaster, and how you will give the notification (e.g. voice, green light/card, raised hand). You may need a third timing device to perform this function.

After the last contestant has finished and as the judges are completing their ballots, I will come by and pick up the Time Record Sheet. If any timing signal malfunctions occurred, report that to me when I pick up the Time Record Sheet.

For the Evaluation Contest only: After the Test Speech is completed, Timer 1 will accompany the Sergeant-at-Arms and the contestants to the place where the contestants have five minutes to complete their preparation. Begin timing as soon as the Sergeant-at-Arms says to begin. When five minutes are up, notify the Sergeant-at-Arms, then return to the room where the contest is being held to time the Evaluations..

Are there any questions?

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BALLOT COUNTERS BRIEFING

Thank you for participating as a ballot counter in this contest and for attending the briefing.

COLLECTING BALLOTS - We will begin with the process for collecting ballots. When the contest is over the judges will place raise their ballots for collection. Space yourselves around the room and collect the ballots from the judges. We will coordinate ourselves to collect ___ ballots. When all the ballots are collected, hand them all to me. We will leave the room to count the ballots in a room/area designated by the contest chair.

Are there any questions regarding the process for collecting ballots?

COUNTING / TALLYING BALLOTS NOTE: The Chief Judge may choose to do this part of the briefing just prior to counting ballots instead of prior to the start of the contest.

We will now review the process for counting ballots. First, check to ensure that each judge's ballot is signed, and that first, second, and third places have been entered. If there are only two contestants, then ensure that first and second places have been entered. If there is only one contestant, then ensure that first place has been entered. If you find a ballot that does not comply with these requirements, please give it to me so I can decide what to do with it. <As Chief Judge you can either A) set the ballot aside and not use it in the counting process or B) send one of the ballot counters back into the contest room to have the judge correct the ballot. Use your best judgment when deciding your course of action.>

Once you have only valid ballots, use the Counter's Tally Sheet to tally the score. Write the names of the contestants in speaking order across the top of the form. I will read the names of the judges – write their names on the left side of the form in the order they were read.

I will then read each ballot, indicating which contestants were 1st, 2nd, and 3rd. Write the appropriate number of points given by each judge under each contestant's name. 1st place receives 3 points, 2nd place receives 2 points, and 3rd place receives 1 point. Next, add up the score for each contestant. When all the tallying is done, we will compare all scores on each Tally Sheet to be sure they are the same, and if not, resolve any discrepancies.

Next we will examine the time record sheet and determine if there are any time disqualifications. If there are, you will strike the names of disqualified contestants.

If there is a tie for any of the top three positions, the ranking on the tiebreaker judge's ballot will be used to break the tie. For example, if there is a tie for second place, then second place will be awarded to the tied contestant that is highest ranked on the tiebreaker judge's ballot.

When all discrepancies are resolved and ties are broken, write down the order of finish on your Tally Sheet. Please remember the order. If the winner announcement made at the end of the contest is different from the order on the Tally Sheet, immediately interrupt the proceedings so that the announced results can be corrected.

Are there any questions regarding the process for counting ballots?