

CHIEF JUDGE AREA -DIVISION - DISTRICT CONTESTS

Document is a summary of the 2020-2021 Speech Rulebook and the Best Practices for Online Meetings from Toastmasters International

JOB DESCRIPTION

To oversee the Judge's briefing, the counters and timers briefing and to conduct any protest discussion if required.

ELIGIBILITY – BEYOND THE CLUB (no restrictions at club level)

Area | Division | District

Member for 6 months.

Have completed a minimum of six (6) speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.

Be present at the contest. (Online or In-person)

JUDGES

At Area contests, there must be an equal number of voting judges from each club in the Area, **or** a minimum of five (5) voting judges.

At Division contests, there must be an equal number of voting judges from each Area in the Division, **or** a minimum of seven (7) voting judges.

At District contests, there must be an equal number of voting judges from each Division in the District, **or** a minimum of seven (7) voting judges.

Voting judges at all levels must remain anonymous **when practical**.

BEFORE THE CONTEST

- Brief the **judges**
- Give the Judges the Speaking order
- Send the ballots to the judges and go over scoring
- Online: Instruct on how lower half of ballot is sent and to whom.
- Selects a member to act as tiebreaking judge
- tie-breaking ballot is sent and a decision is made as to when/how Chief Judge receives this ballot.
- Briefs the tie breaking judge, separately and reminds that judge to **rank all contestants** not just 1-2-3
- **Brief the Counters.** Online: How ballots will be counted and how to enter breakout room
- **Brief the Timers.** Instruct in the proper use of the timing equipment. For online: Cards, backgrounds with web cam covers. Cards should be 8.5" X 11 in green, yellow and red with color word added.
- Send Counter and Timing forms

AT THE CONTEST

- Chief Judge is called on to tell Contest Master “all functionalities and contestants have been briefed, let the contest begin.”
- ONLINE: Chief Judge watches for judges that drop connection, technical anomalies, etc. Receives information on all technical glitches from the ZOOM Master.
- Listens for drops in the speaker audio to instruct the speaker where to start again if the speech is stopped.
- No speech is started from the beginning even if technical glitches occur.

During ballot counting:

- Verifies each counter hears the ballot selection and asks each to call off the count they wrote down. In the event of a tie, the chief judge will consult the tiebreaking judge’s ballot. **The tied contestant who received the highest ranking on the tiebreaking judge’s ballot** will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.

Example: John Smith is tied for 1st with Sam English. Sandra Singer is 2nd and Tracy Ogden is 3rd. Tiebreaker ballot reads 1st Sam English, 2nd John Smith, 3rd Sandra Singer, 4th Tracy Ogden. Results: 1st place is Sam English, 2nd Place is John Smith, 3rd place is Sandra Singer

From the Online Contest Best Practices

The judge’s guide and ballot can be submitted in two ways:

- Complete the entire ballot, then screenshot and crop the bottom section of the ballot and only send the screenshot.
- Complete the bottom section of the ballot and leave the scoring section blank and submit the entire file.

Judges and ballot counters should speak with the chief judge ahead of the contest to confirm the method that will be used for collecting and counting ballots to ensure accuracy.

All digital records are destroyed after the announcement of winners.

Counters can stop the announcement of the winner by the Contest Master if announced in wrong order

Timing Procedure and Role:

- **Timer 1** uses a stopwatch to time each speaker and is considered the official timekeeper of the contest. They report speech times on the Timing Record Sheet and send the sheet to the Chief Judge via email or text picture.
- **Timer 2** uses a stopwatch to time each speech in order to operate the signaling device, background or cards. **Timer 2 does not send a record to the Chief Judge.**
- **Timers can stop the announcement of winner if the Contest Master announces a speaker who was disqualified for time.**

If either the signaling device OR the stopwatch fails, this means the contestant receives **30 seconds extra** overtime before being disqualified. If either timer loses connection partway through the contest, this also means the affected contestant receives an extra 30 seconds.

Protests: Only voting judges, contestants, contest master or Chief Judge can protest originality

Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).

The Chief Judge, all Judges and contested speaker meet in a breakout room. A majority of the voting judges must agree on a decision.