

**Chief Judge’s Briefing**

**Ballot Counters, Timers, Judges**

The Chief Judge for each contest knows the contest rules and virtual procedures.

* Appoints and brief judges, timers, counters, and the anonymous tie-breaking judge(TBJ)
  + Send Judge’s Certification of Eligibility and Code of Ethics Form for each judge, including TBJ
  + Email judge’s guide and ballot for each contest type (2021: Tall Tales & International)
  + Email to counters and timers their forms
  + Obtains the cell phones for each functionary participant
* Attends Contestant Briefing to:
  + Give speaking order to Judges
  + Let Toastmaster/Contest Chair know how primary timer will signal contestants
  + Gives Zoom Master and his/her appropriate phone #’s to Toastmaster to share with contestants
* Hold Judges Briefing 2 days before the Contest
  + Have tiebreaking judge attend regular judges briefing

* Oversee the Counting process, making sure all ballots are counted twice.
* Resolve any eligibility, originality, or contestant mentions that may arise.

Before the first contestant speaks, each Contest Toastmaster will ask you as Chief Judge the following: Madame/Mister Chief Judge: have the judges, counters, and timers been briefed? Reply to him/her in the affirmative **[Yes, the contest may now begin**] or you may want to say, “**Now, let the Tall Tales grow.”**

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**Remarks before starting the briefing:**

If you have not already done so, please remember to pre-register. Our Tech will place the registration link in the chat box. Then, as contest officials, please plan to sign-in to the contest at least 30-45 minutes early.

“The contestants have all worked very hard to get to this point and everyone really wants to win. Please be attentive and unbiased in your judging.” The Tall Tales contest will take place first.

“Judges, thank you for returning your signed eligibility and code of ethics form. All judges should have also received the judge’s guide and ballot for Tall Tales and the International contests.

“Counters were emailed the Counter’s Tally Sheet; Timers were sent the Timer’s Sheet.

During this briefing in case you need them again, our tech assistant will list each form in the chat box.

Because this is a joint contest <if it is>, you will need to print multiple copies.

Just before our briefing, I attended the contestants’ briefing. For the benefit of all, the contestants will be speaking in the following order. Please jot this down.  **I will email you the information after this briefing.**

* **Share contestant’s speaking order On contest day, b**e aware that there might be last-minute contestants not on the ballot. The first place couldn’t make it so the 2nd or 3rd  place finisher might step in.

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| **Tall Tales Contest Speaking order**  Contestant #1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **International Contest Speaking order**  Contestant #1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contestant #6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For everyone’s information**: if technology fails during the contest, I have been tasked with:

1. Determining whether the contest will no longer continue due to a lack of contestants or contest officials and whether the contest will be reconvened at a later date or time.
2. If only one contestant is impacted, then I will pause the contest until the technology issue is resolved. The contestant should resume their speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified**.**
3. **WE do have an alternative method of communication. FreeConferenceCall.com in case technology fails completely. The phone # is 423-436-6338, access code # is 886291. The Tech will put the information in the chat box.** [Everyone can save the chat to your computer, just click on the 3 dots and follow the prompts there.]
4. **If any contest official (that’s all of us) loses connection and you have a backup official to take your place, then please send a text message to the person. At the end of this briefing, I will verify that I have all of your cell phone #s.**

I will start this briefing session with the timers.

**Timers Briefing:**

First, as the primary timer, you will rename yourself upon arrival at the contest so that the contestants will know who you are. *[Timer + your name*]. Each contestant has been advised and shown how to “pin the primary timer.” If you are planning to show virtual backgrounds, please have ready colored paper or cards just in case. Per the Toastmasters Online Speech Contest Exception document, each timer will use a stopwatch to time the contest.

The backup timer will operate a secondary timer and completes one Sheet per contest.

The primary timer will keep your webcam on for the duration of the contest but hide yourself.

*Speech Timing*

Because this is a Zoom platform**, introductions** will be slightly different than in-person contests. If necessary, **The Zoom Master will unmute the contestant during the 1 minute of silence.**

Then,

the Toastmaster will say, **“Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY.” The Toastmaster will then introduce the contestant by saying** the contestant’s name and speech title and then repeat the speech title and name.

Speech **Timing will begin with the contestant’s first** uttered word but will include any other communication such as sound effects, a staged act by another person, etc**. [Verbal or non-verbal connection with the audience.]**

1. **For Tall Tales**: Speech time is 3 – 5 minutes. **Show green card/background at 3 minutes; stays on until the yellow card/background at 4 minutes; stays on until red card/background at 5 minutes; remain showing until the speaker finishes. No other signal will be provided unless sight-impaired.**
2. For International: speech time is 5 to 7 minutes. **Show green at 5 minutes; yellow at 6 minutes and red at 7 minutes. No other signal will be provided unless sight-impaired.**

In case of technical difficulty

* 1. if either timer loses connection partway through the contest, the affected contestant receives an extra 30 seconds.
  2. If a contestant loses connection, he/she will receive an extra 30 seconds. As Chief Judge, I will let you know if this occurs. The timer will make note of the time when the contestant drops off. (The Timer records the speakers final time on the Timers sheet noting that the extra time is given)

After each contestant speaks, the Toastmaster will say, “Timer, give me a signal when a minute has elapsed.” Toastmaster will pin the timer so that he/she will see your screen. Method for indicating minute of silence – show the red card or red virtual screen. Then when 1 minute is up, remove the red notification. You may also say “Time.”

**Timers’ Exchange of Paperwork During the Contest:**

The backup timer will email or text the Timer’s Record sheet to the Chief Judge only. Use the contact data provided in the email. Tech assistant, please list my phone # and email address in the chat box.

**Ballot Counters Briefing:**

While you are still in the “Lobby” before the contest starts, the Zoom Master will make you a co-host so that you can move between the Main Contest Breakout Room and the Judges’ Briefing Room.

After each contest ends, during the unlimited silence, each judge will text you their ballot. As you receive the ballots for each contest, attach the ballots to the Tally Sheet for that contest.

When the Tall Tales contest ends and you have received all of the judges ballots, the Zoom Master/Tech or I will move you to the Judges’ Breakout Room. You may be able to click on the Breakout Room controls at the bottom of your screen and join the Judges’ Breakout Room. [Note that should a protest occur, you will remain in the Main contest room until the protest has been resolved.]

Likewise, when the International Speech contest ends and you have received all of the judges ballots, we will once again return to the Judges’ Breakout Room to count the ballots.

* Each of you will prepare your own Tally Sheet for each contest with the contestant’s and judge’s names. If a judge did not sign a ballot, do not use it.
* Review and compare results. If there are any differences in the results, we will review the ballots until all Counters’ Tally Sheets have the same results.

* I will notify each of you if there are any time disqualifications.

The tiebreaker ballot is used ONLY if there is a tie for 1st, 2nd, or 3rd place –otherwise, it will not be opened or reviewed. Let me know if there is a tie so that I can open the ballot.

*[NOTE: In case of a tie, the tied contestant who receives the highest ranking on the tiebreaking judge’s ballot will gain the contested place. Any other tied contestants will be ranked in order behind that contestant.]*

**Judges Briefing:**

1. The Division contests are the Tall Tales and the International Speech Contests. You will only need 2 ballots. One for Tall Tales and one for the International Speech Contest.
2. As a reminder, please print your name and sign all of your ballots now. If you’re using a computer, then please print your name and electronically sign them before submitting each one to the ballot counters. It doesn’t matter which grading system you use. The only thing we need from you is the actual ballot at the bottom, listing your choices for 1st, 2nd, and 3rd contestant; tear off, sign, and either email or text it to BOTH ballot counters. They are \_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The Tiebreaking judge will Rank all the speakers numerically on the tiebreaking judge's ballot
   * + - if names are missing, the ballot will be disqualified
     1. The tie-breaking ballot is sent only to the chief judge
     2. The tie-breaking ballot is only opened if there is a tie for 1st, 2nd, or 3rd place
4. The top portion of all judges' ballot is to be disposed of.
5. Your webcams need to remain off during the entire contest to maintain anonymity.
   1. Neither Your photo nor another type of picture may not be used while the webcam is off.
6. The limitations of the online setting indicate that you will likely not be able to see the contestants’ entire bodies because contestants will be speaking from a limited space.
   1. These limitations should not be counted against contestants.
   2. Focus, instead, on how each contestant used the speaking area [stayed within the frame.]
7. Judging criteria remain the same; adhere to the items outlined in the judge’s guide and ballot, just as you would for an in-person contest.
8. Do not take into consideration a contestant’s audio or video quality.
   1. Should technology issues occur to a degree that hinders the contest, as the chief judge, I can decide to stop the contest and resume when the issues are resolved.
9. Speaking Area for contestants means they stayed within the frame unless the speech calls for them to be out of their frame.
10. Eye contact means looking at the camera
11. Technology set-up will differ for each contestant
12. The contestant’s audio and video should not be considered.
13. Effectiveness, Achievement of Purpose, Interest, Reception: consider your reaction to the speech as an audience member. Additional questions to keep in mind when rating effectiveness include:
    1. Was the subject relevant to the audience?
    2. Was the subject presented clearly?
    3. What was the speech’s purpose?
       1. Did the speaker achieve their purpose?

Judging vs. Evaluation

You are judging to select the speaker who has given the best speech on that day, not evaluating a speech. Evaluating:

* Is a speech appraisal
* Measures presentation against the purpose
* Offers improvement advice while

**Judging is**

**Selecting a winner. Based on what you hear today – not based on personal preference or past performance**

* Again, be aware that there might be last-minute contestants not on the ballot. The first place couldn’t make it so the 2nd place might step in.
* After each contestant speaks, you will be given 1 minute between contestants to mark your ballots.
* After each contest ends, you will be given as much time as necessary to complete your ballot and send it to both ballot counters.

Protests and Disqualifications:

1. Protests are limited to eligibility, originality, and new this year: reference to another contestant’s speech; Only you as voting judges and/or contestants can make a protest.
2. Any protest must be lodged with the chief judge and/or contest chair before the announcement of the winner(s) and alternate(s).
3. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant’s speech, the contestant must be allowed to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
4. **To protest, send me, as chief judge a text message.**
5. **If a protest is received, all judges will be invited to the judges’ briefing room to discuss the matter before the ballots are counted.**
6. **Place your cell phone #’s in the chat or email them to me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
   1. **These will be shared with the Ballot Counters only.**

QUESTIONS?

**DOCUMENTS TO EMAIL – ALL Fillable**

[International Judges Guide & Ballot [fillable]](file:///C:\Users\Annmo\Downloads\26toastmasters.org\wp-content\uploads\2020\12\1172-International-Speech-Contest-Judges-Guide-and-Ballot-ff.pdf)

[International Tie-breaking Judges Guide & Ballot [ fillable]](https://www.d26toastmasters.org/wp-content/uploads/2020/12/1188-International-Speech-Contest-Tiebreaking-Judges-Guide-and-Ballot-ff.pdf)

[Tall Tales Judges Guide & Ballot [fillable]](https://www.d26toastmasters.org/wp-content/uploads/2020/12/1181-Tall-Tales-Contest-Judges-Guide-and-Ballot-ff.pdf)

[Tall Tales Tie-breaking Judges Guide & ballot [fillable]](https://www.d26toastmasters.org/wp-content/uploads/2020/12/1181A-Tall-Tales-Contest-Tiebreaking-Judges-Guide-and-Ballot-ff.pdf)

[Judges’ Certification of Eligibility and Code of Ethics](https://www.d26toastmasters.org/wp-content/uploads/2020/12/1170-Judges-Certifications-of-Eligibility-and-Code-of-Ethics-ff.pdf)

[Time Record Sheet and Instructions](https://www.d26toastmasters.org/wp-content/uploads/2020/12/1175-Time-Record-Sheet-and-Instructions-for-Timers-ff.pdf)

[Counter’s Tally Sheet](https://www.d26toastmasters.org/wp-content/uploads/2020/12/1176-Counters-Tally-Sheet-ff.pdf)