

Area Director Procedures for 2022 Speech Contests

District 26 Toastmasters District Executive Committee (DEC) voted in July 2021 to conduct all Speech Contests at the Area-, Division-, and District-levels online for the 2021-2022 program year. During its September 2021 meeting, the DEC voted to conduct the Evaluation Speech contest as the second contest for this program year. Therefore, District 26 will virtually conduct the Evaluation and International speech contests in Spring 2022.

Each club in good standing (i.e., a minimum of 8 paid members) is permitted to choose its contestant for each Area speech contest by whatever means the club desires. If a contest is held, it must comply with the rules in the [2021-2022 contest rulebook](#), and the contest result is final. Or, the club may choose to select members to compete in the area contests.

All contestants and contest officials must be present in real-time for the contest and must use a webcam and microphone to ensure they are visible and audible while delivering their speech.

Area Director

A. Preparation [Schedule, Communicate date to clubs, Appoint Contest Chair]

- I. Contact your Division Director to schedule your Virtual Speech Contests using the Division's Zoom Account.
- II. Ask your Division Director to also schedule the contest Briefing Sessions and Dry-Run for contestants and contest officials for two (2) days before the contests.
- III. You will want to enable attendees to pre-register for the chief judge to see which club members are in attendance so that he/she can select the contest judges.
- IV. The following are the Custom Questions to place on the registration form:

REGISTRATION DETAIL PAGE ALLOWS YOU TO Create a form with Custom Questions:

1. Club Name _____
 2. Are you a Evaluation Speech Contestant? Yes No
 3. Are you an International Speech Contestant? Yes No
 4. If Contestant, write in the Area you're representing _____
 5. If you are serving in a functionary role (i.e., Contest Staff), please check the appropriate box.

a. <input type="radio"/> Ballot Counter	e. <input type="radio"/> Toastmaster
b. <input type="radio"/> Chief Judge	f. <input type="radio"/> Other Role (SAA)
c. <input type="radio"/> Contest Chair	g. <input type="radio"/> Zoom/Tech Assistant
d. <input type="radio"/> Timer	
- V. Enable Breakout Rooms for both the briefing sessions and for the contest day:
 - a. Create 3 Rooms, labeling them as
 - i. Main Contest Room
 - ii. Judges' Briefing
 - iii. Contestants' Briefing/Evaluation Speech Preparation

- VI. If the Breakout Room feature is not visible when you schedule the meeting, it will need to be enabled by going to the Account Management menu item and then to Account Settings to verify that the breakout room is enabled. If it is not, click to enable.
- VII. Notify all your club Presidents and VPEs of the date for your Area contest.
 - a. Ask them to **send you the Notification of Winners form for Evaluation and for the International Contest** with all listed contestants for 1st, 2nd, and 3rd place winners not later than 2 weeks before the scheduled briefing.
 - i. The clubs are to attach to the Winner's form each contestant's **Speaker's Certification of Eligibility and Originality** & the **Speech Contestant Profile**
- VIII. Appoint a Contest Chair or decide whether you or if working with the other Area Director(s) will fill that role.
 - a. The contest chair will then select a Zoom Master, a sergeant-at-arms, two Toastmasters – 1 for Evaluation and 1 for the International Speech Contest, and an experienced member to serve as the Chief Judge.
 - i. You can ask the District's Program Quality Director, JP Bachmann, DTM for Chief Judge recommendations. (email: programqualitydirector@d26leaders.org)
- IX. Your Contest's Chief Judge will select judges, counters, and timers.
 - a. **Area contests** – 5 voting judges, 1 tiebreaking judge, 2 counters, and 2 timers.
 - b. Recommend recruiting extra judges to have as backups in case of technical issues.
- X. **Select a "test speaker" for the evaluation speech contest.**
- XI. You or the Contest Chair will need to verify that Contestants meet the Eligibility to compete.
 - a. For the International Speech Contest only: A member must have completed at least six speeches in the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any paths in the Toastmasters Pathways learning experience.
 - b. For clubs that chartered less than one year before the area contest, the charter members are permitted to compete without having completed this requirement.
 - c. Eligibility Assistant - <https://www.toastmasters.org/leadership-central/eligibility-assistant>
 - d. Must have member's Toastmasters' membership number to use this tool.
- XII. Share the Speech Contestant's Profile with each Contest Toastmaster for use in conducting interviews following each contest.
- XIII. Give the Chief Judge the Speaker's Certification of Eligibility and Originality for each contestant.
- XIV. Contest Chair, please prepare in advance the Certificates of Participation for Contestants, the Speech Contest winner's certificates and the Certificates of Appreciation for the Contest officials. For the latter, do not allow the Zoom Master to display the judges' certificates. All certificates will be emailed. (Remember, Areas will receive a first-place trophy from the

District to present, virtually, and then it will be mailed to the winner.] [The Divisions will be provided with a 1st and 2nd Place trophy.])

- a. Certificates can be found in the lower-left corner on District’s website at <https://www.d26toastmasters.org/speech-contests/>

B. Briefings [Contestants, Judges, Ballot Counters, Timers]

- I. Have the chief judge send an email to the judging team for the briefing session.
- II. Have the contest chair send an email to the 1st and 2nd place contestants for the briefing session.
 - a. Ask contestants to check in 10 to 15 minutes before the judging team arrives.
- III. If you’ve selected a Toastmaster for each contest, the contest chair, you as Area Director or each Toastmaster may conduct the briefing for contestants, or you may do it jointly.
 - a. Place all Evaluation and International contestants in the Breakout Room.
 - i. You may want separate breakout rooms for briefing – one (1) for Evaluation and their Toastmaster and another for the International Contestants and their Toastmaster. {If contestants are competing in both contests, then a joint briefing session may be best.}
- IV. **See separate document for contestant briefing including the draw for speaking order, using the wheelofnames.com [www.wheelofnames.com]**
- V. **See separate document for Chief Judge’s briefing for Judges, Ballot Counters, and Timers**

C. Contest Day!!! – See Scripts for Evaluation & International Speech Contests [these contain a built-in “flow”]

Note: the Evaluation Contest will take place first at all Area, Division, and District contests.

Recommend preparing a one-page contest program.

- D. Zoom Master [Technology Role]
 - a. The Division Director or Area Director starts the meeting and makes the Zoom Master the Host. The Zoom Master then Opens the meeting at least 45 minutes in advance to allow for early sign-in by the contestants and contest staff.
 - b. Zoom Master could be SAA or another designee but should be someone familiar with the platform. An SAA is still needed to accompany the Evaluation contestants to the breakout room during the 5 minutes of preparation.
 - c. If contests are recorded, the Zoom Master should know how to record.
 - d. The Zoom Master should be capable of creating and assigning specific attendees to specific breakout rooms.
 - e. Ensures that all audience members remain on mute and stop audio for the duration of the contest(s)

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- f. Backup Zoom Master may watch for those who may unmute themselves or stop their video.
- E. Assists with renaming contestants and functionaries (i.e., contest staff).
 - a. Chief judge, contest chair, timers, and contestants should rename as: “role + name.”
 - b. Judges and ballot counters should remain anonymous.
 - c. Ensure that judges are aware that their webcams need to remain off during the entire contest to maintain anonymity. Their screen should say Judge 1, Judge 2, etc.
 - i. Ensure all judges and ballot counters have removed their photos and any generic images or backgrounds.
- F. Ask contestants and contest officials to arrive early, 30-45 minutes is sufficient.
- G. Ask audience members to sign in at least 15 minutes early.
- H. Guide the audience on how the platform is used.
 - a. Tell audience members that they must keep their webcams turned off and microphones always muted.
- I. **Online Speech Contest Statement (read by Contest Chair or Area Director)**
 - a. **The following must be read by Contest Chair at the start of the meeting:**
By attending this remote Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.
- J. Both the Evaluation & International Toastmaster Scripts can be found on the D26 website
 - a. Reminder: if there is an Evaluation contestant who is also competing in the International speech contest, the Evaluation Toastmaster will not interview the contestant.
- K. Protests about speeches may only be made by the Contestants or Judges and must be presented to either the Contest Chair or the Chief Judge before the winners are announced.

- a. **Click the Participants icon at the bottom of your screen** and Click on **Raise your hand**.
The Host will acknowledge your protest privately.
- L. Each judge should be ready to submit their Official Judge’s Guide and ballot digitally via the agreed-upon communication method, which could be:
 - a. Complete the entire ballot, then screenshot and crop the bottom section of the ballot and only send the screenshot.
 - b. Complete the bottom section of the ballot and leave the scoring section blank and submit the entire file.
- M. Either way, judges should keep in mind that the scores they gave each contestant should not be submitted.
- N. Ensure that each submitted ballot includes the judge’s signature.
 - a. They may use a digital signature on a fillable version of the ballot.
 - b. They may use a stylus on their device to sign the ballot.
 - c. They may sign the form and then email a legible photo of the signed form.
 - d. They may take a photo of their signature and enter it on the ballot.
- O. What to do when there is a **technology failure** or interruption during the speaker’s presentation?
 - a. If in the event the speaker is interrupted by an audience member on Zoom who unmutes his/her audio, the Chief Judge should allow the speaker to reset and begin at the point that is most comfortable for the speaker to maintain the flow of his/her speech. This may require allowing the speaker to start from the beginning, which case timing should start from the beginning. If the speaker chooses to start at any place other than the beginning, time-lapsed should be noted and the speaker should start there, with the allotment of 30 seconds extra. *For example, if the speaker is providing a 5-7 minute speech, is interrupted by an audience member on Zoom at 3:25, and the speaker chooses to start there, timing should commence at 3:25 with the speaker being allotted 30 extra seconds at the end.*
 - b. The chief judge decides how long the contest should be paused in the event of a technical issue.
 - c. If a contestant loses connection during the contest but can regain connection, they should pick up their speech at the point where they left off. The contest chair can indicate the last word or sentence that was heard so they know where they lost connection.
 - d. If a contest official loses connection and you have a backup official to take their place, confirm the process for communicating with the backup official that they are needed.
 - e. An alternative means of reaching the contest chair/chief judge in the event of a technology failure should be established.

- P. **Winner Announcements – Appreciation & Presentation Ceremony: Area Directors, invite your Division Director to join you on the Virtual Stage.** See the International Speech Contest Script for the Presentation ceremony. Note that Evaluation Winners will not be announced until after the Interviews for the International Speech Contests.
- Q. **Complete Technology Failure that Impacts the Entire Contest**
- a. The Online Contest Exception from Toastmasters International indicates that an alternative method of communication should be identified should the online platform become completely unavailable to *all users*.
 - b. The Chief Judge may determine if best to reschedule and reconvene should a complete failure of technology occur.
 - c. The District 26 Free Conference Call number, as follows, is the alternative method of communication:
 - d. Free Conference Call # 425-436-6338, Access Code # 886291. This alternative shall allow contest officials to communicate with the chief judge and contestants to communicate with the contest chair.
- R. **When the contest ends, be sure to complete a Notification of Winners form to be sent to** the Division Director with all of the winners' information and their Eligibility forms and Contestant Profiles.