



Chief Judge's Briefing Ballot Counters, Timers, Judges 2023

The Chief Judge for each contest knows the contest rules and the hybrid 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 (2023: Table Topics & International)
- Email to counters and timers their forms
- Obtains the cell phones for each functionary participant [i.e., contest official]
- Attends Contestant Briefing to be able to:
 - Give the speaking order to the Judges
 - Introduce the primary timer and advise how contestants will be signaled
 - Gives Zoom Master and his/her phone #'s to Contest Chair or Contest Toastmaster to share with contestants
- Hold Judges' Briefing 2 days before the Contest
 - Have tiebreaking judge attend regular judges' briefings or schedule another time
- Oversees 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]

Remarks before starting the briefing:

The Contest Chair, myself as Chief Judge, the ballot counters, timers, and the Contest Toastmaster will all attend in person.

Ask who is attending online and write down the names. _____

Confirm who is attending in person and write down the names. _____

If you have not already done so, please remember to pre-register whether attending in person or online. Our Tech will place the registration link in the chat. Online judges, please plan to sign in to the contest at least 30-45 minutes early. You will be placed in the judges' breakout room. In-person judges are asked to check in with me to receive your voting packets.

The contestants have all worked very hard to get to this point and everyone really wants to win. Judges, please be attentive and unbiased in your judging. The Table Topics contest will take place first.

Judges, thank you for returning your signed eligibility and code of ethics form. Now that we know who you are, I will email to the Online judges the judge's guide and ballot for both the Table Topics and the International contests. In the email will be the phone numbers for the two (2) ballot counters for you to send the bottom portion of your ballot to them. Be sure to sign your ballots.

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I will have a laptop to be able to communicate with you in the breakout room. On-site judges will receive a packet of information when you check in with me. The Speaking order will also be in the packet along with a reminder of which contestants are online.

Because this is a joint contest <if it is>, online judge(s) will need to print multiple copies of each ballot.

Each Area is to be judged and timed and ballots are counted separately. That's why you will need separate judging forms for each Area. 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, be 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.

Contest #1: The Contestants for Area _____ will be speaking first

Contestant #1: _____

Contestant #2: _____

Contestant #3: _____

Contest #2: The Contestants for Area _____ will speak in the following order:

Contestant #1: _____

Contestant #2: _____

Contestant #3: _____

Contest #3: The Contestants for Area _____ will speak in the following order:

Contestant #1: _____

Contestant #2: _____

Contestant #3: _____

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

- Determining whether the contest will no longer continue due to technology issues affecting contestants or contest officials and whether the contest will be reconvened at a later date or time.
- If only one contestant is impacted, then I will pause the contest for a minimum of 5 minutes 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.
- WE have an alternative method of communication if necessary.**
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. [Everyone can save the chat to your computer, just click on the 3 dots and follow the prompts there.] I will also email the information to you.
- 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 everyone's cell phone #s.**

I will start this briefing session with the timers.

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Timers' Briefing:

- First, as the primary timer, even though you will be in person, you will have a laptop to log on to the contest virtually.
- You will rename yourself upon arrival at the contest so that the contestants will know who you are. *[Timer, but not your name]*.
- Please use the meeting icon to raise your hand so that the online contestants can see you as the first person in the gallery.
- If you have not already done so, please download the virtual timing colors.
- For the in-person contestants, please show the colored paper or cards or use the timing lights.
- Timer #2 will be there to assist but will have a stopwatch to record the time on the Time Record Report to be given to me only at the end of each contest.

- Each online contestant has been advised and shown how to “pin the primary timer.” Although 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 complete one Timing Record Sheet per contest. The primary timer will keep your webcam on for the duration of the contest, but we don't need to see your face.

Speech Timing & Contestant Introductions

Because we are using the Zoom platform for online contestants, **introductions** will be slightly different from in-person introductions. **The Contestant will unmute during the 1 minute of silence.**

For the Table Topics contest, the first contestant will select one of the three envelopes with the topic question. **If the contestant is onsite, the Contest Toastmaster will invite the first contestant to the stage to choose one of the 3 envelopes before beginning the introduction.**

The Contest Toastmaster will say: Will the first contestant come to the stage? He/she will hold up the 3 envelopes and ask him/her to choose a number and then open the chosen envelope to read the topic

He/She will Introduce the contestant as follows: Name of the contestant; read the topic, read the topic again, and repeat the name of the contestant. **The first contestant will respond,** “Thank you Contest Toastmaster.”

Your timing will then begin.

- If the first contestant is online, the Contest Toastmaster will say:

“Will our first contestant enable your microphone and camera and pin the timer? When you have done so, please say READY.” Contestant #1, please choose an envelope by announcing the number for your selection 1-2 or 3.” After the contestant selects the envelope,

The Contest Toastmaster will then Introduce the contestant as follows: Name of the contestant, read the topic, read the topic again, and repeat the name of the contestant.

The 1st online contestant may respond: Thank you, Toastmaster, **for the 2nd microphone check. Timing can then begin.**

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Subsequent introductions for onsite contestants: The Contest Toastmaster will say: Name of the contestant; read the topic, read the topic again, and repeat the name of the contestant. **The contestant will respond**, "Thank you Contest Toastmaster." **Your timing will then begin.**

Subsequent introductions for online contestants will be:

"Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY." The contest Toastmaster will then say the Contestant's name, read the topic, read the topic again and say the contestant's name again.

- **Timing will then begin with the first word from the Contestant [unless he/she says Thank you, Toastmaster.]**

Introductions for the International Speech Contest will follow the same procedure, except that the Contest Toastmaster will be reading the name of the contestant's speech title.

Online contestants: **"Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY."** Contest Toastmaster will then read the Name of the contestant; read the title, repeat the title and repeat the name of the contestant. **{The contestant may respond, "Thank you Contest Toastmaster." }**

Onsite Contestants: Name of the contestant; read the topic, read the topic again, and repeat the name of the contestant. **The contestant will respond**, "Thank you Contest Toastmaster."

Speech **Timing will begin with the contestant's first** uttered word[after the introduction] 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 Table Topics:** Speech time is 1-2 minutes. **Show green card/background at 1 minute;**

stays on until the yellow card/background at 1:30 minutes;

stays on until red card/background at 2 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

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- a. if the primary timer loses connection partway through the contest, the affected contestant receives an extra 30 seconds.
- b. 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 speaker's final time on the Timers sheet noting that the extra time is given.)**

After each contestant speaks, the Contest Toastmaster will say, "Timer, give me a signal when a minute has elapsed." **Method for indicating a minute of silence – show the red card and red virtual screen.** Then when 1 minute is up, remove the red notification. You may also say "Time." For the audience, the Zoom Master may display a red slide and remove it when time is up.

Timers' Exchange of Paperwork During the Contest:

The backup timer will give me the Timer's Record sheet.

Ballot Counters' Briefing:

After each Area contest, online judge(s) will text you their ballot. As you receive the ballots for each contest, attach the ballots to the Tally Sheet for that contest. In-person judges will hold up their envelopes for you to collect. When you each have all of the judges' ballots for that contest, let me know so that we can proceed with the next Area Contest. We will not count until all the Table Topics Area Contests are over.

Once all of the contests end and the ballots have been collected, we will move to the designated location to count the ballots. [Note that should a protest occur, you will remain in the room until the protest has been resolved.]

We will follow the same procedure for the International Speech Contest.

- Each of you will prepare your own Tally Sheet for each contest with the contestants' and judges' 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, review the ballots until all Counters' Tally Sheets have the same results.
- I will share if there are any time disqualifications.

The tiebreaker ballot is used ONLY if there is a tie—otherwise, it will not be opened or reviewed. Let me know if there is a tie so that I can open the tiebreaker judge's 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:

- A. Three Area Table Topics Contests and three (3) International Speech Contests may be taking place on the same day. Therefore, you will need 6 separate ballots. You will only judge each contestant against others in their area.
- B. Online and in-person judges: when you receive your ballots, please print your name on your ballot and sign all of your ballots. I will remind you again just before the contest begins.

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- C. If you're using a computer, then please print your name and electronically sign before submitting each one to the ballot counters.
- D. It doesn't matter which grading system you use.
- E. The only thing we need from you is the actual ballot at the bottom, listing your choices for 1st, 2nd, and 3rd contestants
- F. . Online judge (s) either email or text it to BOTH ballot counters. They are _____ phone # _____ and _____ phone # _____.
- G. The Tiebreaking judge will Rank all the speakers numerically on the tiebreaking judge's ballot
 - if names are missing, your ballot will be disqualified
 - The Tiebreaking judge's ballot is sent only to the chief judge.
- H. The top portion of all judges' ballots is to be disposed of by each judge.
- I. **Online Judges:** Your webcams need to remain off during the entire contest to maintain anonymity.
 - a. Do not show Your photo or another type of picture while your webcam is off. Use only the number assigned by me.
- J. The limitations of the online setting indicate that you will likely not be able to see the online contestants' entire body because contestants will be speaking from a limited space.
 - a. These limitations should not be counted against contestants.
 - b. Focus, instead, on how each contestant used the speaking area [stayed within the frame.]
- K. Judging criteria remain the same; adhere to the items outlined in the judge's guide and ballot, just as you would if all contestants were competing in person.
- L. Do not take into consideration an online contestant's audio or video quality.
 - a. 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.
- M. Eye contact means looking at the camera for online contestants.
- N. Technology set-up will differ for each online contestant.
- O. The contestant's online audio and video should not be considered.
- P. **Effectiveness, Achievement of Purpose, Interest, Reception:** consider your personal reaction to the speech as an audience member. Additional questions to keep in mind when rating effectiveness include:
 - a. Was the subject relevant to the audience?
 - b. Was the subject presented clearly?
 - c. What was the speech's purpose?
 - i. Did the speaker achieve their purpose?

Judging vs. Table Topics

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

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- Again, be aware that there might be last-minute contestants not on the original list of names sent. 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 area contest, you will be given as much time as necessary to complete your ballot and present it to both ballot counters.

Protests and Disqualifications:

1. Protests are limited to eligibility, originality, and reference to another contestant's speech; Only you as voting judges, and the 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 rooms to discuss the matter before the ballots are counted.**
6. **I will notify the Zoom Master to move online judges to the breakout room. In person judges, if there is a protest and we need to confer, you may hear the Toastmaster say, *"the point person is needed at the back of the room."* Should this occur, please discreetly step away from your seat and meet the Chief Judge and the Contest Chair at the back of the room**
 - a. **Place your cell phone #'s in the chat or email them to me at**

_____ . These will be shared with the Ballot Counters only.

QUESTIONS? CLARIFICATIONS???

DOCUMENTS TO EMAIL – ALL Fillable

[International Judges Guide & Ballot \[fillable\]](#)

[International Tie-breaking Judges Guide & Ballot \[fillable\]](#)

[Judges Certification of Eligibility and Code of Ethics](#)

[Time Record Sheet and Instructions](#)

[Table Topics Judges Guide & Ballot \(fillable\)](#)

[Table Topics Tiebreaking Judge Guide & Ballot fillable](#)

[Counter's Tally Sheet](#)