

District 53 In Person Speech Contest Functionary Briefing

Intended Audience

This document is the Functionary briefing for in person speech contests. The functionaries' briefing shall be delivered to the functionaries by the Chief Judge. Functionaries are the Sergeant-At-Arms (for Evaluation and Table Topics speech contests), timers, ballot counters, and judges (see separate briefing document for Judges' Briefing).

Functionary Eligibility Up to 24 Hours Prior to the Contest

- Verify all functionaries are a paid member, from a club in good standing

Speech Contest Prep

- Download the Contest Time Record Sheet from Toastmasters International

(www.toastmasters.org) or the District 53 Toastmasters website (<https://toastmasters53.org/>)

and provide to the contest timers in advance of the contest.

- Download the Counter's Tally Sheet from Toastmasters International (www.toastmasters.org) or the District 53 Toastmasters website (<https://toastmasters53.org/>) and provide to the ballot counters in advance of the contest.

Functionary Briefing – Read to Functionaries

NOTE: The Ballot Counters and Chief Judge will be moved to the counting room to complete the Tally Sheets and Determine the winners.

Sergeant-At-Arms

- For all speech contests, the Sergeant-At-Arms watches the door(s) and prevents people from entering the room during a contestant's speech.
- For Evaluation speech contests, the Sergeant-At-Arms escorts the contestants out of the contest room once the test speech has concluded, provides Evaluation Contestant Notes sheet(s) if the contestants do not already have the sheet(s), observes the contestants for the 5-minute preparation period, takes the Evaluation Contestant Notes sheets from the contestants at the end of the 5-minute preparation period, and returns each contestant's sheet(s) to them as they are introduced to give their evaluation. Prior to bringing in the first contestant, the Sergeant-At-Arms enters the contest room to signal the Contest Chair that the contestants are ready. When the Contest Chair is ready for the first contestant, the Sergeant-At-Arms will leave the room and bring in the first contestant.
- For Table Topics speech contests, the Sergeant-At-Arms escorts the contestants out of the contest room and then returns each contestant to the room according to the speaking order.

Time Keeping

- Review the Speech Contest Time Record Sheet and ask if there are any questions.
- For the Evaluation Contest, one Timer will go out with the contestants to time the 5 minutes for them developing their evaluations.
- You will time each speech as noted in the instructions. The lights / cards will come on and stay on until the time comes to switch to the next one.
- During the Chief Judge's review of the rules, show the cards or lights as they are read.
- For each contestant's International speech, show the timing cards / lights as follows:

Timing Lights/Cards	Time
Green	5 minutes
Yellow	6 minutes
Red	7 minutes

- For each contestant's Evaluation speech, show the timing cards / lights as follows:

Timing Lights/Cards	Time
Green	2 minutes
Yellow	2 minutes 30 seconds
Red	3 minutes

- For each contestant's Humorous speech, show the timing cards / lights as follows:

Timing Lights/Cards	Time
Green	5 minutes
Yellow	6 minutes
Red	7 minutes

- For each contestant's Tall Tales speech, show the timing cards / lights as follows:

Timing Lights/Cards	Time
Green	3 minutes
Yellow	4 minutes
Red	5 minutes

- For each contestant's Table Topics speech, show the timing cards / lights as follows:

Timing Lights/Cards	Time
Green	1 minute
Yellow	1 minute 30 seconds
Red	2 minutes

- Leave the red card / light up until the speaker is done, regardless of the actual time recorded. Do not give the contestant any indication that they have gone over time.
- Time will start at the first verbal or non-verbal communication to the audience. If no-one is using a Power Point skip to the next check list item. If a Powerpoint is being used, timing will start when the first slide is shown after the contestant has been introduced. Always start timing when the first gesture, action or word is directed to the audience.
- One timekeeper (Timer 1) will watch the clock and record time on the Speech Contest Time Record Sheet. This is the official record that will be sent to the Chief Judge. The other timer (Timer 2) holds up the green, yellow, or red cards. The Chief Judge will ask if you both concur with the time recorded if a speaker is over or under the qualification time.
- Reminder: No notice is given if a speech goes over the time.
- If either signaling device or the stopwatch fails, this means the contestant receives 30 seconds extra overtime before being disqualified.
- After the speaker finishes their speech, please time one minute for the judges to mark their ballots. Signal the contest master by turning on the red signal when the one minute has elapsed.
- Please make sure you understand the way the Speech Contest Time Record Sheet is filled out. There are separate blocks for minutes and seconds.
- Give the completed Speech Contest Time Record Sheet to the Chief Judge. You should destroy any records of the contest materials following the contest.

Ballot Counters

- Review the Counter's Tally Sheet and ask if there are any questions.
- Judges will give their completed ballots to you and the Chief Judge.
- Once all ballots are received, you and the Chief Judge will leave the room so that you may tally the ballots and determine the winner.
- Tally votes independently and then compare. All tallies and totals should agree.
- If, during the reading of the results, the order is read incorrectly, you must interrupt the reading of the results. The Chief Judge will stop the announcements and make sure the results are read correctly.

□ You should destroy any records of the contest materials following the contest.

References

2021-2022 Toastmasters International Speech Contest Rulebook

2020-2021 Toastmasters International Speech Contest Rulebook

Toastmasters International Online Speech Contest Best Practices

2019-2020 Functionary Briefing (August Wolf, DTM and Jennifer Cimilluca, DTM)