



District 53 In Person Speech Contest Judges, Timers & Counters Briefing

Intended Audience

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

Functionary Eligibility Up to 24 Hours Prior to the Contest

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

Use the eligibility checker located at <https://www.toastmasters.org/speech-contest-eligibility-checker/> or contact speechcontests@toastmasters.org

At Division and District contests, verify judges are NOT from the same club as any contestants competing in Division or District Contest

For Area, Division, and District Contests, do the judges meet the following eligibility

o Option 1 – Completed 6 Speeches in the Competent Communicator Manual

o Option 2 – Completed Level 1 AND Level 2 of any Pathway Education Program

Verify no judges are contestants at this level contest or a higher-level contest

Speech Contest Prep

Download the Contest Time Record Sheet from Toastmasters International (www.toastmasters.org) or the District 53 Toastmasters website (<https://d53tm.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://d53tm.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.

1. Timing will be as follows for the International & Humorous Speech Contest:

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

2. Timing will be as follows for Evaluation Speech Contest:

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

3. Timing will be as follows for Table Topics Speech Contest:

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

4. Timing will be as follows for Tall Tales Speech Contest:

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



- Leave the red card / light up until the speaker is done, regardless of the actual time recorded. Do not give the contestant any audible or visual indication that they have gone over the time for disqualification (that is, 31 seconds over the maximum 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 audible or visual notice is given during the speech delivery if a speech goes over the time for disqualification (that is, 31 seconds over the maximum 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. All contest forms are confidential and should be destroyed 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.
- All contest forms are confidential and should be destroyed following the contest.



Judges Briefing

□ Review the Judge's Certification of Eligibility and Code of Ethics Form and ask if there are any questions about the form

Ballots

□ Provide judges with the appropriate judges' ballot in advance of the contest

General Reminders to the Judges – Read to Judges

□ Contestants have been advised in their briefing not to approach judges after a contest. If approached by a contestant, please refer the contestant to the Chief Judge.

□ All ballots are confidential and should be discretely destroyed once the contest has been completed.

□ Once the results have been announced, the contest results are final.

General Judges Briefing – Read to Judges

1. A judge's identity shall be kept as anonymous as possible.
2. There is a secret tie breaking judge known only to the Chief Judge. Only the Chief Judge will know which judge is the tie breaking judge.
3. "Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech." (Speech Contest Rulebook, Page 9)
4. "Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing." (Speech Contest Rulebook, Page 9).
5. If a contestant approaches you with a question, refer the contestant to the Chief Judge.
6. There will be one minute of silence between speakers for you to complete your judge's ballot.

Guidelines for Judging a Contest – Read to Judges

1. Please sign and print your name on the judges' ballot now.
2. As a judge, you will be selecting a winner solely based on the criteria listed on the judge's ballot. Please adhere to the items outlined on the official contest judge's ballot
3. We will take some time now to familiarize you with the Judge's ballot (discuss the categories and criteria listed on the ballot)
4. When judging the contest, do not consider club, area, or educational awards when judging a contestant.
5. When judging the contest, do not consider speaker position or speaking order when judging a contestant.
6. Be aware of the Halo Effect. The Halo Effect is the tendency to overlook speech flaws when a contestant does one or two things in a very outstanding way.
7. Be aware of the Reverse Halo Effect. The Reverse Halo Effect focuses on a specific speech flaw, missing the aspects of the speech which were well done.
8. Sometimes an emotional response to the speech or the speech delivery may cause the Halo, or Reverse Halo, Effects. Let an emotional response be a reminder to you to remain objective.



7. The judges ask questions as needed.
8. The judges deliberate and vote on the outcome of the protest. A simple majority wins. In the event of a tie, the Chief judge casts the deciding, tie-breaking vote.
9. The Chief Judge shall present the results to the Contest Master

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)