

District 53 On-Line Speech Contest Judges Briefing

Intended Audience

This document is the judges briefing for on-line speech contests. The judges briefing shall be delivered to the judges by the contest Chief Judge.

Judges Eligibility

- Verify all judges are a paid member, from a club in good standing utilizing the eligibility checker located at <https://www.toastmasters.org/speech-contest-eligibility-checker/>
- 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
 - **Option 1** – Completed 6 Speeches in the Competent Communicator Manual
 - **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
- Review the Judge's Certification of Eligibility and Code of Ethics Form and ask if there are any questions about the form

Downloading Ballots

- Option 1** - Judges should download the appropriate contest (Humorous, International, etc.) judges' ballot from www.toastmasters.org or <https://toastmasters53.org/contest-aids/> (D53 website) in advance of the contest. Most of these forms are fillable PDFs.
- Option 2** – The Chief Judge may provide judges with the appropriate judges' ballot in advance of the contest

Filling Out a Judge's Ballot

- Option 1** - Most of these forms are fillable PDFs. Once digitally filled out and digitally signed, email, text, or email and text completed ballots to the Chief Judge and the ballot counters. If emailing a completed ballot, put your judge number in the subject line of the email.
- Option 2** – Print the ballot; complete the ballot; sign the ballot. Take a picture of the completed ballot and text, email or text and email the picture to the Chief Judge and the ballot counters. If emailing a picture of the completed ballot, put your judge number in the subject line of the email.
- Take some time now to familiarize yourself with the Judge's ballot, noting the categories listed on the ballot
- Please sign and print your name on the judges' ballot now.

Technology Problems During the Contest

- A voting judge may need to transfer the scoring to a Tie-Breaker judge's ballot if the Tie Breaker Judge gets disconnected from the contest.
- Provide the judges with the Chief Judge's Cell Phone Number
- Notify the Chief Judge of any connectivity issue IMMEDIATELY, if you have missed all, or a portion of a contestant's speech. In this case, the Chief Judge will determine the next steps.
- If you notice a contestant's audio or video is freezing for five seconds, notify the contest chair so that the contest chair may stop the contestant and the timer. In this case, the contestant will be allowed to resume their speech at the point at the point which the technology failure occurred. The contestant will be granted an extra 30 seconds overtime before being disqualified.
(*Toastmasters, Online Speech Contest Exception Directive*)

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 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

NOTE: Judges will be moved together to the judging room to complete your ballots. Once all ballots are received, all judges will be moved back to the contest room.

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

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.
3. In an on-line contest, looking at the camera is considered eye-contact.
4. If technology issues hinder the contest, the Chief Judge may make the decision to stop the contest and resume the contest when the issues are resolved.
5. Judges should not display their picture in the Zoom platform during the contest. (Judges remain anonymous)
6. Judges shall select a two-digit number and change their Zoom screen name to Judge + the two-digit number they selected. For example, Judge 21, Judge 86, etc. (Judges remain anonymous). Only the Chief Judge will know which judge is the tie breaking judge.
7. Judges' cameras and audio should always be turned off when contestants are present.
8. In the Zoom platform, you may not be able to see a contestant's entire body. Contestants will be speaking from a limited space. Do not consider these items when scoring the speech. Focus on how each contestant used the speaking area as it was defined for them.

9. "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*)
10. "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*).
11. If a contestant approaches you with a question, refer the contestant to the Chief Judge.
12. 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. Do NOT consider a contestant's audio or video quality when scoring your ballot.
2. When judging the contest, do not consider club, area, or educational awards when judging a contestant.
3. When judging the contest, do not consider speaker position or speaking order when judging a contestant.
4. 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.
5. 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.
6. Do not consider previous or potential delivery of the speech; judge each contestant based on the speech they deliver today.
7. Put personal prejudices and preferences aside when scoring the speech. Remember, you do not need to agree with the speaker for the speech to be a great speech.
8. Do not consider time in your ranking.
9. Ensure you have filled out your ballot clearly. There can be no ties on your ballot.
10. It is your responsibility (judges) to lodge a protest if you feel there is an issue with speech originality, contestant eligibility or referencing another contestant or a speech presented by another contestant from the same platform.

Contestant Guidance – Read to Judges

- To ensure facial expressions are captured, contestants have been instructed to remain within three feet of their video cameras.
- 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.

Contest Protests – Read to Judges

- The Chief Judge shall select a SECRET protest process word. The protest word is [REDACTED].
- The Chief Judge shall provide the SECRET protest process word to the Zoom Master, the Contest Master, and the judges.

- The tie breaker judge does not participate in the protest resolution.
- When the Contest Master uses the secret word, judges shall discretely leave the contest room and gather in the judges' briefing room to resolve the protest.
- Protests are limited to eligibility and originality.
- Protests shall only be lodged by voting judges and contestants.
- Protests are lodged with the Chief Judge and or Contest Chair **PRIOR** to the announcement of the winners.
- Before a contestant can be disqualified based on originality, eligibility, contestant eligibility or referencing another contestant or a speech presented by another contestant from the same platform, a majority of the voting judges must agree in the decision to disqualify.

Adjudicating a Protest

1. The Chief Judge Briefs the Judges on the lodged protest
2. The person lodging the protest presents their case to the judges.
3. The judges ask questions as needed.
4. The person lodging the protest is moved back to the contest room.
5. The speaker in question is moved to the judges' briefing room.
6. The speaker in question presents their case to the judges.
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 Speech Contest Rulebook

2020-2021 Speech Contest Rulebook

Online Speech Contest Best Practices

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