

# District 53 On-Line Speech Contest Functionary Briefing

## Intended Audience

This document is the Functionary briefing for on-line speech contests. The functionaries' briefing shall be delivered to the functionaries by the Chief Judge. Functionaries are the 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

## Technology Problems During the Contest

- Provide the contact information for the Contest Master and the Chief Judge (phone number)
- Notify the Chief Judge of any connectivity issue IMMEDIATELY if you become disconnected from the contest. The Chief Judge will explain what to do next.

## On-Line Speech Contest Prep

- Download the Contest Time Record Sheet from Toastmasters International ([www.toastmasters.org](http://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](http://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 the Tall Tales and International Speech Contests, it is suggested the Sergeant-at-Arms fill the role of a Zoom – Cohost.

- As a Zoom-Cohost, ensure all participants (except for those speaking) are muted. If someone is not speaking and is unmuted, please mute them.
- Be prepared to step in for the Zoom Host if the Zoom Host experiences a technical problem and is no longer available in the on-line contest.

## Time Keeping

- Review the Speech Contest Time Record Sheet and ask if there are any questions.
- You will time each speech as noted in the instructions. The lights / cards will come on and stay on until the time switches 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 Tall Tales speech, show the timing cards / lights as follows:

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 indication that they have gone over time.
- Time will start at the first verbal or non-verbal communication to the audience. Remember for on-line contests, looking into the camera is considered eye contact. 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.
- Timers should rename themselves as Timer 1 (the official timer) and Timer 2 (the timer with the cards). Timer 1 will keep his or her camera off unless Timer 2 disconnects.
- If either signaling device or the stopwatch fails, this means the contestant receives 30 seconds extra overtime before being disqualified.
- If either time loses connection partway through the contest, this also means the affected contestant also receives an extra 30 seconds.
- 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.
- Email or text the completed Speech Contest Time Record Sheet to the Chief Judge. You should destroy any paperwork and delete any electronic record of the contest materials following the contest.

## Ballot Counters

- Review the Counter's Tally Sheet and ask if there are any questions.
- Ballot counters should rename themselves as Ballot Counter 1, and Ballot Counter2 (for club, area, and division contests) or 3 (for district contests)
- Judges will email to text their completed ballots to you and the Chief Judge. Please let the Chief Judge know if you do not receive all completed ballots.
- You and the Chief Judge will be moved to a break-out 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 paperwork and delete any electronic record 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)