Chief Judge’s Reference

**Area Minimum**  
5 Voting Judges & 1 Tiebreaker Judge, NOT a member of the Contest’s Area or in a club with a contestant

**Division Minimum**  
7 Voting Judges & 1 Tiebreaker Judge, NOT in a club with a contestant

**District Minimum**  
7 Voting Judges & 1 Tiebreaker Judge, NOT in a club with a contestant

**Tiebreaker Judge**  
Assigned by District Chief Judge before the contest

**Briefing Responsibilities:**

**Chief Judge briefs:** Judges, Timers, Ballot Counters (where Contest Chair is responsible to provide timer and ballot counters to Chief Judge)

**Contest Chair briefs:** Contestants, Toastmaster, and Sergeant at Arms

Also Test Speaker (if Evaluation), but separate briefing away from contestants

**Contest Chair’s Responsibilities (summary):**

- Responsible for ensuring stop watches, timing device and/or timing cards are available
- Determine location of two briefing rooms
- For Evaluation: selecting Test Speaker and providing holding area for contestants
- For Table Topics: providing holding area for contestants
- Providing Chief Judge with 2 timers and 3 ballot counters
- Providing enough Sergeant at Arms for contest
- Contest Chair Kit including forms for contestants such as profile sheets, eligibility forms and draw for speaking order

**Contest Chief Judges Responsibilities**

**Before the Contest:**
1. Review Chief Judge’s Binder.
   - Verify you have all materials needed.
   - Contact District Chief Judge for any questions.
3. Print Contest Flyer.
   - Place in the binder.
4. Verify Judges’ Contact Information.
   - Send confirmation email a couple days before contest.

**Day of Contest:**
1. Arrive early with the Chief Judge’s Binder.
2. Bring extra pens (not required, but useful).

**At the Contest, Before the Chief Judge Briefing:**
1. Brief the Contest Chair using the Contest Chair section in the “Chief Judges Briefing” document.
2. Brief the Contest Toastmaster using the Toastmaster section in the “Chief Judges Briefing” document.
3. Get several agendas.
   - 1 for the Chief Judge’s Binder
   - Others are extra for your Judges
   - Note: Agenda should not include the judges’ names and judges will not be introduced during contest. Dignitaries will be introduced as dignitaries only.
Chief Judge Briefing:
1. Start briefing on time.
2. Distribute certificates of appreciation or thank-you notes to your Judges.
4. Let judges know speaking order and any changes to the listed contestants.
5. Make sure Chief Judge's Report is being filled out.
   - Timers should be from 2 different clubs (D25 Rule)
   - Ballot counters should be from 2 different clubs (D25 Rule)

During the Contest:
1. Count your Judges to make sure they are in the room.
2. Stay in the room.
   - Contest should not be conducted without you in the room.
3. Prepare tally sheet by filling in contestants' and judges' names; making sure to use the correct one for each contest.
4. After each contest have Ballot Counters collect the ballots.
   - You pick up Timer's Report and Tiebreaker ballot.
5. Note: If a contestant has problems with the microphone, unexpected noise or disturbances, or anything out of his/her control, the contestant should continue with the presentation until finished.
   - There are no do-overs.

During each Ballot Counting:
Chief Judge is a facilitator of the ballot counting process, not a participant
- For Protests – see Protest Section in this document for step-by-step instructions.
- For Ties – see the final page of this document for instructions on how to handle.
1. Check each ballot for the following:
   1. Judge’s Signature
   2. Contestants’ name listed correctly (first & last name)
   3. All 3 places have names (for contests of 3 or more contestants)
      - Do not count any ballots not containing any one of three items above.
   4. The word ‘Protest’ (see protest section of this document for more information)
2. Put ballots in order, by judge’s name, as listed on the tally sheet.
3. Ask the Ballot Counters to:
   - 1st Ballot Counter reads the ballots while the 2nd Ballot Counter records the points on the tally sheet.
     - “Judge’s Name, [first place contestant’s name] 3 points.”
     - “[second place contestant’s name] 2 points.”
     - “[third place contestant’s name] 1 point.”
     - Repeat for each judge
   - Once complete – The 3rd Ballot Counter reads the ballots while the 1st Ballot Counter verifies the points are recorded correctly on the tally sheet.
   - 2nd Ballot Counter totals the points for each contestant.
   - 1st or 3rd Ballot Counter verifies the total is correct.
4. Show Ballot Counters the timer’s sheet and verify if there are any disqualifications due to time.
   - If there is a disqualification due to time:

>>> Remember, YOU CAN STOP THE CONTEST AT ANY TIME IF THERE IS A PROBLEM. <<<
It is your job to make sure the contest is fair for all the contestants.
• Draw a line down the contestant’s column on the tally sheet. Write “Time DQ” on top of the column.
• Check YES on the Results form.
• Record the disqualification on the Chief Judge’s Report.

5. Check for ties and resolve all of them.
   o See the last page of this document on how to handle ties.

6. At the bottom of the each contestant’s column indicate their place; 1st, 2nd, 3rd…6th.

7. Ballot Counter with the best hand writing:
   o On the tally sheet at the bottom, fill out 1st, 2nd, & 3rd.
   o Have the other Ballots Counters verify it is filled out correctly.
   o Notification of Winners form, fill out ALL contestants that have not disqualified. (Name only, the other information is on their profile sheets.)
   o Have the other Ballots Counters verify it is filled out correctly.
   o Results form, fill out 1st, 2nd, & 3rd. Caution: it’s in reverse order!
   o Have the other Ballots Counters verify it is filled out correctly.

8. Make sure all are in agreement that all forms are filled out correctly.
9. Remind Ballot Counters that all information remains absolutely confidential.
10. Give the completed Results form to Contest Toastmaster.
   o If there was a time disqualification point it out to the Toastmaster.
11. Get the contestants’ profile sheets from the Contest Toastmaster. This can also be done at the conclusion of the contest.
12. Make sure the winners are announced correctly. Stop the Toastmaster if they are being read incorrectly, e.g. wrong name or wrong order of finish. Make sure Toastmaster follows the script in the Announcement of Winners form.
13. Repeat for the second contest.

After the Contest:
1. Put all items back in the Chief Judge’s Binder:
   o Ballots (including tiebreaker)
   o Contest agenda with all changes marked
   o Notification of Winners
   o Contestants’ profile sheets
   o Contestants Eligibility and Originality forms
   o Chief Judge’s Report
   o Judge’s Eligibility and Code of Ethics forms
   o Timer sheets
   o Tally sheets
   o All extra forms not used

**Give the Chief Judge Binder to the District Chief Judge or District Representative BEFORE Leaving the Contest**
**Protests**
- Only a contestant or Voting Judge may lodge a protest.
- Protest must be filed with Chief Judge or Contest Chair.
- Chief Judge must receive all protest prior to announcement of winners; once winners are announced the results are final.
- Protest can only be based on originality or eligibility.
  - This document covers the originality protest process

**Handling Protests:**
For protests by a contestant – please see the section Protests by Contestants in this document

1. Finish ballot counting process
   a. The Judge who is protesting should have followed you out of the contest room and at this point you have discussed his/her concerns and he/she still want to proceed with a protest.
2. Discreetly call into the ballot counting room:
   a. All Voting Judges (not Tiebreaker)
   b. Ballot Counters are asked to step outside.
3. Chief Judge reads originality rule from the International rule book.
   a. Page 8, Heading 4, Section D, Item 2.
   "D. Contestants must prepare their own speeches, and each must be substantially original."
   ... "2. 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."
   a. Chief Judge will give no opinion.
   b. The current ranking of the contestant will not be considered.
5. Judges take secret vote.
   a. Majority determines if the protest stands (over half).
6. **If the protest stands, go to Step 7**
   a. **If it does not stand, go to Step 13**
7. Call the contestant into the briefing room.
8. Contestant responds to the Judges’ questions.
   a. Chief Judge to make sure this process stays positive.
9. Contestant leaves the room.
10. Judges take secret vote.
   a. Majority determines if the protest stands (over half).
11. Judges return to the contest room.
12. Ask the Contest Chair to join you in the ballot counting room.
   a. Inform them of the Judge’s decision (either way)
   b. Ask them to inform the contestant now – must be done before announcement
13. Call the Ballot counters back into the room

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It is your job to make sure the contest is fair for all the contestants.
14. Summarize the protest on the Chief Judge’s Report
   a. If Protest stands – line out the name on the tally sheet and perform any adjustments needed.
      i. **DO NOT** have the Toastmaster announce the disqualification – it remains confidential
   b. If Protest is voided, no action is taken. Continue to Step 15.
15. Continue ballot counting process located in the document section *During Each Ballot Counting* at Step 5.
16. Contest Chair notifies contestant of decision **BEFORE** the announcement of winners.

**Protests by Contestant:**

1. Finish Ballot Counting process
2. Call the Contestant into the Ballot Counting Room
   a. Ask the Ballot Counters to step out
3. Discuss the Contestant’s protest.
4. If after discussion the contestant still wants to lodge a protest:
   a. The Contestant returns to the contest room.
   b. Start the regular protest process at Step 2b.
   c. The Chief Judge will present the facts of the contestant’s protest for them.

**Contestant Not Present D25 Definitions**

Please see the rulebook for full rule: *General Procedure*, Page 9, Item C, Number 2.

“2. *Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced*…”

1. **Person conducting the contest** is the Contest Toastmaster in D25.
2. Both the Area and Division contests hold two same-day, independent contests.
   Example: Contest #1: Evaluation and Contest #2: Humorous.
3. A contestant is disqualified if he/she is not present when the Contest Toastmaster is introduced for the contestant’s specific contest.
   a. Example: Contestant A is competing in both the Evaluation and Humorous Speech Contests. He arrives after the Evaluation Test Speaker has started speaking. Contestant A is therefore disqualified from the Evaluation contest. However, he is still eligible to participate in the Humorous Speech Contest, provided he is in the room when the Contest Toastmaster is introduced after the break.
4. The Contestant must stay in the room through the announcement of the speaking order.
5. Check the Contest Toastmaster’s Script for exact placement of the Contest Toastmaster introduction and the speaking order.
**Example on how to fill out Notification of Winner’s Form**

<table>
<thead>
<tr>
<th>Counter’s Tally Sheet</th>
<th>Contestant Name #1</th>
<th>Contestant Name #2</th>
<th>Contestant Name #3</th>
<th>Contestant Name #4</th>
<th>Contestant Name #5</th>
<th>Contestant Name #6</th>
<th>Contestant Name #7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Judge Name #1</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Judge Name #2</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Judge Name #3</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Judge Name #4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Judge Name #5</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>6</td>
<td>11</td>
<td>11</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

- **Check for highest point count.**
  - In this example: Contestant 2 and 4 are tied for 1st place.
  - Check tiebreaker ballot: 2 is ranked higher than 4 => Contestant #2 is first place, and contestant #4 is second place.

- **Check for next highest count.**
  - In this example: Contestant 1 will be third place.

- **Check for next highest count.**
  - In this example: Contestant 5 will be fourth place.

- **Check for next highest count.**
  - In this example: Contestant 3 will be fifth place.

- **Check for next highest count.**
  - In this example: Contestant 6 and 7 tied for 6th place.
  - Check tiebreaker ballot: 6 is ranked higher than 7 => Contestant #6 is sixth place, and contestant #7 is seventh place.

<table>
<thead>
<tr>
<th>Tiebreaking Judge’s Official Ballot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place/Name of Contestant:</td>
</tr>
<tr>
<td>First</td>
</tr>
<tr>
<td>Contestant Name #3</td>
</tr>
<tr>
<td>Fourth</td>
</tr>
<tr>
<td>Contestant Name #2</td>
</tr>
<tr>
<td>Seventh</td>
</tr>
<tr>
<td>Contestant Name #7</td>
</tr>
<tr>
<td>Second</td>
</tr>
<tr>
<td>Contestant Name #1</td>
</tr>
<tr>
<td>Fifth</td>
</tr>
<tr>
<td>Contestant Name #4</td>
</tr>
<tr>
<td>Ninth</td>
</tr>
<tr>
<td>Third</td>
</tr>
<tr>
<td>Contestant Name #5</td>
</tr>
<tr>
<td>Sixth</td>
</tr>
<tr>
<td>Contestant Name #6</td>
</tr>
</tbody>
</table>

**Notification of Contest Winner**

<table>
<thead>
<tr>
<th>Place</th>
<th>Name</th>
<th>Club No.</th>
<th>District</th>
<th>Address</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Contestant Name #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Contestant Name #4</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Contestant Name #1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>Contestant Name #5</td>
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<td></td>
</tr>
<tr>
<td>5th</td>
<td>Contestant Name #3</td>
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</tr>
<tr>
<td>6th</td>
<td>Contestant Name #6</td>
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</tr>
<tr>
<td>7th</td>
<td>Contestant Name #7</td>
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<tr>
<td>8th</td>
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</tbody>
</table>

- No need to fill contact info out, but ensure it is provided on bio.

**Note:** Notification of Contest Winner should list all contestants in order of placement (not speaking order). Have vote counters verify for correctness.

>>> Remember, YOU CAN STOP THE CONTEST AT ANY TIME IF THERE IS A PROBLEM. <<<

It is your job to make sure the contest is fair for all the contestants.