Chief Judge’s Briefing
(Contest Chair, Toastmaster, Timers, Ballot Counters and Judges)

Fall: Humorous and Evaluation
Spring (even years): International Speech and Tall Tales
Spring (odd years): International Speech and Table Topics

CONTEST CHAIR
(Note to Chief Judge: To be done BEFORE official briefing time. Work with the Contest Chair as much as possible)

1. You will brief the contestants and SAAs.
2. (If Evaluation): You will brief the Test Speaker separate from the other contestants.
3. Have an SAA bring the speaking order, any agenda changes, and contestant eligibility/originality forms to me in the Judge’s briefing room, as soon as possible.
4. If applicable:
   a. (Area contest & 5 or more contestants) Do you have a Third place certificate for me to fill out?
   b. (Evaluation and Table Topics) Where are you planning to sequester the contestants for the contest?
5. Have the Timers and Ballot Counters arrived yet? Please send them to the judge’s briefing when they do.

TOASTMASTER
(Note to Chief Judge: To be done BEFORE official briefing time. Be encouraging and helpful.)

1. At the end of the contest, please give me the contestants’ profile sheets.
2. Remember that you must introduce all contestants the same. No remarks before, after, or in between presentations.
3. Please verify that I am in the room before the contest starts and when we resume after intermission. There is a line in your script asking if I’m ready.
4. Show and talk through the Results form.
   a. Point out where the time disqualification will be listed
5. Have you reviewed the Dignitary List? Are there any names I can help you with?
   a. Please read left to right – title, education level, and name.

TIMERS
(Note to Chief Judge: 2 timers from 2 different clubs are required for the contest)

1. Are you from 2 different Toastmasters clubs?
2. Have you signed in on the Chief Judge Report?
3. There are 2 separate contests that you are responsible for timing. Winners are announced for the first, then we start the second.
4. Contest timing requirements are listed on the Timer Sheets.
   a. What is the qualifying time for Contest 1? Green Light /Yellow Light/ Red light at what times?
b. What is the qualifying time for Contest 2? Green Light /Yellow Light/ Red light at what times?

5. You will each use a timing device, phone/stop watch/etc., but record only the time most favorable to the contestant on the Timer Sheet. Timer Sheets are 1 per contest, not 1 per timer.

6. You will be asked by the Toastmaster to time a minute of silence before the first contestant and between each contestant. Use the Green light to indicate one minute.

7. After the final contestant, timing is not required as judges have all the time they need.

8. Please time the intermission period (if any) between contests and give a 2-minute warning.

9. All timing information is confidential during the remainder of the contest and after the contest has been completed.

10. You will give no indication to contestants, the audience, etc. of any contestant’s time. Which includes, but is not limited to:
   a. Once the Red light is on, it remains on until the contestant is done.
   b. No waving, blinking of the light, motions to stop speaking or to continue speaking will be given.
   c. Should someone approach you and ask about a contestant’s timing please respond with, “I’m sorry I can’t tell you that. The Chief Judge may be able to answer your question.”

11. Timing begins at the first verbal or non-verbal indication that the contestant has started his/her speech.

12. Ensure that you have a set of timing cards as a backup.
   a. If the signaling device and/or both your time-keeping devices fail, the contestant involved will be allowed 30 seconds extra overtime before being disqualified.
   b. Indicate on the Timer Sheet that there was a failure.

13. *(If not already set up for the timers)* You will position yourself:
   a. First – in easy view of the contestants

14. I will collect the timer’s report sheet from you after each contest. Please make sure I don’t leave the room without it.

**BALLOT COUNTERS**

*(Note to Chief Judge: 3 ballot counters from 2 different clubs are required for the contest. They should be provided to you by the Contest Chair.)*

1. Are the 3 of you from at least 2 different clubs?
2. Have you signed in on the Chief Judge Report?
3. There are 2 separate contests that you are responsible for ballot counting. Winners are announced for the first, then we start the second.
4. You will stand at the end of each contest when the Toastmaster says, “Please remain silent while the judges have all the time they need to complete their ballots.”
   a. Please do not hover over judges as they complete their ballots.
5. As you collect ballots, hold up the corresponding number of fingers so that I can see them to know how many ballots you hold.
   a. We are looking for \(x\) number of ballots.
   b. I am also looking for another piece information. If you count \(x\) and wonder why I haven’t moved yet, it means I’m still waiting on that piece of information.
   c. Once I have determined that we have all the items needed, I will lead the applause and we will leave the room.
6. Once outside the doors of the contest, hand the ballots, unopened, to me and follow me to \(\text{(location)}\) where we will tally the ballots.
7. All ballot counting information, timing, disqualifications, etc., are confidential during the remainder of the contest and after the contest has been completed.

**JUDGES**

*(Note to Chief Judge: Items 2-4 below are meant to be a group discussion that can clear up any misinformation. Read this as a script, or follow the spirit of it.)*

1. Please sign and return to me the Judge’s Code of Ethics and Eligibility form.
2. There are 2 separate contests that you are responsible for judging. Winners are announced for the first, then we start the second.
3. We are going to walk through the ballot criteria for each contest tonight. We do this to remind ourselves of what we are looking for and what we are not to consider.
4. Our first contest is the *(contest)*. The ballot for this contest is divided into 3 parts: Content, Delivery, and Language.
   a. Looking at the first section ‘content’, the item is *(item)*. What are we looking for here?
   b. Next item, *(item)*, what are we looking for here?
   c. Repeat for entire ballot leading a discussion.
   d. *(Last)* Is there anything we aren’t looking for? *(Example: Use of notes during an Evaluation contest is nowhere on the ballot.)*
   e. Repeat steps a-d for second contest ballot.
5. The Judge’s Code of Ethics is located on the back of each ballot. *(Read, or preferably, have a judge read, the code.)*
6. Judges will:
   a. Sign and print your name on each ballot.
      i. I have to throw your ballot out if not signed.
   b. Ensure the contestant’s first and last name are listed correctly on the ballot.
      i. I have to throw your ballot out if there is any question.
c. List a First, Second, & Third place on your ballot (of contests with 3 or more contestants).
   i. I have to throw your ballot out if you leave one or more blank.
d. Remain anonymous as much as possible.
   i. No posting to social media that you are judging.
   ii. Extend your hand only up to your shoulder to indicate your ballot is ready.
      1. Hand your ballot only to a Ballot Counter or me.
   iii. Do not approach a contestant to give feedback during or after the conclusion of the contest.
e. Remove the top portion of the ballot from this contest site and destroy at earliest convenience. These are your notes only and should not be seen by anyone.
f. Take note of where the contestants are sitting and move if needed. No announcement asking you to do so will be made.
   i. You are too close to a contestant if they can easily read what you are writing on your ballot.

7. You will be given one minute of silence after each contestant to mark your ballots and will be given as much time as necessary to complete the ballot after the final contestant of each contest.

8. Protests: As a voting judge you can protest on originality only.
   a. What is the originality rule?
      i. Speech Contest Rulebook: “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 presentation.”
   b. Lodge your protest with me by writing the word “protest” on your ballot.
      i. Complete your ballot before handing them in as all votes will be tallied before we go through the protest process.
      ii. If you have written “protest” on your ballot, please follow me out of the room with the ballot counters.
   c. Once winners are announced there can be no more protests.
   d. All decisions of the Judges are final.

9. You will not consider time in determining your ranking.
   a. If you can’t avoid seeing the timing lights – ignore them.

10. Avoid any and all bias. You are to judge this speaker, this speech, this day.