

Contest Chief Judge Instructions/Briefings

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Chief Judge: Main guidelines

Congratulations for being selected to take up the role of the Chief Judge for the contest. By taking this role, you have demonstrated that you are a trustable, accountable and a committed leader. Now, your job going forward is to prove that once again to yourself more than anything. Remember that you have been entrusted this role by the Club for the Club Contest or the Area Director for the Area Contest or the Division Director for the Division Contest or the Trio for the District Contest. Hence you should always make sure that the leaders of the organization are looped in while you prepare for your contest.

1. Know the rules of the contest.
2. Understand the needs of the contest.
3. Work with Contest Chair for a smooth contest.
4. Always remember that the contest is about "The Contestants".
5. Your responsibility is to have a fair contest and hence "Preparation" is the key.

ROLE OF THE CHIEF JUDGE

Before Contest

1. READ THE CONTEST RULE BOOK (2019-2020) especially CJ section
2. Select Judges and Tie Breaking Judge (5+1) in compliance with the Selection Procedure outlined in the Rulebook.
3. Keep the following forms ready:
 - a. Judging Ballots and Tie-breaking ballot
 - b. Judges Eligibility forms
 - c. Timer sheets, along with stop watch and timer cards – for Timers
 - d. Tally Counter sheets – for Tally Counters
 - e. Evaluation Note sheet – for Evaluation Speech Contestants
 - f. Results Form – to be given to Contest Chair to announce results
 - g. Notification of winners form
4. Collect the Speaking Order from the Contest Chair
5. Brief Judges
6. Brief Tie-breaking judge separately
7. Brief Timers and Tally Counters

During Contest:

1. Ensure that all judges are in the room
2. Give permission to start the contest.
3. Ensure that the decorum is maintained.
4. At the end of the Contest:
 - a. Collect the Timers sheet
 - b. Collect the Tie-breaking judge's ballot
 - c. Tabulate winners with the help of Tally Counters
 - d. Fill Results Form so that the Contest Chair can announce Winners.
5. Deal with protests, if any.

After Contest

1. Send Contest Report to PQD and Chief Judge **ONLY**, within 7 days of the contest at pqd@district98.org and dcj@district98.org
2. Send "List of Winners" to the next level District Officer without any judges names.

TIEBREAKING JUDGE BRIEFING

NOTE: Brief the tiebreaking judge in private before briefing the judges, timers, and ballot counters

1. Thank you for participating as a judge in this contest and attending this briefing *[Give the judge a folder and a Judge's Certification of Eligibility and Code of Ethics Form]*
2. Fill in and sign your Judge's Certification form. Then hand it to me.
3. A Tiebreaker judge's goal is to rank each contestant in order in each contest.
4. Use the Judge's Guide and Ballot and the following Judging Process
5. Sign your name at the bottom of each Ballot. Unsigned ballots will not be counted. Consider to put your initials on your ballots at this time.
6. Read and familiarize yourself with the back of each ballot - Judging Criteria and the Judge's Code of Ethics
7. Do not sit next to a contestant
8. Write contestant names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Contest Chair will provide the order.
9. At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criteria, then add up the scores.
10. After the last speech, you will be provided silence to score the last contestant and then rank all the contestants in order in the Ballot section.
No ties – break your own ties. Do this as promptly as you can.
11. You are not required to award placement based on your numerical scores.
12. Separate the Official Ballot from the rest of the form, and hand it to me, the Chief Judge.
13. If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing.
14. Destroy the top part of your Judge's Guide and Ballot after the contest. Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
15. Judging is to be done only according to the criteria on the Judge's Guide and Ballot. The following reminders will help ensure fairness:
 - Age, sex, race, creed, national origin or professional beliefs are not considerations
 - Judge only on today's speakers' performances, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration
 - The first and last speakers are not to be judged differently from those in the middle.
 - Do not give a break to the “underdog” (e.g. a new or handicapped Toastmaster)
 - Do not give extra credit to a speaker because s/he has successfully competed in contests before.
 - Do not judge speakers based on your norms or your club norms (e.g. whether or not they use the lectern, use notes, recognize the Toastmaster, etc.)
 - Judge without concern for speech time duration. Timers will handle timing disqualifications.

VOTING JUDGES BRIEFING

1. Thank you for participating as a judge in this contest and attending this briefing. *[Give each judge a folder and a Judge's Certification of Eligibility and Code of Ethics Form].*
2. Fill in then sign your Judge's Certification form. Then hand it to me.
3. A judge's goal is to select 1st, 2nd, and 3rd place in each contest.
4. Use the Judge's Guide and Ballot and the follow the Judging Process;
5. Sign your name at the bottom of each Ballot. Unsigned ballots will not be counted. Consider signing your ballot(s) at this time.
6. Read and familiarize yourself with the back of each ballot - Judging Criteria and the Judge's Code of Ethics.
7. Randomly seat yourselves in the audience from where you can see and hear the contestants clearly. Do not sit next to a contestant.
8. Write contestant names across the top of the ballot (on the columns) in speaking order, either left to right, or right to left. The Contest chair will provide the order.
9. At the conclusion of a speech, you will be given one minute of silence to score the Contestant based on each criteria, then add up the scores.
10. After the last speech, you will be provided silence to score the last contestant and then write down 1st, 2nd, and 3rd place winner names in the Ballot section. No ties – break your own ties. Do this as promptly as you can.
11. You are not required to award placement based on your numerical scores
12. Separate the Official Ballot from the rest of the form, and hand it to a Ballot Counter
13. If a protest is lodged, you will participate in a protest hearing. Protest rules and procedures will be reviewed later in this briefing.
14. Destroy the top part of your Judge's Guide and Ballot after the contest. Do not discuss your notes or decision with anyone. Please refrain from public criticism of the contest.
15. Judging is to be done only according to the criteria on the Judge's Guide and Ballot. The following reminders will help ensure fairness:
 - Age, sex, race, creed, national origin or professional beliefs are not considerations.
 - Judge only on today's speakers' performances, not on past performance or reputation.
 - How well a speaker has done in the past or could have done is not a consideration
 - The first and last speakers are not to be judged differently from those in the middle.
 - Do not give a break to the “underdog” (e.g. a new or handicapped Toastmaster)
 - Do not give extra credit to a speaker because s/he has successfully competed in contests before.

- Do not judge speakers based on your norms or your club norms (e.g. whether or not they

use the lectern, use notes, recognize the Contest Chair, etc.)

- Judge without concern for speech time duration. Timers will handle timing disqualifications.

16. Please do not use mobile phones during the entire contest. Contests are about contestants and we must ensure fair and just contests.

17. Do not wave at the Ballot counter. He/she will come and collect the ballot discreetly.

Protests

- Judges can protest based only on Originality in the International Speech contest and the Humorous Speech contest. Quoted material may be used but it must be identified.

- If a contestant does not give credit to quoted sources, this is grounds for protest.

- If a speech is more than 25% non-original AND credit is given to the source. This is grounds for protest.

- Protests must be lodged prior to the announcement of winners. Write PROTEST clearly on your ballot slip before handing it to a Ballot Counter.

- I will convene a protest hearing. After the protested contestant makes his/her case, the judges will discuss / consider all the evidence then vote. A majority of the judges must concur with the decision to disqualify. The decisions of the judges are final.

TIMERS BRIEFING

1. Thank you for participating as a timer in this contest and for attending the briefing.
2. You should have two stopwatches and timing lights (or timing cards).
3. Please test the timing stopwatches and timing lights to be used, prior to each contest to ensure they are working properly.
4. Who will be Timer 1 who runs the stopwatch and records the times on the Time Record Sheets? *[Identify Timer 1 and hand him/her the Time Record Sheet(s)]*
5. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, gestures, a staged act by another person, etc.
6. Who will be Timer 2 who displays the timing signals and will operate the "backup" stopwatch?
7. It is your responsibility as Timer 2 to display green, yellow, and red lights/cards at the times listed on the time record sheet for this contest.

MINUTES	GREEN	YELLOW	RED
ISC	5:00	6:00	7:00
HSC	5:00	6:00	7:00
Table Topics	1:00	1:30	2:00
Evaluation	2:00	2:30	3:00

8. Display the green light/card at the appropriate time. Leave the light on/card up until it is time to display the yellow card. Leave the yellow light on/card up until it is time to display the red card.
9. Leave the red light/card on until the speaker has concluded his/her speech. Do not give any indication that a contestant has gone over the qualification time.
10. The Contest Chair will ask one of you to time the one minute of silence between contestant speeches. Determine which of you will do the timing, and notify the Contest Chair by showing the green card.
11. After the last contestant has finished and as the judges are completing their ballots, I will come by and pick up the Time Record Sheet. If any timing signal malfunctions occurred, report that to me when I pick up the Time Record Sheet.
12. **For the Evaluation Contest only:** After the Test Speech is completed; Timer 1 will accompany the Sergeant-at-Arms and the contestants to the place where the contestants have five minutes to complete their preparation. Begin timing as soon as the last contestant sits down and begins work. When five minutes are up, notify the Sergeant-at-Arms and then return to the room where the contest is being held to resume your Timer duties.
13. Please remember the name of any contestant(s) who crossed the max. allotted time including 30 sec grace period. If the winner announcement made at the end of

the contest mentions any such name, immediately interrupt the proceedings so that the announced results can be corrected.

14. Are there any questions?

BALLOT COUNTERS BRIEFING

1. Thank you for participating as a ballot counter in this contest and for attending the briefing.
2. When the contest is over, the judges will be ready with their ballots for collection. Space yourselves around the room and collect the ballots from the judges. We will coordinate ourselves to collect ___[no. of ballots]_ ballots; we will leave the room to count the ballots in a room/area designated by the contest chair.
3. The Chief Judge (I) will collect the Tie-breaking Judge's ballot.
4. We will now review the process for counting ballots. I will look at the time record sheet and notify you of any time disqualifications. Next, check to ensure that each judge's ballot is signed. If you find a ballot that is not signed, please show it to me so I can discard that ballot.
5. Once you have identified all qualified contestants and ballots, use the Counter's Tally sheet to tally the score. Write the names of the contestants in speaking order across the top of the form. I will read the names of the judges. Please write their names on the left side of the form in the order they were read.
6. Write the appropriate number of points given by each judge under each contestant's name. 1st place receives 3 points, 2nd place receives 2 points, and 3rd place receives 1 point. Then, add up the score for each contestant. When all Tally sheets are complete, we will compare all scores to be sure they are the same, and if not, resolve any discrepancies.
7. If there is a tie for any of the top three positions, the ranking on the tie-breaker judge's ballot will be used to break the tie.
8. When all discrepancies are resolved and ties are broken, write down the order of finish on the Tally Sheet.
9. Please remember the order. If the winner announcement made at the end of the contest is different from the order on the Tally Sheet, immediately interrupt the proceedings so that the announced results can be corrected.
10. Are there any questions regarding the process for counting ballots?