

When You're the Chief Judge

Checklist

1. Download and review the following:
 - a. [Toastmasters Rulebook](#)
 - b. [Online Speaking Best Practices](#)
 - c. Visit [D7 Website Speech contests](#) for resources, forms, training and more
2. Choose your team – minimal officials needed
 - Club Contest(s):**
 - 5 Voting Judges + 1 Tiebreaking Judge + 1 SAA + 2 Ballot Counters + 2 Timers*
** Unless impractical*
 - Area Contest(s):**
 - Equal representation from each Club in Area - **OR**, 5 Voting Judges
 - 1 Tiebreaking Judge + 1 SAA + 2 Ballot Counters + 2 Timers
 - Division Contest(s):**
 - Equal representation from each Area in Division - **OR**, 7 Voting Judges
 - 1 Tiebreaking Judge + 1 SAA + 2 Ballot Counters + 2 Timers
 - Chief Judge and Voting Judges must not be a club member of a contestant
 - District Contest(s):**
 - Equal representation from each Area in Division- **OR**, 7 Voting Judges
 - 1 Tiebreaking Judge + 1 SAA + 3 Ballot Counters + 3 Timers
 - Chief Judge and Voting Judges must not be a club member of a contestant
3. Check judge's eligibility (requirements are different for Club vs. Area/Division/ District)
4. Make sure you have obtained a [Judges Certificate of Eligibility and Code of Ethics \(Form 1170\)](#) from each Judge for each contest.
5. Email the officials with the date and time of the briefing and provide the appropriate form(s):
 - a. Voting Judge:
 - i. [International Contest Judge's Guide and Ballot \(Form 1172\)](#)
 - ii. [Humorous Contest Judge's Guide and Ballot \(Form 1191\)](#)
 - b. Tiebreaking Judge:
 - i. [International Contest Tiebreaking Judge's Guide and Ballot \(Form 1188\)](#)
 - ii. [Humorous Contest Tiebreaking Judge's Guide and Ballot \(Form 1191a\)](#)
 - c. Timers
 - i. [Time Record Sheet \(Form 1175\)](#)
 - d. Ballot Counters
 - i. [Counter's Tally Sheet \(Form 1176\)](#)
6. Attend the contestant briefing that will be conducted by the Toastmaster of the contest. If the judges training is after the contestant briefing obtain the names of the contestants and their speaking order so that you can tell your judges when you brief them on their duties.
7. Brief the contest team (see Briefings Section)
8. Send an email reminder 24 hours before contest to each official include: zoom link, time to attend, screen name and speaking order.
9. If requested, prepare 1st, 2nd and 3rd place Certificates ([set to download](#))

When You're the Chief Judge

Announcement of Winners

If the announcement of the winners by the contest chair is incorrect or in the wrong order, only the Chief Judge, a ballot counter or a timekeeper can bring the error to everyone's attention. Immediately interrupt the contest chair making the announcement and privately tell the contest chair and the Chief Judge what the correct order should be or why a contestant should not be identified as a winner.

- Following the contest, complete [Notification of Contest Winner \(Form 1182\)](#) & send to Area Director or Division Director and contestschair@d7toastmasters.org.
- Send a complete list of all the contest officials including their contact information to the chiefjudge@d7toastmasters.org.

Briefing the Judges

- Review rules & contest standards:
 - Judging not Evaluating
 - Pitfalls
 - Originality
 - Speaking Area
 - Technical Difficulty
 - Timing
- Show how to complete the judge's ballot
 - Sign and date the bottom part of the form (if missing, ballot is not counted).
 - Contestant name across top preferably in speaking order.
 - Provided 1 minute of silence between contestants and unlimited time in the Judges room to prepare ballot.
 - Read the ballot before contest to ensure the criteria (different for different contests).
 - Only write choice for 1st, 2nd, and 3rd. There can be no ties – decide based on your scoring and rank).
 - Show only the bottom of the form to the Chief Judge.
 - Destroy ballot once contest has been completed.
- How to make a protest:
 - Only judges or contestants can make a protest.
 - Protests can only be based on eligibility or originality.
 - A protest must be made to the chief judge or contest chair before the announcement of the winners is made. After that, it's too late.
 - The contestant must be given an opportunity to respond to the judges on a protest regarding originality. Then, the judges will vote as to whether they concur. A majority vote of the judges is needed to concur.
 - The contest chair will privately tell a contestant that there were disqualified based on eligibility before the contest adjourns.
- Explain they are to remain off camera and muted during the contest. Exception: They can unmute when speaking with the Chief Judge in the ballot counting room.
- Provide them contest zoom link, arrival time and their screen name

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Briefing the Tiebreaker Judge (Briefed Separately from other Judges)

- Same rules apply as for a regular judge.
- As the tiebreaking judge, you must rank every contestant on your ballot, not only the three winners.
- Your ballot will only be used if there is a tie for 1st, 2nd or 3rd place; otherwise, your ballot will not be seen.

Briefing the Timekeepers

- To remain off camera and muted unless specifically asked a question.
- Listen for when speaker utters his/her first word or begins speech with gestures or sound equipment. Then, start timer.
- Timer with Lights to show the colored backgrounds (Chief Judge to provide backgrounds)
 - Show lights for international and humorous speeches:
 - green (5 mins)
 - yellow (6 mins)
 - red (7 minutes)
- Leave red background visible until speaker is finished; do not turn it off if speaker goes over time.
- Timer with Stopwatch to be the official timekeeper and time the one minute of silence
 - Show red background at the 1-minute mark
- Both will complete the Time Record Form.
- Will automatically be moved to the Chief Judge's counting room to advise the Chief Judge of the speaker's times.
- Chief Judge to decide if there is a time disqualification.

Briefing the Ballot Counters

- To remain off camera and muted unless in the Chief Judge counting room
- Will automatically be moved to the Chief Judge's counting room
- Counting the ballots:
 - All ballot counters and the Chief Judge observe ballot counting to make sure no errors occur.
 - Each judge's ballot must be signed. If not, the ballot is discarded and not counted.
 - Use the Counter's Tally Sheet form to tally the score:
 - Write contestant's names along the top of the form.
 - Write judge's numbers along the side of the form.
 - Write the appropriate number of points given by each judge under each contestant's name. Then, add up the score for each contestant.
- After the ballots have been counted, if there is a time disqualification, the contestant's score is crossed out.
- If there is a tie for 1st, 2nd and 3rd place, follow these tie-breaking procedures:
 - Chief Engineer retrieves the tiebreaking judge's ballot
 - Look for contestant names on tiebreaker ballot that are tied.
 - The highest ranked contestant on tiebreaker ballot wins tie.
- Once the placed contestants are determined, the chief judge will write this down and give it to the contest chair. If any of the contestants went over time, write down that "a contestant was disqualified on the basis of time" but not the contestant's name(s).

When You're the Chief Judge

Briefing the Sergeant at Arms

- Placed in the contestant room prior to the contest to assist with lighting, tech issues or sound quality.
- Automatically moved to the Judge's room to assist with moving Judge to the Chief Judge ballot counting room.
- Will advise the Judge's to raise their hand when they have completed their ballot.
- One by one SAA will move Judge to the Chief Judge ballot counting room.
- Repeat above process until the last judge has voted.