

Contest Roles and Their Responsibilities

Role	Role description
Contest Chair	Event coordinator organizing the contest, oversees the planning progress, publicity, contestant eligibility and ensures preparation is done and all goes according to protocol before, during and after the contest. Recruits Chief Judge and Toastmaster. Distributes and collects the contestant bios and eligibility forms. Conducts the contestants' briefing before the contest (following the script). Provides opening and closing remarks. Presents winners.
Chief Judge	Recruits judges, ballot counters, and timers. Briefs these officials before contest (following script). Collects judges' eligibility forms. Presents contest rules at contest (following script). Collects judging ballots from and works with ballot counters to tally judges' votes. Oversees protests. Relays contest winners to Contest Master and reports them to D7 officials at next contest level.
Toastmaster / Contest Master	Emcee of the contest, working from script. Conducts the contest including the contestant question and answer session while the judges are voting. Attends contestants' briefing before the contest.
Zoom Master Lead (& team)	Sets up zoom meeting, prepares the room (security, audio/video); mutes and unmutes audio, hides video, assists with technical issues and problem solving.
Admission Master (SAA3) (optional)	Zoom co-host responsible for admitting people into main room, muting and unmuting.
Sargeant At Arms (SAA) / Breakout Rm Master	Creates breakout rooms, moves people into breakout rooms for briefings, ballot counting, etc., may assist with technical issues, mute/unmute/problem-solve for officials/contestants. Attends judge's briefing before the contest.
Voting Judge	Reviews contest rules. Signs Judge's Certification of Eligibility and Code of Ethics and sends to Chief Judge before contest. Remains anonymous throughout the contest with camera off and muted. Completes Judging ballot, selects first, second, and third-place winners, and sends results to Chief Judge. Attends judge's briefing before the contest.
Tiebreaking Judge	Reviews contest rules. Signs Judge's Certification of Eligibility and Code of Ethics and sends to Chief Judge before contest. Remains anonymous to all but the Chief Judge. Follows the guidelines for other contest guests (i.e., video and audio settings). Completes Tiebreaking Judging ballot, ranks all contestants, and sends the results to Chief Judge. Ballot is seen only in the event of a tie. Briefed individually by Chief Judge. Attends 1-1 briefing with Chief Judge before contest.

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Ballot Counter 1	Review judges' ballots with Chief Judge to tally votes and confirm accuracy of the ballots. Remains off camera and muted while in main session. Moves judges from counting room back to main session. Attend Chief Judge's briefing before contest.
Ballot Counter 2	Review judges' ballots with Chief Judge to tally votes and confirm accuracy of the ballots. Remains off camera and muted while in main session. Attend Chief Judge's briefing before contest.
Timer with Lights	Displays virtual background using TI approved timing backgrounds. Remains muted and off camera with "Timer" virtual background. Reports time on Timing Record Sheet as a backup to the Timer with Stopwatch. Attends Chief Judge's briefing before contest. Also attends contestants' briefing.
Timer with Stopwatch	Official timekeeper who also keeps time. Times the 1 minute between contestants and shows red virtual background. If Timer with Lights has technical issues, Timer with Stopwatch becomes visible and takes over. Remains off camera and muted during contest. Attends Chief Judge's briefing before contest. Also attends contestants' briefing.
Contestants	Complete eligibility and contestant profile forms and return to Contest Chair before contest. Attend contestants' briefing, give speeches, and are interviewed by the Toastmaster during judging.