



All Hail the Chief

Contest Chief Judge Training
District 7 Toastmasters

Agenda

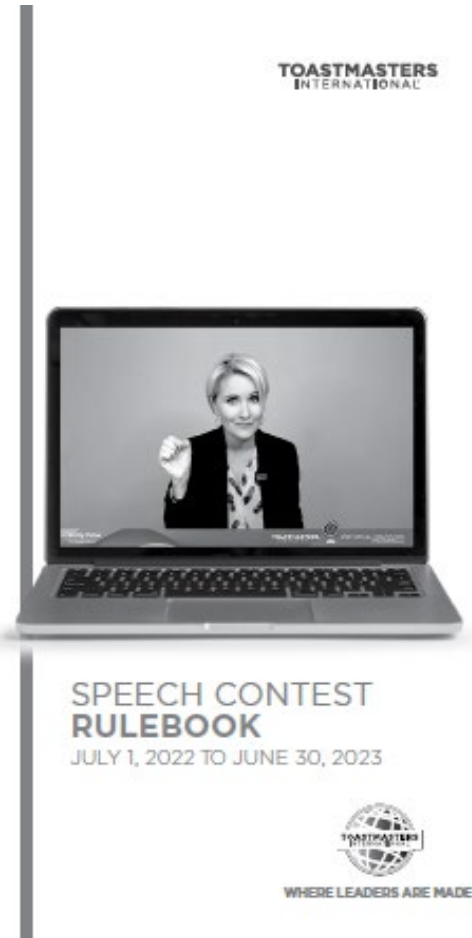
- Role, Rules & Paperwork
- Teamwork Makes the Dreamwork
- It's All About the Briefing
- It's Finally Here: Contest Day
- Ballot Scoring, Counting and More
- Q&A
- Available Resources

Chief Judge's Role

- Ensure contest protocol is always followed
- Appoints Voting Judges, Ballot Counters and Timers
- Ensure contest officials understand their roles
- Supervise collection and counting of ballots
- Verify and deliver results to Contest Chair



Know the Rules!



2022 – 2023 Contest Rulebook

Video Recording Guidelines For Online Speech Contests (Form 727)



Speech Contest Rulebook Explanation of Changes

| JULY 1, 2021, TO JUNE 30, 2022 | JULY 1, 2022, TO JUNE 30, 2023 | EXPLANATION |
|--|---|--|
| 1. Speech Contest Policy A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including Territorial Councils and Provisional Districts). No other contest types, showcases, etc., can be conducted by Districts (including Areas and Divisions). 1. Districts (including Areas and Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English. 2. Districts (including Areas and Divisions) may conduct up to three (3) additional English speech contests each year. 3. Districts (including Areas and Divisions) may also conduct up to four (4) non-English speech contests each year. a. Each of these contests is conducted in a language selected by the District Director and approved by the District executive committee. b. Non-English contests are optional and may be conducted as Evaluation, Humorous, Table Topics, or Tall Tales contests, or using the rules of the International Speech Contest. A non-English contest using the rules of the International Speech Contest must be titled using the name of the language. For example: Chinese Speech Contest. c. Non-English contests must not continue beyond the District level. B. All District-level speech contests are conducted only at the annual District Conference. | 1. Speech Contest Policy A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including Territorial Councils and Provisional Districts). No other contest types, showcases, etc., can be conducted by Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) . 1. Districts (including Areas and Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English. a. Provisional Districts (including Areas and Divisions) may conduct a speech contest in English using the rules of the International Speech Contest. This contest does not proceed beyond the District level. A contest using the rules of the International Speech Contest must be titled Provisional Speech Contest. 2. Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) may conduct up to three (3) additional English speech contests each year. 3. Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) may also conduct up to four (4) non-English speech contests each year. a. Each of these contests is conducted in a language selected by the District Director and approved by the District executive committee. | 1. Speech Contest Policy Effective July 1, 2022, Territorial Councils are no longer included in the Toastmasters International structure. The inclusion of Territorial Councils in General Rules for All Toastmasters Speech Contests, 1. Speech Contest Policy, A and Video Speech Contest Rules, 1 were removed from the rulebook to align with this change. Video Speech Contest Rules Previously, Provisional Districts were permitted to participate in the Video Speech Contest but could not conduct additional contests beyond the club level. Wording has been added to this rule that provides Provisional Districts (including Areas and Divisions) with the option and guidelines for conducting contests through the District level. |

2022-2023 Explanation of Changes



2022-2023 Online & Hybrid Speech Contest Best Practices

Paperwork in Order

- Judge's Certification of Eligibility & Code of Ethics (1170)
- Judge's Guide and Ballots (1172, 1191)
- Tie Breaking Judge Guide & Ballot (1188, 1191A)
- Time Record Sheets (1175)
- Ballot Counter's Tally Sheets (1176)
- Contest Rulebook (1171)
- Contest Script ([D7 Contest Resources](#))
- Briefing Script([D7 Contest Resources](#))
- Results Form (1168)
- Notification of Winners (1182)



Speech kits @ [D7 Contest Resources](#)

Minimum 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 Division in District - **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

Choosing Your Team

- Coordinate with Contest Chair to enlist the contest officials (at least 2 months before contest date)
- Contact Area Director, Division Director, D7 Contest Chair and/or D7 Chief Judge for list of possible officials
- Know who's eligible and not eligible
 - Eligibility Assistant
 - Toastmaster's Profile (Education Requirement)



Voting Judge - Who's Eligible

Voting Judge Eligibility Requirements:

- Club Contest(s): Paid member
- Area, Division or District Contest(s):
 - Paid member minimum of six months
 - Completed minimum 6 speeches in CC or Pathways Level 1 and 2
 - Physically present @ contest
 - Must not belong to same club as contestant



Voting Judge – Who's NOT Eligible

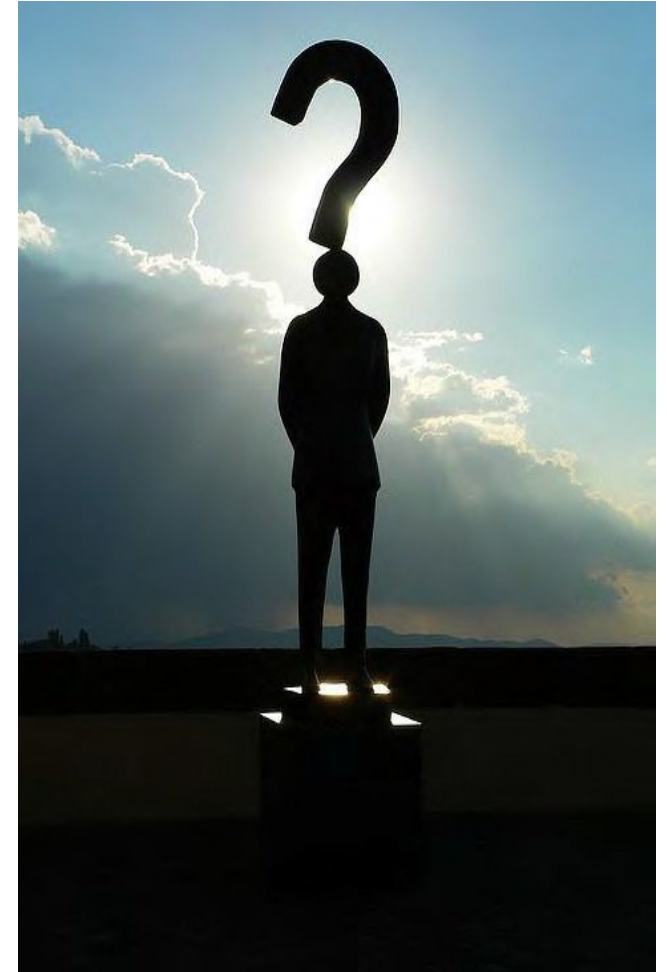
Member competing in contest or intends to compete

Candidates for elected District leader positions beginning July 1 are ineligible

- Trio Members
 - District Director
 - Program Quality Director
 - Club Growth Director
- Division Directors
- Area Directors

Tiebreaking Judge

- Follow rules and guidelines set forth for a voting judge
- Should be from outside Club, Area, Division or District
- Briefed separately (optional)
- Must rank all speakers not just top 3
- Ballot only used if there is a tie



Eligibility Assistant

This tool allows club and district officers to check membership status, club status and if a member is serving as a club or district officer. This information can be used when determining whether or not members are eligible to compete in speech contests.

Note: Club officers can only check the eligibility of members within their own clubs. The same restrictions apply to district leaders. Area director can only check members with their area, a division director can only check members within their division and a district director can only check members within their district.

Click to view [Eligibility Assistant](#)

Must enter PN- & include all zeros when entering Member ID

Search for a member

Member ID*

Last Name*

☐ Check Myself

Search

Be sure to review the [Speech Contest Rulebook](#) (Item 1171) for complete eligibility requirements.

Eligibility Assistant (Cont.)

| First Name | Last Name | Member ID |
|------------|-----------|-------------|
| Tamsen | Corbin | PN-06644096 |

Club Information

| Club Name | Club ID | Current Positions | Member Status | Last Payment Received | Paid Until | Renewal Period | Club Renewal Status | Club Status |
|-------------------------|-------------|-------------------|---------------|----------------------------|----------------------------|------------------|---|-------------|
| WE Toasted Toastmasters | CB-01007407 | Club VP PR | Paid Paid | Feb-03-2022 Aug-05-2022 | Sep-30-2022 Mar-31-2023 | April October | Low as of Aug-29-2022 Complete as of Sep-07-2022 | Active |

To verify the eligibility of members in recently chartered clubs, or for additional questions regarding eligibility, please contact Education Services at speechcontests@toastmasters.org for further assistance.

Education Requirement

[Home](#) / [Welcome](#)



Where can we take you today, Tamsen?

Member Since: August 01, 2017

Member Number: PN-06644096

Log into Toastmasters
Click on “Achievement Board”
Click on “Education Awards”
Choose award Level ≥ 2

My Education and Achievements



Go to Base Camp

Access to your learning path and tutorials



Learning Hub

All your education resources in one place



Achievement Board

Awards and recognition



Education Awards

View your recent and historical awards

| Education Program | Completion Date | Club |
|----------------------------|-------------------|-------------------------|
| Dynamic Leadership 1 (DL1) | July 07, 2022 | WE Toasted Toastmasters |
| Team Collaboration 4 (TC4) | December 09, 2021 | WE Toasted Toastmasters |

Ballot Counter

Role: Tally the ballot from each judge

- Briefed by Chief Judge
 - During contest, remain muted with camera off
 - After final speaker, moved into Chief Judge's Room
 - Note: Division & District Contest: 1 Ballot Counter will be zoom qualified to move Judges between BOR



Counter's Tally Sheet

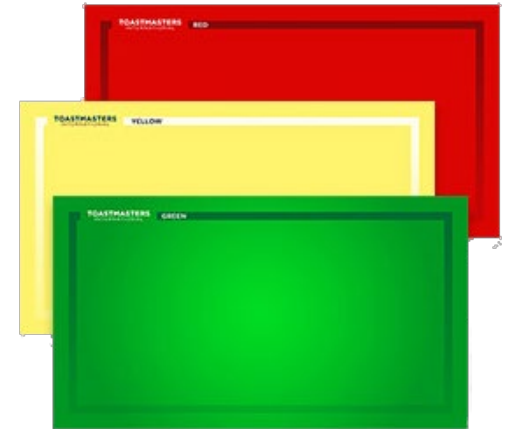
Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

[illegible]

Timer w/ Lights

Role: Time each speech and show the D7 zoom background (green, yellow and red). Time and advise Toastmaster of 1 minute of silence with red background.

- Briefed by Chief Judge or D7 Zoom Chair
- Always remain muted with camera off
- After final speaker, moved into Chief Judge's Room to provide time report
- Note: Division & District Contest: Timer w/ Lights will be zoom qualified



Timer with Stopwatch

Role: Keep official time record of speech

- Briefed by Chief Judge prior to contest
- During contest, camera to be off and remain muted
- After final speaker, moved into Chief Judge's Room to advise of any time disqualification.

SPEECH CONTEST TIME RECORD SHEET AND INSTRUCTIONS FOR TIMERS

[illegible]

Sergeant At Arms (SAA)

Role: Move Judges between Judges Breakout Room (BOR) and Chief Judge BOR

- Briefed by Chief Judge or D7 Zoom Chair
- Remain muted with camera off
- After final speaker, moved into Judge's Room to move judges to Chief Judge's room to cast ballot
- Note: Division & District Contest: SAA will be zoom qualified

Prior to Contest Briefings

Send email with Contest Brief date, time, zoom link and include the following attachments:

- Judge:
 - Judge's Eligibility & Code of Ethics form
 - Judge's Guide and Ballot (for each type of contest)
 - 2022-2023 Contest Rulebook
- Timers:
 - Time Record Sheet and Instructions
 - Timer Zoom backgrounds
- Ballot Counters:
 - Counter Talley Sheet
- Sergeant At Arms (SAA)

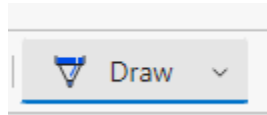
**Suggest they attend training: Judge or
Zoom Contest Training**

See [D7 Event Calendar](#) for listing

Judge's Eligibility & Code of Ethics

Per Contest, Judges must complete the Judge's Certification of Eligibility and Code of Ethics form and return to the Chief Judge prior to the contest date.

Fillable forms can be signed by opening document in Microsoft Edge and using the draw feature



Judge's Certification of Eligibility and Code of Ethics

All judges must complete this form before the contest and submit it to the chief judge at each level of competition.

Name of Contest: (check one) ☐ Evaluation ☐ Humorous ☒ International ☐ Table Topics®
☐ Tall Tales ☒ Video Speech Contest

Contest Level: ☐ Club ☐ Area ☐ Division ☐ District ☐ Region Quarterfinal
☐ Semifinal ☐ World Championship

Date of Contest:

Eligibility

To be a chief judge, voting judge or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.

1. At a club contest, be a paid member.
2. At an Area, Division, or District contest:
 - a. Be a paid member for a minimum of six months.
 - b. Have completed a minimum of six speech projects in the Competent Communication manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
 - a. Be at least an Advanced Toastmaster Bronze, Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.
 - b. Have previously judged a Toastmasters speech contest at the Area, Division, District, or semifinal level.
4. Judges for contests beyond the club level are not eligible to compete in the same contest type during the same contest cycle.

Judge's Code of Ethics

1. I will uphold the Toastmasters core values of integrity, service, respect, and excellence.
2. I will demonstrate the utmost objectivity by consciously avoiding bias of any kind in selecting first, second, and third place contestants.
3. I will not consider any contestant's club, Area, Division, District, or region affiliation.
4. I will not consider any contestant's age, race, color, creed, gender, gender identity, gender expression, national or ethnic origin, sexual orientation, or physical or mental disability.
5. I will not time the speeches and will not consider the possibility of undertime or overtime when judging a contestant's speech.

Contest Staff Briefings

Strongly suggest to schedule briefings BEFORE the day of the contest (Area, Division & District contests)

- Judges (can be briefed separately or with other officials)
- Tiebreaking Judge
- SAA, Timers & Ballot Counters (briefed by Chief Judge/D7 Zoom Chair)
 - Division/District Contests – SAA, Timer w/ Lights and Ballot Counter #1 are zoom qualified

Typically, Contest Chair briefs the Contestants

Contest Judge Briefings

- Request missing Judge's Eligibility & Code of Ethics forms (1170)
- Review rules & contest standards: "Speaking Area", "Originality", "Technical Difficulty", "Timing", etc.
- Discuss the protocol and handling of protests
- Explain voting / completing the Ballot
- Provide the Speaking Order

Protest Too Much



- Only made by judges & contestants
- If question regarding originality or eligibility, don't allow to affect your scoring of the speech
- Lodged with Chief Judge or Contest Chair
 - Must be made before winner announcement
 - In combined contests, must be made prior to the contest being adjourned
- Contest Chair to notify disqualification

You're Disqualified

- Violating eligibility rules
- Violating originality rules
 - > 25% quoting or paraphrasing
 - Failing to provide reference
- Speaking under or over time
- Referencing another speaker during your speech



Prior to Contest Day

- Schedule & attend a contest run through with Contest Chair, Toastmaster, Zoom Team, Timer w/ Lights & Stopwatch, Ballot Counters and SAA
- Send the list of officials with contact information (email and telephone number) to ZML (do not share)
- Send contest script to Contest officials & ZML
- Review the contest script & update as needed
- Send email reminder with contest zoom link and sign in times



Contest Day

- Log in early to check in with Contest Chair & Contest Toastmaster
- Test audio and video
- Visit Judge's 'Green Room' to answer any last-minute questions
- Ensure all officials are present / Contact anyone missing
- Follow script
- Acknowledge officials have been briefed
- Monitor Timer w/ Lights
- Ensure protocols are followed

Completing Your Ballot

(JUDGES WILL SUBMIT BY COUNTERS)

Judge's Official Ballot – Humorous Speech Contest

Name of Contestant

First Place: Orchid

Second Place: Tulip

Third Place: Cactus

 (Signature of Judge)

NOTE: Votes must be cast for first, second and third place or the ballot will be voided.

| PLACE | RANKING POINTS (for counters' use only) |
|-------|--|
|-------|--|

| | |
|-------------|----------|
| First Place | 3 points |
|-------------|----------|

| | |
|--------------|----------|
| Second Place | 2 points |
|--------------|----------|

| | |
|-------------|---------|
| Third Place | 1 point |
|-------------|---------|

Tamsen Corbin

(Judge's Name; Please Print)

- Rank the top 3 contestants
- No ties (if a tie, review notes & decide rank before completing ballot)
- Valid ballots **must be** signed, and name printed
- Show only bottom of ballot to the Ballot Counters and Chief Judge

Tiebreaking Judge Ballot

Tiebreaking Judge's Official Ballot – Humorous Speech Contest

Name of Contestant

First Place: Orchid

Fourth Place: Tulip

Seventh Place: Rose

Second Place: Cactus

Fifth Place: Daisy

Eighth Place:

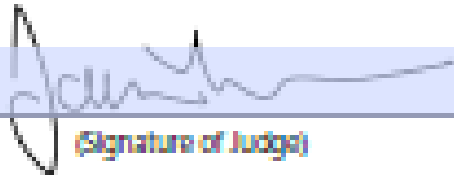
Third Place: Dandelion

Sixth Place: Marigold

Ninth Place:

Tenth Place:

10th Ballot



(Signature of Judge)

Jameson Marten

(Judge's Name; Please Print)

- Must rank **ALL** contestants, not just the top 3
- Tie breaker ballot will not be viewed or counted, **UNLESS** after counting the voting judges ballots there is a **TIE**.

Ballot Counting Protocol

What happens in the
ballot-counting room...
...***STAYS*** in the ballot-
counting room.



Check for Time Disqualifications

- Timer w/ Lights and Timer #2 moved to the Chief Judge BOR to show Time Record Sheet
- Humorous Speech & International Speech timing (5-7 mins):

Qualify:

> 4 min 29 sec

< 7 min 31 sec

SPEECH CONTEST TIME RECORD SHEET AND INSTRUCTIONS FOR TIMERS



| Contestant | Presentation Time | | |
|------------|-------------------|---------|---|
| | Minutes | Seconds | |
| Daisy | 5 | 10 | 😊 |
| Rose | 6 | 54 | 😊 |
| Cactus | 7 | 25 | 😊 |
| Dandelion | 4 | 25 | 🚫 |
| Orchid | 6 | 48 | 😊 |
| Tulip | 7 | 10 | 😊 |
| Marigold | 5 | 59 | 😊 |

- Upload Time Sheet in Chat to Chief Judge

Show Me Your Vote

- Following final speaker, Judges are moved to the Judge's BOR to finalize their ballot
- Raise hand when ballot complete
- SAA to move Judges 1 by 1 to the Chief Judge's BOR to show ballot
- Following ballot reveal, Ballot Counter #1 to move Judge back to Main Session



Time to Count the Ballots



Counter's Tally Sheet

Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

- Ballot Counter #1 & #2 along with Chief Judge moved to Counting BOR
- 1 by 1 SAA moves Judges into Counting BOR to show bottom of ballot
- Ballot Counter #1 & #2 write down 1st (3 points), 2nd (2 points) and 3rd (1 point)

| | | Name of Contestant | | | | | | | | | |
|--------|----------|--------------------|------|--------|-----------|--------|-------|----------|--|--|--|
| | | Daisy | Rose | Cactus | Dandelion | Orchid | Tulip | Marigold | | | |
| 1. | Judge #1 | | | | 1 | | 3 | 2 | | | |
| 2. | Judge #2 | 2 | 1 | | | 3 | | | | | |
| 3. | Judge #3 | | | 3 | 1 | 2 | | | | | |
| 4. | Judge #4 | | | 1 | | 3 | 2 | | | | |
| 5. | Judge #5 | | | 3 | 1 | 2 | | | | | |
| 6. | Judge #6 | | 2 | | 3 | | | 1 | | | |
| 7. | Judge #7 | | | | 3 | 1 | 2 | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10. | | | | | | | | | | | |
| Totals | | 2 | 3 | 7 | 8 | 11 | 7 | 3 | | | |

What if: Time Disqualification

SPEECH CONTEST TIME RECORD SHEET AND INSTRUCTIONS FOR TIMERS



| Contestant | Presentation Time | | |
|------------|-------------------|---------|---|
| | Minutes | Seconds | |
| Daisy | 5 | 10 | 😊 |
| Rose | 6 | 54 | 😊 |
| Cactus | 7 | 25 | 😊 |
| Dandelion | 4 | 25 | 🚫 |
| Orchid | 6 | 48 | 😊 |
| Tulip | 7 | 10 | 😊 |
| Marigold | 5 | 59 | 😊 |

Time < 4 minutes 30 sec

Result: Vote Disregarded

Disqualified contestant's
votes are disregarded

| | | Name of Contestant | | | | | | |
|---------------|----------|--------------------|------|--------|-----------|--------|-------|----------|
| Name of Judge | | Daisy | Rose | Cactus | Dandelion | Orchid | Tulip | Marigold |
| 1. | Judge #1 | | | | 1 | | 3 | 2 |
| 2. | Judge #2 | 2 | 1 | | | 3 | | |
| 3. | Judge #3 | | | 3 | 1 | 2 | | |
| 4. | Judge #4 | | | 1 | | 3 | 2 | |
| 5. | Judge #5 | | | 3 | 1 | 2 | | |
| 6. | Judge #6 | | 2 | | 3 | | | 1 |
| 7. | Judge #7 | | | | 3 | 1 | 2 | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| Totals | | 2 | 3 | 7 | 8 | 11 | 7 | 3 |

What if: Tie

| Name of Contestant | | Name of Judge | | | | | | |
|--------------------|----------|---------------|------|--------|-----------|--------|-------|----------|
| | | Daisy | Rose | Cactus | Dandelion | Orchid | Tulip | Marigold |
| 1. | Judge #1 | | | | 1 | | 3 | 2 |
| 2. | Judge #2 | 2 | 1 | | | 3 | | |
| 3. | Judge #3 | | | 3 | 1 | 2 | | |
| 4. | Judge #4 | | | 1 | | 3 | 2 | |
| 5. | Judge #5 | | | 3 | 1 | 2 | | |
| 6. | Judge #6 | | 2 | | 3 | | | 1 |
| 7. | Judge #7 | | | | 3 | 1 | 2 | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| Totals | | 2 | 3 | 7 | 8 | 11 | 7 | 3 |

With the disqualified
contestant's votes
thrown out there is now
a tie for Second Place

Result: Tie Breaker Ballot

Tiebreaking Judge's Official Ballot – Humorous Speech Contest

Name of Contestant

First Place: Orchid

Fourth Place: Tulip

Seventh Place: Rose

Second Place: Cactus

Fifth Place: Daisy

Eighth Place:

Third Place: Dandelion

Sixth Place: Marigold

Ninth Place:

Tenth Place:

Print name



(Signature of Judge)

Jameson Marten

(Judge's Name; Please Print)

Tie Breaking Judge to the rescue!

What if: Originality Challenge

- Originality challenge can be made ONLY by a Judge or Contestant
- Challenger should be prepared to offer evidence
- Challenged Contestant has opportunity to respond to Judges
- Judges vote on whether to disqualify



Finalizing the Results

Time Disqualifications

☒ YES ☐ NO

Announcement

THIRD place winner

TULIP

SECOND place winner

CACTUS

FIRST place winner

ORCHID

Contest Results

- Provide results to the Contest Chair ensuring in reverse order
- Chief Judge or Contest Chair prepares 1st, 2nd and 3rd Certificates
- If possible, put together a slide deck with above certificates (and include photo of Division or District trophies)
- Ensure the results are announced correctly and advise of next level Contest date (i.e., club contest – announce area date)

After the Contest

- Take responsibility of
 - Ballots
 - Timer Reports
 - Ballot Counter Sheets
 - Judge Eligibility Forms
- Hold above until next-level contest is completed (Area, Division, District, etc.)
- Send results to the next level Contest Chair (Area, Division, District, etc.)
- **Area & Division Directors send the list of contest officials to chiefjudge@d7toasmasters.org**





Thank You!

**Send emails to your team, thanking them
for their time and support.**

Resources

[D7 Contest Resources Page](#) (includes scripts and all contest forms)

[2022-2023 Online and Hybrid Contest Best Practices](#)

[Video Recording Guidelines For Online Speech Contests](#)

[Speech Contest Rulebook](#)

[Conduct Quality Speech Contests](#)

[Toastmasters International Contest Tutorials](#)

[Eligibility Checker](#)

Q&A

You have

Questions

We have

Answers



Thank you for attending Contest Chief Judge Training.

If you or someone you know wants to be a Chief Judge or judge an Area, Division or District contest, please contact the D7 Contest Chief Judge.

Tamsen Corbin, D7 Chief Judge

chiefjudge@d7toastmasters.org

971-978-9070