

When You're the Contest Chair or Toastmaster

District 7 Toastmasters

Agenda

- Role, Rules & Paperwork
- Teamwork Makes the Dreamwork
- To Be or Not to Be a Contestant
- It's All About the Briefing
- It's Finally Here: Contest Day
- Q&A
- Available Resources

Contest Chair Role & Responsibilities

- Oversee the planning and execution of the contest
- Set and communicate expectations
- Ensure contest officials are prepared and organized
 - Provide resources ([Speech Contest Resources](#))
 - Communicate tasks and follow up with action items
- Promote the contest

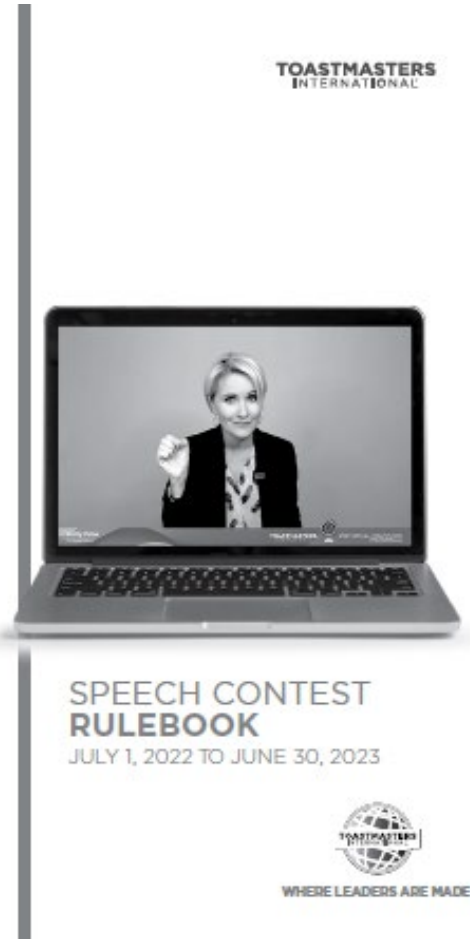
Contest Chair Role & Responsibilities

- Recruit contest officials
 - Chief Judge
 - Toastmaster
 - Zoom Master Lead (ZML will recruit Team)
- Track planning details in spreadsheet
- Ensure contestants are eligible to compete

Toastmasters Role & Responsibilities

- Facilitate the contest proceedings, not to outshine or compete with the contestants
- Practice and learn the script
- Contest rules, flow of introducing contestants
- Understanding handling of technical difficulties
- Preparing contestant interview questions

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

- Speaker's Certificate Eligibility and Originality (1183)
- Speech Contestant Profile (1189)
- Video Release Form (470)
- 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 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

Choosing Your Team

- Coordinate with Chief Judge 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)



Contest Chair to Collaborate with Team

Discuss and finalize contest logistics

- Ballot counting and judging procedures
- How to handle technical failures and protests
- Who creates participation and winner certificates



Contestants - Who's Eligible

Humorous Speech Contest:

- Paid member and club must be in good standing (maintain at each level)

International Speech Contest:

- Paid member and club must be in good standing (maintain at each level)
- Earned certificates of completion in Pathways Level 2 and 2
 - Charter member of club chartered less <1yr is permitted to complete without completed above requirement.

Contestant – Who's NOT Eligible

Incumbent Int'l Officers & Directors or Candidates

Region Advisors or Region Advisor applicants

District Officers (term expires June 30) or candidates (terms beginning July 1)

- IPDD, DD, PQD, CGD, AM, FM, PRM, Division & Area Directors

Contestant (in more than 1 club) can not complete in more than 1 Area – even if Areas are in different Divisions or Districts

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



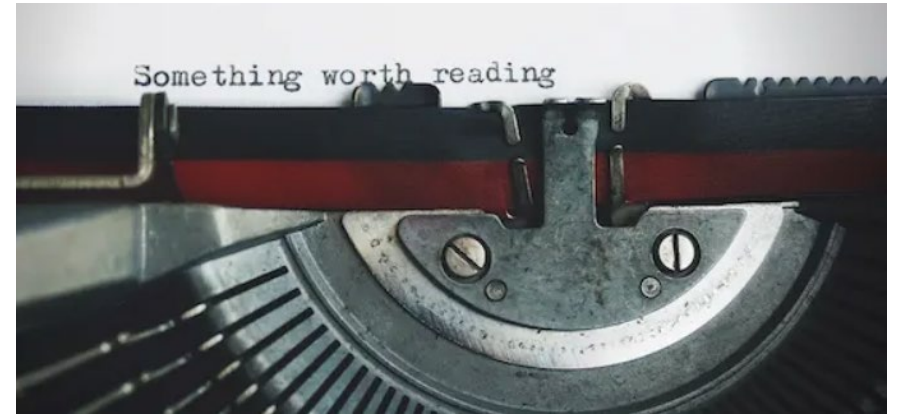
Education Awards

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

Review and Customize Script

- Script is intended to
 - Streamline the contest flow
 - Ensure rules are announced & procedures followed
 - Ensure contestant interaction & introduction is consistent
- Consider ways to reduce contest time
- Add logistical details to ensure not forgotten



Prior to Contestant Briefings

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

- Speaker's Certificate Eligibility and Originality (1183)
- Speech Contestant Profile (1189)
- Judge's Ballot & Guide (each contest)
- Video Release Form (470)

([D7 Contest Resources](#))



Contestant Briefing – When & Who

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

- Contest Chair briefs the Contestants
- Invite Toastmaster, Timer with Lights, Chief Judge and Zoom Master Lead (ZML to invite Tech Master) to attend
- Division & District Contests: Schedule D7 Zoom to perform Tech Checks (during or directly after briefing)

Contestant Briefings

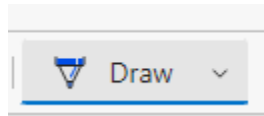
- Request Speaker's Certificate Eligibility and Originality (1183) and Speech Contestant Profile (1189) forms
- Review rules & contest standards: "Speaking Area", "Originality", "Technical Difficulty", "Timing", etc.
- Discuss the protocol and handling of protests
- Choose Speaking Order ([Picker Wheel](#))
- Check correct pronunciation of names

Sample Briefing Script – [D7 Contest Resources](#)

Speaker's Certification of Eligibility & Originality

Per Contest, Contestant must complete the Speaker's Certification of Eligibility and Originality and return to the Contest Chair prior to the contest date.

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



Speaker's Certification of Eligibility and Originality

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

Club No.

Member No.

District

Eligibility (to be completed for all contests)

I certify that I am eligible to compete, under the current speech contest rules. I am a paid member of a club in good standing and meet all other eligibility requirements.

To be eligible to compete in any official Toastmasters speech contest, a member must be a paid member of a club in the Area, Division, and District in which they are competing. The club must also be in good standing. In addition, to be eligible to compete in the International Speech Contest, a member must have completed at least six (6) 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 prior to the club contest. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging. Contestants in speech contests other than the International contest do not need to meet this education requirement. A charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this education requirement. The club must have officially chartered before the Area contest.

The following are ineligible to compete in any Toastmasters speech contest:

1. A member serving as a voting judge or tiebreaking judge beyond the club level for a contest type in which the member is still competing or intends to compete
2. Incumbent International Officers and Directors
3. Region Advisors or Region Advisor applicants
4. District Officers whose terms expire June 30:
 - a) District Director
 - b) Program Quality Director
 - c) Club Growth Director
 - d) Administration Manager
 - e) Finance Manager
 - f) Public Relations Manager
 - g) Division Director
 - h) Area Director
5. International Officer and Director candidates
6. Immediate Past District Directors
7. District Officers or candidates for elected positions for the term beginning the upcoming July 1
8. Members who are serving in contest official or presenter roles that meet the following criteria:
 - a) Voting judge, tiebreaking judge, or chief judge at the same contest type in which they would be competing, beyond the club level, in any District.
 - b) Timer, counter, Sergeant at Arms, or other contest official role for the same contest in which they would be competing.
 - c) Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.

Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held. No contestant can compete in more than one Area speech contest of a given type, even if the two Areas are in different divisions or Districts. Contestants must maintain eligibility at all levels of any contest. If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.

Signature

Signature

Printed Name

Originality (to be completed for all contests)

Name of Contest (check one): ☐ Humorous ☐ Tall Tales ☐ International ☐ Evaluation ☐ Table Topics*

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

Date of Contest:

Speech Title:

In compliance with current speech contest rules, I certify that the content of my speech is or will be substantially original.

Signature

Signature

Printed Name

Timing – Too Short, Too Long, Just Right

Contest	Too Short	Green	Yellow	Red	Too Long
International Speech	0 min to 4 min 29 sec	5 min	6 min	7 min	7 min 31 sec
Humorous Speech	0 min to 4 min 29 sec	5 min	6 min	7 min	7 min 31 sec
Evaluation	0 min to 1 min 29 sec	2 min	2 min 30 sec	3 min	3 min 31 sec
Table Topics	0 min to 59 sec	1 min	1 min 30 sec	2 min	2 min 31 sec
Tall Tales	0 min to 2 min 29 sec	3 min	4 min	5 min	5 min 31 sec

Protest Too Much

- Only made by judges & contestants
- If a question regarding originality or eligibility, judges briefed not to allow to affect 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



Technical Difficulty

- Audio or video problems
 - Time is paused by Chief Judge
 - Problem resolved
 - Speaker resumes speech again @ moment problem occurred, and timer resumes time (lights to show at 5, 6 or 7 mins)
- Speaker given additional 30 secs by Chief Judge



Prior to Contest Day

- Schedule & attend a contest run through with Chief Judge, Toastmaster, Zoom Team, Timer w/ Lights, and SAA
- Send contest script to Contest officials & ZML to review
- Send email reminder with contest zoom link, date and sign in times
- Final review of Contest Script

([D7 Contest Resources](#))



Contest Day

- Log in early to check in with Chief Judge & Contest Toastmaster
- Test audio and video with Zoom Tech Master
- Visit Contestant's 'Green Room' to answer any last-minute questions
- Ensure all contestants are present / contact anyone missing
- Follow script
- Acknowledge contestants have been briefed

Contest Day – What Do I Do?

Contest Chair

- Actively follow the script
- Monitor all activities
- Chat/message with team members when necessary



Toastmaster (Pay Attention)

- Stick to the script
- Pay attention to Timer
- Ensure contestant is in room before introducing

Contest Day – Running the Contest

Contest Chair

- Welcome Set Tone
 - Generate excitement
 - Be CLEAR and BRIEF

Contest Master (Toastmaster)

- Housekeeping
- Review contest format and rules (assistance from Chief Judge)
- Provide speaking order
- Introduce speakers

Contest Day – Contestant Interviews

- Chance for audience to learn about the contestants
- Ask open ended questions
- Know in advance one idea you want to learn, discover or understand
- Use a theme
- Ask 1 to 2 questions (time dependent)
- Present Certificate of Participation
- Lead applause



Announcing the Winners

- Contest Chair & Contest Toastmaster to decide before the contest begins who will announce the winners and method of announcing
- If slide of winner's certificate to be shown, remember to organize in reverse order (i.e., 3rd place, 2nd place and 1st place)
- Spotlighting contestants (who & how: discuss & agree)
- Pause between each winner's name to allow applause
- Announce date and time of the next level contest



After the Contest

Contest Chair

- Announces winners by email and/or social media
- Confirms winner's availability to attend next-level contest
- Distributes participation and winner certificates. Division & District contests, trophies will also be distributed.

Chief Judge

- Notify Area or Division Director of winners by sending Notification of Winners (1182) – copy to D7 Contest Chair
- Send list of contest officials to chiefjudge@d7toastmasters.org



Thank You!

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

Q&A

You have

Questions

We have

Answers

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](#)

Thank you for attending Contest Chair Training.

Patrick Locke, D7 Contest Chair

Contestchair@d7toastmasters.org

Tamsen Corbin, D7 Chief Judge

chiefjudge@d7toastmasters.org

971-978-9070