

Chief Judge Training



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▶ Who is the most important person at the contest?

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Agenda


- ▶ Purpose
- ▶ Qualifications for a Chief Judge
- ▶ General Procedure and Timeline
- ▶ Contest Materials
- ▶ Emergency Kit

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Purpose of a Chief Judge

- ▶ Ensure that each contestant has a fair and equal chance to compete in a speech contest
 - Know the contest rules
 - Select competent and impartial judges
 - Be organized and prepared
 - Make sure all participants are briefed
 - Oversee the contest – You are responsible
 - Have fun!


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Oversee the Contest

- ▶ Know the contest rules
 - Watch that the rules are being followed – exp.
 - Table Topics question is the same for all contestants
 - There is a minute of silence between each contestant
 - No photos before the end of the contest
 - ...


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Qualifications to be a Chief Judge

- ▶ Qualifications
 - Must be a member in good standing since the previous July 1 – Dues paid
 - Must be in a club in good standing – Active and Dues Paid
 - Are NOT a contestant in a Toastmaster contest

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Qualifications to be a Chief Judge

- Must have previously judged a Toastmasters speech contest at the Area level
- CC/CTM or above to be Chief Judge at an area contest
- AC/ATM or above to be Chief Judge at a division or above contest
- Have attended District's Judging and Chief Judging training within the last three years

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Recommendations to be Chief Judge

- Must have previously judged three Toastmasters speech contest at the Area level
- Must have been a ballot counter at an Area
- Must have been a timer at an Area level
- The District Chief Judge will assist you during the first time you are a Chief Judge - if available

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General Procedure


- ▶ Before Contest Day
 - 6 weeks before contest, Area/Division Directors send District Chief Judge date, time and location
 - Contest Flyer
 - District Chief Judge requests a volunteer to be contest Chief Judge or Signup Genius is used
 - District Chief Judge sends out contact list for judges to the Chief Judges or Signup Genius
 - District Chief Judge confirms contest Chief Judges

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General Procedure

- ▶ Before Contest Day
 - 3 – 4 weeks prior to contest
 - District Chief Judge assigns a contest to a Chief Judge
 - Chief Judge selects contest judges
 - For area contests: 5 judges plus one tiebreaker
 - Alternative: have an equal number of judges (2) from each club in the area
 - For division contests: 7 judges plus one tiebreaker
 - Tiebreaker is known only to the Chief Judge
 - Get contest information from the contest chair

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General Procedure

- ▶ Finding Judges
 - District Chief Judge sends all Chief Judges a contact list for judges and SignupGenius Data
 - It is the responsibility of the Contest Chief Judge to find judges
 - Use the contact list and SignupGenius
 - SignupGenius may already have judges
 - Area contests list 8 judges, select 6

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General Procedure – Eligible Judges


- ▶ Verify each Judge meets the following qualifications
 - Must be a member in good standing
 - Dues paid
 - Must have completed at least six speeches in the *Competent Communication* manual
 - Is NOT a contestant in a Toastmasters contest
 - Is NOT a member of the club or area that is being represented by the contestant

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General Procedure – Eligible Judges

- Must be from outside the area or division for which you are judging
- At division level must not have judged at any area contest of that division.
- Must have attended District Judge's Training within the last three years


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General Procedure

- ▶ Before Contest Day
 - 2 weeks prior to contest
 - Contest chair selects timers, ballot counters and sergeants at arms
 - Chief Judge contacts judges with location, map and flyer


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General Procedure


- ▶ Before Contest Day
 - 1 – 2 weeks prior to contest
 - Chief Judge reconfirms judge attendance
 - Chief Judge contacts contest chair and contest master to see if they have any questions about procedure
 - Chief Judge prepares all forms
 - District Chief Judge can provide a packet
 - Can print your own

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General Procedure

- ▶ Before Contest Day
 - 1 – 2 weeks prior to contest
 - Check with Contest Chair
 - Contest Chair briefs contestants
 - ▶ There is a checklist for this
 - Review Contestant Eligibility and Originality form
 - ▶ Must have signature, name, club name, and contact information
 - ▶ If a contestant is in both contests, must fill out two forms

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General Procedure

- ▶ International Speech Contest requires at least six speeches in the *Competent Communication* manual
 - ▶ Exception: CHARTER member of a club CHARTERED less than one year before the club contest
- Contest Chair conducts drawing for speaking position
 - ▶ There is a form for this
- Review Audio Visual Release form

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General Procedure

- ▶ Before Contest Day
 - 1 – 2 weeks prior to contest
 - Check with Contest Master
 - Brief audience about photos, cell phones, etc.
 - Observe minute of silence for the judges
 - ▶ Timers display red light at one minute
 - Introduce contestant as: name title title name
 - How to pronounce your name

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General Procedure

- ▶ Before the program is printed
 - 4 – 7 days prior to contest the Contest Chair sends District Chief Judge, Contest Chief Judge, Quality Contest Chair, District Rep., and PQD a copy of the program
 - Contest date, day and location
 - Contestant names do NOT have Toastmasters Educational Levels
 - Contestants are NOT listed anywhere else
 - Inform Contest Chair when program is approved

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General Procedure

- ▶ Day of the Contest
 - Arrive early
 - Check in with Contest Chair – get judges gifts
 - Verify that helpers are not from the same club

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General Procedure

- ▶ Locate briefing room/room for sequestering Contestants for Evaluation and Table Topics Contests
 - For contestants the room must be far enough away from the contest room to prevent hearing the contest
 - Enough chairs for contestants
 - Writing surface for Evaluation contestants

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General Procedure

- ▶ Verify Contest Chair has provided
 - US flag
 - Placed to the right of the lectern when facing the audience or center stage
 - 2 STOPWATCHES
 - 3 for Evaluation contests
 - Time indicators
 - Lights and/or cards
 - Cards must be supplied, for backup, if lights are used

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General Procedure – Late Contestant

- ▶ What happens if a contestant is late?
 - Contestant must check in with Contest Chair
 - Contestant misses briefing
 - Contestant waives briefing and competes
 - Contestant arrives AFTER Contest Master is introduced (First Contest)
 - Contestant is disqualified
 - Alternate competes or club/area has no contestant

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General Procedure – Late Contestant

- Contestant must check in with Contest Chair
- Contestant (Second Contest) arrives BEFORE the break is over
 - Contestant waives briefing and competes
- Contestant arrives AFTER the Contest Master retakes the stage
 - Contestant is disqualified
 - Alternate competes or club/area/division has no contestant

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General Procedure

- ▶ Perform briefings
 - Brief Timers
 - Checklist
 - Brief Judges
 - Checklist
 - Brief Ballot Counters
 - Checklist

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General Procedure

- ▶ Day of the Contest
 - Check that Contest Chair has briefed contestants, contest master and Sgt. At Arms
 - Obtain completed Contestant Eligibility forms from Contest Chair
 - Time permitting, attend the contestant briefing
 - The Contest Begins
 - Chief Judge announces that the contest begins
 - Chief Judge oversees ballot counting
 - Chief Judge gives winners' names to the contest master
 - Chief Judge participates in debriefing

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General Procedure

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General Procedure – Briefing Timers

- ▶ Briefing Timers
 - Verify timers are from different clubs
 - Provide timing sheets (2) and review
 - Use 2 STOPWATCHES!
 - Timing begins with first word or deliberate gesture
 - DO NOT indicate disqualification in any way
 - Both timers record both times
 - Time the minute of silence – red light

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General Procedure – Briefing Timers

- DO NOT time Indefinite Period of Silence
- Sign/initial the Timing Sheet
- Give the Timing Sheet to the Chief Judge ONLY
- Time the break – Give two minute warning
- Be available when contestants review speaking area
 - Verify lights or cards are easily seen by contestants

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General Procedure – Counters


- ▶ Briefing Ballot Counters
 - Verify counters are from different clubs
 - Provide number of judges/ballots to collect
 - Indicate to Chief Judge how many ballots
 - “Madame/Mister Contest Master”
 - Go with Chief Judge to count ballots

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General Procedure – Judges Briefing

- ▶ Briefing Judges
 - Review qualifications
 - Sign eligibility form
 - Pass out ballots
 - Pass out gifts
 - Answer questions
 - Assign mentor to a first time contest judge

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General Procedure – Judges Briefing

- DO NOT:
 - Sit next to a contestant
 - Talk to a contestant
 - Consider timing
 - Be biased
- Judge based on judging criteria
- Judge each contestant individually

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General Procedure – Judges Briefing

- List 1st, 2nd, and 3rd place names correctly
 - Tiebreaker lists ALL names in order
- Protests
 - Write PROTEST on the ballot
 - Continue judging as if there were no protest
- Check ballot before giving it to ballot counter
 - Verify the ballot was signed
 - Verify correct ballot was used
- Do not dispose of any materials at contest location and keep results secret


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General Procedure – Ballot Counting

- ▶ Ballot Counting
 - Chief Judge opens ballots
 - Check that ballots are correctly filled out
 - Check for Protests
 - Set aside tiebreaker ballot

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General Procedure – Ballot Counting



- ▶ List judges names
- ▶ List contestant names
- ▶ One ballot counter reads
- ▶ One ballot counter writes numerical value
- ▶ Tally results
- ▶ Ballot counters switch
- ▶ Do it again

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General Procedure – Ballot Counting



- ▶ Tiebreaker ballot used to break ties
 - Highest ranking gains contested place
- ▶ Check Timer form
 - Use most favorable time
- ▶ Chief Judge fills in results
- ▶ Ballot Counters verify names and initial form

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General Procedure – Ballot Counting



- ▶ Fill out notification form
 - Rank all contestants
 - Information from Eligibility Form
 - Use form when sending information to district officers

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General Procedure – Ballot Counting



- ▶ Chief Judge fills in form
 - Disqualifications
 - Mark contest and area
 - 5 or more contestants
 - 3rd, 2nd and 1st
 - 4 or less contestants
 - 2nd and 1st
 - Ballot Counters verify names and initial form

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General Procedure – Ballot Counting

- ▶ After second contest ballot counting
 - Chief Judge presents Announcement of Winners form to Contest Master
 - Contest Master reads the results and the Chief Judges listens for accuracy and must stop the contest if it is read incorrectly.


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General Procedure - Protests

- ▶ Protests
 - Eligibility, Timing, Originality
- ▶ Only contestants and judges can lodge protests - on originality only
 - Prior to announcement of winner
- ▶ Protests are made to the Chief Judge OR the Contest Chair


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General Procedure - Protests

- ▶ Originality
 - Contestants prepare their own speeches
 - No plagiarism
 - Must be substantially original
 - "Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content."
 - Must be properly cited


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General Procedure - Protests

- ▶ Originality Protests
 - All judges are involved
 - The contestant has an opportunity to respond
 - Majority of voting judges required to disqualify
 - All decisions are final


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General Procedure

- Within 48 hours after contest
 - Chief Judge provides contest results to District Chief Judge, contest chair, area and division director, Quality Contest Chair, District 50 Program Quality Director, and District Director
 - Include complete ranking of contestants
 - ▶ See notification of contest winners form
 - Include final list of judges
 - Chief Judge sends "Thank You" notes to all judges


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Contest Materials

- ▶ Contest Materials
 - Judges Ballots – at least 10
 - Tiebreaker Ballots – at least 2
 - Judges Eligibility form – same number as judges
 - Timer Sheets – 2
 - Counters Tally Sheets – 2
 - Notification of Winners – 2
 - Announcement of winners – 1
 - 2016 Contest Rule Book
 - Chief Judge Checklist


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Emergency Kit

- ▶ Emergency Kit
 - At least 1 copy of every form
 - Speaker Eligibility form
 - Audio and Video Release form
 - Contest Sign in sheet
 - Contestant Briefing Checklist
 - Contestant Drawing Form
 - Dignitary List
 - 2 Stopwatches (3 for evaluation contest)
 - Green, yellow, and red cards/folders


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Emergency Kit

- ▶ Emergency Kit
 - US Flag
 - Envelopes
 - Pens
 - Scissors
 - Ruler/Straight Edge
 - Name tags
 - Clipboard (not all locations have writing surfaces)


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Emergency Kit

- ▶ Emergency Kit
 - With an emergency kit, you qualify for a CL credit for helping to organize a contest


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Judge Emergency Plan

- ▶ Contest Chief Judge does not have enough judges by 3 days before the contest
 - Contact the Contest Chair to help find one judge from each club that has a participating contestant
 - Chief Judge creates enough ballots and Judge Eligibility forms for the extra judges


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Judge Emergency Plan

- ▶ Judge Selection Criteria
 - First Choice: have had Judge Training
 - Second Choice: Toastmasters with AC or DTM
 - Third Choice: Toastmasters with CC
 - Fourth Choice: Toastmasters with 6 projects in CC manual
 - Fifth Choice: a Toastmaster


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Judge Emergency Plan

- ▶ Chief Judge:
 - Uses existing judges
 - ADDS one judge from each club
 - Result is more than five judges
 - Meets rule book requirements
 - Area contests require minimum of five judges and one tiebreaking judge
 - Use existing judges as mentors for any first-time judge

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References

- ▶ Toastmasters Resources – Speech Contests
 - <https://www.toastmasters.org/Resources/Contests/Speech-Contests>
 - Speech Contest Rulebook and Tutorials
- ▶ District 50 Toastmasters Website
 - <http://d50toastmasters.org/>
 - Contest dates and locations
 - <http://d50toastmasters.org/resources/contests.html>
- ▶ District 50 Toastmasters Facebook Page

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