

CONFERENCE & SPEECH CONTEST ORGANISATION

WHEN YOU ARE ASSISTANT TO THE CHIEF JUDGE

An Assistant to the Chief Judge may be appointed to assist the Chief Judge at Area, Division and District Level Speech contests. The Assistant has an important role in the efficient running of the contests.

Responsibilities of the Assistant to the Chief Judge

- Brief SAA
- Brief Timers
- Brief Tally Counters
- Ensure that the Contest Officials have the documents and equipment (especially timing devices) required to perform their role
- Ensure that there are two SAA for both the Evaluation and Table Topics contests

Each of the Contest Officials (Timers etc) has an important role, which if not performed correctly and accurately, can affect the outcome of the contest. They must understand their individual responsibilities.

Important: To assist with the smooth running of the contest, it is advisable to brief the SAA first so that they can then go to the briefing of Contestants by the Contest Chairman and ascertain what assistance/ lectern placement the Contestants require.

Briefing of Sergeant at Arms:

- You are required to attend briefing of the Contestants. As Contestants are responsible for arranging their preferred set-up of lectern/ mic/ other equipment, they may need your help. If so, note each Contestant's needs – lectern placement etc and to become familiar with the audio system, including lapel microphones (unless there is an audio SAA assigned to this role)
- Move equipment eg lectern quietly during 1 minute of silence after each Contestant
- You are to ensure that no one, other than other Contestants enters or leaves the room

For Table Topics: There are two SAA required

- One of the SAA will be the contest room SAA and wait at the door to call the next Contestant forward as soon as the previous Contestant has finished speaking
- The second SAA will accompany the Contestants to the Break-out Room so that they are out of earshot and remain with them until the final Contestant has been called. You will need to know where the Break-out Room is
- Work out a signal system between the 2 SAAs to indicate when the next Contestant can be escorted from the Break-out Room to the contest room

For Evaluation: There are two SAA required

- The first SAA will be the contest room SAA and wait at the door to call the next Contestant forward as soon as the previous Contestant has finished speaking. This person will also hand the Contestant's notes to them when they are introduced as the next speaker

- The second SAA will accompany the Contestants and a Timer to the Break- out Room for the 5 minute writing session (after the Test Speaker has finished their speech and the Chairman has advised the time of the speech). You will need to know where the Break-out Room is.
- Work out a signal system between the 2 SAAs to indicate when the next Contestant can be sent along from the Break-out Room to the contest room
- Ask the Evaluation Contestants to be seated & write their names on their evaluation notes, and wait until you give them notice to write their evaluations (once it is quiet & all are seated). Start timing once they start writing. At the 4 minute mark, give them one minutes notice and at the 5 minute mark, collect each Contestant 's notes. Check that their name is on the top of their notes. Ask the first speaker to accompany you to the contest room door and hand all Contestants' paperwork to the SAA. Return to the Break-out Room.
- The first SAA will hand each Contestant their notes as their name is announced
- When the audience starts their applause (at the close of the evaluation) the first SAA signals the second SAA to send along the next Contestant

Briefing for Timekeepers

There are two Timekeepers for each contest.

- Ensure that there are enough Time Record Sheets for each contest
- Discuss the instructions on the Time Record Sheet
- Brief the Timers on the timing of the speeches (listed on the Time Record Sheets) and operation of the lights.
- Timekeepers are to check that the lights are working and that there are back- up green, yellow and red cards if needed
- If there is a Contestant who is hearing impaired, the Contestant can request a warning signal of their own choosing to be provided by them. Ensure you understand the signal system for the equivalent of green, yellow and red lights eg bell or buzzer
- One Timekeeper attends the briefing of Contestants to re-check that the lights are working and ensure that all Contestants can see them
- Check that there is one stop watch and a signaling device
- In the event of a technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra over- time before being disqualified
- Write the name of the contest at the top of the Time Record Sheet
- Write name of the Contestants on the Time Record Sheet as the Chairman reads them out
- Timing starts with the first definite verbal or nonverbal communication with the audience
- Advise that the Test Speaker for the Evaluation Speech Contest will be presenting a 5-7 minute speech and that lights should be green at 5 minutes, amber on 6 minutes, red on 7 minutes and remains on till the Speaker finishes. At the end of the speech, advise the Chairman of the time of the test speech. Simply say *Mr/ Madam Chairman, the time of the speech is....mins....seconds*
- Hand the Time Record Sheets to the Chief Judge
- Observe strict confidentiality

Briefing for Tally Counters

There are three Tally Counters for each contest.

- Discuss the instructions on the Counter's Tally Sheet
- Write the name of the contest at the top of the Counter's Tally Sheet

- Write the names of the Contestants on Counter's Tally Sheet as the Chairman reads them out
- Collect the ballots from the Judges (with the exception of the Tiebreaker who will give theirs to the Chief Judge)
- Ensure that the ballots are valid- with Judges name and signature and 3 place-getters, no ties
- 3 points given for 1st place, 2 points for 2nd place and 1 point for 3rd place
- One Tally Counter reads out the results from the Judges ballots and the other writes on the Counter's Tally Sheet, adds the scores carefully
- Then the roles are reversed
- In the event of a tie, see below
- Write the names of the 1st, 2nd, 3rd place getters in the appropriate space on the Counter's Tally Sheet and then return to the Chief Judge along with the Judges' ballots
- The Chief Judge will destroy all ballot sheets
- Observe strict confidentiality

What happens if there is a tie?

The process to be followed to break a tie is simple, once the Chief Judge has handed you the tie breaking ballot.

- The Contestant who has been placed highest by the Tiebreaking Judge will be awarded the place
- The other tied Contestant will move to the next place
- Please note that it does not matter where (overall) the Tiebreaking Judge has placed the Contestants – you simply choose the Contestant who has been placed highest (of the tied Contestants) on the Tiebreaking Judge's ballot



TOASTMASTERS
INTERNATIONAL®