

CONFERENCE & SPEECH CONTEST ORGANISATION

WHEN YOU ARE CHIEF JUDGE

The Chief Judge (CJ) of every contest has a high level of responsibility for:-

- The overall conduct of the contest
- The Judges who are charged with the responsibility of judging the contest
- The performance of the Contest Chair

It is therefore important that the Chief Judge has a thorough understanding of current contest rules in the Speech Contest Rulebook, which can be downloaded from the TI website each year.

The Chief Judge must also have a thorough understanding of the judging criteria for each Contest and the responsibilities of a Contest Chair.

Before the day of the contests:

Contact the organiser and discuss the following:

- Any points they are not sure about or need help with
- Request the name and contact details of the Assistant to the Chief Judge. Call them to ensure that they are aware of their role on the day (to brief SAA, Timers and Tally Counters on their responsibilities)
- Request the names and contact details of all four Contest Chairs. If your overall briefing time is challenging, contact the Contest Chairs by phone for their briefing and ensure that they have been given a script for introducing the Contestants. See Contest Chair scripts for each contest on District 69 website
- Request the names and contact details of the Judges. Contact them and establish if they have judged before and if not, recommend that they check out the <http://www.toastmasters.org/Members/OfficerResources/eLearning/SpeechContestModule.aspx>
- Request a program and run sheet for the event
- The list of Table Topics previously given at competing clubs contests to be in your folder on the day.

When you first arrive:

- Each Judge is to have a folder containing: current Judges Ballot for each

- contest, notepaper and envelopes (1 for each contest)
- Have extra copies of Judges Ballots for each contest
- Tiebreaking Judge's folder with ballots for each contest (you will be allocating the Tiebreaking Judge)
- Certificate of Eligibility and Originality, completed and signed, for each Contestant (have extra copies)
- Place-getters certificates to be signed by Contest Chair
- List of all Judges & Contest Officials ie Timekeeper, Tally Counter, SAA
- Current Speech Contest Rulebook (download from TI website)
- List of all Table Topics given at the previous level contests
- Establish the speaking area
- Establish the location of the Break-out Room, and the direction of approach to the speaking area from the Break-out Room

Duties on the day (prior to the Contest):

- Ensure that the correct number of judges has been allocated to the contest. The number of judges varies from one contest level to another – refer to Speech Contest Rulebook
- Brief the Contest Chairs. If time-challenged, you can organise to brief them by phone a day prior to contests. See Contest Chair script for each contest.
- In discussion with the Table Topics Contest Chair, decide on the topic question. You may offer one if you feel none is suitable.
- Allocate the role of Tiebreaker Judge to one of the judges. This is to be kept confidential.
- Brief all Judges (see comprehensive briefing below)
- Know where the Break-out Room is
- Observe strict confidentiality

Duties during the Contest:

After each contestant delivers their presentation, stand and wait until all Judges have completed their Ballot Sheet and signalled you that they have completed their scores. Signal the Contest Chair to continue when all Judges have finished allocating their marks for the previous Contestant.

It is your duty to ensure that the contest is conducted in accordance with Toastmasters International procedures. If you are unsure of the correct procedure to deal with any situation that arises, ask for assistance from any experienced member in the room.

Duties when each contest is completed:

Stand to watch that all Judges are completing their ballot sheets and holding them up for the Tally Counter. Once all are gathered, you will collect the Tie-breakers Ballot, the Time Record Sheets and leave the room with the Tally Counters and calligrapher. You ensure that the tally count has been conducted correctly and provide tiebreaker's ballot should it be required.

Any protest on the grounds of originality or eligibility is dealt with before announcing placegetters. You will advise the Contest Chair if there were any time disqualifications (but do not mention names). You hand the placegetters certificates, and trophies to the Contest Chair for announcement and presentation in reverse order eg third, second and first place before moving on to the next contest. When there are 4 or less Contestants, only second and first place are announced. When there are 5 or more Contestants, third, second and first place are announced.

Protests & disqualifications

Only Contestants and Judges can make protests. Originality & eligibility are the only grounds on which protests can be made (and if upheld, disqualification can occur). Refer to the current Speech Contest Rulebook for more details.

Briefing of the Contest Chair

Complete this briefing before the briefing of Judges so that the Contest Chair can quickly move on to briefing the Contestants. No matter what experience they may have had as a Contest Chair, every Contest Chair is briefed on their role and responsibilities. If they have had previous experience as a Contest Chair, acknowledge that experience but then explain that you have a responsibility to give a proper briefing.

Check that the Contest Chair has:

- Cards to draw for speaking order of Contestants
- Signed & completed Certificate of Eligibility and Originality for each Contestant (if not already handed to you). Have extra copies on hand.
- A copy of the script for the contestant briefing
- List of names of Contestants
- Completed Biographical Data Sheets

- Test Speaker's name & Biographical Data Sheet (if Contest Chair of the Evaluation contest)
- Suitable Table Topic (if Contest Chair of the Table Topic contest)
- Titles of speeches (if Contest Chair of the Humorous or International contest)

Go through the specific Contest Chair script with them, ensuring that they understand everything that is expected of them. Establish the speaking area for Contestants and a signal that indicates the Judges have finished computing their scores and next contestant can be introduced.

Ask the Contest Chair to move quickly through the re-introduction of Contestants by asking only one or two questions from the Biographical Data Sheet. They may choose to create their own questions but ensure that their interview is simple & fun as the Contestants want to relax after their presentation. The Contest Chair can also give the interview question during the briefing to allow the Contestants enough time to develop an entertaining response!

Remind the Chair that they will be presenting the placegetters certificates & trophies before they hand back to the MC. To avoid embarrassing the Contestants, they must have them seated (close to the speaking area) before they announce the winners.

Briefing of Judges

The briefing of the Judges is both an educational opportunity for the judges as well as one in which the Chief Judge can ensure that the Judges understand their role – to pick a winner and place-getters rather than evaluate the Contestants. The time allowed for briefings will usually be 20-30 minutes and you may be required to brief Judges on 2-3 contests during this time so the briefing needs to be run efficiently.

The briefing of Judges should be thorough as a small mistake in even some of the technical aspects (e.g. incorrect additions/ invalid ballot), may result in a contestant other than the true winner being announced in first place.

Tiebreaking Judge:

- The Tiebreaking Judge must rank every contestant – not just 1,2,3
- They will hand their ballot sheet to you & not the Tally Counter. It is only used in the event of a tie in 1st, 2nd or 3rd place
- The Tiebreaking Judge should be known only to the Chief Judge.

The briefing procedure:

- Ensure all Judges have the appropriate ballot sheets, envelopes, notepaper and pen for the contest/s they are to judge.
- Ask the Judges to ensure their ballot form is signed and their name printed in the space provided when they give it to the Tally Counters. An unsigned ballot will result in that ballot being ruled invalid and the score for that Judge will not be taken into account
- Discuss the judging criteria, checking that they have a good understanding of each section. e.g. content, delivery and language
- Discuss the Judges Code of Ethics found on the reverse of the judging form
- Establish a signal system for Judges to indicate they have finished allocating scores

Remind the Judges that:

- Purpose of the contest is to select a winner, second and third place getters
- Responsibilities of a Judge: to the Contestant (to listen and focus), Toastmasters International, audience and themselves
- Write down the Contestants name as the Contest Chair reads them out
- Write notes about the speech (refer to your notes in the event of a tie)
- Allocate scores for each Contestant in the minute of silence after the speaker has finished
- Choose the best speech today
- You must allocate 1st, 2nd and 3rd place on your ballot, as well as sign and print your name for the ballot to be valid. If you have a tie, break it by referring to your notes and choosing the higher placed speaker
- You need to be accurate in your additions – once submitted the ballot sheets cannot be changed
- You should start allocating scores to the speech as the Contestant has finished speaking. The conclusion is part of the speech in all sections of the ballot sheet and must be judged.
- You are to signal to Chief Judge each time you finish scoring (CJ will be standing)
- You are bound by a confidentiality agreement and cannot give any feedback to Contestants (advise the Contestant to ask Chief Judge or someone in the audience)
- You need to sit where you can see and hear the Contestants
- You must destroy the top part of your ballot sheets

Judges to avoid bias:

- Judge on the performance of the speakers today, rather than on what you have heard them present or think they may achieve at a higher level
- Judge strictly by the ballot sheet , rather than allowing emotional reaction to the subject matter to cloud your judgment
- Helping the 'underdog'
- Pre-judging a speaker because you've heard them deliver the same speech before. This version may be entirely different!

As de-briefing is no longer included in the contests, your duty is completed when the final placegetters are acknowledged by their Contest Chair. Relax in the knowledge that your dedication has ensured the best possible outcome for all Contestants.

