

CHIEF JUDGE

References: Toastmasters International Speech Contest Manual
Speech Contest Rulebook

Forms: * Speaker's Certification of Eligibility and Originality

* Speech Contestant Biographical Information

* Speech Contest Time Record Sheet and Instructions for Timers

* Counter's Tally Sheet

* Notification of Contest Winner

* International Speech Contest Judge's Guide and Ballot

* International Speech Contest Tiebreaking Judge's Guide and Ballot

** Evaluation Contest Judge's Guide and Ballot

** Evaluation Contest Tiebreaking Judge's Guide and Ballot

* These can be found in the Speech Contest Manual

** These are not in the Speech Contest Manual, but are available from TI.

1. Qualifications

The Chief Judge should be familiar with the rules, have the Speech Contest Manual, Speech Contest Rulebook and necessary forms, and have taken Judge Training.

2. This Guide

The following guide is based on the TI Rulebook, but slightly tempered by experience in Areas in Division D and Division D itself, where attendance at these conferences is often too small to allow strict adherence to all Rulebook provisions. In such cases, the Chief Judge must use some personal judgment based on TI basic aims and principles, including honesty and fairness.

3. Preparation

Familiarize yourself with the rules. Have or make enough copies of all the necessary forms. If possible, find out who the contestants are well before the contest. Arrange for the contestants to complete the Speaker's Certification of Eligibility and Originality and the Speech Contestant Biographical Information.

*

Select Judges, Timers, and Counters. Of these, the selection of judges is the most difficult. There should be at least 5 judges, preferably with equal representation from each club that has a contestant. Judges should preferably have completed 6 Communication & Leadership Manual projects, and have completed Toastmasters Contest judge training (on one occasion I was forced to give a brief judge training session at the conference in order to get enough reasonably qualified judges.) Having too few judges can result in questionable results.

Two Timers should be appointed and provided with a set of timing lights, and each should be given a stopwatch. The timers do not need special training, but should be very reliable.

Select 3 Counters: no special requirements. Counters are supervised by the Chief Judge, so they do not even need to be Toastmasters. However, avoid having most or all counters from one specific club

Select a Tiebreaking Judge. Sometimes it is expedient for the Chief Judge to also be Tiebreaking Judge. Qualifications are the same as for judges.

4. Briefing. While the Contest Chairman briefs the contestants, the Chief Judge briefs the Judges, Timers, and Counters. You won't have time to review the Judge's Guide in detail, but answer any questions from the judges. Then remind them of the following:

(a) They will have a minute of silence between contestants. In that time the judges should check their addition of points and make sure that no two or more contestants have the same total points (if this happens, the judge must break the tie the best way he can, or his ballot will be invalid).

(b) Judges must clearly mark their choice of first, second, and third place winners on their ballot, print and sign their own name, and tear off and hold up their ballots when they have finished judging. The Tiebreaking Judge must rank all contestants.

(c) Specifically emphasize the Judge's Code of Ethics: the three items on the bottom of the back of the Judge's Guide and Ballot. In #3, "official policy" means "don't reveal these." The Chief Judge and Contest Chairman occasionally reveal disqualifications at their discretion. Timers and Counters must abide by the Judge's Code of Ethics also.

For the timers, review the timing, light, and disqualification rules; see the bottom of the Time Record Sheet. Emphasize the need for accuracy with the lights and in recording times, particularly if the time is near a disqualification time.

You can briefly describe the counting procedure, and tell Counters that they will be under your supervision when tallying the scores.

5. During the Contest. The Chief Judge has no duties during the contest, other than to add any necessary comments following the Contest Chairman's opening remarks. However, if you are also the Tiebreaking Judge or another Judge, you would obviously be completing a Judge's Guide and Ballot during the contest.

After the minute of silence following the last contestant, you pick up the completed Time Record Sheets from the Timers, and the Tiebreaking Judge's ballot, and you and the Counters pick up the Judge's ballots as they are held up. Make sure you have all the ballots, then you and the Counters leave the room

6. Counting . Check that none of the contestants were disqualified for time. If they were, their name(s) would be crossed off the ballots.

Instruct the counters to mark down the names of all contestants and all judges in the appropriate places on the Counter's Tally Sheets. Then display the Judge's Ballots, so that each Counter can mark his sheet (3 points for each contestant that each judge marked as first place, 2 points for second, 1 point for third. **DO NOT** reveal the Tiebreaking Judge's ballot at this time. Counters now total the points for each contestant. Make sure that all Counters' total points agree. If they don't, resolve the discrepancy.

Check for ties between contestants. If there are any ties, the higher-ranking of the tied contestants, according to the Tiebreaking Judge's ballot, would become the higher ranking of the tied contestants, in the final contest standings. No other contestant rankings are affected. This is the only situation in which the Tiebreaking Judge's ballot is revealed and used..

Finally, collect all ballots and the Time Records, list the winners on a piece of paper, and give it to the Contest Chairman.

7. At a suitable time during the conference, publicly thank the Judges, Timers, and Counters by name (do not name the Tiebreaking Judge, who remains anonymous). Ensure that there is a vote to destroy the ballots after the results have been announced.

8. Protests. See the Rulebook for handling of protests. Any protests must be made before the results are announced, in order for the protest to be considered.

9. Disqualifications for Time. Normally these are not announced. The rules do give some discretion, however. I believe that there is a case for announcing a disqualification for time in a situation where an obvious contest winner was disqualified for time. Not announcing this can lead to people believing that the judges were incompetent or corrupt in not "picking the obvious winner".

CHIEF JUDGE – BRIEFING CHECK LIST

Counters: Collect ballots from judges.

Give ballots to chief judge for counting.

Fill in counter's tally sheet under chief judge's supervision.

Each counter's sums must be the same.

All information on tally sheet is strictly confidential.

Timers: Timing starts with the Contestant's first definite verbal or non-verbal communication with the audience.

Time the test speaker in the evaluation contest.

Time the 5 min. allowance for the evaluation contestants to complete their notes.

Timing: (Refer to timing sheet.)

International & Humorous – 5 to 7 minutes. Disqualified if under 4 min. 30 sec. or over 7 min. 30 sec.

Green at 5 min., amber at 6 min., red at 7 min. Stays on.

Evaluation – 2 to 3 min. Disqualified if under 1 min.30 sec. or over 3 min.30 sec.

Green at 2 min., amber at 2 min.30 sec., red at 3 min. Stays on.

Table Topics – 2 min. Disqualified if under 1 min. or over 2 min.,30 sec.

Green at 1 min., amber at 1 min.,30 sec., red at 2 min. Stays on.

Record each contestant's time on form. Submit form to Chief Judge immediately following the last presentation.

If requested, may give contestant his/her time only.

Chief Judge may announce disqualification at his/her discretion. Otherwise, do not discuss times with anyone else.

Judges: 1 min. of silence after each contestant.

Check your addition.

You should have no ties.

Disregard timing.

Take as much time as needed to finish scoring when all contestants have spoken.

Mark clearly on ballot your choice of 1st, 2nd, and 3rd.

Sign & print your name on the ballot, & hold it up for the counters to collect.

Ethics: (see back of judging form.)

a.) Avoid bias – do not allow friendship, affiliation, age, sex, race, creed, national origin, political beliefs, profession or disapproval of speech topics to interfere with your decision.

b.) Be objective

c.) Confidentiality – Avoid public criticism of contest or contestants.

- Refrain from divulging scores & ranking.

Protests: Protests may be made by contestants or judges, only.

Protests are made to Chief Judge or Contest Chair, only.

Protests must be made prior to the announcement of the winners.