Chief Judge Script for 2019 Contests
International and Table Topics Contests – UPDATED 11/1/19

Explanation of Chief Judge Duties on pages 1-2. Chief Judge Script on page 3-4. (This helpful guide does not replace the Rulebook. Be sure to read and keep a Rulebook on hand.)

Briefing of Judges (prior to start of contest and ideally in another room, away from the contestants)

- It’s a good idea to include the ballot counters in this briefing so they know who the judges are.
- Judges should be trained or have prior experience
- The tiebreaker judge is not here and has been briefed privately.
- If this is a combined area contest, contestants are judged only within their own area.
- Review judging forms
  - Tell judges to read the judging criteria and code of ethics prior to start of contest
  - Judging based on today’s performance—do not compare to other times judge may have seen the speaker
  - Remind judges to sign and print their names at the bottom of the form; if not completed, vote is invalid.
  - Remind judges to write out winners (1-3) in order. Tiebreaker judge must rank all participants. Note: No one should know who the judges are, especially the tiebreaker. (Only the chief judge knows who the tiebreaker judge is)
  - Judges must break their own ties. Do not record ties on the ballot.
  - Tear off ballot part of judging form.
- Timing
  - Judges are not to consider timing when voting.
- Protests [reference rulebook for full details]
  - Protests can only be made by contestants and judges to the chief judge or contest chair/master prior to the announcement of winners
  - Protests can be made on the basis of originality and eligibility.
  - If the order of the winners is incorrectly announced, the ballot counter should inform the chief judge immediately, and the chief judge can interrupt the announcement to make the correction. Once the contest is adjourned, there CANNOT be any corrections.
- Silence
  - One minute of silence after each speaker; as much time is needed after the last speaker.
- Collection of ballots
  - When finished completing ballot for each contest hold folded ballot slip out for ballot counter to collect
- Do not share scoring with contestants. Keep upper portion of ballot—do not throw away at the contest venue
- If a contestant wants to know his/her time, refer the contestant to the chief judge.
- Ask if there are any questions
- Return to main contest room
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Briefing of Ballot Counters (prior to the start of contest):
• Collect ballots when the contest master announces silence as long as is needed (following the last speaker of each contest)
• ONLY the Chief Judge will collect the Tiebreaker Judge’s Ballot and Timer Record Sheet
• Go with the chief judge to a private area to tally the ballots.
• Record judge and contestant names on score sheet and mark appropriate score according to sheet directions
• Tally final score of contests
• Chief judge will complete the Notification of Winner form with ALL names indicated, even if there are more than three contestants. This could become important if a contestant is unable to advance to the next level.
• Tear up score sheets or put away—do not throw away in contest room
• Depending on contest agenda, may tally both contests at one time; need to coordinate this step with contest master/contest chair.

Briefing of Timers (prior to start of contest – it’s a good idea to do this in the contest room)
• Table Topics contest
  o The speech is one to two minutes.
  o Qualification between 1:00 minute and 2:30
  o Lights/Cards:
    ■ Green – 1:00
    ■ Yellow/Amber – 1:30
    ■ Red – 2:00 remain until complete

• International Speech
  o The speech is five to seven minutes.
  o Qualification between 4:30 and 7:30 minutes
  o Lights:
    ■ Green – 5:00
    ■ Yellow/Amber – 6:00
    ■ Red – 7:00 remain until complete
• Start timing at the first word or gesture of the contestant
• When timing milestones are met, continue to hold card/keep light on until next milestone
• Record times on Timer sheet (use separate sheet for each contest)
• Circle any contestants who were under or over time on the timer sheet
• Give Timer sheet to chief judge/ballot counter when ballots are collected
• Do not reveal a contestant’s time. Tell a contestant who wants to know his/her time to see the chief judge.
Contest Script

• When the contest master introduces the chief judge:
  o Announce that you have briefed all the judges
  o Review the contest rules:
    ▪ Eligibility for Table Topics contest
      • Member in good standing in a club in good standing and this has
        been verified (make sure that this has been verified with TI)
    ▪ Eligibility for International Speech contest
      • Member in good standing in a club in good standing and this has
        been verified (make sure that this has been verified with TI)
      • Completed at least 6 speeches in the Competent Communication
        manual OR have earned a Certificate of Completion in Levels 1 and
        2 of any path in the Toastmasters Pathways learning experience
    o Timing
      ▪ Table Topics contest
        • The speech is one to two minutes.
        • Qualification between 1:00 minute and 2:30
        ▪ Lights/Cards:
          o Green – 1:00
          o Yellow/Amber – 1:30
          o Red – 2:00 remain until complete
      ▪ International Speech
        • The speech is five to seven minutes.
        • Qualification between 4:30 and 7:30 minutes
        ▪ Lights:
          o Green – 5:00
          o Yellow/Amber – 6:00
          o Red – 7:00 remain until complete
      ▪ Point out where timer is located in the audience to ensure contestants
        can see.
    o Protests [reference rulebook for full details]
      ▪ Protests can only be made by contestants and judges to the chief judge
        or contest chair prior to the announcement of winners
    o Silence for Judges:
      ▪ There will be one minute of silence after each speaker; as much time as
        needed following the last speaker.
    o Ask audience if there are any questions.
  • When returning control to the Toastmaster, announce, “Let the contest begin.”
Miscellaneous notes

- It is the contest chair’s responsibility to verify contestant eligibility.
  - Use the Eligibility Assistant in Leadership Central OR
  - Contact the Speech Contests team at World Headquarters at speechcontests@toastmasters.org
- Make sure there are enough copies of all the judging forms (the tiebreaking forms are different from the regular judging forms)
- Chief judge should have the Speaker’s Certification of Eligibility and Originality sheets for each speech contestant prior to the contest beginning.
- Always have a rulebook handy.
- Complete the Notification of Contest Winner form for each contest. Following a club contest, give the form to the area director; following an area contest, give form to the division director; following a division contest, give the form to the contest chair of the district-level contest. Record the order of ALL contestants for future reference.
Protests and Disqualifications: [Rulebook verbatim-pg. 15]

A. Protests are limited to eligibility and originality and must only be lodged by voting judges and contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).

B. The chief judge, contest chair, voting judges and contestants must not consider protests from audience members.

C. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.

D. The contest chair can disqualify a contestant on the basis of eligibility.

E. All decisions of the voting judges and qualifying judges are final.

More About Protests: [Doesn’t happen often, can be daunting, important part of a fair process]
A note of personal experience from being in two different protest meetings under the guidance of two different Past District Directors as a voting judge. In both cases the protest was a question of originality.

Protest

1. If a protest is brought to the attention of the chief judge by the voting judges or another contestant and if it is based on originality, the chief judge would gather all of the voting judges to discuss in a separate private room.

2. Any protest on eligibility would be based on a member and their club both being in good standing and the member having completed the required 6 speech minimum in the Competent Communicator or level 1 and level 2 of any path in pathways. This should be verified in advance by the contest chair and should not be an issue during a contest.

Process

- The Chief Judge facilitates the discussion about the protest with all judges. The decision is not based on a feeling; it is based on an absolute opinion whether or not more than 25% of the contestant’s International speech was not original content.

- If the judges vote by majority that they deem the contestant’s speech to lack at least 75% originality in content, the contestant can be disqualified by majority vote. Any disqualifications are to be announced by the contest master prior to announcing awards without announcing the person’s name.

Actual Scenarios:

Case 1: A judge was concerned about originality and launched a protest. The Chief Judge had conversation with judges and decided to bring the contestant in to “be given an opportunity to respond to the voting judges.” Once the contestant left the room, the judges voted. The outcome vote was to keep the contestant eligible and not to disqualify.

Case 2: In another case, judges decided a speech was too close to 75% or more original content; therefore, they did not need to speak with the contestant and voted to maintain contestant eligibility.

Case 3: There was a contest where one contestant told a story of a movie for more than half of the speech. This contestant was disqualified.