

Contest Roles and Their Responsibilities

Role	Role description
Contest Chair	Organizes the contest, oversees the planning progress, and ensures all things are in place—before, during and after. Recruits Chief Judge and Contest Master. * Distributes Contestant bios and eligibility forms. Provides opening and closing remarks. Presents winners. (*often recruits judges, ballot counters, and timers too)
Zoom Master (Sergeant at Arms 1)	Sets up meeting and breakout rooms; moves people to the appropriate rooms at the proper times, admits people to Zoom meeting, mutes and unmutes audio, hides video
Zoom Co-Host (Sergeant at Arms 2)	Back up for muting and unmuting and hiding video. Operates slides.
Sergeant at Arms 3 (optional)	Can be second Zoom co-host responsible for admitting people into main room, muting and unmuting.
Contest Master**	Emcee or "Toastmaster" of the contest, working from script. Conducts the contestants' briefing before the contest (following the script). Collects Contestant bios. **Responsibilities can be determined by Contest Chair. Contest Chair can act as Contest Master if desired.
Chief Judge	Recruits judges, ballot counters, and timers*. Briefs these officials before contest (following script). Collects contestant and judges' eligibility forms. Presents contest rules at contest (following script). Collects judging ballots from and works with ballot counters to tally judges' votes. Handles protests. Relays contest winners to Contest Master and Zoom host and reports them to D10 official at next contest level. (Contest Chair can recruit these officials, too)
Tie-Breaking Judge	Completes Tie-Breaking Judging ballot, selects first-, second-, and third-place winners, and sends the results to Chief Judge. Ballot is used only in the event of a tie. Briefed individually by Chief Judge.
Judges	Complete Judging ballot, select first-, second-, and third-place winners, and send results to Chief Judge. Attend Chief Judge's briefing before contest.
Ballot Counters	Review judges' ballots with Chief Judge to tally votes. Attend Chief Judge's briefing before contest.
Timer 1	Uses stopwatch to time each speaker and displays virtual background or other timing indication (example, green paper). Official timekeeper who reports time on Timing Record Sheet. Attends Chief Judge's briefing before contest. Also attends contestants' briefing.
Timer 2	Backup timer who also keeps time. If Timer 1 has technical issues, Timer 2 becomes visible and takes over. Their times are used in the event of Timer 1 connection loss. Attends Chief Judge's briefing before contest. Also attends contestants' briefing.
Contestants	Complete eligibility and contestant profile forms. Attend contestants' briefing, give speeches, and are interviewed during contest break.