



Table Topics Chief Judge Briefing Checklist

The following is a summary of the official Contest Rulebook. Please read the rules (item 1171 on www.toastmasters.org)

Chief Judge Duties

- Brief all officials identified on this handout.
 - Collect the Judge's Certification of Eligibility and Code of Ethics Form (item 1170) from each judge and confirm that they have completed the requirements.
- Make sure you have received a filled-out Certificate of Originality and Eligibility form (item 1183) from each contestant.
 - Get the completed contestant Certificate of Originality and Eligibility form (item 1183) from the Toastmaster or Contest Chair.
 - You may have received this form from an earlier contest.
- Get the speaking order from the Toastmaster or Contest Chair as soon as possible so you can the information with your judges when you brief them.
 - If you don't have the speaking order before briefing the judges get it to them as soon as possible before the contest begins.
- As Chief Judge, you are not a voting judge.
- Brief the contest rules when called upon by the Toastmaster during the contest.
- When the contest is over, make sure that you ask the 1st, 2nd and 3rd place winners to fill out the notification of contest winner form. You should make sure that the next level contest chair receives this form along with each speaker's Certification of Originality and Eligibility form.

Functionaries

- **Judges**
 - At the **Club** level, use five judges if possible.
 - At the **Area** level, you must have at least five judges or equal representation from each club in the Area.
 - At the **Division** level and above, you must have at least seven judges or equal representation from the Areas composing the Division for Division Contests.
 - At the **District** level, you must have at least seven judges or equal representation from the Divisions composing the District for District Contests.
 - At the Dry Run/Pre-Briefing for Online Contests collect each Judge email address and cell phone number.
 - Provide your cell phone number to each judge.
 - Provide your email address and the email address of each Ballot Counter to each judge.



- **Tiebreaker Judge**

- You must select a tiebreaker judge. Ideally, this judge should not be a member of the club in a **Club** contest; the **Area** in an Area contest; the **Division** in a Division contest; or the **District** in a District contest.
- At the Dry Run/Pre-Briefing for Online Contests, collect the Tiebreaker email address and cell phone number.
 - Provide your cell phone number to the Tiebreaker Judge.
 - Provide your email address and the email address of each Ballot Counter to the Tiebreaker Judge.

- **Ballot Counters**

- You must have three ballot counters.
- In unusual circumstances if you don't have three you must have at least two ballot counters at the Club, three is preferable and required for Area, Division and District.

- **Timers**

- You must have two timers, a primary and secondary.
- Both timers should have the Timer Backgrounds showing Timer, Green, Yellow and Red.
- If available at the Division and District contests a third timer can be used.

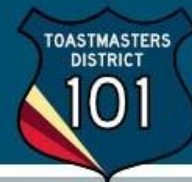
Functionary Briefings

- **Judges**

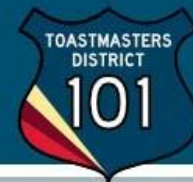
- The Chief Judge must collect a completed Judge's Certification of Eligibility and Code of Ethics Form (item 1170) from each judge.
 - The Judges must send the completed Form by email to the Chief Judge prior to the contest.
- Explain the ballot to the judges:
 - Contestant names are written across the top of the ballot. However, you may not know the order of the contestants until the contest begins, at which time the Toastmaster of the contest will announce the order of the contestants.
 - Along the side of the ballot are the judging criteria. When a contestant finishes his/her speech, write what you think the contestant's score should be to the right of each item and in the column for that contestant.
 - Review the back of your ballot for a description of each judging item.
- Read the Judge's code of ethics on the back of the ballot.
- Advise the judges:
 - You will be given one minute of silence after each contestant finishes his/her speech to write down your score and add them up for your total score for that contestant.
 - When the contest is over, you will be given time to complete your ballot and submit your first, second and third selection.



- Send an email to the Chief Judge and Ballot Counters with your choice of 1st Contestant **Name**; 2nd Contestant **Name**; 3rd Contestant **Name**.
 - In District contests when the formal TI ballot is required you will use the online fillable document provided.
- You are to ignore time in your judging of each contestant.
- Destroy the top part of the ballot at some location away from the contest site.
- **Protests:**
 - Only judges or contestants can make a protest.
 - Protests can only be based on eligibility, originality, or referencing another contestant's speech.
 - In Table Topics you do not see the response of the contestants who speak before you so any protest by a contestant could only be based on originality for a contestant who speaks after you.
 - Eligibility is determined by the Contest Chair, Toastmaster and Chief Judge before the contest begins. Information presented to contradict this will be resolved by the Contest Chair and Chief Judge.
 - A protest of originality must be made to the Chief Judge only before the announcement of the winners is made. After that, it's too late.
 - When a protest is received the Chief Judge will ask the Tech Chair to move all the judges, not including the Tiebreaker Judge, to the breakout room.
 - The protestor or Contest Chair will present the protest to the Judges and be returned to the contest.
 - If the Chief Judge presents the protest, he or she will remain with the Judges for the discussion and deliberation.
 - The protested contestant is brought into the breakout room and presented with the protest. The contestant is allowed to respond to the protest, then returned to the contest.
 - The judges vote whether to concur and uphold the protest.
 - A majority of judges must concur to uphold a protest.
 - After the vote the judges leave the breakout room. The Chief Judge will notify the Contest Chair with the results.
 - The Contest Chair will privately notify the contestant that he or she is disqualified on the basis of eligibility before the contest adjourns.
- **Tiebreaker Judge**
 - The Tiebreaker Judge is briefed privately by the Chief Judge.
 - Collect a completed Judge's Certification of Eligibility and Code of Ethics Form (item 1170).
 - If the contest is Online the judge must send the completed form by email to the Chief Judge prior to the contest.
 - Explain the ballot to the Tiebreaker Judge:
 - Contestant names are written across the top of the ballot. However, you may not know the order of the contestants until the contest begins, at which time the Toastmaster of the contest will announce the order of the contestants.



- Along the side of the ballot are the judging criteria. When a contestant finishes his/her speech, write what you think the contestant's score should be to the right of each item and in the column for that contestant.
- Review the back of your ballot for a description of each judging item.
- Read the Judge's code of ethics on the back of the ballot.
- Advise the Tiebreaker Judge:
 - You will be given one minute of silence after each contestant finishes his/her speech to write down your score and add them up for your total score for that contestant.
 - As the tiebreaker judge, you must rank every contestant on your ballot, not just the top three. Send your email to the Chief Judge with each Contestant's Name ranked in order from one to however many contestants there are.
 - In District contests when the formal TI ballot is required you will use the online fillable document provided.
 - You are to ignore time in your judging of each contestant.
 - Destroy the top part of the ballot at some location away from the contest site.
- **Protests:**
 - Only judges or contestants can make a protest.
 - Protests can only be based on eligibility, originality, or referencing another contestant's speech.
 - Eligibility is determined by the Contest Chair, Toastmaster and Chief Judge before the contest begins. Information presented to contradict this will be resolved by the Contest Chair and Chief Judge.
 - A protest of originality must be made to the Chief Judge or Contest Chair before the announcement of the winners is made. After that, it's too late.
 - When a protest is received the Chief Judge will ask the Tech Chair to move all the judges, not including the Tiebreaker Judge, to the breakout room.
 - The protestor will present the protest and be returned to the contest.
 - The protested contestant is brought into the breakout room and presented with the protest. The contestant is allowed to respond to the protest.
 - The judges vote whether to concur and uphold the protest.
 - A majority of judges must concur to uphold a protest.
 - After the vote the judges leave the breakout room. The Chief Judge will notify the Contest Chair with the results.
 - The contest chair will privately notify the contestant that he or she is disqualified on the basis of eligibility before the contest adjourns.
- **Ballot Counters**
 - Provide the Counters Tally Sheet (Item 1176) to each Ballot Counter
 - Write the names of the Contestants along the top of the form.
 - Write the names of the Judges along the side of the form. However, don't write down the tiebreaker Judge's name.



- Use the Counter Tally Sheet Spreadsheet found in the **Counter Tally** folder in the **Spring 2021 – Online Speech Contest Resources**
- The Ballot Counters and the Chief Judge remain in the breakout room to tally the ballots.
- The Chief Judge reads each ballot one at a time.
 - Each Ballot Counter writes the appropriate number of points given by each judge under each contestant's name. Then, add up the score for each contestant.
 - Three (3) points are scored for each first-place ranking; Two (2) points are scored for each second-place ranking; One (1) point is scored for each third-place ranking
 - Ballot Counter 1 tally's each ballot onto Form 1176
 - Ballot Counter 2 tally's each ballot onto Form 1176
 - Ballot Counter 3 tally's each ballot into the Counter Tally spreadsheet.
- The Chief Judge verifies a ballot was received from each Judge.
- When all ballots are tallied, the Chief Judge and Ballot Counters compare the three Tally Sheets updating the Counter Tally spreadsheet as needed.
- The Chief Judge eliminates the time disqualified contestants and reports the 1st, 2nd and 3rd place contestants to the Contest Chair.
- Once the ranking has been sent to the Contest Chair, the Chief Judge will complete the Notification of Contest Winner form (Item 1182) and provide it to the Contest Chair at the end of the contest to notify the next level contest.
- If required the Chief Judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the Contest Chair.

• Timers

- There is a primary and secondary Timer. When possible a third Timer may be used.
- They need a timing device, such as a phone or stopwatch which times goes to tenths of a second.
- At the start of the contest the Chief Judge will send an email to the Timers with the names of the contestants. If the speaking order is already known, the names will be in speaking order.
- Each Timer needs the four background images: Timer, Green, Yellow, Red.
- The Timer background is displayed until the Green background is shown; the Green is displayed until the Yellow background is shown; the Yellow is displayed until the Red background is shown.
- The Red background remains displayed until the speaker concludes. Do not indicate if the speaker is overtime.
 - **Table Topics Contest Speeches** must be from one (1) minute to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
- Timing begins when the speaker utters his/her first word or obviously begins the speech with gestures, sound effects, or movement toward the audience.
- Even though the secondary Timer has their video off, they should change their background at the appropriate times in case they must switch to be the primary Timer.
- Record each speaker's time next to their name on the email sent by the Chief Judge.



- At the end of the contest send the completed email with the time of each speaker next to their name to the Chief Judge. Write/Type TIME next to any times that are under or over the minimum/maximum required time.
- **One Minute of Silence:**
 - During the One Minute of Silence the Timer will show the Red Background or Red Light.
 - At the end of the One Minute of Silence change the Red Background or Red Light to Green.
 - After the last One Minute of Silence the Timer will show the Red Background or Red Light until the Chief Judge, Ballot Counters and Judges have been moved to the breakout room, of the Chief Judge reports all ballots are collected.
- **Sergeant-at-Arms**
 - There are no physical setup requirements for an Online Contest.
 - Gavel down and call the contest to order.
 - Provide housekeeping tips: remain on mute; if video can be, or must be off; silence; turn video off when leaving/entering contest; pictures; recording; breaks; and any other items the Contest Chair needs the audience to know.
 - **Additional Table Topics Contest procedures:**
 - When the contest begins, all contestants except the first contestant shall be moved into the breakout room. The Sergeant at Arms shall supervise the contestants in the room.
 - The Sergeant at Arms should time 3 minutes in between contestants and ask the next contestant to be ready when the tech chair notifies the Sergeant at Arms to send out the next contestant.

Table Topics Contest Rules Briefing:

- When called upon by the Toastmaster the Chief Judge will brief the Table Topics Contest Rules. The following sections are presented as one briefing without the topic headings.

Eligibility

(if the Toastmaster **has not** defined the eligibility criteria)

To be eligible to compete in today's contest each Toastmaster must be a member in good standing in a club in good standing.

- That means the member has paid dues and the club has paid dues to Toastmasters International.



District Office or Other Contest

- *The member cannot have declared the intent to run for Area, District or International office.*
- *The member cannot be competing in another Division Table Topics Speech contest.*

Statement of Eligibility

- *All contestants meet the eligibility criteria.*

(based on the Chief Judge receipt of Eligibility Forms)

Originality

- *All speeches are to be substantially original - any quoted material must be identified during the speech presentation.*

(25% or less of the speech may be non-original material. The Material must be attributed to the source where the contestant heard it/saw it)

Audio Instructions to the Audience

- *Except for the announced speaker and signaling timer everyone will remain muted with their video off.*

Speech Timing and Timer Demonstration

- *Table Topics Contest speeches must be from 1 minute to 2 minutes. Any contestant speaking less than 1 minute or more than 2 minutes 30 seconds will be disqualified.*

- *Timer please prepare to demonstrate the timing:*

- *Green Background at 1 minute*
- *Amber/Yellow Background at 1 minute 30 seconds*
- *Red Background at 2 minutes. The Red Background will stay up until the speaker has finished speaking. No notice will be given if a speaker goes over time.*

- *Timing starts with the 1st word uttered or when the speaker uses any form of communication to the audience.*



- Judges have been instructed not to consider time in their ranking of the speakers

Light Failure

In the event the lights fail,. the speaker should continue to speak unless advised to stop by me, or the Contest Chair. I will grant an additional 30 seconds time to the speaker.

One Minute of Silence

- As mentioned there will be a one minute of silence in between speakers. Please note that means total silence.

Technology Failure

If audio or video technology fails during the contest

- *If only one contestant is impacted, as the Chief Judge I will pause the contest until the technology issue is resolved.*
- *The contestant will resume their speech at the point at which the technology failed and will be allowed **30 seconds** extra time for the completion of his or her speech.*
- *If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.*

Number of Judges

- *There are **7 judges (no less than 5 for Area, and can be more than 7)** and a secret tie breaker judge known only to the Chief Judge*
- *All judges have been briefed and are qualified to judge this contest.*

Protests and Winner Announcement

- *Protests may only be entered by a contestant or a Judge. The protest must be based on eligibility, originality, or referencing another contestant's speech and presented to the either the Chief Judge and/or Contest Chair*

In Table Topics you do not see the response of the contestants who speak before you so any protest based on originality would be for a contestant who speaks after you.



- *Once the results have been announced, all decisions are final. Are there any questions?*

Declaration of Eligibility

All the contestants, judges, timers and ballot counters have been briefed.

Move Contestants to Breakout Room

Will the Tech Chair please move the Sergeant of Arms and all contestants except contestant No. 1 to the breakout room. (allow time)

Announcement of Winners

- If the announcement of the winners by the contest chair is incorrect or in the wrong order, only the Chief Judge or a Ballot Counter can bring the error to everyone's attention.
- Immediately interrupt the contest chair making the announcement and privately tell the contest chair and the Chief Judge what the correct order should be or why a contestant should not be identified as a winner.