



Chief Judge Contest Officials Briefing Checklist

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

Chief Judge Duties

- Brief all officials identified on this handout.
- Make sure you have received a filled-out Certificate of Originality and Eligibility form (item 1183) from each contestant. You may have received this form from an earlier contest. If you haven't, ask the contestants to fill one out before the contest begins.
- If possible, attend the contestant briefing that will be conducted by the Contest Master. If you cannot attend, at least obtain the names of the contestants and their speaking order so that you can tell your judges when you brief them on their duties.
- You, as Chief Judge, are not a voting judge.
- When the contest is over, make sure that you ask the 1st and 2nd 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.
- How many judges should you have?
 - 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, or the Divisions composing the District for District Contests.
- In addition, one additional judge must be a tiebreaker judge. Ideally, this judge should be a member of a club that is outside of the contest jurisdiction; i.e. for a club contest, a member from another club; for an Area contest, a member from a club from a different Area, etc.
- You must have three ballot counters.
- You must have two timekeepers.
- Brief all your Judges, Timers, Ballot Counters and Sergeant at Arms before the contest begins as outlined in this checklist.
- During the contest, after the last speaker has finished speaking:
 - You must retrieve the Timing sheet from the Timers
 - You must discreetly collect the ballot from your secret tie-breaking Judge.
 - All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
 - After the winners have been announced, the chief judge will destroy all ballots, the timing record, and the tally sheet.



Briefing the Judges

- Collect the certification of eligibility and code of ethics form (item 1170) from each judge and confirm that they have completed the requirements.
- Ask the judges to sign the bottom part of their ballots (verify that it is the correct form: International #1172, Evaluation #1179, Humorous #1191, Table Topics #1180, Tall Tales #1181).
- 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.
- Read 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.
- 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 fill in the bottom part.
- Only write down your choice for 1st, 2nd or 3rd place contestants. Do not write anything else in the bottom part of the ballot other than your choice for 1st, 2nd or 3rd place contestant plus your signature and printed name.
- When the contest is over, only turn in the bottom part of your ballot to the Ballot Counters, who will collect them.
- Destroy the top part of the ballot at some location away from the contest site.
- Try not to sit next to or near any of the contestants.
- How to make a protest:
 - Only judges or contestants can make a protest.
 - Protests can only be based on eligibility or originality.
 - A protest must be made to the Chief Judge or Contest Chair before the announcement of the winners is made. After that, it's too late.
 - The contestant must be given an opportunity to respond to the judges on a protest regarding originality. Then, the judges will vote as to whether they concur. A majority vote of the judges is needed to concur.
 - The contest chair will privately tell a contestant that he was disqualified on the basis of eligibility before the contest adjourns.

Briefing the Tiebreaker Judge

(Not briefed at the same time as the voting/regular judges.)

- Collect the certification of eligibility and code of ethics form (item 1170) and confirm the requirements.
- Ask the judge to sign the bottom part of the ballots. Provide the correct form: International #1188, Evaluation #1179A, Humorous #1191A, Table Topics #1180A, Tall Tales #1181A.



- The same rules apply as for a regular judge.
- As the tiebreaker judge, you must rank every contestant on your ballot, not only the three winners.
- Your ballot will only be used if there is a tie; otherwise, your ballot will not be used.

Briefing the Timers

- Use the Timers' record sheet (item 1175)
- Listen for when the speaker utters his/her first word or obviously begins the speech with gestures or sound effect. Then, start your stopwatch.
- Show lights/signals/flags for low, middle, and high times.
- The green is displayed until the yellow signal is shown; the yellow is displayed until the red is shown.
- Leave the red high light/signal/flag on; do not turn it off even if speaker goes over time.
- Do not indicate the speaker that s/he is overtime
- Backup timer keeps time in case primary timer does not pay attention or his/her stopwatch malfunctions.

Briefing the Sergeant-at-Arms

- Secure the contest doors at the beginning of the contest.
- Nobody should enter/leave room during a speech (including for an Evaluation contest).
- If anybody wants to leave or enter the room, they must only do so during the one-minute of silence between the speeches.
- **Additional Evaluation Contest procedures:**
 - Arrange for a separate room for the contestants to prepare their evaluations. (Only when this is not practical, may the contestants complete their preparation in the same room as the contest.)
 - At the conclusion of the test speech is over, escort contestants to the separate room.
 - Contestants have five minutes to prepare their evaluations and must use only the "Evaluation Contestant Notes sheet".
 - Timing and preparation supervision is under the control of the Sergeant at Arms.
 - After five minutes, collect the "Evaluation Contestant Notes sheet". No further preparation is allowed.
 - Each contestant will be called back in turn to present their evaluations. (If a separate room wasn't practical, all contestants will be required to leave the room until they are introduced.)
 - Return the "Evaluation Contestant Notes sheet" to the contestants as they are introduced to present their evaluations.
- **Additional Table Topics Contest procedures:**
 - Arrange for a separate room for the contestants to wait until it is their turn to speak.
 - When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest sergeant at arms.
 - At the conclusion of each speech, the next speaker shall be invited into the room.



Briefing the Ballot Counters

- Use the Counters Tally Sheet (Item 1176)
- When the contest is over:
 - Go around the room and collect the ballots from the Judges.
 - Once all ballots and the timers' sheet are collected, leave the room with the chief judge.
 - The chief judge and the Ballot Counters should count the ballots in a different location other than the contest meeting room.
- Counting the ballots:
 - Don't use tie-breaker ballot unless there is a tie between speakers.
 - All Ballot Counters and the Chief Judge observe ballot counting to make sure no errors occur.
 - Make sure you look at the Timers' sheet for any disqualifications based on time.
 - Each Judge's ballot must be signed. If not, the ballot is discarded and not counted.
 - Use the Counter's Tally Sheet form to tally the score:
 - 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.
 - Write the appropriate number of points given by each judge under each contestant's name. Then, add up the score for each contestant.
 - If there is a tie follow these tie breaking procedures:
 - Only if a tie exists should you refer to tiebreaker ballot.
 - Look for the contestant names who are tied on tiebreaker ballot.
 - The highest ranked contestant on tiebreaker ballot wins the tie.
 - Once the ranking is determined, the Chief Judge will write this down on the Notification of Contest Winner form (Item 1182) and will give it to the Contest Chair.
 - 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.

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.