



## CHIEF JUDGE'S REFERENCE: JUDGING LIKE A GENIUS, AND MORE...

### ADVANCED PREPARATION

Appoint voting judges \* (See Distribution Of Judges, below) counters, timers, and a secret tiebreaking judge. Confirm the location and time to meet (usually fifteen minutes ahead of the contest). All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.

1. Confirm all officials: contest judges, tie-breaking judge, timers and counters.
2. Provide officials appropriate documents (e.g., the Judge's Certification of Eligibility and Code of Ethics; official ballots; Speech Contest Time Record Sheet and Instruction for Timers; and Counter's Tally Sheet; so they can review relevant information ahead of time.
3. Provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge. The identity of the tiebreaking judge is secret and known only to the chief judge, and does not attend the judges' briefing. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
4. Consider providing some information electronically, in the interest of time.
5. Prepare to brief officials before the contest begins.
6. Once the results have been tabulated, write the list of winners in reverse order on a separate sheet of paper and give it to the contest chair. If any of the contestants went over time, include a note to the effect that "a contestant" was disqualified on the basis of time, but not the contestant's name(s).
7. Record the ranking of all contestants on the Notification of Contest Winner form, which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level.
8. Keep all ballots, the timing record and the tally sheet until after the winners have been announced, and then destroy them.

### BRIEFING THE JUDGES

1. Collect the (signed) Judge's Certification of Eligibility and Code of Ethics, and review the **Judges' Code of Ethics and Barriers to Objectivity, as follows:**
  - Judges will consciously avoid bias of any kind in selecting 1st, 2nd & 3rd place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
  - Judges will not time the speeches and will not consider the possibility of under-time or over-time when judging a contestant's speech.
  - Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

BARRIER TO OBJECTIVITY	JUDGE'S CHALLENGE
First or Last Speak is Best	Treat each speaker the same.
Let's Help the Underdog	Don't let feelings influence your judging.
Halo Effect	Resist giving speakers high marks for anything other than good performance.
Reverse Halo	Don't downgrade in one category because of performance in a different category.
Second Time Around	Judge the speech as if it's the first time you've heard it.
Give Someone Else a Chance	Never consider past successes or failures.
Club Norms	Think about the norms in your Club. Then determine whether they should be applied universally.
Prejudice & Personal Preference	Set aside likes & dislikes by asking yourself...What do I like or dislike about this speech? Is what I like or dislike relevant?
Unfamiliar Judging Forms	Study ballots thoroughly.

2. Review the ballot, and instruct judges as follows:
  - Sign and clearly print your name on the bottom of the ballot. If any portion of the ballot is incomplete or unreadable, the ballot will be discarded.
  - Study the description of each judging item on the back of the ballot
  - Write the contestant names on the ballot once the Contest Chair announces the order.
  - Note that the top portion of the ballot is a guide only. It is for your use only; do not hand it in. Instead, discreetly discard it away from the contest site after the contest. Your job is to pick the first, second and third choices in the contest on this day, breaking your own ties if necessary.
  - Do not time speeches or consider the speech time when completing the ballot.
  - Avoid sitting next to or near any of the contestants. Sit close to contest area in case of any outside disturbance or equipment malfunction.
  - Strive to eliminate barriers to objectivity in selecting winners. Go into the contest with a PLAN. Use one of the following suggested methods to determine the contestant's scores:
    - a. Avoid bias by not filling out the guide during the speech. Instead, take notes; carefully cataloging what speaker did well or poorly, which helps put the focus on the speech instead of the guide. Use these notes to enter point values for each speech.
    - b. Use point values suggested for each rating (excellent, very good, good, fair).
    - c. Use other points available in the range if the speaker did not epitomize excellence.
    - d. Use a system of pluses and minus to rate speakers. After all contestants have spoken, assign points.
  - You will be given one minute of silence after each contestant finishes to record scores to the right of each judging item and in the column for that contestant, and add up the total score.
  - You will have two minutes (or more if needed) to complete your ballot at the end of the contest. Write down your choice for 1st, 2nd or 3rd place contestant in the bottom part of the ballot. Do not write anything else. Once you are finished, tear off the bottom portion of the ballot, fold it or place it in the provided envelope, and hold up for the ballot counters to collect.
  - The judge's decision is confidential. Judges do NOT to explain their decision to contestants, or tell contestants how they could improve.

### **BRIEFING VIA EMAIL**

You may consider sending specific information, such as 'barriers to objectivity' to the judges via email. It may be beneficial to brief the follow officials by email, since there may not be enough time to verbally brief everyone on the day of the contest.

### **BRIEFING THE TIEBREAKER JUDGE**

Review the rules that apply to all regular judges, and instruct the tiebreaking judge to:

- Rank every contestant on your ballot, not only the three winners. Your ballot will only be used if there is a tie for 1st, 2nd or 3rd place; otherwise, it will not be used.
- Once you are finished, tear off the bottom portion of the ballot, and place it in the provided envelope. The Chief Judge will collect it.

### **BRIEFING THE TIMEKEEPERS**

1. Provide one timer with a stopwatch and the other with a signaling device that displays green, yellow, and red colors.
2. Provide instruction in the proper use of the timing equipment, if necessary.
3. Review the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175), as follows:
  - The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
  - The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers. The backup timer keeps time in case the primary timer does not pay attention or his/her stopwatch malfunctions.
  - The signaling device must be in full view of each contestant, but not obvious to the audience.
  - All speeches delivered by contestants must conform to the timing guidelines for the contest.

- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc. Listen for when speaker utters his/her first word or obviously begins speech with gestures or sound equipment. Then, start your stopwatch.
- In all speech contests, no signal shall be given for the overtime period. Signal times with light or flag to show timing (green: low; amber: middle; and red: high). Leave the red light/flag on; do not turn it off even if speaker goes over time.
- As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timers complete the timing record sheet, and hand it to the counters or chief judge.

### **BRIEFING THE BALLOT COUNTERS**

1. Review standard procedures for the collection of ballots, and instruct as follows:
  - Once all of the ballots have been collected, leave the contest area and proceed to the counting room with the chief judge.
  - Check the timekeeper's sheet for any disqualifications.
  - Check that each judge's ballot is signed. If not, the ballot is discarded and not counted. All ballot counters and the Chief Judge observe ballot counting to make sure no errors occur. Don't use tiebreaker ballot unless there is a tie.
  - Count the ballots; use the Counter's Tally Sheet form to tally the score, and tabulate the results.
  - 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. Three points are scored for each first-place ranking. Two points are scored for each second-place ranking. One point is scored for each third-place ranking.
  - Once all points are entered, the ballot counters compute the total points for each contestant. All ballot counters must verify point totals before results are entered on the bottom of the tally sheet.
  - Contestants are then ranked on the bottom of the ballot according to number of points scored. In the event of a tie for 1st, 2nd and 3rd place, the chief judge will consult the tiebreaking judge's ballot, and follow these tie breaking procedures for any contestants who are tied:
    - The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant. The person who was in third place may be pushed out of the running if there is a tie in first or second. If three are tied people tied in first position, the results will be determined by the tie-breaking judge.

### **ADDITIONAL TOASTMASTERS TRAINING – SPEECH CONTEST TUTORIALS**

Toastmasters has developed tutorials that offer fundamental principles to help members understand speech contests, along with quizzes to test your knowledge. Check out <[http://www.toastmasters.org/leadership/central/speech contests/speech contest tutorials.aspx](http://www.toastmasters.org/leadership/central/speech%20contests/speech%20contest%20tutorials.aspx)>. This document will be posted in full on Evening Edition Club Resources Page: <http://eveningeditiontoastmasters.com/member-resources/>

## **PROTESTS AND DISQUALIFICATIONS**

1. Contestants may be disqualified only for violating eligibility or originality rules, or for timing infractions. Only voting judges or contestants can lodge originality protests. Protests are made to the chief judge and/or contest chair, and must be made before the announcement of the winner and alternate(s), as follows:
  - The chief judge and contest chair will call all the judges together to discuss the speech in question.
  - The contestant must be given an opportunity to respond to the judges on the protest.
  - Then, the judges will vote as to whether or not they concur. A majority vote of the judges is needed to disqualify a contestant based on originality.
  - The contest chair will privately tell a contestant that he was disqualified based on eligibility. This notification will happen before the announcement about winners in the contest that took place.
  - All decisions of the voting judges and qualifying judges are final.

## **ANNOUNCEMENT OF WINNERS**

1. If the contest chair makes an error in the announcement of winners, only the Chief Judge, a ballot counter or a timekeeper can bring the error to everyone's attention, as follows:
  - 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.

## **CONTESTANT QUALIFICATIONS**

1. To be eligible to compete in all speech contests the contestant must:
  - Be a member in good standing of the Club in which he/she is competing;
  - Belong to a Club in good standing with Toastmasters;
  - Have completed at least six manual speeches from the Competent Communication Manual prior to the Club contest (International); and
  - Maintain eligibility at all levels of any contest.
2. The following are ineligible participants in contests:
  - Incumbent International Officers & Directors;
  - District officers; Declared International Officers;
  - Directors or District Officers;
  - Past 1st place winners at the International level; and
  - Presenters of educational sessions at that contest.

## **\*DISTRIBUTION OF JUDGES:**

- At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, three counters, and two timers are appointed, unless impractical.
- At area contests, there shall be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition, a contest chair, chief judge, tiebreaking judge, three counters, and two timers shall be appointed.
- At division and district contests, there shall be an equal number of voting judges from each area in the division, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters and two timers shall be appointed. No chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.
- Voting judges will remain anonymous at all levels.