



Chief Judge Briefing Checklist

Distribute paperwork:

- Tie Breaker Judge:
 - Only known to you
 - Tie breaker judge MUST rank ALL contestants
 - Tie Breaker Judges does not attend judges briefing.
 - Chief Judge collects Tie Breaker Judges ballots
 - One tie breaker ballot per contest

- Judges:
 - One ballot per contest (i.e. one humorous & one table topics ballot)
 - Judge's Certification of Eligibility & Code of Ethics (download at <http://www.toastmasters.org/1170DCD>) one per judge

- Timers:
 - Two timing sheets for the timers (one per contest)

- Ballot Counters:
 - Two counter tally sheets for the counters (one per contest)

Best practice: Provide folders for privacy & convenience for each judge. Include a pen, contest program, envelopes, certificates of appreciation, and/or Thank you card.

□ Judges Briefing:

Judges (5+ @ club/Area, 7+ @ Division/District)

- Distribute District 3 Chief Judge's Report (located on District 3 website) for judges, timers, & ballot counters to sign. Send this form to judges@aztoastmasters.org
- **Request that all judges print & sign their names at the bottom of the ballots (Ballots are not valid if incomplete, illegible, and/or not signed – Double check!)**
- Instruct all judges to sign the Certificate of Eligibility form (members must be in good standing, Area and above: completed at least six Competent Communication manual projects, & not in a club with any of the contestants).

- **Ballots are confidential! DO NOT discuss scores or outcomes with anyone – ever! Dispose the top portion of the ballot away from contest venue.**
- Judging criteria & code of ethics are on the back of the ballot for review
- Guidelines for scoring is found in the left column
- There is one minute of timed silence between contestants to complete scoring: take as long as you need after the last contestant to finalize ballot
- “Judge ALL Contestants” & break your own ties
- **Judges MUST list a first, second, & third place winner**
- Avoid sitting next to contestants or other judges
- Do not concern yourself with the timing of the speech – the chief judge & timers are responsible for that.
- Put completed ballot into the envelope provided & hold up for ballot counters to collect.
- When the speaking order is provided, write the contestants names in order starting from the far right column. After scoring, fold paper over to hide scores of previous speakers before scoring the next speaker.
- **Protest – Voting judges & the contestants are the only ones allowed to protest the originality of the speech. Write “PROTEST” on your ballot.** Hand envelope to the ballot counter. All the judges are called into the briefing room, then the protester will explain their rationale for the protest. The protester is required to provide compelling evidence of a violation of originality. The contestant in question is called in to respond and then leaves so judges can vote. The judges must reach a consensus on the legitimacy of the protest. If you have heard the speaker give the same speech before, that does not qualify as a violation of originality, as long as it was written by the contestant. **Once winners’ names are announced, it is too late to protest.**
- **Speaking order** - Provide the speaking order for each contestant for the judges & timers to write down on their respective paperwork. Spell names contestants names.

Dismiss the judges

□ Timers (2)

- Provide two stopwatches
- Timing starts with the first communication with the audience, whether that is speaking, singing, dancing, meditating, an obvious & deliberate silence, egging the audience on, etc.
- **Show signals at appropriate times:**
 International Speech Contest: Green @ 5:00, Yellow @ 6:00, & Red @ 7:00
 Table Topics Speech Contest: Green @ 1:00, Yellow @ 1:30, & Red @ 2:00
 Evaluation Speech Contest: Green @ 2:00, Yellow @ 2:30, & Red @ 3:00

Humorous Speech Contest: Green @ 5:00, Yellow @ 6:00, & Red @ 7:00

Tall Tale Speech Contest: Green @ 3:00, Yellow @ 4:00, & Red @ 5:00

The Red signal remains on until the conclusion of the speech. Do not signal or indicate [in any way] that the contestant went over time.

- Failure of timing lights: **The contestants will receive an additional 30 second grace period in that event.** Note the use of colored folders on timing sheet
- One Timer operates the light and the other operates the stop watch.
- Write speech times on the sheets provided & be sure to turn the sheets in to the chief judge during ballot collection.
- **When winners are announced, if a contestant you know was disqualified for time is announced, IMMEDIATELY stand and say “Point of order – Mme. /Mr. Contest Chair, please review the speech times before continuing with the announcement.” Once all the winners have been announced, it will be too late to make any corrections.**
- There is a one minute of timed silence between contestants & two minutes (or longer if necessary) following the final contestant

Best practice: Pair a seasoned and first-timer together as timers.

Dismiss the timers

□ Ballot Counters (3)

- During the silence following the final contestant, collect the envelopes from the judges. Do not “hover” over the judges. Give them space!
- Indicate to the chief judge how many ballots you are holding and exit the room after all ballots have been collected.
- Results are CONFIDENTIAL! Do not discuss the results with anyone.
- Count ballots with Chief Judge using the tally sheet. Make sure everyone knows who the winners are before you exit the room.
- Listen to winner announcements. **If a mistake is made, IMMEDIATELY stand and say, “Point of order. Mme./Mr. Contest Chair, please review the results before continuing.” Once the results have all been made, it will be too late to correct any mistakes.**

Dismiss the ballot counters

□ Logistics Managers

- Assign Logistics Managers (LM) as needed (one per door, one for evaluators/table topic contestants/another monitoring holding room). Select one individual to be in charge of retrieving evaluation or table topic contestants from the holding room.

- Instruct LMs monitoring the doors **not to let anyone enter or exit the room while a contestant is speaking.** Individuals may enter and exit during the one minute of timed silence, but if they do not make it back into the room during that one minute, they must wait until the next contestant has finished speaking before reentering.

Dismiss the LMs

Functionary briefing is complete.

□ At the Audience Briefing:

- When the Contest Chair asks “Chief Judge are we ready for a contest?” reply “Contest Chair, we are ready!”

□ During the contest:

- Spot check timers by timing one or two contestants to ensure proper timing

□ After the contest:

- Personally collect the tiebreaking judge's envelope
- Collect the timer sheet from the timers
- When all ballots have been collected (Ask the ballot counters to hold up fingers or the envelopes indicating the number of ballots they have collected so you'll know).
- Let the Contest Chair know when you've collected all ballots.
- Leave the room with ballot counters
- Leave tiebreaking judge envelope sealed until needed (IF it is needed)
- Assign one ballot counter be scribe - use Ballot Counter Tally Sheet form (one per contest). Write names of contestants in top row, names of judges in left column as read; award 3 points to first place contestant, 2 points to second place contestant, & 1 point to third place contestant in the appropriate columns
- Another ballot counter reads the results: "[read judge's name]; three points to [first place contestant's name], two points to [second place name], one point to [third place name]"
- The third ballot counter verify the results as each ballot is read
- Chief judge monitors process
- Review ballots once more or as needed to verify the numbers
- Once the scores are tallied, verify total, and then the chief judge writes the results in the bottom of the form, & then ask the ballot counters verify that the order of winner is correct.
- Complete announcement form/Note Card and/or certificates as requested by contest chair, ask ballot counters verify everything is correct.
- Return to the contest room; give announcement form and/or certificates to the contest chair.
- **Listen as the results are read. If something is read incorrectly, IMMEDIATELY stand and say "Point of order - contest chair, please review the results before continuing with your announcement."**

- After the contest or when tallying ballots, complete the "Notification of Winners" form(s) – using the information from the contestant profile forms. If not, track down the contestants and get the remaining information needed.
- Submit the following forms to the next leader up the ladder (clubs give their Area Director contest paperwork, Area Directors pass the paperwork to their Division Directors, & Division Directors give the paperwork to the Program Quality Director District 3; **unless the contest chair prefers to pass on all paperwork**):
 - Notification of Winners
 - Judge's Eligibility and Code of Ethics forms
 - All contestant Eligibility and Originality forms
 - All Contestant Profile forms
 - D3 Chief Judges Report
 - Judges Certificate of Eligibility and Code of Ethics
 - Contest Program
 - Counter Tally Forms
 - Timer Report
- Remind Contest Chair to send out results & list winners on the D3 website.
- Dispose of everything else at home.