**Chief Judge - Briefing Checklist**

# Distribute paperwork:

* Tie Breaker Judge:
	+ Only known to you.
	+ Tie breaker judge MUST rank ALL contestants. (Remind them!)
	+ Tie Breaker Judge does not attend Judges’ briefing.
	+ One Tie Breaker ballot per contest.
	+ Chief Judge collects Tie Breaker Judge’s ballots.
* Judges:
	+ One ballot per contest (one International and one Tall Tales ballot)
	+ Judge’s Certification of Eligibility & Code of Ethics form
* Download at [http://www.toastmasters.org/1170DCD](http://www.toastmasters.org/1170DCD%20)
* One per judge; covers both contests.
	+ **Best practice:** Provide folders for privacy and convenience for each judge. Include a pen, contest program, 2 envelopes, and certificate of appreciation or thank you card.
* Timers:
	+ Two timing sheets for the Timers, one per contest
* Ballot Counters:
	+ Two counter tally sheets for the Counters, one per contest
* **Timers (2)**
	+ Provide two stopwatches or other timing devices.
	+ Timing starts with the first communication with the audience, whether that is speaking, singing, dancing, meditating, an obvious and deliberate silence, egging the audience on, etc.

# Show signals at appropriate times:

International Speech Contest: Green at 5:00, Yellow at 6:00, Red at 7:00

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

Table Topics Speech Contest: Green at 1:00, Yellow at 1:30, Red at 2:00

Evaluation Speech Contest: Green at 2:00, Yellow at 2:30, Red at 3:00

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

Time to the tenth of a second. If device measures hundredths, round off in favor of contestant.

# 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. Circle 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 or other timing device.
	+ There is one minute of timed silence between contestants and as long as is necessary following the final contestant. Timers signal end of timed silence with green light and no audible signal.
	+ Write speech times on the sheets provided. Circle any disqualifying times. 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, it is your responsibility to 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.

**Best practice:** Pair a seasoned Toastmaster and a first-timer together as Timers.

# Dismiss the Timers.

* **Sergeants at Arms (SaAs)**
* Assign SaAs as needed, one per door. A sign may be posted on outside of door, “Speech Contest in process. Do not enter.”
* Instruct SaAs 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 SaAs. Have one of them get the Speaking Order from the Contest Chair, who is briefing the contestants, and bring it to the Judges’ Briefing.**

* **Ballot Counters (2 at Area and Division; 3 at District)**
	+ 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.
	+ With the Chief Judge, count ballots using the tally sheet. Read the name of the Judge, their winner, “three points,” their alternate, “two points,” and their third place, “one point.”
	+ Make sure everyone knows who the winners are before you exit the room, and that the paperwork is completed properly.

# 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 announced, it will be too late to correct any mistakes.

**Dismiss the Ballot Counters.**

* **Judges** **(5+ at club and Area, 7+ at Division and District)**

# Request that all judges print and 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, and not competing this season. Area and above: Completed at least six Competent Communication manual projects or Level 2 in Pathways. Division and District: Not in a club with any of the contestants).
	+ Give speaking order for each contestant for the Judges and Timers to write down on their respective paperwork. Spell names contestants’ names. Judges should write the contestants’ names in order starting from the far-right column. After scoring, fold paper under to hide scores of previous speakers before scoring the next speaker.

# 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 and Code of Ethics are on the back of the ballots for review.
	+ Guidelines for scoring are 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.

# Judges MUST list a first, second, and third place winner. Break your own ties.

* + Avoid sitting next to contestants or other judges.
	+ Do not concern yourself with the timing of the speech – the Chief Judge and Timers are responsible for that.
	+ Put completed ballot into the envelope provided (do not seal) and hold up for ballot Counters to collect.
	+ **Protest** – **Voting judges and the contestants are the only ones allowed to protest the originality of the speech. Write “PROTEST” on your ballot. CHOOSE A WINNER, ALTERNATE, and THIRD PLACE based on the idea that the protest might not be executed.** 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 that more than 25% of the speech was not original. The protester is required to provide compelling evidence of a violation of originality. The contestant in question is then 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.**

# Dismiss the judges

**Briefing is complete.**

* **Before the Contest:**
	+ When the Contest Chair asks, “Chief Judge, are we ready for a contest?” reply “Contest Chair, we are ready!” if the lights have been cycled and the audience has been reminded to silence cell phones.

# During the contest:

* + Spot-check Timers by timing one or two contestants to ensure proper timing.

# After the contest:

* Collect the timer sheet from the Timers.
* Collect the Tie-breaking Judge's envelope.
* Ask the Ballot Counters to hold up fingers or the envelopes indicating the number of ballots they have collected. Let the Contest Chair know when you’ve collected all ballots.
* Leave the room with Ballot Counters.
* Leave Tie-Breaking Judge’s envelope sealed until needed—IF it is needed.
* One 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]"
* Another Ballot Counter should 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, and 1 point to third place contestant in the appropriate columns
* The third Ballot Counter verify the results as each ballot is read—that the reader and the scribe are both accurate.
* Chief judge monitors process.
* Rotate roles and review ballots once more or as needed to verify the numbers.
* If there is a tie at any placing, the Tie-Breaker Judge’s ballot is consulted for whichever of the tied contestants is higher, and that one is awarded the level in question. The other contestant takes the next lower award.
* Once the scores are tallied and totals are verified, the Chief Judge writes the results on the Notification of Winners form and then asks the ballot counters to verify that the order of winners is correct. ALL Contestants must be listed, in order of placing.
* Complete certificates if requested by Contest Chair. Ask Ballot Counters to confirm 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."

* 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 District Chief Judge if s/he is present or if not, to the Program Quality Director.

* + Notification of Winners
		- ALL Contestants MUST be listed, with email addresses and phone numbers
		- Chief Judge contact info must be completed at bottom of form
	+ Judges’ Eligibility and Code of Ethics forms
	+ All Contestants’ Eligibility and Originality forms
	+ All Contestants’ Profile forms
	+ Contest Program
* Remind Contest Chair to send results to the D3 webmaster, webmaster@aztoastmasters.org.
* Dispose of everything else at home.