

BRIEFING THE JUDGES, TIMERS, COUNTERS

The purpose of this document is to guide the Chief Judge through the steps for briefing the judges, timers and counters. If you are leading the briefing, review this document prior to the contest and be sure you are comfortable with all the information included.

This document includes the following sections. After each section, give contest officials the opportunity to ask questions and clarify any confusion.

- Preparation
- Tiebreaker Judge Briefing
- Assemble the Judges, Timers and Counters
- Judges Briefing
- Timers Briefing
- Counters Briefing (Pre-Contest)
- Counters Briefing (Pre-Ballot Counting)
- Chief Judge Contest Checklist

PREPARATION

Confirm the following with the Contest Chair:

- 1) The location of a private room where the briefings can take place.
- 2) The location of a private room where the ballots can be counted.
- 3) The location of the speaking area.
- 4) The location where contestants will be seated (usually at the front of the room, so the judges can be sure to sit separately.)

Bring the following items to the briefing:

- 1) A copy of this “Briefing The Judges, Timers, Counters” script
- 2) Forms in a folder prepared for each judge. (These forms may be provided the Contest Chair; before arriving at the contest, communicate with the Contest Chair to clarify who will bring the folders). Each folder must contain all the necessary Judges Guides and Ballots, one ballot per contest:
 - International Speech (Form 1172)
 - Table Topics (Form 1180)
 - Humorous Speech (Form 1191)
 - Evaluation (Form 1179)
 - Tall Tales (Form 1181)
- 3) Forms in a folder prepared for the tiebreaker judge.

- International Speech (Form 1188)
 - Table Topics (Form 1180A)
 - Humorous Speech (Form 1191A)
 - Evaluation (Form 1179A)
 - Tall Tales (Form 1181A)
- 4) Blank Judge's Certification of Eligibility forms (Form 1170)
 - 5) A copy of the Speech Contest Rulebook (Form 1171)
 - 6) Notification of Contest Winners forms (Form 1182), one per contest
 - 7) Counter's Tally Sheets (Form 1176), three per contest
 - 8) Time Record Sheets (Form 1175), one per contest
 - 9) Results Form (Form 1168), one per contest
 - 10) A list of all the contest officials and their contact information
 - 11) Extra pens

TIEBREAKER JUDGE BRIEFING

The Tiebreaker Judge must be briefed separately from the other contest officials. Aside from the Chief Judge, no one should know who the Tiebreaker Judge is.

- 1) Give a folder to the tiebreaker judge with the necessary forms.
- 2) Collect a signed Judge's Certification of Eligibility form (Form 1170) from the tiebreaker judge.
- 3) Instruct the tiebreaker judge to rank each contestant in order. For example, if there are ten (10) contestants, the tiebreaker judge must rank each contestant in 1st place through 10th place.
- 4) Review the remaining items in the Judges Briefing section of this document with the Tiebreaker Judge.

ASSEMBLE THE JUDGES, TIMERS AND COUNTERS

- 1) Assemble the judges, timers and counters together in a private room.
- 2) Confirm that the contest officials on your list are in attendance.
- 3) Do not delay the briefing if any contest officials are late. Replace absent contest officials with other qualified members. Each contest must have the following:
 - a. Two (2) timers
 - b. Three (3) ballot counters
 - c. The number of judges required vary depending on the contest level:
 - i. Division: At least seven (7) judges
 - ii. Area: At least five (5) judges
 - iii. Club: At least five (5) judges

- iv. There may be exceptions to each of the above. Reference the Speech Contest Rulebook, Section 5-A for details.

JUDGES BRIEFING

- 1) Give a folder to each judge with the necessary forms.
- 2) Collect a signed Judge's Certification of Eligibility form (Form 1170) from each judge.
- 3) Instruct judges to remain anonymous and not tell anyone about their role as a judge, other than the officials in this contest.
- 4) Describe the speaking area.
- 5) Review the Speech Contest Ballots.
 - a. Instruct the judges that their ballots will only be counted if they include printed name and signature. Ask the judges to sign their ballots now.
 - b. Instruct the judges that they must select winners (1st, 2nd, 3rd).
 - c. Explain that the Judging Criteria listed on the ballot is the only criteria to be used in judging the contestants. Past contest performance, Toastmasters experience, norms from a specific club, speaker position (first/last vs. middle), or any factors aside from the criteria listed should not be considered.
 - d. Ask the judges if they have any questions about the judging criteria.
 - e. Identify the Code of Ethics on the back of the ballot.
 - f. Ask the judges if they have any questions about the ballots.
- 6) Ensure that judges understand the procedure to be followed during the contest:
 - a. Judges should not sit next to a contestant.
 - b. After the Contest Master announces the speaking order, write the contestant names across the top of the ballot.
 - c. At the conclusion of a speech, you will be given one minute of silence to score the contestant based on each criteria, then add up the scores.
 - d. After the last speech, you will be provided silence to score the last contestant and then write down 1st, 2nd, and 3rd place winner names in the Ballot section. No ties – break your own ties. Do this as promptly as you can.
 - e. You are not required to award placement based on your numerical scores
 - f. Separate the Official Ballot from the rest of the form, and hand it to a Ballot Counter.
- 7) Ensure that judges understand the procedure to be followed after the contest:
 - a. Do not discuss your notes or decision with anyone.
 - b. Destroy the top part of your Judge's Guide and Ballot after the contest.
 - c. Please refrain from public criticism of the contest.
- 8) Ensure that judges understand the protest process.

- a. Judges can protest based only on Originality in the International Speech contest and the Humorous Speech contest. Quoted material may be used but it must be identified.
- b. If a contestant does not give credit to quoted sources, this is grounds for protest.
- c. If a speech is more than 25% non-original AND credit is given to the source, this is grounds for protest.
- d. Protests must be lodged prior to the announcement of winners. Write PROTEST clearly on your ballot slip before handing it to a Ballot Counter.
- e. The Chief Judge will convene a protest hearing.
 - i. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges.
 - ii. After the protested contestant makes his/her case, the judges will discuss and then vote. A majority of the judges must agree with the decision to disqualify. The decisions of the judges are final.
- f. The contest chair shall notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned.

TIMERS BRIEFING

- 1) Ensure that the timers have two timekeeping devices, timing lights, and timing cards as backup in case of timing light malfunction.
- 2) Select one timer to record the speech times, and one timer to display the timing signals.
- 3) Inform the timers per Toastmasters International rules, the timing results are confidential and should not be discussed with anyone.
- 4) Instruct the timer who will be recording the speech times:
 - a. 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, gestures, a staged act by another person, etc.
 - b. Give the Time Record Sheets (Form 1175) to the timer.
 - c. Ensure that the timer has a device to keep time. If the timer will be using a smart phone, instruct the timer to use airplane mode to ensure timing will not be interrupted.
 - d. Answer any questions that the timer has.
- 5) Instruct the timer who will be displaying the timing lights:

- a. Test the timing lights prior to each contest to ensure they are working properly.
 - b. You must display green, yellow, and red signals at the following times:
 - i. International: Green at 5 min, Yellow at 6 min, Red at 7 min.
 - ii. Table Topics: Green at 1 minute, Yellow at 1:30 min, Red at 2 min.
 - iii. Humorous: Green at 5 min, Yellow at 6 min, Red at 7 min.
 - iv. Evaluation: Green at 2 min, Yellow at 2:30 min, Red at 3 min.
 - c. Keep the green signal displayed until it is time to display the yellow signal.
 - d. Keep the yellow signal displayed until it is time to display the red signal.
 - e. Keep the red signal displayed until the speaker has concluded his/her speech.
 - f. Do not give any indication that a contestant has exceeded his/her time.
 - g. Record the speech time in case of a failure with the first timer's device.
 - h. Answer any questions that the timer has.
- 6) Inform the timers that the Contest Master will ask for one minute of silence between contestant speeches to be timed.
- a. Instruct the timers to determine:
 - i. Who will time the minute of silence
 - ii. Who will notify the Contest Master
 - iii. How the notification will be given (raised hand, green light, etc.)
- 7) Inform the timers that after the last contestant has finished and as the judges are completing their ballots, I will come by and collect the Time Record Sheet. If any problems with timing the speeches occurred, report that to me when I collect the Time Record Sheet.

COUNTERS BRIEFING (PRE-CONTEST)

- 1) Review the process for collecting the ballots from the judges.
 - a. At the end of the contest, judges will raise their ballots for collection.
 - b. Space yourselves around the room and collect the ballots from the judges.
 - c. We will coordinate to collect ## ballots (## = the number of judges).
 - d. When all the ballots are collected, hand them all to me.
 - e. We will leave the room to count the ballots.
 - f. Are there any questions regarding the process for collecting ballots?
- 2) Review the process for counting the ballots.
 - a. Give each ballot counter a Counter's Tally Sheet (Form 1176).
 - b. Inform the counters that after the contest, we will leave the room and review the ballots to determine the winners. Detailed instructions for counting the ballots will be given at that time.

COUNTERS BRIEFING (PRE-BALLOT COUNTING)

- 1) Inform the counters per Toastmasters International rules, all ballots and voting results are confidential, and should not be discussed with anyone.
- 2) Check to ensure that each ballot is signed. Discard any unsigned ballots.
- 3) Check to ensure that each ballot has ranked all contestants; if not, discard.
- 4) Review the time record sheet and notify the counters of any time disqualifications.
- 5) The ballot counters will write the names of the contestants across the top of their Counter's Tally Sheet.
- 6) The Chief Judge will read the names of the judges, and the ballot counters will write their names on the left side of the form.
- 7) The Chief Judge will read each judge's votes.
 - a. The ballot counters will write the appropriate number of points given by each judge under each contestant's name.
 - b. 1st place receives 3 points, 2nd place receives 2 points, and 3rd place receives 1 point.
- 8) Calculate the score for each contestant.
- 9) When all Counter's Tally Sheets are complete, compare all scores to be sure they are the same, and if not, resolve any discrepancies.
- 10) If any contestant(s) who have been disqualified are among the highest ranked, remove them and identify the top three qualifying contestants.
- 11) If there is a tie for any of the top three positions, the ranking on the Tiebreaker Judge's ballot will be used to break the tie.
 - a. For example, if there is a tie for second place, then second place will be awarded to the tied contestant that is highest ranked on the tie-breaker judge's ballot.
 - b. NOTE: If there are no ties, the Tiebreaker Judge's votes must not be counted.
- 12) Confirm that all counting discrepancies are resolved and all ties are broken.
- 13) Identify the winners and write down the order of finish on the Counter's Tally Sheet.
- 14) The Chief Judge will collect all forms from the counters and destroy after the contest.

CHIEF JUDGE CONTEST CHECKLIST

While the contest is in progress, the Chief Judge is responsible for communicating with the Contest Master, Counters, Timers, and the Judges (in the event of a protest). Following is the timing of the Chief Judge's specific responsibilities during the contest:

- Before each contest, when called upon by the contest master, announce that the contest officials have been briefed and that the contest can proceed.

- During the contests, resolve any eligibility or originality protests that may arise.
- After each contest:
 - Collect the Time Record Sheets from the Timers.
 - Collect the Tiebreaker Judges ballot.
- After all contests have completed, adjourn to a private room with the counters to count the ballots.
- Oversee the ballot counting process. Ensure that all ballots are counted twice to ensure accuracy.
- After ballot counting has completed, complete the Results Form (Form 1168) for each contest, and give the forms to the Contest Master.
- If the Contest Master announces incorrect winners, immediately interrupt the announcement and approach the Contest Master to clarify the correct winners.
- After the contests have concluded:
 - Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
 - Provide a list to the Contest Chair showing the placement of all contestants.
 - Destroy all ballots, Counter's Tally Sheet Forms, and Time Record Sheets.