BRIEFING BY CHIEF JUDGE FOR JUDGES, BALLOT COUNTERS & TIMERS

**International Speech Contest** The subject of the International Speech Contest is selected by the contestant.

A judge's goal is to select 1st, 2nd, and 3rd place. **If there are 3 or more contestants you must list 1st, 2nd and 3rd place otherwise ballot is not valid.**

1. **Use the Judge's Guide and Ballot and the following Judging Process**

* Sign your name at the bottom of each Ballot. **Unsigned ballots will not be counted**.
* Read and familiarize yourself with the back of each ballot - Judging Criteria and the Judge's Code of Ethics
* At the conclusion of each speech, you will be given one minute of silence to score the contestants based on each criteria, then add up the scores
* After the last speech, you will be provided silence to review/score the contestants and then write down 1st, 2nd, and 3rd place winner names in the Ballot section. **No ties – break your own ties** **otherwise ballot is not valid.**. Do this as promptly as you can. Make sure you sign your ballot.
* Separate the Official Ballot from the rest of the form:
  1. **Online** judges: take a picture of your ballot, text to Chief Judge and Ballot Counters.
  2. **In person** judges: put Official Ballot in an envelope, seal envelope and hold up in the air for ballot counter to collect.

1. **Judges are encouraged to use the criteria on the Judge's Guide and Ballot.** The following reminders will help ensure fairness:

* Judge only on today's speakers' performances, not on past performance or reputation. How well a speaker has done in the past or could have done is not a consideration.
* Judge without concern for speech time duration. Timers will handle timing disqualifications.
* Judges are encouraged to judge using the Judging Criteria and Judge’s Code of Ethics. Do not be concerned with the video quality for the online contestant.

1. **Describe the speaking area to the Judges.**Contest Toastmaster and Chief Judge determine the speaking area for both online & in person. Contestants should keep within the speaking area. Chief Judge will notify the judges of the speaking area for both online and in person contestants.
2. Protests are limited to eligibility, originality, and reference to another contestant’s speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner(s) and alternate(s).

* Only **judges and contestants** can protest based only on Originality. Quoted material may be used but it must be identified.
* If a contestant does not give credit to quoted sources, this is grounds for protest
* If a speech is **more than 25% non-original even if** credit is given to the source, this is grounds for protest.
* Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.

Protests must be lodged prior to the announcement of winners. The protest must be lodged with one of the following the Chief Judge or Contest Chair prior to the announcement of the results.

* All judges will participate in a protest hearing. After the protested contestant makes his/her case, the judges will discuss/consider all the evidence then vote. A majority of the judges must concur with the decision to disqualify. The decisions of the judges are final.

BALLOT COUNTERS BRIEFING

Thank you for participating as a ballot counter in this contest and for attending the briefing.

## COLLECTING BALLOTS – Online Contest

When the contest is over the judges will have a much time as they need to complete their ballot. Once the judges have completed their ballot take a picture of the lower part of the ballot and text/email to the chief judge and ballot counters.

The chief judge will collect the timing sheet and the tie-breaking judge’s ballot.

Each Ballot Counter will confirm with the chief judge that they have received the appropriate number of ballots from the judges.

Chief Judge announces to Contest Toastmaster that all the ballots have been collected.

Under the direction of the Chief Judge the ballot counters will be placed in a breakout room and tally the results, verify timing qualification for each contestant, provide results to chief judge. Are there any questions?

Chief Judge will fill-out the results sheet and text to Area Director.

TIMERS BRIEFING

Thank you for participating as a timer in this contest and for attending the briefing.

Each timer will be given the timing sheet to record the times of the speeches.

Timer: *insert name*

Timer 1 uses a stopwatch to time each speaker and is considered the official timekeeper of the contest. You will report speech times on the Time Record Sheet, take a picture and text this to the chief judge once all speeches are completed.

Timer 2: *insert name*

* Uses a stopwatch to time each speech in order to operate the signaling device. **Timer 2 does not submit a Time Record Sheet**
* You will be responsible for displaying the
  + **GREEN** light at designated time
  + **YELLOW** yellow at designated time
  + **RED** light at designated time and leave **RED** screen on until speaker concludes their speech

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | CONTEST | DISQUALIFIED | GREEN | YELLOW | RED | DISQUALIFIED |
|  | International Speech | Less than 4:30 | 05:00 | 06:00 | 07:00 | 07:31or more |

* You will also be responsible for timing the “One Minute of Silence” between each speaker for the judges to mark their ballots

If you have any issues during the contest please let Chief Judge know

**TECHNICAL DIFFICULTIES**

Please refer to item 479 - **Online and Hybrid Speech Contest Best Practices** manual pg 8 for details.

**Suggestion for technical difficulties if the contestant is not able to resolve the issue**:

If there are technical difficulties, a pause of up to 5 minutes to provide the opportunity for the contestant to resolve the difficulty. After 5 minutes, the contest will resume with “one minute of silence and the judges must judge the speech based on the prtion of the speech they heard.

**THANK YOU** everyone for supporting the club/area/division/district contests.