

ZOOM CHIEF JUDGE BRIEFING – Table Topics, Evaluation & International
(Judges, Timers, and Ballot Counters)

Table Topic, Evaluation & International Speech Contest

Confirm in Advance

- Ballot Counters have Ballot Counter Tally Sheets (1176),
- Timers have Timer Sheets (1175), timing backgrounds, stopwatch or phone.
TIMERS MUST USE TI TIMING VIRTUAL SCREENS AND THE SCREEN MUST BE EASILY SEEN AND NOT INTERFERE WITH FACIAL FEATURES
- Receive Judges Certification of Eligibility and Code of Ethics (1170) with the name of each judge lightly penciled in at the top, judging forms
- Everyone has writing utensils.
- Judges must practice sending a picture with you or ballot counters this can be done via a screenshot, picture etc.

BRIEFING

Gather the timers, ballot counters and secretly the judges (excluding the tie-breaking judge)

Find out from the contest master if any verbal timing cues are required and for whom.

My name is: _____ and I am the Chief Judge for this Speech Contest. It is (give the time) and I am bringing this briefing to order.

Thank you for participating in this contest and for attending the briefing. The briefing has several purposes, including determining the speaking order, completing required forms needed for the contest, and reviewing the rules and procedures for the contest.

You should have received and printed the following:

- To the 3 Ballot Counters: Counter's Tally Sheet (Item 1176)
- To the Timers: Speech Contest Timer Record Sheet and Instructions for Timers (Item 1175)
- To the Judges: Judge Guide and Ballot, Speech Contest Rulebook (Item 1171) and Judge Certification of Eligibility and Code of Ethics (Item 1170)
- To everyone – the Video Release form

Speaking Order: The speaking order will be displayed on the screen for all to see – if you need more time – please let me know via a private chat.

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Timers:

(Chief Judge, select option 1 or 2)

Option 1 – None of the speakers require verbal timing cues

Option 2 – Contestant XXX requires verbal timing cues – simply say the color when appropriate

Timer A – You will control the timing lights. Please confirm verbally that you understand how to use the timing light backgrounds. You will ensure each contestant is able to view an accurate green, yellow or red signal at the appropriate time. The Contest Master will ask you to announce yourself before each contestant so the contestant can pin your video.

Ask the timers to display Green – Yellow – Red items.

Confirm the items are Toastmaster International virtual screens

Virtual backgrounds are required and should be TI approved backgrounds.

Timer B – You will officially oversee the stopwatch and will be responsible to deliver to me the record of elapsed time of each speech. Timer A, please keep your own timing reports in the event there is a question or problem.

The lights are as follows:

Speech presentation time limits:

<u>CONTEST</u>	<u>QUAL</u>	<u>GREEN</u>	<u>YELLOW</u>	<u>RED</u>	<u>DISQUAL</u>
Table Topics	01:00	01:00	01:30	02:00	≥02:31
Evaluation	01:30	02:00	02:30	03:00	≥03:31
International Speech	04:30	05:00	06:00	07:00	≥07:31

Timer A and B verbally acknowledge that at NO time will you give any indication that the speakers are over time.

Additional items of note:

- Timing begins with the first word or deliberate gesture
- One minute of silence prior to the first contestant and in between contestants
- Contest Master is to instruct the beginning of 1 minute of silence
- Timer is to indicate the end of period of silence with red screen & verbal announcement
- Both Timers should send a picture of their timing to the chief judge who will share it with the ballot counters
- If Timers' records do not agree, give the contestants the better of the two timings.
- Timer B will ONLY notify Chief Judge of any disqualification in a private chat.

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If a contestant's technology fails in the main contest room, the Chief Judge will pause the contest. They will resume their speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified. **The maximum time that the contest will be paused is 10 minutes.** We **strongly** suggest to the contestants to have a backup connection (such as a phone or a tablet) signed into the contest. If they are still unable to reconnect and have not utilized another signed-in device after 10 minutes, it will be considered a forfeit, they will not be allowed to resume their speech and the contest will continue.

If you accidentally leave the Contest or have technical difficulties, let the Chief Judge, other Timer and/or Tech Coordinator know immediately. The Chief Judge will decide if Timer B will take over and make verbal announcements of the time. (*"You are at Green/Yellow/Red."*) The Chief Judge will announce when and if Timer A resumes the timing job.

Please close all additional internet connections in the house to help provide you maximum bandwidth. If possible, use hard-wired internet.

Thank you for helping us with the contest.

Ballot Counters:

Your responsibility is to collect all the ballots from the judges (excluding the tie breaking judge). At the end of each contest, the judges will send a picture via text or WhatsApp of their **signed ballot** with the names clearly displayed in the first, second and third spot. Be sure to tell the judge you received their information. If the ballots are not signed (in ink or digitally), they are void and cannot be counted.

We recommend practicing with your assigned judges how to send the ballot to you. Either via Email, Screenshot, or picture of the signed ballot.

Once you have all the judging information assigned to you, go to the Chief Judge Breakout Room to count the ballots along with the other ballot counters and Chief Judge. (You will get a prompt from the Tech Coordinator.)

We will now assign judges to each ballot counter.

Assign the ballot counters to the judges. Provide telephone numbers between the ballot counters and the judges. Have the judges send the ballot counter a test text with the words "Ballot Counter" to confirm they have the correct number. Have the judges take a picture and send the picture to the Ballot Counter, confirm all pictures were received. There is no chat in the main room, so this will be the only way for them to connect. Chief Judge – provide your telephone number and have each judge text you or send via WhatsApp with the words: Chief Judge. Validate all connections are made.

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Counting:

For each contest, perform the following:

- Write the name of the contestants across the top of the Tally Sheet.
- Write the names of all the judges along the side.
- Ensure you have collected ballots from each judge.
- Ballot counters read first, second and third place winners from each ballot.
- After all the ballots are read, the Chief Judge confirms the order.
- Each ballot counter and the Chief Judge tally the score.
- **Chief judge checks the timing sheet for any timing disqualifications**
- Confirm amongst all the ballot counters and Chief Judge the total score
- **In case of a tie, the Chief Judge opens the tie breaker judge to break ONLY the tie**
- Confirm first, second and third place winners.
- Chief Judge will notify the Tech Coordinator of the winners.
- Chief Judge to notify Contest Master the results
 - # Of disqualification(s) (base on time/eligibility/originality) (no name(s))
 - Third Place Winner
 - Second Place Winner
 - First Place Winner
- *Tech-Coordinator to send a screenshot of the winner slide to Chief Judge before announcement for verification.*

Thank you for helping us with the contest. **You may return to the contest area**

Judges:

Confirm you have received all Judge Certification of Eligibility and Code of Ethics Forms (Item 1170)

As you know, your job is crucial to any good contest. As a judge you should be fair, accurate, knowledgeable, and good listeners. Make sure you do not have any distractions in your judging rooms. Avoid bias, remember you are judging and not evaluating.

Please read the 2022-2023 contest rule book

When each contest is complete, finish your scoring. When you are done, take a picture of the bottom portion of your ballot & send it to your assigned ballot counter. **DO NOT include the actual scoring.** Be sure one name is in the first, second and third spot. Sign your ballot now please.

You may discreetly discard the ballot after the contest.

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The following are reasons why your ballot would not be counted:

- The ballot does not have your name & signature
- Multiple names on first, second or third place
- Missing names in first, second or third place (assuming we have at least 3 contestants)

Protests are limited to eligibility and originality and can only be lodged by the voting judges and contestants. Any protests should be lodged with the Chief Judge or Contest Chair prior to the announcement of the winner. Once announced, the results are final.

Do not leave the contest until the winners are announced and contest is adjourned. In case of a protest, all the judges will be called to a huddle meeting with the Chief Judge to discuss and vote on the protest.

Thank you for helping us with the contest. *(If briefing on the day of the contest, ask the judges to not all return to the contest room at once, just a few at a time.)*

Final Notes to the Chief Judge:

Ensure that a judge briefing takes place before the contest

*After the other briefings are complete, brief the tie-breaking judge. Review everything you just discussed with the judges. The tie-breaking judge must complete the entire ballot & all contestants **MUST** be ranked. Inform the tie-breaking judge that they must text you their tie-breaking signed ballot.*

*The Chief Judge **MUST** be in the main contest room during a contest.*

After the ballots are counted, return to the Main Contest Room ASAP to finalize the contest.

Address any protests.

Use the notification Contest Winner form and rank ALL the contestants before sending to your next contest official.

After the Contest:

*The Chief Judge will complete the Notification of Contest Winners (form 1182). You **MUST** get the details for ALL contestants from the Contest Chair.*

*Provide Form 1182 completely filled out with all the contestant names **WITHIN 3 DAYS** to the following:*

- Club Contest** – Submit to your Area Director
- Area Contest** – Submit to your Division Director

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Division Contest – submit to the District Contest Chairs: Elizabeth George, DTM and Rosanna Duncanson at contest@toastmastersd47.org

Congratulations on being a successful Chief Judge.