

Chief Judge's Briefing – Virtual Contests **(Contest Chair, Toastmaster, Timers, Ballot Counters, Zoom Master** **and Judges)**

CONTEST CHAIR

1. Have you ever been a Contest Chair before? Do you understand what you are supposed to do today?
2. You will brief the contestants. The Contest Toastmaster, Zoom Master and Sergeant-at-Arms should also attend your briefing.
3. Please rename yourself to 'Contest Chair – your name' on Zoom.
4. Please determine the speaking order as soon as possible. Email or text the speaking order to me or have Host/co-host give to me.
My email/cell phone number is: _____.
5. Please email contestant eligibility/originality forms to me **before** the start of the contest.
6. Remember that the contestants should remain in the contest room for about 5 minutes after I exit to count the ballots. I have your cell phone number as _____?
7. Do you have any questions?

TOASTMASTER

1. Have you been a Contest Toastmaster before?
2. Please rename yourself to 'Toastmaster – your name' on Zoom.
3. Please read from the provided script.
4. At the end of the contest, please email the contestants' profile sheets to me. My email/cell phone number is: _____.
I have your cell phone number as _____?
5. Remember that you must introduce all contestants the same. No remarks before, after, or in between presentations.
6. Please verify that I am in the "room" before the contest starts and when we resume after intermission. There is a line in your script asking if I'm ready.
7. Once I have received all the ballots, I will say, "Thank you, Toastmaster, I have received all of the ballots." Then you may continue in the script.
8. For the results, I will send them to you via email using the Results form. I have your email as _____.
If there is a disqualification due to time, I will also note that.
9. Do you have any questions?

ZOOM MASTER

1. Have you been a Zoom Master before?
2. Please rename yourself to 'Zoom Master – your name' on Zoom.
3. Please display contestants as described in the provided script.
4. Remember to assign the area director, division director, main room sergeant-at-arms, contest

chairman, and myself as co-hosts. If they arrive, the district contest coordinator, district representative, and district chief judge as co-hosts.

5. Remember that you must treat all contestants the same to ensure a fair contest. My email/cell phone number is: _____.
I have your cell phone number as _____?

TIMERS

(Note to Chief Judge: 2 timers from 2 different clubs are required for the contest)

1. Are you from 2 different Toastmasters clubs?
2. Have you been a virtual contest timer before?
3. There are 2 separate contests that you are responsible for timing. Winners are announced for the first, then we start the second.
4. Contest timing requirements are listed on the Timer Sheets.
 - a. What is the qualifying time for Contest 1? Green Light /Yellow Light/ Red light at what times?
 - b. What is the qualifying time for Contest 2? Green Light /Yellow Light/ Red light at what times?
5. Which one of you is the person designated to show the timing signals?
 - a. Please rename yourself to "Timer – Your Name", or have the host rename you. Other timer, please do NOT rename yourself.
 - b. Please show me the timing signals you intend to use today using virtual backgrounds. Note: If your computer does not support virtual backgrounds, check to see if the other timer's computer does. If neither does, colored timing cards that are green, yellow and red may need to be used. Whatever timing signal is used, the words green, yellow and red will also need to be displayed on the respective signal method.
 - c. Continue displaying the timing background or card until it is time to switch to the next one.
 - d. Once you are displaying the red background (card), keep displaying until the speaker is finished. You will give no indication to contestants, the audience, etc. of any contestant's time.
 - i. No waving, motions to stop speaking, or to continue speaking will be given.
6. You will **each** use a timing device, phone/stopwatch/etc.
If a contestant drops their connection, please note the time.
7. At the end of each contest, when the Toastmaster says, "The judges have all the time they need to mark their ballots," you will **each** email the Timing Sheet back to me in an unalterable form. My email is: _____.
My cell phone is _____.

Please print to PDF the timing sheet before you email it to me. Please confirm you know how to print to PDF. *(Walk through it on a shared screen if the Timers are uncertain.)*

The contest starts at _____. Please make sure you are in your seat with the video on five minutes before that time so I can verify you are in the room.

Please tell me your email or write it in the chat and I will email the timer sheet to you now. What are your cell phone numbers?

1. _____ email: _____
2. _____ email: _____

8. You will be asked by the Toastmaster to time a minute of silence before the first contestant and between each contestant. Use the Green signal to indicate one minute.
9. After the final contestant, timing is not required as judges have all the time they need.
10. Please time the 10-minute intermission period between contests and give a 2-minute warning.
11. All timing information is confidential during the remainder of the contest and after the contest has been completed.
 - a. Should someone approach you and ask about a contestant's timing please respond with, "I'm sorry I can't tell you that. The Chief Judge may be able to answer your question."
12. Timing begins 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, a staged act by another person, etc.
13. Do you have any questions?

BALLOT COUNTERS

(Note to Chief Judge: 3 ballot counters from 2 different clubs are expected for the contest (D25 rule). They should be provided to you. Ask the District Rep for help, if needed.)

1. Are the 3 of you from at least 2 different clubs?
2. The contest starts at _____. Please make sure you are in your seat with the video on five minutes before that time so I can verify you are in the room.
3. At the end of the contest, you will go into Chief Judge Briefing breakout room. You will wait there until the judges have all sent their ballots to me, and then I will rejoin the room.

You do not need an invitation to rejoin the room. You may need to click the three dots, or More, in order to rejoin the room. After your briefing is complete, please test rejoining the room.
4. We will review the timing sheets to make sure there are no time disqualifications.
5. I will show my screen to share the tally sheet and ballot information. I will cover the ballot counting process when we get to the counting room and I have received the ballots.
6. All ballot counting information, timing, disqualifications, etc., are confidential during the remainder of the contest and after the contest has been completed.

7. If there is a protest, I will move you to a private room and join you when I can to complete the ballot counting. Please do not leave the room. To ease communications, I would like your cell phone numbers:

1. _____

2. _____

3. _____

8. Do you have any questions?

JUDGES

1. Please sign and return to me by email the Judge's Code of Ethics and Eligibility form.
2. There are 2 separate contests that you are responsible for judging. Winners are announced for the first then we start the second.
3. We are going to walk through the ballot criteria for each contest. We do this to remind ourselves of what we are looking for and what we are not to consider.
4. Our first contest is the (*contest*). The ballot for this contest is divided into 3 parts: Content, Delivery, and Language.
 - a. Looking at the first section 'content', the item is (*item*). What are we looking for here?
 - b. Next item, (*item*), what are we looking for here?
 - c. Repeat for entire ballot leading a discussion.
 - d. (*Last*) Is there anything we aren't looking for? (*Example: Use of notes during an Evaluation contest is nowhere on the ballot.*)
 - e. Repeat steps a-d for second contest ballot
5. The Judge's Code of Ethics is located on the back of each ballot. (*Read, or preferably, have a judge read, the code.*)
6. Judges will:
 - a. Sign and print your name on each ballot. You may do this electronically since they are fillable.
 - i. I must throw your ballot out if not signed.
 - b. Ensure the contestant's first and last name are listed correctly on the ballot.
 - i. I must throw your ballot out if there is any question.
 - c. List a First, Second, & Third place on your ballot (of contests with 3 or more contestants).
 - i. I must throw your ballot out if you leave one or more blank.
 - d. Remain anonymous as much as possible. Do not rename yourself as a Judge. You can rename yourself as an "Area Director or your staff role – name."
 - i. No posting to social media that you are judging.

- e. You will email me the ballot at the end of each *contest*. Please use the Adobe snapshot feature or snipping tool in Windows to outline the bottom portion. *Recommend that the CJ demonstrate this since all judges have not been trained for judging online.*

Special Note about Ballots:

As a backup, erase your markings and print that page to pdf with the ballot signed/printed and first second and third places marked. You can also snap a photo with your phone and email to me.

I am putting my cell phone number and email address into the Chat now. Please make a note of both.

Please send me a text with your name now so I have it in case I need to contact you.

7. If there are issues hearing the speaker, do the best you can. Contestants are given the opportunity to test their equipment in their briefing and have been advised to practice using the same set up as they will for the contest.
 - a. *International Speech Contest*
If a contestant has problems with the audio or video, unexpected noise or disturbances, or anything out of his/her control, before the minimum qualifying time then the contest CJ will use their judgment if it is necessary to start over or proceed from where the issue occurred.
If the contestant meets the minimum time before encountering the issue then no action is taken and the judges were instructed to not hold the difficulties against the contestant(s).
If loss of connection, the contestant could be moved to the end of the order (i.e. we would not wait for them to rejoin before proceeding).
 - b. *Table Topics Contest*
If a contestant drops off the connection before they have completed their response, they will have to be judged based on what they had answered
If they drop off the connection before making the minimum time they will be disqualified because of time. The Timers should note the time they lost connection.
8. You will be given one minute of silence after each contestant to mark your ballots and will be given as much time as necessary to complete the ballot after the final contestant of each contest.
9. Protests: As a voting judge you can protest on originality or when a reference occurs to another contestant's speech.
 - a. Discuss the originality rule and reference to another contestant's speech.
 - i. *Speech Contest Rulebook: "Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation."*

