

Chief Judge's Reference (Virtual)

Area Minimum	5 Voting Judges & 1 Tiebreaker Judge, NOT a member of the Contest's Area or in a club with a contestant
Division Minimum	7 Voting Judges & 1 Tiebreaker Judge, NOT in a club with a contestant
District Minimum	7 Voting Judges & 1 Tiebreaker Judge, NOT in a club with a contestant
Tiebreaker Judge	Assigned by District Chief Judge before the contest

Briefing Responsibilities:

Chief Judge briefs: Judges, Timers, Ballot Counters (where Contest Chair is responsible to provide timer and ballot counters to Chief Judge), Toastmaster, Contest Chair, and Zoom Master on contest fairness and to collect forms.

Contest Chair briefs: Contestants, Toastmaster, Sergeant at Arms, and Zoom Master Also Test Speaker (if Evaluation), but separate briefing away from contestants

Contest Chair's Responsibilities (summary):

- Responsible for ensuring the timers have stop watches/timing devices and can use the virtual backgrounds or timing cards
- Ensure four briefing (breakout) rooms available: Contest Chair briefing, Chief Judges briefing Breakout room for contestants (Evaluation or Table Topics), and a Private room
- Providing Chief Judge with 2 timers and 3 ballot counters
- Providing 2 Sergeant at Arms: one for contestant breakout room and one for communication
- Contest Chair Kit including fillable forms for contestants such as profile sheets, eligibility forms, and draw for speaking order

Contest Chief Judges Responsibilities

Before the Contest:

1. Review Chief Judge's Virtual Binder.
 - Verify you have all materials needed (refer to the virtual table of contents).
 - Contact District Chief Judge with any questions.
2. Make Appreciation Certificates for Judges.
3. Obtain copy of Contest Flyer
4. Verify Judges' Contact Information.
 - Send confirmation email a couple days before contest.
 - Ensure they know how to print to pdf, digitally sign, and/or use snipping tool.

Day of Contest:

1. Arrive early with the information required from the Virtual Chief Judge's Binder.
2. Get email and mobile phone information for the ballot counters, timers, judges, and district representatives
3. Ensure the Zoom Master understands to make the contest chair, area and division directors, main room (communication) sergeant-at-arms, and you as co-hosts. Other people that will need to be a co-host if present are the district representative, the district contest coordinator, and the district chief judge.

At the Contest, Before the Chief Judge Briefing:

1. Brief the Contest Chair using the *Contest Chair* section in the “Virtual Chief Judges Briefing” document.
2. Brief the Contest Toastmaster using the *Toastmaster* section in the “Virtual Chief Judges Briefing” document.
3. Brief the Zoom Master using the *Zoom Master* section in the “Virtual Chief Judges Briefing” document.
4. Get a soft copy of the virtual agenda.
 - 1 for the Chief Judge’s files
 - Send agenda to your Judges and helpers
 - Ensure your backup judges are present (recommend that you confirm these individuals in the event an individual has technical difficulties)
Note: Agenda should not include the judges’ names and judges will not be introduced during contest. Dignitaries will be introduced as dignitaries only.

Chief Judge Briefing:

1. Start briefing on time.
2. Email certificates of appreciation or thank-you notes to your Judges.
3. Brief timers, ballot counters and judges as outlined in the “Virtual Chief Judges Briefing” document.
 - Inform judges to remain available for 5 minutes after you announce all ballots have been collected. I will contact you by text to the previously provided cell phone number.
4. Let judges know speaking order and any changes to the listed contestants.
5. Make sure the fillable Chief Judge’s Report is completed.
 - Timers should be from 2 different clubs (D25 Rule)
 - Ballot counters should be from 2 different clubs (D25 Rule)

During the Contest:

1. Count your Judges, timers, and ballot counters to make sure they are present.
2. Stay in the room.
 - Contest should not be conducted without you in the room.
3. Prepare tally sheet by filling in contestants’ and judges’ names; making sure to use the correct tally sheet for each contest.
4. After each contest you collect the ballots and proceed to virtual breakout room to count the ballots.
 - You receive two Timers’ Reports and Tiebreaker ballot for each contest.
5. *Audio or Video Challenges*
 - *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.

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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).

○ **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.

During each Ballot Counting:

- For Protests – see Protest Section in this document for step-by-step instructions.
- For Ties – see the final page of this document for instructions on how to handle.
- 1. Check each ballot for the following:
 - 1. Judge’s Signature
 - 2. Contestants’ name listed correctly (first & last name)
 - 3. All 3 places have names (for contests of 3 or more contestants)
 - Discard any ballots not containing any one of three items above.
 - The word ‘Protest’ next to any judge’s name (see protest section of this document for more information)
- 2. Put ballots in order, by judge’s name, as listed on the tally sheet.
- 3. Display the timer’s sheet, tally sheet and ballots using a shared screen.
- 4. Describe that you will fill in the Tally Sheet as the Ballot counters read the ballots. Ask the Ballot Counters to:
 - 1st Ballot Counter reads the ballots while the 2nd Ballot Counter verifies the points being recorded on the tally sheet by the Chief Judge.
 - “*Judge’s Name, [first place contestant’s name] 3 points.*”
 - “[second place contestant’s name] 2 points.”
 - “[third place contestant’s name] 1 point.”
 - Repeat for each judge
 - Once complete – The 3rd Ballot Counter reads the ballots while the 1st Ballot Counter verifies the points are recorded correctly on the tally sheet.
 - 2nd Ballot Counter totals the points for each contestant.
 - 1st or 3rd Ballot Counter verifies the total is recorded correctly.
- 5. Ask the Ballot Counters to verify whether there are any disqualifications because of time.
 - If there is a disqualification due to time:
 - Type “TDQ” in the total column for the contestant(s) instead of a score.
 - On the District 25 Results form, select yes for a disqualification due to time. The words “**Time Disqualification**” will appear in the box at the top right of the form.
 - Record the disqualification on the Chief Judge’s Report.
- 6. Check for ties and resolve all of them.
 - See the last page of this document on how to handle ties.
- 7. Mark each contestant’s place; 1st, 2nd, 3rd...6th.
 - On the Tally Sheet “Line 10” fill out 1st, 2nd, & 3rd

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- Have the Ballots Counters verify it is filled out correctly.
 - Notification of Winners form, fill out **ALL** contestants that have not disqualified. (Name only, the other information is on their profile sheets.)
 - Have the Ballots Counters verify it is filled out correctly.
 - On the Results form fill out 1st, 2nd, & 3rd. Caution: it's in reverse order!
 - Have the Ballots Counters verify it is filled out correctly, including the Time Disqualification statement if needed.
8. Make sure all forms agree and that all forms are filled out correctly.
9. Remind Ballot Counters that all information remains confidential.
10. Provide completed Results form to Contest Toastmaster by email or text.
- If there is a time disqualification point it out to the Toastmaster in the email or text.
 - Make sure the winners are announced correctly. Stop the Toastmaster if they are being read incorrectly, e.g. wrong name or wrong order of finish. Make sure Toastmaster follows the script.

After the Contest:

1. Get the contestants' profile sheets from the Contest Toastmaster.
2. Label all forms for the area/division they apply (e.g., a24results form).
3. Upload the appropriate forms to the Google Drive folder or send as a Zip file to district25chiefjudge@gmail.com at the conclusion of the contest for each contest:
 - Bottom portion of ballots (including tiebreaker)
 - Contest agenda with all changes marked
 - Notification of Winners forms
 - Contestants' profile sheets
 - Contestants, Eligibility and Originality forms
 - Retain copy of results forms
 - Judges' Eligibility and Code of Ethics forms
 - Timer sheets
 - Tally sheets
 - Completed Chief Judges Report

Protests

- Only a contestant or Voting Judge may lodge a protest.
- Protest must be filed with Chief Judge or Contest Chair.
- Chief Judge must receive all protests prior to announcement of winners; once winners are announced the results are final.
- Protest can only be based on eligibility, originality or reference to another contestant's speech.
 - This document covers the originality or reference to another contestant's speech protest process

Handling Protests:

For protests by a contestant – please see the section Protests by Contestants in this document

1. Finish ballot counting process

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- a. The Judge who is protesting should have written protest on their ballot. You may be notified by other means if technical difficulties arose. You will discuss the reason for the protest by telephone; include reading from the rulebook the requirement being protested. If after discussion, you determine that he/she still wants to proceed with a protest continue with item 2.
2. Discreetly notify by text to their mobile phone (can text all at once):
 - a. All Voting Judges (not Tiebreaker) to enter the breakout counting room
 - b. Move the Ballot Counters to the private (4th) breakout room and inform them to stay in the room until you rejoin them.
If you have difficulty contacting the judges, the District Rep, contest chair, zoom master or area director can private chat to the judges.
3. Chief Judge reads originality or reference to another contestant's speech rule from the International rule book.
 - a. Page 8, Heading 4, Section D, Item 1.

"D. Contestants must prepare their own speeches, and each must be substantially original.

...

1. *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."*

OR

- b. Page 9, Heading 4, Section E

E. Contestants must not reference another contestant, or speech presented by another contestant, from the platform at the same contest in which they are competing.

4. Judges discuss protest.
 - a. Chief Judge will give no opinion.
 - b. The current ranking of the contestant will not be considered.
5. Judges send their vote to contest chief judge by private chat.
 - a. Majority determines if the protest stands (over half).
- 6. If the protest stands, go to Step 7**
 - a. If it does not stand, go to Step 13**
7. Call the contestant into the briefing room via text message.
If you have difficulty contacting the contestant, the District Rep, contest chair, zoom master or area director can private chat to the judges
8. Contestant responds to the Judges' questions.
 - a. Chief Judge to make sure this process stays positive.

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9. Contestant leaves the room.
10. Judges send their vote to contest chief judge by private chat.
 - a. Majority determines if the protest stands (over half).
11. Judges return to the contest room.
12. Ask the Contest Chair to join you in the ballot counting room via text to mobile phone.
 - a. Inform them of the Judges' decision (either way)
 - b. Ask them to inform the contestant now – must be done before announcement
13. Summarize the protest on the Chief Judge's Report
 - a. If Protest stands – line out the name on the tally sheet and perform any needed adjustments.
 - i. **DO NOT** have the Toastmaster announce the disqualification – it remains confidential
 - b. If Protest is voided, go to Step 14.
14. Continue ballot counting process located in this document section *During Each Ballot Counting* at Step 5
15. Contest Chair notifies contestant of decision **BEFORE** the announcement of winners.

Protests by Contestant:

1. Finish Ballot Counting process
2. Move Ballot Counters into private room and ask them not to leave
 - a. Call the contestant into the Chief Judges briefing room
3. Discuss the Contestant's protest.
4. If after discussion the contestant still wants to lodge a protest:
 - a. The Contestant returns to the contest room.
 - b. Start the regular protest process at Step 2a.
 - c. The Chief Judge will present the facts of the contestant's protest for them.

Contestant Not Present D25 Definitions

Please see the rulebook for full rule: 5. General Procedure, Page 10, Item C, Number 2.

“2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced...”

1. Person conducting the contest - Contest Toastmaster.
2. Both the Area and Division contests will hold two same-day, independent competitions. Example: Contest #1: Evaluation and Contest #2: International Speech.

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3. A contestant is disqualified if he/she is not present when the Contest Toastmaster is introduced for the contestant's specific contest.
 - a. Example: Contestant A is competing in both the Evaluation and Humorous Speech Contests. He arrives after the Evaluation Test Speaker has started speaking. Contestant A is therefore disqualified from the Evaluation contest. However, he is still eligible to participate in the Humorous Speech Contest, provided he is in the room when the Contest Toastmaster is introduced after the break.
4. The Contestant must stay in the room through the announcement of the speaking order.
5. Check the Contest Toastmaster's Script for exact placement of the Contest Toastmaster introduction and the speaking order.

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Example on how to fill out Notification of Winner's Form

Counter's Tally Sheet	Contestant Name #1	Contestant Name #2	Contestant Name #3	Contestant Name #4	Contestant Name #5	Contestant Name #6	Contestant Name #7
1. Judge Name #1	1	3		2			
2. Judge Name #2	2	1		3			
3. Judge Name #3		3	1	2			
4. Judge Name #4	3	2		1			
5. Judge Name #5		2		3	2		
...							
Totals	6	11	1	11	2	0	0

Check for highest point count.
 In this example:
 Contestant 2 and 4 are tied for 1st place.
 Check tiebreaker ballot:
 2 is ranked higher than 4 => Contestant # 2 is first place, and contestant # 4 is second place.

Check for next highest count.
 In this example:
 Contestant 1 will be third place

Check for next highest count.
 In this example:
 Contestant 5 will be forth place

Check for next highest count.
 In this example:
 Contestant 3 will be in fifth place



Note: Use line 10 to mark the places in a virtual contest

Places

Check for next highest count.
 In this example:
 Contestant 6 and 7 tied for 6th place.
 Check tiebreaker ballot:
 6 is ranked higher than 7 => Contestant # 6 is sixth place, and contestant 7 is seventh place

Tiebreaking Judge's Official Ballot					
Place/Name of Contestant:					
First	Contestant Name #3	Fourth	Contestant Name #2	Seventh	Contestant Name #7
Second	Contestant Name #1	Fifth	Contestant Name #4	Eight	
Third	Contestant Name #5	Sixth	Contestant Name #6	Ninth	

Notification of Contest Winner					
Place	Name	Club No.	District	Address	...
1st	Contestant Name #2				
2nd	Contestant Name #4				
3rd	Contestant Name #1				
4th	Contestant Name #5				
5th	Contestant Name #3				
6th	Contestant Name #6				
7th	Contestant Name #7				
8th					
...					

No need to fill contact info out, but ensure it is provided on bio.

Note: Notification of Contest Winner should list all contestants in order of placement (not speaking order). Have vote counters verify for correctness.

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