



CHIEF JUDGE BRIEFING NOTES FOR ALL CONTESTS

Club Contest – conduct the briefing either prior to the meeting or during the meeting prior to the start of the contest.

Area, Division and District Contests – conduct the briefing at least one hour prior to the start of the contest.

Before the Briefing

Obtain a copy of the latest version of the Speech Contest Rulebook before the contest and read and understand it.

1. Establish that all timers, counters and judges are present.
2. Obtain a copy of the Judges list from the Contest Chairman or PQD.
3. Obtain participation certificates and place certificates for each contest.
4. Confirm that judges are not a member of the club represented by a contestant (see note * below relating to exceptions to this rule).
5. Judges must be active members in good standing of a Club in good standing and, for the International Speech Contest, have completed at least six speeches from the Competent Communicator manual.
6. Refer to the Speech Contest Rules for further clarification of the eligibility requirements.

Begin the briefing on time, do not wait for participants. Do not miss any of these items. Brief each group separately. Note: briefings for Counters and Timers may be conducted separately to the Judges' Briefing.

7. Obtain a copy of the contestant's speaking order from the Contest Chairman.

The Timer's Briefing

Note: If the Chief Judge has the speaking order from the Contest Chairman, advise the Timers. The speaking order will also be given by the Toastmaster at the start of the contest.

Review the Timer Record Sheet and Instructions for Timers with the timers, including the final paragraph about circling a time which disqualifies a contestant, and submitting the form to the Chief Judge. Highlight for the timers the times shown on the sheet for the lights for particular contests as follows:

	Green	Amber	Red
International	5 mins	6 mins	7 mins
Humorous	5 mins	6 mins	7 mins
Evaluation	2 mins	2 mins 30 secs	3 mins
Table Topics	1 mins	1 mins 30 secs	2 mins

Once the winners have been announced, the decision is final. However, Timers may interrupt the announcement of winners if the names are being read incorrectly. You may raise a hand and state out loud..."There is an error."

The Counter's Briefing

Review the Counter's Tally Sheet with the counters. Counters are to collect the ballots from the judges when they are held up, but should not hover in the vicinity of a judge while they are completing their forms. Emphasise that the counting process is confidential.

Once the winners have been announced, the decision is final. However, Counters may interrupt the announcement of winners if the names are being read incorrectly. You may raise a hand and state out loud..."There is an error."

The Judge's Briefing

1. Read the judging criteria on the reverse of each judging form through with the judges, asking them how they interpret the criteria. Seek clarification from other judges for those less experienced. (Use this as a training opportunity).
2. Read the judges code of ethics on the reverse side of the judging form.

Read the next items to the judges for their information and action.

3. Before each contest begins, PRINT and SIGN your name on the ballot and tear the ballot off the scoring sheet. If a ballot is not signed it cannot be counted.
4. You should sit close to the contest area where you can see and hear the speakers easily, even in the case of an outside disturbance or failure of the audio system.
5. Make sure that you are filling in the correct ballot for each contest. Fill in a 1st, 2nd and 3rd place (if 3 or more contestants) or the ballot cannot be counted. **DO NOT FILL IN CONTESTANTS NAMES UNTIL THE SPEAKING ORDER HAS BEEN ANNOUNCED.** Note: If the Chief Judge has the speaking order from the Contest Chairman, advise the judges now. The speaking order also will be given by the Toastmaster at the start of the contest.
6. Judge **ONLY** by the criteria and how those are met today, not by how the person did in a prior contest.
7. Your sole task is to pick a winner by comparing the performance of the contestants and selecting 1st, 2nd and 3rd place-getters. You are **NOT** asked to rate or grade the speeches, so do not place particular emphasis on the Excellent, Very Good etc. headings above the point ranges.
8. Tastes, beliefs, preferences and prejudices are the most prevalent barriers to unbiased judging. Judge each speech and speaker on the merits of their performance at this time.

9. When you are scoring, some speakers may tie or be very close in points. You must break your own ties by again comparing the relative performances of the tying speakers in each section of the judging form so that you can make an appropriate adjustment.
10. Do not pay any attention to timing, just judge by the criteria given. If there is a disqualification for time, it is because the timers found the person to be over or under time. A disqualification of a contestant for time will be announced, but the person's name is not given.
11. The speaking area will be defined, but going outside the area is not a basis for disqualification. However, if the movement, proximity etc. seems awkward or inappropriate, you may consider that in your scoring.
12. All speeches must be substantially (75%) original. Any quoted material must be identified during the speech presentation. If there is a question regarding originality, it must be brought to the attention of the Chief Judge or the Contest Chairman before the winners are announced. Discretely say that you wish to lodge a protest on originality. The contestant has a right to be heard on the question before a decision can be made to disqualify on the basis that the speech is not original. A majority of judges must concur to disqualify the contestant. *Note: District 90 practice requests judges not to use or refer to any communication devices or information sources for the purpose of determining originality. Judges must be absolutely sure of any non-originality and no reference to external media on the day will be permitted.*
13. At the end of each contest, you will have as long as you require to review your scoring and to fill out your ballot.
14. Once completed, hold up your ballot to be collected by a Ballot Counter.
15. If you are the tiebreaker judge, keep this to yourself. You must "place" every contestant and the Chief Judge will collect your ballot.
16. Last but not least, do not discuss the judging of this contest or explain or justify your judging with anyone. In particular you must not evaluate or advise any speakers.

Reflect on a job well done.

* Judges in club contests can, indeed should, be encouraged to be from the club (to give members experience in judging). There is also an exception to this rule in Area Contests where there is an equal representation of judges from all clubs in the Area. *2016-2017 Rulebook 5 (2)*