

## Chief Judges Briefing (Judges, Timers and Ballot Counters)

Contests being held:

Fall: Humorous and Evaluation  
Spring: International Speech and Tall Tales (even years)  
International Speech and Table Topics (odd years)

Speech presentation time limits:

Contest	Qualify	Green	Yellow	Red	Disqualify
International Speech	4:30	5:00	6:00	7:00	7:31
Humorous Speech	4:30	5:00	6:00	7:00	7:31
Tall Tales	2:30	3:00	4:00	5:00	5:31
Table Topics	1:00	1:00	1:30	2:00	2:31
Evaluation	1:30	2:00	2:30	3:00	3:31
Test Speaker		5:00	6:00	7:00	

### **TIMERS**

1. Contest timing requirements are outlined above. Please take note of the times for the contest to be conducted.
2. Timers to use two timing devices but record time most favorable to contestant. (Timing information must remain confidential)
3. Timers will be asked by Toastmaster to time a minute of silence before first contestant and between each contestant.
4. The Contest Judges will be allowed as much time as necessary to complete their ballots following the final contestant. Therefore, timing is not required.
5. Timers will be asked to time a specified amount of time for the intermission period (if any) between contests.
6. Timers will give no indication to contestants or the audience of any contestant's disqualification due to time. Please make a note on form to indicate time disqualification. Otherwise, all timing information is confidential.
7. Timing begins at the first verbal or non-verbal indication by the contestant.
8. In the event of a timing device failure, the contestant involved will be given an additional 30 second "grace period". Timers should ensure they have a set of cards handy to properly signal the contestant when using any kind of timing light or timing signal.
9. Timers should position themselves towards the back of the room in easy view of the contestants but out of view of the Contest Judges. Contest judges are not to consider time or time disqualification and should be considered when the Timers determine their position in the room which will vary depending on the venue.
10. The Chief Judge will collect the timer's report sheet from the timers after each contest.

## Chief Judges Briefing

### **BALLOT COUNTERS**

1. A minimum of 3 Ballot Counters are needed. Ballot Counters should be identified to the Chief Judge by the Contest Chair, Area/Division Governor or District Rep for the contest.
2. Ballot Counters will stand at the end of each contest upon the Toastmasters announcement and be ready to collect ballots from judges. Please do not hover over judges as they complete their ballots.
3. Ballot Counters will indicate in some fashion (normally by holding up the appropriate number of fingers) how many ballots they have collected in order that the Chief Judge can ensure that all ballots have been collected before leaving the room to count votes. Please be sure to communicate with the Chief Judge.
4. When ballots are collected, Ballot Counters will accompany the Chief Judge to a separate room/area and assist with counting the votes. All vote counting information, timing disqualifications, etc is to remain confidential during the remainder of the contest and after the contest has been completed.
5. Ballot Counters should consider the ballots confidential and pass them unopened to the Chief Judge.

### **JUDGES**

1. Judges are to read and follow the judging criteria and code of ethics on the back of each ballot.
2. Judges must sign and print their name at the bottom of each ballot. Ballots not signed will be discarded by the Chief Judge.
3. All Judges should note who the contestants are and do not sit next to any contestants. Otherwise, you will be asked to move by the Toastmaster in the contest's opening announcements.
4. Judges should ensure that the contestant's name is correctly shown on their ballot. Each Judge should choose a first, second and third place contestant. Tie-breaking judges must rank all contestants.
5. Judges will be given one minute of silence after each contestant to mark their ballots and will be given as much time as necessary to complete the ballot after the final contestant of each contest.
6. After ballots have been completed, they will be handed to either a Ballot Counter or the Chief Judge.
7. The remainder of the ballot kept by the judges must be removed from the contest location by the judge and destroyed as convenient (i.e., shredded). Please do not simply discard this information.
8. Disqualification basis: Originality protests must be lodged as noted under Protests below. Judges are not concerned with over/under time or eligibility as these matters are handled by the District Chief Judge and/or District Contest Quality Chair. Contestants must be present when the contest is called to order or they will be disqualified by the Contest Chair or Chief Judge of the contest.
9. Protests: Judges (and contestants) may lodge protests with either the Chief Judge and/or the Contest Chair prior to the announcement of the winners of the contest. The Chief Judge will resolve all protests per the current Toastmasters International rulebook under the section "PROTESTS AND DISQUALIFICATIONS". All decisions of the Judges are final. The Contest Chair will notify the appropriate contestant(s) of any disqualification due to originality by the Judges.
10. Avoid any and all bias.