Judges Briefing Checklist

1. A week or two prior to the scheduled contest, the Chief Judge should email all the judges (separate email to the tie-breaking judge) with details on the speech contests as well as attachments:
    a. Date and time for the speech contest – and specify which contest (Division, Area, Tall Tales, International, etc.)
    b. Date and time the judges should arrive for the judge's briefing
    c. Location (physical address if in person and meeting link if virtual)
    d. Attachments:
        i. Form 1170 – Judge's Certification of Eligibility and Code of Ethics
        ii. Form 1171 – Speech Contest Rulebook (revised 06/2022)
        iii. Form 1181 – Tall Tales Contest Judge's Guide and Ballot
        iv. Form 1172 – International Speech Contest Judge's Guide and Ballot
    e. Optional to include:
        i. Speech Contest Resources: https://www.toastmasters.org/resources/speech-contests
        ii. Speech Contest Tutorials: https://www.toastmasters.org/resources/speech-contests/speech-contest-tutorials
    f. Reminder to judges:
        i. Must be a paid member for a minimum of six months
        ii. Must have completed a minimum of six speeches in the Competent Communicator manual or earned certificate of completion in Levels 1 and 2 of any path.
            1. NOTE: only members who joined Toastmasters PRIOR to the rollout of Pathways in their region can apply speeches from the CC manual towards eligibility for judging
        iii. NEW THIS YEAR: Candidates for elected District leader positions beginning July 1, 2023, are ineligible to serve as a contest official at the Area, Division, or District levels.
    g. Additional reminder to judges for the Division and District level contests:
        i. The chief judge, voting judges, and tiebreaking judge must not be a member of **any** club in which a contestant is a member (even if the contestant is representing another club for the contest of which the judge is not a member).
2. Email the tiebreaking judge the same information as the judges, but setup a separate briefing one-on-one. For the attachments:
    a. Form 1181A – Tall Tales Contest Tiebreaking Judge's Guide and Ballot
    b. Form 1188 – International Speech Contest Tiebreaking Judge's Guide and Ballot

c. Form 1170 – Judge's Certification of Eligibility and Code of Ethics

d. Form 1171 – Speech Contest Rulebook (revised 06/2022)

3. Review all the Certification of Eligibility and Code of Ethics forms.
    a. Each judge has correctly marked the contest type (yes, they can use the same form for both contests)
    b. Each judge has correctly marked what level contest (Area, Division, District)
    c. Each judge has correctly listed the date of the contest
    d. Each judge has printed their name, included their member number and district, signed and dated the form.
        i. Members can log into their Toastmasters account to view their member number
4. Read the Judge's Code of Ethics.
    a. NOTE: the Judge's Code of Ethics has more items on the Judge's Certification and Code of Ethics than what is listed on the backside of the voting ballots.
5. After the contest has concluded, the Chief Judge can discard the Judge's Certification and Code of Ethics. If the contest was held in person, forms should be discarded at an offsite location.
6. Judges must remain anonymous as much as possible.
    a. If the contest is virtual, judges may decide for themselves to keep their video on or off (but must remain that way for the duration of the contest)
        i. Only list the person's name
        ii. Do not include the contest role, education designation, or club name
    b. If the contest is in person, judges should hold up their envelopes to shoulder height. Ballot counters will collect the envelopes.
7. Distribute the ballots for each contest. Remind all judges there are two separate ballots with different judging criteria for each contest.
8. **In person contests:**
    a. Distribute paper ballots, judges must sign their name on the lower left of the ballot and print their name on the lower right of the ballot.
    b. Ballots without a signature and printed name will be disqualified.
    c. Instruct judges to write the contestant names across the top of the ballot in the space provided. They can wait to do this once the order of contestants is announced.
    d. After each contestant has finished, there will be one minute of silences for judges to write the scores for each judging criteria and tally the column
    e. When the contest has finished, judges will have silence until all ballots have been collected
    f. Write in the contestant's name for first place, second place, and third place

i. Do not write anything other than the contestant names – no doodles, numbers, comments, nothing – if there is anything else on the ballot, it will be disqualified

g. Tear off the bottom of the ballot and place it in the provided envelope, seal the envelope, hold up for the ballot counters to collect.

h. The top portion of the ballot with the scoring should be taken home with each judge and destroyed.

9. Virtual contests:

a. Determine how each judge will submit their ballots for each contest (Google form, Survey Monkey, etc.) and explain the method to be used

b. Judges can use the ballot in an electronic format or print themselves to write on whichever works best for that judge

c. After each contestant, there will be a minute of silence for judges to tally the scores.

d. After the contest is done, the judges will have silence until all ballots are collected

e. Judges will submit their first, second, and third place contestants via the specific method provided by the Chief Judge

10. FOR ALL CONTESTS:

a. Review the back of each ballot for a description of the judge items for each contest – reiterate there are different judging criteria for each contest

b. Each ballot has suggested point values for each criteria; it is up to the individual judge to use their best method to select the winner

c. Judges are choosing a winner based on the contestants in that specific day's contest – not what they have seen/heard from a contestant in the past or how they may do in the future

d. Only write / type one contestant name each for first, second, and third place. Judges may not have a tie or list more than one name for each place – if this happens, that ballot will be disqualified

11. Protests and Disqualifications

- Protests from judges (and contestants) are limited to:
    i. Eligibility
        1. Contestant must be a paid member of a club in good standing at the time of the contest
        2. For the International Speech Contest, must have completed Levels 1 and 2 of any path or earned DTM
    ii. Originality
        1. More than 25% of the speech is plagiarized (not original to the speaker)
        2. Must cite sources

iii. Reference to another contestant or a contestant's speech in their own speech in the same contest they are competing

- Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner(s) and alternate(s)
- Protests should be submitted by sending a private chat message or a text message to the chief judge or contest master
    i. In person ballots – the judge can write "PROTEST" after their signature to indicate to the Chief Judge they have a protest
- The chief judge, contest chair, voting judges, and contestants must not consider protests from audience members
- Before a contestant can be disqualified on the basis of originality or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges.
    i. The Chief Judge will pull all the voting judges and the contestant together and discuss the issue
    ii. Contestant is then dismissed from the meeting
    iii. Voting judges discuss and determine a decision to disqualify the contestant or not
    iv. A majority of the voting judges must concur in the decision to disqualify
- The contest chair can disqualify a contestant on the basis of eligibility
- All decisions of the voting judges, and qualifying judges are final decisions should remain confidential
- The Chief Judge will review the timer report to determine if a contestant will be disqualified due to time
    i. Judges should not pay attention to the timing of a speech