

Sergeant at Arms (SAA) Contest Briefing

1. A week or two prior to the scheduled contest, the Chief Judge should email the Sergeant at Arms with details on the speech contests as well as attachments:
 - Date and time for the speech contest – and specify which contest (Division, Area, Tall Tales, International, etc.)
 - Date and time the SAA should arrive for the judge's briefing
 - Location (physical address if in person and meeting link if virtual)
 - Attachments:
 - i. Form 1171 – Speech Contest Rulebook (revised 06/2022)
 - 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>
 - Reminder to SAA:
 - i. Not allowed to be a SAA in the same contest in which they would be competing
 - ii. Must be a paid member
2. It is suggested to have two Sergeants at Arms for each contest; can be the same for each contest
3. In Person Contests:
 - Once the contest begins, the SAA will allow entrance or exit from the contest speaking room only during the minute of silence between contestants
4. Virtual Contests:
 - BEST PRACTICE: SAA should be given co-host duties
 - i. Help admit attendees to the meeting – keeping in mind that once the contest has begun, only admit to the meeting during the minute of silence between contestants (never while a contestant is speaking)
 - ii. Can assist in muting participants as needed
 - iii. Can assist in assigning breakout rooms
 - iv. NOTE: SAA should have a list of all contestants and contest officials; if they are disconnected from the contest due to technical issues, they will need to be let back in immediately
 1. These individuals will be briefed that if they do come in outside the minute of silence to make sure they do not speak when connected
5. For the 2022-2023 Contest Speech Season, contestants may remain in the main speaking room for the entire contest for each speech contest
 - Additional instructions will be provided in the years where an Evaluation and/or Table Topics Contest will be held