

TOASTMASTERS INTERNATIONAL SPEECH CONTESTS

DUTIES OF THE CHIEF JUDGE

Sources:

2010 Toastmasters International Contest Rulebook
2010 Toastmasters International Speech Contest Manual
Toastmasters International Judges Training Program

1. MEET ELIGIBILITY REQUIREMENTS OF JUDGE:

- a. For contests above Club level: Should have been a Member in Good Standing since July 1 of the previous year;
- b. For International Speech Contests: Should have completed at least six (6) *Competent Communication* manual projects;
- c. Should not be a member of any club represented by a Contestant in a contest above club level

2. UNDERSTAND:

- a. Eligibility requirements of and rules pertaining to contests and members of the Judicial Team (*Chief Judge, Judges, Timers and Ballot Counters*);
- b. Judge's Code of Ethics published on each **official*** Judge's Guide and Ballot;
- c. Contestant eligibility requirements;
- d. Judging Criteria for each contest, as printed on the **official*** Judge's Guide and Ballot;
- e. How to complete a ballot;
- f. How to count votes;
- g. How to break ties;
- h. Contest timing rules;
- i. Rules and procedures for Protests and Disqualifications;
- j. Procedure for handling an error in announcement of winners

WELL BEFORE THE CONTEST:

1. Appoint and train all members of the judicial team;
2. Distribute to each Judge:
 - List of Contestants;
 - Appropriate Judge's form;
 - Contest Rulebook

IMMEDIATELY BEFORE THE CONTEST:

1. Confirm designated speaking area and contestant speaking order with Contest Chair, and confirm location of the Ballot Room;
2. Brief **all members** of the Judicial Team, ensuring that they know how to properly perform their duties; that they understand the confidential nature of their duties; that they understand the protest and error in announcement procedures; and that they have the necessary equipment and **official*** forms.

Judges Briefing should include:

- Review of Speech Contest rules
- Review and explain judging form
- Review and explain Judges of Code of Ethics
- Review and describe Designated Speaking Area
- Contestant speaking order

DURING THE CONTEST:

1. Have possession of the current Toastmasters International Speech Contest Rulebook and the Toastmasters International Speech Contest Manual for reference as needed;
2. Monitor the Timers and intercede in the case of equipment malfunction;
3. Resolve any protest on basis of Originality, according to Toastmasters International policy
4. Notify Contest Chairman of any suspicion of Contestant ineligibility

AFTER ALL CONTESTANTS HAVE PRESENTED:

1. Have Counters collect all ballots (*Contest Manual says ballots should be sealed*);
2. Collect Time Record Sheets;
3. Adjourn with Counters to Ballot Room

IN THE BALLOT ROOM, ACT AS CHIEF COUNTER:

1. Open ballots, taking personal possession of Tiebreaking ballot;
2. Void any ballot that does not properly rank the Contestants and/or is unsigned;
3. Check Time Record Sheets to determine any disqualification on the basis of time;
4. Give valid ballots to Counters (not the Tiebreaking Ballot);
5. Notify Counters of any Time-disqualified Contestant and instruct them to disregard any vote for a Contestant so disqualified;
6. Oversee the ballot count and assure accuracy of results;
7. Break any tie using the Tiebreaking ballot;
8. Complete and seal the Contest Result form

AFTER THE BALLOT COUNT:

1. Return to Contest Room with Counters;
2. Advise Contest Chair of any Time disqualification (without divulging name);
3. Deliver Contest Results to Contest Chair;
4. Act on any error in announcement of winners

AFTER WINNERS ARE ANNOUNCED: Destroy all ballots and tabulation (tally) sheets.

*** A form is not OFFICIAL unless it is CURRENT and COMPLETE.**

***THE CHIEF JUDGE MAY BE ASKED TO PERFORM OTHER DUTIES.
PRIOR TO CONTEST DATE, CHECK WITH CONTEST CHAIR TO CONFIRM WHO WILL:***

- ***Verify Contestant Eligibility
(Call World Headquarters)***
- ***Brief Contestants***
- ***Brief Sergeants-at-Arms***
- ***Brief Audience***