

## District 25 Area, Division, and District Speech Contest Guidance on Delegation of Tasks

District 25 follows the Toastmasters International (TI) rulebook, available on our [Website](#), for conducting speech contests. TI rules allow delegation of specific tasks that must be executed properly in each speech contest. In our district, we believe delegation is an important component of leadership; it provides personal growth opportunities and is broadly beneficial. So, for example, our Contest Chairs are fully responsible for contests they chair, but it's best that they not do all the work alone. Instead, we prefer that they delegate certain tasks as outlined below. Also below is our guidance for the role of the Contest Chief Judge and contest briefing procedures.

### Contest Chair will delegate:

- One task to the **District Contest Quality Chair**: Provision of a unique table topic question for each table topics contests; the question will be given to the Contest Toastmaster for all such contests.
- The following tasks to the **Contest Chief Judge**:
  - Keeping of timing sheets, tally sheets and ballots during the contest. After each contest, those items will be given to the District 25 Chief Judge for safekeeping. The District Chief Judge will determine when the items are no longer needed and can be properly disposed of.
  - Briefing of timers, vote counters and all judges, including the tiebreaking judge
  - Careful counting of ballots
  - Provision of time record sheet, counter's tally sheet, judge's and tiebreaking judge's guide and ballot
  - Notification of placement of all contestants to next level contest chair
- One task to **District 25 Chief Judge**: Selection of Contest Chief Judge

### Contest Chief Judge will delegate:

- One task to **vote counters**: Collection of all ballots, including tiebreaking judge
- The following tasks to the **Contest Chair**:
  - Appointment of 2 timers (both timers should not be from same club) and 3 vote counters
  - Provision of 2 stopwatches, timing lights with back up timing cards (or 2 sets of timing cards if no timing lights are available)

### Contest Briefings:

The Contest Chair should start the drawing to determine speaking order in contestant briefings as soon as possible; the Contest Toastmaster and the Contest Chief Judge need that information before the start of the contest. All judges (including tiebreaking judge) must be on time for their briefing. If any assigned judges aren't on time, the Contest Chief Judge will assign required ballot(s) to other trained judges to ensure the required quota of judges, including a tiebreaking judge, is on hand at the start of the contest.

If you have questions about this information or other contest matters, please contact our District Chief Judge ([Susanne Nickerson](#)) or District Contest Quality Chair ([Dean Lampman](#)).

