

District 25 Chief Judge Check List

AREA _____

DIVISION _____

DISTRICT _____

Contest Date _____ Briefing time: _____ Contest start time: _____

Location _____

Contest Chair _____ Contact Info _____

Fees/Meals for Judges? _____ Contest Briefing rooms available _____

Area Minimum 5 Judges who are NOT members within same Area or Division as Contest

Division Minimum 7 Judges who are NOT members within same Division as Contest

District Minimum 7 Judges NOT from same Club as contestants

Try to recruit an even balance from all Divisions.

All contests 1 tiebreaker judge (in addition to the above)

Recommended you have 1-2 extra judges to allow for no-shows.

No judge should be a club member of a contestant

Confirmed Judges

Name

Area/Division

Contact Info

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

>>>> Remember, YOU CAN STOP THE CONTEST AT ANY TIME IF THERE IS A PROBLEM. <<<<

It is your job to make sure the contest is fair for all the contestants.

Steven Timmons, District 25 Chief Judge 2011/2012, d25chiefjudge@gmail.com

817 415-2617 (work) * 817 768-7930 (home) * 682 551-7918 (cell)

District 25 Chief Judge Check List

Overview of Responsibilities:

Briefings are held prior to contests to ensure everyone involved understands the rules and their duties. Two separate briefings are held. One briefing is the responsibility of the Chief Judge and the other is the responsibility of Contest Chair. Both should be aware of each other's duties.

Helpful contest information can be found on the District 25 website under Resources/Contest

Chief Judge briefs: Judges, Timers, Ballot Counters (where Contest chair is responsible to provide timer and ballot counters to chief judge)

Contest Chair briefs: Contestants, Toastmaster, and Sergeant at Arms

Also Test Speaker (if Evaluation Contest), but separate briefing away from contestants

Brief Overview of Contest Chair's Responsibilities:

- Responsible for ensuring stop watches, timing device and/or timing cards are available
- Determine location of two briefing rooms
- For Evaluation Contest: selecting Test Speaker and providing holding area for contestants
- For Table Topic Contest providing holding area for contestants
- Providing Chief Judge with 2 timers and 3 ballot counters
- Providing enough Sergeant at Arms for contest
- Contest Chair Kit including forms for contestants like bio, eligibility and draw for speaking order

Chief Judges Overview

Before the contest:

- Review Chief Judges Binder, which should include the following:

Contest Flyer	Ballot Counter Tally Sheets for both contests
Chief Judges Briefing	Announcement of Winner form
Judges Ballots and Tiebreaker for both contests, including ballots for one extra judge	Notification of Winners form for both contests with instruction sheet
Timer Sheets for each contest	District 25 Chief Judge's Report
Rule book(s) with Contest Guidance sheet	Envelope for Contest Information

If any item is missing contact the District Chief Judge

- Verify judges a few days before the contest and make sure they know briefing time and where to go.
- Make certificate of appreciation for all your judges or thank you note/card to be presented during briefing.

Day of contest:

- Arrive early, have the Chief Judges Binder with you
- Have some extra pens (not required, but useful)

>>>> Remember, YOU CAN STOP THE CONTEST AT ANY TIME IF THERE IS A PROBLEM. <<<<

It is your job to make sure the contest is fair for all the contestants.

**Steven Timmons, District 25 Chief Judge 2011/2012, d25chiefjudge@gmail.com
817 415-2617 (work) * 817 768-7930 (home) * 682 551-7918 (cell)**

District 25 Chief Judge Check List

Day of contest (continued):

- Meet with Contest Chair before briefing to:
 - Check suitability of contest room, e.g. potential noise level, ability to prevent people from entering and exiting while speaker is performing
 - Remind contest chair to give you speaking order and any contestant name changes before the contest, if at all possible
 - Coordinate briefing room
 - Coordinate location of sequester room for evaluation or table topics contestants. Make sure contestants can NOT see or hear anything from the contest location.
 - Ask if there is a 3rd place certificate if more than 4 contestants at area level contest only.
 - Remind contest chair to ensure that contact info is completely filled out on bios.
 - Remind contest chair to provide you with the Originality/Eligibility prior to commencement of the contest.
- Meet with Contest Toastmaster before briefing to:

Introduce yourself and remind Toastmaster that you will be collecting bios once all contestants have been interviewed.
- Get a few agendas, at least 2 to be added to the packets
Agenda should not include the judges' names and judges will not be introduced during contest. Dignitaries will be introduced as dignitaries only.

Briefing:

- Start briefing on time
- Brief timers, ballot counters and judges as outlined in Chief Judges briefing document.
- Distribute certificates of appreciation or thank you notes to your Judges
- Let judges know speaking order and any changes to the listed contestants.
- Make sure chief judges report is being filled out. Timers should be from 2 different clubs.

During the Contest:

- Make sure all judges are in the room
- You need to stay in the room. Actual contest should not be happening without you in the room
- Prepare tally sheet by filling in contestants and judges names making sure to use the correct one for each contest.

If a contestant has problems with the microphone, unexpected noise or disturbances, or anything out of their control, the contestant should continue with presentation until finished.

There are usually no do-overs. Consult with District Rep if in doubt.

After each contest have Counters collect the ballots. Make sure you pick up the Timer's sheet.

**>>>> Remember, YOU CAN STOP THE CONTEST AT ANY TIME IF THERE IS A PROBLEM. <<<<
It is your job to make sure the contest is fair for all the contestants.**

**Steven Timmons, District 25 Chief Judge 2011/2012, d25chiefjudge@gmail.com
817 415-2617 (work) * 817 768-7930 (home) * 682 551-7918 (cell)**

District 25 Chief Judge Check List

During each Ballot Counting:

- Remove tiebreaker ballot. Use only if there is a tie.
- Have counters fill out Tally Sheet and verify the count at least 2 times.
- Remind ballot counters that information remains absolutely confidential.
- Review timer sheet to identify any contestants that disqualified due to time. If there is a disqualification, line out contestant on tally sheet. Write on top of announcement of winners "there was one or more disqualification for time". No name or which contest will be given.
- Fill out announcement of winners form:
 - 1st, 2nd, and 3rd place for 5 or more contestants
 - 1st and 2nd place for 4 or less contestants
- Fill out 3rd place certificate if provided
- Fill out notification of winners form, ranking all contestants. See example in packet.
- Have vote counters verify announcement of winner and notification of winner forms. All is confidential.

After last ballot counting:

- Give complete announcement of winner forms to Contest Chair or Contest Toastmaster. Get bios from Contest Toastmaster at that time.
- Make sure the winners are announced correctly. Stop the Toastmaster if they are being read incorrectly, e.g. wrong name or wrong order of finish. Make sure Toastmaster follows the script in the Announcement of Winners form.

After the Contest:

- Insert into small envelope (should be provided with Chief Judges Binder)

Contest agenda with any changes marked up	Notification of Winners	Contestants Bio	Speaker's Certificate of Eligibility and Originality if provided
---	-------------------------	-----------------	--

Close and give to next level contest chair as marked on envelope

- Place all other forms, ballots, documents, rule books etc. back into original Chief Judge's packet. Include a contest agenda, close packet and give to District Chief Judge or District Rep.

Protests:

- Only a contestant or judge may lodge a protest.
- Protest must be filed with Chief Judge or Contest Chair.
- Chief Judge must receive all protest prior to announcement of winners; once winners are announced the results are final.
- Protest can only be based on originality or eligibility.
- Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify.
- Notify the Contest Chair of any originality disqualification so that they may in turn notify the contestant.

>>>> Remember, YOU CAN STOP THE CONTEST AT ANY TIME IF THERE IS A PROBLEM. <<<<

It is your job to make sure the contest is fair for all the contestants.

**Steven Timmons, District 25 Chief Judge 2011/2012, d25chiefjudge@gmail.com
817 415-2617 (work) * 817 768-7930 (home) * 682 551-7918 (cell)**