

## CHIEF JUDGE'S GUIDE

### I. Pre-Contest Responsibilities

- A. In cooperation with the Contest Chairperson, select contest judges, a chief timer, an assistant timer, and two or more ballot counters for the contest. This should be done as far in advance as possible.
- B. Secretly select a Tie Breaking Judge. This may be done the day of the contest. The identity of this judge should be known only to the Chief Judge.
- C. Select a location for briefing the Judges, Timers, and Ballot Counters. This same room should be used for counting the ballots.

### II. Briefings

#### A. Judges

1. Conclude the judge's briefing at least 15 minutes before the contest's starting time.
2. Distribute the **Judge's Guide and Ballot** to each judge.
  - a. Explain the Judging Items through reference to the Judging Criteria on the reverse side of the **Judge's Guide and Ballot**.
  - b. Answer any questions and advise the judges to destroy the Judge's Guide section of the form after they have completed their ballots.
3. Refer to the Judge's Briefing Guide for the contest being conducted.
4. Inform the judges of the spelling of the contestants' names and the order in which they will be speaking. This information should be received from the Contest Chair as soon as the contestants' speaking order has been determined.

#### B. Timers

1. Refer to the **Timer's Guide**
  - a. Review the timing sequence for the contest.
  - b. Be certain that the chief timer can make an informed explanation to the general audience.
2. Timing Device
  - a. Ensure the proper functioning of the stop watches.
  - b. Test the timing signal and backup system.
  - c. Assess the timing signal's visibility to the contestants.

#### C. Ballot Counters

1. Refer to the **Ballot Counters' Guide**
2. The Chief Judge serves as the Chief Ballot Counter.
3. Explain the procedures for assisting the chief judge in collecting the ballots after the contest and in tabulating the ballot results.

### III. Contest Procedures

- A. Following your introduction by the Contest Chair/Toastmaster, state: "Madam/Mr. Chair/Toastmaster, all contestants have been deemed eligible to compete in accordance with Toastmasters International's ( *name of contest* ) Contest rules."

- B. Explain the ( name of contest ) Contest rules. Ask if there are any questions from the contestants or judges.
- C. Introduce the Chief Timer for an explanation of the timing procedures.
- D. Introduce the judges by name and ask them to remain standing. When you are certain that they are adequately dispersed throughout the room ask them to be seated.
- E. Introduce the ballot counters.
- F. When satisfied that all contest conditions have been satisfied, state: "Madam/Mr. Chair/Toastmaster, let the contest begin."
- G. Monitor the contest activities to ensure a fair and professionally conducted competition.

#### IV. Post-Contest Procedures

- A. After the last contestant has concluded speaking, the Chair/Toastmaster will direct the judges to finalize their voting and submit their ballots.
- B. Personally, and discreetly, pick up the Tie Breaking Judge's ballot.
- C. With the assistance of the Ballot Counters collect all of the judges' ballots.
- D. When you are certain that all ballots have been received, state: "Madam/Mr. Chair/Toastmaster, I have all the ballots."
- E. Collect the Time Record Sheet from the Chief Timer.
  - 1. Review the recorded times.
    - a. Any contestant who spoke less than or longer than the specified time limits is immediately disqualified.
    - b. Inform the ballot counters of any timing disqualification(s).
  - 2. Prior to announcing results, the chairman should announce if time disqualification(s) occurred, but not name the contestant(s) involved.
- F. With the assistance of the Ballot Counters, tally the ballots and determine the contestants with the highest and second highest totals.
  - 1. Count all ballots twice.
  - 2. Provide the Chair with the contest results.