

Table Topics and International Speech Contests

Chief Judge(CJ) Briefs Functionaries

- [Decide on your Tie Breaker judge and brief them separately](#). They should not be part of the functionary briefing
 - Cover all items as if they were at the briefing
 - Remind them they must fill in a finishing place for each contestant or the ballot is invalid
 - Remind them to send their ballot **ONLY** to the Chief Judge
- Thank everyone for their participation and impress upon them the importance of each of their roles in having a great contest.
- Make sure everyone has your cell number to contact you if needed, or that they have confirmed a group email or text.
- Inform all what will happen if technical difficulties occur
 - Who will pause the contest?
 - How long contestants will have to rejoin
 - If connection can not be reestablished, the judges will base their evaluation on what they did experience.
- Brief Timers – Chief Timer (CT) and Timer 1 (T1)
 - Review timing guidelines for contest (minimums and maximums are on the form) and when to display green, yellow and red signals. Each color should be displayed until the next color, red will remain displayed until they stop presenting
 - Timing begins with the first definite word or nonverbal communication from the contestant to the audience. Each contestant will be asked if they can see and pin the timer – the TM will then introduce the contestant and the question or the speech title and repeat the question or title and the contestant's name. This is when you will watch / listen for their first verbal or non verbal start. If there is a connection issue during the reading of the TT question, a contestant may ask for the question to be reread – in these instances do not start timing until the contestant addresses the audience.
 - Remind Timers that there should be 30 extra seconds allowed before disqualification if there is a disturbance or technical difficulties during the speech
 - Both timers will keep track of time
 - Make sure they both have the timing screens available and can turn off their camera separate from their video.
 - T1 will man the timing screens and display a green screen when the minute of silence is up.
 - They will back up each other in case of connection problem
 - Make sure timing signals are clear to the contestants and not the audience – to do this have the contestant pin the timer **before** the contestant is spotlighted by the ZH
 - If a contestant is below the minimum time or over the maximum time write a “DQ” by the time on the record sheet.
 - The Chief Timer will confer with T1 for timing of each contestant. Any timing discrepancies between CT and T1 will go to the benefit of the contestant
 - When Time Record sheet is complete it should be sent to CJ when ballots are being collected
- Brief Counters
 - Inform them they collect ballots during the period of silence after last contestant has spoken. Ballots will be emailed.
 - Inform them you will meet in a breakout room after all ballots have been collected to count the ballots

- Remind them of confidential nature of balloting—no discussion of results outside of the counting room
 - If ballots produce a tie – the Chief Judge will consult the tie breaking ballot for a decision.
 - If a ballot is marked with “Protest” the Chief Judge will address it.
 - Inform the counters they are to agree on the addition on forms
 - When the ballots are counted refer to Chief Judge for timing results – disqualify any contestant not within the time restrictions.
- Brief Judges
 - Remind judges of the importance of their role
 - Distribute contest ballots
 - Confirm you have an eligibility form for each judge
 - Ask judges to sign and print their names on the ballots
 - Remind them that if the ballots are ineligible or if not filled out completely with a 1st, 2nd, and 3rd place winner they will be disqualified - they cannot submit ballots with a tie
 - Inform them that only the completed bottom portion of the ballot should be submitted to the chief judge and counters – the top portion should not be submitted
 - After the contest is adjourned they should destroy the ballot
 - Review rules
 - 25% or less of the speech may be devoted to quoting, paraphrasing, or referencing another person’s content and must be identified as such during the presentation
 - If they want to challenge the content they should write “Protest” on their ballot and join the chief judge in the ballot counting room
 - Contestants cannot refer to another contestant or a speech presented by another contestant during their speech at the same contest
 - The speaking area (or the entire video screen)
 - Review judging guidelines on the second page of the ballot.
 - Remind them of the confidentiality of their own vote—should not be discussed after contest
 - Review Code of Ethics
 - Inform them that if a contestant loses connectivity and cannot rejoin, they will complete their ballot based on what they did see.
 - Give the speaking order
 - Ask if anyone has questions
- Chief judge
 - Collect tie-breaker judge ballot and timers report.
 - Verify results form
 - Complete the Results form and send to Contest Chair
 - Complete the Notification of Winner form and give to District officer of the contest and CC the next contest owner,
 - When contest results have been announced destroy the ballots and any forms