

# Chief Judge's Briefing Outline – International Speech and Tall Tales

Thank all judges and contest functionaries for their service. Remind all that their primary role is to help create a fair contest that is run according to the rules set by Toastmasters International.

For efficiency, brief the functionaries in this sequence and dismiss each group of functionaries when their briefing is complete, and they acknowledge they're clear on their responsibilities.

## Timers

1. We have two timers: a Primary Timer and a Secondary Timer. Both timers will keep time for every speech. The primary timer's timing device is the device of record so long as it works properly AND the primary timer starts and stops their device at the right times. The secondary timer displays green, yellow, and red timing signals at the appropriate times. Arrange to sit so you can be easily seen by the contestants.
2. Follow the timing guidelines on the Time Record Sheet for each contest. Be sure to display each colored signal until it is time to change to the next colored signal. Finally, be sure to keep the red signal displayed until the speaker has concluded. Give no indication if the speaker goes past the allotted time.
3. Timing of each contestant shall begin with the contestant's first definite verbal or non-verbal communication with the audience. Timing shall end when the contestant indicates their speech has concluded, either by word or action.
4. The primary timer will complete the Time Record Sheet and give it to the Chief Judge following the last contestant's speech.
5. Please join the Contest Toastmaster during their briefing of the contestants so you can reinforce the need for contestants to clearly indicate they begin and end their speeches so you can time them accurately. Also, make sure the contestants know where you will be seated.

## Sergeant(s) at Arms

For these contests your role is to guard the door(s). No one is to enter or leave the room during any contestant's presentation.

## Ballot Counters

1. During the contest, your role is to help collect the judges' ballots after the last contestant. This briefing is a good opportunity to learn who the judges are and where they will be seated to make it easier to collect their ballots.
2. Please decide between yourselves who will collect which judge's ballot. Do not hover over a judge waiting for the ballot. Wait until they are done to approach them. Return to the back of the room once you have collected all the ballots. Once all the ballots are collected, I will announce this to the Contest Toastmaster and then we will go to the designated area to compute the results, using the Counter's Tally Sheet and following the standard procedure. When we meet to count ballots, I will explain the specific procedure in the Toastmasters International rulebook.

## Judges

1. Above all else, your role is to assess the quality of each contestant's presentation strictly based on their performance in this contest, on this occasion. Please do not allow any degree of familiarity or lack of familiarity with any contestant to affect your assessment and the ranking you put on your ballot.
2. For these-speech contests (International Speech and Tall Tales) contestants must prepare their own speech and the speech must be substantially original. From the Contest Rulebook:  
  
"Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be identified during the contest presentation." (Section 4D)
3. Contestants may not refer to another contestant or to their speech. From the Contest Rulebook:  
  
"Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing. This applies to all contests." (Section 4E)
4. If you believe that a contestant has broken the rule on originality or the rule on referring to another contestant, write the word PROTEST and the contestant's name on your ballot. We will then follow the procedure laid out in the Contest Rulebook to deal with the protest. However, you should still rank this contestant against the other contestants and list them in the top three if you feel they would rank in that place if they had not taken the action on which your protest is based.
5. Please use the scoring grid provided at the top of the ballot sheet. Do your best to assess each contestant in the same manner. Besides your knowledge of good speaking practices, your fairness matters the most. Do take some time to study the scoring grid for Tall Tales, as it is somewhat different from the International Speech ballot.
6. When you have completed your scoring, put your choices for first, second, and third place (unless there are fewer than three contestants) on the bottom section of the ballot, tear off the bottom part and turn in only the bottom of your ballot.
7. You may not show a tie between contestants. If you have a tie on your ballot, break your own tie.
8. Please bear in mind that the timing of the speeches should not be part of your decision.
9. Do not share your results with anyone else and destroy your scoring grid after the contest. Please write your choices legibly.
10. For your ballot to be valid, it must have your printed name and your signature. Also, you must include your choices for first, second, and third place. I encourage you to sign the ballot now and make a partial tear/rip/cut on the ballot to reduce noise when trying to quietly hand your ballot to a counter.

**TIE BREAKER JUDGE:** Individually brief the tie breaker judge. You will collect this ballot yourself.