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Organizing Speech Contests

Presenter name
District 19 – presenter role

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Why Compete?

- Challenge for Competitors
- Educational for the audience
- Community
- Fun!

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Contests for 2021 – District 19
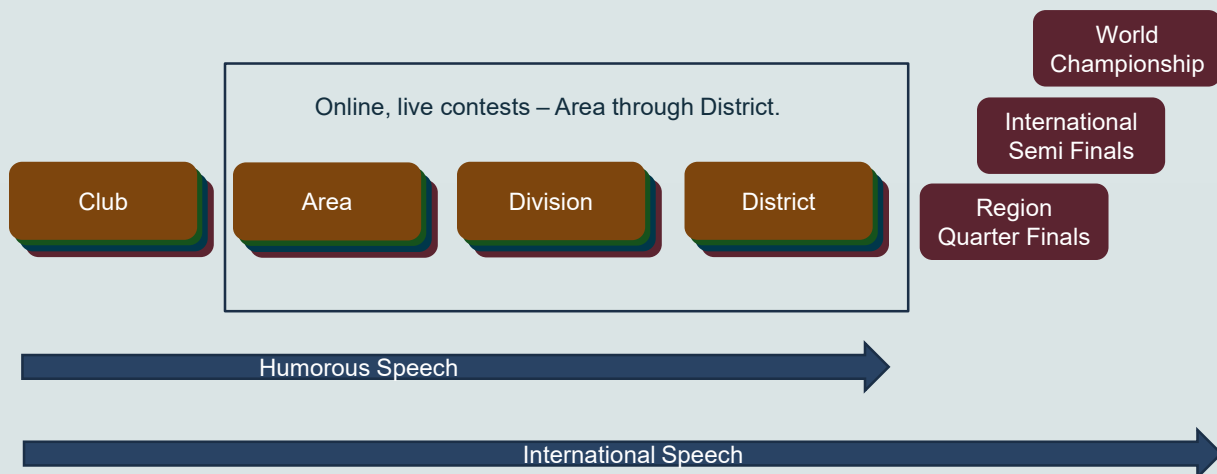
International Speech

Humorous Speech

- 5 – 7 minute original speech – 30 seconds extra plus 30 seconds for "technical failure"
- Be a paid member of a club in the Area, Division, and District in which he or she is competing. The club must also be in good standing.

- Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or …
- Have completed six (6) speech projects in the Competent Communication manual

Must be in speech format, not a stand-up routine, series of one liners or a monologue

https://www.toastmasters.org/events/2020-international-convention/world-championship-of-public-speaking
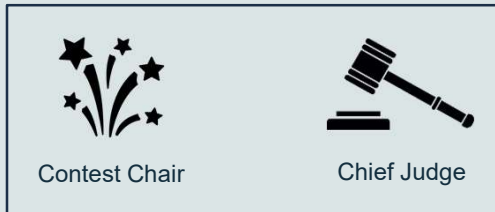
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Contest Calendar

Online, live contests – Area through District.

Club

Area

Division

District

Region Quarter Finals

International Semi Finals

World Championship

Humorous Speech

International Speech

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Slide 9:

Building the team – Key Roles

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| Contest Organizer | Contest Chair | Chief Judge | Zoom Master | Test Speaker (only for Eval) |

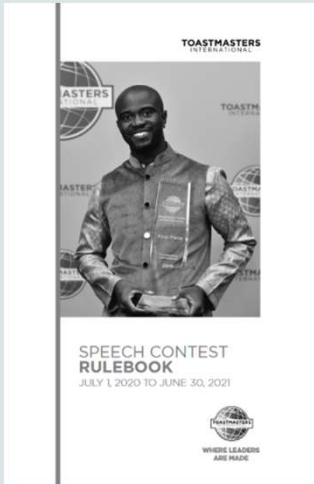| Contestants | Voting Judges x5+ | Tiebreaker Judge | Contest Timers x2 | Ballot Counters x2 | Sergeant at Arms (only for TT & Eval) |

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Slide 10:

Contest rulebook

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Rev. 02/2020

SPEECH CONTEST **RULEBOOK**
JULY 1, 2020 TO JUNE 30, 2021

WHERE LEADERS ARE MADE

New rule - no "call backs"

4. Speech Subject and Preparation
E. "Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing."

https://www.toastmasters.org/resources/2020-2021-speech-contest-rulebook

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Contest rulebook

Online speech contest exception - Speech Contest Rulebook states that contests are in person. Rulebook will not be revised, but additional guidance is available at Toastmasters.org under the COVID19 frequently asked questions.

Need to ensure that contestants and judges understand differences and limitations of online contests.

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Other Considerations for Judges:

Area level contests
Equal number of voting judges from each club OR minimum 5
No doubling up of roles when practical

Division level contests
Equal number of voting judges from each area OR minimum 7
NO doubling up of roles
Cannot be from the same club as a competitor

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Building the team - Organization

Role	Name	E-mail	Phone Number E-mail		Role asked?	Role confirmed	Membership renewed?	Whatsapp Grouped	Prebriefed	Eligibility received	Briefed	Arrived	Voted
COORDINATORS					-	-	-	-		-	-	-	-
Contest Chair					N	N	N	N	--	--	--	--	--
Contest Chair (bck)					N	N	N	N	--	--	--	--	--
Zoom Master					N	N	N	N	--	--	--	--	--
Zoom Master (bck)					N	N	N	N	--	--	--	--	--
Chief Judge					N	N	N	N	--	--	--	--	--
Chief Judge (bck)					N	N	N	N	--	--	--	--	--
JUDGES					-	-	-	-	-	-	-	-	-
Judge 1					N	N	N	N	N	N	N	N	N
Judge 2					N	N	N	N	N	N	N	N	N
Judge 3					N	N	N	N	N	N	N	N	N
Judge 4					N	N	N	N	N	N	N	N	N
Judge 5					N	N	N	N	N	N	N	N	N
Judge 6					N	N	N	N	N	N	N	N	N
Judge 7					N	N	N	N	N	N	N	N	N
Judge 12 (Tie-Break Judge)					N	N	N	--	N	N	N	N	N
FUNCTIONARIES					-	-	-	-	-	-	-	-	-
Timer 1 - Signal					N	N	N	N	N	--	N	N	N
Timer 2 - Records					N	N	N	N	N	--	N	N	--
Vote Counter					N	N	N	N	N	--	N	N	--
Vote Counter					N	N	N	N	N	--	N	N	--
CONTESTANTS					-	-	-	-	-	-	-	-	-
Contestant 1					N	N	N	N	N	N	N	N	--
Contestant 2					N	N	N	N	N	N	N	N	--
Contestant 3					N	N	N	N	N	N	N	N	--
Contestant 4					N	N	N	N	N	N	N	N	--

> Have backups for each role or "roving backups" that could step into multiple roles. Could need due to illness or last minute technical failure!

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Building the team - Contestants

- Advertise early and often
  - Club business announcements
  - Club newsletter
  - Social media

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Building the team - Contestants

- Eligibility
  - Be a paid member of a club in the Area, Division, and District in which he or she is competing.
  - The club must also be in good standing.

International Speech Contest – extra eligibility rules
- Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or …
- Have completed six (6) speech projects in the Competent Communication manual

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Building the team - Contestants

- Ineligibility
  - Anyone serving as a Judge beyond club level – Chief, Voting or Tiebreaker
  - District Officers
  - Anyone campaigning for a District Officer role next year
  - Anyone serving in another role in that contest
  - Anyone presenting at the contest *event*

- Members of more than one club may compete in all of their club contests – but only one Area contest

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Building the team - Contestants

- Send rulebook
  - Originality

  - "Contestants must create their own speeches, and each must be substantially original.
    - Twenty-five percent or less of the speech may be devoted to quoting, para-phrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation"

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Building the team - Contestants

- Area
  - If there are 4 clubs or fewer in the Area…
  - TWO highest placed contestants can participate in Area Contest from each club
  - If another club charters in the meantime, they can also send two contestants

- Division
  - The DEC voted NOT to allow 2 contestants per Area to Division contest.

- District
  - The DEC voted NOT to allow 2 contestants per Division to District contest.

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Building the team - Judges

- How to find Judges
  - Previous contestants, club officers, previous area governors
  - Consider "external" judges
    - Networking – offer to judge (or fill another role) at a different area's contest
    - Club Officer Training or other District events are great ways to meet potential recruits.

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Building the team - Judges

- Eligibility
  - Club Level
    - Be a paid member
  - Area Level
    - Be a paid member for 6 months +
    - Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or …
    - Have completed six (6) speech projects in the Competent Communication manual
  - Division Level
    - Same as Area plus …
    - Cannot be a member of the same club as a competitor

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Building the team - All other Contest functionaries

- Eligibility
  - Be a paid member

  - Great way to get new members engaged at the club or area level!

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Next Steps - Contest Kits

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Next Steps – "Prebriefing" e-mail

- Contestants (from Contest Chair or Organizer):
  - Contest date, arrival time and location
  - Request Speaker Profiles and signed Eligibility & Originality forms
  - Disability or sensory impairment check
  - Briefing date, time and location
    - Attend using same device and surroundings
    - Check lighting and audio-visual equipment

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Next Steps – "Prebriefing" e-mail

- Judges (from Chief Judge):
  - Contest & briefing date, arrival time and location
  - Signed Eligibility and Ethics forms
  - Contest rulebook and online exception
  - Brief overview of role & online communication expectations
  - Ballot sheets

- Functionaries (from Chief Judge or Contest Chair or Organizer):
  - Contest & briefing date, arrival time and location
  - Example forms
  - Brief overview of role, including online communication expectations

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Technical setup – Breakout room(s) required

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Breakout Room Considerations - Participants

Contest
Meeting Room

Chat enabled only to Host
(Zoom master)

Audience (camera & mic off)

Ballot Counting – Chief judge & ballot counters – use screen share for tally. May bring judges in one at a time to get results (if not using another method to gather votes)   Tie breaker judge enters only if needed (or gets vote to Chief Judge in using another method.)

Protests – Judge or participant lodging the protest, if needed for clarification. Chief Judge & Contest Chair consult to determine if a valid complaint. If so, judges brought in and briefed. Contestant in question comes in to defend, then leaves for determination of outcome.

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Technical setup – Optional naming may help zoom master

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Zoom Master	ZM 1 – [Name]
Zoom Master backup	ZM 2 – [Name]
Contestants	S[speaking order number] – [Name]
CC	CC – [Name]
CJ	CJ – [Name]
SAA	SAA – [Name]
Ballot Counter	B – [Name]
Timekeeper	Timer 1 – [Name]
Timekeeper (backup)	Timer 2 – [Name]
Judges	J[anonymous number]

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Technical setup – Communications

- Be ready to use Zoom rooms, but also consider how to communicate through non-Zoom methods, such as group chat.

LEADS
Contest Chair
Chief Judge
Zoom Master
(Sergeant at Arms)

CONTESTANTS
Contestants
Contest Chair
Chief Judge
Zoom Master
(Sergeant at Arms)

JUDGES
Voting Judges
Chief Judge
Ballot Counters

TIMERS
Timers
Chief Judge
Zoom Master

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Technical setup – Technical issues protocols

- Severe technical issue such that the contest can no longer continue: i.e. not enough contestants or functionaries:
  - Chief Judge will reconvene contest at later time/date

- Contestants:
  - Single contestant with a technical issue e.g. connection lost mid-speech:
    - Chief Judge pauses contest
    - Timers pause stopwatches, 30 seconds extra overtime permitted
    - When contestant returns, Chief Judge checks contestant's video and mic and asks them to re-pin timer, explains how timing & signals will continue
    - Chief Judge advise Contestant to resume at point that technology failed
    - Timers unpause stopwatches at next communication with audience

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Technical setup – Technical issues protocols

- Wait a reasonable amount of time for speaker to return - do not change speaking order
- Speaker may not start over

- Single contestant - recurring technical issues
  - "Three strikes" - no further reconnection attempts at third occasion
  - No extra overtime for multiple technical issues

- Single contestant with minor technical issues e.g. occasional compression, audio dropouts:
  - Chief Judge avoids pausing contest

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Technical setup – Technical issues protocols

- Loss of Chief Judge, Contest Chair, Zoom Master or Timer
  - Backup immediately takes over

- Loss of a Voting Judge
  - Continue. Ensure there are more than minimum judges to start with

- Loss of Tiebreaker Judge
  - Chief Judge to reassign the role to a Voting Judge (notify only Ballot Counters and Contest Chair)

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Briefings: Contestants

- Technical Issues protocols

- Stable connection tips
    - Update Zoom, cabled versus wifi, turn off updates and restarts, fully charged batteries …

- Protests
    - Who? Contestants or Judges only
    - About? Eligibility, Originality, Reference, Call Backs
    - When? ASAP after all speeches conclude but before results
    - How? The process: text Chief Judge or Contest Chair, use breakout room for discussion

- Speaking order
    - Draw order for all contestants with all present & understand method.
    - Simple is fine - Contest Chair can draw for contestants alphabetically on camera.

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Briefings: Contestants

- Speech timings
    - First communication to the audience
    - Demonstrate timings with the timekeeper
    - Practice pinning timekeeper
    - Audible signals for visually impaired
    - Contestants may not use extra timing devices (on their honor)
    - Disqualification times

- Introducing a speech
    - Technical checks – allow speaker to say "ready" to check sound.
    - Speech introduction script
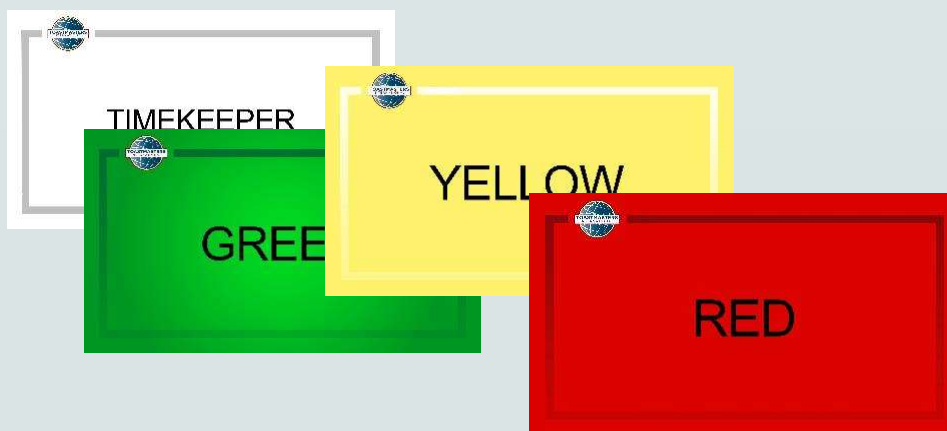   - Pause before starting

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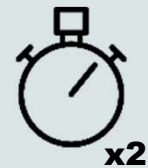
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Briefings: Timers

- 2 timers – primary and backup
- Both time all speeches
  - Primary will give signals and record the times. Submits record.
  - Backup has camera off. If primary has a technical fault, backup turns on camera and takes over the role

- Timings
  - From first verbal or physical communication with the audience.
  - Signals are kept on until moving to the next signal
  - No bell, gavel sound effect, visible signal for going overtime

x2
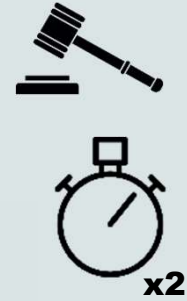
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Briefings: Timers

	Table Topics	Humorous Speech	Evaluation	International Speech
Green	1:00	5:00	2:00	5:00
Yellow	1:30	6:00	2:30	6:00
Red	2:00	7:00	3:00	7:00

x2

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Briefings: Timers

- Technical Issues protocols
  - Contest pausing

- Timing record
  - Record times for each speech
  - Record any instances of timer technical issue
  - Record instances of contestant technical issue pauses

- At the end of contest
  - E-mail time report to Chief Judge and Ballot Counters

x2

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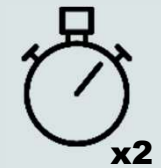
Briefings: Voting Judges

- Online briefing notes: http://d91toastmasters.org.uk/contests/

- Purpose of judging:
  - Distinct 1st, 2nd and 3rd – no ties

- Using the ballot sheet:
  - No external voting systems
  - Print out or electronically fill

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Briefings: Voting Judges

- Using the ballot sheet:
  - Read criteria (Page 2)
  - Contestants names across the top
  - 1 minute silence after each speech for marks
  - After final speech, all judges moved to a breakout room
  - As long as needed to complete marks
  - Fill in 1st, 2nd, 3rd
  - SIGN AND PRINT (electronic signature is OK)
  - Photograph or screengrab bottom section only
  - Destroy /delete top section and any other notes
  - E-mail to Chief Judge and Ballot Counters (or text or bring judges into Counting room individually

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Briefings: Voting Judges

- Speaking Order – get forms ready to mark

- Stage - Not disqualifiable but could affect marks for delivery

- Anonymizing
  - Arrive with camera, microphone & profile picture OFF
  - Decide whether to use name or title, "Judge," as screen name. Only Zoom Master & Chief Judge know identities of judges.

- Technical Issues

- Protests

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Briefings: Voting Judges

- Marking and Fairness
  - Looking at camera = eye contact
  - Marks for audience reaction = use own reaction
  - Do not judge on audio or video quality
  - Ignore timings
  - Do not consider:
    - Age - Gender - Race - Creed
    - Nationality - Accents
    - Past performance or reputation
    - Future performance potential

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Briefings: Voting Judges

- After the Contest
  - Destroy all paperwork and votes
  - Do not discuss notes or the result
  - Decline feedback
  - Make no comment or criticism of the contest
  - Change anonymous name back, if necessary.

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Briefings: Tiebreaker Judge

- Brief separately
- Cover the same information as Voting Judge briefing
- Except …
  - Cannot protest
  - Different ballot slip
  - Ranks ALL contestants rather than just 1st, 2nd and 3rd
  - E-mails ballot to Chief Judge only

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Briefings: Ballot Counters

- Chief Judge will screen share a tally spreadsheet
  - Contestant names across top
  - Judge names along side
- Check each ballot is valid
- Call out and confirm from each judge.
- Verify that Chief Judge makes no errors in input
  - 3 points for 1st place
  - 2 points for 2nd place
  - 1 point for 3rd place
- Chief Judge shares Tiebreaker ballot to break ties
- Check timing sheet for disqualifications
- Observes filling out the certificates

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Contest Day

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On the day: Introduction

- On arrival
  - Final checks

- Contest introduction
  - Stick to the "Script"
  - Contest Chair, Chief Judge, Chief Timer explain procedures

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On the day: Contestant introductions

- Must follow same script:
  - Our [first, second, third, etc.] speaker is [their name]…
  - With a speech entitled [their speech title]…
  - With a speech entitled [their speech title]…
  - [Their name]

- DO NOT make any comments about the speaker as you introduce them.

- DO NOT make any comments about the speech or speaker when it concludes.
  - Call for one minute of silence while the judges complete their marking

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On the day: Contest conclusion

- Thank the contestants
- Interview the contestants – award Certificates of Participation
- Have "extra" material to fill time

- When Chief Judge & others return with results
  - Thank guests and functionaries (judges should remain anonymous)
  - Time disqualifications (unnamed)
  - Unmute audience
  - Announce winners, 3rd, 2nd then 1st

- Next level date

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Handing over

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