



Organizing A Contest

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What are the contest roles?

- Contestants
- Contest Chair
- Toastmaster(s)
- Ballot Counters
- Sgt-At-Arms
- Timers
- Chief Judge
- Voting Judges
- Tie-breaking Judge
- *Test Speaker*



How many of each role do we need?

- Contestants
- Contest Chair
- Toastmaster
- Ballot Counters
- Sgt-At-Arms
- Timers
- Chief Judge
- Voting Judges
- Tie-breaking Judge
- *Test Speaker*



Club Level

How many of each role do we need?

- Contestants (2)
- Contest Chair (1)
- Toastmaster (1)
- Ballot Counters (3)
- Sgt-At-Arms (1)
- Timers (2)
- Chief Judge (1)
- Voting Judges (5)
- Tie-breaking Judge (1)
- *Test Speaker*

Total = 17

unless impractical



Area Level

How many of each role do we need?

- Contestants (2)
- Contest Chair (1)
- Toastmaster (1)
- Ballot Counters (3)
- Sgt-At-Arms (1)
- Timers (2)
- Chief Judge (1)
- Voting Judges (5)
- Tie-breaking Judge (1)
- *Test Speaker*

Voting Judges = equal no. from each club (min. 5)



Division Level

How many of each role do we need?

- Contestants (2)
- Contest Chair (1)
- Toastmaster (1)
- Ballot Counters (3)
- Sgt-At-Arms (1)
- Timers (2)
- Chief Judge (1)
- Voting Judges (7)
- Tie-breaking Judge (1)
- *Test Speaker*

Voting Judges = equal no. from each Area (min. 7)

No judge shall be member of a contestant's club



District Level

How many of each role do we need?

- Contestants (2)
- Contest Chair (1)
- Toastmaster (1)
- Ballot Counters (3)
- Sgt-At-Arms (1)
- Timers (2)
- Chief Judge (1)
- Voting Judges (7)
- Tie-breaking Judge (1)
- *Test Speaker*

Voting Judges = equal no. from each Area (min. 7)

No judge shall be member of a contestant's club



Contestants

Prior to the Contest:

- Learn contest rules
- Prepares for contest presentation
- Fills out Speaker's Certification of Eligibility and Originality
- Completes Contestant Profile



At the Contest:

- Must be eligible at all levels
- Attend Contestant Briefing



Contest Chair

Prior to the Contest:

- Sets contest date
- Determine a budget
- Arranges location / food
- Obtains contestants and confirms eligibility
- Secures judge





Contest Chair

Prior to the Contest:

- Arranges officials
- Obtains Evaluation Contest Test Speaker
- Provides forms, equipment
- Gets certificates & trophies





Contest Chair

At the Contest:

- Meets with Chief Judge
- Briefs contestants
- Draws for speaking order
- Provides forms to officials





Contest Chair

After the Contest:

With the Chief Judge:

- Gather Eligibility Forms
- Gather Contestant Profiles
- Determine who can compete at the next level

forward to the next level...

- Engrave and present trophies





Toastmaster

Prior to the Contest:

- Receives and reviews Contestant profiles
- Learns name pronunciations





Toastmaster

At the Contest:

- Informs the Audience
- Keeps Contest flowing
- Calls on Chief Judge
- Introduces and interviews Contestants
- Minute of silence between Contestants
- Presents Participation Certificates
- May announce disqualifications and winners





Counters

At the Contest:

- Collects Judge's ballots
- Tallies the ballots
- Confirms count accuracy
- Results given to Chief Judge





Sergeant-At-Arms

At the Contest:

- Arranges and sets up facilities
- Introduces the Toastmaster
- Escorts Table Topics and Evaluation Contestants





Timers

At the Contest:

- One timer works timing lights
- One timer records times
- Time record given to Chief Judge
- May time the one minute of silence





Chief Judge



Prior to the Contest:

- Knowledgeable of Contest Rules
- Obtains and validates Originality and Eligibility forms
- Validates Judge Eligibility Forms
- Ensures all forms available
- Briefs Judges, Timers, and Counters
- Assigns Tie-breaking Judge



Chief Judge



At the Contest:

- Reads Contest Rules to audience (optional)
- Deals with protests
- Oversees ballot counting
- Confirms no time disqualifications
- Provides results to Contest Chair
- Collects and destroys contest forms (after contest)



Judges

Eligibility:

Club Level:

- Be a paid member (true for all officials)

Area Level & Above:

- Be a paid member
- Completed 6 speeches in CC Manual or earned Certificate of Completion in Levels 1 and 2 of any Pathways path





Judges

Ineligibility:

Area Level & Above:



- A member serving as a chief judge, voting judge, or tie-breaking judge beyond the club level for a contest in which the member is still competing or intends to compete is ineligible to compete.

- Must provide Judge's Certification Eligibility and Code of Ethics form



Test Speaker

At the Contest:

- Should be unknown to contestants
- Presents a 5 to 7 minute speech for Evaluation
- Often interviewed by the Toastmaster while Contestants prepare their evaluations





Contest Resources: Forms



Available from the
Toastmasters' store in
printed or free download

- Contest Rule Book
- Speaker's Certification of Eligibility and Originality
- Judge's Certification of Eligibility
- Contestant Profile
- Judge's Ballots
- Timing Record
- Counter's Tally Sheets
- Evaluation Contestants Notes
- Contest Results
- Participation & Winner Certificates



Additional Contest Resources

- Contest Rule Book
<http://www.toastmasters.org/1171>
- Contains checklists:
 - Contest Chair's
 - Chief Judge's
 - Contestant's
- Speech Contest FAQs
<http://www.toastmasters.org/speechcontestFAQ>
- Speech Contestant Tutorials
[http://www.toastmasters.org/Leadership-Central/Speech-Contests/ Speech-Contest-Tutorials](http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials)



Questions?