

## Contest Chair

1. What communication will the CC, CJ, and CM use during the Contests?
2. **Chief Judge**
  - a. Ensure all Judge's Certificates have been received with CJ.
  - b. Have any Judges dropped out?
  - c. When is the Functionary/Judges' Briefing?
3. **Contest Master**
  - a. Are all Contestants eligible to compete?
  - b. Dues are paid in a club in good-standing?
  - c. Have all Contestant Forms been received?
  - d. When is the Contestants' Briefing?
4. Have Timers been invited to both Briefings?
5. Are there any functionary/contestant conflict of interest?
6. Review Agenda.
  - a. Order of Introductions and Welcome.
  - b. SAA / Tech Master roles.
  - c. Who will recognize Dignitaries?
  - d. Have list of District Candidates to review for announcements.
  - e. Who will announce winners?
    - i. Who will share slides for winner certificates?
7. When will the Contest Master call for a recess?
  - a. Will there be a recess or silence after the final Contestant?
  - b. How long will be allotted for the Contestant Interviews?
  - c. Will there be Certificates of Participation displayed?
8. Are there any special accommodations needed for any of the Contestants?
  - a. Are there any Contestants with a visual impairment?
  - b. Have any Contestants requested to be recorded?
9. Any further questions?

1. Review the five criteria for protests/disqualifications:
  - a. Time – the Judges are not to consider time when marking their ballots. Only Timers
  - b. Eligibility – if a judge knows that a contestant is not eligible, please advise **the Chief Judge or the Contest Chair**.
  - c. Originality – Judges and Contestants are the only Toastmasters who can protest originality. A speech can contain no more than 25% material that is attributed quotes, paraphrasing, or summarization.
  - d. Use of Electronic Devices – the Contestants cannot use an electronic device in the Sequester Room during an Evaluation or Table Topics contest. This is considered an originality disqualification and an unfair advantage over the other contestants.
  - e. \* Referencing another Contestant’s speech – Contestants may not reference other contestants or their speeches during the same contest for which they are competing.
2. Protests are limited to **Voting Judges and Contestants**. The Chief Judge, Contest Chair, Voting Judges, and Contestants must not consider potential protests from audience members. **Any protest must be lodged with the Chief Judge and/ or Contest Chair prior to the announcement of the winner and alternate(s).**
  - a. The Contest Chair must notify the Contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned.
  - b. Before a Contestant can be disqualified based on originality, the Contestant must be given an opportunity to respond to the Voting Judges.
  - c. A majority of the voting judges must concur in the decision to disqualify.
  - d. The Contest Chair can disqualify a contestant based on eligibility.
3. **All aspects of the judicial process are confidential. Destroy/delete all ballots, tally sheet and emails/texts immediately after the contest and do not discuss our decisions or opinions with anyone.**
  - a. Chief Judge will send the Official Results form to the Contest Chair.
4. Questions?

Results form – Chief Judge Only - Use the Official Results form and send to the Contest Chair.  
<https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/1168-results-form.pdf>