



District 83 Toastmasters 2020-21

Conducting Effective Contests – Tips and Reminders

Here are a few tips and reminders to help you have successful contests. Some of these may be familiar from the TI Rulebook, but are worth repeating for consistency. Other recommendations that aren't in the rulebook are based on best practices from Toastmasters International on how to conduct online contests, and are in place with the best interests of the speaker in mind. Please refer to the following link for best practice recommendations from TI for online contests: [Best Practices for Online Contests](#)

In all instances, we are looking to provide a level playing field for the participants. As long as we follow the same set of rules for all contests, we will be doing that and while also providing a meaningful experience for our members.

Tips for Contest Chairs:

- Introducing Speakers – only use the following format:
 - ★ Humorous and International: Contestant's First and Last Name, Speech Title, Speech Title, Contestant's First and Last Name.
 - ★ Table Topics: Contestant's First and Last Name, Read the Question, Read the Question, Contestant's First and Last Name
 - ★ Evaluation: Contestant's First and Last Name, Contestant's First and Last Name
- DO NOT state the speaker's club affiliation, credentials or any other information about the speaker. This information should NOT be in the agenda either. It can be shared during the interviews once all contests have been completed.
- Agenda: List contestants in alphabetical order on agenda with no designations of 1, 2, etc. Share the agenda with the Division Director and Chief Judge prior to the contest for quality review.
- Speaking Order – during the contestants' briefing, have the contestants draw for their speaking order. Peggy offered an example during the 10/12 training which is included in her slide deck. Publicly announce the speaking order to the audience BEFORE the contest begins.
- The Contest Chair should review the pertinent rules with contestants to ensure they are all aware of timing, grace periods, speaking area and protests, as well as the rule that they are not to reference any other speakers during their speech.
- ANNOUNCE: ALL audience members should have their cameras off. Only the contestant who's speaking and the timer should have their cameras on during the contest. The Contest Chair and Chief Judge should only have their cameras and microphones on when they're speaking. Otherwise their cameras should be off and they should be muted as well.
 - ★ DO NOT use Zoom reactions during the contests.
 - ★ DO NOT use Chat during the contests. Contest Chairs/Zoom masters should disable Chat prior to the contest starting. Communicate with contest officials via cell phone text messaging.
- Table Topics contests: After the Chief Judge has stated the rules, the first speaker remains in the room, the other speakers are escorted to the breakout room with the SAA. DO NOT announce the speaker or Table Topic until you know the other contestants and SAA are no longer in the main meeting room.



- Do not provide any feedback or commentary on a speech, table topic, or evaluation after the contestant has finished speaking, and while the judges are judging. You can thank the speaker and then say, “Timer, please put a minute on the clock, and everyone remain muted while the judges mark their ballots.” After the last speaker in the contest has finished, request 2 minutes on the clock for judges to complete their ballots.
- Contest results are announced by the Contest Chair: First state whether or not there were disqualifications due to time. Then read the results in reverse order: Third Place, Second Place, First Place.
- Certificates: The Contest Chair can make up a set of Participants certificates and First, Second and Third Place Winner Certificates for each contestant before the contest. When you receive the results from the Chief Judge, select the correct certificates to display. These are available as fillable PDFs for download from Toastmasters International at: [Speech Contest Certificate Set](#)
- Trophies: The District will provide trophies for all Area and Division Contests. We have not yet received them. Once we have the physical trophies, we’ll arrange to get them to Division Directors and Area Directors to distribute to winners.
- Acknowledgments: At the conclusion of the contest after winners are announced, do NOT name judges. Chief Judge, Contest Chair, Ballot Counters, Timers, SAA may be named.

Tips for Chief Judges:

- DO NOT use Electronic voting tools. The “old-fashioned way” is best and is being recommended by TI. Judges should text their results to the Chief Judge’s cell phone.
- To ensure your contests don’t go over time, the only rules the Chief Judge needs to read during the contest are:
 - No photography
 - No phones
 - Videos turned-off
 - All are muted
 - No admittance/no leaving during a speech
 - No reactions posted
 - No comments posted in chat, etc.
 - Contestants are not allowed to reference other speakers or their speeches
 - If you belong to more than one club and win multiple club contests, you may only participate in ONE Area contest, even if it’s in a different Area, Division or District.
 - Protests are only allowed for content and eligibility, and are limited to voting judges and contestants, and must be made prior to the announcement of contest results.
- Ballot counters and judges should be briefed at the same time in the same room or breakout room.
- The only officials who may view and tally ballots are the Chief Judge and the ballot counters. The Contest Chair is NOT involved with ballot counting and tallying.
- The Chief Judge provides the contest results to the contest chair once the results are finalized.



- Single Contestant Contests: The process for contestants, judges and ballots is the same for all contests, whether there is 1 contestant or 20 contestants. This keeps it fair. For example, in a joint Area contest, where there is only 1 contestant for each Area, the contestant still needs to participate in the contest and deliver a speech, within the qualifying time. Ballots are collected from each judge and counted. The judges will only write 1 name down per ballot, per contest, for first place in this case. While this may seem odd, all contestants still need to qualify. If the contestant did not speak for at least the minimum time or went over the maximum time, they will be disqualified and will not be able to advance to the next level of competition.

Tips for SAA and Timers:

- The SAA and Timer should be briefed with the contestants as they could see the timing cards and know who the SAA is for TT.
- The timer report from each timer is given to the Chief Judge ONLY – send via text. You do not provide timing to the contestants nor any others. If there are no disqualifications due to time, let the Chief Judge know, “there were no disqualifications due to time”. If there is a disqualification, you let the Chief Judge know which contestant(s) is disqualified due to time.

Special thanks to the following District 83 Leaders and members who helped to compile this resource:

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