



Contest Officials Responsibilities

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D83 Contest Officials Training
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Session Agenda

Overview of Other Contest Officials Responsibilities


(the following 3 roles are all arranged for/coordinated by the Chief Judge):

- Timers
- Ballot Counters
- Contest SAA

Zoom/Technical Host – Role arranged for/coordinated by the Contest Chair; not recognized by TI as a “Contest Official” role

Ballot Counters

- Preference is to have at least 2 Ballot Counters for all contests, preferably from outside the contestant's Club/Area Division
- Ballot counters review ballots with Chief Judge and confirm accuracy of filling in forms.
- First Place gets 3 points, Second place gets 2 points, Third place gets 1 point.
- RESOLVE ALL TIES

COUNTER'S TALLY SHEET 

Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

Name of Contestant																				
Name of Judge																				
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
7.																				
8.																				
9.																				
10.																				
Totals																				

1. From each ballot collected, enter on this tally sheet:
 - a. 3 points for FIRST place
 - b. 2 points for SECOND place
 - c. 1 point for THIRD place
2. After results from all ballots have been entered, compute totals.
3. Check the Timer's Report. If any contestants were disqualified by the chief judge for speaking under-time or overtime, strike their names from the results.
4. If a tie results, refer to the Tiebreaking Judge's Ballot.
5. Enter winners as follows:
1st Place Winner _____
2nd Place Winner _____
3rd Place Winner _____

Contest Sergeant-At-Arms

- Helps contestants to maintain integrity while waiting to speak during each practice.
- Contestants show hands and phones to SAA; Phones should be turned off with.
- During Evaluation Contest, Contestants will have 5 minutes to write their thoughts down on the Evaluation Notes Sheets. They will then follow the instructions covered by Rich for showing their hands and note sheets during the waiting period.

FORMS

- Timers – Timing Form
- Ballot Counters – Ballot Tally Form

Contestant Interviews

- Can be conducted by the Contest Chair, or someone appointed by the Contest Chair.
- Have the timer time each interview so that it's only 1-2 minutes per interview.
- Use the contestant profile forms to identify pertinent questions.
- Interview the test speaker!

Virtual Contest Resources & Training

- <https://tm83.org/index.php/contests/virtual-contests/running-virtual-contests>
- From Toastmasters International:
- [Best Practices for Online Speech Contests](#)
- [Online Speech Contest Best Practices presentation slides](#)
- [Digital Speech Contest Certificates](#)
- [Video Recording Guidelines for Online Speech Contests](#)
- <https://www.toastmasters.org/resources/Timer%20Zoom%20Backgrounds>

Questions?
