




Basic International Speech Contest Briefing for Judges


The points covered in this form are the recommended points that should be covered when briefing judges. This form is NOT an official document; the current year's copy of the contest rule book is the final authority of contest rules. This document covers both rules and recommendations to ensure a smooth contest. The following icons are used to denote portions of the document that are rules or recommendations:  denotes a Rule, and  denotes a Recommendation.


Gather all Judges, Ballot Counters, and Timers and cover the following points: ( Tie-breaking Judge briefed individually).


General Procedures

 Required team of contest officials:


Level	Club As far as Practical	Area	Division / District No judge shall be a member of the club represented by a contestant	Regional / International No judge shall be a member of the club represented by a contestant
Judges	Min 5	Min 5 or equal representation from clubs composing the Area	Min 7 or equal representation from the areas composing the Division or District	Min 9 or equal representation from District or Regions respectively
Ballot Counters	3	3	3	3
Timers	2	2	2	2
Tiebreaking Judge <small>Known only by Chief Judge</small>	1	1	1	1
Qualifying Judge	N/A	N/A	N/A	5


 Distribute the judging forms.


 Review the contest judging criteria listed behind the judging form.


 Record the name of each contestant in the order announced by the Contest Chair. Insert the names in the columns from left to right. Fold the paper under after each presentation to avoid bias in your scoring.


 Remind judges to remain objective.

 Inform the Judges to sit throughout the audience to avoid "judge clusters" and to avoid sitting next to a contestant.


 The Chief Judge is responsible to dispose of: Judge's guide, Ballots, Counter's Tally Sheets, and Time Record Sheets.


 Judges are NOT to discuss their results or reveal their ranking of contestants to anyone.

 An individual may not be a judge at any level of a contest in which they are still competing.


 It is recommended that a person NOT judge a contest in which they were a contestant, at any level, in the current year.

Procedures:

 All speeches must be original. Any quoted material must be identified.

 To eliminate perception of bias, introduce each contestant as follows:


Name, Speech Title, Speech Title Name (No number)


 Time of speech is 5 - 7 minutes. Speeches less than 4 minutes 30 seconds or more than 7 minutes 30 seconds will be disqualified.


 The lights will be activated as follows, ( ensure the timekeepers activate the lights/cardboards as you indicate timelines)


 **Green Light at 5 minutes,**


 **Amber Light at 6 minutes,** and


 **Red Light at 7 minutes** and will stay on until the speaker has finished speaking. No notice shall be given to indicate a speaker has gone overtime.


 In the event of light failure, 30 seconds will be granted to the speaker.


 Timing starts with the first definite verbal or nonverbal communication with the audience.

 There will be one minute of silence between speakers.

 Protests may be entered **ONLY** by the contestants or judges to either the Chief Judge and/or Contest Chair.


 If the list of winners is announced incorrectly, the chief judge, ballot counters, or timers may immediately interrupt to correct the error.


 After the results are announced, all decisions are final.


 Recording speeches or taking pictures during the contest is not permitted without the preauthorization of the Contest Chair; if authorized, these will be unobtrusive to the contestants.

 Check if the Judges have any questions.

Contestant's Eligibility:

 Be a member in good standing of the club in which he or she is competing; i.e. dues sent and received at WHQ

 Not be a current District or International officer, nor have declared the intent to run for District or International office (i.e. District Treasurer, Area Governor, etc.)

 Area, Division and District contests: Not be presenters of educational sessions at the event at which the contest is held

 Confirm that all contestants have provided their Speaker's Certification of Eligibility and Originality (1183) forms to the Chief Judge.

 Complete at least 6 (six) speeches from the Competent Communicator manual before the Club contest. This **CANNOT** be their sixth speech.