



CONDUCTING **QUALITY** SPEECH CONTESTS

Area and Division Governor Training



**WHERE LEADERS
ARE MADE**



The Mission of the District

The mission of the district is to enhance the performance and extend the networks of clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- ▶ Focusing on the critical success factors as specified by the district educational goals and membership goals.
- ▶ Ensuring that each club effectively fulfills its responsibilities to its members.
- ▶ Providing effective training and leadership development opportunities for club and district officers.

CONDUCTING QUALITY SPEECH CONTESTS

Area and Division Governor Training

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**WHERE LEADERS
ARE MADE**

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AREA AND DIVISION GOVERNOR TRAINING

INTRODUCTION

The club is the heart of the Toastmasters program. It provides the environment and support members need to develop their communication and leadership skills.

Area governors work for the districts by taking responsibility for the well-being of all clubs assigned to their areas. As district leaders, division governors strengthen this network by offering support and guidance to area governors. Effective area governors encourage club growth and division success.

As clubs, areas, and divisions all strive to become distinguished, training provides area and division governors with important information:

- ▶ How to identify goals to successfully serve clubs and members
- ▶ What makes an area successful
- ▶ What makes a division successful
- ▶ What the Distinguished Division and Distinguished Area Program goals are
- ▶ How to recognize the elements of a successful club
- ▶ What the components of the Distinguished Club Program are
- ▶ How to develop a performance plan based on the goals of the Distinguished programs

The cornerstone of a good training session is preparation. A good presenter of a division governor training session is familiar with the *District Leadership Handbook* (Item 222) and the *Distinguished Area and Distinguished Division Program* brochure (Item 1481). Both of these items are available online at www.toastmasters.org/shop.

Training does not end with the training session. It is a process that continues throughout a leader's term. Let your trainees know the district governor, lieutenant governor education and training, and lieutenant governor marketing are all available to help if questions arise during their year in office.

CONDUCTING THE SESSION

The area speech contest is one of the district events in which most clubs participate. This session provides instruction, exercises, and a checklist to smoothly run a contest. This product consists of four parts:

- ▶ Definition and explanation of the session
- ▶ A training outline
- ▶ A PowerPoint presentation to be viewed along with the session
- ▶ Handouts for distribution

KEEP TRAINING FOCUSED ON THE DISTRICT MISSION

Toastmasters International publishes several training sessions for division and area governors covering fundamentals for success. Each training program takes an adult-learning approach for discussion and offers practical exercises and case studies.

All division and area governor training must incorporate the core content of the training sessions available on the Toastmasters International Web site at www.toastmasters.org/trainingmaterials:

- ▶ ***Becoming Distinguished*** (Item 218A). This session covers area and division governor standards and the distinguished division, area, and club programs.
- ▶ ***Maintaining Strong Clubs*** (Item 218B). Building membership is fundamental to keeping clubs and having a net club gain. This session addresses membership building and effective area club visits.
- ▶ ***Building New Clubs*** (Item 218C). To become a President's Distinguished Division or a President's Distinguished Area requires a net gain of one club. This session teaches district leaders the basics of club building.
- ▶ ***Build a Successful Team*** (Item 218D). Successful division and area governors achieve their goals by involving others. This session teaches leaders how to build a team and how to effectively use division and area councils.
- ▶ ***Conducting Quality Speech Contests*** (Item 218E). The area speech contest is one of the district events in which most clubs participate. This session provides instruction, exercises, and a checklist to smoothly run a contest

In Your Own Words

The outline is not a script and should not be read word-for-word. Instead, use the document as a guide for presenting the material with your own narrative style. This training may be modified by each district as necessary.

USING VISUAL AIDS AND HANDOUTS EFFECTIVELY

Visual aids and handouts add interest and help your audience retain information. You are encouraged to use them. If you plan to use the PowerPoint slides for this program as visual aids, you will need a data projector, a laptop computer, a table to support them, and a screen for viewing. In the presenter's outline, in the right-hand column, are indications for placement of the PowerPoint slides and distribution of handouts. Each is numbered. Please note that the first slide in the PowerPoint show is a title slide and is not included in this numbering system.

If you cannot arrange for projection equipment but still would like to use visuals, you may copy the material onto a flipchart. Do this before the presentation. Use a heavy marking pen that does not seep through the paper, and write on every third or fourth page so succeeding visuals will not show through. Also, make your letters large and heavy with plenty of space between them.

Follow these tips when using visual aids:

- ▶ Set them up and test them before the meeting begins. Place them so they are easily visible to the audience. Place your projector so it projects a large, high, undistorted image on the screen. Focus the image.
- ▶ Bring spare equipment, such as a projector bulb, extension cord, and extra marking pens.
- ▶ Display your visuals only when they are needed. If you are using a flipchart, flip the page back out of view when you are finished with it.
- ▶ Remember not to stand between the screen or flipchart and your audience or you will block their view.

- ▶ Maintain eye contact with your listeners. Do not talk to the screen or flipchart. If you must turn your back to point out something, pause as you point it out, and then resume speaking only when facing your audience again.

HOW TO USE THE SESSION OUTLINE

The total time for this session is 45 to 60 minutes. Careful attention to time is essential.

In preparing for the session, keep two things in mind:

1. Fit your planned discussion into the time allocation for each subject.
2. Allow ample time for group discussion and participation.

Interspersed throughout the outline are boxed segments. These are explicit explanations and guidelines for conducting group exercises and portions of the presentation material. In the right-hand column are keys to visual aids, handouts, and space for you to make notations.

CHECKLIST FOR TRAINING

- ___ Visual aids prepared
- ___ Handouts reproduced
- ___ Room arranged and properly equipped
- ___ Supplies and reference materials on hand
- ___ Laptop and projector available
- ___ Flipchart, easel, and marking pens available
- ___ Notepads and pencils available for each participant

SAMPLE TRAINING AGENDA FOR DIVISION AND AREA GOVERNORS

Initial training must be a minimum of four hours to ensure the leaders have a solid foundation to do their jobs. The full-day agenda that follows may be modified to four or six hours.

- 8:00 a.m. Registration
- 8:30 a.m. Welcoming remarks
- 8:45 a.m. *Becoming Distinguished* (Item 218A)
- 9:45 a.m. Break
- 10:00 a.m. *Maintaining Strong Clubs* (Item 218B)
- 11:00 a.m. *Building New Clubs* (Item 218C)
- 12:00 p.m. Working lunch
- 1:15 p.m. Break
- 1:30 p.m. *Build a Successful Team* (Item 218D)
- 2:30 p.m. *Conducting Quality Speech Contests* (Item 218E)
- 3:30 p.m. Break
- 3:45 p.m. Self-assessment
- 4:45 p.m. Closing remarks
- 5:00 p.m. Adjournment

EVALUATION AND FOLLOW-UP

- ▶ **Self-assessment questionnaire.** Toward the end of the training session, distribute the questionnaire on the following pages. Ask participants to complete the questionnaire. Take time to discuss responses and answer questions or concerns.
- ▶ **Session evaluation.** Ask participants to fill out an evaluation form at the end of the entire session. Alter materials as needed based on the feedback you receive.

**AREA AND DIVISION GOVERNOR TRAINING
SELF-ASSESSMENT QUESTIONNAIRE**

The following questions can help assess your understanding of the district leader role. Answer the questions as best as possible and discuss your answers with trainers and peers. If you are unsure of the answer to a question, speak with the trainers and fellow district leaders.

Club Service and Support

Club success is measured by performance in the Distinguished Club Program (DCP). What are the 10 goals in the DCP?

How can I help the clubs in my area/division become Distinguished Clubs?

How do I ensure that the club officers in my area/division attend club officer training?

How many clubs are in my area/division?

How many club visits must an area governor perform and what are the deadlines for making these visits?

How often should an area governor contact club presidents?

What are the names of the club presidents in my area?

Area and Division Success

What are my primary responsibilities as an area governor or division governor?

How will my performance be measured?

What goals must my area and division achieve in order to be a President's Distinguished Area or President's Distinguished Division?

Who is on my area/division council and how often should we meet?

Where can I build a club or help the district identify a prospect for a new club?



Where can I get the resources to build a club in my area or division?

District Success

Our entire district team’s success is measured by its performance in the Distinguished District Program. What are the four goals the district needs to achieve in order to be successful and recognized as a Distinguished District?

Other

What are my responsibilities regarding speech contests?

CONDUCTING QUALITY SPEECH CONTESTS

Trainer:

Welcome, mention training length, location of restrooms, ask for cell phones to be silenced, etc. Remember, time is precious and must be controlled carefully.

SESSION OBJECTIVES

Area and division governors are responsible for serving as contest chair for their respective area and division speech contests. This means they must organize, conduct, and support their contests by:

- ▶ Keeping priorities straight
- ▶ Understanding the purposes of speech contests
- ▶ Knowing the requirements for successful speech contests
- ▶ Being familiar with International Speech Contest rules
- ▶ Selecting speech contest judges
- ▶ Recognizing participants and protecting Toastmasters trademarks

KEEP PRIORITIES STRAIGHT

A speech contest can be fun and exciting to plan and conduct. However, speech contests are not the top priority of an area or division governor.

- ▶ The most important job: **serve clubs and achieve goals in Distinguished Division and Area Programs.**
 - If clubs are not healthy and clubs are lost, eventually, there will be no area or division to conduct speech contests.
 - Delegate an organizer for speech contests.
- ▶ A Toastmasters tradition
 - International Speech Contest
 - ◆ Competition for World Champion of Public Speaking
 - ◆ Path: club, area, division, district, regional, international
- ▶ Other speech contests

Trainer:

Most of what will be covered in this training session concerns the International Speech Contest, although many of the points will apply to other contests also.

V1

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THREE SPEECH CONTEST PURPOSES

1. Provides an opportunity for proficient speakers and those Toastmasters interested in competitive speaking to gain contest experience.
2. Provides an interesting educational program for Toastmasters and the general public.
3. Provides an opportunity for those Toastmasters not participating in the contest to learn by observing proficient speakers.

V4

REQUIREMENTS FOR SUCCESSFUL SPEECH CONTESTS

Trainer:

Ask the group, "What makes a speech contest successful?" Write responses on the flipchart. Distribute Handout 1, then emphasize the following points.

H1

- ▶ Planning
 - Set a schedule.
 - Establish detailed organization.
 - Train club and area officers.
 - (Handout is same as checklist in Speech Contest Rule Book (Item 1171)).
- ▶ Fair and impartial judges
- ▶ Judges who know the rules

V5

INTERNATIONAL SPEECH CONTEST RULES

Trainer:

Districts must conduct the International Speech Contest. They also have the option to conduct up to three additional contests, and these contests must be those contained in the Toastmasters International *Speech Contest Rulebook* (Item 1171). **Note:** The rulebook specifies that no changes or exceptions can be made to the rules.

There are seven specific areas that we will recognize:

1. Eligibility

- ▶ Check before every contest.
 - Be a member in good standing of the club in which he or she is competing.
 - Contestant must have completed at least six speech projects in the *Competent Communication* manual prior to the club contest.
 - ◆ However, a charter member of a club chartered since the previous July 1 is eligible to compete.
 - ◆ The club must be officially chartered prior to the area contest.
- ▶ The club also must be in good standing.

- ▶ Maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified, even if the ineligibility is not discovered until a later level and has been corrected.
- ▶ Must meet specific requirements before competing.
 - No contestant may compete in more than one area contest, even if the two areas are in different divisions or districts.
 - If a member of two clubs wins the International Speech Contest in each club, they will have to choose which area-level contest to compete in.

2. The following are ineligible for competition in any contest:

- ▶ Incumbent international officers and directors
- ▶ District leaders whose terms expire June 30
- ▶ International officer and director candidates
- ▶ Immediate past district governor
- ▶ District leaders or announced candidates for term beginning July 1, even if announcement is withdrawn at a later date
- ▶ Anyone who has agreed to present an educational session at the area, division, district, semifinal, or International event at which the contest will be held
- ▶ A judge at any level of a contest in which they are competing
- ▶ Past International Speech Contest winners

3. Originality

- ▶ Speakers must prepare their own 5- to 7-minute speeches.
 - Speeches must be substantially original and certified as such in writing.
 - Speakers may not use works of others as bulk or entirety of their speech, with or without identification of the source.
 - Judges at any level may disqualify, with a majority vote, any contestant whose speech is not considered original.
- ▶ Examples of speeches that would not be considered original:
 - A speech in which most of the speech is devoted to quoting another person or published work, even though quote is properly attributed to the source.
 - A speech taken entirely from another source which may or may not have been credited.
 - A speech in which part of the material is taken from another source that is not credited.
 - Many jokes, stories, and anecdotes are considered public domain, sources cannot be cited.

4. Humor

- ▶ No contestant should be marked down by judges simply because humor is used.
- ▶ On the contrary, humor can be a very important part of any speech.

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5. Props

- ▶ Are not restricted in any way, other than the bounds of good taste.
- ▶ Any prop or visual aid may be used, provided it is not used before the beginning of the speech.
- ▶ Speaker must take responsibility to set up and remove their props.

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6. Timing

- ▶ Each contestant must proceed directly to speaking position upon being introduced.
- ▶ May not attempt to communicate with the audience, either via sound or action, prior to uttering the first words of speech.
 - If contestant engages in definite verbal or nonverbal communication with the audience (including playing of music or sound effects, staged act by another person, etc.) prior to reaching speaking position and uttering first word, the timer should activate timing device at that point.
 - If that results in the speech going over time, the contestant will be disqualified.

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7. Protests

- ▶ Only judges and contestants may protest any aspect of a speech.
 - Lodge complaints with the chief judge or contest chair before winner and alternates are announced.
 - Protests are serious and should be handled promptly, efficiently, and fairly.
 - The contestant whose speech is being questioned must be given the opportunity to respond to the accusation(s).
- ▶ A majority of judges must concur in decision to disqualify.
- ▶ Judges only deal with speech presentations themselves; the contest chair is responsible for other aspects of contest, such as contestant eligibility.
- ▶ All judges' decisions are final.
- ▶ Protest example:

Contestant A gave a speech, and Contestant B believed a portion of the speech was taken from the taped speech of a famous professional speaker, Bob Roberts. Contestant B immediately told the chief judge that he wanted to file a protest concerning originality.

The chief judge waited until all speakers finished speaking, then quietly instructed the judges to gather in another room. Once the judges gathered, the chief judge explained that a contestant questioned the originality of Contestant A's speech. The contestant claimed part of the speech was taken from material presented by Bob Roberts. The chief judge asked if any of the other judges had heard Bob Roberts' speech, and the judges discussed the situation.

The chief judge then asked Contestant A to come into the room with the judges. She explained to contestant A that someone was questioning the originality of her speech, claiming that part of it was taken from a speech by Bob Roberts.

The chief judge gave Contestant A an opportunity to respond to the accusation and the judges had the opportunity to ask Contestant A questions. Then Contestant A was asked to leave the room. The judges discussed the situation again and voted to disqualify Contestant A. The chief judge immediately and quietly notified Contestant A of the decision.

SPEECH CONTEST JUDGING

Most controversies related to judging arise at lower levels of competition, especially at the area level. Many judges don't understand how to use the judging form. Others fail to realize that their job is simply to pick a winner, not to evaluate speeches.

Three steps to quality judging:

- ▶ 1. Conduct training workshops.
 - Conduct training workshops for speech contest judges.
 - ◆ Speech Contest Judges Training Program (Item 1190)
- ▶ 2. Select judges carefully.
 - Judges must have six speeches completed in the *Competent Communication* manual
 - Invite members from other areas or divisions to serve as judges.
 - Must be fair and unbiased, and also must appear to be fair and unbiased.
- ▶ 3. Conduct brief judge orientation sessions before every contest.
 - Review judging form.
 - Admonition against bias of any kind in judging contest.
 - Review rules.

More tips for great contests

- ▶ Ensure everyone is aware of contest rules and procedures, and their own responsibilities and duties.
- ▶ Confirm contest's date, time, and location.
- ▶ Pay attention to balloting.
- ▶ Follow the rules – no one has the authority to waive or make exceptions to contest rules.
- ▶ Announce contest results at the very end of the event.
 - Should be the very last item on contest or meeting agenda.
 - Announce the third-place winner, then second, then contest champion.
 - If there are any other messages or announcements, deliver them before announcing results.

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RECOGNITION AND TRADEMARKS

Speech contest participants and winners should be recognized with certificates and trophies that will make contestants and the audience proud.

- ▶ Items bearing the names Toastmasters or Toastmasters International, or items bearing Toastmasters International emblem can only be obtained through World Headquarters.
- ▶ It is a trademark violation to produce locally any items with these names or the emblem; e.g. it is illegal to produce a certificate or trophy with the word "Toastmasters" printed or engraved on it.

Toastmasters International's principal asset is its reputation. The organization maintains its reputation and its distinction between itself and other communications programs through its name and emblem. If Toastmasters International ever lost the exclusive use of its name and emblem, it would eventually cease to exist.

Help protect Toastmasters International. Plan ahead and ensure all the supplies needed from World Headquarters are obtained well in advance of the contests. See the online store at www.toastmasters.org/shop for details and ideas.

Important:

Trophies and certificates should be ordered online from World Headquarters at least 45 days prior to the contest.

H2

CASE STUDIES

Trainer:

Following are three situations to be discussed; each situation is given on a slide and listed on Handout 2. Project the slide, read the situation, then invite responses from participants. Write responses on the flipchart. Then read the answer from your script. Do this for all three. If time permits, field questions from participants or ask participants to share contest situations they have experienced. Then discuss how the situations could have been best handled. (If working with a large group, you may find it easier to use only the handouts.)

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Situation 1

The Toastmaster of the division contest begins to announce the winners. As he reads the name of the third-place winner, the chief judge realizes the Toastmaster is reading the list in reverse. The name being announced as third-place winner actually is the first place winner. The chief judge stands up and politely states that she believes the list is being read out of order. Someone else says that since the one name has been announced, no changes can be made.

What do you do?

Trainer:

Get responses, and then give the following answer.

The rules state, "Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error." Since the mistake was caught while the list was being announced, the mistake can and should be corrected.

Situation 2

At the area contest, only two people are competing. At the announced contest time, only one is present. After waiting a few minutes, the Toastmaster begins the contest. The only contestant gives her speech, the judges mark their ballots, and she is declared the contest winner. The second contestant then arrives. Some audience members want the contest reopened so the second contestant may compete.

What do you do?

Trainer:

Get response, and then give the following answer.

The contest was already over when the second contestant arrived. Contests cannot be reopened. Even if the contest was one in which the two highest placed available contestants may advance to the next level, the late-arriving speaker would not be eligible to compete at the next level contest since he did not compete in the area contest.

Please note that no matter how few contestants are competing, an area contest must be held, the contestant(s) must be timed and judged, and contest results are final. For example, if only one contestant competes and that contestant goes overtime, he or she must be disqualified and the area will not be represented at the division contest.

Situation 3

Just before a division International Speech Contest begins, you find out that a contestant has completed only four projects in the *Competent Communication* manual.

What do you do?

Trainer:

Get response, and then give the following answer.

The International Speech Contest rules clearly state that a contestant must have completed at least six speech projects in the *Competent Communication* manual prior to the club contest. Since the contestant does not meet this requirement, he is not – and was not – eligible to compete and must be disqualified. Always check contestants' eligibility at every contest level to avoid this situation.

If you are unsure about a situation, call or e-mail the Education Department at World Headquarters for assistance (949) 858-8255 or speechcontests@toastmasters.org.

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V17

HANDOUT COPY

The handouts that follow may be reproduced for distribution to training session participants. Make certain you accurately project the number of attendees so you won't run short of material. Feel free to revise the material to suit your own style.



SPEECH CONTEST CHECKLIST

ADVANCE PREPARATION

- Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest materials (see below), deposits, meals, printing, postage, etc. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officers.
- Determine agenda for the contest.
- Arrange for the supplies and services required for the event. Consult *Put on a Good Show - Toastmasters Meeting Planner Handbook* (Item 220) for information on conducting a large public meeting.
 - Order certificates of participation for all contest speakers and trophies for the winners from World Headquarters.

NOTE: It is a copyright violation to put the Toastmasters International name or logo on materials not purchased from World Headquarters.

- Order the following contest materials from World Headquarters as necessary:
 - ◆ Speaker's Certification of Eligibility and Originality (Item 1183)
 - ◆ Time Record Sheet and Instructions for Timers (Item 1175)
 - ◆ Judge's Guide and Ballot (Item 1172)
 - ◆ Counter's Tally Sheet (Item 1176)
 - ◆ Tiebreaking Judge's Guide and Ballot (Item 1188)
 - ◆ Speech Contestant Biographical Information Sheet (Item 1189)
 - ◆ *Speech Contest Rulebook* (Item 1171)
- Select the chief judge. The chief judge:
 - Selects a tiebreaking judge known only to the chief judge, and also selects contest judges, counters, and timers.
 - Should conduct the Speech Contest Judges Training Program (Item 1190) for all contest judges to ensure the judges understand their responsibilities and use of the Judge's Guide and Ballot.
- Notify the officials of the time and place of the contest and pre-contest briefings. Allow ample time, e.g., two weeks for club contest and six weeks for district.
- Notify the contestants of the time and place of the contest and pre-contest briefing two to six weeks before the contest.
- Mail an information packet to each contestant at this time. The packet consists of:
 - *Speech Contest Rulebook* (Item 1171)
 - Speech Contestant Biographical Information (Item 1189)
 - Speaker's Certification of Eligibility and Originality (Item 1183)
 - Be sure to give contestants a deadline for returning all necessary information.
- Promote the contest in your community by sending news releases to the media. Consult the *Let the World Know! – Publicity and Promotion Handbook* (Item 1140), available from World Headquarters.
- Verify that each speaker is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary.
 - Eligibility requirements are listed in the *Speech Contest Rulebook* (Item 1171) and may not be changed.
 - Eligibility of each contestant must be verified before each contest in which he or she competes. Email speechcontests@toastmasters.org or call World Headquarters for assistance in verifying membership.

PRE-CONTEST BRIEFINGS

Contestant's Briefing

- Verify the presence of all contestants and pronunciation of their names.

NOTE: You may also want to conduct a brief formal interview with each contestant at the conclusion of the contest. If this is the case, mention that you will be doing so.

- Draw for speaking positions.
- Review *Speech Contest Rulebook* (Item 1171) with speakers.
- Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants shall have the opportunity to test any amplifying equipment before the contest.
- Have the chief judge review the Time Record Sheet and Instructions for Timers (Item 1175) with timers and speakers.

Judge's Briefing

- Review *Speech Contest Rulebook* (Item 1171) with judges.
- Have the chief judge review Judge's Guide and Ballot (Item 1172) with contest judges.
- Instruct contest judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
- Brief three counters on using the Counter's Tally Sheet (Item 1176).

CONTEST

- Open the contest with a brief introduction. Inform the audience that:
 - The rules have been reviewed with the chief judge and contestants.
 - The speaking order of the contestants has been determined.
 - The contestants have been informed of the location of the timing lights.
 - The taking of photographs during the speeches is not permitted.
- Introduce each contest speaker.
 - Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence.
 - Announce each contestant's name and speech title twice, slowly and clearly.
 - Allow one minute of silence between speeches to permit the judges to complete their notes. Do not comment on the speeches or on any of the contestants.
- Upon completion of the speeches:
 - Ask judges to complete their ballots.
 - All judges will deliver the first, second, and third place results as quickly as possible.
 - Have counters collect the ballots.
 - The chief judge will collect, check, and verify the Time Record Sheets from timers.
 - ◆ The chief judge personally collects the tiebreaking judge's ballot.
 - Ask the chief judges and counters to leave the room to tabulate the results.
 - ◆ All Judge's Guide and Ballots, Counters' Tally Forms, and Timer Record Sheets are considered confidential.
 - ◆ Give all forms to the chief judge for disposal.
 - ◆ A list of the placement of all contestants is kept by the chief judge.

- At the conclusion of the contest speeches and while the results are being tabulated:
 - Introduce the speakers again, giving the club, area, and district they represent.
 - Present contestants with their certificates of participation.
 - Conduct a short interview using the speaker's biographical information as a guide.

NOTE: The contest chairman may appoint a Toastmaster to perform any one or all of the duties listed above.

- Collect the contest results from the chief judge.
- Announce if there are any disqualifications for time without naming the disqualified contestants.
- In contests with five or more participants, announce a third place winner (if wanted), second place winner, and first place winner. In contests with four participants, a second place winner may be announced in addition to the first place winner. In contests with three or fewer participants, announce only the first place winner.
- If the list of winners is announced incorrectly at any time while the list is being announced, the chief judge, ballot counters, and/or timers may interrupt to correct the error.
- In closing, thank all who helped make the contest a success.

NOTE: Announcement of the contest winners is final.

POST-CONTEST

- Chief judge forwards the ranked list of all contestants to the contest chair of the next contest or, if a district contest, to World Headquarters.
- Send news releases (and photographs, if possible) to each winner's community newspaper and, if applicable, to their company publication.
- Make sure all bills pertaining to the contest are paid promptly.

REQUIREMENTS AND DUTIES OF CONTEST OFFICIALS

Timers

- Two timers are to be appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device.
- The signaling device must be in full view of each contestant.
- The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of the speeches on the Time Record Sheet and Instructions for Timers (Item 1175).
- The timer managing the signaling device follows the procedure outlined in Time Record Sheet and Instructions for Timers (Item 1175).

Counters

- Three counters should be appointed by the chief judge with the chief judge acting as chief counter.
- At the conclusion of the contest speeches, counters collect the sealed ballots from the judges.
- The counters will leave the room and post each speaker's points on the Counter's Tally Sheet (Item 1176) previously prepared for that purpose. Counters will count all ballots twice to insure accuracy.
- In posting the points, counters will allow three points for first place, two points for second place, and one point for third place.

NOTE: Any ballot that is unsigned or does not specifically designate first, second, and third places, or which does not contain the names of three speakers, cannot be counted.

Chief Judge

- Appoints and counsels contest judges, counters, timers, and a secret tiebreaking judge.
- Verifies that judges have completed six speech projects in the *Competent Communication* manual
- Distributes an information packet to each contest judge before the contest. This package consists of:
 - List of contestants
 - Judge's Guide and Ballot (Item 1172)
 - *Speech Contest Rulebook* (Item 1171)
- Provides judges with a brief pre-contest orientation including the following steps:
 - Review of the *Speech Contest Rulebook*
 - Review and explanation of the judging form
 - Reminder not to consider timing as a judging criterion
 - An admonition against bias of any kind
 - Review the speaking area
 - Reminder that failure to comply with any rules should be taken into consideration when judging.
- Acting as chief counter, appoints three assistant counters and provides them with a tally sheet.
- Provides a stopwatch to the timer.
- Oversees counting process. Sees that all ballots are counted twice to insure accuracy.
- Provides a list showing placement of all contestants to the contest chair for the next level or, for a district contest, to World Headquarters.

Contest Judges

- Qualifications
 - All judges shall be members in good standing.
 - All judges at area, division, and district speech contests shall have been a Toastmasters member in good standing since the previous July 1 and have completed at least six *Competent Communication* manual projects.
 - All judges at the semifinal and International contests shall be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze and have previously judged a Toastmasters speech contest at area, division, district, or semifinal level.
- Composition
 - At area contests, there shall be at least five judges or equal representation from the clubs composing the area. In addition to these judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers shall be appointed.
 - At division or district contests, there shall be at least seven judges or equal representation from the areas composing the division or district, in addition to a contest chair, chief judge, tiebreaking judge, three counters and two timers; no judge shall be a member of the club represented by a contestant.
 - At the semifinals for the International contest, there shall be at least nine judges or equal representation from the districts; no judge shall be a member of the club represented by a contestant. In addition to these judges, a contest chair, chief judge, a tiebreaking judge, three counters, and two timers are appointed.

- At the finals for the International contest, there shall be at least nine judges or equal representation from the districts; no judge shall be a member of the club represented by a contestant. In addition to these judges, a contest chair, chief judge, five qualifying judges, tiebreaking judge, three counters, and two timers are appointed.

All judges shall judge all contestants.

Duties are to select a first, second, and third place winner from among the contestants of the speech contest.

Tiebreaking Judge

Requirement is that the identity of the tiebreaking judge will be known only to the chief judge.

Duties

- Ranks all contestants numerically on the special Tiebreaking Judge's Ballot, with the winner as first, second-best as second, etc.
- Submits sealed ballot to the chief judge, who will open it and count it only in the event of a tie by the contest judges.

In the event of a tie, the contestant who ranks higher on the Tiebreaking Judge's Ballot will be awarded the contested place; the other tying contestant will be awarded the next lower place, if any. No place higher than the tying position will be affected. For example, if the tie occurs in second place, the tying contestant ranking higher on the Tiebreaking Judge's Ballot will be awarded second place. The other tying contestant will be awarded third place. First place is unaffected.

CASE STUDIES: CONDUCTING QUALITY SPEECH CONTESTS



SITUATION 1

The Toastmaster of the division contest begins to announce the winners. As he reads the name of the third-place winner, the chief judge realizes the Toastmaster is reading the list in reverse. The name being announced as third-place winner actually is the first-place winner. The chief judge stands up and politely states that she believes the list is being read out of order. Someone else says that since the one name has been announced, no changes can be made.

What do you do?

SITUATION 2

At the area contest, only two people are competing. At the announced contest time, only one is present. After waiting a few minutes, the Toastmaster begins the contest. The only contestant gives her speech, the judges mark their ballots, and she is declared the contest winner. The second contestant then arrives. Some audience members want the contest "reopened" so the second contestant may compete.

What do you do?

SITUATION 3

Just before a division International Speech Contest begins, you find out that a contestant has completed only four projects in the Competent Communication manual.

What do you do?

CONDUCTING QUALITY SPEECH CONTESTS

SESSION EVALUATION



What level of knowledge did you have prior to this session? Beginner Intermediate Advanced

Please indicate the degree to which you agree or disagree with the following statements about this session.

SA=Strongly Agree	A=Agree	N=Neither Agree Nor Disagree	D=Disagree	SD=Strongly Disagree	SA	A	N	D	SD
Overall, I was satisfied with the session					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my area or division					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials provided by the speaker were well-done and supported learning (e.g. slides, worksheets, etc.)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have at least one tangible idea from this session to implement in the next 30 days?					<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Please enter your comments about the session below.

Please rate the degree to which you agree or disagree that the speaker ...

SA=Strongly Agree	A=Agree	N=Neither Agree Nor Disagree	D=Disagree	SD=Strongly Disagree	SA	A	N	D	SD
Knows the subject matter well					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has excellent presentation skills					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used deliver methods (e.g. lecture, activities, etc.) that support learning					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Area and Division Governor Training

Conducting Quality Speech Contests



Session Objectives

- ▶ Keeping priorities straight
- ▶ Understanding the purposes of speech contests
- ▶ Knowing the requirements for successful speech contests
- ▶ Being familiar with International Speech Contest rules
- ▶ Selecting speech contest judges
- ▶ Recognizing participants and protecting Toastmasters trademarks



Keep Priorities Straight

The most important job:

Serve clubs and achieve goals in
Distinguished Division and Area
Programs – NOT the speech contests!



Three Speech Contest Purposes

1. Provides an opportunity for proficient speakers and those Toastmasters interested in competitive speaking to gain contest experience.
2. Provides an interesting educational program for Toastmasters and the general public.
3. Provides an opportunity for those Toastmasters not participating in the contest to learn by observing proficient speakers.



Requirements for Successful Speech Contests

- ▶ Planning
- ▶ Fair and impartial judges
- ▶ Knowing the rules



International Speech Contest Rules

Eligibility

- ▶ Check before every contest.
 - Be a member in good standing of the club in which he or she is competing.
 - The club also must be in good standing.
 - Contestant must have completed at least six speech projects in the *Competent Communication* manual prior to the club contest.
 - Maintain eligibility at all levels of any contest.
- ▶ Must meet specific requirements before competing.



International Speech Contest Rules

Ineligibility

- ▶ Incumbent international officers and directors
- ▶ District leaders whose terms expire June 30
- ▶ International officer and director candidates
- ▶ Immediate past district governor
- ▶ District leaders or announced candidates for term beginning July 1, even if announcement is withdrawn at a later date
- ▶ Anyone who has agreed to present an educational session at the area, division, district, regional and/or international event at which the contest will be held
- ▶ A judge at any level of a contest in which they are competing
- ▶ Past International Speech Contest winners



International Speech Contest Rules

Originality

- ▶ Speakers must prepare their own 5- to 7-minute speeches.
 - Speakers must be substantially original and certified as such in writing.
 - Speakers may not use works of others as bulk or entirety of their speech, with or without identification of the source.
 - Judges at any level may disqualify, with a majority vote, any contestant whose speech is not considered original.
- ▶ Examples of speeches that would not be considered original



International Speech Contest Rules

Humor

- ▶ No contestant should be marked down by judges simply because humor is used; on the contrary, humor can be a very important part of any speech.



International Speech Contest Rules

Props

- ▶ Are not restricted in any way, other than the bounds of good taste.
- ▶ Any prop or visual aid may be used, provided it is not used before the beginning of the speech.
- ▶ The speaker must take responsibility to set up and remove their prop.



International Speech Contest Rules

Timing

- ▶ Each contestant must proceed directly to speaking position upon being introduced.
- ▶ May not attempt to communicate with the audience, either via sound or action, prior to uttering first words of speech.



International Speech Contest Rules

Protests

- ▶ Only judges and contestants may protest any aspect of a speech.
- ▶ Protest example
- ▶ A majority of judges must concur in decision to disqualify.
- ▶ Judges only deal with speech presentations themselves.
- ▶ Contest chair is responsible for other aspects of contest, such as contestant eligibility.
- ▶ All judges' decisions are final.



Speech Contest Judging

Three steps to quality judging:

1. Conduct training workshops.
2. Select judges carefully.
3. Conduct brief judge orientation sessions before every contest.



Speech Contest Judging

More tips for great contests

- ▶ Ensure everyone is aware of contest rules and procedures, and their own responsibilities and duties.
- ▶ Confirm contest's date, time, and location.
- ▶ Pay attention to balloting.
- ▶ Follow the rules.
- ▶ Announce contest results at the very end of the event.



Recognition and Trademarks





Case Studies

Situation 1

The Toastmaster of the division contest begins to announce the winners. As he reads the name of the third place winner, the chief judge realizes the Toastmaster is reading the list in reverse. The name being announced as third-place winner actually is the first-place winner. The chief judge stands up and politely states that she believes the list is being read out of order. Someone else says that since the one name has been announced, no changes can be made.

What do you do? Why?



Case Studies

Situation 2

At the area contest, only two people are competing. At contest time only one is present. After waiting a few minutes, the Toastmaster begins the contest. The only contestant gives her speech, the judges mark their ballots, and she is declared the winner. The second contestant then arrives. Some audience members want the contest “reopened” so the second contestant may compete.

What do you do? Why?



Case Studies

Situation 3

Just before a division international speech contest begins, you find out that a contestant has completed only four projects in the *Competent Communication* manual.

What do you do? Why?

