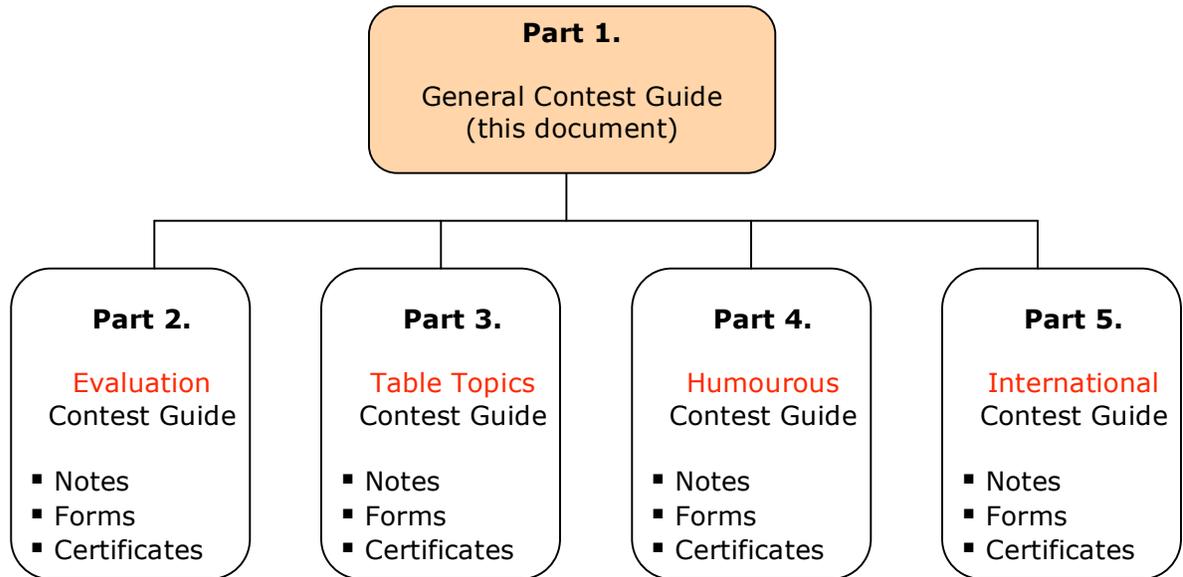


How to...organise and run TM contests

Overview

This guide is made up of 5 parts (see below) which can be accessed as a whole or you can just go for information on the contest you are organising next!



Part 1 – General Contest Guide

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- a. Introduction**
- b. Structure and Schedule**
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- e. Briefings**
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- i. Certificates and prizes**
- j. Contestants**
- k. Timeline**

Contest checklist
A few tips...

a. Introduction

This manual is not intended as a substitute for the TMI contest rule book. However, after organising the District Finals for the Tasmanian Convention in 2006 (where more than 100 officials, contestants and helpers were needed), I realised that it was very hard to access the wealth of information on organising a contest which must be out there somewhere!!

So I have gathered all forms and documents you'll need for running a contest and have attempted to provide notes on what to do and when to do it. Not all the descriptions here are my own. There is a lot of information published by generous Toastmasters from around the world - I have sorted through much of it and provided some of the best bits here (acknowledgements are provided at the end of this document).

If you have any comments, corrections, tips or other input (including any pearls of wisdom) then please feel free to contact me: lisa.cluett@uwa.edu.au

Toastmasters International encourages clubs to hold speech contests for three main reasons:

1. "To provide an opportunity for proficient speakers and those Toastmasters who are interested in competitive speaking to gain contest experience.
2. To provide an interesting educational programme for Toastmasters and the general public. This programme can create a community awareness of the opportunities in the Toastmasters programme.
3. To provide an opportunity to those Toastmasters who are not participating in the contest to learn by observing proficient speakers."

(from the Toastmasters International Speech Contest Manual)

b. Structure and Schedule

Contests are conducted at Club, Area, Division and District levels. Only the International Contest is conducted beyond this during the Annual TMI Convention where the World Champion of Public Speaking is decided.

In May 2006, there was a realignment of the clubs in Western Australia. Two new Divisions and one new Area were created and many of the other clubs were moved. For an up-to-date organisational chart of the (new) Perth and Western Divisions go to www.toastmasterswa.net

Four 'types' of contest

The four contests run in District 73 are:

- Evaluation

2 to 3 minutes in length. A target speaker gives a speech which all the evaluation contestants are to evaluate. The contestants are taken from the room and given five minutes to prepare their speeches and make notes. Then, their notes are taken

away and they are brought back into the room one by one (at which time the contestant gets their notes back) to deliver their oral evaluation of the target speech.

- **Table Topics**

1 to 2 minutes in length. All contestants are taken out of the room and brought back in one by one to speak on the *same* topic, which should be general in nature and not require specialized knowledge. The topic should also allow contestants to form some sort of opinion or conclusion.

- **Humorous speech**

5 to 7 minutes. This should be a five-to-seven minute speech with a lot of humor value, but ALSO displaying good speechmaking abilities.

- **International Speech**

5 to 7 minutes. Any topic at all, so long as it's original. The reason this contest is called "International Speech" instead of "General Speech" or "Miscellaneous Speech" is because it's the only one of the five contests that goes as far as the World level.

Schedule/annual timetable for Perth and Western Divisions

- **First round of contests:**

Table Topics Contest
Humourous Speech Contest

Club contests – to be held in July and August (completed by the end of August 2006)

Area Contests – to be held in September or October (completed by the end of October 2007)

- **Second round of contests**

Evaluation Contest
International Speech Contest

Club contests – to be held between November and February (completed by the end of February 2007)

Area Contests – to be held in February or March (completed by the end of March 2007)

- **End of the TM year**

Division contests (all 4) – to be held in April 2007

District contest (all 4) – held during the District 73 Convention 18th – 20th May 2007 in Fremantle.

c. Roles

- **Contest Chair**

- Overall coordinator of the Contest and acts as Toastmaster during the event

- **Chief Judge**

- Coordinates and briefs the judges. Announces the contest result

- **Judges**

- Attends the briefing, judges the contestants, records scores on a ballot sheet
- Timers
 - Two required. Rules advise that one is in charge of the stopwatch and the other in charge of the signalling device (lights etc). Both record the time on the timer's sheet.
- Tally Counters
 - Counts the judges ballots, checks the addition and informs the chief judge.
- Sergeant at Arms/Usher
 - Can be the same person or different people. Acts as SAA at the beginning of the meeting. Handles contestant notes during Evaluation contest, ushers next contestant to stage during Evaluation and Table Topics contests. Aids speakers to the stage (including setting up props) during Humorous and International Contests
- Host club
 - Area and Division contests are often hosted by a particular club. This means that members of that club take on the role of organising the contests on behalf of the Area or Division Governor.

d. Rules

Club Presidents or Vice Presidents Education should have received the Speech Contest Rulebook and Speech Contest Manual for the forthcoming year. These books give all the rules for conducting speech contests, and the Manual has sample forms for the International Speech Contest.

e. Briefings

- **Contest Chair** briefs contestants
 - Verify presence of contestants
 - Draw for speaking position
 - Review timing with speakers
 - Review speech contest rules with speakers
 - Acquaint contestants with speaking area
 - Assess whether speakers have any special requirements re props, timing, access to the stage etc (although this should have been completed prior to the contest)
- **Chief Judge** briefs judges and other officials (timers, ushers and tally counters)
 - Review timing procedure with timer
 - Review judges guide and ballots with judges
 - Instruct judges to sit close to contest area, but spread out and away from contestants
 - Brief Counters using tally sheet

Scripts for briefings are provided in parts 2-5 of this manual

f. Judges

There cannot be a contest without judges. Western and Perth Divisions operate a judges database whereby clubs can look for volunteers to attend the various contests. You can access this database by emailing you Division Governor Mike or Roy.

Judges at the Area level or above should not be from the same club or have ever competed against any contestant. It is desirable that judges should not have judged any of the contestants before either although this is sometimes difficult and is not a strict rule.

TMI rules state that a certain minimum number of judges is required at each level:

Club

At least 5 judges are required. These do NOT have to be from outside your club, although many clubs invite members from outside. Why not let everyone not competing be a judge? It will give your members experience and confidence to perform the role outside the club. But remember, every judge must be a member of Toastmasters.

Area

Again, at least 5 judges are required and should be sourced from outside the Area running the contest

Division

At least 5 judges are required although at least 7 judges are required for the International Contest. (The rules state that an alternative is to use equal representation from the Areas. Perth and Western Divisions have 4 Areas each and two judges would make 8 in total which is about the right amount for a Division level contest).

District

At least 5 judges are required although 7 at least 7 judges are required for the International Contest. It is advisable that the judges at District level adequately represent all Divisions as well as a good mix of both genders. It is worth aiming for a male and a female judge from each Division to judge at the District Finals. This would now provide a total of 14 judges for each contest.

There are a number of guidelines to being a judge. A good way to gain experience is to encourage members to act as judges at the club level. Educationals should be regularly scheduled to guide people through the forms and procedures.

A good judge:

- Demonstrates objectivity and fairness throughout judging
- Supports the Contest by refraining from public criticism of its rules
- Avoids personal opinions or bias when scoring the speaker on the objectives
- Judges with consistency
- Listens intently, and respond quickly on scoring form.
- Does not discuss the rules or reveal their scoring worksheets
- Knows the difference between evaluating and judging

- Arrives early, attends the briefing and is familiar with the judging ballot
- Does NOT time the speeches
- Signs the ballot and prints their name
- Picks a winner!!
Gives their ballot to the counters when prompted to do so

Chief Judge

The Chief Judge should be someone who has some judging experience already and feels able to take on the role. They brief the other judges and officials, coordinate feedback on the contest and announce the result.

The tie-breaking judge

The tie-breaking judge should be selected by the Chief Judge (this can be done randomly or otherwise. In some cases the Chief Judge also acts as the tie-breaking judge but this is not recommended). Only the Chief Judge and the Tie-breaker judge themselves should know who has been chosen. The tie-breaking judge's ballot should be held aside in case it is needed (in case there is a tie in the top 3 places). All other ballots should be counted first. If the tie-breaker is needed, the tally counter should ask the Chief Judge for it and use it to break the tie.

Instructions:

Rank all contestants, not just the top three. There can be no ties. If you award the same point score to two or more contestants, you must decide which one you choose to put ahead of the other. Sign your ballot and print your name. Discreetly give your ballot to the Chief Judge personally, rather than to the counters.

g. Other Officials

Timers

Two timers are needed at every level of TM contests. A stopwatch, a timing signal (e.g. timing lights) and the timer's sheet are used. Timers will be briefed by the Chief Judge. Guidelines for the timing of each contest are provided in parts 2-5 of this manual

Tally counters

Two tally counters are required at Club and area level and three at Division and District level. The counters collect judge's ballots at the end of the contest and leave the room with the Chief Judge (and sometimes the other judges) to count the votes using the tally counters sheet. The counters check each other's work and inform the Chief Judge of the contest result. If a tie occurs then the tie-breakers ballot shall be used following the procedure outlined in section f above.

Usher/SAA

The usher acts a general assistant during all contests. Duties may include:

- Marshalling evaluation contestants to a holding area where notes are prepared, collected and then handed back
- Ushering Table Topics speakers to the stage and ensuring they do not hear to the topic being announced or any of the other contestants giving their speeches.

- Setting up and/or dismantling props used in the Humours and/or International contest (although the ultimate responsibility for this lies with the speakers themselves)
- Assisting contestants onto and off the stage
- Securing and retrieving microphones
- Organising glasses of water for contestants

h. Protests

Can ONLY be made by a CONTESTANT or JUDGE who *has first hand knowledge* (in other words they have seen or heard it); CANNOT be based on information from an audience member or bystander.

Disqualification

A speaker may be disqualified ONLY for the following infractions:

- Originality
- Timing - exceeding the allotted time
- Ineligibility - Must have dues paid as a member and the club must be paid to Toastmasters International* or breach of the Judging rule.

i. Certificates and prizes

Participation

Certificates are the most common form of awards at TM contests. Participation certificates are generally presented at all levels of contests – from the club right through to the International level.

Winners

In any contest, at least the winner and runner-up should be announced. It is important that these people are announced and their names recorded and forwarded to the organisers of the contests at the next level. In contests with 5 or more contestants, the third place is usually announced as well. Certificates should be awarded to the top two (or three) at the time of the contest.

Rather than leaving the Chief Judge to write on the certificates just prior to announcing the contest result, it can be a smoother process to print a winners, runner-up and third place certificate for ALL contestants and simply use the relevant ones. A useful cost-cutting measure is to print the certificates in black and white onto some nice (possibly coloured) paper or parchment. This saves considerably on ink in coloured printers.

Trophies

Trophies are certainly presented at District and Division level and are becoming more common at Area and Club level. It is at the discretion of Area Governors and Club Officers as to whether to award trophies in addition to certificates. If they are used, they should be accounted for in the contest budget.

Gifts for officials

This is often seen at Division level, where judges may be given a small gift such as chocolates or wine. Again, this is up to the person organising the contest. I didn't give the District level judges a gift – largely for budgetary reasons but they were recognised in the program and thanked during and after the event.

j. Contestants

Eligibility

Humorous, Table Topics and Evaluation contests: Contestant must be a member in good standing, in a club in good standing. (That means that your dues are paid up!) District Officers are NOT eligible to compete.

International Speech Contest ONLY: Above rule, plus the contestant must have completed at least six manual speeches in the basic C&L manual prior to the club contest (the rules do not state that it must be the first 6 speeches, although members working on their CTM typically do these speeches in order). This rule is waived if the club has chartered within the last 6 months.

How Many Contestants Move to the Next Level?

NOTE: At any level, if an eligible contestant does not attend the contest, their alternate is eligible to compete. Therefore, be sure to inform the alternate(s) about the date, time and location of the next level contest.

- Progressing to Area level

If your club is in an Area with four clubs or less, the TWO highest placed contestants from each club may compete in the Area Contest. If your Area has five or more clubs, only ONE contestant from each club proceeds to the Area contest.

- Progressing to Division level

Now that each Division only has 4 areas in it, the Division Governors have the option of allowing TWO representatives from each Area contest to proceed to their respective Division Contests.

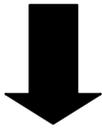
- Progressing to District level

District 73 now has 7 Divisions in it. Therefore, only ONE representative from each Division contest may proceed to the District finals held at the Annual Convention.

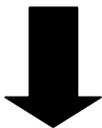
k. Timeline

Before the contest

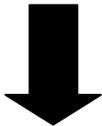
Decide who is in charge



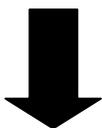
Select a Chief Judge asap



Obtain a copy of the contest rules



Organize all forms & trophies



Organize a venue (a host club?)



Normally, the vice president education (VPE) serves as contest chair at the club level. However, this is a suggestion, not a requirement. In fact, if your club's VPE would like to compete, another member should organize and facilitate the contest. Area and Division governors may chair their own contests as well, but this is not a requirement and they may select someone else to chair the contest.

If you are serving as a contest chair for the first time, it is helpful to select a chief judge with prior experience in running a contest. If you are an experienced contest chair, you may offer someone the opportunity to serve as a "first-time" chief judge. Whoever you choose, verify that your combined experience will be sufficient to address any unexpected situations that may occur, yet maintain order and a positive atmosphere. Whoever takes on the role, it is important to agree on who is doing what. For example, is it the role of the Chief Judge to organize the other judges or will someone else do that? Who will be bringing all the forms and documents needed?

The most important document to have in your possession is the Speech Contest Rulebook (catalog #1171). It is revised each calendar year, and is mailed to club presidents during the month of October. Your first priority as contest chair is to ensure that at least one copy of the current rulebook is available for reference throughout your contest planning and execution.

Did you know that any awards bearing the Toastmasters name and/or logo must be obtained from TI's World Headquarters? The certificates, trophies and other contest materials should be ordered from WHQ in California well in advance of your contest.

Reserve your contest site...and a backup site. You'll need to mention exact time and location of your contest on all of the promotional information, so the sooner you reserve the contest room, the better. Pay a personal visit to the site to ensure that it will accommodate your gathering. Confirm any special resources and restrictions. (Are a lectern, microphone and other equipment available on site for your use? Are there restrictions on movement within the building, access to restrooms, ability to rearrange room furniture, or use of the walls to post fliers or contestant props?)

You should know the contestants' names in advance. At the club level, all contestants should be identified prior to the meeting day and listed in the contest program. For area, division and district contests, the previous winners' names should be submitted well in advance of the contest, along with the names of all alternates (in place order). If the winner and first alternate are both missing, you can determine whether another eligible contestant is present.

Things to Do At the Contest:

Conduct the briefings

The contest chair briefs the contestants and the chief judge briefs the judges and other officials. If specific briefing areas within the room or building are designated and posted in advance, everyone can gather and complete their discussion quickly and efficiently.

- When briefing contestants: Ask whether a speaker needs setup time (and breakdown time) for props. Confirm that all contestants understand that disqualification can occur not only for going undertime or over-time, but also if it is found that the speaker has not paid club dues or has failed to attribute any quoted or "borrowed" material. Again, make sure that all contestants understand these requirements.

- When briefing judges: Emphasize that all ballots must be signed, and must list first, second and third-place speakers in order, or the ballot will be invalidated. Remind all officials that their paperwork and its contents are to remain confidential, and no one is to discuss their rationale or scoring with anyone after the contest is over.

- When briefing the timers: Give the timers one set of timing lights and one set of coloured cards in case of failure of the lights. Set up the lights in full view of the contestants, preferably hidden from the judges and audience. Give the timers a stop watch and a Time Record Sheet. Review the timing instructions on the time record sheet. Highlight the specific timing instructions for the current contest for the benefit of the timers.

- When briefing the counters: Give the counters the names of the judges and names of the contests to enter on the counter's tally sheet before the contest starts. Make sure they are ready to collect the ballots immediately after the contest. You may give them envelopes in which to place the collected ballots. Have a separate envelop in which to place the tie-breaking judge's ballot, which you will collect personally.


Developed by Lisa Cluett DTM in July 2006
Revised and updated by David Nicholas DTM in June 2009

In addition to the essential items included in the Speech Contest Rulebook, be sure to request that everyone turn off all beepers, cell phones, or other audible devices. Request that they refrain from moving within, into or out of the room or taking photographs during the speeches.

Brief the audience

Protests can only be lodged by judges or contestants, and are limited to the areas of speaker eligibility and, for international, humorous or tall tale presentations, originality of material. Other issues (such as an administrative oversight, personal emergency, noise within the room or other distraction) should be addressed to the contest chair, chief judge or sergeant-at-arms, but these are not "protests."

During the contest

- Open contest with brief introduction
 - "Welcome Fellow Toastmasters and guests to the _____ contest."
 - Identify contest and state purpose of contest
 - "Please turn off all noise making devices, including pagers, phones, etc."
 - "Chief judge, have all the judges been briefed?"
 - Summarise the rules (sometimes the Chief Judge is invited to do this)
 - Identify speaker speaking order
 - No one is to enter or leave while speaker is speaking except in emergencies.

Evaluation contest

- Introduce test speaker
- All contestants to then leave the room for 5 minutes contemplation
- During contestants' five minute preparation, you may:
 - Interview test speaker
 - Short announcements from the audience
 - Conduct table topics or general business
- After 5 minutes, notes are taken from all contestants (these are returned to them as they are called in to present their evaluations)
- Introduce each contestant in turn
 - name, title, title, name

Table Topics Contest

- Ask all except first speaker to leave the room
- Introduce each contestant in turn
 - name, topic, topic, name
- It is not required to display the topic on paper as the speakers are introduced although some clubs still do this

Humorous Contest

- Contestants may remain in the room for the duration of the contest
- Introduce each contestant in turn
 - name, title, title, name

International Contest

- Contestants may remain in the room for the duration of the contest
- Introduce each contestant in turn
 - name, title, title, name
- One minute of silence for ballot completion after each contestant is finished
- Judges complete ballots (give two minutes or until all ballots collected)
- Tally counters collect ballots and timers sheets (tie breaker ballot goes straight to Chief Judge)
- Chief Judge leaves room (other judges may also leave for deliberations)
- While results are being determined, Contest Chair should interview contestants and present participation certificates
- Resolve disqualifications and protest issues
 - Announce if there were any time disqualifications (but **do not name who**)
- Announce speech contest results
 - Start from 3rd, 2nd, then first place.
 - If there are 3 contestants or less, only announce the first place. Notify the second place alternate in private.
 - If there are 4 contestants, only announce the first and second place.
 - If there are 5 contestants or more, top 3 placements should be announced.
- Close by thanking all who helped
 - Recognise Chief Judge
 - Chief Judge recognize all judges
 - Recognise timers, tally counters and Sergeant-at-Arms
 - Additional announcements from the audience (e.g. time and place of next level of contest)
 - Adjourn contest

After the contest

- Notification of Winners to The Next Contest Chair

The chief judge should compile a ranked list of all contest finalists, and submit it to the contest chair, who in turn should submit it to the contest chair for the next level of competition. If in doubt as to who is organizing the next level, the names (and contact details) of the winner and runner-up should be forwarded to the Area (for an Area final) or Division (for Division finals) Governor. Results of Division contests should be sent to the Lt. Gov. Education & Training.

Contestants disqualified for timing, eligibility or originality must be removed from this list, since they are prohibited from advancing under any circumstances.

Speech Contest Checklist

Preparation

- Determine budget for contest
- Select place and time for contest
- Determine contest agenda (e.g. contests to be conducted)
- Arrange supplies and services (e.g. refreshments, flip-charts, ohp, timing lights, etc.)
- Select Chief Judge and other officials
 - timers (2)
 - counters (2-3)
 - Sergeant-at-Arms (1 or more)
- Notify contest officials of time and place
- Notify contestants of time and place
- Publicise contest in community
- Ensure all contestants are eligible

Contest Materials

- Certification of eligibility and originality
- Time record sheet and timer's instructions
- Judges guide and ballot
- Tie-breaker judge guide and ballot
- Counter's tally sheet
- Speech contestant biographical data sheet (if used)
- Speech contest manual
- Speech contest rules
- Certificates - Winners and Participation

	Evaluation	Table Topics	Humourous	International
Club, Area, Division and District levels	yes	yes	yes	yes
International	no	no	no	yes
Need an usher?	yes	yes	yes	yes
Test speaker	yes	no	no	no
Done 6+ speeches	no	no	no	Yes
Eligibility certificate	yes	yes	yes	yes
Originality certificate	no	no	yes	Yes

A FEW TIPS...

- Contest Binder - One thing that I learned early on is to make a binder, with sections to hold the paperwork so you can keep track of what you have and don't have. The binder should also hold the folders that you will give to your contest officials on the day of the contest.
- Consider the contest planning for your High Performance Leadership Project. The HPL now is only \$10.95 and can be ordered from the TI catalogue.
- Put the judging form on the back of the program so that audience members can fill it in during the contest for their own practice.
- Don't put any educational credentials like CTM, ATM-B, in the program.
- Have the contest master PRACTICE saying contestant's names. And if in doubt, phone the contestant to ask how the name is said.

Acknowledgements and Sources

District 72 Toastmasters website (New Zealand) provides a comprehensive range of links on preparing contest speeches and running the events. A lot of work has gone into this site and it is worth a look

<http://www.toastmasters.org.nz/index.cfm/Contests>

District 6 Toastmasters Contest Guide (USA) has a comprehensive guide (21 pages!) which has some useful information including budgets and advice on publicity. It is intended for an American Audience

<http://www.d6tm.org/District/Areas/SpeechContestGuide.pdf>

District 28 Toastmasters guide (USA) shorter (only 9 pages) but still tailored to an American audience. Has a very comprehensive guide to developing a folder with all useful documents in it.

http://www.d28toastmasters.org/Resources/documents/Speech_Contest_Helper.doc

District 61 (Canada and USA) Comprehensive guide to contests including a lot of tips. This guide includes a 'script' for each of the contests (for use by the chair) and these scripts have been used here with kind permission of District 61

<http://www.toastmastersdistrict61.org/eng/contest/rduty-cj.htm>

District 40 (USA) lists every form, document and guide you could possibly need. It may be a little overwhelming for the first timer but it includes specific information for Area and Division governors which may be useful

<http://www.d40toastmasters.org/TMPages/RefLibrary/ContestGuide.htm>