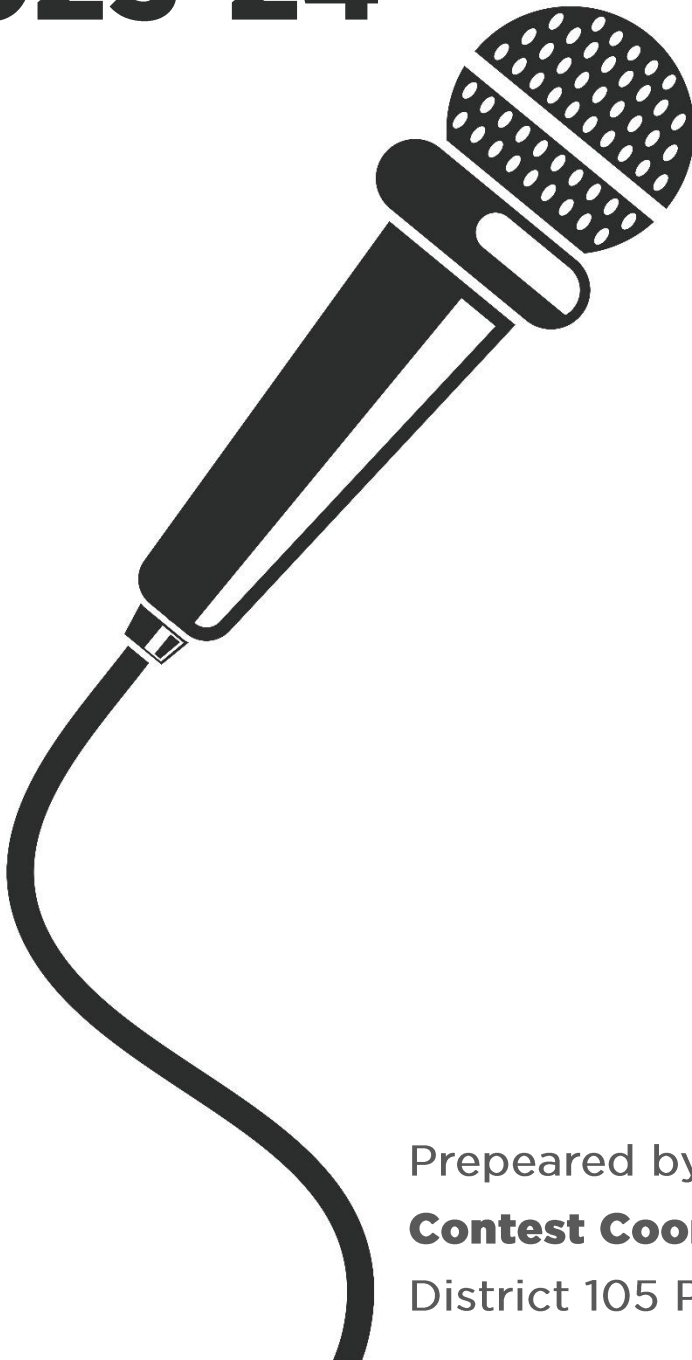




DISTRICT 105

Smart Contest Guide

2023-24



Prepared by

Contest Coordinators

District 105 Program Quality Team

Dear Toastmaster,

This document serves as a valuable resource for district contest organizers, offering tried-and-true methods to enhance the efficiency of annual speech contests.

This smart guide is designed to support key role players in their respective responsibilities, adopting a checklist mode for easy management, delegation, and execution.

The Smart Contest Guide 2023-24 consists of the following documents.

1. Key Role Players & their Responsibilities
2. Checklist for Contest Manager
3. Checklist for Contest Chair
4. Checklist for Chief Judge
5. Checklist for Timer
6. Contest Representation & Eligibility
7. Some Other Key Points



CLICK TO DOWNLOAD
International
Contest Chair Script

CLICK TO DOWNLOAD
Humorous
Contest Chair Script

CLICK TO DOWNLOAD Table
Topics
Contest Chair Script

CLICK TO DOWNLOAD
Evaluation
Contest Chair Script

While this document serves as a guiding light, it's crucial to adhere to the Speech Contest Rules book 2023-24 for the final say on contest operations.

For any further clarification, regarding this document, the organizers can reach out to the Program Quality Director, DTM Saiju Victor, at +968 95111475.

Let's have a wonderful contest season 2023-24

Program Quality Team
District 105, Region 11

DISTRICT 105

Smart Contest Guide

2023-24



KEY ROLE PLAYERS & THEIR RESPONSIBILITIES

Contest Manager

Appoint RolePlayers

Help Chief Judge to Appoint Judges

Trophies

Certificates

Ballots & Stationary

Test Speaker

Giveaway

Agenda

Co-ordinate with Chief SAA

Contest Chair

Eligibility

Briefing Contestants

Draw of Lots

Co-ordinate with SAA

Introduction of Contestants

Table Topics

Protests if any

Mention Disqualifications

Announcing the Results

Chief Judge

Qualify Judges

Appoint Tie Breaker Judge

Brief the Tie Breaking judge

Briefing of only voting Judges

Briefing of Role Players

Coordinating Tally Counters

Coordinating Timers

Protests if any

Hand over the results

Contest Manager Checklist

| No. | Responsibility / Task | Yes / No |
|-----|--|----------|
| 1 | Helped the Chief Judge in finding the Panel of Judges? | |
| 2 | Contest Chairs / Tally Counters / Timers Appointed? | |
| 3 | Chief SAA & SAAs for Evaluation & Table Topics appointed? | |
| 4 | Have back up for the above role players? | |
| 5 | The timing device arranged and functioning? | |
| 6 | Test Speaker & Back-up Available? | |
| 7 | The venue ready with all Facilities for the contest? | |
| 8 | Briefing Rooms are ready for Judges & Contestants? | |
| 9 | Secluded rooms for TT & Evaluation contestants are ready? | |
| 10 | The AGENDA of the meeting is prepared and printed? | |
| 11 | Writing materials for TT & Evaluation Speakers are ready? | |
| 12 | Ballots, Tally & Timer Sheets handed over to Chief Judge ? | |
| 13 | Helped Chief Judge in making sure that order of Speakers are available with his team and the timers. | |
| 14 | The Certificates for the Participants & Winners are given to the Contest Chair? | |
| 15 | The scripts of MC, SAA & Contest Chair checked & approved | |
| 16 | Certificates / Giveaway for the Judges / Role Players | |
| 17 | Trophies for the winners are ready? | |
| 18 | Have you kept a note of the list of winners? | |

Contest Chair Checklist

| No. | Responsibility / Task | Yes / No |
|-----|---|----------|
| 1 | Have you reviewed the TMI Contest Rule book 2023-24? | |
| 2 | Speaker's Eligibility and Originality forms are collected. | |
| 3 | The contest chair can disqualify a contestant on the basis of eligibility | |
| 4 | Video Release forms are collected if the Contest is video recorded. | |
| 5 | Have you attended the briefing given by the Chief Judge and Organizers? | |
| 6 | Are the Contestants briefed before the Contest? | |
| 7 | Is your script ready & shared with the Contest Manager? | |
| 8 | Contestant & Test Speaker introduction must be to the point. | |
| 9 | Speech titles are collected for International & Humorous Contests. | |
| 10 | Draw of lots for Speaking Order conducted, and the list is handed over to the Chief Judge. | |
| 11 | Have you arranged for 5 Table Topics in sealed envelopes with numbers written on them? | |
| 12 | Have you informed the Chief Judge about the same & requested him to remove 2 topics from that before the Contest? | |
| 13 | Ensure you have three numbered envelopes for the first contestant of the Table Topics Contest. | |
| 14 | Allow the first contestant to select the Contest's TOPIC from one of the three envelopes by selecting the number. | |
| 15 | For evaluation & Table Topics – Confirm with the SAA & Chief Judge before starting the contest. | |
| 16 | Take details of the props to be used by the contestant. All props must be set up during the minute of silence prior & removed in the minute of silence following the speech. Contestants may enlist someone to help them with props, it is not the responsibility of the contest chair or any other contest official to do so. Contestants must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times. | |
| 17 | Accept the protests, if any, and intimate the Chief Judge. | |
| 18 | Take permission from the Chief Judge to start, halt, and adjourn the contest. | |
| 19 | Follow the definite format of announcing the winners | |

Chief Judge Checklist

| No. | Responsibility / Task | Yes / No |
|-----|--|----------|
| 1 | The voting judge, Tally counters, timers, and a secret tiebreaking judge appointed and briefed? | |
| 2 | Make sure that the Judges are Eligible. | |
| 3 | List of contestants in speaking order collected from the Contest Chair / Manager and handed over to the Judges? | |
| 4 | Intervene in case of any lapse in the conduct of the contest. | |
| 5 | Accept Protests on Originality, Eligibility & Reference to Previous Speech | |
| 6 | Check the merit of the Protest and convene the Judges if the protests need to be attended to | |
| 7 | Call the parties involved in the Protest from both sides separately. | |
| 8 | Take a consensus of the Judges to arrive at a final decision. | |
| 9 | Timing disqualification needs to be conveyed to the Contest Chair without revealing the names. | |
| 10 | Any disqualification due to protest need not be disclosed to the Contest Chair. | |
| 11 | Make sure that all JUDGE ballots are collected and counted. | |
| 12 | Follow the TMI Procedure for Tiebreaking, if any. | |
| 13 | Prepare the list of winners, prepare the Winner's Certificate, and hand it over to the Contest chair with remarks on time disqualifications. | |
| 14 | List of Winners and Positions of all speakers handed over to the officer in charge of the next level of contest. | |
| 15 | Make sure that the contest is adjourned as per the protocol. | |
| 16 | Interfere if any Result Announcement is wrongly made. | |

Chief Sergeant At Arms Checklist

| No . | Responsibility / Task | Yes / No |
|------|--|----------|
| 1 | Kick-start the session on time with a prepared script. | |
| 2 | Share the Script with Contest Manager & get approval. | |
| 3 | Constitute a team of dedicated SAAs. | |
| 4 | Two Members will be there to manage the stage & properties. | |
| 5 | Two members to Restrict the Entry and Exit. | |
| 6 | Two members appointed to manage the Break Out Rooms. | |
| 7 | One member to accompany contestants from breakout room to contest hall for Evaluation and TT Contests. | |
| 8 | The entry & exit are restricted as per guidelines during Table Topics & Evaluation. | |
| 9 | Make sure that properties are placed and removed as per the requirement of the contestant & contest chair. | |
| 10 | All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech. | |
| 11 | Help the organizers in distributing the prizes. | |
| 12 | Control Videography & Photography. | |
| 13 | Make proper seating arrangements for Judges and Contestants. | |
| 14 | Take care of the entire facility during the program. | |

Timer Checklist

| No. | Responsibility / Task | | | | | | Yes / No |
|-----|--|---------------|-------|--------|------|---------|----------|
| 1 | Ensure the Timing device & Stop Watch are functioning properly. The signaling device must be in full view of each contestant. | | | | | | |
| 2 | One should operate the stopwatch, and the other must operate the signaling device that displays green, yellow, and red colors. | | | | | | |
| 3 | As a precautionary measure the Device Operator also can keep the stopwatch on. | | | | | | |
| 4 | Do not consider milliseconds to disqualify. | | | | | | |
| 5 | Keep the timing cards ready in case of emergency. | | | | | | |
| 6 | The timer can intimate the Chief Judge in case a disqualified person is announced as a winner or a timing disqualification is announced when there was none. | | | | | | |
| 7 | Timing details: | Contest | Green | Yellow | Red | Minimum | Maximum |
| | | International | 5:00 | 6:00 | 7:00 | 4:30 | 7:30 |
| | | Humorous | 5:00 | 6:00 | 7:00 | 4:30 | 7:30 |
| | | Evaluation | 2:00 | 2:30 | 3:00 | 1:30 | 3:30 |
| | | Table Topics | 1:00 | 1:30 | 2:00 | 1:00 | 2:30 |
| 8 | Timing will begin with the Contestant's first definite Verbal or Non Verbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc | | | | | | |
| 6 | The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily | | | | | | |
| 7 | Green Light should stay till the Yellow Light comes up, and same applies till the Red Light., which will remain on until the speaker completes their speech with no extra indication given | | | | | | |
| 8 | In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified. | | | | | | |
| 8 | Timer - 2 can accompany evaluation contestants to the secluded room and come back to the main room after 5 minutes preparation time. | | | | | | |
| 9 | Once the contest ends forward one list of final timings to CJ | | | | | | |

CONTEST REPRESENTATION

1. Any AREA having **4** or less CLUBS (irrelevant of the language used by the club) will have the first two position holders competing for the AREA Contest.
2. In case of **5** more clubs only one representative each from the club will compete in the AREA Contest.
3. All Divisions having **4** or less AREAs will have the **first TWO** position winners representing the AREA in the DIVISION Contest.

CONTEST ELIGIBILITY

1. Be a paid member of a club in the Area, Division, and District in which they are competing.
2. The club must also be in good standing.
3. A new, dual, or reinstated member must have dues and membership application current with World Headquarters
4. If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected (CONTEST CHAIR)
5. To be eligible for International Speech contest that contestant must have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award.
6. However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.

INELIGIBLE TO COMPETE

1. District officers whose terms expire June 30
2. Immediate Past District Directors.
3. Region Advisors or Region Advisor applicants.
4. Candidates for District positions for the upcoming year.
5. Voting judge, tiebreaking judge or chief judge at the same contest type in which they would be competing beyond the club level, in any District.
6. Timer, ballot counter (counter), Sergeant at Arms, or other contest official role for the same contest in which they would be competing.
7. Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention. (THIS WILL INCLUDE CHAIR POSITIONS IN DTAC)
8. No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.

SOME OTHER KEY POINTS...

1. All contest officials must be paid members.
2. The Evaluation Contest test speaker must a paid member.
3. Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a contest official or as a test speaker at the Area, Division, or District level
4. Twenty-five percent or less of the contest speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
5. Contestants must not refer another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.
6. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.
7. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
8. At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member.

...SOME OTHER KEY POINTS.

9. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
10. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
11. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level.
12. In contests with three (3) or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order.
13. In contests with fewer than three (3) participants, a second place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.
14. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

DISTRICT 105, REGION 11

Contest Coordinators

District 105 Program Quality Team

TM Shruthi Shetty +971 55 382 4545

DTM Ramaswamy +968 93 21 9984