

D2 Online Task Force: Chief Judge Communications to Ballot Counters, Timers, and Judges Prior to an Online Speech Contest

Ballot Counters:

Hi Wonderful Ballot Counters,

Thank you for your willingness to complete this important task for tomorrow's first-ever virtual contest in District 2!

Your welcome service is critical to the success of this contest.

Some important instructions about tomorrow's contest.

- Please print out the ballot counting form ahead of time, so you can be ready to fill it in during our breakout.

You can download the ballot counting sheet here:

<https://www.toastmasters.org/-/media/dcd-items/1176counterstallysheet.ashx>

- During our breakout time, I will be reading information to you that I have received via email from the judges, so be ready to write. Please notify me immediately, if you cannot understand a name.
- As part of our briefing, we will practice using the breakout room in the zoom session.
- Once we go through all the judges' ballots, we will tally results and compare them to make sure you both got the same results.

This will be an exciting adventure tomorrow. I look forward to working with you both.

Timers:

Hi Wonderful Timers,

Thank you for your willingness to complete this important task for tomorrow's first-ever virtual contest in District 2!

Your welcome service is critical to the success of this contest.

Some important instructions about tomorrow's contest.

- Please print out the timer sheet ahead of time..
- You can download the timer sheet here:

<https://www.toastmasters.org/resources/speech-contest-time-record-sheet>

- One of you will need to hold the colored paper up to your camera, signaling the Green, Yellow, and Red status.
Please write the letters G, Y, and R on the sheets to ensure that color problems with the camera or color blindness do not impair the speaker.
Please have paper color indicators ready before the contest. We will compare during the briefing time to see which looks the best.
I suggest that the timer that will not be holding up the papers be the one that reads the timing rules during the contest introduction.
- Contestants will be advised in their briefing to pin you to their screen, so they can clearly see the color indicators.
- Have a stopwatch or timer ready to track times.
Toastmasters has an app that has a timer function that you could use, which also displays color indicators to serve as a reminder. But you are free to use any stopwatch so long as it works accurately.
- As part of our briefing, we will practice in the breakout room in the zoom session.
- Once a contestant is called up to speak, I advise you to "pin" them to your screen to reduce any other distractions. You can select to pin someone to the screen by right-clicking on their image or selecting the 3 dots in the top right corner and then selecting "pin".
Once a contestant completes speaking, you can "unpin" them using the same method of pinning them, then "pin" the next contestant to your screen.
- When displaying the colored sheets, please be sure not to hold them directly in front of the camera. If they are too close, the picture will simply turn black, due to insufficient light.
- This will be the first attempt at a virtual contest in our district, so there will likely be technical challenges. Please be careful not to count that in your timing of contestants.
- Once you have completed the timing for all contestants, both of you please immediately email your results to me at <Chief Judge's email address>

It would probably be easiest to have the email prepared ahead of time, which you can then type the info into.

Or take a picture of the completed form and send it as an attachment to the email. Just please make sure it is legible.

This will be an exciting adventure tomorrow. I look forward to working with you both.

Judges:

Hi Wonderful Judges,

Thank you for your willingness to complete this important task of helping to select which contestants will move on to the Division level contest.

Your welcome service is critical to the success of this contest.

Some important instructions about tomorrow's contest.

- Please E-Mail me a picture or scan of your signed "Judge's Certification of Eligibility and Code of Ethics"

You can download the form here:

<https://www.toastmasters.org/-/media/dcd-items/1170-judge-certification-of-eligibility-ethics.ashx>

- As judges, you are to be anonymous, so when joining the contest meeting it is advised to leave your camera off, ensuring your anonymity.
- I recommend printing out the ballot ahead of time, so you can be ready to fill it in during the contest.

You can download the ballot here:

<https://www.toastmasters.org/-/media/files/department-documents/speech-contests-documents/1172-international-speech-contest-ballot.ashx>

The tiebreakers judge ballot can be found here:

<https://www.toastmasters.org/-/media/dcd-items/1188-international-speech-contest-tiebreaking-judges-guide-and-ballot.ashx>

- Once a contestant is called up to speak, I advise you to "pin" them to your screen to reduce any other distractions. You can select to pin someone to the screen by right-clicking on their image or selecting the 3 dots in the top right corner.

- This will be the first attempt at a virtual contest in our district, so there will likely be technical challenges. Please be careful to not count that in your ranking of contestants.
- Once a contestant completes speaking, you can "unpin" them using the same method of pinning them, then "pin" the next contestant to your screen.
- Once you have selected your #1, #2, and #3 contestants, please immediately email your ranked list to me at <Chief Judge's Email Address>
It would probably be easiest to have the email prepared ahead of time with a numbered list waiting, which you can then type their names into.

Please confirm that you are not in a club with any of these contestants:

<Contestant Full Name>

I will confirm with you again during our briefing.

Judges <their names, if applicable>, I am still waiting on your completed eligibility forms.

Please print a copy out, fill it out, and send a scanned copy to me.

If this is not possible, let me know and we will figure out another way.

<Judge's name, if applicable>, I am afraid the form you sent hadn't been signed. Can you send me a signed copy?

<Judges' Names>, thank you, I got your completed forms.

This will be an exciting adventure tomorrow. I look forward to working with you all.

Signed by Chief Judge