

**TOASTMASTERS**  
INTERNATIONAL®

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## Area and Division Contest Training

District 55

Saturday, October 26, 2019

# Agenda

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- Speech Contest Benefits
- Role of Area and Division Directors
- Speech Contest Planning & Execution
- Contest Rules



# Question 1

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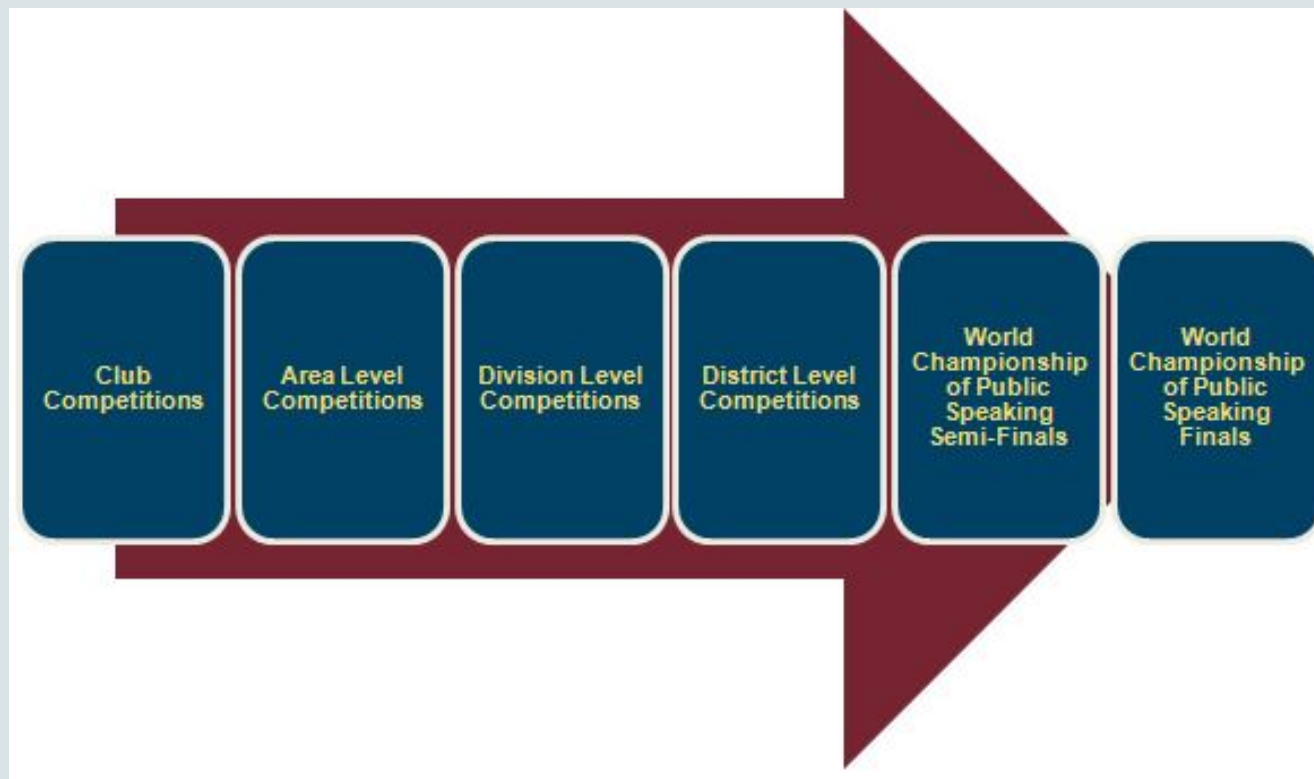
## What are benefits of Speech Contests?

- Contestants: experience and growth in competitive setting
- Audience: education and entertainment
- Clubs: showcase for membership building
- District Officers: opportunity for members to participate beyond Club
- Organizers: leadership skill development opportunity
- Toastmasters: Public Relations



# Contest Levels

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Only International Speech Contest proceeds to Region Quarterfinals, Semifinals, and World Championship of Public Speaking



# Role of Area & Division Directors

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- Be knowledgeable
- Resource for Contests
- Recruit and train a team



## Question 2

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# What does make a quality speech Contest?



## Quality Elements:

- Trained, coached, experienced staff
- Well planned and promoted event
- Compliance with official rules
- Interesting speeches
- Suitable location
- Contest evaluation



## Question 3

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# How can Area and Division Directors help prepare successful Contests?

- Know and abide by Contest rules
- Answer questions about eligibility and rules
- Plan Contest budget and publicity
- Organize resources and a logistics committee to help
- Choose fair and impartial judges
- Inform judges, timers, and ballot counters of duties
- Schedule Contest and award ceremony with Club and District schedules in mind



# District Direction

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- All key role players experienced
- All judges trained

If these 2 quality elements are not met; Area and Division Directors to provide training and active mentoring





# Key Role Player Experience

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## Key Roles

Contest Chair

Chief Judge

Judge

Toastmaster

## Experience

Club before Area

Area before Division

Division before District



## Questions 4 & 5

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**What should Contest Chair get for all contestants?**

Certificates of Participation



**What should Contest Chair get for Contest winners?**

Trophies



## Questions 6

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# From where should Contest Chair get items for Contestants and Contest winners?

Download Certificates  
from TI Website/District



Obtain trophies  
from District



# Contest Planning Guidelines



<http://www.tmd55.org/contests.html>

- ▶ Tmd55.org – Events; Calendar & Contests:
  - Resources for Contest Organizers
  - Planning Documents
  - Scripts
  - Forms and Templates
  - Contest Promotion
  - Contest Training



# Contest Scripts

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## ▶ Meeting Scripts:

Presiding Officer

Toastmaster: One for each type of Contest

Briefing Scripts

Contest Chair for Contestants & SAAs

Chief Judge for Contest officials

*USE THE  
SCRIPTS!*



# Contest Forms

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## ▶ What to bring to Contest:

- Speaker's Certification of Eligibility and Originality
- Contestant Biographical Information
- Certificates of Participation
- Certificates for 1st, 2nd, and 3rd place
- Contest Winner Announcement Script Form
- Notification of Contest Winner
- Appropriate Judges Guide and Ballot: Regular & Tie-Breaking
- Judge's Certification of Eligibility
- Time Record Sheet
- Ballot Counter's Tally Sheet



## Questions 7

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**May Clubs, Areas, Divisions, or Districts produce Toastmasters awards for contestants and winners?**

If Toastmasters logo or the words are used, the awards must be purchased from TI; otherwise it is a trademark violation



# Contest Material & Supplies

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- ▶ What to bring to Contest:
  - Clubs/Division/District banners
  - Lectern
  - Gavel
  - Flag
  - Trophies
  - Program
  - Contest Rulebook
  - Thank yous
  - Name tags (optional)
  - Refreshments





## Questions 8, 9 & 10

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**What speech Contests are officially recognized by TI?**

International, Evaluation, Humorous, Table Topics & Tall Tales

**Which type of Contest must a district hold?**



**How many additional contests may a district hold?**

Three



# Contest Types

Two:



- Mandatory & only one to advance to International levels)

- International Speech Contest Kit

<https://www.toastmasters.org/resources/international-speech-contest-kit>



- Table Topics

- Table Topics Speech Contest Kit

<https://www.toastmasters.org/resources/table-topics-speech-contest>



# Other Contest Types

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## Other Contest types in future

- Evaluation
- Humorous Speech
- Tall Tales



## Contest Participation

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4 Areas w/4 Clubs or fewer: 8 weeks before Area Contest, allow 2 contestants from each Area Club to compete (winners or nominated)

- If new Clubs are added before Area Contest, all Clubs in Area are allowed to send 2 Contestants (winners or nominated)
- Communication must be made before the Contest cycles start



# Contest Agenda

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- ▶ Area or Division Designation
- ▶ Date/Time/Place
- ▶ Types of Contests
- ▶ TI Logo
- ▶ Club Names
- ▶ Contestant and Role Player Names
- ▶ Plug for Division Contest and/or District Conference



## Contest Agenda *(Cont'd)*

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- ▶ Do NOT include:
  - Judges' names
  - Education level of contestants
  - Club that contestant represents
  - Test Speaker's name or speech title



# Contest Promotion

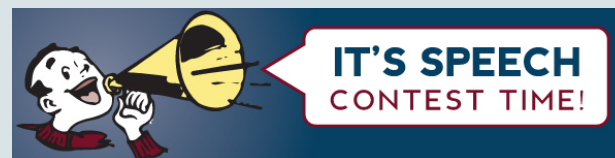
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## Club Visits

- Encourage Clubs to Conduct contests by Feb. 1
- Invite members to become contestants and Contest officials

## Fliers

- Create one with a theme
- Distribute it to your clubs



## District Website

- Subset of flier information will be uploaded

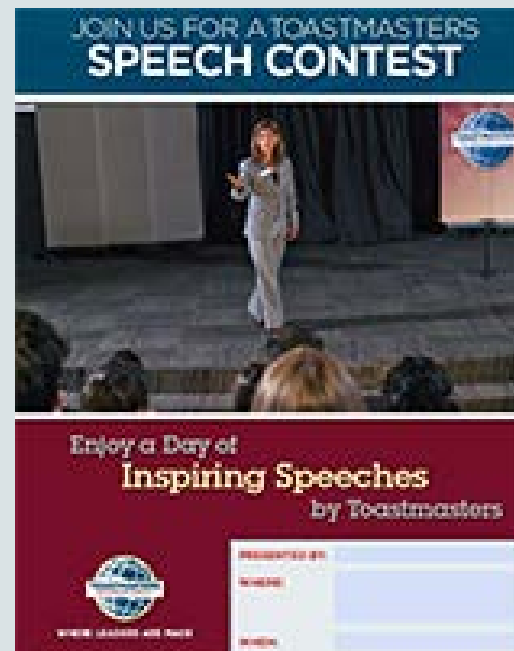


# Contest Flyer

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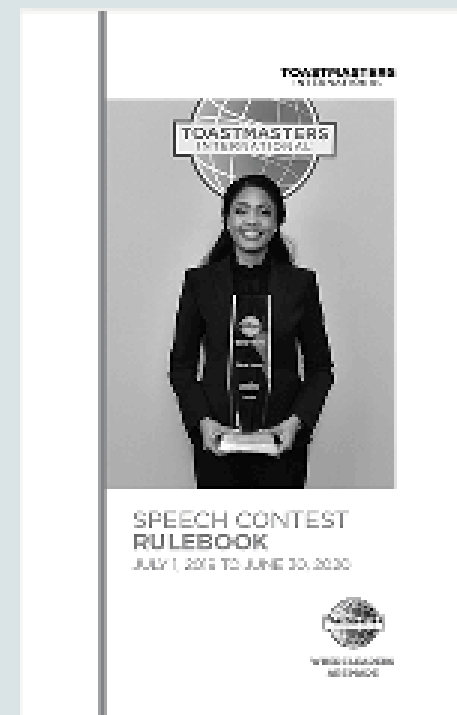
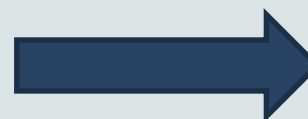
## Include:

- Attention-getter (theme, food, etc.)
- Area(s) or Division designations
- Contact name, email/phone
- Date/time/place/building/Room
- Types of Contests
- Map/directions
- Security information
- Parking information
- TI Logo
- Club Names





# Contest Rules



Downloadable from TI website

- Read Speech Contest Rulebook: Rules and Checklists (Exceptions are not permitted)
- Send link to Rulebook to Contestants & Judges 2 weeks before Contest
- Disqualifications



## Questions 11

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**When should Contest Chair notify contestants of time and place of Contest and pre-Contest briefing?**

2 to 6 weeks before Contest



## Questions 12

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**What 2 events should a contestant attend before Contest begins?**

Contestant's Briefing and Speaker's Rehearsal



## Contestant & Judge Eligibility

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- All paid members (including Contest officials) and Clubs in good standing
- Contestants: 6 CC speeches or Level 2 completed (exception: members of Club less than 1 yr. old)
- If ineligibility discovered after Contest, disqualification must occur



## Ineligibility to Compete

- Judges beyond Club level
- Current District officers or candidates for next year's elected positions
- Education session presenters
- Contest Chairs, Toastmasters, Chief Judges & event Committee Chairs
- Dual members can't compete in more than 1 Area Contest



# Contestant & Judge Eligibility Verification

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Confirming Contestant & Judge Eligibility:

<https://www.toastmasters.org/speech-contest-eligibility-checker>

[speechcontests@toastmasters.org](mailto:speechcontests@toastmasters.org)

Phone: (720) 439-5050 ask for Member Services



## Questions 13

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### What should a chief judge do to prepare Contest judges?

- Select judges carefully (experienced & preferably from other areas and divisions)
- Ensure judges are aware of contest rules, procedures, responsibilities and duties
- Conduct judges training workshops
- Conduct judge's briefing before every contest
- Review Judge's Guide and Ballot
- Discuss bias and fairness
- Review the rules
- Direct judges to online resources

[www.toastmasters.org/speechcontestFAQ](http://www.toastmasters.org/speechcontestFAQ)

[www.toastmasters.org/tlc](http://www.toastmasters.org/tlc)



## Rules: How Many Judges?

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Guidelines to increase fairness:

**Club:** 5 judges (unless impractical) + tie breaking judge

**Area:** 5 judges (equal representation from Clubs in Area or from outside Area) + tie breaking judge

**Division:** 7 judges (equal representation from Areas or from outside division) + tie breaking judge

**District:** 7 judges (equal representation from Divisions) + tie breaking judge

No chief judges or judges from Contestants' Clubs





# Judge Training

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Judge training to help define and/or refine a speech Contest judging skills

<https://www.toastmasters.org/resources/speech-contest-judges-training>

▶ **TI on-line videos:**

<http://www.tmd55.org/speech-contest-training.html>

▶ **Speech Contest Tutorial:**

- When You're the Judge
- The Judge's Guide and Ballot

<https://www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials>



## Questions 14 & 15

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**Where should the chief judge tell the contest judges to sit?**

Close to the Contest area and not next to contestants

**Why should the contest judges sit there?**

In case of outside disturbance or malfunctioning technical system and to avoid having contestants look over the ballots



## Rules: Other Role Players

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**Ballot Counters:** Area/Division **2**, District **3**

**Time Keepers – 2**

- One runs watch and fills out form (2 watches)
- The other operates timing signals
  - Be sure signals are visible to contestants

**Sergeant-at-Arms – 1** per door and **1** for props  
(Evaluation & Table Topics Contests **2** escorts)

There is nothing wrong with having more than required number(s)



## Rules: Notification of Winners

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### **Selection Sequence (pg. 7-8):**

“Should a Club, Area, or Division Contest winner be unable to participate in the next-level Contest, the highest-placed available contestant will advance to that level.”



This means Chief Judge will rank-order ALL qualified contestants on Notification of Winners form, not just top 2

If Club conducts a Contest; results are final.



## Questions 16

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# What does Chief Judge give to Contest Chair during Contest?

A list showing placement of all contestants



## Questions 17

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### **Can we combine 2+ Area Contests?**

You can conduct 2+ Area Contests on same date, at same place but each Area Contest is to be conducted in its entirety including interviews and announcement of results prior to start of next Area Contest



# Speech Contest Elements

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## What are the elements of a Speech Contest?

Room/Place	Refreshments Owner
Room Control	Sergeants-at-Arms
Programs/Agenda	Notification/Promotion/Flier
Contest Team	Dignitaries
Meeting Control	Presiding Officer/Contest Chair
Speeches/Speakers	Toastmaster
Chief Judge /Judges	Timers/Ballot Counter
Contestant Interviews	Certificates
Awards/Presentation	Thank-you's for helpers
Lots of Applause	Audience



# Speech Contest Evaluation

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- Contest Evaluator assigned for every Area and Division Contest
- Short, lessons learned meeting held at conclusion of contest with Contest Chair, Chief Judge, Toastmaster, and Contest Evaluator
- Evaluation form will be sent to Contest Chair before event, or downloaded via this link

[http://www.tmd55.org/uploads/1/1/9/1/11914028/contest\\_evaluation\\_form\\_v06a.pdf](http://www.tmd55.org/uploads/1/1/9/1/11914028/contest_evaluation_form_v06a.pdf)

- To be used as guide by organizers





## Call to Action

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- Read and adhere to official rules
- Use resources on D55 and TI websites
- Take on-line Judge training and/or attend in person training session(s)
- Abide by District directions on training and experience when selecting key role players
- Mentor/coach/assist role players and Contest organizers
- Promote contests!
- Use District scripts!
- Communicate and follow-up



## Follow-Up

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You will be sent a follow-up email with links to this presentation, handouts, and other documents. Some documents may be attached to email

If you have any questions or comments, contact Program Quality Director at [d55pqd@tmd55.org](mailto:d55pqd@tmd55.org)



## Resources

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- [tmd55.org](https://tmd55.org)
  - Events, Contests – Info for Contest Organizers
  
- [Toastmasters.org](https://Toastmasters.org)
  - Search for “Digital Content Speech Contests”
  - Speech Contest Tutorials
  - Search on “Judge Training”



# Conclusion

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Speech  
Contest  
Benefits



Role of Area  
and Division  
Directors



Speech  
Contest  
Planning/  
Execution &  
Rules

# Congratulations!

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you have any questions at

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