**Online – Briefing Judges Script**

* **The purpose of a speech contest is to pick a winner.** You are to pick a winner based on what you see and hear today ONLY, not based on personal preference or past performance.
	+ All voting judges receive the Judge’s Certification of Eligibility and Code of Ethics. The form must be signed and returned to the Chief Judge prior to the beginning of the contest(s).
* It is recommended that you sign your ballot and print your first and last name now. Unsigned, incomplete, or illegible ballots will not be counted.
* At the direction of the Chief Judge, rename your self as “Judge # -“; with the Chief Judge providing the identifying number. Judges number are based on the club identified in your Certification of Eligibility to ensure not all judges are from the same club/Area/Division.

**Explanation of the ballot:**

* When the contest begins, the Toastmaster/Contest Master will read the speaking order. When he or she does, write contestant names across the top of the ballot.
* Be sure to have a copy of the program in case you don’t understand contestant names. Be aware that there might be last-minute contestants not on the ballot.
* Judging criteria appear on the reverse of the ballot. After each speech you will be given one minute to fill this in.
* After the last contestant, you will have time to tally your score and pick a winner.
* Ultimately, you choose whomever you feel should be the winner. If there is a conflict between your scores and your instinct, YOU make the decision. Break your own ties.
* Write your choice for 1st, 2nd, and 3rd place. There should be nothing on the tear-off sheet but your choices, your printed name and signature.
* When you are complete, communicate your decisions with the Ballot Counters (BC1 and BC2) ONLY, using the method outlined by the Chief Judge. BOTH Ballot Counters should be contacted with the same information, except in extraordinary circumstances. Retain your signed ballot for collection (usually a photo will suffice) by the Chief Judge.
* When all ballots are ‘collected’, you will be released to re-enter the Main Room. DO NOT RENAME YOURSELF, as you may be recalled in the event of a protest or objection.
* Following the contest, take the top part of the ballot and securely dispose of it. DO NOT discuss, rationalize, justify, or analyze your specific marks on the ballot with ANYONE.

**About Protests:**

* Only judges or contestants can make a protest.
* Protests can be based on only one of three things: eligibility, reference to another speaker and originality
* A protest must be made to the Chief Judge or Contest Chair
* A protest must be made before the announcement of the winners is made. After that, it’s too late.
* The contestant will be given an opportunity to respond to the judges on a protest regarding originality or reference to another speaker. Then, the judges will vote as to whether or not they concur (majority vote). The Chief Judge does not vote, but is responsible for informing the Contest Chair of the decision; which may not be appealed. The Contest Chair will privately tell a contestant that they were disqualified (and on what basis) before the contest adjourns.

TIMING

* Judges are not to consider timing and/or the possibility of running over time.

Tie-Breaker Judge

* The Tie-Breaker Judge is known only to the Chief Judge, is briefed separately/individually and is only consulted in the event of a tie.