

## Criteria for Contest Volunteer and Contest Help Request Roles

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The following information is to help you determine if you meet the requirements for various contest roles. Text from the 2012 Rulebook has been paraphrased unless it is in quotation marks and thus is verbatim from the Rulebook. If any questions arise, the 2012 Rulebook is the authority and it should be consulted for exact wording in the pertinent section (e.g., 5.A.1.)

This document addresses contests only through the district level.

### From the Toastmasters International Speech Contest Rulebook 2012

#### Contest Coordinator/Chair

- General Rules 5.A. A Contest Chair is required at each contest (club, area, division, district)
- Speech Contest Checklists – Contest Chair plans contest budget, arranges room and audio, conducts pre- and post-contest publicity program, sees that all bills are paid promptly, verifies contestant eligibility, is familiar with the contest rules, officiating individuals are briefed, ballots counted carefully, and awards presented with appropriate honor; a committee can help yet the chair is responsible to make sure they are done.

#### Contest Master

- In District 36, the Contest Master is the emcee or Toastmaster of the Day/Evening for the contest. The Rulebook says (in the Contest Chair's Checklist section) that a splitting of the role of contest chair and contest Toastmaster can occur, and that the term "contest Toastmaster" should be considered synonymous with "contest chair". This is contradictory to the usual District 36 procedure.

#### Chief Judge

- General Rules 5.A. A Chief Judge is required at each contest (club, area, division, district)
- *The Chief Judge MUST know the contest rules and be able to make appropriate rulings when issues arise.*

#### Ballot Counter

- General Rules 5.A.1. – Three ballot counters at club contests, as far as practical
- General Rules 5.A.2. – Three ballot counters at the area, division, and district levels

#### Timer

- General Rules 5.A.1. – Two timers at club contests, as far as practical
- General Rules 5.A.2. – Two timers at the area, division, and district levels

#### Judge

- General Rules 2.A.4.a) Judges cannot be competing at any contest level for the contest type that they are requested to serve as a judge (*you can compete in the Evaluation Contest and serve as a judge for the International Speech Contest; you cannot serve as a judge for the Evaluation Contest if you are competing in the Evaluation Contest – regardless of the level of the contest or the district*)
- General Rules 5.A.1. – **at club contests**, five or more judges, one tiebreaking judge, as far as practical
- General Rules 5.A.2. – **for the area level**, five or more judges or equal representation from the clubs in the area, one tiebreaking judge

- General Rules 5.A.3. – **for the division level**, seven or more judges or equal representation from the areas in the division, one tiebreaking judge; “no judge shall be a member of any club in which a contestant is a member”
- General Rules 5.A.3. – **for the district level**, seven or more judges or equal representation from the areas composing the district, one tiebreaking judge; “no judge shall be a member of any club in which a contestant is a member”
- Eligibility requirements:
  1. You have paid your dues to your club and your club has paid its semi-annual dues to WHQ.
  2. For Area, Division, and District level contests, you have been a club member since July 1, 2011 AND completed at least six *Competent Communication* manual speech projects.

#### Sergeant-at-Arms/SAA

- no eligibility requirements are listed in the Rulebook

#### Test Speaker (Evaluation contest)

- The test speech is either a contest-type speech or taken from one of the *Competent Communication* manual projects
- At all levels of the Evaluation Contest, the Test Speaker is recommended to not be a member of the same club as any contestant.

#### **Clarification about Contest Coordinator, Contest Chair, and Contest Master terms**

- Contest Master is similar to the Toastmaster of the Day/Evening. They conduct the contest.
- Contest Coordinator coordinates all of the pre- and post-contest planning and preparation; they follow-up with the people responsible for the logistics of the contest.
- “Contest Coordinator” can be considered as similar to “Contest Chair”
- “Contest Chair” is the term used in the Speech Contest Rulebook and Speech Contest Checklists
- Area or Division Governor, ideally, is not the Contest Coordinator but as the term “Contest Chair” is used in the Rulebook, they could be considered as the Contest Chair. They are the ‘host’ for the event so they will conduct all non-Contest portions of the contest.