



Contest Officials Roles

An Educational
By Dale Hartle DTM

Contest Officials

- Contest Chairperson
- Chief Judge
- Judges
- Tally Counters
- Asst Sgt At Arms
(Table Topics)
- Timekeepers
- Audience

Contest Chairperson



- Organises the contest
- Assembles all contest forms
- Check contestants eligibility
- Familiarise contestants with speaking area
- Briefs timers and tally counters
- Review rules for contestants and audience at start of contest
- Draw for speaking order, and announces speaking order for Judges
- Makes announcements - judging timing, cellphones, entry/exit
- Announces start of contest
- Introduces speakers and titles correctly during contest
- Reminds audience of silence during judging time
- Instructs Tally Counters to collect Judging Ballots
- Closes contest
- Receives results from Chief Judge and announces results
- Thanks all participants

Competent
Leader
Award –
Asst 10

Chief Judge



- Briefs all judges on Judging Criteria and Code of Ethics
- Appoints tie-breaking judge
- Distributes forms
- Judges contest
- Supervise tally counting
- Adjudicate protests
- Hands results to Chairperson

Competent
Leader
Award –
Asst 6



Judges



- Use Judging Form as judging guide
- Note Judging Criteria for contest and Code of Ethics
- Judge each contestant and mark scores
- Add up all scores, no ties allowed
- Complete tear-off section and hand to tally counters
- Maintain confidentiality until after contest
- All judges can protest on grounds of originality or eligibility only

Competent
Leader
Award –
Asst 6

Asst Sgt At Arms (Table Topics)

- Assists the Chairperson
- Assists the speaker with any setups
- Escorts all Table Topics competitors out of room
- Except first speaker
- Escorts each speaker in when requested by Contest Chairperson



Competent
Leader
Award –
Asst 6

Timers



- Check timing lights and stopwatches are operational
- Time each speaker according to contest rules
- Allow 1 minute between speeches for judges, 2 minutes at end of contest
- Note speech times on Timing Sheet
- Hand Timing Sheet to Chief Judge

Competent
Leader
Award –
Asst 4

Tally Counters



- Collect completed Judging Ballots from Judges
- Leave room with Chief Judge
- Discard any incomplete ballots or not showing 1st, 2nd, 3rd
- Complete Tally Sheet with scores
- Eliminate any disqualified contestants
- Check and complete tear off portion of form
- Hand to Chief Judge who gives to Contest Chairperson
- Maintain confidentiality until results announced

Competent
Leader
Award –
Asst 6

You - The Audience



- Warmly applause each contestant
- No interruptions unless appropriate (eg question or action from speaker)
- Applause at end of speech
- Maintain silence during judging time
- Should not leave room during contest
- If you do, do not re-enter during a speech
- May provide written evaluation of an individual speech by request of contestant