



Functionary Briefings

Division B Contest

March 11th, 2022

Timer's Briefing

Timers

- There will be two Timers Timer 1(.T1), Timer 2(.T2)
 - Timer 1 will be in charge of signals for the speakers
 - Humor: Green at 5 mins, Yellow at 6 mins, and Red at 7 mins until the speech ends
 - International: Green at 5 mins, Yellow at 6 mins, and Red at 7 mins until the speech ends
 - Timer 2 will read the guidelines before each contest and submit the Timer's Sheet to the Chief Judge
 - All timers will time each speech

Timers (cont.)

- Timer 1 & 2 will confer during 1 min break and compare times
 - The timers will only put a disqualifying time if BOTH timers have a disqualifying time
 - Timer 1 and 2 can confer with the Chief Judge if they have a large disparity between times
 - Timer 2 will mark their time down on the record sheet unless their time violates the above rules
- Timing will not start until the Contest Master has conducted an audio and visual check and introduced the speaker
- Timing starts with the contestant's first definite verbal or nonverbal communication with the audience.

Timers (cont.)

- If the contestant suffers from technical issues, I will stop the contest and pause the timing
- Once resolved we will continue the timing from where the speaker left off and the speaker is given an extra 30 second overtime before being disqualified
- After each contest has concluded, Timer 2 emails me the Timers Record Sheet.
- If no further questions, proceed to the contestant briefing room to be available to show signals to the speakers.

Ballot Counter's Briefing

Ballot Counters

- We will not reconvene until after the Humor contest
 - If after the Humor contest you have not received all the ballots, please private message me
- After all the speakers for the Humor contest have completed, proceed to the Ballot Counter Breakout Room
 - I will remain in the main room until I have received all the ballots and inform the Contest Master
- Once in the Breakout room we will tally the results during the break
- We will then reconvene after the International results to tally results

Ballot Counters (cont.)

- After we tally the results, we will then confer and check for any timing disqualifications
- We will then make sure there is 100% agreement on who is 1st, 2nd, and 3rd for each contest
 - In the case of a tie, I will refer to the tiebreaker judge's ballot (I will be the only one to receive it)
- The Ballot Counters will then watch me fill out the certificates for all contests and proceed with me back to the main room
 - Do not announce anything prior to the formal announcement

Ballot Counters (cont.)

- If while the formal announcements of the places are being announced, if any of them do not agree with what we said in the ballot counting room it is your job to speak up immediately
 - Regardless of the actual results, the announced results are the official results and are final at the conclusion of the contest
- If there are no more formal questions you may proceed back to the main room

Judge's Briefing

Judges

- You will judge every contestant on the speech they gave today only
- You may only use the judging criteria to properly judge the speech
- You may NOT use timing in any way as part of your judging
- You may NOT consider any technical issues as part of the contest which includes but not limited to:
 - Audio Quality
 - Video Quality
- If there is a technical issue, I will stop the contest until it is resolved
- After each speech you will be given 1 minute to fill out your judges form

Judges (cont)

- After all the contestants and you have finished judging the final speech you will tally the results and score 1st, 2nd, and 3rd by the tally
 - You must break your own ties
- After you have determined your 1st, 2nd, and 3rd, you will email the rankings and only the rankings to myself and the 2 Ballot Counters
 - *Insert Ballot Counter Emails Here*
- If you have a Protest, make sure to mark PROTEST in the subject line of the email

Judges (cont)

- There are three reasons to protest
 - If more than 25% of the speech is devoted to quoting, paraphrasing, or referencing another person's content
 - If the speech is plagiarized
 - If the contestant references another contestant or a speech presented by another contestant
- The only people allowed to lodge a protest are the voting judges and the contestants
 - The protest must be lodged to either the chief judge or the contest chair prior to the contest being adjourned

Judges (cont)

- In case of a Protest, I will bring the Judges and the contestant in question into a breakout room
- We will hear both the case against the speaker and the speaker will be allowed to defend his/herself
- After hearing both cases we will take a vote and majority will rule on the decision
 - Only the voting judges have a vote

Judges (cont)

- Remember that you are serving in secret
 - Do not do anything that might alert others that you are a judge
- After the contest is over, destroy any paper forms you may have used and delete all files and e-mails
- If there are no more formal questions you may proceed back to the main room