



Toastrasters Leadership Training Program

Judges Training Workshop

#Celebrating10YearsOfSuccessfulYou



Program Quality Director - Extended Team



Sharmin Italiya
District Chief Judge



District 98 Contests 2025-2026

Aug-Dec 2025

Humorous Speech Contest
Evaluation Speech Contest

Feb-May 2026

Table Topics Contest
International Speech Contest

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Winner Progression

2 winners from Club

(For Area having 4 or less clubs)

1 winner from Club

(For Area having more than 4 clubs)

└─→ **1 Winner from Area to Division** ←─┐



1 Winner from Division to District

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Attendance to Workshop



<https://tinyurl.com/2025-26Judges>

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Guidelines for Contest



- Attend Chief Judge and Judge's Training Workshop conducted by the District
- Pass the assessment with a 100% score
- Conduct contest educational sessions.
- Plan and announce the contest date in advance - A minimum of 2 weeks is recommended.
- Finalize the contest plan and contest officials.
- Read and follow the latest Speech Contest Rulebook 2025-2026.
- In case of any queries, please reach out to the Area Director/Division Director/District Chief Judge/Program Quality Director

Agenda



Chief Judges Workshop

You appoint and coordinate
with the judges



Voting Judges Workshop

You judge the contest
and pick the winners

Session Overview: Chief Judge



Chief Judge Workshop

Contest Kit

Eligibility of Contest Officials

Handling Protests

QnA



Chief Judges Workshop

You appoint and coordinate
with the judges

A woman with dark curly hair, wearing a light blue button-down shirt, is seen from the side, speaking into a black microphone. She is addressing a group of people seated in front of her. The audience includes a man with a beard and a woman with long brown hair who is smiling. The background is a light-colored brick wall.

Chief Judge



Who is a Chief Judge?

Who appoints the Chief Judge?



Chief Judge



Who is a Chief Judge?

In Toastmasters contests, the Chief Judge is a crucial role responsible for overseeing the entire judging process to ensure **fairness, adherence to contest rules, and accurate scoring.**

Who appoints the Chief Judge?

The Contest Chair appoints the Chief Judge.



Qualities of a Chief Judge

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Qualities of a Chief Judge



Number of Contest Officials



	Club	Area	Division	District
Contest Chair	1 for each contest	1 for each contest	1 for each contest	1 for each contest
Chief Judge	1 for each contest	1 for each contest	1 for each contest	1 for each contest
Voting Judges	5	Min. 5 or equal no. of judges from each club in the area	Min. 7 or equal no. of judges from each area in the division	Min. 7 or equal no. of judges from each division in the district
Tie Breaking Judge	1	1	1	1
Ballot Counters	2	2	2	3
Timers	2	2	2	2

***Note: No Chief Judge or Voting Judge or Tie Breaker Judge should be from the club of the contestant for Division and above contest**

Chief Judge : Responsibilities



Preparing for the Contest	Before the Contest
<ol style="list-style-type: none">1.Read the Speech Contest Rulebook2.Identify, appoint and brief the number of Voting Judges required and Tie Breaking Judge3.Appoint the Ballot Counters and Timers4.Download all the required documents from D98/TI website5. Create a contest toolkit with photocopies6.Attend the Contestant Briefing7.Brief Contest Officials (separately)8.Make sure that all the Role Players, Contestants, and Judges are eligible	<ol style="list-style-type: none">1.Carry the required documents (signed) to the Venue/Online2.Collect the Judges Eligibility & Code of Ethics form from both the Voting Judges and the Tie Breaker Judge (Tie Breaker Judge) separately3.Ensure ballots are distributed to the audience (esply. Voting Judges)4. Handover Tie Breaker Judge ballot to Tie Breaker Judge5.Provide the respective sheets Timers and Ballot Counters6.Introduce the Ballot Counters to the Voting Judges [NOT THE Tie Breaker Judge]7.Inform the Voting Judge's prior about how they would be informed about the protest and where they should meet. Tie Breaker Judge is NOT the part of the protest hearing

Chief Judge : Responsibilities



During the Contest	After the Contest
<ol style="list-style-type: none">1.Be attentive and ensure that the contest runs smoothly2.Ensure that the ballots have been collected from all Voting Judges3.Collect ballot from Tie Breaking Judge separately4.Collect Timer's Report from both the timers.5.Handle Protests hearing, if any	<ol style="list-style-type: none">1.Collect ballots through the form of electronic communication e.g. WhatsApp, for Online Contest/Voting Judge and physical ballots from Offline contest/Voting Judge2.Personally collect the ballot from the Tie Breaking Judge (both online and offline)3.Check for timing disqualifications (if any)4.Once all of the ballots have been collected, proceed to the counting/breakout room with the ballot counters and derive at Contest results5.If there's tie while tallying the ballots, use Tie Breaker Judge ballot to break the tie and derive 1st, 2nd and 3rd winners.6.Provide the winners list to the Contest Chair with a note if there were any disqualifications based on time or originality, without mentioning contestant names.7.Discard all the ballots once the winners are announced

Chief Judge: Responsibilities (Contd.)



After the Contest

1. Fill out the Result Form (Item 1168) with the names of the winners in **reverse order** and hand over/submit it to the Contest Chair
2. Fill in the Contest Report form and Notification of Contest Winner form(Item 1182) **ranking all contestants**, and email them to the **Program Quality Director (PQD) and District Chief Judge (DCJ)** only, within 7 days of the Contest (**sanjan@district98.org, dcj@district98.org**)
3. Contest report form will be updated in the Contests tab of the District 98 website
4. Send the list of Contest winners to the next level
(Club->Area->Division->District)

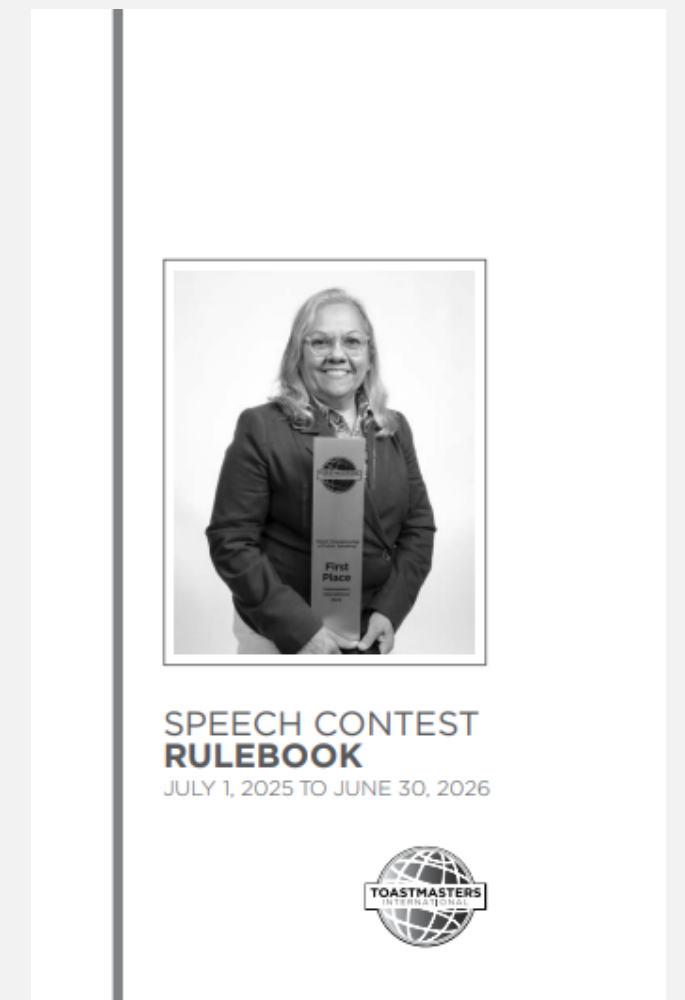
Chief Judge



Is there any reference material to perform the role of a Chief Judge?

The **ONLY** official Reference Book for Contests is

THE SPEECH CONTEST RULEBOOK
(ITEM 1171).





Judge's Certification of Eligibility and Code of Ethics

All judges must complete this form before the contest and submit it to the chief judge at each level of competition.

Name of Contest: ☐ Evaluation ☐ Humorous ☐ International ☐ Table Topics®
(check one) ☐ Tall Tales ☐ Video Speech Contest

Contest Level: ☐ Club ☐ Area ☐ Division ☐ District ☐ Region Quarterfinal
☐ Semifinal ☐ World Championship

Date of Contest:

I certify that I am eligible to serve as a judge, under the current speech contest rules, and will uphold the Judge's Code of Ethics.

<input type="text"/>	
Full Name	
<input type="text"/>	<input type="text"/>
Member Number	District
<input type="text"/>	<input type="text"/>
Signature	Date (MM/DD/YYYY)



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(Detach and submit to counters)

Judge's Official Ballot – Humorous Speech Contest

Name of Contestant

First Place:

Second Place:

Third Place:

(Signature of Judge)

NOTE: Votes must be cast for first, second and third place or the ballot will be voided.

PLACE	RANKING POINTS (for counters' use only)
First Place	3 points
Second Place	2 points
Third Place	1 point

(Judge's Name; Please Print)

(Detach and submit to chief judge)

Tiebreaking Judge's Official Ballot – Humorous Speech Contest

Name of Contestant

First Place:

Fourth Place:

Seventh Place:

Second Place:

Fifth Place:

Eighth Place:

Third Place:

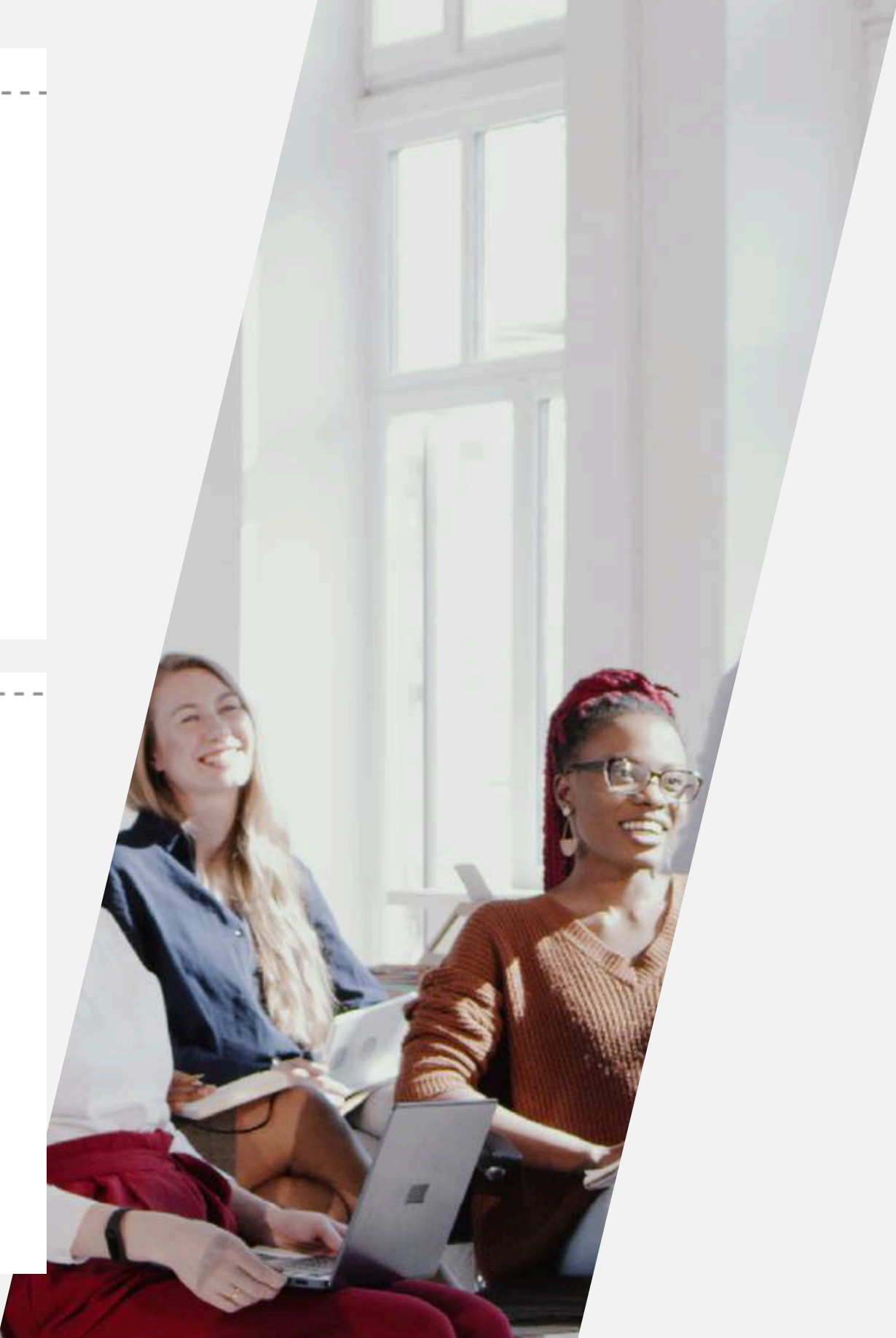
Sixth Place:

Ninth Place:

Tenth Place:

(Signature of Judge)

(Judge's Name; Please Print)



Contest Kit



Contestant/Contest Chair	Judges	Timers	Ballot Counters
<ul style="list-style-type: none">1.Speech Contest Rulebook2.Certificate of Appreciation3.Winners Certificates4.Blank rough sheets5.Result form6.Notification of winner7.Contestant's originality and eligibility form8.Speech Contestant profile	<ul style="list-style-type: none">1.Speech Contest Rulebook2.Judges Certification of Eligibility & Code of Ethics3.Judge's Guide & Ballot4.Tie-Breaking Judge Certification of Eligibility & Code of Ethics5.Tie Breaking Judge's Guide & Ballot6.Blank rough sheets and stationery	<ul style="list-style-type: none">1.Time record sheet & Instructions for Timers2.Timer Cards3.Stop Watch	<ul style="list-style-type: none">1.Ballot Counter's Sheet

Timer Briefing



Timer 1

Operate the Timer Cards/Devices at the Venue.
Also, note the time

Be seated ahead so that the changing of cards is clearly visible to the Contestant



Timer 2

Record the time usage of each online &/or on-site contestant

Maintain and deliver to the Chief Judge the written record of the elapsed time of each speech on the Speech Contest Time Record Sheet



Timer 3

Operate the signalling device in ZOOM through laptop (Windows system recommended)

Display the green, yellow and red colours by changing the virtual background for Online Contestants and note the time

Important

Each timer should have their own timer device. Note time in words or with clarity in numbers

For Eg; 7 minutes and 5 seconds or 7:05 seconds and not 7:5 which could be mistaken as 7:50 which could disqualify the contestant

Milliseconds do not count for contestant disqualification (For eg: 7 minutes 30 seconds 57 milliseconds is not disqualified)

SPEECH CONTEST TIME RECORD SHEET

AND INSTRUCTIONS FOR TIMERS



Contestant	Presentation Time	
	Minutes	Seconds



Ballot Counter Briefing



Ballot Collection

- Collect the ballots from judges.
- The Ballot Counters will coordinate with the judges before the contest (face-to-face for offline judges and WhatsApp/other electronic communication for online judges)

&

Computation

- Compute the ballots.
- Once all the points are entered, the Ballot Counter computes the total points for each contestant and enters the totals in the tally sheet.
- All the Ballot Counters to compute the points separately and double-check the winners list with Chief Judge.





Counter's Tally Sheet

Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

Name of Contestant	Name of Judge									
	TM Xyz	TM Abc	TM Def							
1. Voting Judge 1	1	2	3							
2. Voting Judge 2	3	1	2							
3. Voting Judge 3	1	3	2							
4. Voting Judge 4	3	2	1							
5. Voting Judge 5	1	2	3							
6. Voting Judge 6	2	1	3							
7. Voting Judge 7	2	3	1							
8.										
9.										
10.										
Totals	13	14	15							

- From each ballot collected, enter on this tally sheet:
 - 3 points for FIRST place
 - 2 points for SECOND place
 - 1 point for THIRD place
- After results from all ballots have been entered, compute totals.
- Check the Timer's Report. If any contestants were disqualified by the chief judge for speaking under-time or overtime, strike their names from the results.
- If a tie results, refer to the Tiebreaking Judge's Ballot.
- Enter winners as follows:

1st Place Winner	
2nd Place Winner	
3rd Place Winner	
- The chief judge will submit the names of the winners to the chair or the person who will announce the results. Clearly specify first, second and third (if appropriate) place next to the corresponding names.



Eligibility of Judges

Club	Area, Division and District
Paid member of a club in good standing	Paid member of a club in good standing for a minimum of six months
	Level 1 and 2 completion of any path under Pathways Program <u>OR</u> completed minimum of 6 projects in the Competent Communication Manual - eligible only for members who joined Toastmasters prior to Pathways rollout
	Be physically present at the contest for which you are serving
Judges Training recommended for all 100% Assessment completion	

Voting judge, tiebreaking judge, or chief judge at any level, in any district, for the same contest type in which they are competing, are ineligible to compete.



Tie Breaker Judge: General Procedure

The same eligibility applies for as for a regular judge with below exceptions:

- The Tiebreaker Judge is appointed and known only to the Chief Judge. **He/She doesn't attend the judges briefing.**
- The Tiebreaker Judge ranks every contestant on the ballot, and not just the 1st, 2nd and 3rd place winners.
- This ballot will only be used if there is a tie for 1st, 2nd or 3rd place during contest and later to rank all contestants for notification.

Eligibility of Contestants



1. Eligibility

A. To be eligible to compete in any official Toastmasters speech contest, a member must:

1. Be a paid member of a club in the Area, Division, and District in which they are competing.
 - a) The club must also be in good standing.
 - b) A new, dual or reinstated member must have dues and membership application current with World Headquarters.

2. Maintain eligibility at all levels of any contest

- a) If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected

Eligibility of Contestants



Additionally, to be eligible to compete in the International Speech Contest, a member must: **Have earned certificates of completion in Levels 1 and 2 of any path** in the Toastmasters Pathways learning experience or earned a Distinguished Toastmasters Award

a) However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement

In cases where there is only 1 Contestant, a contest must still be held, and the contestant must be disqualified if the contestant doesn't meet the timing, originality, and eligibility requirements

The club must have officially chartered before the Area contest

Toastmasters who are members of more than one (1) club and who meet all eligibility requirements are permitted to compete in the club contest(s) in each club in which they hold paid membership

No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts

Each contestant must be **physically present to compete beyond the club level**. Participation by audio, video, or other remote technology is not permitted

Eligibility of Contestants



The following are **ineligible** to compete in any Toastmasters speech contest:

1. Incumbent International Officers and Directors
2. Region Advisors or Region Advisor applicants
3. District officers whose terms expire 30th June'25:
 - a. District Director
 - b. Program Quality Director
 - c. Club Growth Director
 - d. District Administration Manager
 - e. District Finance Manager
 - f. District Public Relations Manager
 - g. Division Director(s)
 - h. Area Director(s)
4. International Officer and Director candidates
5. Immediate Past District Directors
6. Candidates for District positions elected by District Council for the term beginning the upcoming July 1
7. Appointed District officers whose term begins the upcoming July 1
8. Presenter of an educational session for the same event is ineligible.
9. Timer, Ballot Counter, SAA, or any other contest official role, educational session presenter, contest chair, or event committee chair can't participate in the event at which the contest is held

Technical Failure (Online Contests)

- If the contest is unable to continue (due to unresolved network failure of contestants, judges or facilitators), the contest may be postponed to a future date
- The contestant is responsible for ensuring high bandwidth and connectivity, Chief Judge/District is not responsible for the same.
- If there is only one contestant who is affected, the decision of the Chief Judge is final who may decide to pause the contest until the technical problem has been resolved. Contestant could resume the contest afterwards, with an additional of 30 seconds.



Handling Protests

- Protests are limited to **eligibility, originality, and reference to another contestant, or another contestants speech** during their speech at the same contest in which they are competing. [The Protest should include the name of the contestant or quote from the speech]
- Any protest(s) must be **lodged by voting judges and/or contestants** to the **chief judge and/or contest chair** prior to contest being adjourned.



Handling Protests (Contd.)



- In the event of protest, chief judge has to communicate with the voting judges to move into the counting/breakout room. The associated contestant should then be called into the room to discuss the protest. Keep the contest chair and MoC informed to extend contestant interview, until final decision has been reached
- Evidence must be submitted for review regarding the disqualification on the basis of originality and/or referencing another contestant's speech.
- Contestant must be given an opportunity to respond to the voting judges.
- A majority of the judges must agree to disqualify the contestant. After a final decision has been reached, the voting judges return to the Contest room.
- The contest chair can disqualify a contestant on the basis of eligibility.

Points to remember

1. Follow the contest rulebook to the toe.
2. Ensure all role players and contestants are eligible and clearly briefed.
3. Ensure all required documents are signed by stakeholders.
4. Never reveal the Tie Breaker Judge to anyone.
5. Complete the contest reporting after the contest.
6. Discard ballots once the contest is adjourned and winners are announced.

**Preparation is key;
prepare for the worst to be the best.**



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Attendance to Workshop



<https://tinyurl.com/2025-26Judges>

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Agenda



Chief Judges Workshop

You appoint and coordinate with the judges



Voting Judges Workshop

You judge the contest and pick the winners

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Session Overview: Voting Judges Workshop



Understanding the ballots

Understanding the role

Difference between judging and evaluating

How can you be a good judge?

QnA



Understanding the Ballot

Humorous Speech Contest

- Content 55
- Delivery 30
- Language 15
- Total 100

JUDGING ITEMS		SUGGESTED POINT VALUES								
		E X C E L L E N T	V E R Y G O O D	G O O D	F A I R					
						1	2	3	4	5
Speech Development Structure, Organization, Support Material	C O N T E N T 55	15	12-14	10-11	0-9					
Effectiveness Achievement of Purpose, Interest, Reception		10	8-9	6-7	0-5					
Speech Value Ideas, Logic, Original Thought		15	12-14	10-11	0-9					
Audience Response Attentiveness, Laughter, Interest, Reception		15	12-14	10-11	0-9					
Physical Appearance, Body Language, Speaking Area	D E L I V E R Y 30	10	8-9	6-7	0-5					
Voice Flexibility, Volume		10	8-9	6-7	0-5					
Manner Directness, Assurance, Enthusiasm		10	8-9	6-7	0-5					
Appropriateness To Speech Purpose And Audience	L A N G U A G E 15	10	8-9	6-7	0-5					
Correctness Grammar, Pronunciation, Word Selection		5	4	3	0-2					
TOTAL SCORE (100 Points Possible)										



Understanding the Ballot

Evaluation Speech Contest

- Analytical Quality 40
- Recommendations 30
- Technique 15
- Summation 15
- Total 100

JUDGING ITEMS	SUGGESTED POINT VALUES			
	E X C E L L E N T	V E R Y G O O D	G O O D	F A I R
Analytical Quality Clear, Focused	40	28-39	17-27	0-16
Recommendations Positive, Specific, Helpful	30	22-29	13-21	0-12
Technique Sympathetic, Sensitive, Motivational	15	11-14	6-10	0-5
Summation Concise, Encouraging	15	11-14	6-10	0-5
TOTAL SCORE (100 Points Possible)				



What does a Judge do?

Maintain anonymity at all times

&

Pick a Winner!



What does a Judge not do?

- Do not evaluate
- Do not appraise the speech
- Do not measure presentation against purpose
- Do not offer recommendations
- Avoid public criticism of the contest/speech



Best Practices as a Judge



Before the Contest

- Submit the Judges Eligibility & Code of Ethics form signed to the Chief Judge
- Attend Judges Briefing
- Identify the assigned Ballot Counter and communicate with him/her.
- For online contest, log into the Zoom Meeting Room in advance. For offline, be at the venue in advance and report to the Chief Judge
- For online contest, ensure your video is off and microphone muted.
- Ensure you login with the assigned J# and remove your profile picture.
- Understand how to participate in a Protest

During the Contest

- Give full attention to the contest speech
- Mark the ballot in accordance with the Judging Criteria
- Pay attention to the originality of the content.
- Do not cross talk
- Do not consider time taken by contestants to complete the speech

After the Contest

- Upon completion of all contest speeches, complete the ballots
- Sign & mention your name on the Ballot, tear the bottom portion to submit the ballot to Ballot Counter (for online contest - take a photo of the bottom portion of the ballot and send the photo to the Ballot Counter & Chief Judge in WhatsApp through private message,)
- Unsigned ballots are invalid.
- Destroy and discard the upper portion of the ballot, away from the venue.
- Do not discuss your ballot with anyone.

Barriers to Objectivity



Speaker Position

Champion of the UnderDog

The Halo Effect

The Reverse Halo Effect

Second Time Around

Not the Norm

Giving Someone a Break

Qualities of a Good Judge



Fair and Impartial

**Non affiliated with
contestant's profile**

**Judges keeping aside
race, cast, creed etc.**

Knowledgeable

**Studies the
Rulebook**

**Knows the contest
rule**

**Makes no exception
while judging**

Good Listener

**Does not time
speeches**

Fills ballots correctly

**Refrains from
revealing scores/ranks**

Display IRSE values

TOASTMASTERS
INTERNATIONAL

Since
1924



Mock Contest



Time Allocated: 20 minutes

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QnA



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Feedback



<https://tinyurl.com/2025-26TLTP1>



THANK YOU!

<https://district98.org>

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