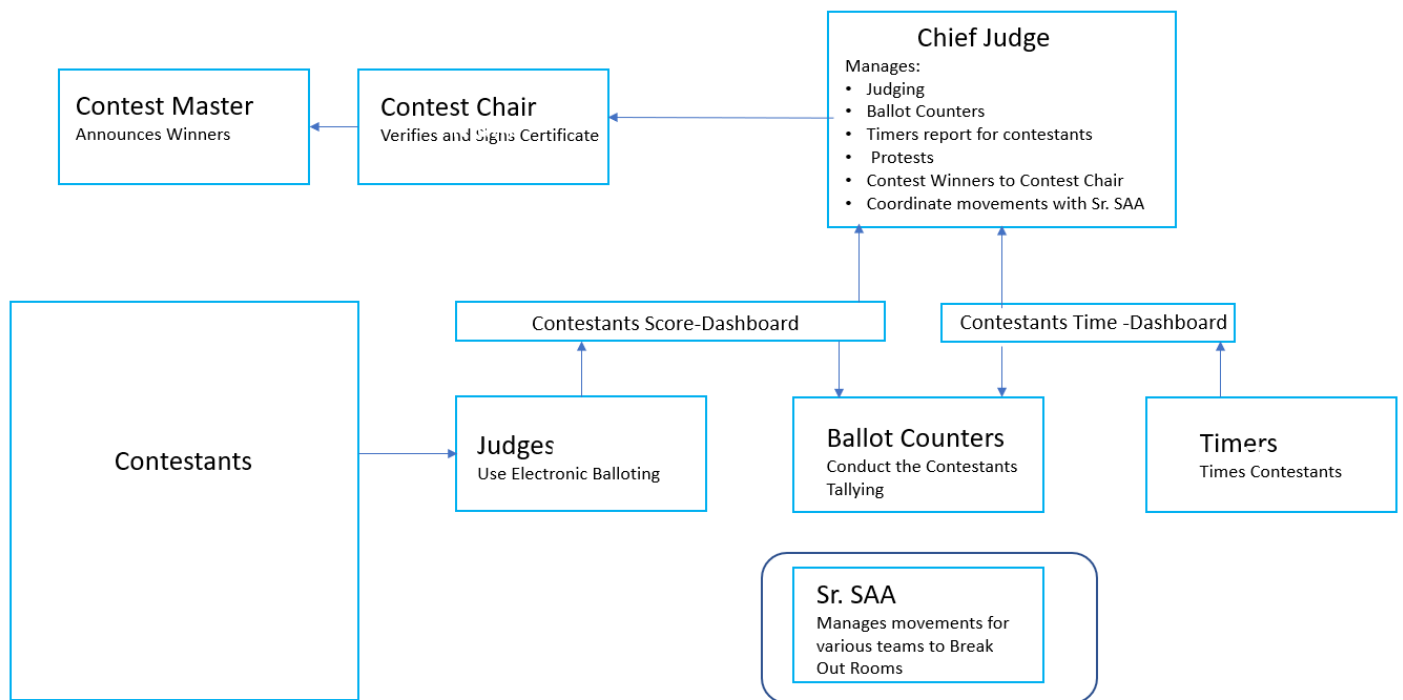


D50 Virtual Contest Judging Process

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CONTEST JUDGING FLOW



Contests Judging Flow

D50 Virtual Contests Judging Process Revision 2.1

Section I: Chief Judge Briefing for Contest Judges

Tools & Supplies Checklist:

- Zoom connecting device (desktop, laptop, tablet)
 - Smartphone (for calls & texts)
 - Web browser (to access judging ballot site)
 - Pen/pencil & paper
1. Be in an area with good Wi-Fi or direct internet cable connection
 2. Make sure media devices (phone, laptop, or tablet) are fully charged prior to the contests
 3. The Judges' Briefing should be conducted several days prior to contests. Chief Judge will provide Zoom information for Briefing. An **example** below.
<https://us04web.zoom.us/j/641968787?pwd=WEZqYk45WFFFN2NGUCtMbGdMTOJqdz09>
Meeting ID: 641 968 787
Password: 025654
 4. Judges must practice at Briefing how to turn audio and video on and off in Zoom.
 5. Chief Judge opens a Zoom Sync-Up session thirty (30) minutes prior to contests for Judges questions or updates. Log in, prior to Sync-Up session and ensure that Zoom and Chrome web browser are working. If you are unable to do so, **text** Chief Judge.
 6. Chief Judge provides Judges contestants names, and contest program in Sync-Up session. Open link Judge's Ballot, <https://d50contests.weebly.com/area-contests.html>
Must have access to judge by entering password provided by Chief per contest type: Humorous, Evaluations, Tall Tales, Table Topics and International Speech.
 7. Fifteen (15) minutes prior to the contests, judges join the Contest Zoom session provided by Chief Judge or on the D50tm.org contests schedule, *an example below*.
Zoom Meeting ID: 950-510-545 & Password: 117948
 8. Judges **must text** Chief Judge before the **first** contest begins, 'Ready to Judge'. Judge's Ballot must be opened. Use Contest Zoom *private chat* if text fails.
 9. Judges **must text** Chief Judge before the **second** contest begins, 'Ready to Judge'. Judge's Ballot must be opened. Use Contest Zoom *private chat* if text fails.
 10. During contestants' speech, and while judging turn off video and audio.
 11. If Judges gets disconnected from Judge's Ballot, or lose connectivity to contestants, **text** Chief Judge immediately.
 12. To submit Judge's Ballot, judges must complete the following:
 - a. Enter Contestants full name as spelled on contest program.
 - b. Judges enter full names and signatures.
 - c. Select one option; '**Does Not Apply**', '**PROTEST**' or '**I lost Connection**', see definitions below:
 - I. **Does not apply**': no PROTEST and judging was completely accomplished.
 - II. **'I lost connection**': inability to view, or listen to contestants for any period of time.
 - III. **'Protest**': speech originality violation.Judge with a '**PROTEST**' **must text** Chief Judge prior to Judge's Ballot submission.
****Note: Protest can be made up to the time the winners are announced****

D50 Virtual Contests Judging Process Revision 2.1

Section II: Contest Chief Judge Guidelines

Tools & Supplies Checklist:

- Zoom connecting device (desktop, laptop, tablet)
- Smartphone (for calls & texts)
- Web browser (to access judging ballot site)
- Pen/pencil & paper

1. Meet with Contest Chair three (3) to seven (7) days prior to the Contest date
2. Get list of contests role holders from Contest Chair at the minimum of one (1) day prior to contests. Make sure current emails and phone numbers are current for all role holders.
3. Request contest agenda from Contest Chair, one (1) day prior to contest and send to judges
4. Request Contests Ballot Counters password from D50 Chief Judge one (1) day prior to contests
5. Brief Contest Timers and Ballot Counters a minimum of one (1) day prior to contest
6. Chief Judge emails **Judges Package** with e-forms for judges seven (7) days before the contest

Judges package

- i. Eligibility Form
- ii. Contests Ballot Forms

7. Chief Judge Checklist

- a. Obtain judges for the contests via Sign-Up Genius. This will be provided at least fourteen (14) days prior to contests, when possible
- b. Speech Contest Rule Book must be easily accessible (soft and hardcopy)
- c. Have the contact cell phone numbers for ALL Contest Role Holders
- d. Log onto contest fifteen (15) minutes prior to start, to ensure connection
- e. Schedule and attend briefing for judges
- f. During contests, add Chief Judge to your name, e.g. Chief Judge- John Doe
- g. After each contest, ensure that two (2) timers reports are on Timers Dashboard.
- h. Timers will enter submit the contestants times on Timers Form on this link:
<https://d50contests.weebly.com/area-contests.html>
- i. After each contest, the Contest Chief Judge will be moved along with two (2) Ballot Counters to the Breakout Room by the SSAA
- j. Contest Chief Judge text the SSAA to move the Contest Chair and the Contest Master when the results of both contests are ready
 - i. Chief Judge completes the Announcement of Winners form and share results with Ballot Counters for verification
 - ii. Chief Judge thanks Ballot Counters and have them leave Break-Out Room
 - iii. The District Representative will take the stage while the Contest Chair and Contest Master moves to Break-Out Room by the SSAA
 - iv. The Chief Judge delivers the results of the contest to the Contest Chair and Contest Master on the Announcement of Winners Form in Break-Out Room
 - v. The Contest Chair and Contest Master will process the results to the Certificates in the contest slide deck
- k. Chief Judge allows time in Break-Out Room for Contest Chair, and Contest Master to list the winners on the certificates
- l. When completed, Chief Judge, Contest Master, and Contest Chair leaves Break-Out Room

D50 Virtual Contests Judging Process Revision 2.1

Section III: Chief Judge Briefing for Contest Timers

Tools & Supplies Checklist:

- Zoom connecting device (desktop, laptop, tablet)
 - Smartphone (for calls & texts)
 - Web browser (to access judging ballot site)
 - Pen/pencil & paper
1. Two (2) timers will be required
 2. Chief Judge provides the link for Timers report: <https://d50contests.weebly.com/area-contests.html>
 3. Timer will complete form from link: <https://d50contests.weebly.com/area-contests.html> and submit time for all contestants
- 4. Timers Checklist**
- a. Timers must attend Chief Judge Timer Briefing at least one (1) prior to the contest
 - b. Log onto contest thirty (30) minutes prior to ensure connection
 - c. Ensure you have timing device as prescribed by Contest Chair
 - i. Ensure you have green, yellow and red cards
 - ii. Ensure you write G, Y, R on cards
 - d. Decide which timer will operate the cards
 - e. In the meeting, change your name identification to e.g. Timer - John Doe

D50 Virtual Contests Judging Process Revision 2.1

Section IV: Chief Judge Briefing for Ballot Counters

Tools & Supplies Checklist:

- Zoom connecting device (desktop, laptop, tablet)
- Smartphone (for calls & texts)
- Web browser (to access judging ballot site)
- Pen/pencil & paper

1. Two (2) Ballot Counters will be required
 2. Chief Judge emails **Ballot Counters Package** below, at least three (3) days before the Briefing
 - a. **Ballot Counters Package**
 - i. e-Announcement of Winners
 - ii. e-Ballot Counter Tally Sheet on link: <https://d50contests.weebly.com/area-contests.html>
 3. Ballot Counters will be moved to the Break-Out Room with Chief Judge to count and tally the votes after all votes are submitted by the judges
 - i. The Chief Judge will inform the Contest Master that all ballots have been received
 - ii. SSAA will move Ballot Counters and Chief Judge to the Break-Out Room
 - b. Ballot counters will tally results using e-form on link: <https://d50contests.weebly.com/area-contests.html>
 - i. The Chief Judge will read out from Judges Score Dashboard to the Ballot Counters
 - ii. The Contestants scores final will be compared to the Electronic Automated Tally of the contestants, in the event the results are same, move to **Step c.**
 - iii. ****if the results are different, then the votes will be re-tallied. Then redo **Step b-ii.****
 - c. At completion of tallying ballots, the ballot Counters signs Tally Form, take picture of it, text to Chief Judge,
 - i. Ballot Counter sends e-Form 1176 via email to Chief Judge after contests
4. **Ballot Counters Checklist**
 - a. Ballot Counters must attend Chief Judge Ballot Counters Briefing Timer Briefing at least one (1) prior to the contest
 - b. Log onto contest thirty (30) minutes prior to ensure connection

D50 Virtual Contests Judging Process Revision 2.1

Section V: Chief Judge Meeting for Senior Sergeant At Arms

Tools & Supplies Checklist:

- Zoom connecting device (desktop, laptop, tablet)
- Smartphone (for calls & texts)
- Web browser (to access judging ballot site)
- Pen/pencil & paper

1. Follow procedure for judging engagement on the document below.

D50 Virtual Contest Document – Senior Sergeant- At- Arms Role, Release 1.0

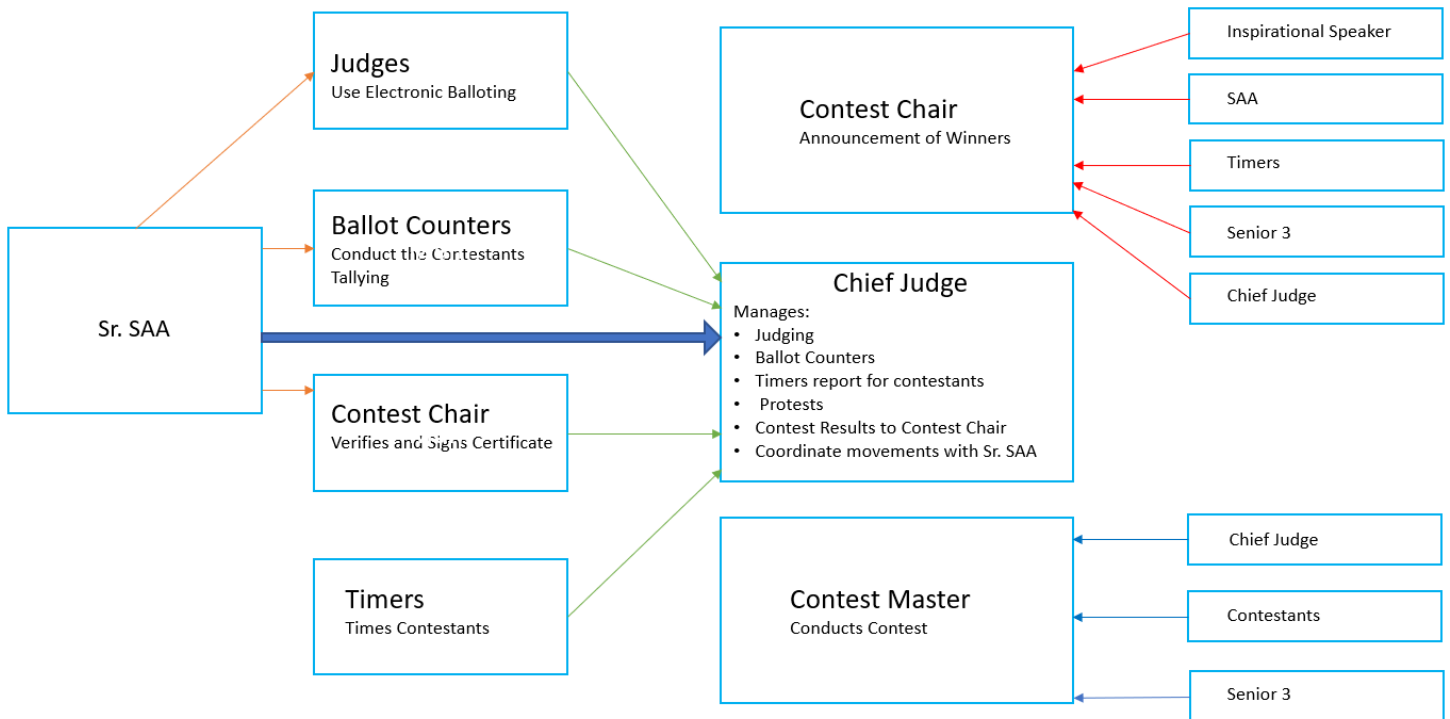
<http://d50tm.org/wp-content/uploads/2020/04/D50-Sr-SAA-Virtual-Contest-Role.pdf>

2. **Senior Sergeant-At-Arms Checklist**

- a. SSA must communicate with Chief Judge Ballot prior to the contest
 - i. Chief Judge will provide judges names if needed e.g. a Protest or verification of an entry on the ballot
 - ii. Chief Judge will provide Ballot Counters names for the Ballot Counting session in the Break-Out Room
 - iii. Chief Judge will provide Timers names if needed to be contacted

D50 Virtual Contests Judging Process Revision 2.1

Section VI: VIRTUAL CONTEST COMPONENTS



Virtual Contest Components

D50 Virtual Contests Judging Process Revision 2.1

D50 Virtual Contest Support Team

- Manny Garcia, DTM – Chair, Virtual Contest Support Team
- Monica Dirden, DTM – District Director
- Dr. Walter Price, DTM – Program Quality Director
- Kristy Pedersen, DTM – Club Growth Director
- Kevin Green, DTM – Immediate Past Metro Division Director
- Britt Hall, IP1 – Immediate Past Logistics Manager
- Lisa Powell, DTM – Speech Please! Toastmasters Club
- Ram Venkat, VC5, TC2 – TLI Chair
- Gene Gray, DTM – Logistics Manager
- Roger Fung, DTM – Club Coach
- Kelli Conrad, LD 5 – Area Director, Area 66
- Kimberly Bass, DTM – Area Director, Area 36
- Robin Coward, DTM – Club Quality Chair