

District 120 Region 13 Toastmasters International	D120- ISC & TT Contests Addendum	File: D120/CONT/ Addendum.doc
	Year 2020-21	

**DISTRICT 120 – ADDENDUM FOR CONDUCTING ONLINE INTERNATIONAL SPEECH & TABLE
TOPICS CONTESTS 2020-21**

Action	Name & Designation	Signature
Prepared by	Reena G S, DTM / District Chief Judge – D120	Reena G S
Approved by	Pravin Mani / District Director – D120	Pravin Mani

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1. Purpose

The purpose of the Speech contest addendum is to provide specific guidelines to conduct online speech contests in District 120 for International Speech & Table Topics (TT), covering Club/ Area/ Division & District level contests for the year 2020-21.

2. Scope

The scope of this document is to provide additional guidelines to conduct effective online speech contests of District 120, and is an addendum to the Toastmasters International Speech Contest Rulebook (July 1, 2020 to June 30,2021). This document will not supersede any of the procedures/ rules explicitly stated in the TI Speech Contest Rulebook, at any point in time.

The Contest Management Team at all levels, has to follow the guidelines provided in the Toastmasters International's Speech Contest Rulebook 2020-21 and the Online Speech Contests Best Practices 2020-21, while conducting the contests.

3. Definition

TI – Toastmasters International

D120 – District 120

Contest Leadership Team (Contest Chair & Chief Judge)

ISC – International Speech Contest

TT – Table Topics

SPOC – Single Point of Contact

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4. General guidelines for all Online speech contests

- a. All contests will be conducted **“Live”**.
- b. All the online contests are recommended to be conducted using a reliable online platform for video & audio conferencing. At the District level speech contest, Zoom application will be used.
- c. At the Club/ Area level a minimum of atleast 2 Co-Hosts/ Admin Managers should be appointed by the Contest Team to ensure the contest is organized without interruptions.
- d. At the Division Contest a minimum of atleast 3 to 5 Co-Hosts/ Admin Managers should be appointed by the Contest Team.
- e. At the District Contest a minimum of atleast 7 Co-Hosts/ Admin Managers should be appointed by the Contest Team.
- f. The Contest Chair and Chief Judge, by default, will be given the rights of Co-Host/ Admin Manager. The number of Co-Hosts/ Admin Managers prescribed is in addition to both of them.
- g. The waiting room option in the conferencing application should be activated throughout the time of the contest. Atleast 1 Co-Host/ Admin Manager should constantly monitor the status of the waiting room, throughout the contest. All the audience members/ role players/ contestants should first enter the waiting room when they login to the application and one of the Admin/ Co-Hosts shall permit them to enter the main meeting room where the contest is being conducted. Every time someone tries to login, the above entry process has to be strictly followed.
- h. Multiple Break-out room facility should be made available in the conferencing application for various purposes like Judges’ briefing, CJ & Ballot Counters meeting, and Contestant waiting room for Table Topics Contest etc.
- i. Backup or additional role players should be made available for crucial roles like Timer, Host/ Admin Manager, Judges to ensure effective, uninterrupted and successful completion of the contests.
- j. Timer cards for all the Speech contests will be displayed on **“Screen Share”** mode in the following order:
 - The **“White colour card or Toastmasters Virtual Background”** will be displayed from the start till the Minimum time limit
 - At minimum time limit the **“Green”** colour card will be displayed
 - At the intermediate time limit, the **“Yellow”** colour card will be displayed
 - At the maximum time limit, the **“Red”** colour card will be displayed and it will continue to be displayed till the contestant completes her/his speech
 - The same process will be repeated for all the contestants, till the end of contest
 - The Timing backgrounds are available in the following link:
<https://www.toastmasters.org/resources/timer-zoom-backgrounds>

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- k. The audio, video & chat options should be **disabled for all the audience members**.
- l. The **speaking order shall not be changed** once the contest starts.
- m. The Contest Leadership team reserves the rights to reconvene the entire contest, as found appropriate.
- n. Any member who has nominated for the position of Division Director/ CGD/ PQD/ District Director for the next year (2021-22) are restricted to take up only Judging role. They should not take up roles like Contest Chair/ Chief Judge/ Contest Master at any level of contest.

5. Guidelines for all Speech Contestants

- a. In the current scenario of online speech contest, where the contestants are competing from their own choice of premises, Technology and Connectivity facilities have to be organized by the individual contestant. It is the sole responsibility of the Contestant to ensure uninterrupted internet connectivity and technical non-disruption, throughout the entire duration of the contest, or atleast until she/he completes delivering the speech. All the contestants are recommended to have their audio & video checked during the contestant briefing or dry run of the contest, as organized by the Contest management team.
- b. The Contestants are allowed the option to use Primary and Secondary devices and have to declare it to the Contest Chair and Chief Judge, prior to the commencement of the contest. They will have to ensure that all the prescribed guidelines are being followed for both the devices.
- c. In the case of disconnection of any of the facilities from the contestants' end, the individual contestant should take all efforts to re-establish connection to continue in the contest. The contestants should make sure to receive the contact details of the Contest Chair and Chief Judge.
- d. The Contest team shall not be held responsible for the contestants' audio, video, speaking area or internet connectivity facilities during the online contests.

6. Additional Time guidelines

- a. The additional time will be **allowed only after the contestant commences delivering her/his speech**, neither before nor after the delivery of the speech.
- b. The additional time will be applicable **only if the Chief Judge or Contest Chair announces** such an allotment.
- c. An additional time of 30 seconds may be provided by the Contest Leadership Team, for some of the technical issues. It would mean in the category of ISC, the total duration will be 7 mins + 30 secs grace + 30 secs additional time. Hence, the overall timing before the contestant gets time disqualified will be 8 mins instead of 7 mins 30 secs, if the additional time guidelines get applicable. Similarly, for TT, it will be 3 mins, instead of 2 mins 30 secs.

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- d. The contestant will continue delivering the speech from where it was discontinued and shall not restart the speech.
- e. The Timing will continue to be recorded during the occurrence and rectification of the technical glitches and will not be stopped until the contestant completes delivering the speech.
- f. In case, the contestant is unable to continue delivering the speech, the Timer will notify after the completion of 8 mins (ISC) and 3 mins (TT) to both the Contest Chair and Chief Judge. Subsequently, the Contest Master will be informed by the Contest Chair/ Chief Judge to proceed with the progress of the contest.
In case, the contestant explicitly communicates in a message format to the Chief Judge and/or the Contest Chair, about her/ his inability to continue delivering the speech, and voluntarily concedes the opportunity to complete the speech. The Timer and Contest Master will be informed by the Contest Chair or Chief Judge to proceed with the progress of the contest, before the expiry of the total allotted time.
- g. Some of the scenarios which may be considered for Additional time allocation.

Scenario 1: Technical issues from the Contest Management Team's end, while the contestant has commenced delivering her/his speech, causing disruption in the contest. It will be applicable for Contest Management roles such as Timer, Host/ Admin Manager, which have a direct impact on the progress of the speech.

Scenario 2: Contestant's audio/ video/ online connectivity gets affected during the progress of her/his speech.

The Contest Leadership Team may decide on the allocation of the additional 30 seconds if similar scenarios arise during the course of the contest. The additional time will be allocated only after the Chief Judge or Contest Chair announces it.

7. Guidelines for International Speech Contest (ISC)

- a. When the Contest Master announces the name of the ISC contestant to take up the stage to deliver the speech and due to any reason, including technical glitches, arising at the contestant's end, if the contestant is unable to get connected and commence the speech, the Contest Leadership Team will wait for the duration of maximum 2 minutes before proceeding to invite the next contestant. Under such circumstances, where the contestant is unable to establish connectivity, it will be deemed that the contestant forfeits the opportunity to deliver the contest speech.

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8. Guidelines for Table Topics (TT) Contest

The Table Topics contest is highly sensitive in nature due to the confidentiality requirements and needs utmost precautions to ensure fair and successful contest is conducted. The Contest management team and the contestants are urged to adhere to the appended online contest guidelines positively. We are sure as Toastmasters; the values of TI will be upheld at all times.

- a. All the contestants have to ensure that their audio and video are always switched on for the entire duration of being in the breakout room.
- b. The contestants should be seated in a well lit room which has no form of communication with others in the premises.
- c. The contestants should make sure that they are seated in a position where their hands are clearly visible and they should always face the camera and their microphone should be unmuted.
- d. Contestants need to maintain silence and avoid unnecessary movements or gestures during the waiting period.
- e. If there are any discrepancies found in following these guidelines, the SAA/ Host/ Admin Manager, monitoring the contestants in the breakout room will inform the Chief Judge/ Contest Chair. The Contest Leadership team reserves the rights to disallow the defaulting contestants to continue competing in the TT Contest.
- f. The TT Contestants have the choice to opt for using both the primary and secondary devices and it should be declared in advance. However, at any point in time, either one or both the Primary or Secondary devices get disconnected or the Audio/ Video of any of these devices get switched off during the waiting period; the contestant will lose the opportunity to contest.

9. Division SPOCs Contest support structure – A D120 initiative

The District 120 Leadership team prescribes appointment of Contest Chief Judge and the panel of judges from other Areas or other Divisions at the club level contest. For Area and Division contests they are to be sourced from other Divisions. This is definitely possible while organizing online contests, where travel is no more a constraint. We urge the Contest Management team and District officials to encourage the practice of appointing CJ and Panel of Judges from other Divisions, which will enhance not only the quality of the contests but also create a conducive environment for fair practices.

D120 in its maiden year has brought in an initiative to provide support to the District Officials and Contest Management teams in sourcing the Contest Chief Judge and

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panel of Judges for the Club and Area level contests. The District CJ's office has a team of 8 Division SPOCs who provide support to their respective Division's Clubs & Areas. This initiative is only a support system and does not restrict any District official or Contest Management team from sourcing the CJ & Judges on their own.

The responsibility of the SPOC at the Division level would be to support the Contest Chair to get access to trained judges for the Club & Area Level Contests.

The SPOC will source the CJs only from the list of trained judges. Once the CJ is appointed, the CJ may avail the support of the SPOC in sourcing the panel of Judges. However, the onus of interviewing and appointing the judges will remain with the respective CJ.

A minimum lead time of 15 days should be provided to the SPOCs to source the CJ & Judges. This will help in better sourcing since availability of trained judges will be more. The SPOCs reserve the rights to accept request for sourcing with lesser lead time.

10. Speech Contest Resources

- a. Item 1171- Toastmasters--speech-contest-rulebook_FINAL 2020-2021
- b. Item 479 - Online Speech Contest Best Practices 2020-2021
- c. All contest resources are available in the link:
<https://www.toastmasters.org/leadership-central/speech-contests>
- d. D120 ISC & TT Contest Addendum 2020-21 (this document) -
<https://www.district120.org>
- e. ISC & TT Contest Script - <https://www.district120.org>