



*TOASTMASTERS INTERNATIONAL
DISTRICT 82*

CONTEST GUIDELINES FOR 2010-2011

(Revised - July 2010)

FOR CLARIFICATIONS CONTACT

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2010-2011
DISTRICT 82, INDIA & SRI LANKA
TOASTMASTERS INTERNATIONAL

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TOASTMASTERS INTERNATIONAL

DISTRICT 82

CONTEST GUIDELINES FOR 2010-2011

The Contest Rules issued by Toastmasters International shall be followed by the district for all contests at all levels – club, area, division and district.

*Please use the following as **additional** guidelines for conducting club, area, division and district contests, but feel free to add your own character and style to make it a colorful event.*

1. Contests – Organization and Conduct

- 1.1. All divisions and areas must conduct the following four contests:
- 1.2. Humorous Speech Contest
- 1.3. Evaluations Contest
- 1.4. Table Topics Contest
- 1.5. International Speech Contest

The Humorous Speech and Evaluation contests should be conducted by clubs, areas and divisions between July and November 2010 before the semi-annual conference, 'Reverberations 2010' scheduled to be held from 26th to 28th November 2010 in Mumbai, India.

The International Speech contest and the Table Topics contest should be completed by clubs, areas and divisions during the period December 2010 and 1st May 2011, before the annual conference, 'Ovation 2011' scheduled to be held in Bangalore, India from 12th to 15th May 2011.

Tall Tales contests are optional and left to individual clubs to conduct if they so desire. However, areas, divisions and the district shall not conduct Tall Tales contests.

2. Organizing Committee

To conduct contests in an area or division, a special committee should be formed by the Area/ Division Council. The committee should select a date and venue for holding the function in keeping with the Area and Division Calendars.

3. Adherence to District Calendar

Adherence to the District Calendar is expected from all officers.

4. Basic guidelines for contest operation

- 4.1 For the Area Contest, there should be a Contest Chair, a Contest Master, Chief Judge, a Tie-breaker Judge, at least 5 Judges, 2 Tally Counters and 2 Time Keepers.
- 4.2 For the Division Contest, there should be a Contest Chair, a Contest Master, Chief Judge, a Tie-breaker Judge, at least 7 Judges, 2 Tally Counters and 2 Time Keepers.
- 4.3 For the District Contest, there should be a Contest Chair, a Contest Master, Chief Judge, a Tie-breaker Judge, at least 9 Judges, 2 Tally Counters and 2 Time Keepers.
- 4.4 Ensure representation from across the clubs/ areas/ divisions in the respective areas/ divisions/ district level contests to perform the role of Judges, Time Keepers, Tally Counters, Contest Master and Contest Chair. The contest should be conducted as per the Toastmasters International Contest Rules (Refer to Catalogue No. 1173).
- 4.5 As far as practicable, at the District Contest no Judge should be a member of a club represented by a contestant.

5. Winner

The district wishes to communicate that clubs may choose the two highest-placed available contestants to compete at the area level. Two highest-placed available contestants from each area will compete at the division level. Only one highest-placed available contestant from each division will compete in the district semi-final contests.

There will be two semi-final contests held at the district level. The divisions for each semi-final will be selected randomly by the Chief Judge. The three highest-placed contestants will be declared winners at each semi-final. Six finalists emerging from two semi-finals will compete at the district final contest. At the district finals, the top three contestants will be announced as winners. Only the highest-placed winner in the International Speech Contest at the district finals will represent District 82 at the international semi-finals. If the highest-placed winner is not available then the next highest-placed winner shall represent the district

At the club/ area level, the 3rd placed contestant shall be a standby in case either the 1st or 2nd placed contestants do not or cannot turn up for the finals at the area/ division level contests.

At the division level, the 2nd placed contestant shall be a standby in case the 1st placed contestant does not or cannot turn up for the semi-finals at the district level contests. If neither the 1st nor the 2nd placed contestants are available, the 3rd placed contestant at the division level shall serve as standby at the district level contests.

No contestant will be placed / announced below the third place.

6. Trophies

Contest winners may be awarded cups/ trophies and certificates to encourage them to participate in the higher levels of the contest. Certificates of Participation must be issued to each contestant. It is advised that orders for trophies and certificates be placed with Toastmasters International well before the contests.

7. District Contests

Contestants participating in Reverberations 2010 scheduled to be held in Mumbai from 26th to 28th November 2010, must have competed in their respective division contests. The following contests will be held during Reverberations 2010.

- a) Humorous Speech Contest semi-finals and final.
- b) Evaluation Contest semi-finals and final.

Names of the winners (first, second and third) of each division contest should reach LGET M.Z.Saleem DTM (saleemd82@gmail.com) and Punita Singh DTM (punita@gmail.com) with copies to District Governor Nagaraja Rao DTM (nagrajdtm@gmail.com), District Secretary Ajit Dembla (ajitdembla@gmail.com) and Chief Judge Deepak Menon DTM (menon@toastmasters.in) no later than 15th November, 2010.

Contestants participating in Ovation 2011 scheduled to be held in Bangalore from 12th to 15th May, 2011, must have competed in their respective division contests. The following contests will be held during Ovation 2011.

- a) International Speech Contest semi-finals and final.
- b) Table Topics Contest semi-finals and final.

Names of the winners (first, second and third placed) of each division contest should reach LGET M.Z.Saleem DTM (saleemd82@gmail.com) and Punita Singh DTM (punita@gmail.com) with copies to District Governor Nagaraja Rao DTM (nagrajdtm@gmail.com), District Secretary Ajit Dembla (ajitdembla@gmail.com) and Chief Judge Deepak Menon DTM (menon@toastmasters.in) no later than 1st May, 2011.

8. Funding of Contests at Area & Division

All contests at area and division levels should be self-funded either by sponsorship or by fees collected from participating club members. No fees are to be collected from clubs. The entire activity should be non-profit oriented. The financial activities of the contests are open to verification by the District Treasury for compliance with fund-raising guidelines of Toastmasters International.

9. Contests – A Public Event

The function could be made a public event by inviting the general public in the respective area or division to witness the best speakers competing for the championship. As far as possible, try and obtain press coverage for the event.

10. Clubs Not Aligned to Areas

In the unlikely event of there being a club not aligned to an area, that club will be attached to an area for the purpose of the contest so that the winner could still be in the running to contest at the district level. Contestants from clubs attached to areas only for contest purposes, shall have to travel to the contest venue at their own cost.

11. Content of Contest Speeches.

- 11.1. *Contestants should observe good taste and sensitivity in selecting content for their speeches. There should be no ethnic, sexist, racist or sectarian jokes in the contests.*
- 11.2. *Humorous Speech Contest – Some do's and don'ts:*
 - *Speakers should avoid potentially objectionable language, anecdotes, material, gestures and props.*
 - *It is advised that the speech be 'clean', without the use of blue humor. It may cause the judges to mark down the speaker for appropriateness.*
 - *The speaker should avoid use of innuendo or vulgarity whether through direct or indirect references in the speech that could cause offence to any segment of the audience.*
 - *The contest speech must be substantially original, thematic in nature (with an opening, body and close) and should not be an act or monologue comprising a series of one-liners.*
 - *The Humorous Speech Contest must not be treated as a 'stand up comedy show'.*

12. Eligibility of Contest Judges and Chief Judges

The contest Judges and Chief Judges must be trained judges (trained after 1st July 2008) and should be Toastmasters in good standing who have completed a minimum of the first six speech projects from the Competent Communication Manual. In case there are no Toastmasters in an area or division who have completed the requisite projects, this condition may be relaxed only for the Humorous Speech and Evaluation contests, provided that the members have undergone Judges' Training after 1st July 2010. However, non-Toastmasters shall not be used as judges in any contest at any level. At the district contests, as far as possible, all the judges should be CC/ CTM and above,

must be trained judges (trained after 1st July 2008) and as far as possible must have served as Judges in club/ area/ division contests.

13. ANONYMITY OF JUDGES

As far as possible and practicable, all Judges, except the Chief Judge, at every level must remain anonymous and must not be introduced to the audience. Certificates of appreciation for the service rendered by the Judges should be handed over to the Chief Judge who shall be responsible for handing over the certificates to the individual Judges.

14. Conduct of Judges

The verdict of Judges is final and should neither be commented upon nor criticized. Judges must avoid evaluating the contestants as well as giving specific feedback on their performance after the contest. They must not discuss the judging activity with others. However, a Judge must report any misconduct to the Chief Judge and the Chief Judge in turn, must bring to the notice of the Conference Chair and LGET any reported misconduct of Judges, Contest Officers and/ or Contest Master.

15. Judges' and Contestants' Briefing

Briefing of all Judges and contestants must be conducted in person by the Chief Judge and the Contest Chair, respectively, on the day of the contest. The briefing should not be carried out on any day prior to the contest nor should it be done telephonically or through the use of other electronic media.

16. Judges' Guide and Ballot

All Judges are required to write their names, affix their signature and state their club name and/ or club number on the Judges' Ballot before handing over to the Chief Judge/ Tally Counters. Ballots may be considered invalid and ignored if any of this information is missing in the ballots.

17. Chief Judge as a Voting Judge

It is suggested that as far as practicable Chief Judges should be voting judges and declared as such to the panel of Judges at the time of the Judges' briefing. However, at their discretion, Chief Judges may decide not to be voting judges for better monitoring of the contest.

18. Registration of Contests with LGET

All contests in the area, division and district must be registered with the LGET's office before they are held.

19. *Communication about Contest Operations and Results*

Contest Chairs of each club contest must inform the concerned Area Governor through email, soon after the contest is conducted but not later than one week, the date when the contest was held and the names of the three highest-placed contestants, Contest Chair, Chief Judge and all Judges. The name of the Tie-breaker Judge should be disclosed as a part of the panel of judges without revealing that the member acted as the Tie-breaker Judge. The Area Governors shall compile this information received from the clubs and provide this information together with similar details in respect of the area contests, within one week of the area contest, to the concerned Division Governor. The Division Governors shall compile the information received from the Area Governors and provide this information together with similar details in respect of the division contests, within one week of the division contest, to the LGET's Office with copies to District Governor's office, District Secretary and District Chief Judge.

The District has provided an online submission form in which contest data can be entered. Please fill all contest details in this as and when contests are held:

<https://spreadsheets.google.com/viewform?hl=en&pli=1&formkey=dGJWX2ZCRWpMRTBJZzloMjQ0eIBBRFE6MQ#qid=0>

20. *Use of Cameras and Other Electronic Equipment*

Contest organizers must ensure that there is no flash photography permitted at any time while the contest is in progress. All electronic recording devices or other devices, if used during the contests, should not emit any sound and should be used unobtrusively. Cell phones must be switched off or kept in silent mode while the contest is in progress. These conditions are being imposed so that contestants do not get distracted.

21. *Toastmasters International Contest Guide and Rulebook*

The Speech Contest Rulebook (latest version) will be referred to for all clarifications and contest operation management.

http://www.toastmasters.org/NonNavigableDocs/Rules_1_2.aspx



It is requested that the above guidelines be followed for all contests from the club level upwards.

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