



TOASTMASTERS INTERNATIONAL DISTRICT 82

CONTEST GUIDELINES FOR 2008-2009 (Revised – January 2009)

**FOR CLARIFICATIONS CONTACT
DEEPAK MENON, DTM
LT. GOVERNOR, EDUCATION & TRAINING
2008-2009
DISTRICT 82, INDIA & SRI LANKA
TOASTMASTERS INTERNATIONAL
Cell Number: +91-9811073374; Email: menon@toastmasters.in**

INDEX

<i>PARTICULARS</i>	<i>PARAGRAPH REFERENCE</i>
<i>Contests – Organization and Conduct</i>	1 – 6
<i>Division Contests</i>	7 – 8
<i>Funding of Contests at Area & Division</i>	9
<i>Contests – a public event</i>	10
<i>Clubs not aligned to Areas</i>	11
<i>Content of Contest Speeches</i>	12
<i>Eligibility of Contest Judges and Chief Judges</i>	13
<i>Anonymity of Judges</i>	14
<i>Conduct of Judges</i>	15
<i>Judges’ and Contestants’ Briefing</i>	16
<i>Judges’ Guide and Ballot</i>	17
<i>Chief Judge as a Voting Judge</i>	18
<i>Registration of Contests with LGET</i>	19
<i>Communication about Contest Operations and Results</i>	20
<i>Use of Cameras and other electronic equipment</i>	21

TOASTMASTERS INTERNATIONAL DISTRICT 82

CONTEST GUIDELINES FOR 2008-2009

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.

Contests – Organization and Conduct

1. All Divisions and Areas must conduct the following four contests.
 - 1.1. Humorous Speech Contest
 - 1.2. Evaluations Contest
 - 1.3 Table Topics Contest
 - 1.4 International Speech Contest

The Humorous Speech and Evaluations Contests have to be conducted by the clubs, areas and divisions between July and November 2008 before the semi-annual conference, ‘Reverberations, 2008’ scheduled to be held on 29 and 30 November 2008 in Chennai.

The International Speech Contest Table Topics Contest should be completed by clubs, areas and divisions during the period December 2008 and May 2009, before the annual conference, ‘Ovation 2009’ scheduled to be held in Colombo from 22 to 24 May 2009.

Tall Tales Contest is optional and is left to individual clubs to conduct if they so desire. However, areas, divisions and district shall not conduct Tall Tales Contests.

2. To conduct the contests in Area or Division a special committee should be formed by the Area/ Division Council. The committee has to select a date and venue for holding the function in line with the Area and Division Calendars.

3. Adherence to the District Calendar is expected from all the officers.

4. For the area contest, there should be a Contest Chairman, Chief Judge, a tie-breaker judge, at least 5 Judges, 2 Tally Counters and 2 Time Keepers. For the division contest, there should be a Contest Chairman, Chief Judge, a tie-breaker judge, at least 7 Judges, 2 Tally Counters and 2 Time Keepers. For the district contest, there should be a Contest Chairman, Chief Judge, a tie-breaker judge, at least 9 Judges, 2 Tally Counters and 2 Time Keepers. 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, and Contest Chairman. The contest should be conducted as per the Toastmasters International Contest Rules (Refer to 1173).

5. The District wishes to communicate that Clubs may choose **two** highest placed available contestants to compete in the Area level. **Two** highest placed available contestants from each Area will compete in the Division level. Only **one** highest placed available contestant from each Division will compete in the District Contest.

The 3rd placed contestant at the club/ area level shall be a standby in case any of the 1st and 2nd placed contestants do not or cannot not turn up for the finals at the Area/ Division level contests.

The 2nd placed contestant at the division level shall be a standby in case the 1st placed contestants does not or cannot not turn up for the 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.

In no case shall a contestant, placed lower than the third place, serve as a standby at any level of the contest.

6. The contest winners are to be awarded with 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.

Division Contests

7. Contestants participating in Reverberations 2008 scheduled to be held in Chennai on 29 and 30 November 2008, must have competed in their respective Division Contests. One contestant from each Division shall be eligible to participate in the District Contest. Following contests will be staged during Reverberations, 2008.

7.1. Humorous Speech Contest.

7.2. Evaluation Contest.

Names of the Winners (first, second and third placed) of each Division Contest should reach LGET Deepak Menon (menon@toastmasters.in) with copies to District Governor Balraj (balraj@slt.net.lk) and District Secretary Kapila Bandara (tmkapila@gmail.com) not later than 8 November 2008.

8. Contestants participating in Ovation 2009 scheduled to be held in Colombo from 22 to 24 May 2009, must have competed in their respective Division Contests. One contestant from each Division shall be eligible to participate in the District Contest. Following contests will be staged during Ovation 2009.

8.1. International Speech Contest.

8.2. Table Topics Contest.

Names of the Winners (first, second and third placed) of each Division Contest should reach LGET Deepak Menon (menon@toastmasters.in) with a copy each to District Governor Balraj (balraj@slt.net.lk), District Secretary Kapila Bandara (tmkapila@gmail.com), Contest Chair Ovation 2009 Chrisanthi Emmanuel (chrisanthi@lankaorix.com) and Chief Judge Ovation 2009 Rajiv Goonetilleke (rg.attorney@gmail.com) not later than 1 May 2009.

Funding of Contests at Area & Division

9. 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.

Contests – a public event

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

Clubs not aligned to Areas

11. In the unlikely event of 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 place of contest at their own cost.

Content of Contest Speeches

12.1 The content of the speech during the contests should be devoid of any direct or indirect insinuation in relation to sex, politics and religion. There should be no ethnic, racial or sectarian jokes in the contests. Protests on the speeches with objectionable content must be made only to the Chief Judge and Contest Chairman.

12.2 Humorous Speech Contest – Some do's and don'ts:

- The speaker should avoid potentially objectionable language, anecdotes, and material.
- The speech should be 'clean' without the use of blue humor which may cause the judges to mark down the speaker for appropriateness.
- Also, the speaker must avoid use of innuendo or vulgarity whether through direct or indirect references in the speech which could cause offence to any segment of the audience.
- The speech must be substantially original, be thematic in nature (opening, body, and close) and not a monologue (series of one-liners).
- The humorous speech contest must not be treated as a 'stand up comedy show'.

Eligibility of Contest Judges and Chief Judges

13. The Contest Judges and Chief Judges must be trained judges (trained after 1 July 2008) and should be Toastmasters in good standing who have completed a minimum of the first six speech projects from the Basic 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 **Evaluations Contests**, provided that the members have undergone Judges' Training after 1 July 2008. 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 1 July 2008) and as far as possible must have served as Judges in Club/ Area/ Division Contests.

14. Members who have undergone training in 2007-2008 and have attained CC/ ACB or higher recognitions may be exempted from the requirement of attending Judges' Training during 2008-2009 and may still be considered as eligible for appointment as Judges. Similarly, members who undergo training in 2008-2009 and attain at least CC/ ACB or higher recognitions may be considered eligible to be appointed as judges in 2009-2010 without attending Judges' Training in 2009-2010.

Anonymity of Judges

15. 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 to hand over the certificates to the individual Judges.

Conduct of Judges

16. The verdict of judges is final and should neither be commented upon nor criticized. Judges must avoid evaluating the contestants after the contest and as far as possible must not discuss the judging activity with others. However a judge must report any abnormality to the Chief Judge and the Chief Judge in turn must bring to the notice of the Conference Chairman and LGET the abnormalities and misconduct of judges, contest officers and/ or contest master.

Judges' and Contestants' Briefing

17. 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. Briefing should neither be carried out on any day prior to the contest nor should it be done telephonically or through use of other electronic media.

Judges' Guide and Ballot

18. All Judges' are **required** to write their **names**, affix their **signature** and state their **Club name** and/ or **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.

Chief Judge as a Voting Judge

19. It is suggested that Chief Judges should also be voting Judges in Contests and cast their ballots with the other Judges. If a Chief Judge is a voting Judge, this must be declared to the panel of Judges at the time of the Judges' briefing.

Registration of Contests with LGET

20. All contests in the Area, Division and District must be registered with the LGET's office before it is held. The financial activities of the contests are open to verification by the District Treasury for compliance with fund raising guidelines of Toastmasters International.

Communication about Contest Operations and Results

21. 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 first three 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 LGET Deepak Menon with copies to District Governor Balraj, District Secretary Kapila Bandara and Chief Judge Ovation 2009 Rajiv Goonetilleke.

Use of Cameras and other electronic equipment

22. Contest organizers must ensure that there is no flash photography permitted at any time while the contest is in progress. Also, 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.

It is requested that the above guidelines are followed for all contests right from the club level onwards.

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