

# District 81P Caribbean Toastmasters

## Speech Contest Guidelines

These procedures are to be used to clarify situations peculiar to District 81p and or clarify the interpretation of some matters in the Toastmasters International speech contest rules. These rules do NOT SUPERCEED the Toastmasters International speech contest rules.

### **Districts Speech Contests**

District Speech Contests are scheduled as follows:

- May Conference – International Speech Contest and Table Topics Contest
- October conference – Humorous Speech Contest and Evaluation Contest.

All District Speech Contests are currently conducted in English only.

The WHQ annual International Speech and International Taped Speech Contest are conducted in English only.

### **Selection sequence:**

The clubs in District 81P are dispersed across islands or Territories where the divisions and areas comprise clubs from one or more Territory.

The District Council therefore has authorized the selection progression to be:

Club -> [Area ->] Territory -> District

where area contest are only held in territories with multiple areas.

#### *Club Level*

- A Club may choose its contestant for the next level, by whatever means the club desires. If a club contest is held, it must comply with all Toastmasters International speech contest rules and the result is final. Where there is only one club in Territory a Club Contest must be held to choose a represent the territory.
- Where an area has four or less clubs, no more than two contestants per club may advance to the area level. Where an area has more than four clubs, no more than one club contestant may advance to the area Level.

#### *Area / Territory Level*

<b>Contest</b>	<b>Situation</b>	<b>Next level</b>	<b>Eligible</b>
Area Contest	An area has one or more club in the same Territory and; there are more than one area in the territory	Territory	Jamaica and Curacao
Territory	A territory has one or more club and (not an area) Or Territory has one or more than one area	District	St. Lucia, St. Vincent, Tortola, Cayman, St. Croix, St. Thomas, Martinique, Bonaire Trinidad & Tob, Guyana, St. Maarten, Haiti, Jamaica, Curacao

- Where a territory has four or less areas, no more than two contestants per Area may advance to the territory level. Where a Territory has more than four areas, no more than one area contestant may advance to the Territory Level.
- No more than one contestant per Territory may advance to the District Level.

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### *District level*

Only contestants who have competed at Territory contest will be eligible to compete at the District level.

### *General*

Where there is one or more eligible contestant at area, territory or District level, a contest must be held.

### ***Proposed Contest Schedule***

<b><i>Level</i></b>	<b><i>Term 1 – October</i></b>	<b><i>Term 2 – May</i></b>
	<i>Contest date no later than</i>	<i>Contest date no later than</i>
<i>Club (contest or selection)</i>	<i>1<sup>st</sup> September</i>	<i>1<sup>st</sup> April</i>
<i>Area (Contest)</i>	<i>15<sup>th</sup> September</i>	<i>15<sup>th</sup> April</i>
<i>Territory (Contest)</i>	<i>1<sup>st</sup> October</i>	<i>1<sup>st</sup> May</i>
<i>District (Contest)</i>	<i>3<sup>rd</sup> Saturday in October</i>	<i>3<sup>rd</sup> Saturday in May</i>

*For District Contests, Eligibility Form showing,, member number, the full name, address, contact details and speech title (if available) for each contestant and the alternate, is to be submitted in writing at least 2 weeks prior date of the contest.*

*Contest organizers at the Territory and Area levels may adjust the deadline dates and the contestant notification requirements as necessary in which case prior notice must be given.*

## ***Eligibility***

- All contestants must comply with the eligibility rules of TI as outlined in the Speech Contest Rule Book.
- Contest speeches may be evaluated as speech projects. However for the International Speech contest, all contestants must have completed 6 manual speeches prior to the club level contest/ selection. I.e. the first contest speech in the selection sequence must be at least the 7<sup>th</sup> manual speech.
- A contestant shall compete in only one area and or Territory contest.
- The following are ineligible to participate as contestants in District Contests:
  - Incumbent and Immediate Past District officers (Governor, Lt. Governors, division and area governors, secretary, public relations officer and Treasurer).
  - Presenters of education sessions at the area, territory or district event at which the contest is held.
- Speakers Certificate of Eligibility and Originality (form 1183).
  - Each contestant is required to correctly complete a Speakers Certificate of Eligibility and Originality and submit to Chief Judge, prior to the competition.
  - This form is required for the Humorous, Tall tales and International speech contests.
  - For District Contest however these forms must be submitted at least 2 weeks prior to the scheduled date of competition to the Lt. Governor Education & Training

## District 81P – Speech Contest Guidelines

### ***Speech Subject and Preparation***

- Contestants are expected to comply with the rules related to subject selection and originality as stated in the Speech Contest Rulebook, for Humorous, Tall tales and International speech contests.
- Contestants may speak from any position within the designated area and are not limited to standing at the lectern. A contestant shall not be disqualified for going outside of this area but could lose points for such a violation.
- Audio Visual Aids or any other form of props may be used in good taste.

### ***District Contestants***

- All Contestants are expected to study the speech contest rules for the relevant contests rules published by Toastmasters International. These rules are available on TI website.
- All requests for props and or any other special set up must be submitted to the Conference Chair at least 1 week prior to the contest to allow enough time to meet these needs. Contestants are responsible for arranging their preferred setup prior to being introduced by the Contest Chair.
- Up to and including District Contest, contestants may use the same speech, but are not required to do so.
- *The District Contest may be recorded on audio and or video and may also be televised. Contestants are advised to notify the Lt. Governor Education and training, in writing of any objections the recording or broadcasting of his/ her speech, indicating the reason for his/her objections*

### ***Registration for District Contestants***

All District Contestant are required to register for conference.

Payment of registration fee for participating contestant at is the responsibility of contestants' home territories.

Where an alternate competes in place of a named contestant, his/her fee may be reimbursed by the home territory where funds are available.

Where a named contestant is unable to compete he / she is expected to refund the territory for registration fees paid.

## **District 81P – Speech Contest Guidelines**

### ***Contest Officials at District Contests***

The standard contest officials are Contest Chair, Chief Judge, Seven Judges, Three Timers and Two counters.

#### ***District Chief Judge.***

A District Chief Judge and an Alternate shall be appointed by the Lt. Governor Education and Training by August 31 each year. The Alternate District Chief Judge deputies in the absence of the District Chief Judge. Should either be unavailable to fulfill their duties the LT. Governor Education would appoint a suitable temporary replacement.

The District Chief Judge and Alternate District Chief Judge must be in good standing with WHQ since July 1 of the previous year and:

- Have perform the role of contest chair or judge at the district level,
- Have conducted Judges training at least at the area level and,
- Have served as a district officer.

The District Chief Judge is responsible for:

- Coordinating the training of Contest Chair, Judges and other contest officials at least once a year prior to May Contests
- Performing the role of Chief Judge at district level competitions.

#### ***Contest Chair***

The Contest Chair for District Contests is appointed by the Lt. Governor of Education usually from the host country for the event at which the contest is held.

The contest chair:

- Coordinates the planning and execution of the Contest in conjunction with the Conference Chair and the LT. Governor Education and training
- Confirms the eligibility of each contestant
- Conducts the draw for speaking positions
- Conducts Pre-Contest briefing for contestants and does the draw for speaking positions.
- Arranges for contestants to practice using the speaking area and any amplifying devices.
- Performs the role of “Master of Ceremonies” at the contest or appoint someone suitably able to perform some of the chairman’s duties.
- Collects the results from Chief Judge
- Addresses any protest prior to announcing results.
- Announces time disqualifications and contest results.
- Submits the member number, full name, club number and contact details of top two placed contestants, to the Lt. Governor Education & Training.

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### ***Contest Chief Judge***

The District Chief Judge performs the role of Chief Judge at District Contests and:

- Appoints other Judges including the tie-breaking judge, and timers and counters. Where possible, judges should be appointed from among clubs, areas, or territories not represented in the contest.
- Does not vote unless appointed as a voting judge. At the district level the Chief Judge should not be a voting judge.
- Conducts a Pre-contest orientation for contest officials.
- Acts as chief counter, overseeing the counters ensuring all ballots are counted at least twice.
- Provides the names of winners and any timing disqualifications information to the Contest Chair.
- Works with the Lt. Governor Education and Contest Chair for a successful conference.

### ***Contest Judges***

There must be at least 7 and no more than 18 Contest Judges at district level contest.

Contest Judges are appointed by the Contest Chief Judge.

Eligible Contest Judges must be in good standing with WHQ since July 1 of the previous year and:

- Have attended judges training within the last three years prior to the contest
- Have completed at least six manual speeches.
- Have judged at a Toastmasters speech contest at the area, territory or district level to judge at the district level within the past three years.

### ***Sergeants***

We recommend that Sergeants be appointed (by Contest Chair) to:

- Supporting the Chief Judge and Judges
- Supporting the Contest Chair
- Supporting the Contestants before and during the contest (e.g. Arranging for and setting up props).
- Overseeing the movement of contestants and collection of relevant documents during the contest.
- Microphone testing and positioning
- Manning entry and exit points to minimize disruption to the contest.
- A Chief Sergeant may be appointed.

### ***Pre-Contest Orientation***

- Pre-contest orientation for contest officials at district contests should be scheduled on the Conference program and conducted by the Chief Judge.
- All contest officials are required to attend the pre-contest orientation.

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### ***Pre-Contest Briefing Session***

- Pre-contest Briefing sessions for contestants should be scheduled at least 30 minutes before the contest and conducted by Contest Chair.
- Contestants should be notified of the same at least 1 week in advance.
- Contestants must be given the opportunity to acquaint themselves with the speaking area and the timing signals; and to test any amplifying devices being used.

### ***Timing Device and Signal***

- Timing lights / signal must be visible to the speaker from any point in the designated speaking area.
- Have spares and or backup arrangement in case of failure to the timing device and signals
- Sightless contestants must be granted a form of signal of his/her own choosing.
- Unless specially requested by a sightless contestant no audible device may be use as signal.

### ***Evaluation Contest***

- The test speech should be taken from the Competent Communicator Manual projects 7-9 or contest-type speech.
- The speaker should be chosen from the host country.
- The speaker's level should not be announced at the contest.

### ***International Speech Contest & International Taped Speech Contest***

Members of District 81P are not eligible to compete in Regional level or International Speech Contests.

However clubs, District 81P and others in undistricted and provisional district are eligible to compete in the International Tape Contest.

*To enter, Clubs should conduct an international speech contest in accordance with the International Speech contest rules, and submit a tape of the winning speech along with the Speakers Certificate of eligibility and biographical Information to WHQ by March 31.*

**Important:** Club Presidents are expected to notify the LT. Governor Education and training of all such submissions for district support and follow-up where necessary.

Tapes must be prepared in accordance with International Taped Speech competition rules.

Taped speeches must be in English.

### **References**

Speech Contest Rules, Speech Contest Manual, Speech Contest Judge Training Manual