

## **EVALUATION CONTEST RULES**

These rules apply to all evaluation contests.

### **1. PURPOSE**

A. To encourage development of evaluation skills and to recognise the best as encouragement to all.

B. To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

### **2. SELECTION SEQUENCE**

A. Each club in good standing may select its club speech contest winner to compete in the area contest. An alternate (second place winner) should also be selected. The area speech contest winner (or alternate) then proceeds to the division (if applicable) contest. The division contest winner (or alternate) then proceeds to the district contest.

B. In those areas with four clubs or less, both first and second place winners may participate in the area contest. In those divisions with four areas or less, the first and second place winners from each area contest may compete. Similarly, in districts with four or fewer divisions, the first and second place winners from each division contest may participate in the district contest.

### **3. ELIGIBILITY**

A. All Toastmasters who are members in good standing, in a club in good standing, are eligible to compete.

B. The following are ineligible to compete in this contest:

incumbent international officers and directors; district officers (governor, any lieutenant governor, division governor, area governor, secretary, treasurer or public relations officer) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning July 1.

C. A Toastmaster who is a member in good standing in more than one club and who meets all other eligibility requirements may compete in each club contest in which he or she is a member. However should he/she win more than one, he/she can represent only one of them at any level beyond the club. No Toastmaster can compete in more than one area contest.- even if the two areas are in different divisions or different districts.

### **4. GENERAL PROCEDURE**

A. A contest chairman, contest sergeant-at-arms, chief judge, at least five judges, two counters and two timers are appointed. These appointments will be as far as is practical at club levels, but required for area through to district and regional level of this contest.

B. Before the contest, contestants and the contest sergeant-at-arms are briefed on the rules by the contest chairman. Judges, counters and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.

C. If a contestant is absent from the briefing, the alternate speaker, if present, may be included in place of the primary contestant. During the meeting when the Presiding Officer introduces the Toastmaster for the contest to begin the contest, if the primary contestant has not arrived, he/she is disqualified and the alternate officially becomes

the contestant. Where the primary contestant arrives and makes his/her presence known to the Toastmaster with all required paperwork in good order prior to the introduction, and missed the briefing, he/she shall not be disqualified and may speak in the order his/her name was drawn, but waives the opportunity for a briefing.

D. At the beginning of this contest a five- to seven-minute test speech will be presented. The test speech should be either a contest-type speech, or taken from one of the assignments in the Basic Communication and Leadership Manual. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants.

E. At the conclusion of the test speech, all evaluation contestants shall leave the room. They then have five minutes to prepare their evaluation. Timing and preparation supervision shall be under the control of the contest sergeant-at-arms. Where this is not practical, contestants will complete their five minute preparation in the same room under the control of the contest sergeant-at-arms.

F. After five minutes has elapsed no further preparation shall be allowed and with the exception of the first contestant, who shall be called back to present his/her evaluation (where preparation is done in the same room, with the exception of the first contestant, the others shall leave the room), all others shall hand all written material to the contest sergeant-at-arms. Preparation material shall be handed back to each contestant as they are called back to present their evaluation, which shall be between two and three minutes long.

G. There will be a one-minute interval between contestants during which the judges will mark their ballots.

H. Announcement of contest winners is final.

## 5. TIMING

A. All evaluations are to be from two to three minutes. Contestants who speak less than one minute and 30 seconds or more than three minutes and 30 seconds will be disqualified.

B. Time will begin with the first word uttered by the contestant. The green light will be turned on at two minutes and remain on for 30 seconds. The amber light will be turned on at two minutes and 30 seconds and remain on for 30 seconds. The red light will be turned on at three minutes and remain on until the evaluation is concluded. No audible device, such as a buzzer, shall be used for the overtime period. Disqualifications for reason of time may be announced, at the discretion of the contest chairman, although it is not recommended.

## 6. PROTESTS

A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding eligibility prior to that announcement before the meeting at which the contest took place is adjourned.

B. The contest chairman can disqualify a contestant on the basis of eligibility.

C. All decisions of the judges are final.

## WINNERS

A third place winner (if wanted), second place winner, and first place winner will be announced.

## CONTEST SCHEDULE

Districts conducting Evaluation Contests should announce the date of the district contest and establish dates by which the division, area and club contests must be completed.