



# Speech Contest Rulebook

## Explanation of Changes

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>1. Speech Contest Policy</b></p> <p>A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including Provisional Districts). No other contest types, showcases, etc., can be conducted by Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions).</p> <ol style="list-style-type: none"> <li>1. Districts (including Areas and Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.               <ol style="list-style-type: none"> <li>a. Provisional Districts (including Areas and Divisions) may conduct a speech contest in English using the rules of the International Speech Contest. This contest does not proceed beyond the District level. A contest using the rules of the International Speech Contest must be titled Provisional Speech Contest.</li> </ol> </li> <li>2. Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) may conduct up to three (3) additional English speech Districts contests each year.</li> <li>3. Districts (including Areas and Divisions) including Provisional Districts (including Areas and Divisions) may also conduct up to four (4) non-English speech contests each year.               <ol style="list-style-type: none"> <li>a. Each of these contests is conducted in a language selected by the District Director and approved by the District Executive Committee.</li> <li>b. Non-English contests are optional and may be conducted using the rules of the corresponding English speech contest.</li> </ol> </li> </ol>	<p><b>1. Speech Contest Policy</b></p> <p>A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including Provisional Districts). No other contest types, showcases, etc., can be conducted by Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions).</p> <ol style="list-style-type: none"> <li>1. Districts (including Areas and Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.               <ol style="list-style-type: none"> <li>a. Provisional Districts (including Areas and Divisions) may conduct a speech contest in English using the rules of the International Speech Contest. This contest does not proceed beyond the District level. A contest using the rules of the International Speech Contest must be titled Provisional Speech Contest.</li> </ol> </li> <li>2. Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) may conduct up to three (3) additional English speech Districts contests each year. <b>The District Director recommends which contests are to be conducted. The recommendations are subject to the approval of the District Executive</b></li> <li>3. Districts (including Areas and Divisions) including Provisional Districts (including Areas and Divisions) may also conduct up to four (4) non-English speech contests each year. <b>The District Director recommends which contests are to be conducted. The recommendations are subject to the approval of the District Executive Committee at its first meeting of the program year.</b></li> </ol>	<p><b>1. Speech Contest Policy</b></p> <p>General Rules for All Toastmasters Speech Contests, Section 1.Speech Contest Policy, includes wording that aligns with Policy 6.0 in the Toastmasters International Governing Documents. This section was reviewed alongside policy to ensure that that the rulebook and speech contest policy were both fully up to date. Edits were made to align grammar and punctuation. Wording was added to 1.Speech Contest Policy, A.2 to ensure policy related to District contest decisions are accurately reflected in the rulebook.</p> <ol style="list-style-type: none"> <li>1. Speech Contest Policy, A.3.b outlines rules around non-English contests. Wording was changed from “may” to “must” to specify that, when a non-English contest is conducted, following the rules of the corresponding English contest is not optional—it is a requirement. Additionally, wording was added to directly specify that, for contests following the rules of the International Speech Contest, all eligibility requirements are required, including education requirements.</li> <li>1. Speech Contest Policy, A.3.e, was added to address questions around multilingual contests (contests including more than one language in a single contest) and make it clear that these contests are not permitted beyond the club level.</li> </ol>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>1. Speech Contest Policy (Continued)</b></p> <p>c. If the non-English contest is being conducted using the rules of the International Speech Contest, such contest must be titled using the name of the language. For example: Chinese Speech Contest.</p> <p>d. Non-English contests must not continue beyond the District level.</p> <p>B. All District-level speech contests are conducted only at the annual District Conference.</p> <p>C. Contests must originate at the club level and proceed through the Area, Division, and District levels, respectively. Only contests following this progression are permitted at the Area, Division, and District levels. All clubs are eligible to advance contestants to the Area level in all contests, regardless of the contest language or the primary language of the club.</p> <p>1. Contests conducted by Provisional Districts must follow this same progression, with the exception of the Video Speech Contest.</p> <p>D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of District leaders.</p> <p>E. The <i>Speech Contest Rulebook</i> is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.</p> <p>F. Individual admission fees to a contest may be charged to audience attendees and contest officials. However, contestants shall never be charged a fee to compete in a to compete in a contests. Clubs, shall never be charged a fee to send a contestant to a contest.</p>	<p><b>1. Speech Contest Policy (Continued)</b></p> <p>a. Each of these contests is conducted in a language selected by the District Director and approved by the District Executive Committee.</p> <p>b. Non-English contests are optional and <del>may</del><b>must</b> be conducted using the rules of the corresponding English speech contest. <b>If a non-English contest is conducted using the rules of the International Speech Contest, it must follow all rules, including eligibility requirements.</b></p> <p>c. If the non-English contest is being conducted using the rules of the International Speech Contest, such contest must be titled using the name of the language. For example: Chinese Speech Contest.</p> <p>d. Non-English contests must not continue beyond the District level.</p> <p>e. <b>Districts (including Areas and Divisions) are not permitted to conduct multilingual speech contests.</b></p> <p>B. All District-level speech contests are conducted only at the annual District Conference.</p> <p>C. Contests must originate at the club level and proceed through the Area, Division, and District levels, respectively. Only contests following this progression are permitted at the Area, Division, and District levels. All clubs are eligible to advance contestants to the Area level in all contests, regardless of the contest language or the primary language of the club.</p> <p>1. Contests conducted by Provisional Districts must follow this same progression, with the exception of the Video Speech Contest.</p> <p>D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of District leaders.</p> <p>E. The <i>Speech Contest Rulebook</i> is <del>P</del><b>P</b>Protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative <del>P</del><b>P</b>Protocol review process. Exceptions are not permitted.</p> <p>F. Individual admission fees to a contest may be charged to audience attendees and contest officials. However, contestants shall never be charged a fee to compete in a to compete in a contests. Clubs, shall never be charged a fee to send a contestant to a contest.</p>	<p><b>1. Speech Contest Policy (See previous page.)</b></p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>2. Eligibility</b></p> <p>A. To be eligible to compete in any official Toastmasters speech contest, a member must:</p> <ol style="list-style-type: none"> <li>1. Be a paid member of a club in the Area, Division, and District in which they are competing. <ol style="list-style-type: none"> <li>a. The club must also be in good standing.</li> <li>b. A new, dual, or reinstated member must have dues and membership application current with World Headquarters.</li> </ol> </li> <li>2. Maintain eligibility at all levels of any contest. <ol style="list-style-type: none"> <li>a. If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.</li> </ol> </li> </ol> <p>B. In addition, to be eligible to compete in the International Speech Contest, a member must:</p> <ol style="list-style-type: none"> <li>1. Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award. <ol style="list-style-type: none"> <li>a. However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.</li> </ol> </li> </ol> <p>C. The following are ineligible to compete in any Toastmasters speech contest:</p> <ol style="list-style-type: none"> <li>1. Incumbent International Officers and Directors</li> <li>2. Region Advisors or Region Advisor applicants</li> <li>3. District officers whose terms expire June 30: <ol style="list-style-type: none"> <li>a. District Director</li> <li>b. Program Quality Director</li> <li>c. Club Growth Director</li> <li>d. Administration Manager</li> <li>e. Finance Manager</li> <li>f. Public Relations Manager</li> <li>g. Division Director</li> <li>h. Area Director</li> </ol> </li> </ol>	<p><b>2. Eligibility</b></p> <p>A. To be eligible to compete in any official Toastmasters speech contest, a member must:</p> <ol style="list-style-type: none"> <li>1. Be a paid member of a club in the Area, Division, and District in which they are competing. <ol style="list-style-type: none"> <li>a. The club must also be in good standing.</li> <li>b. A new, dual, or reinstated member must have dues and membership application current with World Headquarters.</li> </ol> </li> <li>2. Maintain eligibility at all levels of any contest. <ol style="list-style-type: none"> <li>a. If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.</li> </ol> </li> </ol> <p>B. In addition, to be eligible to compete in the International Speech Contest, a member must:</p> <ol style="list-style-type: none"> <li>1. Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award. <ol style="list-style-type: none"> <li>a. <del>However a charter member of</del> <b>If</b> a club chartered less than one (1) year before the club contest <b>is charter members are</b> permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.</li> </ol> </li> </ol> <p>C. The following are ineligible to compete in any Toastmasters speech contest:</p> <ol style="list-style-type: none"> <li>1. Incumbent International Officers and Directors</li> <li>2. Region Advisors or Region Advisor applicants</li> <li>3. District officers whose terms expire June 30: <ol style="list-style-type: none"> <li>a. District Director</li> <li>b. Program Quality Director</li> <li>c. Club Growth Director</li> <li>d. Administration Manager</li> <li>e. Finance Manager</li> <li>f. Public Relations Manager</li> <li>g. Division Director</li> <li>h. Area Director</li> </ol> </li> </ol>	<p><b>2. Eligibility</b></p> <p>General Rules for All Toastmasters Speech Contests, Section 2. Eligibility, B.1.a, provides an exception to the education requirement for charter members participating in the International Speech Contest. Wording in this section was adjusted to simplify sentence structure and decrease confusion. The meaning of the rule was not changed: charter members are permitted to participate in the International Speech Contest without completing the education requirement if their club chartered less than one (1) year before the club contest.</p> <p>Section 2. Eligibility, C.7.a, outlines which contest officials are ineligible to compete in any Toastmasters speech contests. Previously, the ineligibility rules applied to voting judge, tiebreaking judge, or chief judge at the same contest type in which they would be competing beyond the club level, in any District.</p> <p>Wording was adjusted to specify that this rule applies to all levels of an individual contest type, regardless of the District in which the member is competing. This means that a member competing in a specific contest type cannot serve in one of the specified contest official roles for any contest of that type (even if the contest is in another club in a different District). This ensures that members are not serving as a judge in any capacity for someone they may compete against in the future.</p> <p>This modification also clarifies that a member competing in one contest type is eligible to serve as a voting, tiebreaking, or chief judge in different contest type than the one in which they are competing, at any level of the contest.</p> <p>2. Eligibility, C.11, which states that “Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club Level.”</p> <p>During the COVID-19 Pandemic and the years following, exceptions were granted to this rule to allow speech contests to be conducted in an online and/or hybrid format. In December 2023, the Board of Directors decided to no longer grant exceptions to this rule, returning to full in-person contests beyond the club level. While no changes have been made to the wording of this rule, it is mentioned here to highlight the fact that exceptions will no longer be made for participation with remote technology.</p>

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<p><b>2. Eligibility (continued)</b></p> <ol style="list-style-type: none"> <li>4. International Officer and Director candidates</li> <li>5. Immediate Past District Directors</li> <li>6. Candidates for District positions elected by the District Council for the term beginning the upcoming July 1.</li> <li>7. Members who are serving in contest official or presenter roles that meet the following criteria: <ol style="list-style-type: none"> <li>a. Voting judge, tiebreaking judge or chief judge at the same contest type in which they would be competing beyond the club level, in any District.</li> <li>b. Timer, ballot counter (counter), Sergeant at Arms, or other contest official role for the same contest in which they would be competing.</li> <li>c. Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.</li> </ol> </li> <li>8. The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.</li> <li>9. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.</li> <li>10. Toastmasters who are members in more than one (1) club and who meet all eligibility requirements are permitted to compete in the club contest(s) in each club in which they hold paid membership. <ol style="list-style-type: none"> <li>a. No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.</li> </ol> </li> <li>11. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)</li> </ol>	<p><b>2. Eligibility (continued)</b></p> <ol style="list-style-type: none"> <li>4. International Officer and Director candidates</li> <li>5. Immediate Past District Directors</li> <li>6. Candidates for District positions elected by the District Council for the term beginning the upcoming July 1.</li> <li>7. Members who are serving in contest official or presenter roles that meet the following criteria: <ol style="list-style-type: none"> <li>a. Voting judge, tiebreaking judge, or chief judge at <b>any level, in any District</b>, at the same contest type in which they would be competing. <del>beyond the club level, in any District.</del></li> <li>b. Timer, ballot counter (counter), Sergeant at Arms, or other contest official role for the same contest in which they would be competing.</li> <li>c. Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.</li> </ol> </li> <li>8. The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.</li> <li>9. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.</li> <li>10. Toastmasters who are members in more than one (1) club and who meet all eligibility requirements are permitted to compete in the club contest(s) in each club in which they hold paid membership. <ol style="list-style-type: none"> <li>a. No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.</li> </ol> </li> <li>11. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals, <b>Online Speech Contest</b>, and Video Speech Contest.)</li> </ol>	<p><b>2. Eligibility (continued)</b></p> <p>The Online Speech Contest type was added to allow opportunities for members to practice public speaking in a competitive setting in an online format.</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>4. Speech Subject and Preparation</b></p> <p>A. All contestants will speak from the same platform or area designation by the contest chair.</p> <ol style="list-style-type: none"> <li>1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.</li> <li>2. A lectern/podium will be available. However, use of the lectern/podium is optional.</li> <li>3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.</li> <li>4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.</li> </ol>	<p><b>4. Speech Subject and Preparation</b></p> <p>A. All contestants will speak from the same platform or area designation by the contest chair.</p> <ol style="list-style-type: none"> <li>1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.</li> <li>2. A lectern/podium will be available. However, use of the lectern/podium is optional. <b>(Exception: for the Online Speech Contest, any speaking participants are responsible for the equipment they will use.)</b></li> <li>3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available. <b>(Exception: for the Online Speech Contest, any speaking participants are responsible for the equipment they will use.)</b></li> <li>4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced. <b>(Exception: for the Online Speech Contest, any speaking participants are responsible for the equipment they will use.)</b></li> </ol>	<p><b>4. Speech Subject and Preparation</b></p> <p>Wording was added throughout the Speech Contest Rulebook to support the addition of the new contest type: The Online Speech Contest.</p> <p>Changes in General Rules for all Toastmasters Speech Contests, 4.Speech Subject and Preparation specify that, unlike with in-person contests, equipment is the responsibility of participants in the Online Speech Contest.</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>5. General Procedure</b></p> <p>A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.</p> <ol style="list-style-type: none"> <li>1. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreaking judge, two (2) counters, and two (2) timers are appointed, unless impractical.</li> <li>2. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.</li> <li>3. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.</li> <li>4. At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member.</li> <li>5. For the International Speech Contest Region Quarterfinals, there must be a minimum of nine (9) voting judges and one (1) tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all region quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same region in which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.</li> </ol>	<p><b>5. General Procedure</b></p> <p>A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.</p> <ol style="list-style-type: none"> <li>1. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreaking judge, two (2) counters, and two (2) timers are appointed, unless impractical. <b>For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.</b></li> <li>2. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. <b>For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.</b></li> <li>3. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member. <b>For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.</b></li> <li>4. At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member. <b>For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.</b></li> </ol>	<p><b>5. General Procedure</b></p> <p>Section 5.General Procedure, A has been updated to clarify details regarding contest officials serving in the Online Speech Contest. A backup timer is required for this contest to ensure that someone is available to step in should a primary timer lose connection or experience other technical difficulties.</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>5. General Procedure (Continued)</b></p> <p>D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.</p> <ol style="list-style-type: none"> <li>1. Each voting judge receives the appropriate ballot for the contest. <ol style="list-style-type: none"> <li>a. International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).</li> <li>b. Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).</li> <li>c. Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).</li> <li>d. Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).</li> <li>e. Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).</li> <li>f. All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.</li> </ol> </li> </ol> <p>E. Before the contest, the chief judge selects a member to act as tiebreaking judge.</p> <ol style="list-style-type: none"> <li>1. The identity of the tiebreaking judge is secret, and known only to the chief judge.</li> <li>2. The tiebreaking judge does not attend the judges' briefing.</li> <li>3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest. <ol style="list-style-type: none"> <li>a. International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).</li> <li>b. Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).</li> <li>c. Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).</li> </ol> </li> </ol>	<p><b>5. General Procedure (Continued)</b></p> <ol style="list-style-type: none"> <li>5. For the International Speech Contest Region Quarterfinals, there must be a minimum of nine (9) voting judges and one (1) tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all <del>region</del> quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same <del>region</del> <b>District</b> in which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.</li> </ol> <p>D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.</p> <ol style="list-style-type: none"> <li>1. Each voting judge receives the appropriate ballot for the contest. <ol style="list-style-type: none"> <li>a. International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).</li> <li>b. Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).</li> <li>c. Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).</li> <li>d. Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).</li> <li>e. Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).</li> <li>f. <b>Online Speech Contest voting judges receive the Online Speech Contest Judge's Guide and Ballot (Item 1189A).</b></li> <li>g. All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.</li> </ol> </li> </ol>	<p><b>5. General Procedure (Continued)</b></p> <p>5.General Procedure, A.5 has been updated to reflect the change in quarterfinals procedure. Since contests are randomly assigned and no longer organized by region, quarterfinals judges cannot be a member in the same District as a contestant to avoid a conflict of interest.</p> <p>The addition of 5.General Procedure, D.1.f specifies the usage of Item 1189A, the Online Speech Contest Judge's Guide and Ballot, for voting judges in the Online Speech Contest.</p> <p>The addition of 5.General Procedure, E.3.f specifies the usage of Item 1189B, the Online Speech Contest Tiebreaking Judge's Guide and Ballot, for the tiebreaking judge in the Online Speech Contest.</p>

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<p><b>5. General Procedure (Continued)</b></p> <p>d. Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).</p> <p>e. Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).</p>	<p><b>5. General Procedure (Continued)</b></p> <p>E. Before the contest, the chief judge selects a member to act as tiebreaking judge.</p> <ol style="list-style-type: none"> <li>1. The identity of the tiebreaking judge is secret, and known only to the chief judge.</li> <li>2. The tiebreaking judge does not attend the judges' briefing.</li> <li>3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest. <ol style="list-style-type: none"> <li>a. International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).</li> <li>b. Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).</li> <li>c. Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).</li> <li>d. Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).</li> <li>e. Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).</li> <li>f. <b>Online Speech Contest voting judges receive the Online Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1189B).</b></li> </ol> </li> </ol>	<p><b>5. General Procedure (See previous page.)</b></p>



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<p><b>6. Timing of Speeches</b></p> <p>A. Upon being introduced, the contestant must proceed immediately to the speaking position.</p> <ol style="list-style-type: none"> <li>1. Timing will begin with the contestant’s next first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.</li> <li>2. <i>The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.</i></li> </ol>	<p><b>6. Timing of Speeches</b></p> <p>A. Upon being introduced, the contestant must proceed immediately to the speaking position.</p> <ol style="list-style-type: none"> <li>1. <b>To ensure that each contestant’s audiovisual equipment is functional, each contestant must say, “Thank you, Contest Chair,” after being introduced.</b> <ol style="list-style-type: none"> <li>a. <b>If the audiovisual equipment is functional, the contest chair will respond, “You’re welcome.”</b> Timing will begin with the contestant’s <b>next first</b> definite verbal or nonverbal communication with the audience. This usually will be the next first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.</li> <li>b. <b>If the audiovisual equipment is not functional, the contest chair will notify the contestant and pause the contest to allow for the appropriate corrections.</b> <ol style="list-style-type: none"> <li>1. <b>For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, when the appropriate corrections have been made, the contest chair reintroduces the contestant.</b></li> <li>2. <b>For the Online Speech Contest, a contestant is allowed 10 minutes to attempt to make the appropriate corrections.</b> <ol style="list-style-type: none"> <li>i. <b>If the contestant is able to correct the equipment within the 10 minutes, the contest chair reintroduces the contestant.</b></li> <li>ii. <b>If the contestant is unable to correct their equipment within the 10 minutes, the contest continues with the next contestant.</b></li> </ol> </li> </ol> </li> </ol> <p><del>Timing will begin with the contestant’s next first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.</del></p> <ol style="list-style-type: none"> <li>2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.</li> </ol> </li></ol>	<p><b>6. Timing of Speeches</b></p> <p>The addition of 6.Timing of the Speeches, F.1 adds an official audiovisual check for all contests, including the Online Speech Contest. This creates procedure to ensure that equipment is working as expected before a speech begins.</p>

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<p><b>7. Protests and Disqualifications</b></p> <p>A. Protests are limited to eligibility, originality, and reference to another contestant’s speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.</p>	<p><b>7. Protests and Disqualifications</b></p> <p>A. Protests are limited to eligibility, originality, and reference to another <b>contestant or another</b> contestant’s speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.</p>	<p><b>7. Protests and Disqualifications</b></p> <p>In General Rules for All Toastmasters Speech Contests, Section 4.Speech Subject and Preparation, the Speech Contest Rulebook states that “Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.”</p> <p>Section 7.Protests and Disqualifications, includes this as grounds for a protest but only mentioned reference to another contestant’s speech, not reference to another contestant themselves. Wording has been added here to align 7.Protests and Disqualifications with 4.Speech Subject and Preparation, making it clear that reference to either a contestant or their speech is grounds for a protest.</p>
<p><b>8. Use of Props and Electronic Devices</b></p> <p>A. Contestants who plan to use props (including any sort of electronic devices) must notify the contest chair prior to the contest.</p>	<p><b>8. Use of Props and Electronic Devices</b></p> <p>A. Contestants who plan to use props (including <b>but not limited to</b> any sort of electronic devices, <b>music, PowerPoint slides, or virtual backgrounds</b>) must notify the contest chair prior to the contest.</p>	<p><b>8. Use of Props and Electronic Devices</b></p> <p>Section 8.Use of Props and Electronic Devices, A further clarifies prop usage, including props used for the Online Speech Contest.</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>International Speech Contest Rules</b></p> <p>The International Speech Contest, which must be conducted in English only, follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.</p> <ol style="list-style-type: none"> <li>The International Speech Contest begins at the club level, and proceeds through the Area, Division, District, region quarterfinal, semifinal, and final levels.</li> <li>Region quarterfinals are conducted by video after the submission of District winners.</li> </ol>	<p><b>International Speech Contest Rules</b></p> <p><b>The International Speech Contest enables members to practice public speaking and content development in a competitive setting. Every speech should fit within the overall purpose of the contest: To clearly develop and present ideas in a substantially original speech.</b></p> <p>The International Speech Contest, which must be conducted in English only, follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.</p> <ol style="list-style-type: none"> <li>The International Speech Contest begins at the club level, and proceeds through the Area, Division, District, region quarterfinal, semifinal, and final levels.</li> <li><b>Quarterfinals are conducted by video after the submission of District winners. Quarterfinals include the District winners randomly assigned to contests with no fewer than nine (9) and no more than 10 contestants in each.</b></li> </ol>	<p><b>International Speech Contest Rules</b></p> <p>In 2021, the Judge's Certification of Eligibility and Code of Ethics form was edited to include a purpose statement for the International Speech Contest, as approved by the Board of Directors.</p> <p>That purpose statement was added to the start of the International Speech Contest Rules section to ensure that the overall goal of the International Speech Contest, and of contest speeches, is included with the contest rules to provide framework for the content that follows.</p> <p>International Speech Contest Rules, section 1.D outlines the change from region quarterfinals to quarterfinals, and describes the updated criteria by which Districts are placed in quarterfinal contests.</p> <p>Due to region realignment that took place at the start of the 2024 program year, the region association was removed from the quarterfinal level of the International Speech Contest.</p> <p>Rather than 14 contests based on region, all contestants will be randomly assigned to a contest. The randomization will ensure that each contest has no fewer than nine (9) and no more than 10 contestants. This will create a more equitable contest by ensuring that each quarterfinal contest is similar in size and each contestant is competing against roughly the same number of other contestants.</p> <p>Changes were made throughout the rulebook to ensure that all mentions of region quarterfinals are now reflected as quarterfinals.</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Online Speech Contest Rules</b></p>	<p><b>Online Speech Contest Rules</b></p> <p><b>The Online Speech Contest enables members to practice public speaking and content development in a competitive setting using an online platform. The topic and purpose of each speech is determined by the speaker. Every speech should fit within the overall purpose of the contest: To clearly develop and present ideas in a substantially original speech.</b></p> <p><b>The Online Speech Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.</b></p> <ol style="list-style-type: none"> <li><b>1. The Online Speech Contest is conducted with all contestants and contest officials participating live, online from physically distant locations.</b></li> <li><b>2. All contestants and contest officials must participate in the contest live, in real-time, using equipment that they obtain themselves.</b></li> <li><b>3. All briefings and rehearsals must be conducted online.</b> <ol style="list-style-type: none"> <li><b>A. The contestants' briefing and judge's briefing must include</b> <ol style="list-style-type: none"> <li><b>1. Guidance on how technical difficulties will be addressed.</b></li> <li><b>2. How contestants and contest officials can contact the chief judge, contest chair, and other meeting moderators during the contest.</b></li> <li><b>3. How the chief judge and/or contest chair can communicate with contest participants during the contest.</b></li> </ol> </li> <li><b>B. The rehearsal must include time for</b> <ol style="list-style-type: none"> <li><b>1. Each contestant to conduct an audiovisual check.</b></li> <li><b>2. The contest chair to define each contestant's speaking area.</b></li> </ol> </li> </ol> </li> <li><b>4. The platform selected for hosting the Online Speech Contest must meet the following requirements:</b> <ol style="list-style-type: none"> <li><b>A. All contestants can join the contest with the ability to turn their video on and off, as well as unmute and mute themselves.</b></li> <li><b>B. All contest officials can view contestant speeches live while maintaining confidentiality.</b></li> <li><b>C. The host of the meeting can mute participants or turn off their video, as well as prompting participants to unmute or turn on their video.</b></li> </ol> </li> </ol>	<p><b>Online Speech Contest Rules</b></p> <p>With the decision to no longer make exceptions for contests to be conducted online or hybrid, the Board of Directors wanted to provide an opportunity for members to practice public speaking and content development in a competitive setting using an online platform.</p> <p>To address this, a new contest type was added: the Online Speech Contest. The Online Speech Contest is a contest type parallel to the Evaluation Contest, Humorous Speech Contest, Table Topics Contest, and the Tall Tales Contests. Like these contests, it must be recommended by the District Director and approved by the District Executive Committee; it does not proceed past the District level, and the District-level contest must be conducted at the annual District Conference.</p> <p>This new section, Online Speech Contest Rules, was added to outline rules that are specific to this contest type.</p> <p>Additions were made in other places throughout the rulebook to account for and provide clarification around exceptions for the Online Speech Contest.</p>

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<p>Online Speech Contest Rules (See previous page.)</p>	<p><b>Online Speech Contest Rules (Continued)</b></p> <p><b>D. All contestants can receive timing signals from the timer.</b></p> <p><b>5. Prior to the contest, the chief judge and contest chair establish a way to privately communicate or signal that the contest should be paused.</b></p> <p><b>6. The Online Speech Contest Statement below must be read or included in writing in a location that will be visible to all contest participants:</b></p> <p><b>A. By attending this online Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated online hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your online attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.</b></p> <p><b>7. If a contestant experiences a technical difficulty in which their audio, video, or both are severely weakened or completely lost during the contest:</b></p> <p><b>A. The chief judge and contest chair confer and determine whether the contest is paused.</b></p> <p><b>1. If the contest is paused, the impacted contestant is allowed no more than 10 minutes to attempt to reestablish a secure connection to the contest.</b></p> <p><b>a) If the contestant is able to reestablish a secure connection within the 10 minutes, the contest chair indicates the last word or sentence that was heard and the contestant continues their speech from that point with no additional time allowance.</b></p> <p><b>b) If the contestant is unable to reestablish a secure connection within the 10 minutes, the contest continues with the next contestant.</b></p> <p><b>8. If a voting judge experiences a technical difficulty in which they are unable to hear or see a contestant well enough to complete their responsibilities, they must notify the chief judge immediately and their ballot will not be included in the final results of the contest.</b></p>	<p>Online Speech Contest Rules (See previous page.)</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p>Online Speech Contest Rules (See previous page.)</p>	<p>Online Speech Contest Rules (Continued)</p> <p>A. Backup judges may be appointed prior to the contest to serve as a judge in the event of a technical difficulty. If backup judges are appointed, they must judge the entire contest, but their ballot will only be consulted if a primary judge was unable to complete their role.</p> <p>9. If a timer experiences a technical difficulty in which they are unable to hear or see a contestant well enough to complete their responsibilities, they must notify the chief judge immediately.</p> <p>A. The backup timer must time all speeches but their time record sheet will only be consulted from the point at which the primary timer completing the Time Record Sheet was unable to complete their role.</p> <p>B. If there is only one backup timer, they must also be ready to operate the signaling device should the primary timer operating the signaling device be unable to complete their role.</p> <p>10. If enough contest participants experience a technical difficulty in which the contest is unable to proceed, the chief judge and contest chair confer and determine whether to pause the contest. If the contest is paused, it must be resumed within one (1) hour or the remainder of the contest must be rescheduled.</p> <p>A. The chief judge and/or contest chair must communicate their decision to all contest participants in a timely fashion.</p> <p>1. If the contest is paused and can be resumed within one (1) hour, if a contestant was partway through a speech when the disruption occurred, the contest chair indicates the last word or sentence that was heard and the contestant continues their speech from that point with no additional time allowance.</p> <p>2. If the contest must be rescheduled, only contestants who have not yet presented will present during the rescheduled contest. If a contestant was partway through a speech when the disruption occurred, they can begin their speech from the start during the rescheduled contest. Contest officials must send all partially completed forms (Judge's Guide and Ballot, Time Record Sheet, etc.) to the chief judge to be stored until the rescheduled contest.</p> <p>11. The use of external voting systems is prohibited.</p>	<p>Online Speech Contest Rules (See previous page.)</p>

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<p><b>Contest Chair’s Checklist</b></p> <p>As contest chair, you must:</p> <p>As contest chair, you must plan the contest budget, make room and audio arrangements, conduct a pre- and post-contest publicity program, and see that all bills for the event are promptly paid. You must make sure each speaker is eligible to compete and is familiar with the contest rules, that audiovisual equipment is working, that the chief judge, voting judges, timers, and counters are briefed on their duties, that ballots are counted carefully, and that awards are presented to the winners in a ceremony that will make them proud.</p> <p>Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.</p> <p><b>Preparation</b></p> <ol style="list-style-type: none"> <li>1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, etc. Note: If there is an entry fee to attend the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.</li> <li>2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.</li> <li>3. Determine the agenda for the contest.</li> <li>4. Arrange for the supplies and services required for the event.</li> <li>5. Order certificates of participation for all contest speakers, and order trophies from World Headquarters for the winners. Note: It is a trademark violation to put the Toastmasters logo, or the words “Toastmasters” or “Toastmasters International,” on speech contest awards not purchased from World Headquarters.</li> <li>6. Toastmasters International speech contest materials are available for free download at <a href="http://www.toastmasters.org">www.toastmasters.org</a>: <ul style="list-style-type: none"> <li>▶ Speaker’s Certification of Eligibility and Originality (Item 1183)</li> <li>▶ Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)</li> <li>▶ Judge’s Guide and Ballot</li> </ul> </li> </ol>	<p><b>Contest Chair’s Checklist</b></p> <p>As contest chair, you must:</p> <ul style="list-style-type: none"> <li>▶ Plan the contest budget,</li> <li>▶ <b>Make arrangements for a venue, online meeting platform, and/or audiovisual equipment (as dictated by the rules for the selected contest type),</b></li> <li>▶ Conduct a pre- and post-contest publicity program,</li> <li>▶ See that all bills for the event are promptly paid,</li> <li>▶ Make sure each speaker is eligible to compete and is familiar with the contest rules,</li> <li>▶ Make sure that any audiovisual equipment you are responsible for providing is working,</li> <li>▶ Make sure that the chief judge, voting judges, timers, and counters are briefed on their duties,</li> <li>▶ Make sure that ballots are counted carefully, and</li> <li>▶ Make sure that awards are presented to the winners in a ceremony that will make them proud.</li> </ul> <p><b>Preparation</b></p> <ol style="list-style-type: none"> <li>1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, etc. Note: If there is an entry fee to attend the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.</li> <li>2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.</li> <li>3. Determine the agenda for the contest.</li> <li>4. Arrange for the supplies and services required for the event.</li> <li>5. Order <b>or download</b> certificates of participation from World Headquarters for all contest speakers.</li> <li>6. <b>Order trophies and/or order or download certificates from World Headquarters for the winners. Note: It is a trademark violation to put the Toastmasters logo, or the words “Toastmasters” or “Toastmasters International,” on speech contest awards not purchased from World Headquarters.</b></li> </ol>	<p><b>Contest Chair’s Checklist</b></p> <p>The Contest Chair’s Checklist, Chief Judge’s Checklist, and Contestant’s Checklist were reviewed for formatting, clarity, and the addition of the Online Speech Contest. Additions and edits were made to support contest chairs, chief judges, and contestants in preparing for, conducting, and participating in, the Online Speech Contest. Other changes were made to improve formatting and increase clarity.</p> <p>In the Contest Chair’s Checklist, During the Contest section, an addition was made to subsection 2 to specify that the contest chair’s introduction should also serve to confirm that audiovisual equipment is working correctly.</p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Contest Chair’s Checklist (Continued)</b></p> <ul style="list-style-type: none"> <li>▶ Judge’s Certification of Eligibility and Code of Ethics (Item 1170)</li> <li>▶ Counter’s Tally Sheet (Item 1176)</li> <li>▶ Tiebreaking Judge’s Guide and Ballot</li> <li>▶ Speech Contestant Profile (Item 1189)</li> <li>▶ Results Form (Item 1168)</li> </ul> <p>7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge.</p> <p>8. Appoint any supporting roles needed for the contest including Sergeant at Arms, test speaker, or other roles.</p> <p style="padding-left: 20px;">A. Meet with members serving in supporting roles and brief them on their responsibilities.</p> <p>9. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g., two weeks, for club contest.)</p> <p>10. Notify the contestants of the time and place of the contest and pre-contest briefing two (2) to six (6) weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:</p> <ul style="list-style-type: none"> <li>▶ Speech Contest Rulebook (Item 1171)</li> <li>▶ Speech Contestant Profile (Item 1189)</li> <li>▶ Speaker’s Certification of Eligibility and Originality (Item 1183)</li> </ul> <p>11. Promote the contest in your community by sending news releases to the media.</p> <p>12. Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants’ eligibility:</p> <ul style="list-style-type: none"> <li>▶ Verify membership status: Club officers and District leaders can use the Eligibility Assistant available in Leadership Central of <a href="http://www.toastmasters.org">www.toastmasters.org</a> to determine if a contestant is a paid member of a paid club, or a current District leader.</li> <li>▶ Verify education: If the member is competing in the International Speech Contest, confirm that they have completed Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award. Contact the Speech Contests team at World Headquarters by email at <a href="mailto:speechcontests@toastmasters.org">speechcontests@toastmasters.org</a>.</li> </ul>	<p><b>Contest Chair’s Checklist (Continued)</b></p> <p>7. Toastmasters International speech contest materials are available for free download at <a href="http://toastmasters.org">toastmasters.org</a>:</p> <ul style="list-style-type: none"> <li>▶ Speaker’s Certification of Eligibility and Originality (Item 1183)</li> <li>▶ Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)</li> <li>▶ Judge’s Guide and Ballot</li> <li>▶ Judge’s Certification of Eligibility and Code of Ethics (Item 1170)</li> <li>▶ Counter’s Tally Sheet (Item 1176)</li> <li>▶ Tiebreaking Judge’s Guide and Ballot</li> <li>▶ Speech Contestant Profile (Item 1189)</li> <li>▶ Speech Contest Certificates</li> <li>▶ Results Form (Item 1168)</li> </ul> <p>8. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge. Determine a method of communication or private signal with the chief judge should the contest need to be paused.</p> <p>9. Appoint any supporting roles needed for the contest including Sergeant at Arms, test speaker, or other roles.</p> <p style="padding-left: 20px;">A. Meet with members serving in supporting roles and brief them on their responsibilities.</p> <p>10. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g., two weeks, for club contest.)</p> <p>11. Notify the contestants of the time and place of the contest and pre-contest briefing two (2) to six (6) weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:</p> <ul style="list-style-type: none"> <li>▶ Speech Contest Rulebook (Item 1171)</li> <li>▶ Speech Contestant Profile (Item 1189)</li> <li>▶ Speaker’s Certification of Eligibility and Originality (Item 1183)</li> <li>▶ <b>Any pertinent training materials relevant to your online platform (if conducting an Online Speech Contest)</b></li> </ul> <p>12. Promote the contest in your community by sending news releases to the media.</p>	<p><b>Contest Chair’s Checklist (See previous page.)</b></p>



JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Contest Chair’s Checklist (Continued)</b></p> <p><b>Contestants’ Briefing</b></p> <ol style="list-style-type: none"> <li>1. Verify the presence of all contestants and pronunciation of their names. Note: You also will conduct a brief informal interview with each contestant after all ballots are collected.</li> <li>2. Review the speech contest rules with speakers. 3. Review Speaker’s Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.</li> <li>4. Review timing protocol with speakers.</li> <li>5. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.</li> <li>6. Draw for speaking positions.</li> </ol> <p><b>During the Contest</b></p> <ol style="list-style-type: none"> <li>1. Open the contest with a brief introduction. Inform the audience: <ul style="list-style-type: none"> <li>▶ The rules have been reviewed with the chief judge and contestants.</li> <li>▶ The contestants have been informed of the location of the timing lights.</li> <li>▶ The taking of photographs during the speeches is not permitted.</li> <li>▶ Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.</li> <li>▶ If conducting an Online Speech Contest, include the Online Speech Contest Statement in the contest introduction if it is not posted in writing.</li> </ul> </li> <li>2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject of their speech or mention the name or location of the speaker’s club or place of residence. Introduce each contestant slowly and clearly.</li> <li>3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges’ ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge’s ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.</li> </ol>	<p><b>Contest Chair’s Checklist (Continued)</b></p> <ol style="list-style-type: none"> <li>13. Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants’ eligibility: <ul style="list-style-type: none"> <li>▶ Verify membership status: Club officers and District leaders can use the Eligibility Assistant available in Leadership Central of toastmasters.org to determine if a contestant is a paid member of a paid club, or a current District leader.</li> <li>▶ Verify education: If the member is competing in the International Speech Contest, confirm that they have completed Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award. Contact the Speech Contests team at World Headquarters by email at speechcontests@toastmasters.org.</li> </ul> </li> </ol> <p><b>Contestants’ Briefing</b></p> <ol style="list-style-type: none"> <li>1. Verify the presence of all contestants and pronunciation of their names. Note: During the contest, you also will conduct a brief informal interview with each contestant after all ballots are collected.</li> <li>2. Review the speech contest rules with speakers.</li> <li>3. Review Speaker’s Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.</li> <li>4. Review timing protocol with speakers.</li> <li>5. Acquaint contestants with the exact speaking area. <ul style="list-style-type: none"> <li>▶ For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, this may include a lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.</li> <li>▶ <b>For the Online Speech Contest, the contest chair works with each contestant to test their audio and video and set a standard speaking area based on the limitations in their setting.</b></li> </ul> </li> <li>6. <b>Determine speaking positions, as dictated by the rules.</b></li> <li>7. <b>If conducting an Online Speech Contest, ensure that all contestants are comfortable using the online platform as required for the contest.</b></li> </ol>	<p><b>Contest Chair’s Checklist (See previous page.)</b></p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Contest Chair’s Checklist (Continued)</b></p> <ul style="list-style-type: none"> <li>▶ All ballots, Counter’s Tally Sheet forms, and Time Record Sheets are considered confidential.</li> <li>▶ Give all forms to the chief judge for disposal.</li> <li>▶ Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.</li> </ul> <p>4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.</p> <ul style="list-style-type: none"> <li>▶ At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, Area, and District they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant’s biographical information as a guide.</li> </ul> <p>5. When the interviews are completed, collect the contest results from the chief judge.</p> <p>6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential protests from audience members. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant’s speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.</p> <p>7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).</p> <p>8. In closing, thank all who helped make the contest a success.</p>	<p><b>Contest Chair’s Checklist (Continued)</b></p> <p><b>During the Contest</b></p> <p>1. Open the contest with a brief introduction. Inform the audience:</p> <ul style="list-style-type: none"> <li>▶ The rules have been reviewed with the chief judge and contestants.</li> <li>▶ The contestants have been informed of the location of the timing lights.</li> <li>▶ The taking of photographs during the speeches is not permitted.</li> <li>▶ Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.</li> <li>▶ If conducting an Online Speech Contest, include the Online Speech Contest Statement in the contest introduction if it is not posted in writing.</li> </ul> <p>2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject of their speech or mention the name or location of the speaker’s club or place of residence. Introduce each contestant slowly and clearly. <b>Provide confirmation that audiovisual equipment is functional as described in the rules.</b></p> <p>3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges’ ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge’s ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.</p> <ul style="list-style-type: none"> <li>▶ All ballots, Counter’s Tally Sheet forms, and Time Record Sheets are considered confidential.</li> <li>▶ The chief judge ensures that all contest forms are disposed of appropriately.</li> <li>▶ Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.</li> </ul> <p>4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.</p>	<p><b>Contest Chair’s Checklist (See previous page.)</b></p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Contest Chair’s Checklist (Continued)</b></p> <p><b>After the Contest</b></p> <ol style="list-style-type: none"> <li>1. Provide the contact details for all contestants to the chief judge so the judge can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level.</li> <li>2. Send news releases (and photographs, if possible) to each winner’s community newspaper and company publication, if applicable.</li> <li>3. Make sure all bills pertaining to the contest are paid promptly.</li> </ol>	<p><b>Contest Chair’s Checklist (Continued)</b></p> <ul style="list-style-type: none"> <li>▶ At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, Area, and District they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant’s biographical information as a guide.</li> </ul> <ol style="list-style-type: none"> <li>5. When the interviews are completed, collect the contest results from the chief judge.</li> <li>6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential protests from audience members. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant’s speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.</li> <li>7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).</li> <li>8. In closing, thank all who helped make the contest a success.</li> </ol> <p><b>After the Contest</b></p> <ol style="list-style-type: none"> <li>1. Provide the contact details for all contestants to the chief judge so the judge can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level.</li> <li>2. Send news releases (and photographs, if possible) to each winner’s community newspaper and company publication, if applicable.</li> <li>3. Make sure all bills pertaining to the contest are paid promptly.</li> </ol>	<p><b>Contest Chair’s Checklist (See previous page.)</b></p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Chief Judge’s Checklist</b></p> <p><b>Before the Contest</b></p> <ol style="list-style-type: none"> <li>1. Appoint and counsel voting judges, counters, timers, and a secret tiebreaking judge.</li> <li>2. Act as chief counter and provide each counter with a copy of the Counter’s Tally Sheet (Item 1176).</li> <li>3. Encourage all speech contest officials to view the online Speech Contest training at <a href="http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials">www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials</a>.</li> <li>4. Conduct the judge’s briefing for voting judges, counters, and timers. The judge’s briefing may be conducted in person or online at the discretion of the chief judge. Online briefings are allowed in order to facilitate more scheduling opportunities for a thorough briefing.</li> </ol> <p><b>Judge’s Briefing Checklist</b></p> <ol style="list-style-type: none"> <li>1. Distribute the following to each voting judge: List of contestants in speaking order <ul style="list-style-type: none"> <li>▶ Judge’s Guide and Ballot</li> <li>▶ Speech Contest Rulebook (Item 1171)</li> <li>▶ Judge’s Certification of Eligibility and Code of Ethics (Item 1170)</li> </ul> </li> <li>2. Instruct all judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.</li> <li>3. Review the Judge’s Guide and Ballot and speaking area.</li> <li>4. Brief the ballot counters in the use of the Counter’s Tally Sheet (Item 1176).</li> <li>5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.</li> <li>6. Provide a stopwatch to timer.</li> <li>7. Brief the timers in the proper use of the timing equipment, if necessary.</li> </ol> <p><b>During the Contest</b></p> <ol style="list-style-type: none"> <li>1. Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.</li> <li>2. Collect the Tiebreaking Judge’s Guide and Ballot from the tiebreaking judge.</li> </ol>	<p><b>Chief Judge’s Checklist</b></p> <p><b>Before the Contest</b></p> <ol style="list-style-type: none"> <li>1. Appoint and counsel voting judges, counters, timers, and a secret tiebreaking judge.</li> <li>2. Act as chief counter and provide each counter with a copy of the Counter’s Tally Sheet (Item 1176).</li> <li>3. Encourage all speech contest officials to view the online Speech Contest training at <a href="http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials">www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials</a>.</li> <li>4. Conduct the judge’s briefing for voting judges, counters, and timers. <ul style="list-style-type: none"> <li>▶ For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, the judge’s briefing may be conducted in person or online at the discretion of the chief judge. Online briefings are allowed in order to facilitate more scheduling opportunities for a thorough briefing.</li> <li>▶ <b>For the Online Speech Contest, the judge’s briefing must be conducted online.</b></li> </ul> </li> </ol> <p><b>5. Determine a method of communication or private signal with the contest chair should the contest need to be paused.</b></p> <p><b>Judge’s Briefing Checklist</b></p> <ol style="list-style-type: none"> <li>1. Distribute the following to each voting judge: <ul style="list-style-type: none"> <li>▶ Judge’s Guide and Ballot ` Speech Contest Rulebook (Item 1171)</li> <li>▶ Judge’s Certification of Eligibility and Code of Ethics (Item 1170)</li> <li>▶ <b>Any pertinent training materials relevant to your online platform (if conducting an Online Speech Contest)</b></li> </ul> </li> <li>2. <b>Instruct all judges on protocol and procedures to mitigate and address unexpected challenges.</b> <ul style="list-style-type: none"> <li>▶ <b>For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests,</b> instruct all judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.</li> <li>▶ <b>For the Online Speech Contest, ensure that judges view the contest in a location where they will not be interrupted and will have secure, reliable internet access. Provide judges with guidance on how technical difficulties will be addressed.</b></li> </ul> </li> </ol>	<p><b>Chief Judge’s Checklist</b></p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Chief Judge’s Checklist (Continued)</b></p> <ol style="list-style-type: none"> <li>3. Resolve any eligibility or originality protests that may arise.</li> <li>4. Oversee the counting process. See that all ballots are counted twice to ensure accuracy.</li> <li>5. Provide a list to the contest chair showing placement of all contestants.</li> </ol>	<p><b>Chief Judge’s Checklist (Continued)</b></p> <ol style="list-style-type: none"> <li>3. Review the Judge’s Guide and Ballot and speaking area.</li> <li>4. Brief the ballot counters in the use of the Counter’s Tally Sheet (Item 1176).</li> <li>5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.</li> <li>6. Provide a stopwatch to timer.</li> <li>7. Brief the timers in the proper use of the timing equipment, if necessary.</li> <li>8. If conducting an Online Speech Contest, ensure that all contest officials are comfortable using the online platform as required for the contest.</li> </ol> <p><b>During the Contest</b></p> <ol style="list-style-type: none"> <li>1. Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.</li> <li>2. Collect the Tiebreaking Judge’s Guide and Ballot from the tiebreaking judge.</li> <li>3. Resolve any eligibility or originality protests that may arise.</li> <li>4. Oversee the counting process. See that all ballots are counted twice to ensure accuracy.</li> <li>5. Provide a list to the contest chair showing placement of all contestants.</li> <li>6. Provide a stopwatch to timer.</li> <li>7. Brief the timers in the proper use of the timing equipment, if necessary.</li> <li><b>8. If conducting an Online Speech Contest, ensure that all contest officials are comfortable using the online platform as required for the contest.</b></li> </ol>	<p><b>Chief Judge’s Checklist (See previous page.)</b></p>

JULY 1, 2023, TO JUNE 30, 2024	JULY 1, 2024, TO JUNE 30, 2025	EXPLANATION
<p><b>Contestant’s Checklist</b></p> <p><b>Before the Contest</b></p> <ol style="list-style-type: none"> <li>1. For International, Humorous, and Tall Tales contests, select a topic and prepare your own substantially original speech.</li> <li>2. Attend the Contestants’ Briefing.</li> <li>3. Inform the contest chair of any props you plan to use.</li> <li>4. Review Speaker’s Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.</li> <li>5. Attend the Speaker’s Rehearsal and take note of the speaking area.</li> </ol> <p><b>During the Contest</b></p> <ol style="list-style-type: none"> <li>1. In the one (1) minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.</li> <li>2. After your introduction, proceed immediately to the speaking area and begin your speech.</li> <li>3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you’re not finished with your speech yet.</li> <li>4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.</li> </ol>	<p><b>Contestant’s Checklist</b></p> <p><b>Before the Contest</b></p> <ol style="list-style-type: none"> <li>1. For International, Humorous, Tall Tales, and <b>Online</b> contests, select a topic and prepare your own substantially original speech. <b>For the online Speech Contest, secure and test your audiovisual equipment.</b></li> <li>2. Attend the Contestants’ Briefing.</li> <li>3. Inform the contest chair of any props you plan to use.</li> <li>4. Review Speaker’s Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.</li> <li>5. Attend the Speaker’s Rehearsal and take note of the speaking area.</li> </ol> <p><b>During the Contest</b></p> <ol style="list-style-type: none"> <li>1. In the one (1) minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.</li> <li>2. After your introduction, proceed immediately to the speaking area and say, “Thank you, Contest Chair.” When the contest chair responds, “You’re welcome,” begin your speech.</li> <li>3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you’re not finished with your speech yet.</li> <li>4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.</li> </ol>	<p><b>Contestant’s Checklist</b></p>