

Manual for  
**Effective Speaking  
Contest**

**Concours Oratoire**



**Lions Clubs International**

**Multiple District "A"**

# EFFECTIVE SPEAKING CONTEST MANUAL\*

## INDEX

<u>Item</u>		<u>Page</u>
1.	Purpose of the Contest	3
2.	Contest	3
3.	School Contest	3
4.	Eligible Contestants	3
5.	Prepared Speech	3
6.	Impromptu Speech	4
7.	Delivery	4
8.	Judging Requirements	4
9.	Tellers Requirements	4-5
10.	Duties for the Multiple District "A" Finals - Various Chairpersons	5
11.	Briefing Procedures for Chairperson at Multiple District "A" Contest	5-8
	- Registration	
	- Door Security	
	- Preliminary Room	
	- Escorts	
	- Impromptu Room	
	- Holding Room	
	- Tellers	
	- Judges	
	- Timers	
	- Briefing Contestants	
12	Duties of the Evening Contest Chairperson	9
	- Duties	
	- Evening Program Format	
13.	Responsibilities of Host Club	9-11
	- Reception Committee	
	- Contest Centre	
	- Publicity Committee	
	- Hospitality	
	- Banquet Committee	
	- Reservations & Billets	
	- Judges Committee	
	- Host Club Finances	
14.	Addendum – Administrative Duties and Responsibilities	12-15
	Appendix "A"	16-56
	- Officers	
	- Multiple District "A" Final Contest	
	- Committee Members	
	- Financing	
	- Multiple District "A" Meetings	
	- Awards & Certificates	
	- Club Contestants (Lions/Lioness)	
	- Multiple District "A" Contest Responsibilities	
	- Zone, Region, District Contests	

**\* REVISED by Opportunities for Youth Chairperson Darlene Priestley– MARCH, 2011**

LIONS CLUBS INTERNATIONAL - MULTIPLE DISTRICT "A"  
ONTARIO and QUEBEC

EFFECTIVE SPEAKING CONTEST MANUAL

1. PURPOSE OF THE CONTEST

The contest is to provide an opportunity for competitive effective speaking and to stimulate self-expression and independent thinking among students.

The Lions Clubs of Multiple District "A", by participating in this contest, afford students in their area a chance to participate in Canada's largest Effective Speaking Contest, held in both the English and French languages.

2. CONTEST

The Contest consists of three grade divisions within each of the English and French categories:

Junior	Grades 6, 7, 8
Intermediate	Grades 9, 10
Senior	Grades 11, 12

3. SCHOOL CONTEST

Lions Clubs and Lioness Clubs may organize a Speaking Contest in the elementary school system and secondary school system, based on the rules outlined. The winners in these categories are eligible to compete at the District Contest.

4. ELIGIBLE CONTESTANTS

- (a) The Contest is open to students in the Public or Private Schools, or their equivalent within Multiple District "A".
- (b) No first place winner of a previous Multiple District "A" Contest will be allowed to compete in future Contests in the same classification.
- (c) A Lions Club may sponsor a student in each grade division within each language category who in turn may compete in a Zone, Regional or District competition, even though the area school serves several communities, each having a Lions Club.
- (d) Students in areas where there is no Lions Club, and who wish to compete, could be sponsored by the nearest Lions Club.
- (e) No Contestant may compete in more than one division or category in any one year.

5. PREPARED SPEECH

- (a) The contestant selects his or her own subject, partisan politics and sectarian religion alone excepted. The prepared speech must be the original work of the speaker.
- (b) JUNIOR: The speech should be at least three (3) minutes in length, but should not exceed five (5) minutes.
- (c) INTERMEDIATE AND SENIOR: The speech should be at least five (5) minutes in length but should not exceed seven minutes.
- (d) A penalty of one point for every fifteen (15) seconds or portion thereof, under or over the time limitation will be imposed and will be made on the aggregate total of the judges' points for that contestant.

## 6. IMPROMPTU SPEECH

- (a) Each contestant in the Intermediate and Senior divisions shall be required to give an impromptu speech, at least two minutes in length, but not exceeding three minutes, on a pre-selected subject. Note: The Junior division shall not be required to give an Impromptu speech.
- (b) Each speaker shall draw a topic from a group of pre-selected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this subject.
- (c) All Contestants shall choose from the same group of pre-selected topics.
- (d) After selecting the subject, the Contestant will be allowed 15 minutes for preparation for their speech. At the 12 minute point and the 14 minute point, warnings will be given.
- (e) At the end of the 15 minute period, the pencils will be taken away and a further 5 minutes will be allowed for a study period.
- (f) The Contestant's notes will be taken and placed and sealed in an envelope, to be returned to the speaker at the time of the impromptu speech.
- (g) No reference materials will be accessible to the Contestants in the Impromptu Preparation Room. (e.g. French-English Dictionaries).

## 7. DELIVERY OF SPEECHES

- (a) Brief notes may be referred to without deduction of points, but too frequent references to notes shall count against the speaker.
- (b) Use of microphone and/or speaker's stand is optional.
- (c) A contestant must not use any editorial for a topic, but may use extracts from it, provided they are treated as quotations.
- (d) Props or aids (e.g. uniforms, equipment, signs, etc.) shall not be used. The use of "mime" or pauses exceeding 10 seconds during the presentations shall cause the contestant to receive a lower score.
- (e) For any infraction of the rules, no disqualification shall take place; however, the Judges will score the Contestant low on points so as not to allow them to win.

## 8. JUDGING REQUIREMENTS

- (a) In each of the Club, Zone, Region or District Contests, at least three (3); and in the Multiple District "A" Final Contest, at least five (5) qualified and impartial judges shall decide the winners for each grade division within each language category, according to the marking scheme on the score sheet.
- (b) It is recommended that no judge shall be a member of a sponsoring Lions or Lioness Club or a member of any school faculty having a contestant entered in that particular contest.

## 9. TELLERS REQUIREMENTS

- (a) A minimum of three tellers will tally the totals and designate the places earned by the speakers on each of the judges' score sheets. The Teller will then total the place points and the speaker who has earned the majority of points shall be declared the winner. If there is not a majority first place point winner, the next level of scoring will have to be used to determine the winner.
- (b) Multiple District "A" Finals should have the minimum of four (4) tellers. This will help to speed up the final tally.

- (c) In the event there may be a tie with the same number of place points, it shall be settled by adding the points of the tied speakers and the one with the highest total shall be declared the winner of the Contest.
- (d) The Judges' scoring will be final and beyond question.

10. DUTIES FOR THE MULTIPLE DISTRICT "A" FINALS

The following duties are to be performed at the Multiple District "A" Contest, preferably by the District Chairpersons and other Lions, who may be in attendance. It is suggested that the Multiple District "A" Coordinator, who will act as the Evening Contest Chairperson, and/or the Co-Coordinator, brief the following on their assigned duties.

- (a) Timers - one for each division within each category
- (b) Tellers - Chairperson and 4 helpers
- (c) Room Chairperson for the Preliminary Contest - One for each Category:  
English Junior - English Intermediate - English Senior  
French Junior - French Intermediate - French Senior
- (d) Impromptu Room Chairperson - Chairperson and 3 helpers
- (e) Judges - 15 Judges for English Category  
- 15 Judges for French Category
- (f) Escort(s) for Speakers - 3 or 4 will be required
- (g) Door Security - Minimum of 6 required
- (h) Holding Room Chairpersons - 2 before Impromptu Speech Preparation  
- 2 after Impromptu Speech Preparation

11. BRIEFING PROCEDURES FOR CHAIRPERSONS AT THE MULTIPLE DISTRICT A CONTEST

The Multiple District "A" Coordinator and/or Co-Coordinator will brief the various Chairpersons in their duties and responsibilities. For more specific details see Appendix A, pages 007.1 - 007.7.

- a) Registration Chairperson
  - 1. Register and greet all Contestants and guests as they arrive and advise them of where the Competition will be taking place and provide them with other pertinent information about the Contest.
- b) Room Chairperson
  - 1. Start on time and maintain order in the room.
  - 2. Introduce yourself and welcome speakers, judges, timers and guests.
  - 3. Ensure Judges and Timers have the proper sheets and are ready to begin.
  - 4. Briefly outline the Contest, the order of speakers, and explain that the contestants will be identified by number only.
  - 5. Ensure the Judges and Timer are positioned at the back of the room separate and apart, allowing no communication between them and make the Contestants aware of their locations.
  - 6. Refer to each speaker by number only, and introduce them by their number. (i.e. Speaker # 1, Speaker # 2, Speaker # 3 etc.); make no reference to or remarks about any speaker or the material used.

7. Ask the judges to raise their arm when they have finished scoring and are ready to proceed to the next speaker. Everyone must sit quietly until the judges are finished.
8. After speaker # \_\_\_ has delivered their prepared speech, allow the first speakers to leave the room to prepare for their Impromptu Speech.
9. For the Impromptu Speeches: read the Contestant's Number and the Speech Topic chosen, open the envelope and hand the contents to the Speaker.
10. Allow guests to leave the room only between speakers.
11. Collect all the files from the judges and their name tags. Collect the number tags from each contestant at the end of the session.
12. See that the room is tidy before leaving. Make sure there are no stray papers with marks, etc.

c) Impromptu Room Chairperson Duties

1. Obtain from the Multiple District "A" Coordinator a list of topics and other pertinent material required to operate the Impromptu Preparation Room.
2. Allow each speaker to draw a topic from the group of pre-selected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this subject.
3. After selecting the subject, the Contestant will be allowed 15 minutes for preparation for their Speech. At the 12 minute point and the 14 minute point, give warning.
4. At the end of the 15 minute period, take the pencils away from the contestants and allow a further 5 minute study period; after which the Contestant's notes will be placed in a sealed envelope. The envelope will be given to the Escort when the Contestant leaves the Impromptu Room.
5. Provide pencils and blank paper for the Contestants to write their Speech.
6. Allow no reference materials or aids in the Preparation Room. (e.g. French/English Dictionaries, Thesaurus, etc.)

d) Teller's Duties

1. Illustrate various methods of determining winners and the order in which they are to be used: - place points - individual points, etc.
2. Check the judges' totals for each speaker and deduct the time penalties on the score if any for each contestant.
3. Record the Contestants' Scores on the Tellers Record Sheet and designate the 1st, 2nd, and 3rd place Winners.

e) Timer's Duties

1. Emphasize that the Timer must stand and sit down at the correct time intervals.
2. Senior and Intermediate Prepared Speeches; the Timer shall stand at the end of 5 minutes and once recognized by the speaker, sit down. At the end of 7 minutes, stand and remain standing until the speaker has finished.
3. For Impromptu Speeches; the Timer shall stand at the end of 2 minutes and once recognized by the speaker, sit down. At the end of 3 minutes, stand and remain standing until the speaker has finished.
4. Juniors Prepared Speeches; the Timer shall stand at the end of 3 minutes and once recognized by the speaker, sit down. At the end of 5 minutes, stand and remain standing until the speaker has finished

f) Door Security

1. The doors to the Speaking Room shall be monitored at all times to prevent attending guests from moving in and out of the room while speeches are in progress.
2. Open the door at the end of a Contestant's speech, to allow guests to come and go, and close it again when the next speaker is ready to begin.

g) Escorts

1. Accompany each Contestant from the Speaking Room to the Impromptu and/or Holding Rooms and back to the Speaking Room.
2. Ensure that the Contestants have no communication with guests, friends, family or other Contestants while in the Escort's control.

h) Holding Room Chairperson Duties

1. Before and after the Contestants have prepared their Impromptu Speech, they will be taken to a Holding Room where they will wait until they are called to write their speech or deliver their speech.
2. Ensure that the Contestants have no communication with each other regarding their chosen topics.
3. Retain the sealed envelope containing the Impromptu speech, and hand the envelope to the Escort when the Contestant leaves the Holding Room.

i) Judges

1. Preliminary Contest: Ensure that the following requirements are met:
  - 5 Judges for the French Junior Speakers
  - 5 Judges for the English Junior Speakers
  - 5 Judges for the French Intermediate Speakers
  - 5 Judges for the English Intermediate Speakers
  - 5 Judges for the French Senior Speakers
  - 5 Judges for the English Senior Speakers
2. Instruct the Judges in the use of the scoring sheets and the Judges Standards of Evaluation.
3. Point out that there are six (6) separate contests and make sure they are marking their sheets accordingly judging: **English Junior, French Junior, English Intermediate, French Intermediate, English Senior or French Senior**. Do not sign the sheet. You will be known as Judge A, Judge B, Judge C, etc. only.
4. Each Contestant will be known by number only and will be introduced at the conclusion of the Contest.
5. Intermediate and Senior Speakers will be required to give a prepared speech from 5 to 7 minutes in length, followed by an Impromptu Speech 2 to 3 minutes in length. Juniors prepared speeches are 3 to 5 minutes (*Juniors do not have to give an Impromptu Speech*).
6. Point out to the Judges, that they should not communicate or act as Adjudicator at the end of the Contest.
7. Ask the Judges to disqualify themselves if they know any of the competitors.
8. Point out that the Judges are responsible for determining if the material and methods used in the speeches meets the acceptable standards of the Contests Rules.

9. Point out that for any infraction of the Rules, no disqualification shall take place, however, the Contestant shall be given a low score so as not to allow them to win.
10. Before the competition begins, ensure that the Judges have a ready supply of pencils with erasers and notepads.

j) Briefing the Contestants

1. Brief the Contestants on the Contest Rules and Regulations; emphasizing the non-use of props, aids, reference materials, etc. Ask that all cell phones be shut down during the competitions.
2. Outline the procedures for the Day's competitions.
3. Advise the Contestants that they will draw numbers for speaking position and will be known only by that number until the conclusion of the competition. They may turn in their number tag to the Room Chairperson at the end of the morning speaking session.
4. Emphasize that their numbers will be the only form of identification used during the Contest and must be worn at all times.
5. Junior Speakers will be required to give a three (3) minute speech in length and not to exceed five (5) minutes. No impromptu is required for Juniors. Intermediate and Senior Speakers will be required to give a Prepared speech from 5 to 7 minutes in length, and an Impromptu Speech 2 to 3 minutes in length.
6. Each speaker will draw a topic from a group of pre-selected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this subject.
7. After selecting the subject, the Contestant will be allowed fifteen (15) minutes to prepare their speech. They will be given a warning at the twelve (12) minute and fourteen (14) minute mark.
9. At the end of the fifteen (15) minute period, pencils will be removed and a further five (5) minute study period will be given, after which their notes will be placed in a sealed envelope.
10. The Timer will caution the speakers of the amount of time elapsed:  
**Prepared Speech:** Junior Speakers Timer shall stand at the end of 3 minutes until recognized, then sit down. At the end of 5 minutes, Timer will stand and remain standing until the speaker has finished. Intermediate and Senior Speakers, Timer stands at the end of 5 minutes until recognized then sit down. At the end of 7 minutes, Timer will stand and remain standing until the speaker has finished.  
**Impromptu Speech:** Timer shall stand at the end of 2 minutes until recognized then sit down. At the end of 3 minutes, timer will stand and remain standing until the speaker has finished.
11. In presenting both speeches, Contestants may use their notes, a Speakers Stand, Lectern or microphone, with no penalty; however, they may not use any props, aids or mime.
12. Contestants may speak on Religion or Politics in generalities only and must not make a specific pitch for them.
13. Judges will be instructed that for any infraction of the rules, the Contestants are to be marked low.
14. Point out that no communication should take place between the Contestants regarding their chosen topics during the course of the competition.

## 12. DUTIES OF THE EVENING CONTEST CHAIRPERSON

### a.) Duties

The following are the suggested duties for the Evening Contest Chairperson.  
(For more specific details see Appendix A, 0022, page 44.)

1. The Multiple District "A" Coordinator will act as Chairperson for the Evening Contest.
2. It is recommended the Chairperson be assisted by a Bilingual Co-Chairperson.
3. Try to start on time and maintain order in the room.
4. Request that all electronics such as cell phones, pagers, video cameras, recorders, cameras, etc., in the room, be shut off during the evening.
5. Introduce the winners in each category.
7. No more time than one minute should be used to introduce each Speaker.
8. Try not to allow breaks during the evening unless absolutely necessary. Keep the program moving as rapidly as possible.

### b.) Evening Program Format

The Evening Contest Chairperson may wish to use the following suggested Program format. (For more specific details see Appendix A, page 48, Annex 0022.)

1. Introduction and words of welcome
2. Give brief description of the Contest.
3. Call on each first-place, winning contestant in each of the six categories to present their prepared speech.
4. Continue until all contestants have finished their Prepared Speeches
6. Announce All winners, present certificates and award prizes and trophies to them.
7. If the Multiple District "A" Council Chair or the District Governor for the Host District is present, the Chairperson may wish to have them present the Certificates and prizes.

## 13. RESPONSIBILITIES OF HOST CLUB

The following are the duties that should be performed by the Host Club and the various Committee structures that should be formed. (For more specific details see Appendix A, pages 49-53, Annex 0023 - 0023.5)

### (a) RECEPTION COMMITTEE

1. Reception Desk should be open early on the Friday afternoon, to receive registrations and should be accessible to the hotel lobby or room reservation areas.
2. Present each registrant with an information package containing meal tickets, nametags, maps, program, and other pertinent Contest materials at the time of registration.
3. Open the Registration Desk at the Contest Centre on the Saturday morning to accommodate late arrivals.

### (b) PUBLICITY COMMITTEE

1. Contact all local news media for coverage of the Contest.
2. With the assistance of the Contest Public Relations Chairperson, draft a Press Release for distribution to Lions International, Multiple District "A" and other interested parties.

(c) BANQUET COMMITTEE

The following guidelines are suggested for the members of the Banquet Committee:

1. Arrange for a banquet facility to accommodate approximately 200 to 230 people.
2. Set up the Head Table to accommodate approximately 12 people.
3. No alcohol should be served during the course of the evening program.
4. Head Table guests should be advised that those invited to speak will be allowed 2 minutes on the program.
5. The Host Club Chairperson will consult with the Multiple District "A" Contest Coordinator to finalize the Agenda for the Evening Program.

(d) JUDGES COMMITTEE

1. Request minimum of 30 volunteers to act as Judges, 15 for the English Category and 15 for the French Category.
2. It is suggested that a spare Judge be available for each of the two language categories.
3. French Senior, Intermediate and / or Junior speakers may be combined, and if such is the case, only 5 Judges for the French category would be required per room.
4. Judges may not be a member of a Lions or Lioness Club within the District in which the Contest is being held. At the Multiple District "A" Finals no Lion or Lioness Members are allowed to judge contestants.

(e) CONTEST CENTRE

1. It is recommended that a Secondary School or a suitably designed hotel be obtained to hold the Contest, especially for the Preliminary Contest.
2. A Banquet Hall may be used for the Evening Contest, with separate rooms available for the Impromptu Speech Preparation and Holding Rooms.
3. The facility for the Preliminary Contest should have a minimum of rooms with a seating capacity of 25-30 people, including a foyer or cafeteria for contestants and guests in which to hold the luncheon. Several Lions should be available to greet and direct Contestants and guests to the appropriate speaking areas.

(f) HOSPITALITY

1. Make available a reception room for the Host Club to greet the parents, Lions and Committee members at the time of Registration.
2. Provide a separate greeting room for Contestants if the Host Club wishes.
3. Some form of tour or entertainment may be provided for the Lions' partners, and guests on the Sunday morning during the Business Session.

(g) RESERVATIONS - BILLETS COMMITTEE

1. Provide a facility to accommodate all the contestants and guests in one location; 80 rooms may be used as a guide.
2. Reservation Forms, complete with Hotel information, including room costs and other pertinent information, should be sent to each District Chairperson one month in advance of the MULTIPLE DISTRICT "A" Contest.
3. Make every effort to accommodate any special requests for rooms.

(h) HOST CLUB FINANCES

1. Host Club is responsible for all costs incurred in operating the Final Contest.
2. Host Club may wish to contact area Clubs for assistance in running the Contest.
3. A pre-determined amount will be given by Multiple District "A" Effective Speaking to assist in offsetting some of the Final Contest Expenses.
4. Host Club may expect an expenditure of \$ 500.00 - \$ 700.00 to sponsor the Final Contest.
5. To help offset some anticipated expenses for the Contest, contact local businesses to seek donations to provide advertising in the Program, hold a raffle or draw during the evening banquet and sell the specially designed Effective Speaking pins

## 14. ADDENDUM – ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

### 1. OFFICERS

The voting Officers of the Effective Speaking Contest will be: Multiple District “A” Coordinator and Co-Coordinator, both of whom shall be appointed by the Council Chair; one Chairperson from each of the Districts and one representative from the Host Club.

### 2. COMMITTEE MEMBERS

#### (a) Appointment of Committee Members

The Multiple District “A” Council Chair will appoint a Coordinator who will preside over the Multiple District “A” Effective Speaking Contest. It is recommended, but does not necessarily follow that the Multiple District “A” Contest Coordinator be from the District acting as host.

#### (b) Other Committee Members

The Multiple District “A” Contest Coordinator may appoint a Secretary, Public Relations Chairperson, Treasurer or any other members as may be necessary to fulfill the obligations of the Contest.

#### (c) District Chairperson

When selecting the Effective Speaking Chairperson for their Districts, the District Governors may use the following criteria:

1. a Lion who has served in the capacity of Effective Speaking Chairperson for his own Club.
2. a Lion who has previously served as a committee member involved in the organization of a Zone, Region, or District Contest.
3. a Lion who is prepared to attend the meetings of the Multiple District “A” Effective Speaking Committee as notified by the Multiple District “A” Contest Coordinator.
4. a Lion who has expressed the desire to further the project and fulfill the obligations of the Contest.

### 3. MULTIPLE DISTRICT “A” CONTEST MEETINGS

#### (a) The Multiple District “A” Contest Committee will meet:

1. At the Host Club location for the Fall Meeting, at which time, an inspection of the Contest facilities should take place. A preliminary report should be given by the Host Club Chairperson outlining the Club's plans for hosting the Competition, as well as the Contest rules and regulations should be reviewed at this time. It is suggested that the Fall Meeting be held no later than mid November.
2. At a Winter Meeting the District Chairperson will report on their individual District Contest status. The Host Club Chairperson should present a report updating the Committee on the upcoming Contest. Bids will be received by the Multiple District “A” Contest Committee from Clubs wishing to host future Multiple District “A” Contests. It is suggested that the Winter Meeting be held no later than the end of March.
3. at the Centre, on the morning immediately following the Final Contest; time and location to be determined by the Multiple District “A” Contest Coordinator. The events of the Final Contest, Host Club Report, etc. will be reviewed and changes made, if required, for future Contests.

#### (b) It is hoped that all District Chairpersons will make every effort to attend the regularly scheduled meetings.

- (c) The Council Chair and Opportunities for Youth Chairperson, as ex-officio members of this Committee, should be notified of all meetings.

#### 4. CLUB CONTESTANTS - LIONS/LIONESSE

- (a) The President of each local Lions Club may appoint a member of his Club as the Club Contest Chairperson. It shall be the duty of such Chairperson to contact all eligible schools in the community prior to the Contest(s). It shall be his/her responsibility to conduct the Contest and to advise the District Chairperson of the names of the winners for each grade division within each category.
- (b) A Lioness Club may sponsor a Contestant or hold a Club Contest, and provide sponsorship to both Regional and District Finals.
- (c) All Club Contests should be completed prior to February 15th.
- (d) It is recommended that when a large number of contestants are entered in a Club contest, that semi-finals be held so as to restrict the number in the finals to eight in each section.
- (e) Prizes, hall accommodation and all other expenses incurred while hosting the Contest will be paid by the sponsoring Club, as well as any expenses for the Winners to proceed to the next Contest level.

#### 5. ZONE, REGION AND DISTRICT CONTESTS

- (a) The District Chairperson may decide if a Zone or Regional Contest is warranted; otherwise all Club winners may advance to the District Finals.
- (b) Only contestants who are sponsored by a Lion / Lioness Club may advance to Zone, Regional or District Finals.
- (c) All Zone and Regional Contests shall be completed before March 15th and the District Contest before April 1st.
- (d) Rules and Regulations governing conduct of the Multiple District "A" contestants shall apply to Club, Zone, Regional and District Contests.
- (e) If Zone or Regional Contests are held, the first and second place contestants in each grade division within each category may be eligible to enter the District Contest.
- (f) Each District may enter their winners in each grade division within each category in the Multiple District "A" Contest.
- (g) Prizes may be awarded in each division within each category at the Zone, Regional and District Contests.

#### 6. MULTIPLE DISTRICT "A" FINAL CONTEST

- (a) The Multiple District "A" Effective Speaking Contest will be held on the first Saturday in May of each year at a place selected by the Multiple District "A" Committee. If possible, it shall be held in a different District each year.
- (b) The Multiple District "A" Effective Speaking Coordinator will be in charge of this Contest and with his/her committee shall conduct the contest in accordance with the rules and regulations as outlined.
- (c) A Contestant attending the Multiple District "A" Effective Speaking Contest must be accompanied by a Lions member of the District which they represent and a parent and/or guardian. The sponsoring Lions Clubs and/or Districts shall be responsible for paying expenses of authorized contestants.
- (d) There will be a morning contest to select the three (3) best contestants in each category. Only the First-Place winners will speak at the evening banquet.

7. FINANCING

(a) District Contest

Each District Chairperson shall retain some autonomy in raising funds within their District. The actual methods arrived at must be presented to their District Governor and Cabinet for approval.

(b) Multiple District "A" Contest

1. It is expected that Multiple District "A", with the cooperation of the individual Districts, will raise and provide the funds necessary to run the Final Contest and to take the winners to the Multiple District "A" Convention.
2. It is each District Chairperson's responsibility to ensure that a club sponsoring a contestant shall have contributed funds towards the Multiple District "A" and District Contest.

8. AWARDS & CERTIFICATES

(a) Cash prizes will be awarded at the conclusion of the Multiple District "A" Final Contest on the following basis:

Senior and Intermediate:

1st Prize in each division	\$1000.00
2nd Prize in each division	\$ 500.00
3rd Prize in each division	\$ 200.00

Junior:

1st Prize in each division	\$ 500.00
2nd Prize in each division	\$ 200.00
3rd Prize in each division	\$ 100.00

<u>All other contestants</u>	\$ 50.00
------------------------------	----------

- (b) The winners will receive a certificate acknowledging their participation in the Contest and, at the discretion of the Multiple District "A" Coordinator, miniature trophies may also be presented.
- (c) The Multiple District "A" Final Contest winners will be guests at the Multiple District "A" Annual Convention, at which time they will deliver their prepared speech to the assembled delegates.
- (d) The following expenses will be paid by the MULTIPLE DISTRICT "A" Treasurer for the winning contestants attending the Multiple District "A" Convention as required:
1. Return Transportation
  2. Two night's accommodation
  3. Meals (actual expenses - receipts required)
  4. Sundry expenses (as approved by the Coordinator)

9. MULTIPLE DISTRICT "A" CONTEST RESPONSIBILITIES

- (a) Every effort should be made to provide each District Chairperson in attendance at the Final Contest with a specified responsibility or duty, as outlined in the Contest Manual.
- (b) All District Governors and Cabinet Members should be encouraged to participate in and support their individual Contests as well as the Multiple District "A" Contest.
- (c) Host Club Chairperson
1. May be the Chairperson of the District's Contest in which the Multiple District "A" Contest is to be held.
  2. Shall be responsible for all arrangements of hosting the Multiple District "A" Contest, but not the running of the Contest.
  3. Shall provide regular progress reports in addition to a financial and final report on the Multiple District "A" Contest.
  4. Duties may include assisting in the briefing of speakers at the Multiple District "A" Contest.

(d) Multiple District "A" Contest Secretary

1. shall send notification of scheduled meetings to all Committee members.
2. shall attend and record the Minutes of the aforementioned meetings, and distribute the same to all concerned.
5. shall record the names of all Multiple District "A" Contest winners and forward those names to the Multiple District "A" Opportunities for Youth Chairperson.
4. may submit, at the direction of the Multiple District "A" Contest Coordinator, a financial report of the Final Contest to the Multiple District "A" Treasurer.

(e) Public Relations Chairperson

1. may assist in preparing articles for Club, Zone, Region or District Contests for media publication. Articles could include information about the background of the activity, upcoming Contest locations, past winners, and other pertinent information.
2. may assist the Multiple District "A" Coordinator in the preparation of promotional materials to be distributed to the District Chairpersons for their upcoming Contests.

(f) Speaker Safety

1. The police records clearance paperwork must be reported to the Multiple District "A" Coordinator by the winter meeting. This Police Records Search Certificate is to be obtained for any Lion or Non-Lion, who plans to participate actively and directly with youth in any "Opportunities for Youth" programs at Multiple District "A".
2. To ensure safety of all speakers, we will endeavour to have a minimum of two Lions supervising in all activities.

# EFFECTIVE SPEAKING CONTEST MANUAL

## APPENDIX A

Guide for District Chairperson's Duties	001
General Information Sheet for Club Effective Speaking Contest	002
Requirements to Sponsor Zone, Region, District & Multiple District "A" Contests	003
Announcement of Speak-Off Dates	004
Registration Form for Speakers	005
People Involved in Speak-Off	006
Duties of Helpers	
- Registration	
- Room Chairperson	
- Impromptu Chairperson	
- Timers	
- Tellers	
- Door Security	
- Escorts	
- Holding Room	
	007-007.7
Briefing the Judges- Eng/Fr.	008 / 008.1
Judges Standard of Evaluation – Eng/Fr	009 / 009.1
Judges Scoring Sheet	0010
Briefing the Speakers - English	0011
Briefing the Speakers - French	0011.1
Timers Sheet	0012
Tellers Scoring Sheet	0013
Tellers Record Sheet	0014
Impromptu Speech Information Sheet	0015
Impromptu Topic Form	0016
Impromptu Time Sheet	0017
Winning Contestants Entry Form	0018
Winning Contestant Interview Form	0019
District Chairperson's Report	0020
Multiple District "A" Convention Information	0021
Evening Program for Multiple District "A" Final	0022
Duties of the Host Club Committees	0023-23.4
- Reception	
- Contest Centre	
- Reservations	
- Hospitality	
- Judges	
- Banquet	
- Publicity	
Inventory of Printed Materials	0024

GUIDE FOR DISTRICT CHAIRPERSON

Early in September, inform the Clubs of the upcoming District Competition and request the Name, Address and Phone Number of the Club Effective Speaking Chairperson.

- A) To help promote the Contest, the Chairperson should:
1. Attend Zone Advisory Meetings
  2. Contact, and visit if possible, all the Clubs within the District.
  3. Visit Clubs who have not participated or contributed to the Contest in the past and suggest that a good way to become involved is to host a Zone, Region or District Contest
  4. Make a special effort to visit any newly Chartered Clubs.
  5. Try to encourage Clubs to promote students in both English and French Categories of the Contest.
  6. Enlist the aid of all District Officers to speak on behalf of Effective Speaking during their Club visits.
  7. Suggest the Clubs contact area schools and advise them of the Contest.
- B) To help promote the Club, Zone, Regional and District Contests, the following forms should be made available.

CLUB COMPETITION

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Judges' Scoring Sheets | 4. Registration Form             |
| 2. Timers' Scoring Sheets | 5. Judges Standard of Evaluation |
| 3. Rules & Regulations    | 6. Various Information Sheets    |

ZONE OR REGION COMPETITION

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| 1. Judges' Scoring Sheets        | 6. Timers' Sheets                   |
| 2. Rules for Briefing Judges     | 7. Registration Forms               |
| 3. Rules for Briefing Speakers   | 8. Tellers Record Sheets            |
| 4. Judges Standard of Evaluation | 9. Impromptu Topics                 |
| 5. Job Description Sheets        | 10. Effective Speaking Certificates |

Chairperson's Summary Sheet listing winners and Lions who assisted in the Speak off and other pertinent information

DISTRICT COMPETITION

Send all the forms, as noted above, to the Chairperson of the Club who will be hosting the Speaking Contest well in advance, as to allow him to properly prepare for the District Speak-Off. The District Chairperson and the Host Club Chairperson should visit the Contest Site, to check out the facility to ensure that all requirements are met.

- C) The following incidentals, plus the forms listed above, are also needed for running the Speak-Offs:
- Stick-on Nametags
  - Stop watches
  - Note Pads for Judges
  - Numbers for Contestants
  - Notepaper of one colour for use of Speakers
  - Pencils and erasers for Judges, Tellers and Contestants
  - Envelopes
  - Impromptu Topics
  - Gifts for Judges
  - Lunch arrangements

INFORMATION SHEET FOR CLUB CHAIRPERSON

TO: Club Effective Speaking Chairperson:

I would like to take this opportunity to congratulate you on your appointment to Chairperson this very important Club project. Please find enclosed the following information:

- |                            |                              |
|----------------------------|------------------------------|
| Judges' Scoring Sheets     | Registration Form            |
| Timers' Scoring Sheets     | Judges Standard of Criticism |
| Rules & Regulations        | Various Information Sheets   |
| Rules for Briefing Judges  | Tellers' Record Sheet        |
| Rules for Briefing Speaker | Job Description Sheets       |

**CLUB CONTESTS**

1. Read the Rules and Regulations of the Multiple District "A" Effective Speaking Contest.
2. Arrange a date and time with your President to hold your Club's Effective Speaking Contest.
3. Contact your high schools for contestants early in the Lions year and make copies of The Contest Rules & Regulations available to them.
4. Arrange to have your Club Contest over no later than February 15<sup>th</sup>. and send the Contest results to your District Chairperson.
5. Encourage both English and French Speaking Contestants to enter the Contest.
6. Arrange for three people to judge the contest for each division (Junior, Intermediate, Senior English, Junior, Intermediate, Senior French).
7. Rules & Regulations, Judges Standard of Evaluation and Score Sheets should be sent out to the Judges 3 or 4 days in advance of your Club Contest.
8. Encourage Contestants families, friends, Lions and spouses to attend the Contest to hear the speakers. Speakers perform better before an audience.
9. Prepared & Impromptu Speeches have time limits (see Rules & Regulations).
10. The District Chairpersons will advise of the dates for the Zone, Region, District and Multiple District "A" Contests.
11. No entry fee will be charged for speakers at the Zone, Region, District or Multiple District "A" levels. Club donations are requested.

**AWARDS FOR CONTESTANTS**

CLUBS	Contest Winner	\$	All others \$
ZONE	Contest Winner	\$	All others \$
REGION	Contest Winner	\$	All others \$
DISTRICT	Contest Winner	\$	All others \$
MULTIPLE DISTRICT "A"	1 <sup>st</sup>	\$	Plus Keeper Trophy
	2 <sup>nd</sup>	\$	Plus Keeper Trophy
	3 <sup>rd</sup>	\$	Plus Keeper Trophy

- NOTE: - Prizes should be awarded to the winners in each division within each category at the Club, Zone, Region, District and Multiple District "A" levels.
- Your District Chairperson is available to assist you with your Club competition. Don't hesitate to call on him/her for information.

## EFFECTIVE SPEAKING CONTEST      MULTIPLE DISTRICT "A"      CONCOURS ORATOIRE

### REQUIREMENTS TO SPONSOR ZONE, REGION, DISTRICT OR MULTIPLE DISTRICT "A" CONTEST

CONTEST:    ZONE \_\_\_\_\_    REGION \_\_\_\_\_    DISTRICT \_\_\_\_\_    MULTIPLE DISTRICT "A" \_\_\_\_\_

The Lions Clubs may use the following criteria to help with sponsoring a Region, District or Multiple District "A" Effective Speaking Contest.

#### Multiple District "A" Contest

- Hotel or motel to accommodate all contestants and guests in one location. (70-80 rooms may be used as a guide).
- Hall or School (Secondary preferred) with a minimum of 6 rooms plus cafeteria and/or foyer
- Rooms should be able to hold 20-30 people
- Require minimum of 30 Judges, 15 English category and 15 French category.
- Provide gifts for Judges (approx. \$ 20- \$ 25 each)
- Judges cannot be a member of a Lions or Lioness Club.
- Provide light luncheon for all participants.
- Provide centre to hold Banquet and final competition. Banquet facilities should be suitable for 220-230 people, and minimizing the outside interference and noise to provide a quiet environment for the speakers.
- Provide a facility to accommodate Sunday morning meeting of committee. (approx. 20-30 people)
- Provide a Hospitality Room on both the Friday and Saturday for the Contestants, families Lions and guests.

#### District Contest

- Hall or School (Secondary preferred) with a minimum of 5 rooms plus cafeteria and/or foyer
- Rooms should be able to hold 20-30 people
- Require minimum of 15 Judges for English Category
- Require minimum of 15 Judges for French Category (if applicable)
- Provide light luncheon for all participants.
- Provide gifts for Judges (approx. \$10-15 ea.)
- 31 Lions to act as :Room Chairperson (6) Door Security(6) Timers (6)
- Escorts (6) Tellers(3) Holding Room (1) Impromptu Room (1) Registration (2)

Judges cannot be a member of a Lions or Lioness Club of the District in which the Contest is being held.

#### Zone/Region Contest

- A large room able to accommodate 100 people
- Provide a separate room for Impromptu Speech preparation
- Require minimum of 3 Judges for English Category
- Require minimum of 3 Judges for French Category (if applicable)
- Provide gifts for Judges (approx. \$10-15 ea.)
- 9 Lions to act as: Room Chairperson (1) Door Security (2) Tellers (2)
- Timers (1) Escorts (2) Registration (1)

Judges cannot be a member of a Lions or Lioness Club of the Region in which the Contest is being held.

ANNOUNCEMENT OF SPEAK OFF DATES  
DATES DES FINALES DU CONCOURS ORATOIRE

TO:            Effective Speaking Chairperson of  
AU:            President du Concours Oratoire du Club

\_\_\_\_\_

Region Speak-Off \_\_\_\_\_ will be held at: \_\_\_\_\_  
Finale de la Région            aura lieu a:            (Town or City / Ville ou Cite)

ON: \_\_\_\_\_ AT: \_\_\_\_\_ a.m./ p.m.  
LE: (DD/MM/YY) (JJ/MM/AA)    A:            (Hour/Heure)

LOCATION \_\_\_\_\_  
(Name of building / Street) (Nom de la bâtisse / Rue)

.....

Speak-Off of District \_\_\_\_\_ will be held at: \_\_\_\_\_  
Finale de la District            aura lieu a:            (Town or Cite / Ville ou Cite)

ON: \_\_\_\_\_ AT: \_\_\_\_\_ a.m./p.m.  
LE: (DD/MM/YY) (JJ/MM/AA)    A:            (Hour/Heure)

LOCATION \_\_\_\_\_  
(Name of building / Street) (Nom de la bâtisse / Rue)

.....

MULTIPLE DISTRICT "A"    The Effective Speaking Final Contest is always held the First weekend in  
May in each year.  
Les Finales du Concours Oratoire ont toujours lieu le premier samedi de mai de chaque  
année.

.....

**IMPORTANT**

Speakers - Supervisors - Judges - Tellers - Timers - All Officials  
must be at \_\_\_\_\_ NO LATER THAN \_\_\_\_\_ a.m./p.m.

Les Orateurs - Surveillants - Pointeurs - Minuteurs et Autres Officiels  
doivent être a: \_\_\_\_\_ pas plus tard que \_\_\_\_\_ Heure

All the above Officials will be briefed by the District Chairperson.

Tous les Officiels ci-dessus recevront leurs instructions du President.

Clubs sponsoring Contestants are responsible for cost of transportation to place of Speak-Off.

Les Club présentant des concurrent ou concurrentes seront responsables de leur transport au  
site de la finale et de leur retour.

Speak-off Dates should be arranged well in advance so as to allow the Speakers time to make  
the necessary arrangements to attend the competition.

Orateurs ne prennent pas d'autre engagement. Il serait sage d'utiliser le Bulletin du

Gouverneur pour informer les Lions de cet important projet du District.

District \_\_\_\_\_

**Registration Form for Speakers**

**Formulaire d'enregistrement pour Orateurs**

CONTEST LEVEL: CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MULTIPLE  
DISTRICT "A" \_\_\_\_\_

Jr. English \_\_\_\_\_ Jr. French \_\_\_\_\_ Int. Eng. \_\_\_\_\_ Int. French \_\_\_\_\_ Sr. Eng. \_\_\_\_\_ Sr. Fr. \_\_\_\_\_

(Indicate by an X) (Indiquer par un X)

---

<b>Speaker's Number</b>	<b>Speaker's Name</b>	<b>Speaker's School</b>	<b>Sponsoring Club</b>
<b>Numéro de l'orateur</b>	<b>Nom de l'orateur</b>	<b>Ecole de l'orateur</b>	<b>Club Parrain</b>

---

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

---

Date

---

Registration Chairperson

PEOPLE INVOLVED IN SPEAK-OFF

(Please fill in names of people involved in Speak-Off.)

.....

.....

ENGLISH JUDGES

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

FRENCH JUDGES

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

Registration: \_\_\_\_\_

\_\_\_\_\_

Tellers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Room \_\_\_\_\_

Chairperson \_\_\_\_\_

Escorts \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Timers \_\_\_\_\_

\_\_\_\_\_

Impromptu \_\_\_\_\_

Room \_\_\_\_\_

\_\_\_\_\_

Holding Room \_\_\_\_\_

\_\_\_\_\_

Door \_\_\_\_\_

Supervisors \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Lions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Host Club: \_\_\_\_\_

Chairperson \_\_\_\_\_

President \_\_\_\_\_

\_\_\_\_\_ Effective Speaking Chairperson

\_\_\_\_\_ Date

REGISTRATION CHAIRPERSON DUTIES

CONTEST:

CLUB \_\_\_\_ ZONE \_\_\_\_ REGION \_\_\_\_ DISTRICT \_\_\_\_ MULTIPLE DISTRICT "A"

\_\_\_\_\_

(Indicate by an X)

(Indiquer par un X)

.....

1. Greet all Contestants and guests as they arrive.
2. Provide nametags for all guests, excluding Contestants and ask them to wear the tag to all functions (Multiple District "A" only).
3. Provide special or different nametags for Judges (District and Multiple District "A" only).
4. Have Registration Forms completed, indicating Contestant's Name, School and Sponsoring Lions/Lioness Club.
5. Advise the Contestants of where they will be speaking, and any other pertinent information they may require.
6. Turn over completed Registration Forms to the Contest Chairperson.

Annex 007

**ROOM CHAIRPERSON DUTIES****CONTEST:**

CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MULTIPLE DISTRICTA \_\_\_\_\_

JR. ENGLISH _____	INTERMED. ENGLISH _____	SR. ENGLISH _____
JR. FRENCH _____	INTERMED. FRENCH _____	SR. FRENCH _____

- 
1. Start on time and maintain order in the room.
  2. Chairperson to introduce him/herself.
  3. Welcome speakers, judges, timer and guests.
  4. Make sure lectern and water glasses are available for speakers.
  5. Seat Speakers in numerical order in front of the room.
  6. Request that all pagers and cell phones be turned off for the contest.
  7. Ensure Judges and Timers have the proper sheets and are ready to begin.
  8. *Briefly* explain the order of speakers, and explain that contestants will be identified by number only. The number cards are to be collected at the end of this session.
  9. Announce when and if there will be breaks.
  10. Ensure that the Judges and Timer are positioned at the back of the room separate and apart, allowing no communication between them.
  11. Ensure contestants are made aware of where the Timer and Judges are located in the room.
  12. Refer to each speaker by number only, and introduce them by their number (i.e. Speaker # 1, Speaker # 2, Speaker # 3 etc.)
  13. Make no reference to, or remarks, about any speaker or the material used.
  14. No more than one minute should be used to introduce the speaker.
  15. Ask the judges to raise their arm when they have finished scoring and are ready to proceed to the next speaker.
  16. After speaker # has delivered their prepared speech, allow the first speakers to leave the room to prepare for their Impromptu Speech.
  17. For the Impromptu Speeches: read the Contestant's Number and the Speech Topic chosen, open the envelope and hand the contents to the Speaker.
  18. After the scoring and tallying has been completed for the final speaker, instruct the Judges and Timer to place their score sheets in the folder. Collect all these file folders, including the stopwatch. Deliver them directly to the Contest Chairperson.
  19. Allow guests to leave the room only between speakers.
  20. Allow no discussion between the Judges or Timers re their scoring of the contestants after the sheets and files have been picked up.

**IMPROMPTU ROOM CHAIRPERSON DUTIES**

CONTEST:

CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MULTIPLE DISTRICTA \_\_\_\_\_

1. Obtain a list of topics and other pertinent material required to operate the Impromptu Preparation Room from the Multiple District "A" Coordinator.
2. Allow each speaker to draw a topic from the group of twenty, on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this subject.
3. After selecting the subject, the contestant will be allowed 15 Minutes for preparation for their Speech. At the 12- minute point and the 14 Minute point, give Warning.
4. Selected topics must be returned to the draw as to allow the full range of choices for all contestants.
5. At the end of the 15- minute period, take the pencils away from the contestants and allow a further 5 minute study period; after which the contestant's notes will be placed in a sealed envelope.
6. Make sure the contestants have their Number and their Impromptu Topic on the outside of the envelope.
7. Hand the envelope containing the Impromptu Speech notes to the Escort and then the speaker will be accompanied back to the Speaking and/or Holding Room.
8. Provide pencils and blank paper for the contestant to write their Speech.
9. Allow no reference materials or aids in the Preparation Room. (i. e. French/English Dictionaries, Thesaurus, etc.)
10. Ensure that there is no communication between the contestants in the Preparation Room.
11. Record times on sheets provided and turn over to the Contest Chairperson when complete

TIMER'S DUTIES**CONTEST LEVEL:**

CLUB \_\_\_\_\_ ZONE \_\_\_\_\_ REGION \_\_\_\_\_ DISTRICT \_\_\_\_\_ MULTIPLE DISTRICTA \_\_\_\_\_

1. Sit near the back of the room in a clearly visible location.
2. A stopwatch will be provided for the Timer.
3. Use only the Timing Sheets provided to record the times of each speaker, in Minutes and in Seconds, e.g. 5 m, 35 s.
4. For the Prepared Speeches: Juniors the Timer shall stand at the end of 3 minutes and once recognized by the speaker, sit down. At the end of 5 minutes, stand and remain standing until the speaker has finished (No Impromptu Speeches for Juniors)

For the Prepared Speeches: Intermediates and Seniors the Timer shall stand at the end of 5 minutes and once recognized by the speaker, sit down. At the end of 7 minutes, stand and remain standing until the speaker has finished.

5. For Impromptu Speeches: the Timer shall stand at the end of 2 minutes and once recognized by the speaker, sit down. At the end of 3 minutes, stand and remain standing until the speaker has finished.
6. Indicate using an 'X' beside the Speaker Number if the speaker is too short or over-time
7. Record the times for all speakers and when the speeches are finished, turn the tally sheets over to the Room Chairperson.

**TELLERS' DUTIES****CONTEST LEVEL:**

CLUB \_\_\_\_ ZONE \_\_\_\_ REGION \_\_\_\_ DISTRICT \_\_\_\_ MULTIPLE DISTRICTA \_\_\_\_

JR.ENGLISH	_____	INTERMED. ENGLISH	_____	SR. ENGLISH	_____
JR.FRENCH	_____	INTERMED.FRENCH	_____	SR. FRENCH	_____

.....

1. Check the judges' totals for each speaker.
2. Each speaker's total should be checked by a minimum of 3 different people.
3. Record and then deduct the time penalties on the Judges' Score Sheet, if any, for each Contestant.
4. Record the Contestants Scores on the Tellers Record Sheet and designate the 1st, 2nd, and 3rd place Winners.
5. Teller Chairperson to give the results, plus all scoring sheets and files to the Contest Chairperson.

**DOOR SECURITY DUTIES**

1. Ensure water and glasses are available for the Speakers and the Judges in the room before the guests arrive.
2. The doors to the Speaking Room shall be monitored at all times by a Lion to prevent attending guests from moving in and out of the room while speeches are in progress. (*Security will be inside speakers' room*).
3. Open the door at the end of a Contestant's speech, to allow guests to come and go, and close it again when the next speaker is ready to begin.
4. Ensure no discussion takes place in the doorway while the Contest is in progress.

**ESCORT DUTIES**

**CONTEST LEVEL**

CLUB \_\_\_ ZONE \_\_\_ REGION \_\_\_ DISTRICT \_\_\_ MULTIPLE DISTRICT "A" \_\_\_\_\_

JR. ENGLISH \_\_\_\_\_ INTERMED. ENGLISH \_\_\_\_\_ SR. ENGLISH \_\_\_\_\_  
JR. FRENCH \_\_\_\_\_ INTERMED. FRENCH \_\_\_\_\_ SR. FRENCH \_\_\_\_\_

.....

1. Accompany each contestant to and from the Impromptu Preparation Room and/or Holding Room.
2. Allow the contestants to go to the washrooms if they wish. You may wait outside the door.
3. Ensure that the contestants have no communication with guests, friends, family or other contestants while in the Escort's control.
4. Take the Impromptu Speech Envelope from the Room Chairperson and accompany the contestant to the Holding Room. If there is no holding room, take the speaker back to the Speaking Room.
5. Hand envelope to Room Chairperson.
6. Take the speaker to the Speaker's room and wait for the Door Security Chairperson to open the door between the speeches in that room.
7. Do not discuss the topic of their speech with the contestants.

**HOLDING ROOM CHAIRPERSON DUTIES**

**CONTEST LEVEL:**

CLUB \_\_\_\_ ZONE \_\_\_\_ REGION \_\_\_\_ DISTRICT \_\_\_\_ MULTIPLE DISTRICT "A" \_\_\_\_

.....

1. After the contestants have prepared their Impromptu Speech, they will be taken to a Holding room where they will wait until they are called to the Speaking Room to deliver their Speech.
2. Ensure that the contestants have no communication with each other regarding the Contest or their chosen topics.
3. The speakers may relax and maintain a quiet level of noise in the Holding Room. Some may wish to work on their speech and much respect must be shown for each contestant.
4. Ensure that the contestant has no access to the sealed Impromptu Speech envelope.
5. Retain the sealed envelope containing the Impromptu speech, and hand it to the Escort when the contestant leaves the Holding Room.

## BRIEFING THE JUDGES

1. Instruct the Judges in the use of the scoring sheets and the Judges Standards of Evaluation. (Attached)
2. Point out that there are six (6) separate contests and make sure they are marking their sheets accordingly, judging: ENGLISH SENIOR, ENGLISH INTERMEDIATE, ENGLISH JUNIOR, FRENCH SENIOR and FRENCH INTERMEDIATE OR FRENCH JUNIOR.
3. Do not sign the sheet. Judges will be identified as Judge A, Judge B, Judge C, etc. only.
4. Each Contestant will be known by number only and will be introduced at the conclusion of the Contest.
5. Judges may be identified with special numbers and /or nametags.
6. Junior Speakers will be required to give a Prepared Speech from 3-5 minutes; Impromptu Speeches are not required.
7. Speakers in the Intermediate and Senior categories will be required to give a Prepared Speech from 5 to 7 minutes in length, followed by an impromptu Speech 2 to 3 minutes in length.
8. Speakers may speak on Religion and Politics in generalities, but must not make a pitch for one specific religion or political party.
9. Speakers will be giving their Prepared Speech first, and then return to give an Impromptu Speech. Contestants may use a speaker's stand, lectern or microphone if they wish with no penalty.
10. Props or aids e.g. uniforms, equipment, etc. shall not be used. The use of "mime" or pauses exceeding 10 seconds during the presentations shall cause the contestant to receive a lower score.
11. Notes may be used in both the Prepared and Impromptu speeches, but too much reading will also result in low marks being given.
12. At the end of each speech, judges will add Contestants' points and then signify to the Chairperson by raising their hand when finished and ready to proceed to the next speaker.
13. Judges will be given approximately 2 to 3 minutes between speakers in which to mark their scores.
14. Impromptu Topics will be read out before the Speaker begins. Judges should mark accordingly as to whether the speaker is speaking on the announced topic.
15. Do not give any two speakers the same score. Do not have two or more contestants with the same marks. No ties. Please make a decision and give a score to all speakers: no zeros please, and no half points.

16. For any infraction of the rules, no disqualification shall take place; however, the Judges will score the Contestant low on points so as not to allow them to win.
17. The prepared speech is worth a total of 100 points and the Impromptu Speech is worth 50 points. Make sure judges do not give more points than allotted. Total should not exceed 150 points.
18. Point out that the Judges are responsible for determining if the material and the methods used in the speeches meet the acceptable standards of the Contest Rules.
19. Judges need not worry about deducting time penalties or placing of the speakers. This will be done by Tellers after the Judges' Sheets and Timers' Sheet have been picked up.
20. Fill in all marks on the Judges' Sheet – not just the total. Judges may wish to write down the topics on the note pad along with the Speaker's number for reference.
21. Ensure student's number matches the number on the Judges Scoring Sheet.
22. The decision of the Judges is final.
23. Do not discuss or communicate with other judges until all contestants have finished speaking and judging is finalized.
24. Do not act as an adjudicator at the end of the Contest with parents, friends, contestants, etc.
25. Judges should disqualify themselves and advise the Room Chairperson immediately if they know any of the competitors.
26. Point out that pencils with erasers, and note pads on which to make notes will be supplied. However, their notes should be strictly confidential.

## INSTRUCTIONS POUR LES JUGES

1. Instruire les juges de la façon d'utiliser les feuilles de marquage et les normes de critique (ci-inclus).
2. Précisez qu'il y a six (6) concours séparés et assurez-vous qu'ils marquent leurs feuilles en conséquence jugeant: ANGLAIS SECONDAIRE, ANGLAIS INTERMÉDIAIRE, ANGLAIS CYLCE MOYEN, FRANÇAIS SECONDAIRE, FRANÇAIS INTERMÉDIAIRE OU FRANÇAIS CYCLE MOYEN.
3. Ne signez pas la feuille, les juges seront identifiés comme Juge A, Juge C, etc. seulement.
4. Les concurrents seront identifiés par un numéro seulement et seront présentés à la fin du concours.
5. Les juges peuvent être identifiés avec un numéro spécial ou une étiquette gommée avec leur nom.
6. Les orateurs du cycle moyen seront exigés à prononcer un discours préparé d'une durée de 3 à 5 minutes. Un discours impromptu n'est pas requis.
7. Les orateurs dans les catégories intermédiaires et secondaires seront exigés à donner un discours d'une durée de 5 à 7 minutes, suivi d'un discours impromptu d'une durée de 2 à 3 minutes.
8. Les orateurs peuvent choisir de parler au sujet de la religion et de la politique en général, mais ne doivent pas faire un lancement pour une religion ou un parti politique spécifique.
9. Les orateurs donneront leur discours préparé d'abord, et retourneront ensuite pour prononcer leur discours impromptu. Les concurrents peuvent utiliser le lutrin ou le microphone d'un haut-parleur s'ils désirent, sans pénalité.
10. Des appuis ou aides (props), (C.-à-d. uniformes, équipement, etc....) ne sont pas permis. L'utilisation du mime ou des pauses dépassant 10 secondes pendant les présentations causeront le concurrent à recevoir moins des points plus bas.
11. Des notes peuvent être utilisées dans les discours préparés et impromptus, mais trop de lecture de ces notes accorderont des points plus bas.
12. À la fin de chaque discours, les juges additionneront les points du concurrent et en levant la main, aviseront le président qu'ils ont fini, et sont prêt à passer au prochain orateur.
13. Les juges auront de 2 à 3 minutes entre chaque orateur pour compter leurs points.
14. Le sujet des thèmes impromptus sera lu avant que l'orateur commence. Les juges devront noter les points en considérant si l'orateur parle du thème annoncé.

## INSTRUCTIONS POUR LES JUGES

15. N'accordez pas à deux orateurs quelconques les mêmes points. N'ayez pas deux ou plus de concurrents avec les mêmes notes. Aucuns points égaux. Veuillez prendre une décision et donnez des points à tous les orateurs ; aucune zéro, et aucun demi-point.
16. Aucune disqualification aura lieu pour n'importe quelle infraction des règles, cependant, les juges marqueront les concurrents avec des points bas pour ne pas leur permettre de gagner.
17. La valeur du discours préparé est de 100 points et celle du discours impromptu est de 50 points. Assurez-vous que les juges ne donnent pas plus de points qu'attribués. Le total ne devrait pas excéder 150 points.
18. Précisez que les juges sont responsables de déterminer si le matériel et les méthodes utilisés dans les discours répondent aux normes acceptables des règles du concours.
19. Les juges n'ont pas à s'inquiéter de déduire des pénalités de temps ou du placement des orateurs. Ceci sera fait par les caissiers suivant la recueille des feuilles des juges et des minuteurs.
20. Complétez tout les points sur la feuille des juges – pas simplement le total. Les juges peuvent écrire les thèmes sur un carnet avec le numéro comme point de référence.
21. Assurez-vous que le numéro de l'étudiant correspond au numéro sur la feuille des juges.
22. La décision des juges est finale.
23. Ne discutez pas et ne communiquez pas avec les autres juges jusqu'à ce que tous les concurrents aient fini de parler et qu'une décision ait été prise.
24. N'agissez pas en tant qu'arbitre à la fin du concours avec les parents, les amis, les concurrents, etc.
25. Les juges devraient se disqualifier et aviser le président de la chambre immédiatement s'ils ne connaissent aucun des concurrents.
26. Précisez que des crayons avec gomme à effacer et des calepins seront fournis pour la prise de notes. Cependant, leurs notes devraient être strictement confidentielles.

## JUDGE'S STANDARD OF EVALUATION

### MATERIAL - 40

### MARKS

SELECTION OF SUBJECT - Is the subject one of general interest or was poor judgement shown in the selection of a topic? How would you evaluate it for timeliness? For the occasion? .....	10
ORGANIZATION OF MATERIAL - Is a definite plan discernible? Does the speech seem to be well-knit, leading from point to point.....	10
INTEREST - Does the speaker get the interest of the audience with his or her first sentence and HOLD it - or does interest seem to lag.....	10
ENGLISH OR FRENCH - Is the vocabulary of the language chosen (a) Excellent? (b) Mediocre? (c) Poor.....	10

### DELIVERY - 40

CHANGE IN RATE - Does the speaker show CHANGE in the rate at which he or she is speaking? Variation in rate gives life to a speech.....	5
CHANGE IN PITCH - Does the speaker show CHANGE in pitch? Are the voice qualities pleasant to the ears or harsh and/or grating.....	5
CHANGE IN VOLUME - Does the speaker show CHANGE in volume from a whisper to considerable volume?....	5
EYE CONTACT - Does the speaker look right into the eyes of his or her listeners? Does the speaker look as though he or she actually sees the audience or has the speaker got a faraway look? Does he or she, during the speech, look at all sections of the audience? .....	5
GESTURES Mechanical or natural? .....	5
POSTURE Is the speaker's posture positive while delivering the speech? .....	5
ENUNCIATION AND PRONUNCIATION - Is the enunciation clear and distinct or is the speaker careless in this regard?.....	5
FLUENCY - Does the speaker speak easily and naturally without hesitation ? .....	5

### GENERAL EFFECTS - 20

GENERAL EFFECT OF SPEECH ON THE AUDIENCE - Consider here both the material and the delivery. How effective is the speaker in securing and holding the attention of the audience? Was the speech convincing?....20

### IMPROMPTU SPEECH - 50

Material - Understanding/knowledge.....	20
Delivery - Presentation (flow).....	30
To be judged in general, according to the same division of marks as noted above.....	50

**TOTAL POINTS**.....150.

NOTE: For any infraction of the rules, no actual disqualification shall take place; however, the Judges will score the Contestant low on points so as not to allow him/her to win.

Annex 009

EFFECTIVE SPEAKING CONTEST MULTIPLE DISTRICT "A" CONCOURS ORATOIRE  
**NORMES A SUIVRE PAR LES JUGES POUR LEUR EVALUATION**

<b><u>FOND DU DISCOURS – 40</u></b>	<b><u>POINT</u></b>
CHOIS DU SUJET – Est-il d'intérêt général ou a-t-on fait preuve d'un manque de jugement En le choisissant ? Est-il un sujet d'occasion?	10
AGENCEMENT DU FOND – Y a-t-il un plan d'ensemble ? Semble-t-il que le discours est bien préparé et que ses parties s'enchaînent l'une a l'autre?	10
INTERET – Est-ce que celui ou celle qui parle capte l'intérêt de l'assistance des sa première phrase ? Cet intérêt est-il maintenu ou diminue-t-il? 10	
LANGUE ANGLAISE OU FRANCAISE – Le vocabulaire de langue choisi est-il (a) excellent? (b) médiocre? ou (c) pauvre?	10
<b><u>DEBIT – 40</u></b>	
CHANGEMENT DU DEBIT – Est-ce que celui ou celle qui parle change le degré de vitesse de son débit pour donner plus de vie à son discours?	5
CHANGEMENT DE TON – Est-ce que celui ou celle qui parle change de ton? Sa voix est-elle plaisante à entendre ? Ou est-elle rauque et éraillée?	5
CHANGEMENT DU VOLUME DE LA VOIX – Est-ce celui ou celle qui parle hausse sa voix considérablement pour terminer par un murmure?	5
LES REGARDS – Est-ce que celui ou celle qui parle regarde l'assistance les yeux dans les yeux ? Semble-t-il qu'il ou qu'elle voit l'assistance ou son regard est-il dans le vague? Regarde-t-il ou regarde-t-elle dans tous les coins de la salle?	5
GESTES - Sont-ils mécaniques ou naturels?	5
MAINTIEN – Est-ce que celui ou celle qui parle a une posture naturelle? Est-ce qu'il ou qu'elle donne l'impression d'être sur le bout de ses pieds pour tenter de faire absorber un message vital.	5
ENONCIATION ET PRONONCIATION – Est-ce que celui ou celle qui parle énonce bien et clairement ou y-a-t-il de la négligence de sa part à ce sujet?	5
FACILITE D'EXPRESSION – Est-ce que celui ou celle qui parle s'exprime aisément et naturellement et sans hésitation?	5
<b><u>EFFETS GENERAL</u></b>	
EFFET GENERAL DU DISCOURS SUR L'ASSISTANCE – A considérer le fond du sujet comme le débit du discours. Est-ce que celui ou celle qui parle a réussi à conserver l'attention de l'assistance? Son discours a-t-il été convaincant?	20
<b><u>DISCOURS IMPROVISE</u></b>	
L'évaluer dans son ensemble en considérant les diverses conditions mentionnées ci-dessus.	<u>50</u>
<b><u>TOTAL DES POINTS</u></b>	<b>150</b>

**NOTE :** Une infraction aux Règles ne peut entraîner une disqualification. Toutefois, les juges verront à donner moins de points au concurrent ou à la concurrente coupable de l'infraction pour qu'il ou qu'elle ne puisse gagner. Annex 009.1

**Judge's Scoring Sheet (insert here)**

(8 ½ x 14)- Sheet 1 or 8 ½ x 11 – Sheet 2

Annex 0010

BRIEFING THE SPEAKERS

1. Contestants will draw numbers for speaking position and will be known only by that number until the conclusion of the Contest.
2. Speakers will be required to give a prepared speech from 3 to 5 minutes in length for Juniors and 5 to 7 minutes in length for Intermediate and Seniors. Intermediate and Senior speakers will be required to prepare and deliver an Impromptu Speech of 2 to 3 minutes in length.
3. Speakers will be penalized (1) one point for every 15 seconds or portion thereof over and under the time limits.
4. Each speaker will draw a topic from the group of preselected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and they must speak on this subject.
5. Selected topics will be returned to the draw as to allow the full range of choices for all contestants.
6. After selecting the subject, the contestant will be allowed 15 minutes to prepare his/her speech. They will be given a warning at the 12 minute and 14 minute mark.
7. At the end of the 15 minute period, pencils will be removed and a further 5 minute study period will be given, after which the contestant's notes will be placed in a sealed envelope.
8. Contestants will be required to write their number and impromptu topic on the outside of the envelope and hand to the Room Chairperson who will read out the topic chosen and give the written notes to the speaker for reference.
9. The timer will caution the speakers of the amount of time elapsed as follows:
  - a.) **Prepared Speech** – Timer shall stand at the end of 5 minutes until recognized and then sit down. At the end of 7 minutes, timer will stand and remain standing until the speaker has finished.
  - b.) For **Juniors**, the timer will stand at 3 minutes, then sit down and then stand and remain standing at 5 minutes.
  - c.) **Impromptu Speech** – Timer shall stand at the end of 2 minutes until recognized and then sit down. At the end of 3 minutes, timer will stand and remain standing until the speaker has finished.
10. Contestants may use a speaker's stand, lectern or microphone, if one is available with no penalties, however, they may not use any props, aids or mime.
11. Notes may be used in presenting both speeches, but too much reading will result in low marks being given.
12. Speakers may speak on religion and politics in generalities only and must not make a specific pitch for them.
13. Judges will be instructed that with any infraction of the rules, the contestants are to be marked low.

INSTRUCTIONS POUR LES ORATEURS

1. Les concurrents devront tirer au hasard un numéro pour déterminer l'ordre du déroulement et ils seront identifiés seulement par ce numéro jusqu'à la fin du concours.
2. Les orateurs du cycle moyen seront exigés de prononcer un discours préparé d'une durée de 3 à 5 minutes. Les orateurs dans les catégories intermédiaires et secondaires seront exigés de donner un discours d'une durée de 5 à 7 minutes, suivi d'un discours impromptu d'une durée de 2 à 3 minutes.
3. Les orateurs seront pénalisés 1 point pour chaque 15 secondes en partie du dessous ou dépassant de 15 secondes les limites de temps.
4. Chaque orateur devra tirer à l'écart un thème parmi un groupe choisi par les directeurs du concours pour préparer leur discours impromptu. Si le premier choix est refusé, l'orateur peut tirer une deuxième fois et ce sujet sera final.
5. Le thème choisi sera remis dans le groupe de sujets à fin d'accorder à tous les concurrents une gamme entière des choix.
6. Les concurrents auront 15 minutes pour préparer leur discours après avoir choisi leur sujet. Ils seront avisés d'une mise en garde à l'expiration de 12 minutes et de 14 minutes.
7. A la fin d'une période de 15 minutes les crayons seront enlevés et une période supplémentaire de 5 minutes sera accordée. Les notes de chaque concurrent seront placées dans une enveloppe cachetée.
8. Les concurrents devront inscrire leur numéro, et le thème de leur discours impromptu sur l'enveloppe et la remettre au contrôleur de la chambre qui annoncera le thème du sujet impromptu et remettra les notes à l'orateur pour référence.
9. Le minuteur avisera les concurrents du montant de temps écoulé de cette façon:
  - a.) **Discours préparé** – Au bout de 5 minutes, le minuteur se lèvera jusqu'à ce qu'il soit reconnu, ensuite se rassoira. Au bout de 7 minutes, le minuteur se lèvera et restera debout jusqu'à ce que l'orateur ait terminé.
  - b.) Dans le cas **des concurrents au cycle moyen**, le minuteur se lèvera au bout de 3 minutes, ensuite se rassoira. Au bout de 5 minutes, il se lèvera de nouveau et restera debout.
  - c.) **Discours impromptus** – Au bout de 2 minutes, le minuteur se lèvera jusqu'à ce qu'il soit reconnu, ensuite, se rassoira. Au bout de 3 minutes, le minuteur se lèvera et restera debout jusqu'à ce que l'orateur ait terminé.
10. Les concurrents peuvent utiliser une estrade, lutrin ou un microphone si ceux-ci sont disponibles, sans pénalité cependant, des appuis ou aides (props), c.-à-d. uniformes, équipement, etc....) ou des mimes ne sont pas permis.
11. Des notes peuvent être utilisées dans les discours préparés et impromptus, mais trop de lecture de ces notes résultera à la remise de points plus bas.
12. Les orateurs peuvent choisir de parler au sujet de la religion et de la politique en général, mais ne doivent pas faire un lancement pour une religion ou un parti politique spécifique.
13. Aucune disqualification aura lieu pour n'importe qu'elle infraction des règles, cependant, les juges seront avisés de noter les concurrents avec des points bas.

**TIMERS SHEET**

Prepared Speech: Junior Speech should be 3 to 5 minutes in length  
 Intermediate and Senior Speech should be 5 to 7 minutes in length

1. Timer will stand at end of 5 minutes until Speaker recognizes (*Timer. Jr. 3 Min*)
2. Timer will then sit down.
3. Timer will stand again at 7 minutes (*Jr. 5 minutes*) and remain standing until Speaker is finished.

Impromptu Speech: Speech should be 2 to 3 minutes in length

1. Timer will stand at end of 2 minutes until the Speaker recognizes Timer.
2. Timer will then sit down.
3. Timer will stand again at 3 minutes and remain standing until the Speaker is finished.

Penalties:

Speakers will be penalized (1) point for every 15 seconds or portion thereof for being under time or overtime.

NOTE:

1. Record the times for both the Prepared and Impromptu Speeches.
2. Record time in minutes and seconds (e.g. 5 m 35 s; 3 m 10s)
3. Room Chairperson will collect Timers Sheets.
4. Time Penalties to be calculated by Teller Only

-----  
 JR. FRENCH \_\_\_\_\_ INTERMED. FRENCH \_\_\_\_\_ SR. FRENCH \_\_\_\_\_  
 JR. ENGLISH \_\_\_\_\_ INTERMED. ENGLISH \_\_\_\_\_ SR. ENGLISH \_\_\_\_\_

<u>TIME</u> <u>PREPARED    IMPROMPTU    PENALTY</u> Speaker	<u>TIME</u> <u>PREPARED    IMPROMPTU    PENALTY</u> Speaker
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____
11. _____	11. _____
12. _____	12. _____
13. _____	13. _____
14. _____	14. _____

\_\_\_\_\_  
 Signature of Timer

\_\_\_\_\_  
 Date

**TELLERS SCORING SHEET**

1. Calculate the necessary time penalty and deduct same; deduct 1 point for every 15 seconds or portion thereof under or over time.
2. Tally the totals and designate Place earned by speakers on each Judges Sheet --1st, 2nd, 3rd, 4th, etc.
3. Transfer Place earned from all Judges Sheets to Tellers Record Sheet. The Speaker earning the majority of first place points is the winner.

Example of Judge Sheet below:

Speaker's Number	1	2	3	4	5	6	7	8	9	10	11
Net Score – Total of:	99	110	120	125	128	130	135	137	123	98	140
<u>Prepared &amp; Impromptu</u>											
Place Earned	10	9	8	6	5	4	3	2	7	11	1
<u>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.</u>											

**2nd PHASE OF JUDGING**

If there is NO speaker with a majority of first place points, the Tellers will total the place points and the speaker with the lowest total is the winner. Example:

Judge	Speaker # 1	Speaker # 2	Speaker # 3	Speaker # 4
A	3	1	4	2
B	2	2	4	3
C	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Total	6	5	11	9

Winner: 1st Place-Speaker #2 2nd Place-Speaker #1 3rd Place-Speaker #4 4th Place-Speaker #3

**3rd PHASE OF JUDGING**

Judge	Speaker # 1	Speaker # 2	Speaker # 3	Speaker # 4
A	3	2	1	2
B	2	1	3	4
C	<u>1</u>	<u>3</u>	<u>4</u>	<u>2</u>
Total	6	6	8	8

You will note that no speaker has a majority of First Place points which in this case, with 3 Judges, would be 2 first place points needed.

2nd Phase Judging would then be brought in and the Speaker with the lowest point total would be the winner, but note that 2 speakers are tied with the same low score of 6. To decide the winning speaker, use the 3rd phase judging which is: Add the Total Net Score of all 3 Judges in this case for Speaker #1 and #2 and the highest point total will be first place and the other 2nd.

Example:	Judge	Speaker #1	Speaker #2	Speaker #3	Speaker #4
Net Score	A	130	132	124	122
	B		131	133	123
	C	<u>129</u>	<u>128</u>	<u>126</u>	<u>124</u>
Total		390	393	373	371

Speaker #2 with a total of 393 points will be the Winner and Speaker #1, with 390 points would be 2nd Place. If Speaker #1 and #2 were still tied, then give each Speaker another Impromptu Speech to break the tie.

**NOTE:** 3rd Phase is often needed in Contests, so the Chairperson should make sure he understands the correct way of declaring Winners and should assist Tellers and check before declaring winners.

Annex 0013

**TELLER'S RECORD SHEET - FEUILLE DU POINTEUR**

CONTEST LEVEL: CLUB \_\_\_\_ ZONE \_\_\_\_ REGION \_\_\_\_ DISTRICT \_\_\_\_ MULTIPLE DISTRICT "A" \_\_\_\_  
 .....

Junior \_\_\_\_\_ Intermediate \_\_\_\_\_ Senior \_\_\_\_\_  
 English \_\_\_\_\_ French \_\_\_\_\_ English \_\_\_\_\_ French \_\_\_\_\_  
 (Indicate by an X) (Indiquer par un X)

Speaker/ Orateur		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Judge/ Juge	A															
	B															
	C															
	D															
	E															
	F															
	G															
	H															
	I															
	J															
	K															
<b>TOTAL</b>																

1st Place Speaker #      Name \_\_\_\_\_  
 Orateur en 1<sup>e</sup> place \_\_\_\_      Nom \_\_\_\_\_  
    Club \_\_\_\_\_

2nd Place Speaker #      Name \_\_\_\_\_  
 Orateur en 2<sup>e</sup> place \_\_\_\_      Nom \_\_\_\_\_  
    Club \_\_\_\_\_

3rd Place Speaker #      Name \_\_\_\_\_  
 Orateur en 3<sup>e</sup> place \_\_\_\_      Nom \_\_\_\_\_  
    Club \_\_\_\_\_

NOTE: Attach all Judges Sheets to this Record Sheet and return to Chairperson.  
 Attache les feuilles des juges a cette feuille de compilation et remet le tout au Président.

\_\_\_\_\_      \_\_\_\_\_  
 Teller      Date

**IMPROMPTU SPEECH INFORMATION SHEET**

**Senior and Intermediate Only**

Each Contestant shall be required to give an Impromptu Speech at least 2 minutes in length, but not exceeding 3 minutes.

All topics that are drawn will be concealed when the Contestants are making their choices.

Each speaker will select a topic from the group of pre-selected subjects on which to prepare their Impromptu Speech. If they wish to refuse their first choice, they may draw a second time, which will be final and the contestant must speak on this subject.

Immediately after selecting the subject, the Contestant will be allowed 15 minutes to prepare his/her speech. The Contestant will be given a warning at the 12 minute and 14 minute mark.

At the end of the 15 minute period, pencils will be removed and a further 5 minute study period will be given, after which the Contestant's notes will be placed in a sealed envelope.

The Contestant needs to be sure that their Number, their Impromptu Topic and their Category are on the outside of the envelope.

The envelope containing the Impromptu Speech notes will be handed to the Room Chairperson, who will read out the topic chosen and give the written notes to the speaker for reference.

No communication regarding their chosen topics will be permitted during the course of the competition.

**IMPROMPTU TOPIC FORM**

THE TOPIC OF MY IMPROMPTU SPEECH IS:

---

TO THE CONTESTANT

It is important that you fill in the above. This paper will be handed to the Room Chairperson. He will read out loud the Topic so that the Judges know immediately what you will be speaking on.

AU CONCURRENT OU A LA CONCURRENTTE

Il est important que vous écriviez le sujet de votre discours improvisé ci-dessus. Remettez cette feuille au Président de la réunion pour qu'il l'annonce à voix bien haute et de sorte que les juges sachent immédiatement le sujet dont vous allez parler.

---

----- Tear Here -----

**IMPROMPTU TOPIC FORM**

THE TOPIC OF MY IMPROMPTU SPEECH IS:

---

TO THE CONTESTANT

It is important that you fill in the above. This paper will be handed to the Room Chairperson. He will read out loud the Topic so that the Judges know immediately what you will be speaking on.

AU CONCURRENT OU A LA CONCURRENTTE

Il est important que vous écriviez le sujet de votre discours improvisé ci-dessus. Remettez cette feuille au Président de la réunion pour qu'il l'annonce à voix bien haute et de sorte que les juges sachent immédiatement le sujet dont vous allez parler.



**WINNING CONTESTANTS ENTRY FORM**

PLEASE PRINT

.....

District No. \_\_\_\_\_ District Chairperson's Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: Home ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_

.....

FIRST JUNIOR WINNER (English) NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_  
 Topic of Prepared Speech: \_\_\_\_\_

.....

FIRST JUNIOR WINNER (French) NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_  
 Topic of Prepared Speech: \_\_\_\_\_

.....

FIRST INTERMED. WINNER (English) NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_  
 Topic of Prepared Speech: \_\_\_\_\_

.....

FIRST INTERMED. WINNER (French) NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_  
 Topic of Prepared Speech: \_\_\_\_\_

.....

FIRST SR. WINNER (English) NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_  
 Topic of Prepared Speech: \_\_\_\_\_

.....

FIRST SR. WINNER (French) NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_  
 Topic of Prepared Speech: \_\_\_\_\_

.....

NOTE: The Chairperson should advise the winning contestants that the Multiple District "A" Contest will be held the first weekend in May and that they should make arrangements to get to the competition.

**This Entry Form should be sent to the Multiple District "A" Coordinator immediately following the District Contest.**





**MULTIPLE DISTRICT "A" CONVENTION INFORMATION**

TO: District Effective Speaking Chairperson

Please inform your District Competition Winners that if they should win the Multiple District "A" Contest, they are expected to attend the Multiple District "A" Convention in \_\_\_\_\_ and take part in the Program on Friday, \_\_\_\_\_.

**CONVENTION ARRANGEMENTS**

1. At the conclusion of the Multiple District "A" Finals, a copy of each of the winning Contestants' Prepared Speech will be required for translation into English and/or French respectively. It must be received immediately so that it can be translated and copied for the Convention.
2. The Multiple District "A" Coordinator will act as Host for the Winners during the Convention. Contestants must be accompanied by a Parent or Guardian.
3. Winners will be expected to deliver their Prepared Speech to the Delegates at the Convention. Speakers will be advised of the time and place.
4. Travel arrangements for the Contestants to and from the Multiple District "A" Convention should be made by the Lions Club or District the Contestant(s) are representing. The Multiple District "A" Coordinator will reimburse the travel expenses.
5. The Multiple District "A" Coordinator will reserve 6 rooms for the Contestants with 2 double beds - one room for each contestant. The Multiple District "A" Coordinator will pick up the expenses for the six rooms for one or two nights as required. The Multiple District "A" Coordinator will look after the reservations for the Contestants only. Parents may share the rooms.
6. If the Contestant wishes to remain for additional days during the Convention, arrangements will have to be made through the Multiple District "A" Coordinator by the sponsoring Club or District Chairperson.
7. The Speakers, after checking in at their hotel, should contact the Multiple District "A" Coordinator as soon as possible, and leave information where they can be reached.
8. Money for meals will be given to the winners by the Multiple District "A" Coordinator, upon checking into the hotel.
9. The District Chairperson and/or the Host Club is responsible for seeing that all arrangements to have the Contestants at the Convention have been made and that the Multiple District "A" Coordinator is informed of such.

**EVENING PROGRAM FOR MULTIPLE DISTRICT "A" FINAL**

1. Introduction and words of welcome
2. Give brief description of the Contest
3. Announce the Winners in each category who will be speaking.
4. Dinner
5. Introduce the Head Table Guests and special guests.
6. Invite local dignitaries to speak.
7. Call on the First Place Winners to speak.
8. Multiple District "A" Contest Coordinator to introduce all the speakers and give a brief summary about them, including the school they attend, their interests and the District they represent.  
Present the Certificates.
9. Multiple District "A" Contest Coordinator to present trophies and cash prizes.
10. Closing Remarks by Contest Coordinator.

**HOSTING THE MULTIPLE DISTRICT "A" FINAL CONTEST****- MULTIPLE DISTRICT "A" HOST CLUB -****RECEPTION COMMITTEE**

1. Reception Desk should be open early on the Friday afternoon (approx. 3:00-4:00 p.m.), to receive registrations and greet the guests as they arrive. The Registration Desk should be accessible either in or near the hotel lobby.
2. It is recommended that a bilingual member be on the reception desk where possible.
3. Present each registrant with an information package containing meal tickets, nametags, maps, program, and other pertinent Contest materials at the time of registration.
4. Ask the guests to wear their nametags to all the functions.
5. Have someone attending the Registration Desk until all contestants have checked in. (approx. 8:00 p.m.)
6. Open the Registration Desk at the Contest Centre on the Saturday morning to accommodate late arrivals.
7. Have extra banquet tickets available for purchase if requested.
8. Have extra Effective Speaking Buttons available for Sale.

**RESERVATIONS - BILLETS COMMITTEE**

1. Provide a facility to accommodate all the contestants and guests in one location; 70 -80 rooms may be used as a guide.
2. Reservation forms complete with Hotel information, including room costs, and other pertinent information, should be sent to each District Chairperson, one month in advance of the Multiple District "A" Contest.
3. Have reservations previously assigned to Contestants and guests prior to Registration.
4. Make every effort to accommodate any special requests for rooms.

**HOSTING THE MULTIPLE DISTRICT "A" FINAL CONTEST****- MULTIPLE DISTRICT "A" HOST CLUB-****HOSPITALITY**

1. Have available a reception room for the Host Club to greet the parents, guests, Lions and District Chairperson at the time of Registration.
2. If the Host Club wishes, at the time of Registration, provide a separate greeting room for Contestants.
3. Both rooms may be made available as Hospitality Rooms on the Saturday evening, after the Contest.
4. Some form of entertainment may be provided for the Friday evening.

**JUDGES COMMITTEE**

1. Request minimum of 30 volunteers to act as Judges, 15 for the English Category and 15 for the French Category. (*5 Judges for each of the six categories*)
2. It is suggested that a spare Judge be available for each of the two language categories.
3. It is suggested that no more than 3 or 4 Judges in each Category be teachers.
4. A broad range of professional careers should be represented in the selection of Judges.
5. Judges may not be a member of the Lions or Lioness Club sponsoring a Zone, Region, District or Multiple District "A" Contest. Judges cannot be a member of a Lions or Lioness Club of a Region or District to which the Region or District or Multiple District "A" Contest is being held.
6. Each Judge should be given a copy of the Rule Book, Standard of Evaluation, and Score Sheets at least three weeks prior to the Contest.
7. If possible, try to assemble the Judges at least one week before the Contest for a preliminary briefing on the rules and regulations.
8. Advise the Judges that they are required to Judge only in the morning.
9. Host Club to provide gifts for Judges (approx. \$20-25 ea).

**HOSTING THE MULTIPLE DISTRICT "A" FINAL CONTEST****- MULTIPLE DISTRICT "A" HOST CLUB -****CONTEST CENTRE**

1. A Secondary School is usually the best location for the Preliminary Contest.
2. Rooms that will be required include:
  - 1 Room for each of the six Categories
  - 1 Room for Impromptu Speech Preparation
  - 1 Room for briefing the Judges
  - 1 Room for briefing Contestants
  - 1 Room for holding Contestants before they write their Impromptu speech
  - 1 Room for holding Contestants after they write their Impromptu Speech
  - 1 Room for Contest Officials to meet(The Briefing Rooms may be used for dual purposes)
3. Foyer or Cafeteria for assembly of Contestants and Guests.
4. Foyer or Cafeteria for luncheon
5. Have Lions available to greet and direct Contestants and Guests to the appropriate speaking areas.
6. Equipment and Supplies required include:
  - Directional and Room Signs
  - Six (6) Stop Watches
  - Lecterns if requested
  - Pitchers of water and glasses for each room
  - Calculators for the Tellers - 4 required - one should have printout abilities

**HOSTING THE MULTIPLE DISTRICT "A" FINAL CONTEST****- MULTIPLE DISTRICT "A" HOST CLUB -****BANQUET COMMITTEE**

The following guidelines are suggested to assist the committee in setting up for the Banquet.

1. Arrange for a banquet facility to accommodate approximately 220 to 230 people and one that minimizes the outside interference and noise, to provide a quiet environment for the speakers.
2. Set up the Head Table to accommodate approximately 12 people.
3. No alcohol will be served during the course of the evening program.
4. Head Table guests should be advised that those invited to speak will be allowed 2 minutes on the program.
5. The Host Club Chairperson will consult with the Multiple District "A" Contest Coordinator to finalize the Agenda for the Evening Program.

**Suggested Head Table Seating**

Host Club President  
 MC for the Evening  
 Multiple District "A" Effective Speaking Coordinator  
 Governor of the Host District  
 Multiple District "A" Council Chair  
 Mayor  
 MPP  
 MP

**Suggested Program**

National Anthem  
 Toast to the Queen  
 Grace  
 Announcement of 6 Finalists  
 Dinner  
 Introduction of the Head Table Guests  
 Greetings from:  
     Club President  
     Mayor  
     MPP  
     MP  
     Governor of the Host District  
     Multiple District "A" Council Chair

**HOSTING THE MULTIPLE DISTRICT "A" FINAL CONTEST**

**- MULTIPLE DISTRICT "A" HOST CLUB -**

**PUBLICITY COMMITTEE**

1. Contact all local news media for coverage of the Contest.
2. With the assistance of the Contest Public Relations Chairperson, draft a Press Release for distribution. Include photographs if possible.
3. With the assistance of the Contest Public Relations Chairperson, prepare a release complete with photographs, to be forwarded to the Lions International Magazine and Multiple District "A" Opportunities for Youth Chairperson.
4. To offset some anticipated expenses for the Contest, contact local businesses and seek donations to provide advertising in the Program.
5. To help offset some of the anticipated expenses, the Host Club may wish to hold a raffle or draw during the evening banquet.
6. To help offset some of the anticipated expenses, the Host Club may wish to sell the specially designed Effective Speaking Buttons.

**INVENTORY OF EFFECTIVE SPEAKING MATERIALS**

District Chairperson \_\_\_\_\_ District \_\_\_\_\_

MATERIAL	BILINGUAL	FRENCH	ENGLISH
Effective Speaking Rule Booklets			
Posters			
Judges Scoring Sheets (8-1/2 x 14)			
District Contest Participation Certificate			
Guide to Effective Speaking Chairperson Duties			
District Chairperson's Report			
General Information Sheet for Club Chairpersons			
Requirements to Sponsor Region/District Contest			
List of People Involved in Contest			
Evening Program Agenda (two pages)			
Notification of Dates for Region/District Contests			
Entry for Contestants in Region/District Contest			
Registration Forms for Speakers			
Guide for Briefing Judges			
Judges Standard of Evaluation			
Guide for Briefing Speakers			
Timer's Sheet			
Impromptu Room Supervisor's Guide			
Impromptu Speech Information Sheet			
Impromptu Speech Topic Sheet			
Teller's Duty Sheets			
Teller's Record Sheets			
Contestant Entry Form for Multiple District "A" Finals			
Contestant Information Form			