

Rotary
District 9800



2020

Youth Public Speaking Competition



**Guideline and Templates
for Clubs on how to
establish a Youth Public
Speaking Competition**



Vocational Service: Youth Public Speaking Competition

Introduction

Vocational Service:

Through Vocational Service we:

1. *Serve Others by using our unique skills to address community needs*
2. *Empower others through training and skill development*
3. *Inspire Others to act with integrity by following Rotary's guiding principles.*

Establishing and/or participating in a public speaking competition enables Clubs to meet the second aspect of Vocational Service - **Empowering others through training and skill development.**

The following suggested guidelines on how to establish a **Youth Public Speaking Competition** is based on the successful WYNSPEAK model established in 2003. It can also be used as a basis for an adult public speaking competition.

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1. Summary

Background

- Rotarian Des O'Shanassy and Hoppers Crossing Rotary, with support from the Hoppers Crossing Apex Club, initiated the "Wyndham Youth Public Speaking Competition (Wynspeak)" in 2003.
- Wynspeak is still growing and developing. In 2019 it involved 38 schools in the Western Region of Melbourne and became a "District 9800 Endorsed Vocational Project."

Objectives

- Provide a vehicle for young people to grow their self-confidence, build their creativity, critical thinking, and leadership skills, via Public Speaking opportunities, as well as improve poise and professionalism.
- Assist students to develop and grow both personally and professionally by developing traits which are invaluable in everyday life.

WYNSPEAK Competition Overview

- **Competition structure:** includes time of year, age limits, number of students per school, time keeping and adjudication.
- **Main speech- 5 min:** Selected students from participating schools speak for 5 minutes on stage in front of an audience on a topic of their choice. Party political or Religious bias topics are to be avoided.
- **Short notice (2 min) Speeches:** Students give an impromptu 2-minute speech on a topic selected from 3 topics given to them.
- **Junior competition:** covers years 7-9 students.
- **Senior competition:** covers years 10-12 students.
- **Costs:** Total cost is typically around \$4000.00 for prize money and venue hire. Using school venues may minimize venue hire.
- **Fees:** Wynspeak is a free event- no fees.

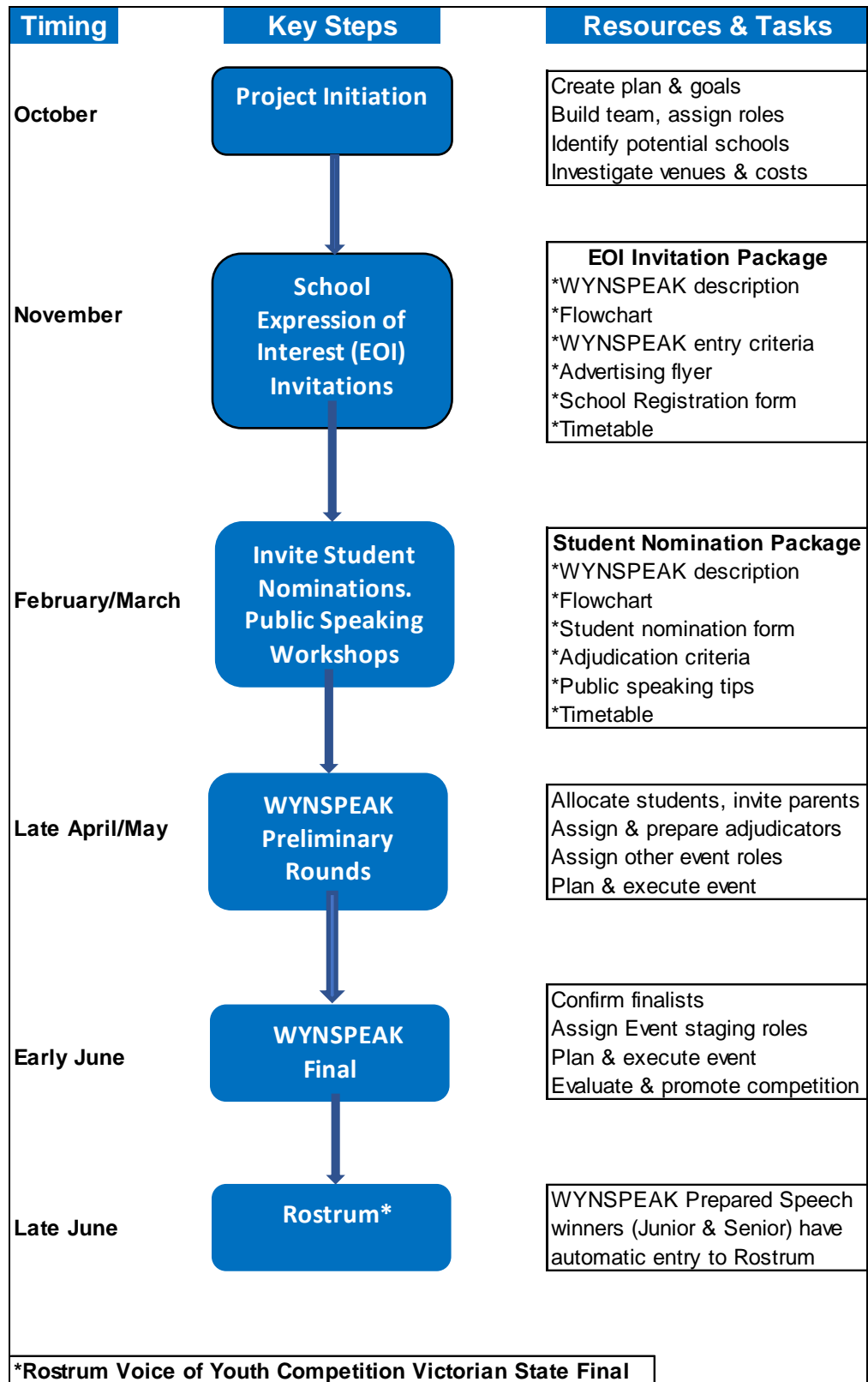
Key success factors

- Issue of "Expression of Interest (EOI)" Invitation Packages to Schools in November, and preparation of a schedule of Registered Schools before end of Term 4.
 - Sourcing of competing students (3-4 months prior to competition).
 - Student nomination forms (2-3 months prior to competition).
 - Professional relationship between Rotary and School contact person.
 - Up to seven juniors and seven seniors to present on each competition night.
 - Assigned roles for running a competition event.
 - Organising Committee.
-

Flowchart

Fig. 1 below shows the WYNSPEAK flowchart with key steps, anticipated timing, key resources and tasks.

Fig. 1: WYNSPEAK Flowchart



2. Project Initiation

Introduction

This section discusses some of the key aspects that should be considered by a Rotary Club prior to deciding to develop a Youth Public Speaking Competition.

Alternate Programs

There are currently two longstanding successful Rotary Youth Public Speaking Competitions in D9800, which indicate clubs should have little trouble in attracting school interest.

While these guidelines are based primarily on the WYNSPEAK model, the Ainger Peck Award Competition (referred to from time to time in this guideline), which uses a different model to WYNSPEAK, can also be used by Clubs as an alternate competition model.

- **WYNSPEAK** (commenced in 2003; focusses on the Western region of Melbourne).
 - Contact Des O'Shannassy, WYNSPEAK Ambassador, M: 0401 287 050).
- **Ainger Peck Award Competition** (commenced in 1990; invites schools from the greater Metropolitan area with a 3-student limit from any one school).
 - Contact Ben Hosking, Richmond RC, M: 0437 232 880.

To assist interested clubs to initiate a project, it is recommended that they consider contacting these Rotarians for advice and assistance.

Resources Required

Potential Organising Committee Roles:

- Chairperson
- Secretary
- Public Officer
- Treasurer/ Sponsorship Chair
- Prizes Procurement
- Adjudicators Coordinator
- Event MC Coordinator
- Schools Coordinator
- Public Speaking Workshop Organiser & Convenor
- Publicity & Promotions
- Volunteer Coordinator

Potential Partners:

- Cluster Rotary Clubs
 - Toastmasters: Rotary International and Toastmasters International have developed a Strategic Partnership.
 - Other: WYNSPEAK has been a 50:50 partnership between Hoppers Crossing RC and Apex.
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Potential Venues

- Council Venues: can be expensive to hire.
 - School Venues: many schools have suitable auditoriums or theatres with stage areas and adequate seating. Early discussions recommended.
 - Other potential options: community halls or churches. Hotels or Golf Clubs? (The Ainger Peck Award holds heats at Melbourne Girls' College and the Final at the Amora Riverwalk Hotel in Richmond).
-

Costs

- Major costs include prize money and venue hire.
 - Total costs are typically around \$4,000 depending on sponsorship obtained.
 - Wynspeak Prize Money:
 - Senior and Junior winners: \$400 each
 - Runners up: \$200 each
 - Heat Winners: \$50 each
 - Short notice competition heat winners: vouchers of approximately \$900 total value.
 - Total Estimate: **\$2150.**
 - **Fees:** No fees for students or Event attendees.
-

Potential Schools

- Preliminary Heats:**
- Up to 14 students/heat (seven juniors & seven seniors).
 - E.g. 3 schools with 4 students each or 7 schools with 2 students each.
- Overall Competition:**
- With multiple heats and one final, Wynspeak has grown from ~12 schools initially to 38 in 2020.
 - In 2019, 38 schools contested the Ainger Peck Public Speaking Awards.
- Potential School Lists:**
- Council Websites may provide useful lists of local schools.
-

Timing

Aim to complete Project Initiation Planning in October, in order that Expression of Interest (EOI) Invitations can be issued to schools in November, as discussed in next Section 3.0.

3. Expression of Interest (EOI) Invitation Packages for Schools

Introduction This section outlines “Expression of Interest (EOI) Invitation Packages,” to be issued to Schools in November, in order to prepare a schedule of “Registered Schools” before the end of Term 4.

Key Documents The “EOI Invitation Package” for schools generally comprises the following documents:

- WYNSPEAK Description
- WYNSPEAK Flowchart (refer Fig. 1)
- WYNSPEAK Entry Criteria
- WYNSPEAK Advertising Flyer
- School Registration form for WYNSPEAK Competition
- Timetable with venues for preliminary rounds and final. (This will generally be updated every year).

Template documents are provided below.

3.1 WYNSPEAK Description

Introduction

This document generally describes the WYNSPEAK Competition.



Organising Committee

- “The WYNSPEAK Committee” runs the competition, and is solely responsible for the competition, governing rules, adjudication and declaring of finalists and winners.
 - **Organising Committee:** Key partners are Rotary and Apex clubs of Hoppers Crossing with junior partners, the Rotary clubs of Caroline Springs, Melton and Altona City with support from Toastmasters International and Rostrum Victoria.
-

Eligible Students

- Students attending secondary schools in the Western Region of Melbourne.
 - Students of secondary school age and entered by local youth organisations or alternative schools in the Western Region of Melbourne.
-

Preliminary Rounds and Final

- Refer to enclosed timetable of proposed dates and venues for the preliminary rounds and final.
 - The final decision as to which schools participate in each round will be at the discretion of the WYNSPEAK Committee, subject to demand and order of entries.
 - Where possible students will be scheduled to compete in venues other than their own college.
-

Competition Sections

- **Junior Section:** School age corresponding to years 7-9.
 - **Senior Section:** School age corresponding to ages 10-12.
-

3.1 WYNSPEAK Description, Continued

No. of Student Entries

- Each school may enter two students in the Junior Section and two students in the Senior Section.
 - **Reserves:** It is recommended that all schools select reserve students who may be invited into a preliminary round at short notice.
-

Workshops

- Public Speaking workshops for students interested in participating in WYNSPEAK will be planned for selected host schools.
 - Venues, dates and times will be advised early in Term one next year.
-

Adjudication

- To be provided by appropriately experienced members of Apex, Rotary, and Toastmaster's Clubs.
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Certificates

- All competitors will receive a Certificate of Achievement as acknowledgement of their participation in WYNSPEAK.
-

Prizes for both Junior & Senior Competitions

- **Prepared Speeches:** Winners of Preliminary rounds receive a prize.
 - **Short Notice Speeches:** Winners of Preliminary rounds and the Final receive a prize.
 - **Finals:** Winners receive a cash prize and a trophy.
-

Perpetual Trophy

The school or sponsor organization for the winner of the prepared 5-minute speech competitions, in both the junior and senior sections, will be presented with a perpetual trophy to be held for a period of twelve months.


3.2 WYNSPEAK Entry Criteria

Introduction	This section outlines key entry criteria for the WYNSPEAK competition.
Competition Sections	<p>Section 1: Prepared Speech Competition</p> <ul style="list-style-type: none">• Students prepare a speech of five minutes duration on a topic of their choice.• Topics should not be of an offensive or divisive nature (e.g. Religious, political, life choices). If in doubt the nominated teacher may refer the topic to the WYNSPEAK Committee for clarification.• The prepared speech should be the student's own work and not be plagiarised from other sources. <p>Section 2: Short Speech Competition</p> <ul style="list-style-type: none">• Students prepare a short notice speech of two minutes duration, on a random topic, with the topic to be provided to the speaker on the night.• This will be a separate competition, and the results of this section will not impact on the prepared speech competition.• Structure of the speech should be similar to that of the 5-minute speech.• Preparation time will be only four minutes.
Rostrum Entry	<ul style="list-style-type: none">• Winners of the Junior and Senior sections of the WYNSPEAK Prepared Speech Competition will gain automatic entry into the Rostrum Voice of Youth Competition Victorian State Finals and will be expected to compete. This competition will be held in late June.• Personal contact details of the winning students (or his/her parents) will be sought at the conclusion of the WYNSPEAK Competition in order for Rostrum Victoria officials to contact the winning students and provide details of topics and dates for the Rostrum Voice of Youth Victorian State Final.
Student Details	<ul style="list-style-type: none">• Any student entering WYNSPEAK should be informed, before entering, that their image and voice may be used in publicising the WYNSPEAK competition via WYNSPEAK media or any other form of publicity for the WYNSPEAK competition.• The Expression of Interest Form will be accepted only on the basis that competing students have agreed that their images may be shown for WYNSPEAK marketing and information purposes only.

3.3 WYNSPEAK Advertising Flyer


Introduction

The current Flyer used for the WYNSPEAK Competition is shown below.





Commences APRIL 27th 2021

Wyndham Youth Public Speaking Competition



Rotary Club of Hoppers Crossing





THOMAS CARR COLLEGE
TARNHURST EST. 1997

Supported by Rotary Caroline Springs, Melton and Altona – assisted by Toastmasters International and Rostrum Vic

A GREAT OPPORTUNITY TO REPRESENT YOUR SCHOOL AND WIN CASH PRIZES

IF YOU LIKE TO MEET STUDENTS FROM OTHER SCHOOLS AND CAN PRODUCE A FIVE MINUTE TALK ON THE TOPIC OF YOUR CHOICE IN A STRUCTURED MANNER - THEN WYNSPEAK IS FOR YOU!!

YOU, TOO, CAN JOIN STUDENTS FROM 38 SCHOOLS THROUGHOUT THE WESTERN REGION AND GAIN GREAT EXPERIENCE IN THE SKILLS OF EFFECTIVE PUBLIC SPEAKING – SO IMPORTANT TO YOU IN THE YEARS AHEAD

Junior Competition for years 7-9 students and Senior Competition for years 10-12 students

Discuss now with your English Staff

3.4 School Registration for WYNSPEAK Competition

Introduction If your school would like to participate in the WYNSPEAK competition next year, please complete and return the form below **by 30 November**.

Return Mail Address:

The Secretary, Organising Committee
Wyndham Youth Public Speaking Competition (WYNSPEAK)
P.O. Box 1123 Hoppers Crossing
Hoppers Crossing VIC 3029.

OR

Scan and email to Schools WYNSPEAK Coordinator:

desoshanassy@hotmail.com

School Contact Details	
School Name	
School Principal	
School Phone No.	
School Address	

School WYNSPEAK Coordinators

The nominated **School WYNSPEAK Coordinator** will be the main liaison point for the WYNSPEAK organizing committee and will be regularly contacted in the lead up to the competition regarding:

- School workshops in public speaking.
 - General preparation and status of participating students.
 - **Coordinator Changes: Please inform us as soon as possible of contact details for the replacement Coordinator.**
-

School WYNSPEAK Coordinator	
• Mobile phone	
• Email address	
Alternate WYNSPEAK Coordinator	
• Alternate mobile	
• Alternate email	

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3.4 School Registration for WYNSPEAK Competition, Continued

Supplementary Questions These questions are designed to facilitate competition planning for Registered schools.

Supplementary Questions	Yes	No
Would your school be interested in participating in school-based public speaking workshops for students and teaching staff prior to the next WYNSPEAK competition?		
Would your school be willing to host such a workshop for your students and those of neighbouring schools?		
Would your school be willing to promote WYNSPEAK to its students? If so, please provide details below:		
Name and email contact of details for school Newsletter editor:		
Preferred venue for preliminary competition heat.		

3.5 Timetable Template

Introduction

The preliminary rounds of the competition will be held over a five-week period in April/May and the competition final will be held in June.

Round	Date	Venue
Round 1		
Round 2		
Round 3		
Round 4		
Round 5		
Round 6		
Round 7		
Round 8		
FINAL		

Start Times

- Competing students should be present at all venues by 6.00pm for briefing.
 - All preliminary rounds will commence by 6.30 pm sharp.
 - The Final commences at 7.00pm.
-

4. Student Nomination Packages

Introduction This section outlines “Student Nomination Packages,” to be issued to Schools in February, in order to obtain Student Nominations from registered schools.

Key Documents The “Student Nomination Package” for schools generally comprises the following documents:

- WYNSPEAK Description (refer Section 3.1).
- WYNSPEAK Flowchart (refer Fig. 1).
- Student Nomination Form (refer Section 4.1).
- WYNSPEAK Adjudication Criteria (refer Section 4.2).
- Public Speaking Tips (refer Section 4.3).
- Timetable with venues for preliminary rounds and final. (refer Section 3.5).

4.1 Student Nomination Form

Introduction

This form documents:

- Supplementary WYNSPEAK details not included in the WYNSPEAK Description in Section 3.1.
 - Student entry details required.
-

Supplementary Details

- WYNSPEAK aims to enable students to develop skills in English public speaking and speech preparation in a fun environment.
 - Eligible students, Junior and Senior Sections, Prizes and Trophies: refer to WYNSPEAK Description, Section 3.1.
 - **School Support for Students:** It is requested and encouraged that representatives of all schools attend preliminary competition rounds in support of their students, and in particular, attend the competition Final.
 - **Feedback Coaching:** This will be provided to all student competitors by Rostrum Victoria and Toastmasters at the end of each Preliminary Round.
 - **Student Entry to Sections 1 and 2:** Student competitors will be automatically entered into the preliminary rounds of Section 1 (5-min prepared speeches) and Section 2 (2-min short notice speeches) once schools submit their entry forms to the WYNSPEAK Committee.
 - **Reserves:** It is recommended Schools identify reserve students in case their nominated students withdraw from the competition.
 - **Working with Children:** All persons directly involved with the organization and interaction with students during the course of the WYNSPEAK competition will have current "Working With Children Cards."
 - **Images:** As outlined in "WYNSPEAK Entry Criteria" (Section 3.2), students will be photographed/videoed for purposes of competition promotion. Please sign to indicate that students have been informed and that permission has been granted.
-

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4.1 Student Nomination Form, Continued

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- Entry form** Please complete the entry details below and submit entry forms, **by 1 April**, to:
- Des O'Shanassy, Schools Liaison Officer, WYNSPEAK Committee:
 - Email: desoshanassy@hotmail.com
-

School Details School Name:

School Contact Teacher:

Mobile:

Email:

- No. of Students**
- Each school should nominate a maximum of four students, two students in each of the Junior and Senior sections of the competition.
 - Please type or print names.
-

Division	Student Name	Year Level
Junior (Years 7-9)		
Junior (Years 7-9)		
Senior (Years 10-12)		
Senior (Years 10-12)		

**Teachers
Signature (or
name if
submitted
electronically)**

4.2 Adjudication Criteria

Introduction There are separate adjudication criteria for Section 1 and Section 2.

Wyndham Youth Public Speaking Competition -2020	
Competition Adjudication Marking Sheet.	
Name Of Speaker: _____ School: _____	
Impact on the Intellect- (50%) they will consider:	
Information: _____	1 2 3 4 5 6 7 8 9 10
<i>Material: Accuracy, clarity, relevance, research</i>	
<i>Appeal: Imagination, originality, wit, illustrations</i>	
Structure: _____	1 2 3 4 5 6 7 8 9 10
<i>Arrangement: Introduction, body, conclusion</i>	
<i>Progression: Logic, cohesion, development, timing</i>	
Language: _____	1 2 3 4 5 6 7 8 9 10
<i>Vocabulary: Words, Originality</i>	
<i>Grammar: Sentence construction, Phrasing</i>	
<i>Word pictures: Descriptive language</i>	
Intention: _____	1 2 3 4 5 6 7 8 9 10
<i>Purpose of Speech</i>	
<i>Quantity and quality of research</i>	
Adjudicator's evaluation of the speaker's preparation and speaking skill: _____ / 10.	
IMPACT ON THE INTELLECT: /50	
Impact on the Emotions-(50%) they will consider:	
Visual Impact: _____	1 2 3 4 5 6 7 8 9 10
<i>Appearance, stance, body language</i>	
<i>Gesture, use of notes, stage movement</i>	
Vocal Impact: _____	1 2 3 4 5 6 7 8 9 10
<i>Clarity, audibility, pronunciation</i>	
<i>Vocal variety, pace, use of pauses</i>	
<i>Passion</i>	
Empathy with Audience: _____	1 2 3 4 5 6 7 8 9 10
<i>Engagement with Audience</i>	
<i>Eye contact</i>	
<i>Physical connection with audience</i>	
Affect on Audience: _____	1 2 3 4 5 6 7 8 9 10
<i>Enthusiasm, sincerity, personal emotion</i>	
<i>Did the audience feel the way the speaker intended? Entertained? Convinced? Motivated? Inspired? Was the audience left with a positive memory?</i>	
Adjudicator's evaluation of speaker's impact on the emotion of the audience. _____ / 10	
IMPACT ON THE EMOTION: /50	
Comments:	
TOTAL POINTS : /100	

4.2 Adjudication Criteria, Continued

Wyndham Youth Public Speaking Competition
Short Notice Competition Adjudication Marking Sheet.

Name of Speaker _____ School _____

Topic _____

Impact <ul style="list-style-type: none"> ➤ Information ➤ Structure ➤ Language ➤ Intent 		
Evaluation of speaker's preparation & speaking skills		
Emotion <ul style="list-style-type: none"> ➤ Visual ➤ Vocal ➤ Empathy with audience ➤ Effect on audience 		
Evaluation of speaker's emotional impact on the audience		
TOTAL SCORE (/20)		

4.3 Public Speaking Tips

Guidelines

These general briefing notes from the Rotary Ainger Peck Award may be of assistance.

- An audience cannot absorb the spoken word delivered at greater than 80-90 words per minute. This is SLOWER than normal speech.
 - An audience responds to effective delivery when they feel **personally addressed and involved** by speakers who convey enthusiasm for their topic, and their conviction that it is important and interesting, and whose delivery results in attracting undivided attention.
 - Maintaining eye-contact and using the full range of suitable gestures and voice to match the words and the message are essential ingredients. Above all they must be **themselves** rather than perform as actors. It is all about convincing an audience to listen, understand and remember the message.
 - In addition to content, speakers may use analogies, anecdotes, and the music of the language to illustrate and enhance delivery.
 - **Notes** (used discreetly) may be helpful. Remember notes regarding thought-starter headings. Thus, unless you can make it seem that you are not, do **not** work from a full script. Have your notes on **cards**- not larger than 20 * 15 cm and written on one side only. Use your notes as a memory jogger for points you want to make and deliver those points in a natural and unforced manner.
 - Do NOT read your speech in a droning monotone. Use light and shade.
 - Establish and maintain eye-contact with the audience while speaking.
 - **Plan** your presentation. Pay strict attention to the **opening** and **closing**- you need an attention-getting opening, and a very positive closing. Look for a more imaginative opening than "Hi, my name is so and so and the subject of my talk tonight is....."
 - Don't memorise a whole speech- rather use dot points on a card for spontaneity. If you memorise your speech, then forget a bit, you will grind to an embarrassing halt.
 - **Feel enthusiastic** about your topic- if you are enthusiastic, this transmits to your audience.
 - Remember that this is not a "*read your essay aloud*" competition, but a chance to speak directly to and engage an audience.
 - Draw "word pictures." Make an audience "SEE" what you are talking about, not just HEAR it.
-

Appendix 1: Event Management Roles

Introduction

Key roles for managing a Preliminary or Final round include:

- Student Liaison Officer
 - Student Badge Preparation
 - Registration Desk Supervisor
 - Auditorium Supervisor/Stage Manager
 - Canteen/Supper Supervisor
 - Publicity/Promotions Officer
 - Official Photographer
-

Key Tasks

Student Liaison Officer:

- Welcome students on arrival.
- Escort students to Student preparation room for briefing.
- Introduce the Adjudicators Coordinator, Wynspeak Chair and MC to all students.
- Provide an overview of proceedings to students and answer any questions raised by them.
- Organise/assist with student entry to auditorium and seating arrangements.
- Timely introduction of students onto stage from preparation area.
- Responsible for attachment of lapel microphones.
- Guide students with process for selection of "Short Notice" topics.
- Liaison with stage manager.

Student Badge Preparation:

- Liaison with Schools Coordinator/ preparation of student name badges.
- Distribution to Schools Coordinator prior to each round of competition.

Registration Desk Supervisor:

- Welcome students on arrival from 6.00pm for each round.
- Hand out student badges, and programs to the audience.
- Mark off the competitors list to ensure all students are present.
- Ensure all adjudicators are given adjudication packs on arrival.

Auditorium Supervisor/Stage Manager:

- Responsible for recruitment and roster of support volunteers for room preparation on each night of competition including seating, adjudicators table, equipment (bell, stopwatches etc.).
-

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Appendix 1: Event Management Roles, Continued

Key Tasks (continued)

Auditorium Supervisor/Stage Manager (continued):

- Oversees placement of stage area.
- Responsible for placement of Rotary/Apex banners & promotional material.
- Oversees placement of volunteers in and outside of building (toilets/external directional signage etc).
- Responsible for placement of timekeepers and related instructions.
- Responsible for placement of bell and stopwatches.
- To supervise running of the program for each competition night.

Canteen/Supper Supervisor:

- Responsible for Training in supper requirements (including service and acquisition of foodstuff/drinks).
- Liaison with Stage Manager re timing.
- Responsible for ensuring the adjudicators obtain supper in the adjudication de-brief area and taking pre-orders for beverages for the adjudicators prior to the start of each heat/final.

Publicity/Promotions Officer:

- Responsible for all publicity of the competition on social media and other agreed forms of advertising.
- Maintenance of Facebook page and future website.
- Development of future marketing opportunities.
- Liaison with host college regarding in school promotion of Final through college mechanisms for communication with staff, parents, and students.

Official Photographer:

- Responsible for all photography during preliminary rounds and Final.
 - Provision of all photographic records to Wynspeak Secretary or Chair to be filed in general Wynspeak photographic records by year.
-

Appendix 2: Competition Execution Roles

Introduction

Key roles for managing a Competition include:

- Briefing Room Supervisor
 - Timekeepers
 - Chief Adjudicator
 - Adjudicator's Coordinator
 - Competition Adjudicators
 - Student Feedback Coaches
-

Key Tasks

Briefing Room Supervisor:

- To work with Stage Manager to ensure students are shown to briefing room where they will receive instruction from MC, Adjudicators Representative and Senior Committee members regarding timing issues, seating arrangements, and rules of the competition.

Timekeepers:

- Sit at timekeepers table (suggest it be placed close to the stage).
- Ensure a bell and stopwatches are placed at the table.
- Ensure fairness by keeping all speakers to time.
- Work closely with the MC.
- For the 5-minute main speech provide a single warning bell at 4 minutes, two bells at 5 minutes, 3 sharply rung bells at 6 minutes if necessary.
- For the 2-minute speech provide a single warning bell after 1.5 minutes, two bells at 2 minutes and three sharply rung bells at 2.5 minutes if necessary.

Chief Adjudicator:

- Responsible for all matters relating to adjudication.
- Chief consultant to all adjudicators.
- Preparation and completion of scoring database/spreadsheet.
- Oversees feedback coaching process.

Adjudicator's Coordinator:

- Responsible for recruitment, preparation, and training of all adjudicators.
 - Preparation of adjudication sheets for all competition heats & the competition final, and distribution to the adjudication panels.
 - Calls on volunteers for adjudication duties at each of the competition heats & the competition final.
 - Confirms adjudicator volunteers 1 week prior to the heats/final.
 - Maintains a database/contacts list of all available adjudicators.
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Appendix 2: Competition Execution Roles, Continued

Key Tasks, continued

Adjudicator's Coordinator (continued):

- Responsible for recruitment of future adjudicators and associated training.
- Liaison with existing adjudicators and introduction to trainees for side by side shadowing adjudication experience prior to becoming an official adjudicator.
- Recommendations of trainees re suitability/preparedness of full adjudication responsibilities.
- To chair scoring discussions and collect scoresheets.
- To initiate /source any required training of adjudicators.
- To liaise with Secretary regarding selected adjudicators for purpose of official program in each round.
- Disseminate adjudication sheets to all adjudicators at each competition heat and final.
- Usher adjudicators to Adjudicators Room for scoring decision sessions.
- Assist the Student Liaison Officer in welcoming students and preparing them for competition.

Competition Adjudicators:

- Adjudication of allocated competition round/competition final using scoresheets provided.
- Meet with other adjudicators, Adjudicators Coordinator, and Chief Adjudicator at completion of nightly program for purpose of identifying winners of junior and senior competitions.
- Pass all scoresheets to Adjudicators Coordinator who will pass this information on to Wyncpeak Chair for announcements.

Student Feedback Coaches:

- To be available at completion of each round of competition to provide direct constructive assessment of the performances of each competing student prior to their departure.
 - To be available for adjudication duties in the event of an emergency.
-

Appendix 3: WYNSPEAK Program Committee Roles

Introduction

Key roles for the Program Committee include:

- Chairperson
 - Secretary/Public Officer
 - Treasurer/Sponsorship Chair
 - Prizes Procurement Officer
 - MC Coordinator
 - Schools Coordinator
 - Student Public Speaking Workshops Organiser
 - Workshops Convenor
 - Publicity/Promotions Officer
 - Volunteers Coordinator
-

Key Tasks

Chairperson (commonly a two-year term):

- Public Face of the Competition.
- Chairs all Committee meetings.
- Selection of dates for annual competition.
- Seeks volunteers for all WYNSPEAK roles.
- Works closely with Secretary regarding meeting agendas.
- Introductions at all Preliminary rounds and the Final.
- Ensures availability of "Short Notice" topics.
- To seek details from Schools Liaison Officer/Coordinator of all available students nominated by colleges for purpose of allocating into each round of competition (liaise with Secretary re official program).
- Announcement of winners of each round and the Final.
- Assisted by Secretary and Schools Liaison Officer/Coordinator in finalising invitations list for Final.

Secretary/Public Officer:

- Prepares & distributes agenda for all committee meetings.
 - Maintenance of Working with Children records.
 - Booking of selected meeting venues.
 - Writes minutes (laptop) at all meetings of the committee.
 - Prepares & distributes minutes of all committee meetings.
 - Works with President in planning dates for committee meetings and review meeting.
 - Assists with the coordination of the schedule for competition heats & the competition Final.
-

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Appendix 3: WYNSPEAK Program Committee Roles, Continued

Key Tasks, continued

Secretary/Public Officer (continued):

- Works with MC Coordinator and Adjudication Coordinator and Wynspeak Chair to seek details for Official Programs re nightly adjudicators, MC and list of students for each competition round.
- Prepares programs for the competition heats & the competition final. Ensures enough copies are available for each round- seeks volunteers for printing purposes.
- Assists with preparation of students' certificates for competition heats & the competition final- seeks volunteers for printing purposes.
- Assists with preparation/updating of all Wynspeak related documentation including Expression of Interest form and Student Nomination form.
- Filing of all photographic records.
- Assists Wynspeak Chair with a recorded database of invitees to the Final and sending out of invitations.
- Prepares book plates for competition final book prizes.
- Preparation & distribution of MC notes to nominated MCs and the Wynspeak Chair for competition heats and the competition final.
- **For Incorporated Entity only:** responsible for all reporting requirements under incorporation, and responsible for all insurance requirements.

Treasurer/Sponsorship Chair:

- Prepares budget for Wynspeak prior to Competition.
- Seeks sponsorship or grants.
- Responsible for all expenditure and income/banking.
- Sends financial summary to partner clubs at end of competition.
- Arranges cash prizes to winners (seek banking details for winners).

Prizes Procurement Officer:

- Contacts gifts suppliers (currently Persinality Trophies 6b 178 Duke St. Braybook) in April to seek quotation for trophies.
- Orders trophies for winners/runners up (refer sample order from previous year).
- Visits supplier to collect trophies.
- Liaises with Treasurer to check previous years pricing prior to seeking quotation.
- Initiates purchase of any other prizes in the competition (books etc.).
- Works with Treasurer to organize cash payments to winners.
- Coordinates engraving of shields and trophies post competition final for distribution to winners at a later date (generally school term 3).

Continued on next page

Appendix 3: WYNSPEAK Program Committee Roles, Continued

Key Tasks, continued

MC Coordinator:

- Responsible for retention of contact details for all MC's on a database.
- Responsible for monitoring "aged out" competitors in their final competition and to determine their interest in future MC role.
- Allocation of MC's for each round of competition.
- Communicate to Secretary the MC for each heat & competition final 1 week prior to the event for the purposes of program preparation.
- Recommendation to committee re MC for Final.

Schools Coordinator:

- Responsible for all direct communication with colleges, including applications from any new colleges.
- Responsible for maintaining an Excel database of all competing colleges.
- Recruitment of additional colleges in the event of withdrawals.
- Maintain a records database of all school teaching staff allocated as WYNSPEAK liaison contacts.
- Provision of guidance and training for school coordinators.
- Distribution of Expression of Interest forms/entry package in November each year and associated followup (due by end of term 4 each year).
- Distribution of student nomination forms in February and associated followup.
- Recruitment and selection of schools conducting student workshops and liaison /communication with those schools prior to workshop being held.
- Assistance to colleges regarding requirements for each workshop.
- Liaison with workshop convenors regarding dates and venues.
- Regular follow-up with school coordinators prior to the student entries RSVP date (usually end of term 1 each year).
- Assists Committee Chair/Secretary with allocation of students/round.
- Assists with preparation of each round of competition.
- Liaison with preliminary round host colleges regarding hosting issues.
- Responsible for allocation of student badges and direction of students on arrival.
- Procurement of student name badge holders ex Officeworks.
- Visits to Colleges on request for purpose of instruction to replacement allocated Staff Coordinators.
- Maintains records of past, current and future WYNSPEAK winner records.

Continued on next page

Appendix 3: WYNSPEAK Program Committee Roles, Continued

Key Tasks, continued

Schools Coordinator (continued):

- Coordinates distribution of winner trophies and winning school shield presentations at the conclusion of each year of competition.
- To advise of any changes (additions or withdrawals) of competitors for each competition or final, and to notify the relevant people accordingly (i.e. MC & Program Coordinator).

Student Public Speaking Workshops Organiser:

- Responsible for approaching selected colleges to host annual student public speaking workshops and informing all colleges in the competition of workshop dates.
- To attend all workshops and to answer any WYNSPEAK related questions from teaching staff and students following each workshop.

Workshop Convenor:

- To plan and run each workshop which shall be suitable for all students from years 7-12.
- To be generic in nature offering general tips on effective public speaking and not directed solely at WYNSPEAK participants.

Publicity/Promotions Officer:

- Responsible for all publicity of the competition on social media and other agreed forms of advertising.
- Maintenance of Facebook page and future website.
- Development of future marketing opportunities.
- Liaison with host college regarding in-school promotion of Final through college mechanisms for communication with staff, parents, and students.

Volunteers Coordinator:

- Responsible for seeking volunteers for all organizational roles for each round of WYNSPEAK and the final as per the following table.
- Assist Adjudicators Supervisor to seek volunteers for adjudication duties- refer sample duties roster below.

Continued on next page

Appendix 3: WYNSPEAK Program Committee Roles, Continued

Key Tasks,
continued

The table below is a sample duties roster template.

Round No. - Venue	Date	Requirements	Arrival time
Set up and pack up		Set up chairs, tables, prep room	5.00 pm
Student Liaison		Assist students on arrival and short notice preparation	5.30 pm
Supper preparation (2)		Assist at interval break/clean up	7.00 pm
Timekeepers		Main speech and short notice speech	6.00 pm
Bell ringer		Assist timekeeper	6.00 pm
Usher		Monitor movement in/out auditorium	5.00 pm
Rotary Paraphenalia		Rotary wheels/banner- place at entrance	5.00 pm
Apex Paraphenalia		Pull up banner and supper supplies	5.00 pm
Trainee adjudicator			6.00 pm

Appendix 4: Event Roster Template

Introduction

The template below may assist in recruiting people for an Event.

Date:		Venue:	
Role:	Name:	Mobile:	Email:
Student Liaison Officer			
Student badge prep.			
Registration desk			
Auditorium Supervisor/ Stage Manager			
Canteen/supper Supervisor			
Publicity & Promotions			
Photographer			
Briefing Room Supervisor			
Timekeeper 1			
Timekeeper 2			
Chief Adjudicator			
Adjudicator Coordinator			
Adjudicator 1			
Adjudicator 2			
Adjudicator 3			
Adjudicator 4			
Adjudicator 5			
Adjudicator - Trainee			
Student Feedback Coach 1			
Student Feedback Coach 2			

Appendix 5: WYNSPEAK Evolution- Summary

Introduction This is a summary of key events. Refer Des O'Shanassy for more details.

Year	Description of Key Events
2003	<p>Des O'Shanassy proposed, and Hoppers Crossing Rotary accepted, a plan to create a Youth Public Speaking Competition (WYNSPEAK) to assist young people in the Western Region of Melbourne.</p> <p>A successful Pilot Program was arranged between Thomas Carr Regional Catholic College and Westbourne Grammar, who both immediately supported the concept.</p> <p>The Hoppers Crossing Apex Club (which had relevant adjudication experience) was then recruited as a joint partner and remains an equal partner.</p>
2005	<p>The members of the Planning Committee visited other local colleges and promoted the concept of an annual competition to Principals and English Staff.</p> <p>The first official WYNSPEAK competition (for senior students only) commenced in May 2005 with 8 schools participating.</p>
2006-2008	<p>Professional adjudication support was sought, and Rostrum Victoria offered to run a series of workshops and joined the Planning Committee. In 2006 – 2007 the program was run with senior students only. In 2008, following approaches from a number of schools, a junior competition for years 7-9 students was successfully introduced.</p>
2008-2018	<p>The WYNSPEAK program grew from a dozen or so colleges initially to over 30 colleges/year covering areas including Geelong, Bacchus Marsh to Williamstown.</p>
2019-2020	<p>Caroline Springs Rotary joined the Planning Committee and additional preliminary rounds were organized in the Western Region.</p>
2021	<p>Following announcement of a Strategic Partnership between Rotary International and Toastmasters International, local Toastmaster Clubs are showing increasing interest in offering their services in adjudication support and feedback coaching.</p> <p>Also, Altona City Rotary is keen to extend WYNSPEAK by organizing a preliminary round at the Altona Civic Theatre.</p>
