



FACCS Regional and State Spelling Bee Manual

All changes from previous version in light blue.

FACCS is delighted to offer competitions for Member Elementary, Middle School, and High School and Homeschool Group students and individual homeschoolers. These competitions are designed for the purpose of allowing students to gain valuable experiences through the process of competition and evaluation. We want your young people to develop their talents and have a platform for their God-given abilities. Thank you for your help and support in achieving this goal.

Registration & Fees

- FACCS competitions are only open to students who are enrolled in a FACCS or IACCS Member School or Homeschool Group and individual homeschoolers.
- For Member Schools/Homeschool Groups, it is the school's/group's responsibility to register students for competition. Any registration received from a participant separate from the school registration will be declined.
- For individual homeschoolers, it is a parent's responsibility to register homeschoolers for competition. Any registration received from a homeschooler separate from a parent registration will be declined.
- Please follow all registration and entry deadlines. Due to scheduling and judging constraints, late registration entries may not be accepted.
- Fee structure will be determined by competition and membership status. Information regarding fees will be available at the time of registration.
- ALL fees must be paid before participants will be permitted to compete.

Conduct Code

- The conduct of any participant, school representative, parent, or spectator is expected to meet the standard of believers noted in I Timothy 4:12, *"Let no man despise thy youth. but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."*
- Polite, courteous actions toward others evidencing respect and Christian graces are expected at all times. Patience, kindness, and good sportsmanship will be the rule.
- Groups of students representing their school are also expected to evidence behavior befitting the testimony of their school and Savior. This is true regarding the hours of the competition and the hours of the awards ceremony.

Dress Code

- FACCS feels that participants should adhere to the highest standards of Christian testimony, competition and decorum. Therefore, participants are expected to dress appropriately and modestly for all levels of competition.

- Member School participants should dress within the dress code guidelines of the school represented. Homeschool students are expected to dress appropriately for each competition.
- Sloppy, immodest, or inappropriate dress will not be tolerated and may result in the disqualification of the participant from the competition.

Supervision

- It is the school's responsibility to provide adequate supervision for its participants at all times during any competition.
- A good ratio for adequate supervision is one (1) adult supervisor for every six (6) participants.
- Parents may be considered as supervisors; please be sure they are aware of all competition guidelines and expectations for supervision.

Competition Manuals

- Participants are to follow all of the guidelines as stated in this manual.
- There will be revisions from time to time in procedures and expectations. All schools, parent educators, coordinators, officials, and judges will be made aware of the manual version (see top of page) that will be used for each competition.
- Manuals for all FACCS competitions are available separately at www.FACCS.org

Competition Rulings

- All FACCS competition coordinators, officials, and judges are aware of competition rules and regulations and are empowered to make decisions as needed.
- Any/all rulings or decisions made by coordinators, officials, or judges are final.

Schedule

The FACCS Event Coordinator for your region will send specific information regarding event location and schedules after your registration is received for this event.

Questions

If you have any questions about the competition, please contact the individuals below for answers. Following this order will help you get the answers you need in a timely manner.

1. Your School Competition Coordinator - *call your school*
2. FACCS Event Coordinator - *call your school for the contact information*
3. FACCS Office of Program Services - *visit www.FACCS.org for contact information.*

Spelling Bee Guidelines

Purpose

- To improve and advance the skills associated with good spelling habits.
- To enhance student development of poise and communication under pressure.
- To expand student vocabulary and encourage accurate word usage and pronunciation.
- To provide an opportunity for students to meet and encourage students from other Christian schools and homeschoolers.

Description of Event

- Spelling bees will be held in a location designated by FACCS.
- Prior to the spelling bee, each school / homeschool group will conduct their own in-school bee to determine the top three spellers in each grade level.
- Schools and parent educators will be provided with practice spelling lists for the purpose of student preparation, but words used in the actual bee may or may not be from this list. This bee goes beyond mere memorization of list words.
- Participants will compete against students on their own grade level to determine the grade level winner at the FACCS Regional Spelling Bees.
- First through Fourth placements at the Regional Bees are invited to participate in the FACCS State Spelling Bee.

Eligibility of Contestants

- This competition is designed for students in grades 1 – 12 who are enrolled in a FACCS Member School or Homeschool Group and for individual pre-registered homeschoolers.
- Member School / Homeschool Groups
 - Each Member School/Homeschool group is permitted to enter up to four (4) participants per grade/division in the Regional Bee. (No more than 40 participants per school/group)
 - Member school participants must compete on the grade level in which they are enrolled in school.
- Homeschoolers
 - For the purpose of FACCS competitions, a homeschooler is one:
 - who is not enrolled full-time in any type of school (Christian, private, charter, public, online, or distance learning) for academic purposes,
 - whose parent or guardian has registered with the local school district home school education office, and
 - who is not enrolled in a FACCS Member School or Homeschool Group.
 - Homeschoolers are required to follow the registration and payment procedures, conduct code, dress code, supervision requirements, and eligibility for multiple-entry guidelines for each competition.

- The following age-based chart will be used to determine into which grade/division a homeschooler may enter in the Spelling Bee. An active school year runs from September 1st – July 1st:
 - **1st grade:** student is six (6) years old on Sept. 1 of the active school year.
 - **2nd grade:** student is seven (7) years old on Sept. 1 of the active school year.
 - **3rd grade:** student is eight (8) years old on Sept. 1 of the active school year.
 - **4th grade:** student is nine (9) years old on Sept. 1 of the active school year.
 - **5th grade:** student is ten (10) years old on Sept. 1 of the active school year.
 - **6th grade:** student is eleven (11) years old on Sept. 1 of the active school year.
 - **7th grade:** student is twelve (12) years old on Sept. 1 of the active school year.
 - **8th grade:** student is thirteen (13) years old on Sept. 1 of the active school year.
 - **9th/10th grade:** student is fourteen (14) or fifteen (15) years old on Sept. 1 of the active school year.
 - **11th/12th grade:** student is sixteen (16) or seventeen (17) years old on Sept. 1 of the active school year.
- For homeschoolers, a maximum of four (4) participants per grade level will be permitted to enter in each Regional Bee (4 per grade, per region) and are accepted on a *first come, first served* basis.

Awards

- FACCS Regional Bees
 - All participants will receive a participation certificate.
 - Ribbons will be awarded to those who place first, second, third, and fourth.
- FACCS State Bee
 - All participants will receive a participation certificate.
 - A trophy will be awarded to the participant who places first.
 - Ribbons will be awarded to those who place second and third.

Spelling Bee Event Procedure

- **Officials**
 - Officiating the Spelling Bee will be the **Bee Master, Head Judge, Hangman Judge, Roundkeeper, and Arbitrator**.
 - All five officials share responsibility for making decisions.

- **The FACCS Regional Spelling Bee will take place in two parts.**
 - The first part consists of a **preliminary Spell-off Bee** to determine ten (10) finalists per grade level. These bees will take place simultaneously in various rooms on the competition site. May be written tests.
 - Only the Spell-off Bee officials and participants are permitted in the Spell-off Bee room. No spectators are permitted in the Spell-off Bees.
 - The participants will randomly choose numbered cards. This card, or a sticker, will be worn by the participant and will determine the order in which participants compete. They will also be used for participant identification by the judging panel.
 - A practice round will be initiated by the Bee Master. The Bee Master will also entertain questions from the participants at this time. Only during the practice round may a student misspell a word and continue in the bee.
 - Based on the total number of participants entered in any grade, the Regional/Event Coordinators may choose to bypass the Spell-off Bee and place all participants into the final bee.
 - The second part will consist of the **Final Spelling Bee**. At this point the ten (10) finalists per grade level will compete to determine grade level placements. This event will take place one grade level at a time.
 - Spectators are permitted to observe the Final Spelling Bee.
 - The participants will randomly choose numbered cards. This card will be worn about the neck and will determine the order in which students compete. They will also be used for participant identification by the judging panel.

- **The FACCS State Spelling Bee** will not include a preliminary Spell-off Bee. All qualifiers will participate in the Final Spelling Bee format at this final level.

- **The Official Dictionary** of the FACCS Spelling Bee is the *American Heritage® Dictionary of the English Language, 4th Edition*. This dictionary will serve as the final authority for word spelling and pronunciation.
 - If a word has two or more accepted spellings, the spelling listed first will be accepted as correct.
 - Some words on the list may not appear directly in the dictionary (plurals, possessives, etc.). Accepted rules for these words will apply.
 - Words shall be pronounced according to the diacritical markings in the official dictionary, from which the Bee Master shall select the definition or definitions that he gives.

- The Bee Master may give a fuller explanation of the meaning of the word to supplement the dictionary definition or definitions quoted.
- He may also give the part of speech as well as alternative sentences, if needed.

Spelling Procedure

- **The Bee Master will pronounce the word.**
- **The participant are to follow the SAY-SPELL-SAY format:**
 - **SAY - pronounce the word before beginning to spell.**
 - This is to ensure that the student has heard the correct word. If the participant pronounces the word improperly, the Bee Master will continue to repeat the word until the participant properly repeats the word.
 - **The participant may ask for any pronunciation, meaning, or sentence to be repeated for clarification before beginning to spell.** If a participant takes undue advantage of this rule (wastes time), he/she will be advised by the Bee Master.
 - **After asking for helps, the participant must say the word one final time before beginning to spell.**
 - **SPELL - spell the word orally.**
 - participants will not be allowed to write the word **using pen/pencil** before **or while in the process of** spelling it orally.
 - **look at the Bee Master** when spelling the word.
 - **speak clearly and loudly.** The officials' decision is final in determining the correctness of the spelling, which may be misunderstood if not spoken clearly.
 - **SAY - pronounce the word again** after the word is spelled.
 - **If a participant spells the word correctly, however fails to follow the SAY-SPELL-SAY format, he/she will be warned by the Bee Master. No participant will be eliminated for not following the SAY-SPELL-SAY format.**
- **Timing**
 - **The participant shall have 30 seconds from the time he/she properly pronounces the word until he/she must begin spelling the word.** If the participant does not begin spelling at the end of the 30-second period, he/she shall be reminded by the Bee Master, who will be informed by the Head Judge (Timekeeper).
 - **Once the participant begins spelling the word he/she will have 30 seconds to complete the spelling of the word.**
- **Retracing**
 - Having started to spell a word, a participant may stop and start over, retracing the spelling from the beginning. However, in the retracing, **there can be no change of letters and their sequence from those first pronounced.**

- If any letters and/or their sequence are changed in the respelling, the speller will be **eliminated**.
- **Elimination** – the participant will be eliminated from the bee if the he/she does any of the following:
 - fails to start spelling within the allotted time limit after being instructed by the Bee Master.
 - misspells the word.
 - retraces while spelling and changes the letter order.
 - fails to complete spelling within the allotted time limit.
- **Regional Spell-off Bee Elimination Process**
 - When a participant is eliminated from the bee, the next word is given to the next participant until there are ten (10) participants remaining.
 - Once the remaining participants total ten (10), the Spell-off Bee will cease and the ten finalists will advance to the Final Spelling Bee.
 - This may be a written examination if elected by the Regional coordinator.
 - Based on the total number of participants entered in any grade, the Regional/Event Coordinators may choose to bypass the Spell-off Bee and place all participants into the final bee.
- **Regional and State Final Spelling Bee Elimination Process**
 - When a participant is eliminated from the bee, the next word is given to the next participant until there are two participants remaining.
 - **When the participants are reduced to two, the elimination procedure changes.**
 - At that point, when one participant misspells a word, the other participant shall be given an opportunity to spell that same word.
 - If the second participant spells that word correctly, plus the next word on the Bee Master's list, then the second participant shall be declared the champion of the Bee.
 - If one of the last two participants misses and then the other, after correcting the error, misspells the new word submitted to him/her, the misspelled word shall be referred to the first participant.
 - If the first participant then succeeds in correcting the error and correctly spells the next word on the Bee Master's list, then he/she shall be declared the champion.
 - If both participants misspell the same word, both shall continue in the bee, and the one who first misspelled the word shall be given a new word to spell.
 - The pattern will continue until one of the participants is declared the champion.

General Procedures

- **Caution**
 - **No talking** will be allowed among participants or between participants and members of the audience.
 - If a participant receives assistance from anyone in the audience, he/she will be immediately disqualified.
 - The audience is also requested to remain seated until a break is offered in order to avoid confusion for the participant.

- **Protests**
 - In the Spell-off Bee:
 - **It is the responsibility of the participant** to pose any question relating to the spelling of the word by requesting permission to approach the officials' table.
 - **This must be done before the participant would have been given his/her next word had he stayed in the spell-off.**
 - The officials will have access to the word list, the official dictionary, the rules of the Bee and the Head Judge's record sheet. If the challenge cannot be resolved from one of the above resources, the Bee Master will call for a brief time-out to confer with the other officials. **The officials' decision shall be final.**
 - In the Final Spelling Bee:
 - **It is the responsibility of a school official** to pose any question relating to the spelling of a word. (A parent may do so only if no school official is present)
 - **The question should be referred to the Arbitrator**, in an orderly and quiet manner, by going directly to the officials' table.
 - **The deadline for making a protest is before the participant affected would have received his next word had he stayed in the bee.**
 - **When only two spellers remain, a protest must be made immediately**; this is, before the second participant has started to spell the word given him, or, if both have missed the same word, before the correct spelling is given to the audience.
 - The Arbitrator will oversee the investigation of the question for clarification with the assistance of the other officials. The Arbitrator's decision shall be final.