



# 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 and Representation**

- 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.
- It is required that each school provide at least one (1) person to assist with officiating.
- It is also required that each school provide at least one (1) faculty/staff member as the School Representative who has the authority to file a Request for Inquiry in case of a discrepancy.

### **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](http://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](http://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 spellers in each grade level.
- Schools and parent educators will be provided with a Master Word List for each grade including an explanation of how words will be selected for the Regional and State Bees.
- 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 enroll at least 8 weeks prior to the event, 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 1<sup>st</sup> – July 1<sup>st</sup>:
  - **1<sup>st</sup> grade:** student is six (6) years old on Sept. 1 of the active school year.
  - **2<sup>nd</sup> grade:** student is seven (7) years old on Sept. 1 of the active school year.
  - **3<sup>rd</sup> grade:** student is eight (8) years old on Sept. 1 of the active school year.
  - **4<sup>th</sup> grade:** student is nine (9) years old on Sept. 1 of the active school year.
  - **5<sup>th</sup> grade:** student is ten (10) years old on Sept. 1 of the active school year.
  - **6<sup>th</sup> grade:** student is eleven (11) years old on Sept. 1 of the active school year.
  - **7<sup>th</sup> grade:** student is twelve (12) years old on Sept. 1 of the active school year.
  - **8<sup>th</sup> grade:** student is thirteen (13) years old on Sept. 1 of the active school year.
  - **9<sup>th</sup>/10<sup>th</sup> grade:** student is fourteen (14) or fifteen (15) years old on Sept. 1 of the active school year.
  - **11<sup>th</sup>/12<sup>th</sup> 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, available via download by the school or homeschool parent.
  - 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**.
  - Officials' duties may be combined and all 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. Written exams may be used.
    - 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 spelling guide of the FACCS Spelling Bee is the **FACCS Master Word List**, available to schools and homeschool parents via e-mail delivery only. This will serve as the final authority for word spelling.
  - If a word has two or more accepted spellings, only the spelling found on the FACCS Master Word List will be accepted as correct.
  - Definitions of words, if requested by the participant, will be read from the dictionary available at each respective bee.
  - The Bee Master may, upon request by the participant, give a fuller explanation of the meaning of the word to supplement the dictionary definition.
  - The Bee Master may also give the part of speech, language of origin, and alternative pronunciations, if requested by the speller.

## Spelling Procedure

- **The Bee Master will pronounce the word.**
  - **Do not SAY the word if you wish to ask for any helps.**
  - **The participant may ask for any pronunciation, meaning, part of speech, language of origin, alternate pronunciations, or for the word to be used in a sentence before saying the word and beginning to spell.**
  - If a participant takes undue advantage of this rule (buys time), he/she will be advised by the Bee Master.

- **After asking for above mentioned helps, the participant is to follow the SAY-SPELL-SAY format:**
  - **SAY - pronounce the word before beginning to spell.**
    - This is to ensure that the participant 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 it.
  - **SPELL - spell the word 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.
    - **Sound out each letter separately.** This is especially important with consonants followed by “e” or words with double vowels.
    - Participants will not be allowed to write the word using pen/pencil before or while in the process of spelling it orally.
    - If a participant spells the word correctly, however fails to capitalize a word or unnecessarily capitalizes a word , he/she will not be eliminated for capitalization or lack thereof.
  - **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 15 seconds from the time the Bee Master provides the final help or 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 15 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 20 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 commits any of the following:
  - fails to start spelling within the allotted time limit or after being instructed.
  - 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.
    - In case of the exhaustion of the word list, officials may be forced to retrieve words from more difficult, higher graded Master Word lists. At this point participants will be notified of the increase in word difficulty.

## **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 participants.

- **Inquiries**
  - During the Regional Spell-off Bee:
    - **It is solely the responsibility of the participant** to inquire about the spelling of the word, another participant's action, and official's action, or a rule discrepancy by requesting permission to approach the officials' table.
    - This should be done before the participant would have been given his/her next word had he/she stayed in the spell-off.
    - The officials will have access to the Master Word List, a dictionary, the Spelling Bee Manual, the Officials' Manual, and the officials' logs.
    - The only recorded evidence that may accessed in reviewing an inquiry is any audio or video footage officially captured by the bee coordinators.
    - **The officials' decision in any inquiry raised during the Spell-off Bee shall be final.**
  - During the Regional or State Final Spelling Bee:
    - **It is the responsibility of the participant, a School Representative, or a home school parent** to pose any question relating to the spelling of a word, or participant, official, or spectator action. Parents and/or any other non-school official may not file an inquiry with the officials during the Final Spelling Bee.
    - **The question should be referred to the Arbitrator** by the School Representative or homeschool parent in an orderly and quiet manner, by going directly to the officials' table.
    - **The deadline for requesting an inquiry in the Final Spelling Bee is before the participant affected would have received his/her next word had he/she stayed in the bee.**
    - **When only two participants remain, a request for inquiry must be made immediately;** 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 inquiry with the assistance of the other officials who will have access to the Master Word List, a dictionary, the Spelling Bee Manual, the Officials' Manual, and the officials' logs.
    - The only recorded evidence that may accessed in reviewing an inquiry is any audio or video footage officially captured by the bee coordinators.
    - 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 in any inquiry raised during the Final Bee shall be final.**
  - After the Regional or State Final Spelling Bee
    - If there is no School Representative present at the Regional or State Final Spelling Bee to file an inquiry during the bee, a **Request for Inquiry** may be filed with the State Bee Coordinator by the school level competition coordinator or school administrator.



- Within 72 hours of the close of the Final Spelling Bee, the school official must contact the Office of Program Services and request access to the online Request for Inquiry.
- Only inquiries about the following will be reviewed:
  - Participant's action
  - Official's action
  - Rule discrepancy
- The Request for Inquiry will not be reviewed if:
  - An inquiry was raised during the Final Bee and was handled by the officials in the room.
  - The inquiry is clearly addressed by a guideline or rule in the Spelling Bee Manual or on the Master Word List.
- The inquiry will be reviewed by the State Inquiry Committee which will consist of the FACCS Director of Program Services, the State Bee Coordinator and a Regional Coordinator.
- The committee will have access to the official word list, a dictionary, the Spelling Bee Manual, the Officials' Manual and the Head Judge's record sheet.
- The only recorded evidence that may be accessed in reviewing an inquiry is any audio or video footage officially captured by the bee coordinators.
- **The State Inquiry Committee's decision shall be final.**