



# Spelling Bee Competition Manual

IACCS is delighted to offer competitions for our Elementary, Jr. High and High School students. These competitions are designed for the purpose of allowing our students to gain valuable experiences through the process of competition and evaluation. We want our 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

- IACCS competitions are only open to students who are enrolled in a IACCS member school or home school group.
- Home school students who are not in a IACCS member home school group may participate in IACCS competitions under the umbrella of a IACCS member school if they have completed all requirements of that school to participate in the school's programs. Please contact the school for more information.
- It is the school's responsibility to register students for competition. Any registration received from a student separate from the school registration will be declined.
- Please follow all registration and entry deadlines. Due to scheduling and judging constraints, late registration entries will not be accepted.

## 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

- IACCS feels that participants should adhere to the highest standards of Christian testimony, competition and decorum. Therefore, students are expected to dress appropriately and modestly for all levels of competition.
- Participants should stay within the dress code guidelines of the school represented.
- Sloppy, immodest, or inappropriate dress will not be tolerated and will result in the disqualification of the participant from the competition.

## Supervision

- It is the school's responsibility to provide adequate supervision for their students 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, 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 IACCS competitions are available separately at [www.iaccs.org](http://www.iaccs.org)

## Competition Rulings

- All IACCS 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 Event Coordinator for your region will send specific information regarding event location and schedules after your school registers for this event.

## Questions

If you have any questions about the competition, please contact the below individuals 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. IACCS Event Coordinator - *call your school for the contact information*
3. IACCS Office of Program Services - *visit [www.IACCS.org](http://www.IACCS.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.

## Description of Event

- Spelling bees will be held in a location designated by IACCS.
- Prior to the spelling bee, each school will conduct their own in-school bee to determine the top three spellers in each grade level.

- Schools 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.
- Student contestants will compete with students on their own grade level to determine the grade level winner.

### Eligibility of Contestants

- This competition is designed for students in grades 1 - 8.
- Students must compete on the grade level in which they are enrolled in school.
- Each school is permitted to enter up to three (3) participants per grade level. (No more than 24 students per school)

### Awards

- All students 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 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 classrooms on the competition site.
    - 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 will be worn about the neck and will determine the order in which students compete. They will also be used for contestant 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 contest.
  - 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 contestant identification by the judging panel.

- **The Official Dictionary** of the IACCS Spelling Bee is the *American Heritage® Dictionary of the English Language, 4<sup>th</sup> 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 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 will then **pronounce the word, spell the word, and pronounce the word again.**
- The Head Judge will have the responsibility for stopping the student if he/she fails to pronounce the word or if the student pronounces the word incorrectly.
- If the student still begins to spell without pronouncing the word, he/she will be disqualified from the contest.
- **The participant must:**
  - **pronounce the word before spelling.** This is to ensure that the student has heard the correct word.
  - **look at the Bee Master** when spelling the word.
  - **spell the word orally.** Participants will not be allowed to write the word before spelling it.
  - **pronounce the word again** after the word is spelled.
  - **speak clearly and loudly.** The officials' decision is final in determining the correctness of the spelling, which may be misunderstood if not spoken clearly.
  - **The participant may ask for any pronunciation, meaning, or sentence to be repeated for clarification before spelling.** If a participant takes undue advantage of this rule, he/she will be advised by the Bee Master.
- **Timing**
  - **The participant shall have 30 seconds from the time he/she 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.**
  - A participant will be disqualified if he/she does not follow the above listed timing rules.

- **Retracing**
  - Having started to spell a word, a student 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 disqualified.
  
- **Spell-off Bee Elimination**
  - **When a participant misspells a word, he/she immediately drops out of the contest.** The next word is given to the next participant.
  - Once the remaining participants total ten (10), the Spell-off Bee will cease and the ten finalists will advance to the Final Spelling Bee.
  
- **Final Spelling Bee Elimination**
  - **When a participant misspells a word, he/she immediately drops out of the contest.** The next word is given to the next participant.
  - **When the participants are reduced to two, the elimination procedure changes.**
    - At that point, when one participant misspells a word, the other contestant shall be given an opportunity to spell that same word.
    - If the second contestant 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 speller.
    - If the first speller 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 spellers misspell the same word, both shall continue in the contest, 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 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 student would have been given their next word had they 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 contestant affected would have received his next word had he stayed in the contest.**
    - **When only two spellers remain, a protest must be made immediately**; this is, before the second speller has started to spell the word given him, or, if both have missed the same word, before the correct spelling is given 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.

## Notes to The Bee Master

- The Bee Master will remind the spectators of the following guidelines:
  - Spectators are not allowed in the preliminary classroom spell-off rounds.
  - Spectators are welcome to attend the Spelling Bee Finals in the auditorium.
  - There must be no talking or movement during the Bee. Anyone wishing to enter or leave the auditorium must do so at breaks between grade level bees.
  - Courteous actions towards others, evidencing sportsmanship, respect and Christian graces are expected of spectators and contestants alike.
- The Bee Master will open the Bee with a word of prayer.
- The Bee Master will initiate the Bee with a practice round only in the preliminary Spell-off Bees.
- The Bee Master will address the student and pronounce the word to be spelled. *All words must be pronounced in their given order, per the Master Spelling List. Words may not be skipped unless five (5) rounds pass without any contestant eliminations.*
- The Bee Master will listen as the contestant spells and will kindly communicate whether the student can continue in the Bee.
  - Example: *"That is correct" or, "I'm sorry, that is incorrect. The correct spelling is . . . Please report to the Roundkeeper."*

- EXCEPTION: When only two spellers remain, the Bee Master will not spell the word, but will re-pronounce the word for the second speller to attempt.
- The Bee Master will be prepared to give any re-pronunciation or definition to aid the speller's understanding of the word.
  - The Bee Master may give an alternate sentence or the part of speech, but not the root word. The speller may ask, "Is the root word . . . ? To which the Bee Master may answer yes or no.
  - The contestant must request all aid. If the student fails to do so, the Bee Master may remind the participant one time during the Bee.
  - The judging panel will decide when the word has had ample clarification, at which point the Bee Master shall instruct the contestant to say the word and begin spelling.
- The Bee Master will address the contestant in the case that another judge has informed the judging panel that a contestant has been eliminated by a rule infraction.
- If five (5) rounds of words lapse with no elimination of students, the Bee Master will be informed by the Roundkeeper. The Bee Master may choose to
  - skip around to select more difficult words, or
  - advance to another word list.
  - Caution: With small groups, it is best to go several more rounds before switching to another word list.

### Notes to the Head Judge

- The Head Judge represents the judging panel and talks to/assists the Bee Master.
- The Head Judge stops the student if he/she does not pronounce the word, or if it is pronounced incorrectly. If the contestant fails to pronounce the word correctly, he may stop the student and say, *"I'm sorry, you are mispronouncing the word. Please listen as the Bee Master repeats the word. If you need the word further clarified, please ask."*
- The Head Judge will assist the Bee Master in any way possible to keep the Bee running efficiently, and in the elimination of contestants who misspell words.
- The Head Judge operates the stopwatch:
  - Time begins after the word is clarified (if requested), and the speller pronounces (or is advised to pronounce) the word. The contestant has 30 seconds to begin spelling. If he/she has not begun at the end of 30 seconds, say, *"Time. The contestant must complete the spelling of the word in the next 30 seconds. Please begin spelling."*
  - Start the stopwatch immediately. If the contestant does not finish spelling the word in this 30-second time period, say, *"Time. I'm sorry, too much time has elapsed."* (Bee Master then directs the contestant to report to the Roundkeeper.)
  - It is the responsibility of the Head Judge to keep records of the participants' times on the provided IACCS Spelling Bee Head Judge's Time Log.

### Notes to the Hangman Judge

- The Hangman Judge is responsible for writing down each letter as the contestant spells the word. This is necessary for the retracing rule.
- Please use the provided IACCS Spelling Bee Hangman Judge's Log.
- If the contestant stops spelling and starts over, you must check the letter sequence you wrote down and be certain that no changes were made.
- If the letter sequence is changed during the retracing, simply say to the judging panel, *"I'm sorry, the letters were changed during retracing."* The Bee Master will then inform the contestant of his/her elimination from the Bee.

### Notes to the Roundkeeper

- The Roundkeeper's first responsibility is to keep a record of the rounds.
  - Have a flip chart or cards with a separate number on each sheet.
  - Watch the order of contestants. When a contestant is ready to spell again, a round has been completed.
  - Give careful attention to who begins each round, as it may change, due to elimination of the previous "first" contestant.
- The Roundkeeper is also to keep a log of the elimination order of spellers using the provided IACCS Spelling Bee Roundkeeper's Log:
  - As contestants are eliminated, record their name, participant number, round number, and reason for elimination (misspelling, time, retracing error, etc.).
- The Roundkeeper is also to inform the Bee Master if five (5) rounds elapse with no elimination of students.

### Notes to the Arbitrator

- The Arbitrator resolves questions or conflicts regarding rules or procedures.
- The Arbitrator must pay very close attention to every aspect of the contestant's participation, as a protest could be filed at any time for many different reasons.
- The Arbitrator should operate the tape recording of the Bee, and should have access to the official dictionary. A word list must be at the Arbitrator's disposal.
- The Arbitrator assists the Bee Master by looking up words in the dictionary for additional clarification when requested by the contestant (keep dictionary out of the speller's view - the portion of the dictionary in which you are looking can be a clue to the first letter of the word).
- The Arbitrator will have access to the word list, the official dictionary, the rules of the Bee and the Head Judge's log sheet and the Hangman's Log. 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.