



Routes into Languages Spelling Bee Guidelines 2010-11

In consultation with Comberton Village College
and the University of Southampton

1st issue: January 2011

Eligibility

1. The Routes into Languages Spelling Bee competition (referred to below as the "Competition") is a competition open to schools in England and Wales. Pupils must be full-time and must be a member of a year 7 class during the academic year 2010/2011.

Time Frame

2. The Competition commences during September 2010 and schools register before dates determined in each region (the "Closing Date"). You are responsible for the cost (if any) of sending your registration to us.
3. Class heats take place during the autumn term 2010. School heats will be held up to February half term 2011, regional finals in March – April 2011 and the national finals in July 2011.
4. Exact dates and venues vary and will depend upon capacity: there are likely to be restricted numbers at venues in order to comply with health and safety requirements.
5. Schools must comply with the deadlines that operate in their region.

Terms and Conditions

6. We, Routes into Languages, are referred to below as "Routes", "We", "Us" or "Our". Contestants, their teachers and or schools (as the context requires) are referred to as 'You' or 'Your'.
7. By taking part in the Competition You are accepting these guidelines.
8. We reserve the right to review the eligibility of entrants at any time.
9. We reserve the right to amend the guidelines at any time.
10. Language competence guideline. The aim of the Competition is to test language learning for pupils who are beginners, or near beginners, in the target language.
11. Schools found to be contravening the aim of the Competition may be disqualified before or during the Competition and will have to forfeit any prizes gained through participation.
12. The decisions of the judges are final and no correspondence will be entered into.
13. The Competition rounds may be postponed or cancelled in exceptional circumstances. Schools will be informed of any cancellation or postponement as soon as is reasonably practical.

Parental/Guardian Consent

14. Each school agrees to be responsible for obtaining necessary parental or guardian permission for each pupil participating.
15. For regional and national heats, each school will send to Us a confirmation letter which will confirm that, in respect of each contestant named in the letter, the school holds appropriate permission for pupils to participate from their parent/guardian.
16. We may use the names of participating schools to promote the Competition including on social

networking sites and exhibition platforms. With the consent in writing of the pupils' parents or guardians, we may also use the first name, image and performance of participating pupils to promote the Competition as outlined above.

17. Winners of awards who agree to be filmed, photographed or recorded grant Us, free of charge, the right to publish footage, photographs or audio online and in all media as required for the purposes of promoting the Competition. Routes may edit, adapt, translate or remove the footage at any time; although once the material is published online there is less control as the images are by then in the public domain.
18. The names of the national winners can be obtained by sending a stamped addressed envelope to the following address: Subject Centre LLAS, Avenue Campus, University of Southampton, SO17 1BJ.

How the Competition Works

The Organisation

19. Decisions on which schools may participate may be made locally in order to fulfil regional plans during the academic year 2010-11, the pilot year for the national competition.
20. The Competition comprises four stages of spelling contests: class heats, school heats, regional final and a national (England or Wales) final. There may be a number of rounds in final competitions.
21. Contestants must translate words given by the Spellmaster into the target language and then spell them out in the target language alphabet (French, Spanish, German or Welsh).
22. The process of each heat, and all preparation is described in the Teacher's Pack.

The Competition

23. The Spellmaster asks each contestant 'Are you ready?', and the Contestant's one minute begins after the Contestant agrees they are ready to begin.
24. Contestants have ONE MINUTE to correctly spell as many words as possible in the target language.
25. A judge and a verifier listen to each word and keep score during each Contestant's one-minute time slot. At regional and national level, judges and verifiers will be language teachers or university lecturers. In the class and school heats the judge should be a teacher and verifiers may be senior students. Provided that both agree the correct spelling of that word, one point is awarded. Contestants are tested individually without prompts.
26. In the event of a tie-break, Contestants will continue to spell a word in turn, until one of them spells a word incorrectly, then that pupil is out, this continues until there is a winner (and normally runner-up or second, then third place and so on depending on the original number of Contestants in the tie break). This round is described as the 'sudden death' round. Contestants are given equal number of words to spell.
27. Words are selected by the Spellmaster in random order.

28. Word Lists are supplied in the Teacher's Pack and the spelling of the words is verified from this.

The Winners

29. Winning Contestants will normally be announced at the time of the heat, as each heat is a live oral spelling contest. Heats are Class final, School final, Regional final or National (England) and National (Wales) finals.
30. Communication of school winners will be made to the regional Routes managers in a timely fashion and taking into account regional deadlines.
31. If You have questions about the Competition, please e-mail us at routes@soton.ac.uk with Spelling Bee in the subject line.

Contestant Rules

32. Contestants face the judge and speak clearly with sufficient volume. If the judge cannot hear the contestant, the judge will indicate and a re-spell takes place immediately. The judge's decision is final on whether they heard a letter or spelling.
33. Contestants cannot alter the order of the letters once they have completed their spelling of the word (unless it is a re-spell), but they can stop mid-word and start again from the beginning.
34. Normally only one re-spell per word will be allowed by the judge.
35. The clock is NOT stopped for these actions.
36. No conferring is allowed.
37. Contestants must remain quiet when not spelling. Contestants causing a disruption will be warned and if the disruption continues they may be disqualified.
38. If a Contestant runs out of time before starting to spell the word, no point is awarded.
39. If the Contestant has begun to spell a word when the time is up they may continue and if the spelling is correct a point is awarded.
40. If the Contestant is prevented from spelling a word and the time is up (for example if another Contestant is disruptive), the judge may in his or her discretion allow a re-spell.
41. Contestants hear the word, translate it into the target language then spell it using the target language alphabet, following the formula SAY IT, SPELL IT.
42. If Contestants are not sure that they have heard the word correctly, they are responsible for requesting that the word be repeated.

Attending the Regional and National Finals

43. Each school may send a total of 4 of their winning Contestants to a regional final (4 per school, not per language).
44. A member of staff (normally teachers, teaching assistants or support staff) must accompany and supervise their group of 4 Contestants.
45. Additional guests to be arranged through the individual Routes regions.

46. In the event of illness or other unavoidable reason for the winner not being able to participate, the reserve Contestant (normally, the Contestant who was second or third in the previous round) should be permitted to take part in place of the winner.
47. School uniforms (where applicable) should be worn at the regional and national finals.
48. Each school is responsible for providing adequate and appropriate supervision of its Contestants at local, regional and national heats. Routes is not responsible for supervising pupils at any contest.
49. Schools are responsible for covering the travel costs of their group, accompanying staff and supporters. In exceptional circumstances where a school is not able to attend the head teacher should write to Us explaining the circumstances. Applications for a travel bursary will be considered in exceptional circumstances and on a case-by-case basis; the decision of the organisers is final.
50. Schools who have to withdraw from any event shall inform Us as soon as possible and no later than 24 hours prior to an event.
51. Regional and national events may be ticketed in order to reduce overcrowding; tickets or passes will be circulated to the relevant schools prior to the event.
52. In the event that regional finals need to be staggered, there will be sub-regional heats.
53. The Word Lists for the national final (stage 4) may be amended slightly by Us to introduce up to ten new words in addition to the 50 in stage 4 and continuing the sporting theme. Finalists will be informed of this at a later date in the contest and not later than 6 May 2011.
54. We reserve the right to refuse entry to guests who have not brought their ticket or pass.
55. All audience and Contestant mobile phones must be turned off during the event. One warning will be given for contravention, and if this is broken the contestant may be disqualified or the audience member asked to leave the room.
56. Guests must sit quietly during the contests. Guests may not influence the Contestants in any way or they may cause a contestant to be disqualified.
57. Special Educational Needs: We will make reasonable arrangements to enable pupils with Special Educational Needs to participate.

The Judge

58. The judge's decision is final; their authority is the word list.
59. If the judge believes the Spellmaster has mispronounced a word they should point this out before the contestant has begun to spell the word. If the contestant has already spelled the word they will be given a replacement word unless the spelling was correct.
60. If the judge is unable to clearly hear a letter or spelling they will indicate to the Contestant immediately to respell the word more slowly and clearly.
61. If the judge rules that a word is pronounced correctly no replacement word will be given; no points are awarded for mis-spelt words.

Disqualification Rules

62. If the judge is satisfied there has been an incident of cheating the Contestant will be disqualified
63. Mobile phones remaining switched on after a warning is given will result in the Contestant being disqualified.
64. If guests do not remain quiet during the competition after having been warned then their Contestant may be disqualified.
65. If the judge is suspicious that members of the audience are influencing the accuracy of spelling by whatever means, the judge will give a warning, and if the incidence persists the judge may disqualify a Contestant or Contestants,
66. Late arrival for a regional or national competition by Contestants and their accompanying teacher may result in disqualification.

Prizes and Titles

67. Trophies and certificates will be given to winners (usually first, second, third and fourth place) and a cup will be presented to the regional winner's school(s).
68. National winners will also receive a cup for their school(s), and the title of National Spelling Bee Champion in England or Wales, in each target language.
69. Prizes will be offered within 28 days of winners being notified of winning an award; if a prize offer is not accepted within a further 28 days it may be withdrawn.
70. Additional prizes may be listed on the Routes website, and are subject to change. We may add or withdraw prizes at any time during the Competition. No cash or cash alternatives will be offered.
71. Prizes cannot be exchanged or transferred by You and cannot be redeemed by You for cash or any other prizes.

Data Protection

72. We will only use contestants' personal details for the purposes of administering the Competition, and will not pass them on to any third parties without the written permission of their parent or legal guardian.
73. For the purposes of the Data Protection Act 1998 the data controller is the University of Southampton and any inquiries regarding the use of personal data may be addressed to the Data Protection Officer, University of Southampton, Highfield, Southampton SO17 1BJ.
74. The Promoter of the Competition is Routes into Languages and any comments regarding the Competition should be sent to this address: Subject Centre LLAS, Avenue Campus, University of Southampton, SO17 1BF.
75. The Promoter and the regional organisers accept no responsibility for any damage, loss, liabilities, injury or disappointment incurred or suffered by any person as a result of entering the

Competition or accepting any prize. We further accept no liability for any injury or damage to Your, nor any other person's computer relating to or resulting from participation in or downloading or uploading any materials in connection with the Competition.

76. The Competition will be governed by English law. You irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.