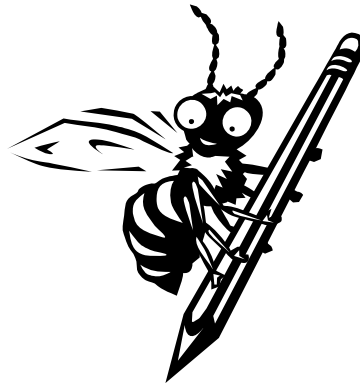




2012 Riverside County Spelling Bee Information Packet



For additional information, contact:

Tracey Rivas, Programs and Student Activities Facilitator
(951) 826-6570; trivas@rcoe.us

Riverside County Spelling Bee

Important Dates and Information

August 15 – October 17, 2011	Scripps Enrollment Period* *All spellers in the Riverside County Spelling Bee must be from a school that has enrolled and paid the enrollment fee to Scripps. To enroll, visit www.spellingbee.com during the enrollment period.
Thursday, September 22, 2011	Riverside County Spelling Bee District Coordinators' Orientation Meeting – 2:00 p.m., RCOE
Wednesday, February 1, 2012	All district Spelling Bees to be completed by this date
Friday, February 3, 2012	Registration Deadline <ul style="list-style-type: none">• District registration form and \$75 district fee• Student Participation Form (winner and alternate)• Student Biographical Sketch (winner and alternate)• List of participating schools• Certificate of participation request (<i>optional</i>)
Wednesday, March 21, 2012	Riverside County Spelling Bee Competition Moreno Valley Conference and Recreation Center <ul style="list-style-type: none">• Students arrive by 8:15 a.m.• Orientation for students at 8:30 a.m.• Bee begins at 9:00 a.m.
Saturday, April 21, 2012	California State Elementary Spelling Bee Stockton County Office of Education <i>Riverside County Office of Education pays for top two elementary finishers and one chaperone each to attend the California State Elementary Spelling Bee. Arrangements made between RCOE staff and the two families.</i>
May 27 – June 2, 2012	Scripps National Spelling Bee Gaylord National Resort and Convention Center National Harbor, Maryland <i>The Riverside Press-Enterprise pays for the top (first place) Riverside County finisher and one chaperone to attend the Scripps National Spelling Bee. Arrangements made between Press-Enterprise staff and the family.</i>

For questions regarding the Spelling Bee, contact Tracey Rivas, (951) 826-6570; trivas@rcoe.us

Riverside County Spelling Bee Rules and Procedures

1. Spellers in the Riverside County Spelling Bee must be from a school that has enrolled and paid the required enrollment fee to Scripps National Spelling Bee.
2. The officials of the Bee shall include the Spelling Master, three judges, an arbitrator, a challenge recorder, a timekeeper, and a round adviser.
3. A head judge will be chosen who will act as the spokesperson for the judging panel. The head judge will speak to the Spelling Master.
4. The words used in the Riverside County Spelling Bee are provided by Scripps National Spelling Bee. Word lists include the Final Local Bee Lists – Book 1 and 2.
5. Words shall be pronounced according to the diacritical markings in Webster's Third New International Dictionary, Copyright 2002, Merriam-Webster, Inc. With the approval of the judges, the Spelling Master may give a fuller explanation of the meaning of a word or part of speech to supplement the dictionary definition or definitions quoted. The contestant may ask for the language origin of a word. No other information about the etymology or history of a word will be given. If the contestant has a specific root word in mind, the contestant may ask if the dictionary lists that word as the root of the word to be spelled and only receive a "yes" or "no" answer. The Spelling Master may also give alternate sentences to those on the word list if a contestant needs clarification. The Spelling Master shall grant all such requests until the judges agree that the word has been made reasonably clear to the contestant. The judges may disqualify any contestant who ignores a request to start spelling.
6. Webster's Third New International Dictionary, Copyright 2002, Merriam-Webster, Inc. shall serve as the final authority for the spelling of words in the county finals. If a word has two or more accepted spellings, only the spellings set in boldface type and separated by the word "or", and in some cases the word "also", at the beginning of the descriptive matter will be accepted as correct. Spelling words having the labels archaic and obsolete (abbreviated obs) and regional labels (like North, Midland, South, British, Irish) that are different from those in boldface type or at main entry, will not be accepted as correct.
7. If a word has one or more homonyms, the Spelling Master will indicate through sentence use which word is to be spelled. If the listed word is not properly identified, either by sentence use, defining it, or by distinguishing the homonyms, any correct spelling of any homonym of the word will be accepted.
8. The Spelling Master will initiate the Spelling Bee with a practice round and ask participants afterwards if they have any questions. Only during the practice round may students misspell a word and continue in the contest.

9. The Spelling Bee shall be conducted in rounds. Each contestant remaining in the Bee at the start of a round shall spell one round word, except as provided in Rule 13. The procedure the Spelling Master will use for each word will be (1) pronounce the word, (2) use the word in a sentence, (3) re-pronounce the word. The head judge will have responsibility for stopping the student if the student fails to pronounce the word or if the student pronounces the word incorrectly. If the student still begins to spell without pronouncing the word and misspells the word, the student will be disqualified from the contest.
10. The contestant should:
 - a) Repeat the word before spelling. This is to ensure that the student heard the correct word.
 - b) Look at the Spelling Master or judges when spelling the word.
 - c) Spell the word orally. Students are not allowed to write the word on paper or in the air before spelling it.
 - d) Ask for any pronunciation, meaning, or sentence to be repeated for clarification before saying the word. The judges will grant the request until the judges agree that the word has been made reasonably clear to the contestant. If a student abuses this rule, the student will be advised by the Spelling Master to begin the spelling and time will begin.
11. A student shall have a full minute to spell a word. The student shall have 30 seconds from the time the student pronounces the word to begin spelling. If the student does not begin spelling at the end of the first 30-second period, the student shall be reminded by the judges to begin spelling. The student shall then have an additional 30 seconds from the time the judges remind the student to begin spelling. The timekeeper shall keep a record of all students who have reached the 30-second time limit.
12. Having started to spell a word, a contestant may stop and start over, retracing the spelling from the beginning; but in the retracing, there cannot be a change of letters or sequence from those first pronounced. If letters and their sequence are changed in the respelling, the speller will be disqualified.
13. Upon missing the spelling of a word, the contestant immediately drops out of the contest. The next word on the Bee Master's list is given to the next contestant. If none of the contestants remaining in the Bee at the start of a round spell a word correctly during the round, all shall remain in the competition.

14. If only one of the contestants remaining in the Bee at the start of any round spells a word correctly during that round, the contestant shall be given an opportunity to spell the next word on the list. If the contestant succeeds in correctly spelling the new word, the contestant shall be declared the champion. Otherwise, all the contestants remaining in the Bee at the start of the round shall remain in the competition. A new round will begin, with all of the contestants spelling in their original order.
15. To decide the alternate or runner-up, the Bee will continue with the contestants who were eliminated in the last previous round. Rules will apply as they did for the determination of the champion.
16. No talking will be allowed among the contestants or between contestants and members of the audience. If a contestant receives assistance from anyone in the audience, the student will be disqualified. The audience is also requested to remain seated until a break to avoid distractions for the contestants.
17. Any questions relating to the spelling of a word should be referred to the arbitrator immediately. The deadline for making a protest is before the contestant affected would have received their next word if they had stayed in the contest. No grievance will be entertained after the next word has been given to another speller. When only two spellers remain, an oral grievance must be made immediately, that is, before the contestant affected would have received their next word had they stayed in the Bee.
18. The arbitrator shall have access to the word list with its pronunciations, definitions, and sentences; the dictionary (Webster's Third New International Dictionary, Copyright 2002, Merriam-Webster, Inc); the tape recording of the Bee; the rules; and the timekeeper's record sheet. If the challenge cannot be resolved from one of the above resources, the arbitrator shall call for a brief time out to confer with the judges.
19. The top two elementary finishers (grades 4-6) will represent Riverside County at the California State Elementary Spelling Bee. Riverside County Office of Education will pay travel expenses and registration fees for the two students and one chaperone each.
20. The top first place finisher will represent Riverside County at the Scripps National Spelling Bee.
21. The Riverside County Spelling Bee has no authority over the conduct of local (classroom, school site, or district) spelling bees. Consequently, the Riverside County Office of Education will not render judgments relating to the conduct of local spelling bees. Individuals bearing complaints about the conduct of local spelling bees should register their concerns with local spelling bee officials. Decisions of local spelling bee officials are final.

22. The Riverside County Spelling Bee provides accommodations for spellers who have physical challenges. All requests for accommodation of special needs involving site, hearing, speech, or movement should be directed to the Riverside County Office of Education before February 3. The judges have discretionary power to amend spelling requirements on a case-by-case basis for spellers with diagnosed medical conditions involving sight, hearing, speech, or movement.
23. Videotaping and taking of photographs are allowed only during the practice session of the Bee. After the practice round, only RCOE-authorized media and staff may take photos or videotape the Bee.
24. **The officials' decision shall be final.**

Riverside County Spelling Bee District Spelling Bee Coordinator Responsibilities

1. Attend all Riverside County Spelling Bee meetings.
2. Set-up district meetings to disseminate Riverside County Spelling Bee rules, timelines, and suggestions to participating schools' coordinators.
3. Facilitate schools registering and paying enrollment fees to Scripps National Spelling Bee.
4. Select date for district Bee and reserve place where it will be held. All district Bees must be completed by February 1.
5. Organize word list for the district Spelling Bee. Scripps National Spelling Bee will provide word lists that may be used at district bees. The list will be sent to district coordinators in November by the Riverside County Office of Education. It is advisable to have access to the Webster's Third International Dictionary 2002, official Spelling Bee dictionary. This dictionary can be purchased directly from: Merriam-Webster, Inc., P.O. Box 281, Springfield, MA 01102, (413) 734-3134.
6. Contact and arrange for a Spelling Master, Arbitrator(s), three (3) Judges, Timekeeper, Challenge Recorder, and a Round Advisor. (*See Officials' Job Description for duties.*)
7. Provide letters of confirmation and special invitations.
8. Organize committees for selection of awards and certificates and district Spelling Bee set-up.
9. Contact local newspapers for publicity before your Bee and to publicize winners after the Bee.
10. Oversee district Bee.
 - Arrange for practice session, if needed.
 - Provide method of selecting order of contestants and their practice round word.
 - Contact persons to set-up facility, including microphones (minimum of two), recorder with blank tapes, table(s) for officials, etc.
 - Have name cards printed for each participant in the Bee. Provide stopwatches, official dictionary, and podium with stool.
 - Arrange check-in tables for officials and participants.
 - Review rules and welcome everyone before the Bee begins.

District Coordinator Responsibilities

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11. Send letter of congratulations and information concerning County Bee, including rules, to winner and alternate.
12. Send autobiographical information for the district's winner and alternate by deadline date. Use forms provided. Make necessary arrangements for substitutes for teacher of winner and/or alternate.
13. Submit Certificates of Appreciation form for those who assist with school/district Bee.
14. Send thank you notes to all who helped with the District Bee.
15. Attend any follow-up meetings regarding the County Bee.

Riverside County Spelling Bee Spelling Bee Master Responsibilities

1. The Spelling Master shall have rehearsed the words before the day of the Spelling Bee to ensure correct pronunciation and usage.
2. The Spelling Master shall strive at all times to make students feel at ease.
3. The Spelling Master will have the names of all participants. Students will be addressed by their first name.
4. The Spelling Master will have the list of words to be used in the Spelling Bee.
5. The Spelling Master shall initiate the Spelling Bee with a practice round, and ask participants afterwards if they have any questions. The Spelling Master should announce when the practice round has ended and when the official Bee begins with Round 1.
6. The Spelling Master shall remind students to ask for the repetition of a word, sentence or definition, whenever they need clarification, **before** the participant says the word.
7. The Spelling Master shall remind students to say the word before they begin spelling to ensure their understanding of the word. The participant should repeat the word when finished spelling the words so the judges will know the student is finished.
8. The Spelling Master shall announce the number of each new round, i.e., Round 1, Round 2, etc.
9. After saying the participant's name, the Spelling Master shall say the word, use it in a sentence, and repeat the word, enunciating well and speaking slowly.
10. The Spelling Master shall continue presenting words until he hears from the judges, "Spelling Master, the correct spelling is ..." At this time, the head judge will give the correct spelling of the word.
11. If a mispronunciation occurs, the Spelling Master shall correct the pronunciation and give the same word to the contestant.

Riverside County Spelling Bee Head Judge Responsibilities

1. There shall be three judges for the Spelling Bee. One judge shall be appointed Head Judge and shall communicate the judges' decisions to the Spelling Master.
2. As the Spelling Master pronounces the word for the participant and uses it in a sentence, the judge will check the Bee Master's pronunciation and usage. If there is a question about correctness of either the pronunciation or usage, the head judge should tell the Spelling Master before the student begins spelling the word. If either of the other two judges question the correctness or usage, they should confer with the Head Judge. During the spelling of the word the other two judges will write down the spelling given by the speller (at county level).
3. The judges should listen for the student pronouncing the word before beginning to spell. This will ensure that the student will be spelling the right word. If a student does not pronounce the word before beginning to spell, the head judge should stop the student and ask the student to first say the word.
4. If the Spelling Master pronounces a word or misuses the word in a sentence, the judges should make the Spelling Master aware of the problem before a student begins to spell the word.
5. When a student misspells a word, the Head Judge should say to the Spelling Master, "Spelling Master, the correct spelling is..." and then give the correct spelling for the master and participant.
6. The judges should monitor the following of all rules.
7. The judges should apply all decisions fairly and equally to all participants.
8. The Spelling Bee Coordinator and/or head judge will advise the Spelling Master when it is time for a break
9. The judges should keep track of which student's turn it is.
10. The judges should record which word and which round each participant was eliminated in on the Round Response Sheet.
11. If there is a challenge the Arbitrator cannot settle, judges will confer with the Arbitrator and make the binding decision.
12. The decision of the judges is final.

Riverside County Spelling Bee Judge Responsibilities

1. There shall be minimum of three judges for the Spelling Bee. One judge shall be appointed Head Judge and shall communicate the judges' decisions to the Spelling Master.
2. As the Spelling Master pronounces the word for the participant and uses it in a sentence, the judge will check the Bee Master's pronunciation and usage. If there is a question about correctness of either the pronunciation or usage, the head judge should tell the Spelling Master before the student begins spelling the word. If either of the other two judges question the correctness or usage, they should confer with the Head Judge. During the spelling of the word the other two judges will write down the spelling given by the speller (at county level).
3. The judges should listen for the student pronouncing the word before beginning to spell. This will ensure that the student will be spelling the right word. If a student does not pronounce the word before beginning to spell, the head judge should stop the student and ask the student to first say the word.
4. If the Spelling Master pronounces a word or misuses the word in a sentence, the judges should make the Spelling Master aware of the problem before a student begins to spell the word.
5. When a student misspells a word, the head judge should say to the Spelling Master, "Spelling Master, the correct spelling is..." and then give the correct spelling for the master and participant.
6. The judges should monitor the following of all rules.
7. The judges should apply all decisions fairly and equally to all participants.
8. The Spelling Bee Coordinator and/or head judge will advise the Spelling Master when it is time for a break.
9. The judges should keep track of which student's turn it is.
10. The judges should record which word and which round each participant was eliminated in on the Round Response Sheet.
11. If there is a challenge the Arbitrator cannot settle, judges will confer with the Arbitrator and make the binding decision.
12. The decision of the judges is final.

Riverside County Spelling Bee Arbitrator Responsibilities

1. It is the duty of the Arbitrator to record the Bee proceedings, keep track of the recordings, and make them available in case of a challenge or concern by any of the other officials.
2. Whenever a member of the audience or a participant challenges a judge's decision, the challenge shall be made to the Arbitrator before the participant concerned would receive the next word in the next round.
3. If the challenge cannot be resolved from one of the above resources, the Arbitrator shall call for a brief time-out to conference with the judges.
4. If a second arbitrator is available, it is their responsibility to look up the indicated word in the dictionary for additional information requested by the Bee Master.
5. The judges' decision shall be final.

Riverside County Spelling Bee Challenge Recorder Responsibilities

1. When an individual makes a challenge, the Challenge Recorder will record the word challenged and the reason for the challenge. The Challenge Recorder shall have access to the Arbitrator's challenge sheet for reference, and the judges' hearing response sheets.
2. If a second person makes an identical challenge, the Challenge Recorder should inform the individual that the challenge has already been made and cannot be repeated.
3. If a second person makes a challenge on the same word but on a different issue (instead of student spelling, he challenges the Spelling Master's pronunciation), the challenge should be allowed and also recorded.
4. The Challenge Recorder should record whether the challenge was granted or denied.

Riverside County Spelling Bee Round Advisor Responsibilities

1. The Round Advisor formally announces to the audience the beginning of each round by turning the cards to the next round number each time the Spelling Master gives a new word to the first speller.
2. The Round Advisor also ensures that no one in the audience is giving help to a contestant. The Round Advisor faces the audience, usually sitting on stage.
3. If the Round Advisor notices someone giving spelling assistance to a student, the Round Advisor should speak to the person personally, or motion for assistance from Bee officials. If spelling assistance continues, the Round Advisor should ask the judges for a time-out. The Spelling Bee officials will then decide what action should be taken.
4. If the Round Advisor notices people in the audience unconsciously lip spelling or nodding heads as correct/incorrect spelling are given, the audience should be reminded that the students must spell the word without assistance.

Riverside County Spelling Bee Timekeeper Responsibilities

1. The student shall have a full minute to spell a word.
2. The student shall have 30 seconds from the time the student pronounces the word until spelling begins.
3. If the student does not begin spelling the word at the end of the 30-second period, the student shall be reminded by the Timekeeper to begin spelling.
4. The student shall have an additional 30 seconds from the time the Timekeeper reminds the student to begin spelling until they must finish spelling the word.
5. The Timekeeper will disqualify any student who has not spelled the word at the end of this 30-second period.
6. The Timekeeper shall keep a record of all students who have reached either of the 30-second time limits.
7. Once a student pronounces a word, the student may not stop and ask for a definition, repetition, a new sentence, etc. This must be done before the student pronounces the word.

Riverside County Spelling Bee Forms

Note: All officials will have access to the following materials the day of the Riverside County Spelling Bee:

- List of participants in alphabetical order
- Practice words for each participant
- Challenge Recorders sheet
- Round Response sheet
- Timekeeper's Time sheet
- Spelling Bee Rules and Procedures
- Tape recording of the Spelling Bee
- Webster's Third New International Dictionary, c2002
- Word lists with sentences, definitions, and pronunciations

SAMPLE

ROUND RESPONSE SHEET

ROUND _____

ROUND _____

ROUND _____

#	WORD	#	WORD	#	WORD

The day of the Bee, the Round Response sheet should have enough space all spellers participating (i.e., if there are 30 spellers, there should be 3 rows of 10)



2012 RIVERSIDE COUNTY SPELLING BEE REGISTRATION FORM

SCHOOL DISTRICT: _____

District Coordinator

Position

Mailing Address

Work Phone Number

Cell Phone Number

E-Mail Address

- All participating schools have paid the \$109 enrollment fee to Scripps and are eligible for participation in the Riverside County Spelling Bee.**

County Registration Fee: \$75 per district

(by check or purchase order, payable to Riverside County Office of Education)

Registration Deadline: Friday, February 3, 2012

Mail Completed Form To: Riverside County Office of Education
Tracey Rivas, Programs and Student Activities Facilitator
P.O. Box 868
Riverside, CA 92502-0868
(951) 826-6570; FAX (951) 826-6951 – trivas@rcoe.us



2012 Riverside County Spelling Bee Participating School Roster

(District)

(Spelling Bee Coordinator)

(Coordinator Phone)

(Coordinator Email)

	<i>School Name</i>
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(use additional pages if necessary)

Please return by the registration deadline date of February 3, 2012.



2012 Riverside County Spelling Bee Autobiographical Sketch

Please check one: _____ District Winner _____ District Alternate

Please type or print all information clearly.

District: _____ School: _____

Student Name: _____ Grade Level: _____

Parent's Name: _____ Telephone: _____

Mailing Address: _____

DIRECTIONS FOR THE AUTOBIOGRAPHICAL SKETCH: On the following lines, write a paragraph about yourself. Include information such as hobbies, pets, favorite subjects, future ambitions, reasons for entering the Bee, how you studied, etc. Autobiographical sketch information will appear in the program for the Riverside County Spelling Bee. *(Please limit paragraph to space provided, either handwritten or typed.)*

Special Circumstances (Coordinator Use Only): _____

Return by Friday, February 3, 2012 to:

Tracey Rivas, Programs and Student Activities Facilitator
Riverside County Office of Education
P.O. Box 868, Riverside, CA 92502-0868
(951) 826-6570 / Fax: [951] 826-6954 – trivas@rcoe.us

