



# CCEA Spelling Bee Coordinator's Handbook

Calvary Chapel Education Association • West Coast Region

## CONTENTS

I. Statement of Purpose and Philosophy .....	2
II. General Information .....	2
A. Objectives .....	2
B. Registration and Fees .....	2
C. Description .....	3
D. Eligibility .....	3
III. Guidelines .....	3 - 4
IV. Responsibilities for the School Coordinator .....	4
V. Contest Rules .....	4 - 5
VI. Contest Format .....	5 - 6
VII. Preparation for the District Spelling Bee .....	6

## **I. Statement of Purpose and Philosophy**

The CCEA Spelling Bee has both a spiritual and academic purpose. The first purpose is to teach children to be diligent and accurate in their school work to please the Lord. We want to foster an atmosphere of fellowship and comradeship between students from different backgrounds. We also want to see them demonstrate the gift the Lord has given them.

In the Spelling Bee setting the educational purpose is accomplished in several ways. First the task of preparing for the Spelling Bee in itself provides the student with the experience of study and diligence in the task before them. The hours that they put in preparation for this event will serve them in their academic pursuits. The spiritual aspect of the event is the fellowship and interaction that the students have with other like minded Christian school students, home schooled students, and students from other backgrounds.

Although the Spelling Bee is an individualized event, students are encouraged to be of assistance to other members of their school. There will be several venues for students who finish early or are eliminated from their event. These venues will be interesting and fun for the students.

## **II. General Information**

---

### **A. Objectives**

1. To provide the opportunity for CCEA students to unite together in demonstrating their gift in the area of spelling.
2. To give each school and individual speller the benefit of an experience of competing against other Christian students.
3. To give each student the opportunity to demonstrate their proficiency in spelling.
4. To encourage the students to do their very best in competing for the prize of first place.
5. To provide an arena for students to compete against and fellowship with like minded Christian students.

### **B. Registration and Fees**

---

Schools register on the Student Activities Registration Form, which can be accessed on-line. The registration form must be received at the Corporate Offices by September 21<sup>st</sup> to qualify for the early registration fee. School and Student registration and participation fees must be received at the Corporate Offices 30 days prior to the event. The fee should be in check form payable to CCEA. All fees must be paid prior to the event in order for students to participate.

### ***C. Description***

---

The CCEA Spelling Bee is to identify the best spellers from Calvary Chapel Schools and home-schoolers throughout Southern California. There are several levels in which the student speller must excel in order to advance to the finals of the CCEA Spelling Bee.

Student spellers must first perform in their classroom and school spelling bees so they can qualify for the next level. After successfully winning their school spelling bee the student speller will compete at the District Level competition at the CCEA Corporate Headquarters at Calvary Chapel of Downey. The top three winners of this competition will win a trophy and the 1<sup>st</sup> place winner will receive a savings bond.

### ***D. Eligibility***

---

School champions participating in the CCEA District Spelling Bee must qualify under two basic requirements:

- 1) They must be in the third grade and have not passed beyond the eighth grade at the time of their individual school finals
- 2) They must not reach their sixteenth birthday on or before January 16<sup>th</sup> of the current year.

## **III. Guidelines**

**Attire for Directors:** Directors are expected to dress modestly and professionally. Women are to wear dresses (nothing tight, clinging, slits, or more than two (2) inches above the knee) or a dressy pantsuit. Men are to wear a shirt, tie, and slacks. Conduct is expected to be respectful. Directors are responsible for student conduct (see below).

**Attire for Students:** Students are to be dressed modestly and neatly. Preferred attire for Spelling Bee:

**Girls** - dresses/dressy slacks; **Boys** - shirt and slacks (ties and jackets are optional).

- **Girls:** Girls are to be dressed modestly and neatly. No tight clothing, no bare midriffs, no low necklines, no spaghetti straps (straps must be a minimum of 2”), no skirts more than 3” above the knee, no slits more than 3” above the knee, no blue jeans, no shorts, no T-shirts. Dress slacks may be worn. Shoes must be worn at all times and must have a back strap (no flip-flops, scuffs, etc.).
- **Boys:** Boys are to be dressed modestly and neatly. No baggy pants, no undergarments showing, shirts must be tucked in at all times (no matter the cut of the shirt), no blue jeans, no shorts, no T-shirts. Shoes must be worn at all times and must have a back strap (no flip-flops, scuffs, etc.). Hats or caps are not to be worn indoors.

**Conduct of Students:** Students are to behave in a respectful manner and follow all instructions and directions of their director, the Spelling Bee Chairperson, and the

Guest Adjudicator(s). There should be no talking, whispering, shouting, or whistling during the Spelling Bee. Students are to remain seated during the Spelling Bee; entering and exiting at the appropriate time. Students are not to run around. Sufficient adult supervision must be available to assist (one adult for every 10 students).

**Attire for Adults:** Adults are to be dressed modestly and neatly.

- **Ladies:** Women are to be dressed modestly and neatly. No tight clothing, no bare midriffs, no low necklines, no spaghetti straps (straps must be a minimum of 2”), no skirts more than 3” above the knee, no slits more than 3” above the knee, no blue jeans, no shorts, no T-shirts. Dress slacks may be worn. Shoes must be worn at all times and must have a back strap (no flip-flops, scuffs, etc.).
- **Men:** Men are to be dressed modestly and neatly. No baggy pants, no undergarments showing, shirts must be tucked in at all times (no matter the cut of the shirt), no blue jeans, no shorts, no T-shirts. Shoes must be worn at all times. Hats or caps are not to be worn indoors.

**Conduct for Parents:** School Coordinators are asked to include the following statement in their communication to parents:

*“Parents will refrain from talking, signaling, or communicating with spellers in any way, including mouthing the letters as the speller spells them during spelling rounds.”*

#### **IV. Responsibilities for the School Coordinator**

The School Coordinator is the person responsible for the school’s registration for the CCEA Spelling Bee.

**Following is a list of the usual duties of a School Coordinator:**

- \* Conduct their School Spelling Bee using the information in this handbook
- \* Coordinate home school families’ participation in the School Spelling Bee
- \* Submit five (5) names to the District Chairperson of those who will serve as workers and judges
- \* Read the eligibility requirements and make sure that students participating in the school spelling bee qualify.
- \* Register with the CCEA District Spelling Bee  
<http://www.cceaonline.org/resources/File/events/coordinator-handbooks/student-activities-registration-form.pdf>

#### **V. Contest Rules**

- \* There are five (5) workers or Judges for each grade level and for the final round. These positions are Spell Master (pronouncer), Head Judge, Arbitration Judge, Recording Judge and Round (and time) Keeper.

\* The official dictionary and word source is the *Webster's Third New International Dictionary*, copyright 2002, Merriam Webster, (Webster's Third)

\* The duties of the workers and judges are as follows:

**Spell Master (pronouncer)** The Spell Master or pronouncer is responsible for pronouncing the word that the contestant is asked to spell. They should speak in a clear loud voice that is audible to the contestant. The speller may request that the Spell Master repeat the word which he will do. The time limit for spelling starts when the word to be spelled is first pronounced by the Spell Master.

**Head Judge:** This judge is completely in charge of the conduct of the spelling bee. He is the final authority on challenges to the procedures in the conduct of the bee that can not be resolved by the Arbitration Judge. He has the authority to disqualify spellers during a spelling round. He may also dismiss spectators, workers, or judges from the spelling bee process.

**Arbitration Judge:** This judge handles all questions that arise in the conduct of the spelling bee either from workers, judges or spellers. Any challenges to the process or procedures will be resolved by this judge using the rules and procedures of the CCEA Spelling Bee.

**Recording Judge:** This judge records each letter that the speller says during his/her attempt to spell the word. He must listen carefully to what the speller says and record the information accurately. He will also record the proceedings of the bee on an electronic recording device that can be played back to check the spelling of words.

**Round Keeper:** This worker keeps the time and the rounds as the spellers perform the spelling of each word and completes each round. Rounds are completed when each speller has had their turn to spell a word.

## VI. Contest Format

The CCEA District Spelling Bee is composed of individual grade level competitions and an overall contest for grades sixth through eighth.

The format for conducting the spelling bee is as follows:

1. The workers and judges assemble in their designated room and are given their assignments.
2. The names of the spellers are placed in a container and drawn to determine the order of their turn.
3. The spellers are seated in the order in which they were drawn and will be called upon to spell in this order.
4. A practice round will be conducted so that each speller will have the opportunity to do one practice spelling before the competition rounds.
5. The Round Keeper will call on the speller when it is his/her turn to spell.
6. The pronouncer will give the speller the word to be spelled. The speller will say the word, spell the word, and say the word again.

7. The speller has 2 ½ minutes from the time the Spell Master gives the word in which to correctly spell the word.
8. The contestant may request the pronouncer to re-pronounce the word, define it, or use it in a sentence. The pronouncer shall grant all such requests until the judges agree that the word has been made reasonable clear to the contestant. Judges may disqualify any contestant who ignores a request to start spelling.
9. Having started to spell a word, a contestant may stop and start over, retracing the spelling from the beginning, but in the retracing there can be no change of letters and their sequence from those first pronounced. If letters or their sequence is changed in the spelling, the speller will be eliminated.
10. Upon missing the spelling word, a contestant immediately drops out of the contest. The next word on the pronouncer's list is given to the contestant.
11. If the speller spells the word correctly he/she will take their seat and wait for the next round. Spellers will fill all empty seats before the next round.
12. If the speller does not spell the word correctly he/she will report to the Round Keeper who will take his/her name off of the round roster. This process will continue until the first second, and third place spellers are identified.

## **VII. Preparation for the District Spelling Bee**

1. Three students from each grade (3rd – 8th) will be selected to represent their school at the CCEA District competition.
2. Each school will either select their grade level participants or conduct their own local spelling bee.
3. Each school will fax the names of its grade level participant on the Registration Form to the CCEA Activities Chairperson 30 days prior to the District Spelling Bee.
4. The words for the CCEA Spelling Bee are on the CCEA website under Student Activities.
5. The student participation fee for the Spelling Bee is \$10.00 per student and must be paid 30 days prior to the District Spelling Bee. An early bird participation fee of \$5.00 per student will apply if the fees are paid by September 21, 2009.