RULES AND REGULATIONS

1. Officials of the Spelling Bee shall include the Pronouncer(s), Judges, and a Time Keeper.

2. Eligibility:
   a. Primary School:
      i. The speller must be a pupil of a public or private primary school located in Rivers State.
      ii. The Speller must not have sat for any secondary school entrance examination. The Rotary Club of Trans – Amadi Spelling Bee may disqualify prior to or during the competition any speller who is not in compliance with any of its eligibility requirements, and it may require any speller who is found to have not been in compliance with any of its eligibility requirements to forfeit the prizes, rank, and any other benefits accorded to the speller as a result of participation in the Rotary Club of Trans – Amadi Spelling Bee.

   b. Secondary School:
      iii. The speller must be a student of a public or private secondary school located in Rivers State.
      iv. The Speller must not have sat for any university entrance examination, Senior School Certificate Examination or National Examination Council Examination. The Rotary Club of Trans – Amadi Spelling Bee may disqualify prior to or during the competition any speller who is not in compliance with any of its eligibility requirements, and it may require any speller who is found to have not been in compliance with any of its eligibility requirements to forfeit the prizes, rank, and any other benefits accorded to the speller as a result of participation in the Rotary Club of Trans – Amadi Spelling Bee.

3. The Spelling Bee shall be conducted orally. The speller cannot demand a written format except under the condition of Rule number 5.

4. The Spelling Bee officials will be responsible for selecting the words to be used in the competition. Words for the primary school category will be selected from the published Rotary Club of Trans – Amadi Spelling Bee Word List. The spelling of any word in the Word List will be the acceptable spelling for the purposes of the competition. In the unlikely event that the words in the Word List are exhausted before the end of the competition, additional words will be selected from outside the Word List until a winner emerges. There will be no Word List for the secondary school category.

5. Special Needs: Spelling Bee officials will strive to accommodate spellers who have speech impediments and physical challenges. All requests for Spelling Bee officials to accommodate special needs involving sight, hearing, speech or movement should be indicated in the relevant portion of the Spelling Bee registration form. The officials have discretionary authority to amend oral and/or written spelling requirements on a case – by – case basis for spellers with diagnosed medical conditions involving sight, hearing, speech, or movement.

6. The Pronouncer will make every effort to pronounce each word according to the diacritical markings in the dictionary. After pronouncing the word, the pronouncer may clarify the word by using it in a sentence, by defining it, or by repeating it, if the speller requests.
7. The Judges will uphold the rules and determine whether or not words are spelled correctly. They are in complete control of the competition and their decision shall be final on all questions. Because seeing the speller’s lip movements may be critical in detecting misunderstandings or misspellings, the spellers will face the judges when pronouncing or spelling a word. The judges will participate in the exchange of information between the speller and pronouncer if they feel that clarification is needed. The judges will listen carefully to the pronunciation of the word and if they notice that speller misunderstood the word, they will work with the speller and pronouncer until they are satisfied that reasonable attempts have been made to assist the speller in understanding the word. While the judges are responsible for attempting to detect a speller’s misunderstanding, it is sometimes impossible to detect a misunderstanding until a spelling error has been made. The judges are not responsible for a speller’s misunderstanding of a word. The judges may disqualify a speller (1) who refuses a request to start spelling; (2) who does not approach the microphone when it is his/her turn to receive the word; (3) who does not comply with the eligibility requirements; (4) who engages in conduct unbecoming; (5) who in the process of retracting a spelling alters the letters or sequence of letters from those already uttered; (6) who in the process of spelling utters unintelligible nonsense words.

8. Each speller is expected to:
   a. Pronounce the word before spelling. This is to ensure that he/she heard the word correctly.
   b. Pronounce the word after spelling to indicate that spelling is complete. This ‘say – spell – say’ procedure should be followed to ensure that (1) the speller understands the correct pronunciation of the word, and (2) the judges know when the spelling is complete and that no more words will be added. The pronouncer may stop a speller if he/she fails to pronounce the word before spelling or if it is pronounced incorrectly. The judges may not disqualify a speller for failure to pronounce a word before spelling it.

9. For clarification, before beginning to spell, the speller may ask the pronouncer to say the word again, define it, and/or use it in a sentence. Such requests will be granted until the judges agree that the word has been made sufficiently clear to the speller.

10. A speller may stop spelling and start all over again, retracing the spelling of the word from the beginning, but in retracing there can be no change of letters or their sequence from those first pronounced. If letters or their sequence are changed in the respelling, the speller will be eliminated from the competition. For clarity, and to avoid misunderstanding the speller must indicate verbally when he/she is starting over.

11. A speller will have two minutes in which to spell the assigned word. If the speller does not begin spelling after thirty seconds, he/she will be reminded by the Time keeper to begin spelling. The speller will then have one minute, thirty seconds to spell the word.

12. The competition will be conducted in rounds.

13. When a word is misspelled by a speller, the pronouncer will indicate this to the speller, give the correct spelling, and then give the next word in the list to the next speller. If the case occurs where all the spellers in around misspelled their words, then anew round will begin and continue until some spellers misspell their words and are eliminated from the competition. The preliminary rounds will be used to select the best spellers to compete in the finals.

14. During the final competition, the same process of elimination will apply until only two spellers remain.
15. When the number of spellers is reduced to two, the elimination procedure changes. At that point, when a speller misspells a word, the other speller will be given the opportunity to spell that same word. If the second speller spells that word correctly, he’ll be given his own word by the pronouncer. If he spells that correctly too, he will be declared the winner. If however the second speller correctly spells the re-assigned word (the word incorrectly spelled by the first speller), but misspells the new word given to him/her, then the misspelled new word will be given to the first speller. If the first speller correctly spells, and also correctly spells the next word on the list, he will be declared the winner. If both spellers misspell the same word, both will continue in the contest. The competition will continue in this manner until a winner emerges.

16. No talking will be allowed among contestants or between contestants and members of the audience. If a contestant receives assistance from anyone in the audience, he/she will be disqualified. The audience is required to remain seated until a break is announced to avoid distracting the contestants. Contestants found talking may be disqualified.

17. Protests may be heard from anyone (the speller, parent, teacher, etc.) wishing to reinstate a speller into the competition. It is permissible to approach the judges after notifying the time keeper. Deadline for filing a protest is before the speller affected would have received his next word had he/she stayed in the competition. No protest will be entertained once that word has been given to another speller. When only two spellers remain, a protest must be made immediately, i.e., before the second speller has started to spell the word given to him/her, or if both spellers have misspelled the same word, before the correct spelling is given to the audience by the pronouncer.

18. As stated in Rule number 7, the Judges are in complete control of the competition. Their decision is final. Spelling Bees are not unlike sporting events in which referees call the play as they see it. Players do not always agree with the decisions or like them, but accept them as part of good sportsmanship.

19. The spellers must dress in their school’s uniform.

20. The most important rule of all is to relax and have fun, whether you are a participant or a spectator.