



2019 PSB Regional Final Convenor Information

The following information will assist with your organisation of the Regional final. Please read it carefully and feel free to contact me with any questions you may have. If you have special days during the Regional Finals dates, 2 – 13 September 2019, please let me know as soon as possible so as we begin to plan regionals we do not assign a date inconvenient for your school.

Organisation before the day

- Arrange a suitable venue – a school hall or other large space is ideal. You may wish to provide some of your students as an audience.
- Set up space with chairs and tables according to instructions below.
- Please provide a central microphone for contestants to spell from.
- Please provide a microphone for the announcer and if possible the chairperson(s).
- Arrange for three students to help out on the day - one as chairperson, one as time-keeper and one to keep track of which contestants have been eliminated and which contestants are continuing in the next round. These students can also direct people to the hall when they enter the school before the start of each session.
- Provide a stopwatch and bell for the timekeeper.
- Order morning and afternoon tea (and lunch for the visiting announcer).

Venue

The venue should be arranged so that the contestants are angled towards the Announcer, rather than directly towards the audience. This is to avoid contestants being distracted by audience-members and to limit audience members mouthing letters or words to contestants.

Chairs should be arranged in rows and contestants seated in spelling order as indicated on the draw. As each student takes their turn they come up to the microphone to spell. At the end of each round, eliminated students should join the audience and remaining contestants move up to take vacated seats.

Please provide a table and chairs for the Announcer and Scorer to sit at during the final. Depending on the shape of your hall, this could be on one side either on the stage or in front of the audience. The chairperson and timekeeper will also need a table and chairs.

Signage

Signage for the 2019 Premier's Spelling Bee will be supplied to host schools as a digital file, which can be displayed on a Smartboard or projector, providing your hall or library is equipped with one.

Structure

The day is divided into two sessions:

✚ Junior Division (Years 3&4): **9.30am-11.30am**

✚ Senior Division (Years 5&6): **12.30pm-2.30pm**

Contestants have been asked to arrive twenty minutes before the final is scheduled to start. As students arrive, please mark off their names on the draw and seat them in the appropriate chair – matching numbered stickers can make this easier.

Convener

As convener, your role is to make sure the event runs smoothly on the day. Keeping track of eliminated contestants can be difficult, so conveners usually sit with the chairperson and elimination tracker and help them with the elimination sheet (see below). If possible arrange for a photo of the winner and runner-up of each session to be taken and sent to the PSB Coordinator for forwarding on to the Media Unit.

Chairperson and Elimination Tracker

The chairperson's role during the competition is to announce contestants to the audience each time they spell. The chairperson can work closely with the Elimination Tracker to keep track of which contestants have been eliminated and announce only students still remaining in the competition. Elimination sheets are provided to write each contestant's name and school. Place a tick or a cross next to each contestant's name after each spelling attempt. As contestants are eliminated, a line should be drawn through their name.

Timekeeper

The timekeeper times the length of each contestant's spelling attempt. Timing begins once the announcer has finished speaking. A warning bell is rung at 30 seconds, with two bells at 45 seconds to indicate that the contestant's time has expired. If a contestant has not finished spelling the word by the second bell, their answer is judged incorrect.

Announcers and Scorers

It is the announcer's role to read the words and the sentences which indicate the meaning of the word. It is important that announcers guard their facial expressions. Announcers have been requested to carefully read through the lists of words to be used in each round, and to follow the pronunciation guides provided. Scorers record the students' spelling and (with the announcer) determine if a word is correct.

Every effort is being made to provide you with an external Announcer, usually Arts Coordination Officers or Literacy and Quality Teaching Consultants. In the event that personnel are not available on the day of your final to take on these roles, I will contact you to discuss alternatives.

Before the final you will have mailed out to you:

A script and elimination trackers

These will also be emailed to you with regional finalist names in random order, so you are able to set up the correct number of chairs for finalists visiting your event. This spreadsheet will also allow you to run regional certificates through a mail-merge.

Rounds of words for Regional finals

Separate rounds of words for Junior and Senior divisions. These include a space in which to write the spelling of each word so all answers are documented. Please keep these lists secure before the final and return the scorer's lists by post to the Arts Unit after the final. Demonstration rounds are printed on white paper and elimination rounds on coloured paper.

Winner's Prizes and Certificates

Please arrange for someone suitable, usually the announcer, or Principal of the host school, to present prizes and certificates. Having all students return to the front of the hall to collect their certificates and remain for a group photo is a good idea, and gives parents an opportunity to come to the front and take a photo.

Results Fax Sheet

Please include the name of the runner-up as well as the winner on the results fax sheet, in case the winner cannot attend the final. This form will need to be scanned/photographed and emailed to

desiree.lane2@det.nsw.edu.au or faxed to the Arts Unit on (02) 9569 6878 at the conclusion of the day. This year there is space for an estimate of the number of audience members in attendance at your final – this can be a rounded figure / low-key estimate.

Media Publication Consent Form

Please have this signed by the parent or guardian of **the winner and runner-up** (both junior and senior) and email or fax to the Arts Unit. The consent form can be photocopied for other contestants in the event that local media attend. Please communicate with any attending media to ensure they receive publication consent from the parents of any children they wish to name or photograph. It is a good idea for the convener to make an announcement before the final such that any parents who *DO* have a problem with their child being photographed can speak to the convener and/or photographer to make this known.

Risk Management Plan

To meet health and safety guidelines, we are required to have risk management plans in place for each regional final. A risk management form will be emailed to you if your school does not have a template - please have it on hand on the day of the final in case of incident. This year we are taking extra care with the risk of allergy and anaphylaxis with regards to catering.

Relief and Catering

The Arts Unit, Premier's Spelling Bee is able to offer you \$550 (GST inc) to offset one teaching relief day (\$442) and catering (\$108) for your school's Regional Final. Please provide a light morning and afternoon tea as well as lunch for the visiting announcer.

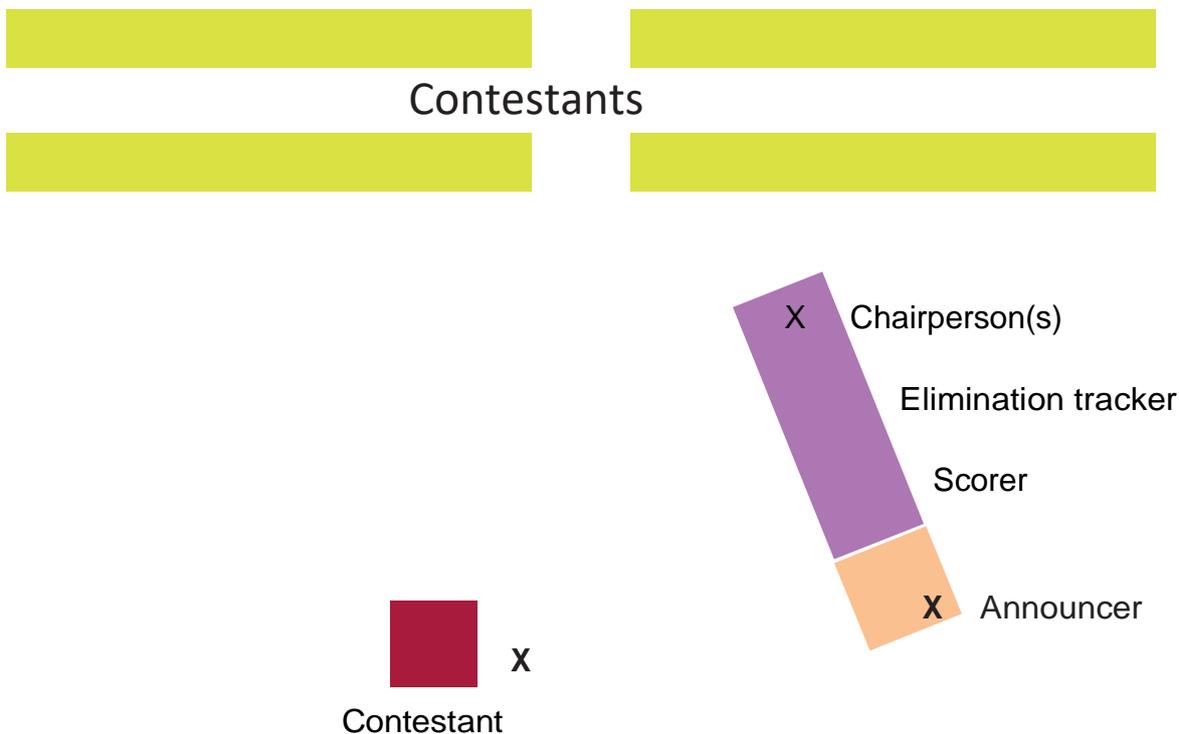
This money will be deposited into your school's account via SAP, prior to the event.

Please ensure that your canteen or caterer is aware of not providing any foods commonly linked to allergic reactions and anaphylactic shock.

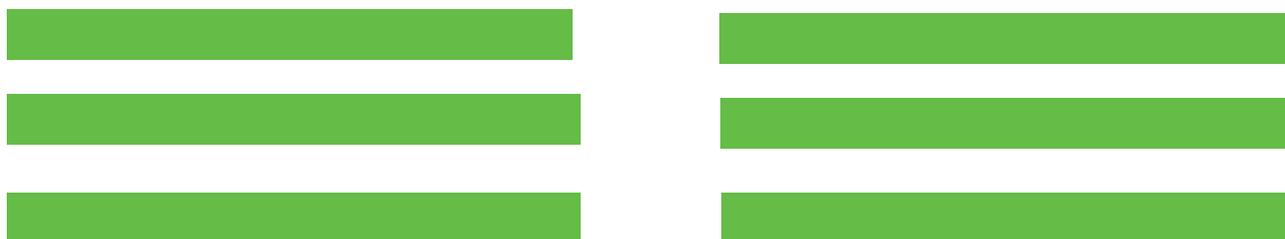
See below for a suggested room/hall layout for in-school and regional finals. This is the layout used at state finals.

Suggested room set-up

The Premier's Spelling Bee regional final layout



Audience



Audience and spelling contestant should be set at as much perpendicular to each other as possible. This helps eliminate inadvertent coaching from audience and reduces distraction for the speller.

X = Microphone