

60th Hong Kong Schools Speech Festival

17 November to 17 December 2008

Rules and Regulations (English Speech)

It is the responsibility of members / competitors to ensure that the information they provide on the entry form is complete, true and the entry is in compliance with the rules and regulations, and requirements of respective classes. The Association does not take the responsibility to verify the information on the entry form or to check the compliance. Competitors may be disqualified before or after the competition without further notice or refund of the entry fee for failing to meet the entry requirements, to follow the instructions or to observe the Rules and Regulations. Submission of an entry implies the agreement of the members / competitors to abide by the Rules and Regulations. Members should keep competitors informed of all matters relating to the competition. The Association will not approach individual competitors to do so.

1. ENTRY REQUIREMENTS

Competitors must be Hong Kong residents who are aged between 5 and 23 and currently studying full-time in primary, secondary and special school, or post-secondary institutes in Hong Kong. Students in primary, secondary and special school must enter the Festival through members. However, students attending post-secondary institutes may enter the Festival on their own.

1.1 **Group Entries** are open for School Members only. Group entries must comprise of students in the same school. These entries include classes of Choral Speaking, Public Speaking Team, Words and Movement, Thematic Group Speaking, Improvised Dramatic Scene, Dramatic Scenes and Rehearsed Original Scene.

1.2 **Individual Entries** include solos and duos except Class N196.

1.3 Class N196 (Public Speaking Solo) opens to residents who are aged under 23 and study full-time in secondary 6/7 school level or in post-secondary institutes in Hong Kong. Competitors must submit in person their entry forms with the photocopies of their student ID cards.

Winners who are on the adjudicators' list, aged between 16 and 20 and holders of a valid Hong Kong permanent ID card would be invited to participate in the selection for entering the International Public Speaking Competition to be held in May 2009 in London.

1.4 Native English speakers can enter open classes only.

2. ENROLMENT

2.1 Entry Forms

2.1.1 Members must download the entry forms from the Association web site with their membership number and password. The entry forms must be printed out in the ratio 1:1 on a white blank A4 size (210mm x 297mm) paper. All the required details must be filled out on the entry forms. The Association reserves the right to reject any entry forms which are incomplete or not produced in the above-mentioned format.

Members must submit the right forms for respective entries. The types of forms are as follows:

- (i) Group Entry Form (for classes stated in 1.1)
 - (ii) Duo Entry Form (for classes 223-225)
 - (iii) Solo Entry Form
- 2.1.2 Post-secondary students who wish to enter N196 must come to the Association office and collect the forms in person with their student ID cards.
- 2.1.3 ONE entry form can only be used for ONE entry.
- 2.1.4 Competitors should use their names identical to that of their Hong Kong ID cards/ birth certificates for all the entries.
- 2.1.5 Each entry form submitted will be issued with an Entry Form Receipt. Members can collect the Entry Form Receipts with their membership cards from the Association office after 20 October 2008.
- 2.2 Substitution or swapping of competitors, and change of names, class number or area code will not be permitted.
- 2.3 Competitors who enter more than one class (including Chinese Speech and English Speech) should bear a risk of time clash. This may result in their own decision to give up one competition or the other in this festival.
- 2.4 Members/Competitors should enter classes according to the age, education level (primary 1 to secondary 7) or the gender stipulated in the current Syllabus. Competitors can enter one class of classes having the same requirement on education level. (Example: a primary 4 boy may choose to enter either Class U/E/K/Y55 or 56, but not both.)
- 2.5 In all classes where an age qualification is stipulated, the governing date shall be 1 January 2009. Examples:

Aged 23 and under	Born on or after 2 January 1985
Aged 5 and over	Born on or before 1 January 2004

- 2.6 Area Code
- 2.6.1 U denotes urban district (including Hong Kong Island, Kowloon and Tseung Kwan O).
- 2.6.2 E denotes the New Territories East district (including Tai Po, Shatin, Sheung Shui, Fanling and Sai Kung).
- 2.6.3 K denotes Tsuen Wan and Kwai Chung district (including Tung Chung and Tsing Yi).
- 2.6.4 Y denotes Tuen Mun and Yuen Long district (including Tin Shui Wai)
- 2.6.5 N denotes classes which will not be divided into districts. These classes include open, public speaking, words and movement, thematic group and drama except U/E/K/Y 200-201 and U/E/K/Y 214-215. These competitions may be held at any venues in U/E/K/Y districts.
- 2.6.6 Competitors can choose to compete in one district only in U/E/K/Y and they cannot submit more than one entry to the same class held in different districts.
- 2.7 The Association reserves the right to allocate any competitions to be held in any venues in any district.
- 2.8 The Association reserves the right to group any U/E/K/Y classes which have four or less than four entries into one U class / any one class in any U/E/K/Y districts. If the merge is impossible, the class will be cancelled and entry fee will be refunded.
- 2.9 WHEN TO ENTER
- 2.9.1 Entries submitted in person will be accepted from **1 September 2008 to 18 September 2008** (till 4:00pm on the last day).
- 2.9.2 The deadline for entries sent by post is **12 September 2008** as postmarked.

2.9.3 Entries not submitted by 18 September 2008 could be accepted on **19 September 2008** only. Such entries must be submitted by the member in person or a delegated person with a payment of a double entry fee. Such entries sent by post will not be accepted.

The Association reserves the right to reject any late entries.

2.9.4 Please refer to “Important Dates to Note” given in Annex 1 or on the Association web site for the submission deadlines of other materials/documents.

2.10 ENTRY FEES

2.10.1 Please refer to the current Syllabus for the entry fee of each class.

2.10.2 No entry fees will be refunded, regardless of any reasons (e.g. class suspension ordered by the Government of Hong Kong Special Administrative Region [HKSAR], having violated rules and regulations, not being able to obtain the books required, not being able to attend competitions).

2.11 SUBMIT ENTRY FORMS

2.11.1 The Association reserves the right to reject entries that are incomplete or submitted with inadequate documents required. If such entries are submitted by post, by the time they are returned, competitors/members may not be able to re-submit them before the deadline.

2.11.2 In Person

Members should collect all entry forms and entry fees from the competitors, complete the Payment Record Form (PRF), issue ONE cheque/cashier order in the amount of the sum of the entry fees and then submit the required materials/documents together with the original membership card to the Association.

2.11.3 By Post

Members should send in materials/documents including all the entry forms, the completed Payment Record Form (PRF), ONE cheque/cashier order in the amount of the sum of the entry fees and the original membership card. The submission should also include a self-addressed envelope affixed with the right postage for the return of the membership card and the payment receipt. After the submission, members cannot get back the membership card for use till it is returned to them with the payment receipt by post. Without the membership card, they therefore cannot submit extra entries or pursue other matters. The Association will accept no responsibility for any loss, delay or damage during postal delivery.

3. REGULATIONS

3.1 General Rules

3.1.1 Since there is a time gap between the release of the Syllabus and the Speech Festival, amendments may be made and will be posted on the Association web site before the Festival. The Association reserves the right to make any amendments to the Syllabus. Members / Competitors should always refer to the updated amendments uploaded to the web site.

3.1.2 The Association reserves the right to allocate any competitions in any sessions on any date at any venue within the Festival period. Usually there will be three sessions, a.m. (morning), p.m. (afternoon) and evening sessions set for each day. Each session will normally last for three to four hours.

3.1.3 Depending upon the number of competitors to perform in the classes concerned and the length of time required for the piece, the Association office will allocate competitors of the same class into a number of groups. Each group will be adjudicated by one adjudicator independently. The adjudication on each group does not correlate with each other.

- 3.1.4 The Association reserves the right to make changes, modifications and cancellations of any arrangements for the Festival as it may deem necessary or expedient.
- 3.1.5 Competitors / Members are reminded that they must refer to the online Festival Timetable and check the details of their classes on the Association web site. If a request for changes is to be made, please refer to Annex 2 for what may be altered and the required procedures, and download the “Alternation Form” from the Association web site for use. All the requests for alterations together with supporting documents and the handling charge should be submitted to the Association before the deadline specified. The Association will subsequently release the “Festival Timetable (Revised Version)”. Please refer to “Important Dates to Note” given in Annex 1 or on the Association web site for the dates.
- 3.1.6 The Association will decide on the time slots and dates that the classes are to take place. The order of competitors’ performance and groupings for each competition will be assigned by ballot draws. Competitors who fail to show up according to the published order will be considered as “not in assigned order”. They can only receive the comments from the adjudicator(s), and will be awarded no marks and no certificates.
- 3.1.7 Competitors must be ready and report to the competition assistants 15 minutes before the time specified in the Festival Timetable. Once the competition starts, the adjudicator/competition assistant has the right to refuse any audience (including competitors) from entering the venue. If a competitor is late, he/she may miss some important announcements or may risk performing “not in assigned order”.
- 3.1.8 When attending the competitions, competitors must bring with them the following documents (Spot checks will be made):
- (i) the Entry Form Receipt (as an identification of their status as competitors)
 - (ii) the original or a photocopy of their Hong Kong ID card/birth certificate (as an identification of their name and age)
 - (iii) the student card/handbook (as an identification of their education level)
 - (iv) Competitors’ List (for group classes) – when attending the competitions, each choir/group must provide a list of details of all the choir/group members including their names, date of birth and level of study. A form can be downloaded from the Association web site for this purpose.
- 3.1.9 Appropriate attire is required during competition.
- 3.1.10 The adjudicator will stop a competitor if he/she performs a wrong piece, does not prepare well or not perform up to the required standard; he/she will be given comments but awarded no marks.
- 3.1.11 Adjudicators may cut short the pieces if necessary, or stop a performance when they have heard enough to form a judgment.
- 3.1.12 Before the announcement of results, all the audience, including the competitors, teachers, and parents are not permitted to approach the adjudicator; disqualification and dismissal from the competition venue will be incurred on the person(s) who violate(s) this rule. When enquiries are to be made, the competition assistants at the venue should be the right person to be approached.
- 3.1.13 No devices for amplification or video imaging will be allowed to be used for all classes. Nevertheless, for group drama classes, competitors may add sound effects to their performances provided that they bring their own equipment for such purpose.
- 3.1.14 Prompting, cueing or conducting is not allowed during competitions except for Harmonic Choral Speaking (N90-92, 94-96, 98-99), Dramatic Scenes

(N219-222) and Rehearsed Original Scene (N228-230) classes.

3.2 Number of Entries

3.2.1 Competitors can attend only one competition among competitions of the same class held.

3.2.2 Schools can enter more than one team to the same group class. However, the members of a team must be different from those of another team entering the same class.

3.3 Competition Materials

3.3.1 Sources of set pieces have been printed in the Syllabus, and in most classes the names of publishers have been provided. Competitors are advised to use published materials. Competitors must make their own effort and allow enough time to obtain/order the required materials for competitions. All members/competitors should ensure their versions of set pieces are identical to the versions set for competitions. Members are strongly advised to visit the Association Library to check the set versions.

3.3.2 Competitors who use downloaded versions of electronic books for prose reading classes must present proof of purchase at the competitions. However, the electronic books must be properly bound for the purpose of the delivery of prose reading.

3.3.3 Competitors performing a piece different from the set piece/own choice piece submitted, or a different version of the set piece will be awarded no marks.

3.3.4 Own Choice Piece/Original Work

3.3.4.1 Submission Deadlines for Titles and Pieces - All competitors are required to use the Own Choice Form (OC Form) for submission of the titles, pieces and original works. Members should submit the OC Forms to the Association office in person or by a delegated person. The Association will issue a confirmation slip upon receipt of each title/piece/work. Competitors failing to observe the following deadlines will be disqualified:

Class	OC Form	Content ⁺	Deadline
N202-205	✓	✓	14 Oct 2008
N206-208	✓	✓	14 Oct 2008
N212-213	✓	✓	14 Oct 2008
N216-218	✓	✓	14 Oct 2008
N219-222	✓		14 Oct 2008
		✓	*
N223-225	✓	✓	14 Oct 2008
N228-230		✓	*

⁺ Content of the piece, title and name of the author should be typed out and printed on a white A4-size paper.

* Scripts should be submitted to the competition assistants on the day of competition.

3.3.4.2 It is the competitors' responsibilities to ensure that Own Choice pieces are not selected from the list of pieces set in the current Syllabus.

3.3.4.3 Own Choice pieces must not be used for more than one class.

3.3.4.4 The adjudicators will take into account the quality and appropriateness of Own Choice pieces selected when awarding marks to the performances.

3.3.4.5 The adjudicators/Association reserves the right in any circumstances to reject any pieces which are considered to be unsuitable for

- performance.
- 3.3.4.6 Performances exceeding the specified time limit may be ordered to stop and marks will be deducted.
- 3.3.4.7 All copies submitted for adjudicators' reference will be destroyed after the competition.
- 3.3.5 It is the competitors' responsibilities to observe and comply with the copyright law, and ensure their rights of using the materials. Competitors who are found to have used photocopied materials infringing the copyright law will be disqualified.
- 3.4 Rules for Different Classes
- 3.4.1 All classes should be performed from memory, except prose reading classes and limited parts as specified in thematic group speaking classes.
- 3.4.2 Competitors must fully familiarise themselves with the class requirements given under the respective classes in the Syllabus.
- 3.4.3 **Open Classes:**
The standard of adjudication for these classes is highly maintained. These classes are for students who are native speakers using English as their first language. Any student may enter these classes provided that he/she can meet the requirements of age and student status.
- 3.4.4 **Non-Open Classes (for non-native speakers):**
These classes are for students who are non-native speakers using English as a second language.
- 3.4.5 **Verse or Prose Speaking Classes:**
Poems and prose pieces must be memorised and recited.
- 3.4.6 **Prose Reading Classes:**
In all prose reading classes, the pieces must be presented as reading aloud from the text of the book which should be held in hand(s) and referred to. It should not be a memorised presentation. Competitors should prepare the whole set piece from which an extract will be selected by the adjudicator at the time of the competition.
- 3.4.7 **Choral Speaking Classes:**
Each group must comprise of 30 to 50 competitors and perform without a conductor.
Competitors in Choral Speaking classes may adopt variations of movements, music, costumes and props (see Rules & Regulations 4.3).
- 3.4.8 **Harmonic Choral Speaking Classes:**
Each group must comprise of 25 to 50 competitors and perform with or without a student/teacher conductor.
No movement, gesture, mime, costume or hand props are permitted; nevertheless, suitable grouping patterns of the choir are allowed. The adjudicator will look for clarity and harmony of speech presented and the interpretation of the poem.
- 3.4.9 **Drama Classes:**
Hand props, costumes and daytime make-up are permitted for drama classes. Stage make-up can only be used when necessary (e.g. for animals, etc.). The use of costumes may contribute to the overall performance, but the quality of speech, acting, originality and creativity are highly regarded. Music and sound effects are allowed. (see Rules & Regulations 3.1.13 and 3.5.2) Heavy/ fixed settings or electronic presentation are not permitted whereas some small and easily movable furniture items may be allowed.
Drama scripts should be memorized by competitors. When performing they must not hold the scripts in hand.

For Classes N219-222 and N228-230, a prompter is optional.

3.5 Rules at Competition Venues

3.5.1 All venues will not be open until 15 minutes before the start of each session.

3.5.2 Choir risers of three tiers with four to five blocks fixed together will be provided for Choral Classes. No electricity, props, equipment, backdrops, etc will be supplied.

3.5.3 Rearrangement of setups and facilities is prohibited in competition venues.

3.5.4 Anyone including competitors who causes undue disturbance in competition venues will be asked to leave the venue or be disqualified.

3.5.5 The use of communication and electronic devices is prohibited in competition venues. Audio or video recordings and photo-taking (including the verbal comments from adjudicators and the announcement of results) are prohibited during competitions. Anyone who violates this rule will be asked to leave the venue.

3.5.6 It is the individual attendees' responsibility to take care of their personal properties. The Association will not be responsible for reports of lost and found.

3.5.7 Admission to all competition venues is free of charge and open while seats are available. However, priority will always be given to competitors competing in that time slot. For some competition venues where admission tickets are required, attendants could obtain tickets at the door 15 minutes before the start of the session.

3.5.8 Since the seating capacity in most venues is very limited and controlled under the Fire Prevention Ordinance, each competitor with a maximum of one accompanying teacher/parent will be admitted to the sessions/time slots they are required to perform. In accordance with the limitations/requirements of the venue and request of adjudicators, the competition assistants are authorized to take charge of the seating and admission arrangements in the venues. They may refuse competitors of other timeslots from entering the venue. No audience and parents will be admitted to the choral competitions scheduled to be held at Martha Boss Community Centre Hall.

3.5.9 Non-competitors under the age of six will not be admitted to all venues.

3.5.10 The Association does not offer parking spaces at all venues.

3.6 Prize-winners' Recitals

Competitors obtaining the highest marks and recommended by adjudicators in their classes may be called upon to perform at a winners' recital in any venue at a schedule time if required by the Association. Winners who fail to comply will result in any award being withheld and no certificates issued.

4. JUDGING CRITERIA

4.1 All set pieces must be performed in accordance with the details listed in the Syllabus. Competitors presenting a piece different from the set piece / own choice piece submitted will receive no marks; competitors presenting a shortened or lengthened version of the set piece / own choice piece submitted will be disqualified. It is stressed that the QUALITY of VOCAL TECHNIQUES and the INTERPRETATION of the piece are the most important factors for a good performance.

4.2 Adjudication will be based on the overall performance of the competitors, including:

- Clarity of speech
e.g. pronunciation, intonation, articulation, voice projection, etc.
- Interpretation
e.g. understanding and conveying the author's message, etc.
- Audience awareness

e.g. effective communication with the audience

- 4.3 Competitors could decide whether or not their use of gestures, movements, music, costumes, props, etc. would enhance the quality of their performance. However, they should always bear in mind that the adjudicators will make a decision with reference to the judging criteria and the overall performances.
- 4.4 The decision of the adjudicators shall be final.

5. AWARDS and MARKS

- 5.1 Competitors will receive mark sheets at the end of the competition in which they have performed. Competitors will bear the risk of losing the mark sheets if they fail to collect them immediately at the venue. Otherwise, members should collect the mark sheets for your students after 5 January 2009. All unclaimed mark sheets will be destroyed before the commencement of the next Speech Festival.
- 5.2 Certificates of three levels will be awarded to competitors for their achievements.
- | Certificates | Marks obtained |
|--------------|----------------|
| Honours | 90 or over |
| Merit | 80 - 89 |
| Proficiency | 75 - 79 |
- 5.3 Placing will be awarded for each separate group of each class. No placing, trophy or prize will be awarded to any performance that is awarded under 80 marks in all classes.
- 5.4 Certificates should be collected by members only. Members are responsible for distributing the certificates to their students. Certificates can be collected between March and May of each year. The exact dates and details will be released on the Association web site. Competitors from post-secondary institutes who have entered Class N196 should bring the original mark sheets to the Association office for their certificates within May 2009. Request for issuance or re-issuance of certificates after the aforesaid period will be subject to a handling charge.
- 5.5 Trophies/awards/prizes should be collected within the specified period given on the Prize Collection Notification. Late collection, if permitted, is subject to a handling charge.
- 5.6 Some of the trophies which are awarded to winners are the property of the Association. They are to be kept by the winners and must be returned in good conditions to the Association office before the commencement of the forth coming Speech Festival. Holders of the trophies will be responsible for any damage or loss incurred while the trophies are in their custody or in transportation. After the trophies/prizes are collected by members/competitors, the Association will not be responsible for the damage or loss of the trophies/prizes.

6. Other Key Issues to Note

- 6.1 The decision of the adjudicators on all artistic related matters shall be final; the decision of the Executive Committee upon all the matters/interpretation of the Rules and Regulations, and all matters arising from administrative issues and competitions shall be final.
- 6.2 In the case of class suspension ordered by the Government of HKSAR, some subsequent arrangements on the Speech Festival competitions/activities will be made. Arrangement updates will be posted on the Association web site. No make-up sessions of competitions thus cancelled will be held. Nor will the entry fees of the cancelled competitions be refunded. Please also refer to Annex 3 for arrangements resulting from school suspension.
- 6.3 Competitors who are suffering from an epidemic disease should not attend any festival

activities unless he/she can present a valid certification from a medical doctor for the proof of his/her physical fitness for the competition.

6.4 A surcharge will be levied on any additional request, once accepted.

7. Enquiries and Comments

7.1 Complaints and suggestions should be in written form and submitted to the Complaints and Suggestions Handling Committee of the Association by post within 10 working days after the Festival by the member of the Association that entered the competitor(s) concerned to the Festival. The membership number should be included. Such written submissions will be handled by the Committee after the Festival. The members will be notified of the result in writing. If the member is a School Member, the submission should: i) bear the signature of the school principal or the responsible teacher of the school; ii) bear the school seal; and iii) include the correspondence address of the school.

If the member is an Associate Member, the submission should: i) bear the signature of the member; and ii) include the correspondence address of the member.

No reply will be given to written submissions that fail to meet the foresaid requirements. No telephone replies will be made.

7.2 Since the telephone lines of the Association will be very busy from the pre-festival to post-festival period, members/competitors are advised to browse “A Guide to Hong Kong Schools Speech Festival” at the Association web site for the information or details of the Festival they require. Should there still be any further enquiries, please contact the Association via http://www.hksmsa.org.hk/e_contact.php.

All activities held by the Association must be handled by and entered through our members. All related services (such as collection and submission of entry forms, having the access to the Association library, and purchasing the music only available from the Association, etc) will be provided only to members / persons who can present a valid and original membership card.

For membership details, please browse the Association web site.

Annex 1 附錄一
Important Dates to Note 重要日期一覽表

60th Hong Kong Schools Speech Festival 第 60 屆香港學校朗誦節	
Release of Online Festival Syllabus 網上公佈比賽目錄	28-5-2008 (English Speech) 3-7-2008 (中文朗誦)
Festival Syllabus (Printed Version) Ready for Collection by Members 會員開始領取比賽目錄 (印刷版)	3-7-2008
Speech Festival Entry Forms Ready (downloadable from the Association web site or to collect from the Association office) 朗誦節報名表備妥 (於本會網站下載或本會辦事處索取)	18-8-2008
Entry Submission Starts 開始報名	1-9-2008
Entry Submission Deadline (by post) 截止報名 (郵寄)	12-9-2008
Entry Submission Deadline (in person) 截止報名 (親臨辦理)	18-9-2008 (4pm)
Late Entries Submission 逾期報名	19-9-2008
Own Choice Piece & Original Work Submission Deadline 截止遞交自選誦材 <u>English Speech 英文朗誦 (please refer to Rules and Regulations 3.3.4 for details)</u> N202-205, N206-208, N212-213, N216-218, N223-225 - title & content N219-222 - title - content N228-230 - content only <u>Chinese Speech 中文朗誦 (詳情請參閱比賽章程 3.3.4)</u> 項目 439-441 - 題目 - 誦材	14-10-2008 14-10-2008 on the day of competition on the day of competition 14-10-2008 比賽當日
Entry Form Receipts Ready for Collection by Members 會員開始領取報名表回條	20-10-2008
Release of Online Festival Timetable 網上公佈比賽時間表	28-10 ~ 5-11-2008
Alteration Application 更改資料申請	28-10 ~ 5-11-2008 (4pm)
Release of Online Festival Timetable (Revised Version) 網上公佈比賽時間表 (修訂版)	10-11-2008
Speech Festival 朗誦節	17-11~ 17-12-2008
Collection of Certificates by Members 會員領取朗誦節獎狀	Mar 3 月~ May 5 月 2009

Annex 2

Notes for Application on the Alteration Form

1. The following information gives guidance on how to complete the application form, the application procedure and what items may be altered. Members / Competitors should study the information carefully before completing the Alteration Form.
2. Members / Competitors should submit one Alteration Form for each entry with item(s) wanted to be altered.
3. Alteration application starts on 28 October 2008 and closes at 4pm, 5 November 2008. Late application will not be processed. (Such restriction does not apply to 7.2.)
4. Members / Competitors should submit the application in person or by a delegated person who will learn of the application result and be issued a confirmation slip on the spot. Application by phone, email, fax or post, etc, will not be accepted.
5. An application will not be processed if the person does not have ALL of the following documents (original) on hand when he/she submits the application:
 - a) Entry Form Receipt;
 - b) Proof of identity of the competitor(s): a photocopy of his/her/their Hong Kong ID Card(s) or student handbook(s), etc;
 - c) Supporting document – (i) an examination time table or school calendar stamped with the school chop if the competition and the school examination take place at the same time; (ii) a letter from the school (write on the letter head of the school, obtain the signature of the school principal and stamp the school chop) if the competition and a test, dictation, assessment or other event of the school which is significant to the academic results of the competitor(s) take place at the same time; (iii) a letter from the responsible teacher (a template is available at Member's Area of the Association web site, the responsible teacher should print the letter on the letter head of the school, give his/her signature and stamp the school chop) if a Solo/Duo Class and a Group Class the competitor(s) entered take place at the same time.
6. Fees
 - 6.1 A handling fee of \$60 will be levied on each application. A surcharge which is equal to the entry fee of the class will also be levied if it is a late submission / a change of the Own Choice piece, or a change of a class. Fees will be waived if the application is made because the classes a competitor(s) entered take place at the same time. Payment of all fees must be settled by cash.
 - 6.2 Submitting a fresh alteration application is the only way to cancel an alteration made. Fee(s) equal to the fee(s) of the previous alteration will be levied.
 - 6.3 Under no circumstances could fees be refunded.
7. What to Alter
 - 7.1 Late Submission / Change of Own Choice piece
Competitors can submit their Own Choice piece if they have not done so before the deadline. They can also apply for a change of their Own Choice pieces.
 - 7.2 Change of Data on the Entry Form
Members / Competitors can apply for correction of data on the Entry Form (e.g. a competitor's name misspelt, miswritten or part of it missing; a contact phone number, an address or a school, etc). No request for a change of Area Code, Class Code or competitor(s) can be entertained.
 - 7.3 Change of Class
A change of class can be made only in the case where: a) a male(s) entered a female class or vice versa; b) entered a wrong age class or a wrong education-level class; c) a Solo Class competitor entered a Duo Class
 - 7.4 Change of the Group of a Class
 - 7.4.1 Acceptable reasons are limited to the following: a) the competition and other competition(s) of the Speech Festival take place at the same time; b) the competition and the school examination take place at the same time; and c) the competition and a test, dictation, assessment or other event of the school which is significant to the academic results of the competitor(s) take place at the same time.
 - 7.4.2 No change of the competition time of the Group Classes can be made.
 - 7.4.3 A certain number of places of each group are reserved for such requests. The places are allocated on a first-come-first-served basis. The exact number of such places depends on the number of competitors entered to a class and the limitations of the venues. As such, an application may be unsuccessful.
 - 7.4.4 Members / Competitors should take a look at the scheduling of the groups which is available online (e.g. the number of groups scheduled, when and where the competitions are held, etc) and indicate their preference on the form. (Association web site: www.hksmsa.org.hk)

Annex 3
Competitions Arrangement in Situation of
School Suspension Announcement by the Government of HKSAR

1. If Tropical Cyclone Warning Signal No 8 or Black Rainstorm Warning Signal or an advance notice of Tropical Cyclone Warning Signal No 8 is issued by the Hong Kong Observatory on the day of the competitions, the arrangement is as follows:
 - a) All competitions of the day are cancelled if Tropical Cyclone Warning Signal No 8 or a higher one or Black Rainstorm is in force, or an advance notice of Tropical Cyclone Warning Signal No 8 or a higher one has been made at 6:30 am;
 - b) Competitions scheduled for 11 am and onward are cancelled if Tropical Cyclone Warning Signal No 8 or a higher one or Black Rainstorm is in force, or an advance notice of Tropical Cyclone Warning Signal No 8 or a higher one has been made at 11 am; and
 - c) Competitions scheduled for 3 pm and onward are cancelled if Tropical Cyclone Warning Signal No 8 or a higher one or Black Rainstorm is in force, or an advance notice of Tropical Cyclone Warning Signal No 8 or a higher one has been made at 3 pm.

2. If the Hong Kong Government's announcement of school suspension resulting from inclement weather does not cover all schools (for example, the Government's announcement of school suspension for kindergartens when Red Rainstorm Warning Signal is issued), the competitions for the affected category(ies) of schools (kindergartens in the case of the above example) are cancelled while the competitions categorised by competitors' level of attainment/age are held as scheduled*. It is then up to the competitors of affected schools to decide if they will attend the competitions after they have given due consideration for their own safety. (please refer to 1 for the timing of the warning signal issued)

[* 'Grade Three Piano Solo' classes and classes for 'Age 8 and Under' are examples of competitions categorised by competitors' level of attainment/age. Students of kindergartens and primary schools are possible competitors in these kinds of classes. Under this circumstance, the competitions concerned are held as scheduled.]

3. If the Hong Kong Government makes the announcement of school suspension resulting from a rainstorm signal when competitions are in session, the

competitions continue. It is then up to the competitors to decide if they will stay for the competition. Whether they elect to leave or to stay, they are held responsible for their own safety.

4. If a tropical cyclone warning signal or an advance notice of Tropical Cyclone Warning Signal No 8 or a higher one is issued by the Hong Kong Government when competitions are in session, the competitions for the affected category(ies) of schools are aborted**. Competitors should leave the venue as soon as possible. Competitors who have performed receive comments and are awarded marks. No placing will be awarded to them. The exact timing at which a competition is aborted depends on the time the venue assistant is notified by the Association or the party in charge of the venue is informed of the news. Competitions categorised by competitors' level of attainment/age continue unless the tropical cyclone warning signal concerned is No 8 or a higher one. It is then up to the competitors to decide if they will stay for the competition. Whether they elect to leave or to stay, they are held responsible for their own safety.

[** For examples, when the Government makes the announcement of school suspension for kindergartens at the time Tropical Cyclone Warning Signal No 3 is issued, the competitions for kindergartens in sessions are aborted; when the Government makes the announcement of school suspension for all schools at the time an advance notice of Tropical Cyclone Warning Signal No 8 or a higher one is issued, all competitions in sessions are aborted.]

5. If the Hong Kong Government makes the announcement of school suspension resulting from a communicable disease, competitors of the affected schools are not permitted to attend or watch any competitions. Competitions categorised by competitors' level of attainment/age are held as scheduled. Competitors of unaffected schools can attend the competition. Competitors who have performed receive comments and are awarded marks. No placing will be awarded to them. Please visit the Association web site for competitions arrangement under such circumstance of school suspension.

<p>The Association shall not run any make-up competitions for the competitions it must cancel and the competitions which competitors elect not to attend. That also applies to the situations relating from circumstances not listed above. In any case, the entry fees are not refundable.</p>
