

63rd Hong Kong Schools Speech Festival
14 November to 14 December 2011

Rules & Regulations
English Speech

All competitors should enter the Festival through members of the Association. Members can enter their own students only. It is the members' responsibility to inform their students every detail about the competitions. The Association will not approach individual competitors. Members / Competitors would be held responsible for the disqualifications caused by invalid or incomplete information given on entry forms or due to violation of rules and regulations. The disqualification may occur before or after the competition, even without further notice; there will be no refund of entry fees. Information entered on the entry forms should meet the requirements of respective classes. The Association disclaims responsibility for checking the details given on the forms. Submission of an entry implies consent from the members / competitors to abide by these rules and regulations.

1. ENTRY REQUIREMENTS

Competitors must be Hong Kong students who are aged between 5 and 23 and study full-time in kindergarten, primary, secondary and special school, or post-secondary institutes in Hong Kong. For class N196, students of post-secondary institutes may enter on their own as an individual competitor (See 1.3).

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 Movements, Thematic Group Speaking, Improvised Dramatic Scenes, Dramatic Scenes and Rehearsed Original Scene.

1.2 **Individual Entries** include solos and duos except class N196. In duo classes, one of the competitors must be the student of the Member.

1.3 Class N196 (Public Speaking Solo) opens to students who are aged under 23 and study full-time in secondary 6 / 7 school level, or in one of the institutes listed in the List of Universities and Post-secondary Institutes Eligible to Enter the Speech Festival in Annex 1.

Winners who are on the adjudicators' list and aged between 16 and 20 would be invited to participate in the selection for entering the International Public Speaking Competition to be held in May 2012 in London. The representative for this competition must be the holder of a valid Hong Kong permanent identity card.

1.4 Native English speakers can only enter open classes.

2. ENROLLMENT

2.1 Entry Forms

2.1.1 Members can download the formatted entry forms from the Association website with their membership number and password. The entry forms must be printed out with a full coverage of details on a white blank A4 size (210mm x 297mm) paper. The Association reserves the right to reject any entry forms which are not in the officially approved format.

The three types of entry forms listed in the following can be downloaded from the Association website:

- (i) Group Entry Forms (for classes stated in 1.1)
- (ii) Duo Entry Forms (for duo classes N223-225)
- (iii) Solo Entry Forms (for solo classes stated in 1.2)

Members must submit the correct type(s) of entry forms.

2.1.2 Post-secondary students who wish to enter class N196 may submit their request for “Entry Form for Post-Secondary Students” through the Association website.

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.

2.2 Substitution or swapping of competitors, and change of names, class number or area code will not be permitted after the submission of entry forms.

2.3 Competitors entering more than one class (including English Speech and Chinese Speech) may have to give up one competition or the other if there is a time clash.

2.4 Competitors should enter classes according to the age, education level (primary 1 to secondary 7) or gender stipulated in the current Syllabus.

2.5 In all classes where an age requirement is stipulated, the governing date shall be 31 December 2011. Examples:

Aged 23 and under	Born on or after 1 January 1988
Aged 5 and over	Born before 1 January 2007

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 Sheung Shui, Fanling, Tai Po, Shatin 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 competitions may be held at any venues in U/E/K/Y districts. These classes include open, bible speaking, public speaking, words and movements, thematic group speaking and drama except U/E/K/Y 200-201 and U/E/K/Y 214-215.

2.6.6 Except N classes, competitors may choose to compete in any one district in U/E/K/Y.

2.7 The Association reserves the right to allocate any competitions to be held in any venues.

2.8 In any district where classes have only four or fewer entries, the Association reserves the right to group them up with the same class in other districts. If the merge is impossible, such competitions may be cancelled.

2.9 **When to Enter**

2.9.1 Entries submitted in person will be accepted from **1 September 2011** to **4:00 p.m. on 15 September 2011**.

2.9.2 Entries sent by post must reach the Association office no later than **9 September 2011** as postmarked.

2.9.3 The Association reserves the right to reject any late entries. Nevertheless, late entries may be accepted. The member must submit such entries in person or by a delegated person on **16 September 2011**. A payment of a double entry fee will be charged. Late entries sent by post will not be accepted.

2.9.4 Depending on the classes entered, competitors may be required to submit other information / documents. Please refer to the "Important Dates to be Noted" in Annex 2 or on the Association website for the deadlines.

2.10 **Entry Fees**

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

2.10.2 Except for those competitions cancelled by the Association under 2.8, no fees will be refunded, regardless of any reasons (such as class suspension ordered by the Education Bureau, having breached rules and regulations, not being able to obtain the books required, not being able to attend competitions due to sickness, personal affairs, school events, etc.)

2.11 **Submit Entry Forms**

2.11.1 The Association reserves the right to reject entries that are submitted with inadequate documents required.

2.11.2 In Person

Members or the delegated persons should bring to the Association office:

- (i) the original membership card;
- (ii) all the entry forms;
- (iii) the completed Payment Record Form (PRF); and
- (iv) ONE cheque / cashier order at the amount to the sum of the entry fees.

Then the Association will issue a payment receipt and return the original membership card to the member or the delegated person.

2.11.3 By Post

Members should send in:

- (i) the original membership card;
- (ii) all the entry forms;
- (iii) the completed Payment Record Form (PRF);

- (iv) ONE cheque / cashier order at the amount to the sum of the entry fees; and
- (v) a stamped and self-addressed envelope for the return of the membership card and payment receipt.

The Association will accept no responsibility for any loss, delay or damage during postal delivery.

2.11.4 Post-secondary students must submit photocopies of their student ID cards with their entry forms.

2.12 Entry Form Receipts

Each entry form submitted will be issued with an Entry Form Receipt. Members can download the Entry Form Receipts from the Association website from 17 October 2011 for distribution to respective students. Post-secondary students who enter on their own should collect the Entry Form Receipts with their original student ID cards at the Association office from 17 October 2011.

2.13 Competition Notifications

For the identification of competitor's status, each competitor will be issued a Competition Notification for every class he / she will compete; i.e. if a competitor has entered two classes, he / she will be issued two Competition Notifications; if a group / team has entered two classes, the group / team will be issued two Competition Notifications. Members must collect the Competition Notifications for their students with their original membership cards at the Association office from 25 October 2011 for distribution to respective students. Post-secondary students who enter on their own should collect the Competition Notifications with their original student ID cards at the Association office from 25 October 2011.

3. REGULATIONS

3.1 General Rules

3.1.1 The Association reserves the right to make any amendments to the Syllabus. Amendments, if any, will be posted on the Association website. The most updated version posted on the Association website overrides the previous ones.

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, namely morning, afternoon and evening sessions set for each day. Each session will normally last for three to four hours.

3.1.3 Upon the number of competitors to perform in the classes concerned and the length of time required for the piece, the Association will allocate competitors of the same class into a number of groups. Each group will be adjudicated by individual adjudicators and awarded placing accordingly. The adjudication of each group need not correlate with one another.

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 Competition details are given on the Competition Notifications. Members / Competitors can also access the details from the “Festival Timetable” posted on the Association website with:

- (i) The membership number and password as shown on the Membership Card; or
- (ii) The reference number as shown on the Entry Form Receipt.

If a request for change is to be made, please refer to Annex 3 for the items that may be allowed to be altered, the application dates and procedure, the fees, and the required documents. The altered items will be updated to the on-line “Festival Timetable – Revised Version”.

Please refer to the “Important Dates to be Noted” in Annex 2 or on the Association website for the release dates of the above documents / timetables.

3.1.6 The Association will decide on the time slots and dates that the classes are to be taken 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 performing “not in assigned order”. They will only be given comments from the adjudicators. Neither marks nor certificates will be awarded to them.

3.1.7 Competitors should report to the competition assistants at the Reporting Time specified on the Competition Notifications. Once the competition starts, the adjudicator / competition assistant has the right to refuse anyone (including competitors) from entering the venue. As a result, a competitor may miss important announcements or his / her assigned order.

3.1.8 No alternative arrangement (such as re-scheduling of competitions, re-allocating competitors to other groups, etc.) will be made for competitions which the Association must cancel or competitors do not attend as scheduled for any reasons.

3.1.9 Competitors must bring with them the required documents for verification when attending competition. Competitors failing to present such documents to the competition assistants within the time of their own time slot will only be given comments. Neither marks nor certificates will be awarded to them. The required documents are as follows:

Solo or Duo class competitors must bring:

- (i) the Competition Notification; and
- (ii) the original student ID card / student handbook / Hong Kong ID card which bear a recent photo.

Group class competitors must bring:

- (i) the Competition Notification;
- (ii) the original student ID card / student handbook / Hong Kong ID card which bear a recent photo; and

- (iii) the completed competitors' list. Competing teams should download the Competitors' List (Group Classes) from the Association website. They must complete the form with names, dates of birth and education level of each member and submit to the competition assistants on the day of the competition.

3.1.10 Appropriate attire is required during competition.

3.1.11 The adjudicator may stop a competitor who performs a wrong piece or an inappropriate Own Choice, is not well prepared or does not perform up to the required standard.

3.1.12 Adjudicators may cut short the pieces if necessary, or stop a performance of any piece when they have heard enough to form a judgment.

3.1.13 Before the announcement of results, no one, including the competitors, teachers and parents is 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.

3.1.14 No devices for amplification or video imaging will be allowed to use 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.

3.1.15 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 Schools can enter more than one team in the same group / class. However, the members of a team must be different from those of other team(s) entering the same class.

3.2.2 Competitors can only enter / perform once in the same class.

3.2.3 Each competitor can only enter one class in the same level / grade / age. This restriction also applies to Verse Speaking, Non-Open classes (U/E/K/Y20 – 70).

3.2.4 Competitors who fail to follow the rules on the number of entries stated in 3.2 will only be permitted to compete in ONE of the classes concerned. The class to be retained is randomly drawn electronically. Entry fees of the non-retained classes will not be refunded.

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. Members / Competitors must make their own effort to obtain the required materials for competitions. Members / Competitors are advised to allow enough time for ordering the required materials. All members / competitors should check against the full set of pieces kept in the Association office.

- 3.3.2 Competitors who use downloaded versions of electronic books for prose reading classes must show the adjudicator the proof of permission to use the materials at the competition. Apart from this, the materials must be properly bound for use in the performance.
- 3.3.3 All text in brackets in the set pieces need to be recited. Competitors performing a wrong piece or a piece of different version from the set piece / own choice piece submitted will be awarded no marks.
- 3.3.4 Own Choice Pieces / Original Works

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 / Competitors 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. Only the one submitted first will be accepted for performance. Please refer to the following deadlines for action:

Class	OC Form	Full Text / Script ⁺	Deadline
N202-205	✓	✓	7 Oct 2011
N206-208	✓	✓	7 Oct 2011
N212-213	✓	✓	7 Oct 2011
N216-218	✓	✓	7 Oct 2011
N219-222	✓		7 Oct 2011
		✓	*
N228-230		✓	*

⁺ The full text / script with title and name of the author should be typed out and printed on a white A4-size paper.

*

The script should be submitted to the competition assistants on the day of competition. Competitors failing to comply will only be given comments. Neither marks nor certificates will be awarded to them.

- 3.3.4.2 It is the members' / competitors' responsibilities to ensure that Own Choice pieces are not selected from the list of pieces set in the current Syllabus. Current list of set pieces is available on the Association website.
- 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 reserve(s) 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 Festival.
- 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 must be performed from memory at the competition, except prose reading classes and limited parts as specified in thematic group speaking classes.
 - 3.4.2 Competitors must fully familiarize 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 should comprise 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 4.4).
 - 3.4.8 **Harmonic Choral Speaking Classes:**

Each group should comprise 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 and costumes are permitted. 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 to use. (see Rules & Regulations 3.1.14 and 3.4.2) Heavy / Fixed settings or electronic presentation are not permitted whereas some small and easily movable furniture items may be allowed to use. Competitors should memorise the drama scripts. During the performance, they should not hold the scripts in hand. For Classes N219-222 and N228-230, a prompter is optional.

3.4.10 **Public Speaking Classes:**

Please see the rules specified for N193-196 and N198-201 classes.

3.4.11 **Bible Speaking Class:**

Competitors could only obtain the set piece from the Association office and must recite the text during competition.

3.5 **Rules at Competition Venues**

3.5.1 The Association will release the “63rd Hong Kong Schools Speech Festival – Rules for Admission to Competitions” on 25 October 2011 on the Association website. Anyone interested in attending the competitions should observe and abide by this document.

3.5.2 Practice is strictly prohibited at the competition venues and surrounding areas.

3.5.3 Rearrangement of any setups and facilities is prohibited.

3.5.4 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.

3.5.5 Anyone including competitors who causes undue disturbance in competition venues will be asked to leave the venue. If the person is a competitor, he / she may be disqualified.

3.5.6 The use of communication and electronic devices is prohibited. 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.

3.5.7 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.

3.5.8 The Association does not offer parking spaces at any venues.

3.6 **Prize-winners’ Recitals**

Prize-winners who are recommended by adjudicators may be invited to perform at the Recitals. The Association has the right to set the programmes of the recitals to be held in any venue at any time. Without substantive reason, prize-winners who fail to comply will result in any of their awards 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 which is 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 Specific judging criteria are set for Public Speaking Solo classes. Please see details stated in the class requirements of classes N193-196.
- 4.4 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.
- 4.5 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 bring their original membership cards to collect the mark sheets for their students after 5 January 2012. 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 to individual classes / groups within a class. However, in the cases when the best performance in the group is not up to the standard to obtain 80 marks, no placing, trophy or prize will be awarded.

- 5.4 Only members should collect the certificates. They are responsible for distributing the certificates to their students. Certificates can be collected between March and May 2012. Post-secondary students who have entered on their own should bring their original mark sheets to the Association office for the certificates in May 2012. The exact dates / schedules will be released on the Association website. Late collection after the aforesaid period or request for re-issuance of certificates will be subject to a handling charge.
- 5.5 Other trophies / awards / prizes should be collected within the specified period stated in the Prize Collection Notification. Late collection, if permitted, will be subject to a handling charge.
- 5.6 If a prize is damaged or lost after collection, no replacement can be made.

6. OTHER KEY ISSUES

- 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 Education Bureau, no alternative arrangement will be made for respective competitions cancelled and entry fees will not be refunded. Information about specific arrangements for competitions under school suspension during epidemic disease outbreak or adverse weather will be uploaded on the Association website in due course. Please refer to Annex 4 and Annex 5 for details.
- 6.3 Anyone suffering from epidemic disease should not attend any festival activities.

7. ENQUIRIES and COMMENTS

- 7.1 Enquiries, complaints and suggestions should be made in writing and submitted by the member of the Association that entered the competitor(s) and addressed to the Complaints and Suggestions Handling Committee no later than 10 January 2012. Such written submissions with membership number will be handled by the Committee after the Festival is over. 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;
- (ii) bear the school chop; and
- (iii) include the correspondence address of the school.

If the member is an Associate Member, the submission should:

- (i) bear the member's signature; and
- (ii) include the correspondence address of the member.

No reply will be given to written submissions that fail to meet the aforesaid 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 visit the Association website for 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.

Only our members can enroll in all activities held by the Association. All related services (such as submission of entry form, collection of competition materials available at the Association office, checking competition materials at the Association office, etc) will only be provided to members / persons who can present a valid and original membership card.

For membership details, please visit the Association website.

Annex 1

List of Universities and Post-secondary Institutes Eligible to Enter the Speech Festival*

*The version released on the Association website on 31 August 2011 shall be final.

1. Caritas Bianchi College of Careers
2. Caritas Francis Hsu College
3. Caritas Institute of Higher Education
4. Chu Hai College of Higher Education
5. City University of Hong Kong
6. City University of Hong Kong – Community College of City University
7. City University of Hong Kong – School of Continuing and Professional Education
8. Hang Seng Management College
9. Hang Seng School of Commerce
10. HKU SPACE Po Leung Kuk Community College
11. Hong Kong Art School
12. Hong Kong Baptist University
13. Hong Kong Baptist University – College of International Education
14. Hong Kong Baptist University – School of Continuing Education
15. Hong Kong College of Technology
16. Hong Kong Institute of Technology
17. Hong Kong Shue Yan University
18. Lingnan University
19. Lingnan University – Lingnan Institute of Further Education
20. Lingnan University – The Community College at Lingnan University
21. The Chinese University of Hong Kong
22. The Chinese University of Hong Kong – School of Continuing and Professional Studies
23. The Chinese University of Hong Kong – Tung Wah Group of Hospitals Community College
24. The Hong Kong Academy for Performing Arts
25. The Hong Kong Institute of Education
26. The Hong Kong Institute of Education – School of Continuing and Professional Education
27. The Hong Kong Polytechnic University
28. The Hong Kong Polytechnic University – Hong Kong Community College
29. The Hong Kong Polytechnic University – School of Professional Education and Executive Development
30. The Hong Kong University of Science and Technology
31. The Open University of Hong Kong
32. The Open University of Hong Kong – Li Ka Shing Institute of Professional and Continuing Education
33. The University of Hong Kong
34. The University of Hong Kong – HKU SPACE Community College
35. Tung Wah College
36. Vocational Training Council – Hong Kong Design Institute
37. Vocational Training Council – Hong Kong Institute of Vocational Education
38. Vocational Training Council – School of Business and Informational Systems
39. Yew Chung Community College

Sources :

Education Bureau website and Information Portal for Accredited Self-financing Post-secondary Programmes (iPASS) of the Hong Kong SAR Government

Annex 2
Important Dates to be Noted

Events	Dates
Festival Syllabus on-line copy released on the Association website	30 June 2011
Festival Syllabus printed copy available for members to collect at the Association office	from 20 July 2011
Entry Forms available for members to download from the Association website or collect at the Association office	15 August 2011 to 15 September 2011
Commencement of submission of Entry Forms	1 September 2011
Deadline of submission of Entry Forms (by post)	9 September 2011
Deadline of submission of Entry Forms (in person)	15 September 2011 (4:00 p.m.)
Deadline of submission of Own Choice Pieces & Original Works <u>English Speech Classes (please refer to Rules and Regulations 3.3.4 for details)</u> N202-205, N206-208, N212-213, N216-218 - title & full text / script N219-222 - title - script N228-230 - script only Please refer to Rules and Regulations 3.3.4 of the “Chinese Speech Syllabus & Materials” for the deadline / details of submission of own choice pieces for Chinese Speech classes	7 October 2011 7 October 2011 on the day of competition on the day of competition
Entry Form Receipts available for members to download from the Association website	from 17 October 2011
Competition Notifications available for members to collect at the Association office	from 25 October 2011
Festival Timetable to be released on the Association website	25 October 2011 to 3 November 2011
Application for Alteration	25 October 2011 to 1 November 2011 (4:00 p.m.)
Festival Timetable - Revised Version to be released on the Association website	7 November 2011
Speech Festival Period	14 November 2011 to 14 December 2011
Prior booking on the Association website for collection of certificates by members	March to May 2012

Annex 3

Guidelines on the Application for Alteration

The guidelines stated below are to inform members / competitors on how to apply for alteration, how to complete the alteration application form, and which items are allowed to be altered. Members / Competitors should study the guidelines carefully before filling in details on the Alteration Application Form.

1. Items to be altered are restricted to:

1.1 Late Submission / Change of Own Choice Piece

- a) Own Choice piece not yet submitted before the deadline
- b) Change of Own Choice piece

1.2 Change of Data on the Entry Form

Members / Competitors can apply for correction of data filled on the Entry Form (e.g. misspelling of the competitor's name; change of phone number or school name, etc). Request for alteration of competition district, class or competitor(s) will not be entertained.

1.3 Change of Class

A change of class can be accepted only in the case where:

- a) A male competitor has entered a female class or vice versa;
- b) A competitor has entered a class not of his / her age group or education level; or
- c) A solo class competitor has entered a duo class.

1.4 Change of the Group in the Same Class

1.4.1 A change of group in the same class can be accepted only in the case where:

- a) Competition clashes with school examination, test and assessment;
- b) Competition clashes with dictation or other school events which affects the competitor's academic results; or
- c) Competition clashes with another competition of the festival.

1.4.2 A quota is set in each group for application for change. However, the quota may vary due to the number of entries in a class and the conditions of the venues. Therefore, applications are not guaranteed to be successful.

1.4.3 Members / Competitors should check on-line at <http://www.hksmsa.org.hk> the number of groups scheduled in the same class, when and where the competitions are held, etc., and then list on the form their order of preferences to show which group they wish to be reallocated to.

1.5 Change of Competition Time of the Group Classes

Apart from the reason(s) listed in 1.4.1, no application of a Group Class for an alteration of competition time would be accepted. Before starting the application procedures for an alteration, individual school concerned should have obtained the written consent from another school to make a swap of competition time with them.

2. Application Procedure

2.1 Members / Competitors should submit one Alteration Application Form for each entry in which specific items need to be altered.

2.2 Submission of Alteration Application Forms will commence on 25 October 2011 and end at 4:00 p.m. on 1 November 2011. Late submission of Alteration Application Forms will not be processed. (Such restriction does not apply to change of data on the entry form.)

- 2.3 Members / Competitors should submit the Alteration Application Form(s) in person or by a delegated person so that he / she will be informed immediately whether or not the application is accepted, and correspondingly be given a confirmation slip and an updated Competition Notification should the application be successful. Applications via phone call, email, fax or post, etc, will not be accepted.
- 2.4 Please bring along the following documents when submitting the application. Applications will not be processed if documents are missing:
- Entry Form Receipt / Competition Notification;
 - Proof of the competitor(s)' identity: A photocopy of Hong Kong ID Card (for wrong age group) or student handbook (for wrong education level), etc; and
 - Other supporting documents: Examples of clashes and the supporting documents required are listed below for reference. For more details, please refer to the Alteration Application Form. Templates for (ii) and (iii) can be downloaded for use from the Member's Area of the Association website.

Example	Other supporting documents
(i) Competition clashes with school examination, test or assessment	Examination timetable with the school chop / school calendar with the school chop
(ii) Competition clashes with dictation or other school events, which would affect the competitor's academic results	A supporting letter with the school heading, principal's signature and school chop
(iii) Competition in Solo / Duo Class clashes with a Group Class competition	A supporting letter with the school heading, responsible teacher's signature and school chop
(iv) Swapping groups between schools / intra-school due to (i) or (ii)	Supporting documents required in (i) / (ii); and A letter of consent by the two schools that agree to make the swap

2.5 Fees

- 2.5.1 Members / Competitors should pay a handling fee of \$60 for each application except in the case when the competitor takes part in two individual classes which are scheduled in the same time slot. For late submission / change of Own Choice piece, they should pay a surcharge equal to the amount of the entry fee of the class. For change of class, the surcharge is equal to the entry fee of the new class. Please also refer to the Alteration Application Form for details.
- 2.5.2 Payment must be made in cash.
- 2.5.3 A confirmed alteration cannot be cancelled. Nevertheless, members / competitors can apply for alteration once again and pay the respective fees.
- 2.5.4 Under no circumstances would fees be refunded.

Annex 4

Competition Arrangements under School Suspension during Epidemic Disease Outbreak

	Classes Categorised by Education Level <i>e.g. primary 3, secondary school</i>	Classes Categorised by Age <i>e.g. under age 15</i>
School suspension at <u>all</u> kindergartens / primary schools / secondary schools	<p>The Classes of competitions affected to be cancelled.</p> <p>Competitors from suspended schools are not permitted to attend any competitions.</p>	<p>Competitions to be held as scheduled.</p> <p>The competitors not from suspended schools can attend the competitions; they will only receive comments and be awarded marks, but no placing will be awarded.</p>
School suspension at <u>individual</u> kindergartens / primary schools / secondary schools	<p>Competitions to be held as scheduled.</p> <p>Competitors from suspended schools are not permitted to attend any competitions; if they do not follow this rule, they will be disqualified.</p>	
<u>Class</u> suspension at individual kindergartens / primary schools / secondary schools	<p>Competitions to be held as scheduled.</p> <p>Competitors from suspended classes of the school are not permitted to attend any competitions; if they do not follow this rule, they will be disqualified.</p>	

Note: Competitions scheduled to be held at the venues where school / class suspension being enacted may be cancelled.

**** Information about specific arrangements for competitions during school / class suspension or other circumstances will be uploaded on the Association website in due course ****

No alternative arrangement (such as re-scheduling of competitions, re-allocating competitors to other groups, etc.) will be made for competitions which the Association must cancel or competitors do not attend as scheduled for any reasons.

Annex 5
Competition Arrangements under School Suspension during Adverse Weather

Warning signal hoisted / Announcement made <u>before</u> the competition sessions	Classes Categorised by Education Level <i>e.g. primary 3, secondary school</i>	Classes Categorised by Age <i>e.g. under age 15</i>
Tropical Cyclone Warning Signal No. 8 / Black Rainstorm Warning Signal	Competitions to be cancelled if the signals are to be / still hoisted: 1. at 6:45 a.m. - for all competitions of the day 2. at 11:00 a.m. - for all competitions scheduled for 11:00 a.m. and the subsequent competitions of the day 3. at 3:00 p.m. - for all competitions scheduled for 3:00 p.m. and the subsequent competitions of the day	
Tropical Cyclone Warning Signal No 3 / Amber Rainstorm Warning Signal / Red Rainstorm Warning Signal	Competitions to be cancelled if the Education Bureau (EDB) announces school suspension. Please refer to the time line stated in the box above. For example, when the Red Rainstorm Warning Signal is hoisted, the EDB will announce school suspension for kindergartens. Therefore, all the competitions for kindergarten classes will be cancelled.	Competitions to be held as scheduled. ^{Note 1} Competitors should decide on whether or not they should attend the competitions and should hold responsibility of their own safety.

Note 1: Classes for 'Under Age 15' are examples of classes categorised by competitors' age. Students of kindergartens and primary schools are likely competitors in these classes. Under these circumstances, the competitions are held as scheduled.

(B/F)

Warning signal hoisted / Announcement made <u>during</u> the competition sessions	Classes Categorised by Education Level <i>e.g. primary 3, secondary school</i>	Classes Categorised by Age <i>e.g. under age 15</i>
Tropical Cyclone Warning Signal No. 8 or higher	Competitions to be cancelled. ^{Note 2} Competitors should leave the venues as soon as possible.	
Tropical Cyclone Warning Signal No. 3	Competitions of the affected classes to be cancelled. For example, if Tropical Cyclone Warning Signal No. 3 is hoisted and the EDB announces school suspension order to kindergartens, competitions for kindergarten classes are to be cancelled. Competitors should leave the venues as soon as possible.	Competitions to be continued. Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.
Rainstorm Warning Signal	Competitions to be continued. Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.	

Note 2: Competitors who have performed will only receive comments and be awarded marks, but no placing will be awarded. The Association or the person-in-charge of the venue will notify the competition assistant the exact time to discontinue the competition.

**** Information about specific arrangements for competitions during school / class suspension or other circumstances will be uploaded on the Association website in due course ****

No alternative arrangement (such as re-scheduling of competitions, re-allocating competitors to other groups, etc.) will be made for competitions which the Association must cancel or competitors do not attend as scheduled for any reasons.