



ASSOCIATION FRANÇAIS LANGUE ETRANGERE HONG KONG MACAO
The Association of Teachers of French in Hong Kong and Macau
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Hong Kong French Speech Competition

Rules and Regulations

1. ENTRY REQUIREMENTS

Competitors must be enrolled as full-time students in a primary, secondary or special school in Hong Kong. They must NOT be native French speakers.

1.1 **Group Entries** (i.e. Choral Speaking and Dramatic Scene) will only be accepted from School Members of AFLE. Group entries must comprise of 8 to 20 students in the same school in the same level.

1.2 **Individual Entries** are open for individual students and will only be accepted from Teacher Members/School Members of AFLE.

2. ENROLLMENT

2.1 Entry Forms

2.1.1 Members can obtain the entry forms from AFLE.

The three types of entry forms listed in the following can be obtained from AFLE:

- (i) Solo Poetry Speaking Entry Form
- (ii) Solo Prose Reading Entry Form
- (iii) Choral Speaking Entry Form

2.1.2 ONE entry form can only be used for ONE entry.

2.1.3 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 or competition category will not be permitted.

2.3 Members/Competitors should enter categories according to the age and education level (primary 3 to secondary 6) of the competitor(s)

2.4 AFLE reserves the right to allocate any competitions to be held in any venues.

2.5 When and How to Enter

2.5.1 Entries can be submitted in person or by post.

2.5.2 Entries submitted in person will be accepted from **12 September 2011 to 30 September 2011**.

2.5.3 Entries sent by post must reach the AFLE office no later than **26 September 2011** as postmarked.

2.5.4 AFLE reserves the right to reject any late entries.

2.5.5 Please refer to “Important Dates” on the AFLE website for the submission deadlines of other documents.

2.6 Entry Fees

2.6.1 Please refer to the current competition booklet for the entry fee of each class.

2.6.2 Except for those events cancelled by AFLE, no entry fees will be refunded, regardless of any reasons provided by the competitors or members (e.g. 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 functions, etc.) or class suspension ordered by the Education Bureau, HKSAR.

2.7 Submission of Entry Forms

2.7.1 AFLE reserves the right to reject entries that are incomplete or submitted with inadequate documents required. Such entries will not be processed and will be returned by post to members.

2.7.2 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 at the amount to the sum of the entry fees and then submit the required documents to AFLE.

2.7.3 By Post

Members should send in documents including all the entry forms, the completed Payment Record Form (PRF), and ONE cheque/cashier order at the amount to the sum of the entry fees. For the return of the payment receipt(s), **a stamped and self-addressed envelope should be enclosed**. AFLE will accept no responsibility for any loss, delay or damage during postal delivery.

2.8 Entry Form Receipts

Each entry form submitted will be issued with an Entry Form Receipt. Members will be sent by mail the Entry Form Receipts from the AFLE office directly.

3. REGULATIONS

3.1 General Rules

3.1.1 Since there is a time gap between the release of the Competition Booklet and the Speech Competition, amendments may be made and will be posted on the AFLE website before the Competition. AFLE reserves the right to make any amendments to the Competition Booklet. Members/Competitors should always refer to the updated amendments uploaded to the website.

3.1.2 AFLE reserves the right to allocate any competitions in any sessions on any date at any venue within the Competition period. Usually there will be two sessions, a.m. (morning) and p.m. (afternoon) 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 categories concerned and the length of time required for the piece, the AFLE office will allocate competitors of the same category into a number of groups. Each group will be adjudicated by individual adjudicators and awarded placing accordingly. No changes will be made to these groups once formed.

3.1.4 AFLE reserves the right to make changes, modifications and cancellations of any arrangements for the Competition as it may deem necessary or expedient.

3.1.5 Members/Competitors are reminded that they must refer to the online Important Dates and Events Timetable and check the details of their categories/events on the AFLE website.

3.1.6 AFLE will decide on the time slots and dates that the categories are to take place. The order of competitors' performance and groupings for each event 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 should be ready and report to the Competition Adjudicator or delegated Assistant **20 minutes** before the time specified in the Events Timetable. Once the competition starts, the

Competition Adjudicator or delegated 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 (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 categories) – 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. Those choirs/groups who fail to comply will have their marks deducted. A form can be downloaded from the AFLE website for this purpose.

3.1.9 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.

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

3.1.11 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 by the person(s) who violate(s) this rule.

3.1.12 No devices for amplification or video imaging will be allowed to use for all categories.

3.1.13 Prompting, cueing or conducting is not allowed during competitions.

3.2 Number of Entries

3.2.1 Each competitor can only enter one solo poetry speaking, one solo prose reading and one choral speaking category in the same level.

3.2.2 Schools can enter more than one group in the same category in the same level. However, the members of a group must be different from those of other group(s) entering the same category.

3.3 Competition Materials

3.3.1 Sources of set pieces have been printed in the Competition Booklet, and in most categories 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 with the full set of pieces kept in the AFLE library for members’ reference.

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

3.3.4 It is the competitors’ responsibility 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 or plagiarized pieces will be disqualified.

3.4 Rules for Different Categories

3.4.1 All categories must be performed from memory at the competition.

3.4.2 Competitors must fully familiarize themselves with the category requirements given under the respective categories in the Competition Booklet.

3.4.3 Non-Native Speaker Categories

All categories are for students who are non-native French speakers using French as a second language.

3.4.4 Poetry Speaking Events:

Poems must be memorised and recited. Competitors should begin by saying the title and name of the author of the piece.

3.4.5 Prose Reading Events:

Each competitor must choose his/her own passage from an published work (story book, novel, etc.). The selected passage must be different from those selected by other competitors of the same school. It must also respect the word number requirement of the relevant event and must constitute a whole, i.e. the competitor cannot stop reading in the middle of a sentence or paragraph. Competitors are required to submit their "Prose Reading Passage Form" (downloadable on the AFLE website) indicating their selected passage to the AFLE on or before the deadline specified on the "Important dates" document (see ALFE website).

On the competition day, competitors must read from the original book and begin their performance with the author and title of the book.

Word number requirements for Prose Reading Events :

P3: 50-60 mots

P4: 60-70 mots

P5: 80-90 mots

P6: 100-120 mots

S1: 80-90 mots

S2: 100-110 mots

S3: 120-130 mots

S4: 140-150 mots

S5: 160-180 mots

S6: 200-230 mots

3.4.6 Choral Speaking Events:

Each group should comprise 8 to 20 competitors and perform without a conductor. Competitors should begin by saying the title and name of the author of the piece. Competitors in Choral Speaking categories may adopt variations of movements, music, costumes and props.

3.5 Rules at Competition Venues

3.5.1 All venues will not be open until **20** minutes before the start of each session.

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

3.5.3 Rearrangement of any setups and facilities is prohibited.

3.5.4 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.

3.5.5 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.

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

3.5.7 Admission to all 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 venues where admission tickets are required, attendees can 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 time slots from entering the venue.

3.5.9 AFLE does not offer parking spaces at any venues.

3.6 Prize-winners' Recital

Competitors who obtain the highest marks in their category may be invited to perform at a winners' recital in any venue at a schedule time as arranged by the Association. 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 Competition Booklet. Competitors presenting a piece which is different from the set will receive no marks; competitors presenting a shortened or lengthened version of the set 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.); and **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 bring their original membership cards to collect the mark sheets for their competitors after 4 January 2012. All unclaimed mark sheets will be destroyed before the commencement of the next Speech Competition.

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 groups (if any) within a Category. However, in some cases when the best performance in the group is not up to the standard to obtain 80 marks, then no placing, trophy or prize will be awarded.

5.4 Only teacher members should collect the certificates. They are responsible for distributing the certificates to their students. Certificates can be collected between March and May 2012. The exact dates/schedules will be released on the AFLE website. Late collection after the aforesaid period or request for re-issuance of certificates will be subject to a handling charge of \$50.

5.5 The trophies awarded to winners are the property of AFLE. Members/winners can keep the trophies for one year and must return them in good condition to the AFLE office before the commencement of the forthcoming Speech Competition. After members have collected the trophies, they will be responsible for any damage or loss incurred while the trophies are in their custody or in transportation. AFLE will not be responsible for the damage, loss or replacement of the trophies.

6. Other Key Issues

6.1 The decision of the adjudicators on all artistic related matters shall be final; the decision of the Speech Competition 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 school suspension ordered by the Education Bureau, HKSAR, no make-up sessions for respective categories/events cancelled will be held and entry fees will not be refunded. Please refer to the AFLE website for updated information.

6.3 Competitors who are suffering from epidemic disease should not attend any Competition 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 Any additional request, once accepted, will be subject to a handling charge of \$50.

6.5 Appropriate attire is required during competition.

7. Enquiries and Comments

7.1 Any enquiries, complaints and suggestions should be made in writing and submitted by the AFLE member who entered the competitor(s) to the Committee within 10 working days after the Competition.

If the member is a School Member, the submission should:

- i) bear the signature of the school principal;
- ii) bear the school seal;
- iii) include the correspondence address of the school.

If the member is a Teacher Member, the submission should:

- i) bear the signature of the member;
- ii) include the correspondence address of the member.

Any complaints/suggestions made by individual competitors/parents/teachers may be directly forwarded to respective members concerned for their information. A formal reply in written form, if deemed necessary, will only be addressed to the members concerned. Complaints/suggestions made via telephone calls would not be processed.

7.2 Members/competitors are advised to browse “Hong Kong French Speech Competition” at the AFLE website for the information or details of the Competition they require.

Memento

Only our members can enroll in all activities held by AFLE. All related services (such as submission of entry forms, collection of competition materials, access to AFLE facilities, etc) will only be provided to members/persons who can present a valid and original membership card.

For membership details, please browse the AFLE website at www.aflehk.org.