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ASSOCIATION FRANÇAIS LANGUE ETRANGERE HONG KONG MACAO  
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# Hong Kong French Speech Competition

## Rules and Regulations

### 1. ENTRY REQUIREMENTS

Participants must be enrolled as full-time students in a primary, secondary or special school in Hong Kong. Francophone participants are not allowed to enter non-francophone events.

1.1 **Group Entries** (i.e. Choral Speaking) will only be accepted from Teacher Members of AFLE. Group entries must comprise of 5 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 of AFLE.

### 2. ENROLLMENT

#### 2.1 Application Forms

2.1.1 Members can obtain the application forms from AFLE website. There are two types of application forms :

- (i) Solo Competition Form
- (ii) Choral Poetry Speaking Form

2.1.3 Participants 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 participants, and change of names or competition category will not be permitted.

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

2.4 Francophone members/participants should only enter categories for francophone students.

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

#### 2.5 When and How to Enter

2.5.1 Applications can only be submitted by email in a .doc or .docx document (pdf or other picture format are not accepted).

2.5.2 Applications must reach the AFLE office no later than **17 October 2014**.

2.5.3 AFLE reserves the right to reject any late applications.

2.5.4 Please refer to "Important Dates" in Annex 2 on the AFLE website for the submission deadlines of other documents.

#### 2.6 Entry Fees

2.6.1 Please refer to the Annex 5 (Categories and Events) for the entry fee of each category.

2.6.2 Except for those events cancelled by AFLE, no entry fees will be refunded, regardless of any reasons provided by the participants 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 Application Forms

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

2.7.2 All application forms must be submitted by email.

2.7.3 All payment must be sent by post to AFLE

Members should complete all application forms and collect entry fees from the participants, 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.

### 2.8 Payment Receipts

Payment receipts will be issued by AFLE and sent to the schools. No individual receipt will be issued for individual entries.

## 3. REGULATIONS

### 3.1 General Rules

3.1.1 Since there is a time gap between the release of the Competition Documents 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 Documents. Members/Participants 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. Each session will normally last for two to three hours.

3.1.3 Upon the number of participants to perform in the events concerned and the length of time required for the piece, the AFLE office will allocate participants of the same event into a number of sections. Each section will be adjudicated by a jury of 2 to 5 persons and awarded placing accordingly. No changes will be made to these sections 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/Participants 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 events are to take place. The order of participants' performance for each event/section will be assigned by ballot draws. Participants 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 jury, and will be awarded no marks and no certificates.

3.1.7 Participants should be ready and report to the Competition Jury or delegated Assistant **20 minutes** before the time specified in the Events Timetable. Once the competition starts, the Competition Jury or delegated Assistant has the right to refuse any audience (including participants) from entering the venue. If a participant is late, he/she may miss some important announcements or may risk performing "not in assigned order".

3.1.8 When attending the competitions, participants must bring with them the following documents (Checks will be made):

- (i) the original or a photocopy of their Hong Kong ID card/birth certificate (as an identification of their name and age)
- (ii) the student card/handbook (as an identification of their education level)
- (iii) Participants' 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 jury will stop a participant 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 participants, teachers, and parents are not permitted to approach the jury; 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 events.

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

### **3.2 Number of Entries**

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

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

### **3.3 Competition Materials**

3.3.1 Sources of set pieces have been included in the Competition Documents (List of Competition Texts). Members/participants must make their own effort to obtain the required materials for competitions. Members/participants are advised to allow enough time for ordering the required materials. All members/participants should check with the full set of pieces kept in the AFLE library for members' reference.

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

### **3.4 Rules for Different Categories**

3.4.1 Participants must fully familiarize themselves with the category requirements given under the respective categories in the Competition Documents.

3.4.2 The following categories are for students who are non-francophone:

Solo Poetry Speaking (non-francophone): P3 – S6

Solo Prose Reading (non-francophone): P3 – S6

Choral Poetry Speaking: Primary – Junior Secondary – Senior Secondary

3.4.3 The following categories are for student who are francophone:

Solo Poetry Speaking (francophone): P5 – S3

3.4.4 Teachers are encouraged to help their students enrol in the appropriate category.

3.4.5 The jury reserves the right to eliminate a candidate not registered in the appropriate category. The decision of the jury will be final.

#### **3.4.3 Solo Poetry Speaking**

Poems must be memorised and recited. Participants should begin by saying the title and name of the author of the piece. Participants should wear their school uniform, unless of course their schools does not have a uniform. Movements and props are allowed on stage. Modification of the text (duplication of words, singing...) or costumes are not allowed for Solo Poetry Speaking.

#### **3.4.4 Choral Poetry Speaking**

Each group should comprise 5 to 20 participants and perform without a conductor. Participants should begin by saying the title and name of the author of the piece. Participants in Choral Poetry Speaking events may adopt variations of movements, music, costumes and props. Singing is allowed for small parts but not for the whole poem. Other ways of speaking are allowed (i.e. rap, slam...). The text can be **slightly** modified (i.e. words and sentences can be repeated for special effects). Each group should give itself a specific name, not just a class number.

#### **3.4.5 Solo Prose Reading**

Each participant must choose his/her own passage from a published work (story book, novel, etc.). The selected passage must be different from those selected by other participants of the same school. It must also respect the word number requirement of the relevant event and must constitute a whole, i.e. the participant cannot stop reading in the middle of a sentence or paragraph. Participants 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 AFLE website).

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

### **3.5 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 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 participants who causes undue disturbance in competition venues will be asked to leave the venue. If the person is a participant, 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 participants 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 participant 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 participants 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**

Participants who obtain the highest marks in their category may be invited to perform at a winners' recital ("Récital des Champions") in any venue at a schedule time as arranged by the Association. Failure 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 Documents. Participants presenting a piece which is different from the set will receive no marks; participants 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 participants, 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 Participants 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 Participants will receive mark sheets at the end of the competition in which they have performed. Participants 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 participants after 5 January 2015. 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 participants for their achievements.

Certificates Marks obtained

**Honours** 90 or over

**Merit** 80 - 89

**Proficiency** 70 - 79

5.3 Placing will be awarded to the first 3 individuals / groups (if any) within an event. However, in some cases when the best performance in the event fails to obtain at least 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 April and May 2015. 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.

## **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 Participants 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 participant(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 participants/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/participants 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](http://www.aflehk.org).