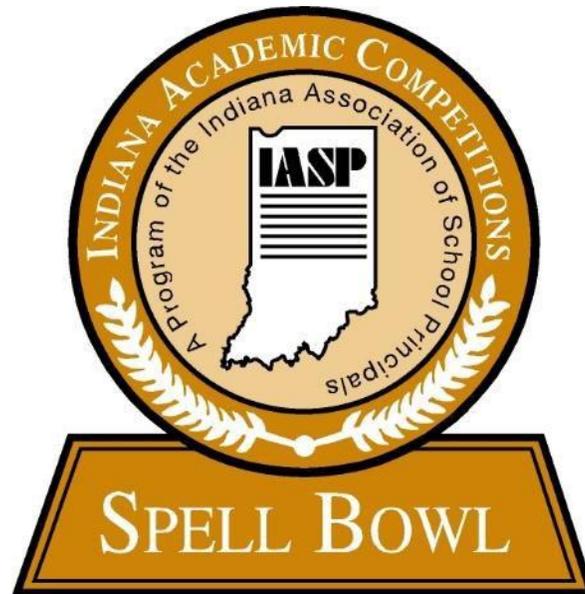


# Indiana Academic Spell Bowl



# COACHES HANDBOOK 2023

A program of the  
Indiana Association of School Principals



in partnership with



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## CHANGES AND UPDATES FOR 2023

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### Roster Form

**SCHOOLS WILL NO LONGER BE REQUIRED TO SUBMIT A ROSTER TO IASP BEFORE THE DAY OF THE CONTEST.**

**One week before the Area Contest, area hosts will share their site's Google Roster form with the coaches. The coaches will enter their team names on the Google Roster form and be able to make any necessary modifications to their rosters up until the start of the contest without having to notify either their host or IASP. Once the Area contest begins, their roster will be considered official. The cap on number of team members allowed on a roster has been removed.**

**For the Junior and Senior divisions, those will be the names that will be eligible for competition at the State Finals if the team qualifies.**

- a) **A copy of a blank team roster form will still be posted on the Academic Spell Bowl page for coaches' convenience.**

### Updated Elementary Division Classifications

These changes have been made to eliminate the burden on coaches and hosts of determining class and making changes to class based on the current make-up of their team. This will allow coaches to make changes to their rosters up until the day of the contest without having to notify anyone.

Five classes are available for Elementary Level Competitions.

**CLASSES WILL BE DETERMINED BY THE GRADE LEVELS HOUSED IN THE SCHOOL, NOT THE MAKE UP OF GRADES ON THE TEAMS.**

Two classes are open to buildings that house **up to and including 6<sup>th</sup> grade.**

**Blue Class** – 187 students and up in grades 4, 5, & 6 only

**Green Class** – up to 186 students in grades 4, 5, & 6 only

Two classes are open to buildings that house **up to and including 5<sup>th</sup> grade.**

**Orange Class** – 163 students and up in grades 4 & 5 only

**Red Class** – up to 162 students in grades 4 & 5 only

One class is open to buildings that house **up to and including 4<sup>th</sup> grade.**

**Yellow Class** (enrollment number is not required)

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## Updated Junior/Senior Advancement Method

- a) A rostered team may advance from the Area competition to the State Finals. If a school enters more than one team, only the top scoring team from a school may qualify for medals or state competition.
- b) Thirty teams will qualify for State Finals. **The four class state champions will be determined at the Area contest. The top three teams in each class will receive an invitation to an overall State Finals tournament, and the rest of the 30 team field will be filled according to the highest scores achieved at Area regardless of class.**
- c) Individual students who achieve a perfect score at the Junior or Senior Area competition will receive an invitation to participate in a separate virtual State Finals event regardless of the status of their team. This competition will take place during the week following the State Finals. Juniors will spell 56 words, and Seniors will spell 72 words and be recognized for their achievements.

## Awards

See page 17 for Junior/Senior awards update and page 18 for elementary awards update.

# IASP GENERAL POLICIES

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## Extracurricular Expectations

The IASP Board of Directors believes that academic competition is an extracurricular activity. Therefore, organized team practices for academic competitions shall not take place during any instructional part of the school day. In addition, special courses should not be designed or implemented for the primary purpose of preparing teams for academic competition.

All building principals are encouraged to review this position statement with academic coordinators and coaches to clarify that all organized team practices occur as an extracurricular activity. However, non-instructional time such as lunch and recess could be used for organized team practices.

It is permissible for students to read and do online research during the school day, as long as there is not any organized practice, and research does not occur during school instructional time.

## Code of Conduct

The Indiana Association of School Principals (IASP) sponsors various programs that benefit all students in Indiana. One of these programs, the Department of Student Programs (DSP), organizes academic competitions for elementary, junior high/middle, and high school students. By the nature of academic competitions, the atmosphere at each competition should be challenging and intense, but sportsmanship, common sense, decency, fairness, and respect should always prevail. These virtues should be taught to students by adults, then adhered to by students and coaches at all competition sites.

Most coaches and students conduct themselves in an exemplary manner and are commended for displaying positive attitudes and behavior.

The IASP Board of Directors reminds principals of their responsibility to make certain all personnel and students conduct themselves in the proper manner at all school functions. Therefore, the board expects all principals to require coaches and students to display appropriate behavior and sportsmanship at all academic competitions.

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If inappropriate conduct occurs at academic competitions, an explanation will be submitted to the Program Director within 48 hours of the competition. Then, the Program Director will contact the principal with a warning (unless the situation is serious, then step two will be followed immediately). If inappropriate behavior occurs a second time, then the principal and coach(es) will be expected to appear before a panel of IASP Board of Directors members to explain the reason for the continued inappropriate behavior.

Depending on circumstances, the school and/or involved parties could be placed on probation or even lose the privilege of participating in further academic competition(s).

## Dress Code

Academic competitions are not forums for personal statements, but rather are gatherings of talented students all with the primary objective of academic excellence. Principals and academic coaches have a shared responsibility to require and enforce standards of apparel deemed acceptable to represent their school and community to a statewide audience. We encourage clothing of a 'dressed-up' nature and/or matching team attire to enhance team spirit.

The following are considered unacceptable or inappropriate attire:

Clothing that is overly revealing or advertises drugs, alcohol, tobacco, or contains explicit, suggestive, and/or offensive language or graphics.

Shirts or adornment that contain potentially pertinent information to the contest.

IASP reserves the right to disqualify a student or team for unacceptable or inappropriate attire.

## Supervision of Teams

- a) The host site will have an administrator present during the competition to handle any situations which may develop. The Procedural Committee may bring disruptive or questionable behavior on the part of coaches, competitors, or spectators to the host administrator's attention so the situation may be addressed.
- b) Each team is to be supervised by a coach designated by their school principal. This coach will be responsible for seeing that all team members follow all rules and behave in an appropriate manner. A high level of sportsmanship will be expected of competitors, coaches, and fans. Failure of a coach to adequately supervise the team may result in the disqualification of the whole team.

# ENTERING THE CONTEST

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## DSP Membership/Contest Entry Form

All schools participating in this contest must be members of the Department of Student Programs. To complete the combined membership/contest entry form, go to our website <https://iasp.org/students/join-dsp/>. You may wish to consult with the coaches of all of our programs before submitting your form in order to avoid filling out multiple forms for multiple contests.

Contest Entry Deadline: See Spell Bowl Timeline posted on the contest web page.

## Eligibility

Any student enrolled full time in grades 4-12 is eligible to compete on that school's team. The building principal will be responsible for determining in which division sixth graders will participate. Within these constraints, schools may select their teams in any manner and with any additional criteria they choose. For example, homeschooled students may participate on an IASP sponsored academic team if school policy allows participation.

## Enrollment Classifications

### Elementary Division

Five classes are available for Elementary Level Competitions.

**CLASSES WILL BE DETERMINED BY THE GRADE LEVELS HOUSED IN THE SCHOOL, NOT THE MAKE UP OF GRADES ON THE TEAMS.**

Two classes are open to buildings that house **up to and including 6<sup>th</sup> grade**.

**Blue Class** – 187 students and up in grades 4, 5, & 6 only

**Green Class** – up to 186 students in grades 4, 5, & 6 only

Two classes are open to buildings that house **up to and including 5<sup>th</sup> grade**.

**Orange Class** – 163 students and up in grades 4 & 5 only

**Red Class** – up to 162 students in grades 4 & 5 only

One class is open to buildings that house **up to and including 4<sup>th</sup> grade**.

**Yellow Class** (enrollment number is not required)

## Junior and Senior Divisions

Four classifications of schools by enrollment size will be used. Schools may elect to compete up in enrollment classification if they so desire. The size classifications will be as follows:

<b>Junior Classifications:</b>	<b>7-8 enrollment</b>	<b>6-7-8 enrollment</b>
	Class #1 = 480 and up	Class #1 = 720 and up
	Class #2 = 300-479	Class #2 = 450-719
	Class #3 = 171-299	Class #3 = 256-449
	Class #4 = up to 170	Class #4 = up to 255
<b>Senior Classifications:</b>	Class #1 = 1080 and up	Class #3 = 356-611
	Class #2 = 612-1079	Class #4 = up to 355

Schools determine enrollment class by counting the enrollment for all grades in the building that are eligible for the contest (Elementary = 4-6, Junior = 6-8, Senior 9-12). **Schools with teams in both the Elementary and Junior Divisions count 6th grade enrollment ONLY in the division where they choose to have 6th graders compete.**

## Expenses

An entry fee will be charged to participate in the Indiana Academic Spell Bowl. The entry fee must be received by IASP by the end of the current school year. This fee will help defray the costs of creating the list of words and sentences, purchasing awards, and other expenses associated with the competition. Each school will be responsible for its own expenses, including any incurred while attending competitions. Schools who wish to enter more than one team may do so but must notify the IASP office by the regular entry deadline and must pay an entry fee for each team.

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## FORMING A TEAM

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A full competing Senior Division team is composed of ten (10) members. Full Junior and Elementary competing teams are composed of eight (8) members. Additional students may be used as alternates. There is no limit as to how many students may come from any one grade level. Teams may compete with less than a full team and will still be eligible for all awards at the Area contest, as well as state finalist positions and statewide rankings. No student may compete in more than one round during the competition.

## Roster Form

- a) SCHOOLS WILL NO LONGER BE REQUIRED TO SUBMIT A ROSTER TO IASP BEFORE THE DAY OF THE CONTEST.

One week before the Area Contest, area hosts will share their site's Google Roster form with the coaches. The coaches will enter their team names on the Google Roster form and be able to make any modifications to their rosters necessary up until the start of the contest without having to notify either their host or IASP. Once the Area contest begins, their roster will be considered official. There is no limit as to the number of team members entered on this roster.

For the Junior and Senior divisions, those will be the names that will be eligible for competition at the State Finals if the team qualifies.

- b) A copy of a blank team roster form will be posted on the Academic Spell Bowl page: <https://iasp.org/students/academic-spell-bowl/> for coaches' convenience.**

c) Senior Division: Students may be from any grade, 9-12, with no prescribed number from each grade level. Each Junior Division team will be composed of students from grades 6, 7 and/or 8 with no prescribed number from each grade level. Elementary Division team members may be students from grades 4, 5, and/or 6 (where appropriate) with no prescribed number from each grade level.

d) Coaches must indicate when registering for the contest if they will have more than one team competing. Only the top scoring team from a school may qualify for state-wide recognition or participation at State Finals (Jr and Sr levels only).

e) Coaches will verify competing team members at check in. If they have an additional squad entered, the team members must be indicated and assigned to a specific squad on check in. Competing team members will be verified by proctors at the beginning of each round at the competition site.

f) Jr. and Sr. levels only: All students who are on the team roster are eligible for State Finals, regardless of whether they competed at the Area competition. Names may not be added to the team roster between Area and State Finals competitions.

## Host Site Assignments

Every attempt will be made to have schools, regardless of size, compete at the geographically closest Area Host Site. Occasionally, to balance total competitors among sites, a school may be asked to travel to a more distant site.

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## PREPARING FOR THE CONTEST

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### Word Lists

The list of words which will be used in the competition can be downloaded from <http://www.iasp.org/students/academic-spell-bowl/> beginning mid-May. Word lists change each year.

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## Official Dictionary Resources

The only sources used for pronunciations and definitions will be the Merriam-Webster's Collegiate Dictionary, Eleventh Edition, and the online version at <https://www.merriam-webster.com/>.

Words must have identical spellings in both the word list and the dictionaries to be used in competition. The only acceptable spelling is from the official word list. If a discrepancy is found after the list is published, words that do not match will not be used in competition. When creating the word lists and choosing words for competitions, every effort will be made to select only words which are appropriate for school use.

## Other Available Resources

The Coach's Binder linked on the Spell Bowl web page provides pronunciation guides, answer sheet templates, practice rounds (elementary) and other useful information. Additional study materials may be purchased through the link on the Spell Bowl web page. A free online study platform, QuizWizard is available to study the official list for each level.

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# CONTEST FORMAT

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## Word Selection

- a) Competition words will be taken from lists published on [www.iasp.org](http://www.iasp.org). All words, including alternates and tiebreakers, shall be taken from this source.
- b) The Merriam-Webster's Collegiate Dictionary, 11th Edition, and the online version found at <https://www.merriam-webster.com/> will be used as the only sources for pronunciations and definitions. All words chosen for competition are to appear in one or both of these sources. Words must have identical spellings in both the official word list and the official dictionaries to be chosen as competition words.
- c) Words that are capitalized or hyphenated and homophones may be used, as well as compound words. An attempt will be made to have all rounds in a particular competition be of comparable difficulty.
- d) Words selected for the State Finals competition should reflect a higher level of difficulty than the words for the Area competition.
- e) If a word has multiple pronunciations, up to three may be used at the discretion of the word selectors and proofreaders. If more than one pronunciation is given, they will be used in the order presented in the Merriam-Webster's Collegiate Dictionary, 11th Edition and the online edition (up to a maximum of three). An impartial and knowledgeable panel will conduct an evaluation of the words and sentences generated for competition and make necessary adjustments.

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## Time Limits

- a) After the reader finishes the pronunciation, sentence, pronunciation, and says "Begin", the participant will have 15 seconds (Junior/Senior), / 20 seconds (Elementary) to write the correct word in the space on the answer sheet.
- b) Changes and corrections may be made if they are completed within the time limit and before the ending buzzer.
- c) When the timer announces "time" or the buzzer sounds, all pencils must be lifted from the paper. There is no warning sound given before time is up.
- d) Students are encouraged to wait until the emcee says "begin" before writing. However, there is no penalty for beginning early.

## Contest Timing

- a) Each competition begins at 5:30 pm local time. Check with the host for specific information.
- b) Elementary contests should take approximately an hour and a half.  
Junior contests should take approximately an hour and a half.  
Senior contests should take approximately two hours.

## Consultation

- a) Each student competes independently and may not communicate with other team members, coaches, or spectators during the writing period.
- b) No team member may have a smart phone, smart watch, or other digital device at the competition table. No pens, pencils, written material, mascots, stuffed animals, balloons, etc. of any kind may be brought to the competition table. Any such material will be taken by the proctor. No clothing may be worn which has any information on it that could be of assistance in spelling any words that could be used in the competition. Any team member wearing such apparel should be brought to the attention of the Procedural Committee, which can disqualify the offending party or parties. Pencils will be provided by the host school. Efforts to hide written material will be construed as being a conscious attempt to cheat, and the team member will be disqualified from the competition with no substitution allowed for that round.

## Legibility

- a) All words must be legible. Students may print or write the words in cursive.
- b) Words that are to be capitalized must be capitalized. They will be marked wrong if they are not. Words that are not to be capitalized will be marked wrong if capitalized. A clear distinction must be evident in relation to the size of the capitalized letter if all capital letters are being used. There will be no penalty for mixing lower- and upper-case printed letters after the initial letter.

Acceptable: Indiana IndiaNa INDIANA

Unacceptable: INDIANA indiana

- c) Students must cross t's and x's, and dot i's and j's. Students are not required to use diacritical marks. However, if a diacritical mark is used, it must be correctly placed, or the word is wrong. Either all or no diacritical marks must be used for a word to be correct.
- d) Hyphenated words must be hyphenated. Two-word terms must be clearly written as two words. Apostrophes must be included when needed.
- e) To correct a word, cross-outs are preferable. Erasures are acceptable if the final spelling is clear and completed prior to the buzzer.

## Procedural Committee

- a) A Procedural Committee of four site representatives and a Procedural Official will be appointed by the host coordinator. At the Area level of competition, this committee will be composed of at least one representative from each of the classes competing at the site. Each member of the Procedural Committee must have been appointed and in receipt of the Spell Bowl rules and guidelines contained in this Coaches Handbook at least one week prior to the competition. The Procedural Official will be designated the chairperson and will be responsible for calling the committee together to decide questions involving procedure, rules, and violations.
- b) At the Senior and Junior State Finals competition, the Procedural Committee will be personnel selected by the IASP office with no ties to the Spell Bowl contest.
- c) When a proctor or competitor indicates by standing that there is a problem or question, the Procedural Official will approach the table to determine the nature of the problem. Based on the nature of the question, the Procedural Official either settles the matter or convenes the whole committee. If the question is raised by schools from more than one class, then the entire committee will make the decision. The committee member whose class is raising the question may participate in the discussion but is not included in the final decision making. The Procedural Official will explain the nature of a challenge and the resulting decision to the emcee, who will inform the competitors and spectators.
- d) Examples of situations that would be handled by the Procedural Committee include, but are not limited to:

- How long to wait for a late arriving school.
- Determination of what to do if a competitor becomes ill while at the competition table.
- Deciding when alternate words should be used.
- Problems arising between proctors and team members.
- Awareness of problems with sound systems, projectors, screen visibility, etc.
- Awareness of teams consistently asking for word repeats.
- Awareness of "obnoxious" coaches or team members.
- What to do if answers are repeatedly written on the wrong line of the answer sheet.
- The Procedural Committee, at its discretion, may disqualify a word, team member, and/or team.

## Challenges

- a) A challenge must be made after the correct spelling has been given, or at the end of the round and before the students are dismissed from the floor. All challenges must be ruled on by the Procedural chairperson or Committee. If the student currently competing believes a word has been incorrectly pronounced or incorrectly scored, he/she should immediately initiate a challenge by saying directly to the proctor, "I wish to challenge." The proctor will then stand to obtain the emcee's recognition and will state that a challenge has been raised.
- b) The Procedural Official will approach the table and determine the nature of the challenge from the student. The Procedural Official will then rule on the challenge or convene the committee to make the decision.
- c) Junior and Senior division spellers must initiate all challenges. At the Elementary level, a challenge may be initiated by a speller or procedural chairperson. Challenges initiated by anyone else will not be acknowledged.
- d) An upheld challenge will be honored for all spellers on the floor.
- e) If a coach feels the Guidelines have not been followed, he/she should contact a Procedural Official prior to dismissal of students for that round.
- f) If a challenge relates to a question of pronunciation, then:
  - 1) Procedural Committee members from those classifications not involved in the challenge will convene a meeting at the resource person's table. The Procedural Committee will determine the alternate pronunciations to verify the correct pronunciation. If necessary, the Procedural Committee can review the recorded file to verify the pronunciation given by the reader.
  - 2) If the Procedural Committee rules the emcee has incorrectly pronounced a word to the detriment of the competition, those students who misspelled the word may be given an alternate word at the discretion of the committee.
  - 3) No more than one request for repeats per word will be allowed unless the Procedural Committee rules there are extenuating circumstances.
- g) If the challenge relates to a question of legibility, the Procedural Committee representing those classifications not involved in the challenge will resolve the issue.
- h) If the correct spelling has been given or shown on the screen before the appropriate time, the host coordinator must consult with the Procedural Committee before using an alternate word.
- i) Any challenge to the Procedural Committee's decision or of the final score or placement must be made to the IASP office no later than 9 a.m. EST the day after the competition. A determination of the validity of the challenge and a response will then be made.
- j) There will be no challenges based on alternate spellings. The only accepted spellings used for this contest must be from the lists published on [www.iasp.org](http://www.iasp.org). Words must have identical spelling in Webster's 11th Edition and the word list to be chosen as competition words.

## Alternate Words

- a) An alternate list of words will be provided to the host site for each competition. In the event a word or sentence validity is compromised, the Procedural Committee will make all decisions concerning which of these alternate words to use. (Example: If the word being replaced is the third word in the round list, then the third word on the alternate list would be substituted.)

- b) If a member of the audience shouts out the spelling before the buzzer sounds or if the video operator shows the spelling early, an alternate word would be used. The use of alternate words will be left to the discretion of the Procedural Committee.
- c) If the video operator shows the correct spelling of a word before all participants have had the opportunity to write their word, the Procedural Committee will make a ruling. Those participants who wrote the word before the error was made should be scored according to the correct spelling. Those participants who had not written the word or had written it incorrectly will be given an alternate word and have it scored accordingly.
- d) If the Procedural Committee rules that an alternate word should be substituted for a previously read and scored word, only the participants who missed the word will have the chance to spell the new word.
- e) An alternate word cannot be used for what is perceived to be a "bad" choice of a word. All word choices and sentences will stand as written and read during the competition. Challenges should be sent directly to the state director.

## Substitutions

- a) There are no substitutions during a round.
- b) In the event of an illness during the competition round, the Procedural Committee will rule.

## Decorum

- a) Every effort will be made during the competition to allow the contestants to concentrate. No unnecessary talking or gestures should be made to, or around, the contestants in the competition. This is particularly important for proctors and coaches to note.
- b) See Code of Conduct under IASP General Policies.

## Proctors

- a) Each school competing will be responsible for furnishing an adult proctor. If a school is fielding 2 teams, 2 proctors will be required to be furnished by the school. Any responsible adult (coach, teacher, administrator, parent, etc.) may serve as proctor. Proctor assignments will be made by the host coordinator. Proctors will be assigned to proctor a school not in the proctor's class, if possible. This will avoid a charge that a proctor tried to benefit his own school's position by his/her conduct with a competing school.
- b) The proctor will sit beside the contestant. Before the round begins, the proctor will fill in the school's name and indicate the round number on the paper answer sheet. The proctor will also have the contestant write his/her name in the appropriate space, check that name on the electronic team roster form, and have the student initial the team roster form next to their name. (Any discrepancy should be reported to the Procedural Official before the first word of the round is given.)
- c) The proctor will make sure the contestant lifts the pencil from the answer sheet when the buzzer sounds. The proctor should refrain from talking to the student once the round begins. After the correct spelling is revealed on the video recording, the proctor will mark an "X" on the number of an incorrectly spelled word. If the word is spelled correctly, the proctor should do nothing on the paper answer sheet. The proctor will then record a "C" (for a correct answer) or "I" (for an incorrect answer) on the electronic scoresheet.

- d) This is not a handwriting contest. However, the proctor should NOT ask the student to clarify the spelling of a word. If legibility is in question, the proctor should consult the Procedural Official, NOT THE STUDENT, before scoring the word.
- e) At the end of the round, total the score for the page by adding the number of unmarked correct answers. Record the contestant's score in the appropriate box (line) at the bottom of the page. The contestant must validate the accuracy of the score for the round by signing his/her name on the designated line. The proctor should sign the answer sheet to make it official. The proctor and contestant will then verify that scores on the answer sheet and computer agree at the end of each round and then turn in the answer sheet to the central scorekeeper. The central scorekeeper will verify the scores as well. If there is a discrepancy, the Procedural Official will be contacted to determine the correct score.

## Scoring

- a) Every word a contestant spells correctly will be worth one point. The rounds are scored cumulatively.
- b) At competitions where scoring flip charts may be used in addition to electronic scoring, each school will be responsible for having a student keep the flip chart current. The student will operate the flip chart for the same school that the proctor from his/her school is proctoring. The proctor will signal the chart flipper each time that team scores a point. The Junior/Senior chart flipper will then turn a page on the flip chart to indicate that the point was scored. The Elementary chart flipper will turn a page on the flip chart at the end of the round. If the squad's answer was incorrect, no point is scored, but no penalty is deducted from the existing score. The score charts will be turned toward the audience throughout the competition.
- c) ALL SITES: With electronic scoring, schools will not have to furnish a score chart flipper. However, hosts may have flip charts available as a back-up in case of technical difficulties with the score display, and schools would have to furnish a student score flipper in this situation.
- d) If the contestant inadvertently marks the answer on the wrong line, the proctor will warn the student of the error and allow the answer to be placed on the correct line. Similar subsequent errors should be referred to the Procedural Committee.

## Breaking Ties

### Elementary Division

- a) In the event there is a tie score at the end of the competition, the first tiebreaker (TB-1) will be the cumulative team score of the seventh tie-breaker words. The maximum score would be eight (8).
- b) If a tie remains after using the first tie-breaker method, the second tie-breaking procedure (TB-2) will be the number of students on the team with a perfect score for words #1-7.
- c) If a tie still exists after using the first and second tie-breaker methods, the third tiebreaker (TB-3) will be the number of students who have exactly one miss for the words #1-7. (Perfect scores are not to be included in TB-3.)
- d) If the tie is not broken after using the three tie-breaker methods, the fourth tiebreaker (TB-4) will be the greatest number of tie-breaker words spelled correctly "in succession." (Example: The first student misses the tie-breaker word, but students #2-7 spell their tie-breaker words correctly "in succession." Score = 6. A perfect score would be 56-8-8-0-8.)

## Junior Division

- a) In the event there is a tie score at the end of the competition, the first tiebreaker (TB-1) will be the cumulative team score of the ninth tie-breaker words. The maximum score would be eight (8).
- b) If a tie remains after using the first tie-breaker method, the second tie-breaking procedure (TB-2) will be the number of students on the team with a perfect score for words #1-9.
- c) If a tie still exists after using the first two tie-breaker methods, the third tiebreaker (TB-3) will be the number of students who have exactly one miss for the words #1-9. (Perfect scores are not to be included in TB-3.)
- d) If the tie is not broken after using the first three tie-breaker methods, the fourth tiebreaker (TB-4) will be the greatest number of tie-breaker words spelled correctly in succession. (Example: The first student misses the tie-breaker word, but students #2-8 spell their tie-breaker words correctly "in succession." Score = 7. A perfect score would be 7-2-8-8-0-8.)

## Senior Division

- a) In the event there is a tie score at the end of the competition, the first tiebreaker (TB-1) will be the cumulative team score of the ninth tie-breaker words. The maximum score would be ten (10).
- b) If a tie remains after using the first tie-breaker method, the second tie-breaking procedure (TB-2) will be the number of students on the team with a perfect score for words #1-9.
- c) If a tie still exists after using the first two tie-breaker methods, the third tiebreaker (TB-3) will be the number of students who have exactly one miss for words #1-9. (Perfect scores are not to be included in TB-3.)
- d) If the tie is not broken after using the first three tie-breaker methods, the fourth tiebreaker (TB-4) will be the greatest number of tie-breaker words spelled correctly in succession. (Example: The first student misses the tie-breaker word, but students #2-8 spell their tie-breaker words correctly "in succession." Score = 7. A perfect score would be 9-0-10-10-0-10.)

## All Divisions

- a) If the tie is not broken after using the four tie-breaker methods, the score will stand. School alphabetic order will determine who gets the award at this time and duplicate awards will be ordered for the other squad(s). There is no "sudden death" elimination. The schools who rank below the tie will move up in rank, i.e., schools A and B tie for first and the tie is not broken, school C moves up to second and school D moves up to third.
- b) Because of the importance of word #9 (Senior/Junior) and #7 (Elementary) in the tie-breaker process, every effort will be made to ensure these words are the most challenging.
- c) The scorekeeper for the competition will be responsible for verifying all tiebreaker scores.

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## QUALIFYING FOR JUNIOR/SENIOR STATE FINALS

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- a) A rostered team may advance from the Area competition to the State Finals. If a school enters more than one team, only the top scoring team from a school may qualify for medals or state competition.
- b) Thirty teams will qualify for State Finals. The four class state champions will be determined at the Area contest. The top three teams in each class will receive an invitation to an overall State Finals tournament, and the rest of the 30 team field will be filled according to the highest scores achieved at Area regardless of class.
- c) Individual students who achieve a perfect score at the Area competition will receive an invitation to participate at a separate virtual state finals event regardless of the status of their team. This competition will take place during the week following the state competition. Juniors will spell 56 words, and Seniors will spell 72 words and be recognized for their achievements.

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## AWARDS

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### Junior/Senior Divisions

#### Area

1. Certificate templates will be available on the contest web page for coaches to personalize with team member names.
2. A ribbon will be awarded to each student with a perfect score or near perfect score.
3. Ribbons (blue, red, & white) will be awarded to members of the top three teams in each enrollment class. Ribbons will be provided for up to 20 team members for each placing team. If a coach would need additional ribbons, please contact the DSP office.

#### State

1. Certificate templates will be emailed to state finalist coaches for personalization of all team member names.
2. At the State Finals competition pin-on medals will be awarded to members of the top three teams in each class based on their Area scores and plaques will be awarded to the teams.
3. A banner will be awarded to the State Finals Grand Champion team.
4. State Finals Grand Champion, State Runner-Up and State Third place plaques will be awarded to the top three teams regardless of class, and medals will be awarded to members of those three teams. State Finalist plaques will be awarded to the remaining teams.

#### Individual Contest

1. A certificate for each competitor will be mailed to the coach of all participants.

### Elementary Division

#### Area

1. Certificate templates will be available on the contest web page for coaches to personalize with team member names.

2. Ribbons (blue, red, & white) will be awarded to members of the top three teams in each enrollment class.
3. Participant ribbons will be awarded to members of each team that finishes in fourth place and below in each enrollment classification.
4. A ribbon will be awarded to each student with a perfect score or near perfect score.

### State Ranking

1. Pin-on medals will be awarded to members of the top three teams in each enrollment class. Medals are available for each team member up to 20 and one coach (or two if the team has two coaches.) There will be no distinction for enrollment classification printed on the medals. Plaques will be awarded to the top three teams in each enrollment classification, i.e., State Champion, State Runner-Up, and State Third Place.
2. A Top 10 certificate will be mailed to each school that finishes in fourth through tenth place in each enrollment class.