

1. REQUIREMENT FOR PARTICIPATION

- 1.1 All participants must be students of an AFLE Teacher (the Member).
- 1.2 The Member is the guarantor and must have a valid Membership.
- 1.3 It is the Member's responsibility to inform their students of every detail regarding the competition and ensure that all information on the entry forms is valid and correctly filled.
- 1.4 Submission of an entry implies consent from the Members and all participants to strictly observe these Rules and Regulations.
- 1.5 A Member who registers students **MUST** be part of the video jury and assist in organising the face-to-face Finale.
- 1.6 Any entry disqualified (before or after the competition) for failing the above requirements will not be informed separately, and no entry fees will be refunded.

2. ENROLMENT

2.1 Entry Forms

2.1.1 Members must submit their complete list of participants for the competition by filling out the form provided by AFLE **on/before 12 January 2024.**

2.1.2 Only ONE entry form must be submitted for ALL participants from the same institution/school.

2.1.3 Participants' names should be identical to those on their HKID/birth certificates. These names will be printed on the competition certificate.

2.2 Substitution or swapping of participants and change of names or competition category will not be permitted after submitting entry forms.

2.3 Members should register the candidates in the correct categories according to the age and education level (Primary 3 to Secondary 6) of the participant(s).

2.4 Entry Form Submission Period

2.4.1 ONLY ONE filled entry table per school must be submitted by email to info@aflehk.org **on/before 12 January 2024.**

2.4.2 Participants must submit a link to their video to their teachers, who will add it to the entry table. Please refer to the Important Dates document on the AFLE website for the deadlines and valuable links.

2.4.3 AFLE reserves the right to reject any late entries.

2.5 Entry Fees

2.5.1 An entry fee is due **per student**. The price is HK\$80 for primary students and HK\$100 for secondary students. Please refer to Document 5 on the [competition's website](#) for detailed information.

2.5.2 Except for those events cancelled by AFLE, no entry fee will be refunded, regardless of any reasons provided by the participants or members (e.g. having breached rules and regulations, not being able to attend competition due to sickness/personal affairs/school functions, technical difficulty in recording or posting the video, etc.) or class suspension ordered by the Education Bureau, HKSAR.

2.6 Entry Forms Registration

2.6.1 AFLE reserves the right to reject late, incomplete or incorrect entries. Such entries will not be processed. Members shall not be notified.

2.6.2 Online registration only.

Members (teachers in charge) must check entry forms and collect entry fees from the participants, then complete the Payment Record Form ([Document 4](#)) and send it to AFLE with the payment.

2.6.3 Payment

a. The registration will only be completed after the payment has been received.

b. **No individual payment will be accepted. Only ONE payment made by the members (teachers in charge) will be accepted for all their students.**

c. Cheques (**one cheque per school or member**) must be sent to :

The Association of Teachers of French in Hong Kong and Macau (AFLE)

P.O. Box 78960

Mong Kok Post Office

d. Cheques must be made payable to “**REY Jean-Luc.**”

e. AFLE must receive the cheques before January 6, 2024.

2.7 Invoices and Payment Receipts

2.7.1 If an invoice is necessary for a school to issue the cheque, the member in charge must request it when sending the *Payment Record Form* (PRF). No invoice will be sent before receiving the PRF. It is the school's responsibility to check that the registration fees are correct. AFLE will only emit digital invoices (pdf).

2.7.2 Payments due shall be settled at the reception of the invoice and before December 7, 2023.

Payment receipts will be issued by AFLE and sent to the teacher in charge by email.

3. REGULATIONS

3.1 General Rules

3.1.1 There is a time gap between the release of the Competition Documents and the Speech Competition; therefore, amendments may be made. They will be posted on the AFLE website before the Competition. AFLE reserves the right to amend the Competition Documents at any time. Members and participants should always refer to the amendments uploaded to the website for updates.

3.1.2 AFLE reserves the right to make any changes to competition arrangements, including allocation of sessions/dates/venues, modifications to the schedule, and cancellation of events deemed necessary or expedient within the competition period. The teachers in charge will be notified of any significant alterations as soon as possible and will be responsible for informing the participants.

3.1.3 Competition processing:

- 1st round: Video selection - Each video submission will be adjudicated by a jury of 2 people and awarded placings accordingly.

- 2nd round: All performances graded higher than 90 will be invited to participate in the face-to-face Finale in March 2024. The final date will be announced later.

3.1.4 The jury will not adjudicate a participant if they perform a wrong piece, do not prepare well or do not perform up to the required standard; they will be given comments but awarded no marks.

3.2 Number of Entries

Each teacher can only register 5 participants per category and event with a maximum of 40 students per school/institution. If a participant is registered in 2 categories, one of the registrations will be cancelled.

3.3 Competition Materials

Sources of set pieces have been included in the [Competition Documents](#).

3.4 Rules for Different Categories

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

3.4.2 There is only one event this year: Solo Poetry Speaking "Non-Francophones."

It is the teacher in charge's responsibility to make sure no francophone students are registered.

Failure to comply with any of these requirements will result in the candidate's disqualification.

3.4.3 Categories for Solo Poetry Speaking:

Primary levels : 3 categories

- A. P3 and P4 (Y3 and Y4)
- B. P5 (Y5)
- C. P6 (Y6)

Secondary levels : 3 categories

- A. S1 (Y7)
- B. S2 and S3 (Y8 and Y9)
- C. S4 and S5 (Y10 and Y11)

3.4.3 Solo Poetry Speaking

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

3.5 Rules for Video Submission

3.5.1. Participants should follow the 'video submission procedure' specifications that will be updated on [AFLE's website](#) before recording the video.

3.5.2 Participants must video-record their performance and submit it to their teacher, who will input the link on the registration form **on/before 12 January 2024**. No submission will be accepted after this date.

3.5.3 Participants and members must strictly observe the procedures for submission, the submission period and the specifications of the video stipulated when submitting the video. Any nonconformance may result in disqualification.

3.5.4 The performer in the video must be the person who entered the competition. Candidates who fail to comply will be disqualified.

3.5.5 If any dispute arises, AFLE reserves the right to make the final decision.

4. JUDGING CRITERIA

4.1 All set pieces must be performed following the details listed in the Competition Documents. Participants presenting a piece that differs from the set or 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 critical factors for a good performance.

4.2 Adjudication will be based on the overall performance of the participants, including **Memorization, 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, props, etc., would enhance the quality of their performance. However, they should always bear in mind that the adjudicators will decide with reference to the judging criteria and the overall performance.

4.4 Participants must wear the school uniform unless the teacher informs AFLE about the non-use of uniform in their institution.

4.5 The decision of the adjudicator(s) shall be final.

5. AWARDS and MARKS

5.1 Each participant will receive a mark sheet at the end of the competition in which they performed.

5.2 Certificates of four levels will be awarded to participants for their achievement.

-**Honours** will be awarded to all finalists. After the 2nd round, **Champion, 1st runner-up and 2nd runner-up** will be awarded to the best three performances.

-**Merit** (80 - 89), **Proficiency** (70 - 79), and **Participation** (69 and below) will be awarded to participants after the 1st round.

5.3 Certificates will be sent to the teacher in charge **before the end of May 2024**. They are responsible for distributing the certificates to their students. **Information (such as name, first name, etc.) on the certificate will be the one given during the registration; no re-issuance of certificates will be provided if a mistake was made during registration.**

6. OTHER KEY ISSUES

6.1 The adjudicators' decision 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 By participating in the competition and submitting the link to their performance, candidates permit AFLE to use their performance on its website and/or social media (Instagram, Facebook, Twitter) for communication or advertising purposes.

6.3 Any additional request, once accepted, will be subject to a handling fee of 50 HKD.

7. ENQUIRIES AND COMMENTS

7.1 Any enquiries, complaints and suggestions should be made in writing, by email and submitted **ONLY** by the AFLE member who entered the participant(s) to the Committee within ten working days after the Competition's result.

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 must be directly forwarded to the teacher member. Complaints/suggestions made via telephone calls would not be processed.

Memento

Only our members holding a valid membership for 2023-2024 can enrol in all activities held by AFLE. For membership details, please visit www.aflehk.org (click 'association' and 'devenir membre').

For any information, please contact us at info@aflehk.org

Hong Kong, November 1st, 2023.

