

Colorado Association for Bilingual Education
2020 Concurso de Deletreo Colorado State
Spanish Spelling Bee
Coach Duties

Coach: This person must be fluent in Spanish as a major responsibility involves judging the Spanish spelling of the contestants. This person has specific duties that will be performed before, during, and sometimes after the Concurso de Deletreo Colorado State Spanish Spelling Bee. If you have agreed to be the official coach for your school, please read through this document and make sure you can fulfil the requirements. If you can't, please assist your school in identifying someone who can fill this very important role.

Thank you for agreeing to be an official coach for contestants in the 2020 Concurso de Deletreo Colorado State Spanish Spelling Bee. Below is some information regarding your role and responsibilities in the Concurso.

1. Please communicate with the contestants and parents of your contestants to make sure that everyone has information about the location, registration times, rules, etc. It is important that you know if any students will not show up. If you have alternates, we encourage your alternates to prepare and show up to the competition as they may be allowed to compete if one of your two registered contestants does not show up.
2. Please inform all parents and contestants that they are expected to remain at the event until the end of the awards ceremony. All contestants will receive a state finalist medal during this ceremony. Also, your school is allowed up to 10 people to attend the Awards Lunch. This will take place immediately after the awards ceremony and contestants, coaches, and your guests (up to 10 people total per school) should be reminded that they are invited to stay for the meal. Any number of people may attend and observe the Concurso itself, but the Awards Lunch is limited to a total of 10 people per school. That figure includes 1 coach, 2 contestants, and up to 7 additional guests. When you register the contestants you will be asked to tell us how many adults and how many children, under 12, will attend the Awards Lunch. You will be asked to identify the guests upon registration the day of the event.
3. Please familiarize yourself with the official rules for the bee and share them with your contestants and families.
4. We request that there only be one coach per school. That means that you will be the coach for more than one student. You are allowed to be the coach for students from another school if you are requested to do so. If you will be coaching for more than one school, please let us know who you will be coaching as soon as possible prior to the event.
5. Registration/check in will be from 8:30-8:50 A.M. Please make sure that you and your contestants are there during that time but no later than 8:45 as we will begin promptly at 9:00 A.M. Contestants who are not present to be seated at 8:50 A.M. will not be seated and the school will not receive a refund. Please ask your contestants to plan accordingly.
6. You will be seated in a special area for the competition so please be inside the auditorium by 8:50 A.M.

7. During the competition your job is to listen to the word that is given to your contestant and to the contestant's reply.
8. Any question or objection concerning the spelling of a word should be immediately brought to the attention of the State Spelling Bee Director by you. Someone will be assigned to remain close to the place where the coaches are seated to make it easy to communicate that you have an appeal.
9. You must make the appeal before a word is given to the next speller. All you have to do is to say that you have an appeal so that the pronouncer is informed not to give the next question. You will then be contacted by the director of the Concurso to begin the resolution process. Please look at the rules to see how the process will be run.
10. Only appeals regarding the spelling of a word will be entertained. For instance, if your student spells a word and says there is an accent over the "I", then the judges say that it is incorrect, the pronouncer might say: "There is an accent over the "I" that you left out." You would signal that you have an appeal. The contest would be paused, you would tell the director that the student did say accent over the "I" and the decision would be reviewed. Or you may object that a word should be capitalized, or the letters are in the correct order when the judges say they weren't, etc.
11. You may only appeal or object if you believe an incorrect decision was made on the spelling of the word by the judges for your contestant. You may not object to anything regarding another contestant, that you do not coach.
12. You are encouraged to bring a dictionary, the word list that has been provided, or other resource materials that might be helpful to you in any appeals.
13. Once a decision has been made it is final and you should allow the competition to proceed without further delay. Once a final decision is made on your question or objection it cannot be appealed.
14. We are also requesting that coaches do as much as they can to ensure that parent/audience participation is limited to observation of the event, applause, and participation in the celebratory meal following the event. Parents and observers may feel inclined to express displeasure at some events or decisions that may take place, however, we do not feel that it is beneficial to the contestants or to the event as a whole. School coaches, such as yourself, can help keep the event as positive as possible by preparing the families before the event and by asking them to refrain from participating, other than through applause and positive support, during the event. We appreciate your assistance and cooperation.
15. We encourage you to take pictures before and after the event and to share those pictures along with information about the event with your school administration and with your district offices so that all your finalists might receive recognition in their own school and community. We also encourage you to share those pictures with CO-CABE.
16. If your contestant is one of the three national representatives, please join those contestants and their parents for a brief meeting with the Bee director to provide information and receive information about the National Spanish Spelling Bee.
17. The Concurso de Deletreo Colorado State Spanish Spelling Bee Director will be on site for the event and will serve as the liaison between you and the judges if there are any questions regarding the spelling of any words. The Director will be available to respond to any other questions you might

have before the contest. There is a flurry of activity on the day of the event and it might be difficult to find time to speak at length on that day so you are encouraged to ask any questions or request clarifications prior to the day of the event if at all possible. You may send your questions before the event to: jgarcia@cocabe.org Of course, contact the director that day if something unexpected arises.

Gracias y buena suerte.