

North Carolina FFA Association

Career and Leadership Development Event Protocol

This document established best practices for the organization and implementation of career and leadership development events. It is the responsibility of state staff, and event superintendents to be familiar with this protocol and follow them for all events.

Protocol may change as necessary for events based on the respective needs of the event. Protocol is not considered policy of the North Carolina FFA Association Board of Directors.

Registration for Career and Leadership Developments Events

- Registration information for career development events should be available as early in advance of the event as possible. The general **goal** would be a minimum of 30 days prior to the event.
- Registration should remain open until 10 days prior to the event. Adequate time prior to the event must be allowed to develop event rotations, development of registration packets, securing parking and space for the number of registered participants, etc.
- A minimum of at least two reminders prior to the close of registration should be sent out to teachers via the Ag Ed/FFA List serve and text messaging system.
- Registrations must include the names of students participating in the event for it to be considered complete.
- FFA advisors will be contacted by email to verify their registration. Events utilizing Judging Card.com will receive verification from Judging Card.com.

Pre-Event

- Adequate space for all components of events (testing, holding and staging areas, reasons, completion holding) should be secured based on registration numbers.
- Based on registration numbers, support personnel to handle the various components of the event should be secured (scoring, recording, observing, guiding, etc.) to expedite the event.
- Spreadsheets should be developed for tallying events. These spreadsheets should be up to date with event guidelines, names of competitors entered before the start of the event, and tested with scores to make sure they are calculating correctly according to the guidelines.
- All tests should be made in advance and reviewed for errors. Answer keys should be triple checked for accuracy by more than one person. Additional copies of answer keys should be made in advance and checked for accuracy.
- Identification components should be concealed prior to the event and labeled clearly.
- Event sites should be secured to prevent contestants from seeing events prior to competition.
- Contestants should receive a list of needed items prior to the event. (examples: welding helmets, welding goggles, gloves, etc.)
- Event prep materials should be provided to teachers at least 15 days prior to the event.
- Preparations should be made for rain or other inclement weather which should include logistics for movement of students from site to site, holding areas, restroom facilities, sanitation, etc.)
- Plans for inclement weather should be written.

- Plans for parking and transportation should be made and information provided to all parties.
- Supplies and refreshments for event staff should be provided.
- Emergency plans should be in place should event staff cancel.
- Plans for dual competing in leadership events should be made. (Public Speaking/Parliamentary Procedure, Creed/Parliamentary Procedure)
- A copy of the tie breaking system for each event should be secured and included in event materials.

Event

- At site registration teacher/advisor cell phone numbers should be recorded should there be a need to contact the teacher.
- Students should be grouped so that team members from the same schools **cannot** converse during the event. Students that jump groups should be investigated and considered for grounds of cheating.
- Students should be given at site registration their contestant numbers and must write their names and numbers on their scoresheets. Student should be reminded throughout the events to include their names and participant number on scorecards and to mark answers on the Judging Card.com scantron.
- Scoresheets with no name should be identified if possible. If not possible then discarded and students given a zero score.
- Plans should be made in advance to determine who will score/grade events.
- Where possible Scantron forms should be used and a scoring machine should be in place to score.
- Procedures should be in place as to how to properly score answer sheets as well as a method to double check scores.
- A team of **at least** two people should be used to enter scores into a spreadsheet to verify the score is correct and it goes into the correct cell. Three people is even better than two.
- Scorecards from the top 5 teams should be rescored and compared to spreadsheet entries to verify accuracy.
- The event superintendent should assign task and oversee the process of the event.
- The event superintendent or his/her designee should check all participants for dress code violations, electronic devices, and proper calculators. They should deduct penalties from final scores.
- Event staff should be briefed prior to an event to look for cheating and how to report it to the superintendent.
- In the event that additional scoring keys are made at the site, they should be double checked for accuracy before being used to score papers.
- After scoring and tabulation, top scores should be hand calculated to make sure the spreadsheet is accurate.
- All missing scores should be investigated and the advisor from the teams of missing scores should be contacted by phone and notified of the missing scores. When using Judging Card.com scantron forms for events, the forms will be scored at the conclusion of the event and un-marked classes will result in a zero score for the class.
- Upon entry of all scores into the final spreadsheet, the top teams should be identified along with the top individuals.

- Tied events should be broken using the tie breaking procedure identified in the event guidelines.

Follow-Up

- Scores for events should be shared electronically as soon as possible after the event.
- Once scores are shared electronically, advisors will have 24 hours to dispute scores. At the conclusion of the 24-hour period, the scores become official and will not be changed.
- Thank you letters should be sent to all volunteers and helpers within one week of the event.
- Event teams should evaluate events at the conclusion of the event to determine needed areas of improvement.