



Running A Regional Competitive Event

Procedures Manual

Revised December 2014-15

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The following is a revision of the Procedural Manual “Running A Regional DECA Competitive Event” developed in 2012.

Revised December 2014

INTRODUCTION

The most obvious revision to this procedural manual is the elimination of the directions for the written test component at the test site on the actual day of regional competition. The written test will be offered online for both the regional and state conferences. A very detailed presentation on facilitating the written test online at your school was given at both COLT Conferences and at each of the October regional meetings by our registration and tabulation directors for each region.

Although each region may run its conferences somewhat differently, many common procedures are identified, which later could be customized for each Regional DECA Conference. Although a lot of the procedures may seem like common sense, if you haven't done it before the information can prove success or failure in running a regional competitive event. It will also be beneficial for seasoned advisors to review.

The DECA Regional Conference is the beginning of a year-long journey for each DECA student who sets his or her sights on the ultimate goal of competing at the International Career Development Conference in the spring. Since the flight system is not utilized at the Regional DECA Conference the challenge is to accurately identify who legitimately deserves to get to the next level, the State Conference. Hopefully, following guidelines will help to try and establish a level playing field for all of students to do their best in qualifying for the NJ DECA State Conference.

Special thanks to all of our New Jersey DECA Advisors who have contributed to make this possible.



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ADVISOR ATTENDANCE REQUIREMENTS

Competitive Event Chairpersons / Managers and Co-Advisors

If you are an event chairperson or co-advisor, you are required to stay for the entire conference, even if it means arranging to have another teacher or an approved chaperone for students who need to return to school.

Regional Conference with an Awards Session

Let your students know from the beginning of the process that they are required to be at the conference the whole time, particularly if there is going to be an awards session. Giving permission for students to leave should only be under extenuating circumstances. Students should not be allowed to leave by themselves. Arrange to have parents or a school official meet with you before they leave with a student. If your conference does an awards session, **let the conference chairperson know ahead of time** if your entire school cannot stay. If possible, arrange a bus for those students who must return to school (example: a sporting event) and assign students to come to the stage to receive a student's award if they are not present.

Regional Conference without an Awards Session

If there is no awards session and your school is located near the conference site, you may have a shuttle service to return students to school when their events are completed. If this procedure is followed a responsible adult must be in charge of checking in students who get on the buses to return to school with an approved chaperone.

PRIOR TO THE REGIONAL DECA CONFERENCE

Prior to the Regional DECA Conference, do the following.

1. Find out what the inclement weather plan is, and who to contact in such an event.
2. Know what procedure to follow if you are running late or have an emergency.
3. Make note of important phone numbers: overall conference chairperson's cell number, the State Advisor's cell number, college campus security number, or if your conference is at a hotel, the hotel's main number.
4. Get your co-advisor's (or event assistant/chaperone's) home, school, and cell phone numbers including email addresses, as well as what responsibilities each of you decide to share. For example decide who is in charge of picking up judges and briefing, checking in and prepping students and who is bringing the signs, equipment and supplies.
5. Prepare signs that will be used on the day of the conference that include: name of the event, event's prep and judging area. Make a sign that states: No cell phones or other electronic devices permitted. These signs are posted on the assigned rooms you are using for your event. Sometimes it is a good idea to also prepare signs that have arrows to direct students to your location. Lastly, make signs to identify your judges – Judge A, Judge B, Judge C, or Judge 1, 2, 3 etc., whichever you're instructed.
6. Prepare a box of supplies for your event that includes: pencils, erasers, white paper, stapler, masking tape, box of tissues, and the signs you prepared.

7. **DON'T COME ALONE!** Enlist people to help you, such as former students on college break, teachers at your school, friends, anyone who can help you facilitate the competitive event. You must bring help in order for the competitive event to run smoothly. Do not expect other schools to have extra help to assist you. Assistants' duties may include, but not be limited to:
 - check in students for the role play prep
 - time students during the prep period
 - direct students from prep area to a judge
 - collect written materials prepared by students when the students leave the judge
 - collect the Scantron sheets from the judges and check to see that they are bubbled in and are counted. The count must match the number of students on your roster. **DO NOT DISCARD NO SHOWS....THEY MUST BE RETURNED TO TAB.**

8. **NEW-** Judges will be submitted online with your registration. Send them a letter with details for the day of the event (date, time, breakfast, location, directions, etc.). Confirm your judges a week before the conference. Judges are sent this information from the Conference Judge Coordinator. It's OK for Advisors to also send follow-up, but it needs to match exactly so as not to create more confusion.

DAY OF THE CONFERENCE

1. **Arrival.** It is advantageous for you or your co-advisor to arrive at the conference site at least one hour before the start time to pick up materials, set up the student prep and judges interview/role play rooms, as well as to meet with the judges. If it is not possible for you to arrive early, or if on the day of the conference you are running late, let the overall conference coordinator know so someone else can get your event started on time.

2. **Event Materials.** When you pick up the event materials, check envelopes to make sure that you have your all the event materials, which include:
 - Student instructions/event
 - Judge's instructions
 - Scantron forms
 - Student rosters and event schedules.

3. **Judges.** You should have enough judges so your role play runs quickly and efficiently. Judges should have been secured prior to the conference.
 1. **Meet and greet.** Pick up your Judges early (**Not for the Southern Region where Judges will be brought to the event area**) Bring them to the event site early so you have time to prep them. It is imperative that you take the time to go through a sample role play with them and have them decide on the questions they will ask of all participants and the criteria they will use for scoring. Since there is no flight system at the Regional DECA Conference the time you take to prep the judges will make the difference between success and failure in selecting the students who rightfully should move to the next level of competition – the State Conference. Also, the judges will appreciate going through a sample role play with you. They will feel more confident in their assigned role according to the event scenario and the scoring process. Section D outlines steps for prepping judges prior to them meeting students and during the actual role-plays.

2. **Scantron Forms.** Remind judges not to give a score more than 100.
3. **Judge's Lunches.** Check with your conference coordinator's instructions on how to provide lunches for judges. **Northern Region advisors** should send someone to pick up judges lunches in the assigned area. **DO NOT LET JUDGES LEAVE!** **Central Region Judges** have a boxed lunch available that can be brought to the judges at the event site. **Southern Region Judges** attend the buffet lunch located at the hotel.
4. **Judge Prep.** For consistency, everyone should prep the judges in the same way by using the following steps:

1. **Role play preview.** Give each judge a copy of the Student Instructions and a copy of the Judge's Instructions. Allow them time to read the entire event.
2. **Review role-play.** When all judges have read the events, talk about the problem and possible solutions that students might suggest. Be sure all judges understand the problem and possible solutions. Go over the score sheet and explain that the student responses must address performance indicators.

example: PERFORMANCE INDICATOR #1

Did the student.....**Follow store procedures**

The student must use the performance indicators to solve the problem. Explain the importance of using the score sheet to help evaluate the student.

Remind judges to only ask questions that are provided as part of the role-play.

Inconsistent discussions and questioning leads to unfair grading for the students.

3. **Scoring participants.** If it is a regional competition, be sure to explain the importance of equal scoring. Use the example of an English Teacher reading an essay; no two teachers would grade the same. To be fair to all students, it is a good idea to encourage no scores of 100. Encourage the judges to keep their scores in the range listed below:

RANGE OF SCORES FOR CONSISTENT AND FAIR RATING

90 pts.-----BEST Presentation 80 pts.-----ABOVE-AVERAGE Presentation

70----AVERAGE Presentation 40-50 pts.----Below average presentation

If all judges in your event try to stay around these numbers your event will be evenly scored. At the Regional Conference you may have judge "A" that gives five students scores of 90 and above. Without trying to balance these scores, judge "A" would have all the winners. Please note that at the State DECA Conference—this is not a problem because a flight system is used.

Before you begin the event, tell the judges that you will break after they listened to three student presentations to see if they are judging in a similar fashion.

After all judges have listened to three students, stop the event, and meet again with the judges. Have them compare their scoring of the three participants they saw. Remind judges to keep all student prep materials.

4. **Ask each judge to keep ONE or TWO BEST SCORE SHEET** separate until they have completed seeing all of the students. If a judge sees 12 students, student 6 may

actually have been their best score. If they hold this one score sheet until the end, they can be sure to give the best score to the best student presentation.

GENERAL PRINCIPLES & PRACTICES

1. **Room set up** for the role-play needs to be completed before students arrive to check in for the event. It is critical that you start on time!
2. **There are different logistics** depending on the conference site (hotel vs. college campus). Each one requires different logistics for setting up the event area and running the role plays. Specific details are included in this manual for both situations.
3. **Take attendance** by referring to the roster for your event and post no-shows using the process directed by your conference coordinator. Indicate no shows with a NS to the left of the student or team name on the roster for the event. On the Scantron form, also write “NO SHOW” and bubble in #1 with a 1. These instructions might be slightly different in each region. Check the directions supplied by your conference coordinator.

If students show up who are not listed on your roster, it may be because they were originally part of a team and their partner was a no-show.

In the **North and South** regions they should have a “Change Authorization Form” from TAB giving permission for them to be added to your event. If they do not, send them to the TAB center for instructions. Do not add a student if they are not on the roster or don’t have a change form!

In the Central Region- If students show up who are not listed on your roster, it may be because they were originally part of a team and their partner was a no-show. If they reported this issue with TAB, then they should have scantron(s) that were issued by TAB.

In that case, add them to your roster and include them in your final count (as listed on the outside of your scantron envelopes). If a student shows up to your event, is **NOT** on your roster and does **NOT** have scantron(s) from TAB, **DO NOT ALLOW THEM INTO YOUR EVENT. THEY MUST REPORT TO TAB.**

4. **At no time** are teachers permitted to help a student with vocabulary or content.
5. **Watch for cheating** in role-play prep areas. There may be as many as 20 students in one event from the same school at the Regional DECA Conference. To avoid the possibility of cheating during role-play prep, collect all materials from the students when they are done their role-plays. Also during prep mention something about the importance of integrity and explain that sharing information is the same as cheating on a test.
6. **Tell students to turn off and put away cell phones.** Make it clear that if you see their phone or any other electronic device they will be disqualified.
7. **Follow the proper procedure for “DRESS CODE”** as outlined in the NJ DECA Handbook, not the National DECA Guide. Dress code violations must be witnessed and signed off on the form by two advisors or else penalty points will not be given.
8. **Check to see that all Scantron’s are bubbled properly** and erasures are done completely.

Again, count all scantrons and make sure you have the same number of scantrons, as there are students/teams on your roster.

ROLE PLAY PRINCIPLES & PRACTICES

1. **Make sure you are administering the right role-play sequence.....** Event #1 = Role Play #1 and Event #2 = Role Pay #2
2. **Place the role-play materials on the desks/tables** and make sure to place room between participants in individual events. Be sure the role-play materials do not leave the room. Some teachers tape them on the desks or tables. If you see one missing, check the students that just finished their prep and check their papers to see if they inadvertently walked off with the role-play event
3. **When you prep students as a group,** do not let them begin with their prep until told to do so; post the start time on the blackboard or call the time if not in a classroom situation. Adjust time so that students are aware of how much time remains. Make an announcement when there are only several minutes left. If students are being prepped individually, write the time they began their prep on the Scantron form and check to be sure they don't exceed the 10-minute prep time.
4. **Use the scheduled student times as a "guideline."** If a student is waiting at your event, and you have room to start prepping; do so. **It is important that you prep as many students as the classroom/prep room holds. You don't want to keep the judges waiting and thus slowing the event down.**
5. **Occasionally a role-play event will have an error.** IF THIS HAPPENS, and you realize this before the event begins, speak with your CONFERENCE COORDINATOR. At no time should an event be changed; more specifically—once the event has begun, all students must have the same facts.
6. **When running two role-plays;** flip-flop students so that they are not seeing the same judge for the second role-play. Also check to be sure the student does not know the judge. It is possible the judge may be the student's parent or a friend's parent. If the student knows the judge, switch him/her to a different judge.
7. **Students are never to touch the Scantron form.** After taking attendance on the master roster, check to be sure the student ID# is correctly bubbled on the Scantron form and that it is dark enough. You or your assistant will be handing the Scantron form to the judge when it is time for the student to be escorted to the judge.
8. **If students have a second role-play,** inform them that they should arrive at least 10-15 minutes early.
9. **Check to be sure judges are using the formula** given to them during their prep. Since there is no flight system it is imperative that the judges' scoring criteria is the same for all the event judges. For example, there should not be any 100 scores.

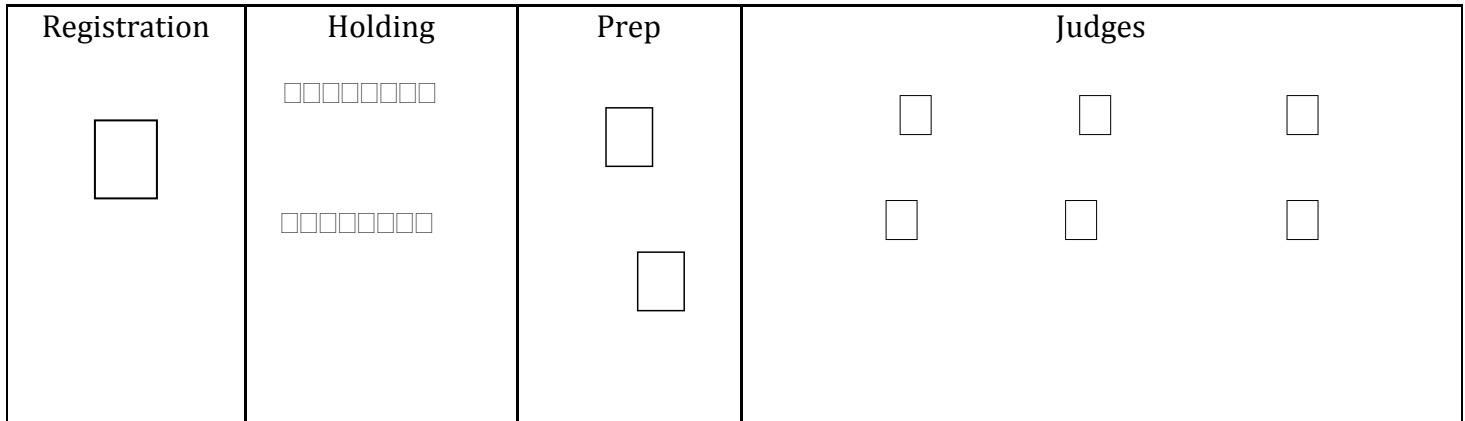
SPECIFIC TASKS & ADULT RESPONSIBILITIES FOR ROLE PLAY EVENTS

1. **Attendance.** Take attendance on your master roster as the students enter the room. Also note that the student is never to touch the Scantron form. You or your assistant will be handing the Scantron form to the judge when it is time for the student to be escorted.
2. **Escorting Students to Judges.** Ask students to stop, turn student instructions and event scenario over, and wait to be escorted to where the judges will interview. Escort students to the judge's area...and no talking! Do not let students hold the Judges' Scoring Scantron Form. You will hand the judge the Scantron form just before the students/teams begin their presentations. Make every effort to have the student meet with a different judge on the second role-play. Ask the student: "Which judge did you have last time"?
3. **Judges' Scoring.** If you did not have time to prep the judges properly prior to the event (see above) it is strongly suggested that you have the judges hold the first two- three students' Scantron forms back. Have judges stop and confer with each other. Have them compare their individual scores in order to get some sense of how each of them is scoring and what they consider a high and low score. If a judge exhibits unusual behavior report him or her to the conference chairperson.
4. **Student Exiting Role Play.** When students complete their presentations with their respective judges collect all student notes before they leave. Do not let students leave the role-play area with any papers.
5. **Collection of Judges' Scantron forms.** Periodically collect the judges scoring Scantron forms. Check to make sure that the judge fills in each score column and once again, make sure each judge does not give a total score that exceeds a 100. Check one more time that all student information is bubbled in correctly.
6. **Procedures at the End of Role Play Event.** At the completion of each event, put all of the paperwork in the proper envelopes with the student rosters on top including the no-show forms. Double check to make sure you have a Scantron from each student or team in attendance.
 - a) **Procedure for the North & South:** Take a count of all completed role-play forms (present and no shows, but not blank scantrons). Write that count on the outside of the envelope. That count will be checked and confirmed at TAB. Separate the completed Scantrons from the "NO SHOW" forms. You do not need to alphabetize. Fill out your name, signature, and cell phone number. DO NOT seal envelope. Return completed event to TAB as soon as it is completed.
 - b) **Procedure for the Central:** Take a count of all completed role-play forms (present/no shows) Write the count of the label on the bottom of envelope.
 - c) The tabulation assistant who picks up the materials at your role-play site will check the count. Separate the completed Scantrons from the "NO SHOW" forms. You do not need to alphabetize. Fill out your name, signature and cell phone number on the label on the bottom of your envelope. If no one shows up to pick up your materials, please have one of your helpers return to TAB.

ROLE PLAY LOGISTICS FOR AN OPEN AREA

A. **Room Set-up.** If you have a large area, such as part of a hotel ballroom in which to set up the role playing event, below is a suggested room setup. A lot will depend on the room you are using and the number of event participants.

SAMPLE ROOM SET-UP



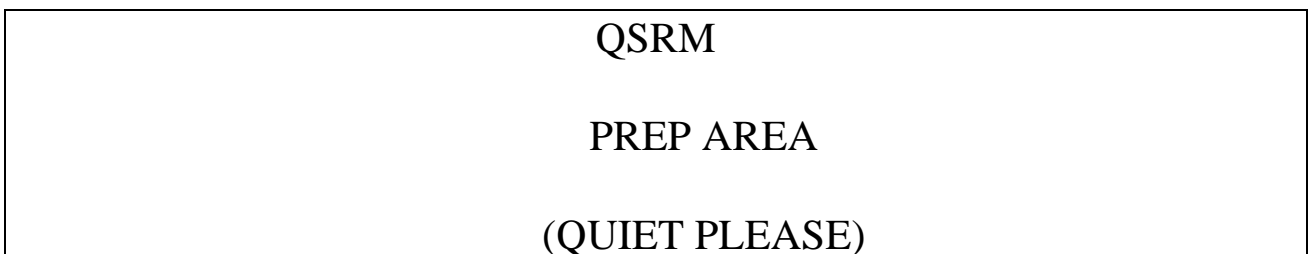
1. You will need 4 main areas to run the Role-Play.
 - Registration Table
 - Prep Table (s)
 - Holding area—(2)
 - Judges tables

2. Place a table near the entrance of the room or at the front of the area you are assigned. Label this table with the name of your event.



3. If you are able to have 5-10 chairs located close to this table, do so. This can be used as a holding area after student's check-in.

4. Behind the Registration Table, place two larger tables with 6-8 chairs at each. Place a large sign at the end of both tables:



**Depending on the number of copies of the Student Event Instructions, and if they are one-sided or two sided copies, some teachers actually “tape” the Event to the table. This ensures that a student will not remove the event.

5. If additional chairs are available, have 5-10 chairs located near the prep area. Be sure they are not located near a Judge’s Table. This area can be used to hold student’s that have completed the prep, and are waiting for a judge to be available.
6. Again, depending on the number of student competitors and the number of judges provided, you will need a separate Judge’s Table for each judge. Be sure to spread these tables out; so that students cannot listen to others as they are meeting with the judges. Label each table; Judge A, Judge B, etc.

Judge “A”-“?”

B. Adult assignments (will depend upon # of workers)

Ideally, you will have enough workers to handle each responsibility as needed. An ideal situation would be to have four workers: Person 1---Student registration and Check-in, Person 2---Oversees Student Prep Person 3---Moves students to judges Person 4 – Person to oversee the paperwork

C. Student registration procedures—this adult must have a watch.

- a. Students have schedules with times for their role plays. **You can use the time schedules as guidelines.** To avoid having judges waiting for students, if you have students waiting and available, register them and **add them into the flow of students prepping.**
- b. Have one adult assistant “check-in” the students as they enter the event. This adult assistant should then locate the student’s Scantron sheet, verify the ID Number and place this Scantron in a continuous line of Scantrons. Place this line of Scantrons along the top of the table. This line of scantrons will continue to grow as more students show up. After the student is “checked-in,” have them take a seat in the waiting area. Attempt to keep the number of “checked-in” students around 5-8. This will allow you to always have a few students to move into the prep area. Keep in mind---You do not want judges to be waiting; and the event will move along much quicker and you always have extra students waiting.
- c. As a seat is available at the prep table, you will move the next student/scantrons sheet into the seat that is available. **ON THE SCANTRONS ITSELF—write in the time that the student actually sits down.** This scantron sheet now is given to the adult that is overseeing the PREP AREA.
- d. Please do not write time as they register---only as they move to the prep area!

D. Student prep instructions

- a. The students will be placed at a table with other students to read the event and to prepare for the role-play. General rules for the prep area include:
 - Plain paper only
 - Pens and pencils only
 - No COLORED MARKERS/PAPER
 - No talking to other students
 - No pre-made materials
 - *****NO WRITING ON THE EVENT SITUATION*****
 - *No laptop computers
 - No Cell Phones
- b. When the students are Prepping, be sure to watch for students sharing information. They are to work alone and use only the materials permitted.
- c. You will be handed Student Scantrons from the registration person for your event. The students will then take a seat as it is available for the prep table. On the Scantrons, a time will be written as to when the student started prepping. If it is a 10-minute event, you will then move the student to the next available judge after they have had 10 minutes to work on the event.
- d. At the regional level, when large numbers of students are involved, it is best to keep the prep area moving. You may have 5-8 Scantrons in your hand, and you will be constantly moving the students, as their time comes up, to the judge's area.
- e. When their prep time is up, be sure that the Event Situation is left on the prep table, and the student remove any notes from this table.

E. Holding area (if necessary)

- a. Depending on timing, number of judges and number of competitors it may be necessary to move students from the prep area to a holding area before they meet with a judge. **NEVER LEAVE A STUDENT AT THE PREP AREA LONGER THAN THE TIME ALLOTTED.** This gives the student an unfair advantage by having the event situation available to read.
- b. Locate 5-8 chairs, and use this area to "hold" students. They will have their own notes available, but they cannot talk, use a cell phone or computer and must sit quietly as they wait for a judge.
- c. Be sure this area is not near a judge's table. You do not want students to be able to hear other presentations.
- d. Remember, it is always acceptable for a student to wait for a judge, not the other way around. We must respect the Judge's time and they should never be kept waiting for students.

ROLE PLAY LOGISTICS USING CLASSROOMS

The main difference between the logistics in an open area and classrooms is that you may have several classrooms assigned to run your event. The number of classrooms assigned to your event will depend on the number of participants. With a small event, you may only have two rooms assigned; one to register and prep students and one room for role playing with the judges. With a large event you will need a larger classroom to register and prep a larger number of students and more classrooms to accommodate all the judges you will need to run that event.

A. On-site Work Session

The overall Regional Conference Chairperson will assign the rooms to you during the work session that takes place prior to the Regional DECA Conference. When you attend that work session, if it is onsite at the college or hotel, check out the rooms assigned to decide how you will run your event. Below are the four specific tasks for which you need to consider when deciding on the rooms you will use.

- Registration
- Prep
- Holding area
- Judges

B. Room Set Up When Using Classrooms

a. Registration

In most cases registration and prep can be done in one classroom. You will need a sign for that classroom to identify your event, such as

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Student Registration

b. Prep Classroom

Check out the classroom to see if you have enough desks to prep the number of participants assigned at the various time intervals. Post a sign to remind participants that they must be quiet during prep.

APPAREL & ACCESSORIES

PREP AREA

(QUIET PLEASE)

*****Depending on the number of copies of the Student Event Instructions, and if they are one-sided or two sided copies, some teachers actually “tape” the Event to the desks. This ensures that a student will not remove the event.

c. Holding Area

If you have enough classrooms, a holding area could be done in another classroom or if the event is small it can be in the same room where the registration and prep take place. If you do not have an extra classroom, your holding area could simply be in the hallway between the prep room and the judges' room(s), if you have enough assistance to monitor it. A person in charge of the holding area must keep the students quiet. Also, be sure the holding area is not near where judges are situated. You do not want students to be able to hear other presentations. Students may not work on presentations while waiting to see a judge.

d. Judges

Check out how the judges will be situated in the room(s) assigned for judging. Be sure you have enough desks to space the judges far enough apart so the role plays cannot be heard by others in the room. Label each desk or table to identify the judge (e. Judge A, Judge B).

Judge "A"- "Event"

C. Adult Assignments (will depend upon # of workers)

- a.** Ideally, you will have enough workers to handle each responsibility as needed. An ideal situation would be to have five workers:

- Person 1---Student registration and Check-in
- Person 2---Oversees Student Prep
- Person 3---Monitors the holding area
- Person 4---Moves students to judges
- Person 5 – Person to oversee the paperwork

If you do not have five assistants, the above tasks can be handled by three assistants in a small event. Student registration/check-in could also be the person who oversees the paperwork. One assistant could handle student prep and the other assistant would be in charge of the holding area and moving students to the judges.

D. Student Prep Instructions

- a.** The students will be seated at desks to read the event and to prepare for the role-play. General rules for the prep area include:
- *Plain paper only
 - *Pens and pencils only
 - *No COLORED MARKERS/PAPER
 - *No talking to other students
 - *No pre-made materials
 - *****NO WRITING ON THE EVENT SITUATION*****
 - *No laptop computers
 - *No Cell Phones
- b.** When the students are prepping, be sure to watch for students sharing information. They are to work alone and use only the materials permitted.

- c. The person in charge of prepping the students will write the time a student started prepping on the Scantron. When the 10 minutes are up, students will either be taken directly to the next available judge by the person in charge of that task or they will be put in the holding area.
- d. When their prep time is up, be sure that the Event Situation is left on the prep table, and the students remove any notes from the desk.
- e. NEVER leave a student in the prep area for longer than the time allotted.

E. Escorting Students to Judges

- a. As a double check, be sure students do not have a copy of the Event situation. They should only have their notes.
- b. Using the students' Scantron sheets, verify their name and move them to an awaiting judge. Note: if a student thinks he/she knows the judge, send them to another judge.
- c. Place the scantrons in front of the judge and wish the student good luck.
- d. When students are finished with their presentations, be sure that they leave all notes with the judge, which can be discarded later. **NO STUDENT SHOULD BE LEAVING THE EVENT AREA WITH NOTES.**

**Remember! When in doubt always ask for help.
Good luck!**