

# **CALIFORNIA ENVIROTHON OPERATING RULES AND REGULATIONS**

(Revised November 1, 2022)

## **Introduction**

The **California Envirothon** annual competition will be conducted according to the Operating Rules and Regulations (ORR). The ORR is subject to periodic updates, revisions, or modifications by the CAE Steering Committee (SC) as needed. The ORR is posted on the CAE website (caenvirothon.com). All participants in the annual competition are advised to know the ORR. The CAE ORR is consistent with the rules and regulations set forth by the National Conservation Foundation-Envirothon.

## **I. Team Eligibility Requirements**

1. The CAE annual competition is open to students from grades 9–12, and who reach age 14–19 by August 8 of the current competition year. Eligible teams must be registered in either a public or private high school, or a non-traditional school; and/or participate in a youth organization such as environmental/science clubs, after school groups, Boy and Girl Scouts, 4-H, or Future Farmers of America (FFA). Any exceptions must be approved by the CAE SC.
2. Each team will consist of five students from the same school, non-traditional school, or youth organization. Each team is encouraged to have an alternate to substitute for a team member who may be unable to compete at the event due to unexpected circumstances. Any substitution for a member(s) of the competing team must receive approval from the CAE SC. If there are enough alternates amassed at the event with interest in competing for the experience, they will be allowed the option to form an unofficial team.
3. The team(s) must have one adult advisor defined as a high school teacher or youth organization coordinator. The advisor must be from the high school or youth organization the team is affiliated with. If there are any certain circumstances in which an advisor, as defined, cannot be secured, a willing parent may request and be permitted by the Steering Committee to serve as the team's advisor. If the parent advisor lacks the experience, he/she will be instructed to collaborate with a teacher from the school to provide support to the team.
4. The advisor is responsible for team organization and logistics, oversee the student team's study program and coaching, registration and payment of fees, coordination with administrators of the high school or youth organization. The team(s) must have at least one chaperone: an adult male, age 21 or older, to chaperone male team members and/or an adult female age 21 or older, to chaperone female team members. The advisor and chaperone will oversee and supervise the students' conduct throughout the competition.
5. The team(s) is required to have a sponsoring entity. The advisor must document affiliation with the school, non-traditional school, or youth organization the team identifies with. The high school principal or youth organization director is required to sign a letter to the CAE SC, on official stationary letterhead, documenting its authorization allowing the students participation. It will agree to liability coverage and school support. The team and/or the advisor is responsible for reaching out to the school faculty and the principal or the director of the youth organization, to satisfy this requirement. All advisors must have experience to work hands-on with students having experience such as proper training and a skill set to direct the team. Documentation of this authorization is to be submitted to the CAE SC at the time the team(s) pre-registers for the competition. Any requests for time extensions may be considered by the CAE SC.
6. It is recommended that teams have support or sponsorship by a local resource conservation district. There are benefits associated with RCD sponsorship and/or support such as assistance in natural resources education, training and guidance. The CAE SC will be flexible on sponsorship if there is no local RCD involvement or coverage.
7. To be eligible to compete in CAE, all advisors must certify their own, and the team's, understanding of the CAE's ORR by checking a box on the pre-registration form. It will be included a PDF document and recent changes will be flagged for priority attention. Chaperones will certify their understanding of the ORR on the final registration form.
8. All team registration fees are non-refundable and payable in full by the final registration deadline established by the CAE SC.
9. All registration forms (pre- and final) shall list the name of each team member including designated team captain, any alternates, team name and the team advisor. Listing of the chaperone will be included on the final registration form. All registration forms shall be submitted by the date set forth by the CAE SC. There is one registration form per school or

organization. This process is administered online at CAE's website (caenvirothon.com). The CAE SC must be notified in advance of any anticipated late registration or payment in advance for consideration on a case-by-case basis.

10. The pre-registration form includes two requirements: a Modeling, Performing and Narration Release to be completed by each student and his/her parent or guardian; and each attendee will be required to certify CAE's Code of Ethics to maintain a positive and fun environment at the competition. The advisor shall certify that their students have reviewed and understand the CAE ORR, with emphasis on Section IV Code of Conduct.

11. The sponsoring entity (e.g., school, youth organization, etc.) of the team(s) must submit proof of liability insurance including a signed commitment, contact, approved application, and finger printing.

12. All teams are required to add California Envirothon to their organization's general liability policy covering their team(s) on the day of the competition.

13. Each team member must provide proof of health insurance upon registration at the competition.

14. Any exceptions to the team eligibility rules must be approved by the CAE SC.

## **II. Competition Rules and Regulations**

1. Violating the CAE competition rules and regulations, in any way or at any time, is prohibited by students, advisors, chaperones, and guests. This may result in disqualification and dismissal from the event and host site.

2. Only materials approved by the CAE SC may be used by the students during the station testing, and in preparing for, and presenting, in the oral competition.

3. All resource materials must be checked in upon arrival at the host test site. Use of these materials or anything else other than what is provided at each field station test site, is strictly prohibited. The only exception is each team may use a calculator. All materials checked may be retrieved at the end of the competition.

4. No electronic equipment or devices may be used by, or be in the possession of, team members during the instructional periods, station testing, and oral presentation preparation and delivery. The only exception allowed is the accommodation of medical needs or physical conditions requiring special devices, equipment, or assistance, and must be approved in advance by the CAE SC.

5. The CAE competition is official at the time the team checks in and until such time the winning team is decided. During the competition, all team members and advisors must wear the CAE T-shirt provided upon check in. No other identification regarding school, team, or student name, either written or stated, is permitted. Name tags may not be worn at any time.

6. Any team, team member, or team advisor, or chaperone shall not arrive at the host site facility prior to the designated day and starting time of the competition. Moreover, any team, team member, or team advisor or chaperone discovered on, near, or around the host site facility or testing stations other than during scheduled times, in the course of the competition, may be subject to immediate disqualification.

7. No animal, other than a service animal on which the individual is dependent, will be allowed at the CAE competition.

8. Judges and test proctors decisions will be final unless any disagreement is submitted to the CAE SC for review.

9. Any challenges or disputes may be submitted in writing or orally by the advisor to any member(s) of the CAE SC, up to 15 minutes after the first place team is announced. After that time, all decisions are final.

10. Up to two teams per school are eligible to officially compete and rank in the annual competition. If a school wishes to register more than two teams, the CAE SC shall be notified in advance for approval given capacity considerations. Any additional team(s) (i.e., beyond the official two teams) will not be given official status to compete, however, they will receive their scores. Teams with fewer than five members, even if registered, are also ineligible for official status, and will receive their scores as well. The CAE SC supports having as many students compete as it offers the experience of taking part in CAE and expands interest in the event. The advisor must inform the CAE SC through pre-registration, which two teams are officially competing and the additional teams.

11. Only one team per school shall advance to the finals of the competition.

12. If any student of the winning team cannot advance to the NCF International Envirothon, the advisor shall recommend an alternate. The designated alternate must be approved by the CAE SC.

13. If the first place team is unable to advance, the second place team will be designated to proceed to the international competition. If the second place team is unable to advance, the third place team shall be designated. In the event that neither of the three teams is able to advance, the CAE SC shall make the final determination of which team will advance.

14. The first place team and the advisor will receive the distinguished CAE trophy for display. It will be returned at the following year's competition for award to the winning team.

### **III. Oral Presentations**

1. Team oral presentations will be 20 minutes maximum in length, followed by ten minutes of questions to team members by the judges. Judges are allowed ten minutes to score each team's presentation.

2. All five team members must equally participate in the presentation. If a team is participating with less than five team members, that team may receive a two-point deduction per each missing team member.

3. During oral presentations, all team members must wear the CAE t-shirt (if provided); otherwise students are to wear appropriate presentation clothes. Please ensure that clothing has no indication of where the team is from (i.e., school, city or state).

4. No contact is to be made between the team advisors, chaperones, guests, and judges during the presentation.

5. Visual aids must be prepared on-site by team members using only materials provided by CAE.

6. Oral presentation scores will be based on the criteria listed on the judges scoring sheet as approved by the National Conservation Foundation-Envirothon.

7. During the preliminary oral presentations before the judges, no audience or observers will be allowed.

8. During the final oral presentations, other teams, teacher advisors, chaperones, volunteers, etc., will be allowed to quietly observe and not interfere. No photography or video recordings shall be allowed, other than approved by the CAE SC.

### **IV. Code of Conduct**

1. Advisors will be responsible for the team's conduct at the host site facility during the event. Any conduct by advisors or students deemed inappropriate by the CAE SC will be grounds for disqualification, disciplinary action, and dismissal. Team members and advisors must attend all scheduled events at the competition. No team member or advisor may leave the CAE site facility without first obtaining permission from the CAE SC.

2. Conduct of all CAE participants must be of an appropriate ethical manner for this youth-oriented educational setting. Students must wear appropriate dress attire. The CAE SC reserves the right to exclude anyone violating this rule from future events.

3. Participants are expected to attend all general sessions and other scheduled activities, be prompt and show respect to those in the audience and on stage.

4. Student/minor guest participants may not be in possession of, or use: tobacco/vapor products (including smokeless); alcoholic beverages; illegal/illicit drugs; and weapons, including firearms and knives. This is strictly prohibited at any and all CAE functions.

5. If any student is determined to be cheating or disregarding CAE rules and regulations, he/she will be subject to stringent disciplinary action and the entire team will be disqualified.