

# National Competitive Events Committee

2022-23 Policy & Procedures Manual

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# Version History

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1.1

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## Mission & Guiding Principles

Competitive events allow members to build their personal and professional skills in a broad range of business- and career-related areas through industry-validated learning experiences.

- Provide an industry-validated learning experience that prepares students for the workforce.
- Align with business and business-related curriculum and course offerings.
- Empower students to grow and develop personally and professionally.
- Engage students in their academic and professional development inside and outside the classroom.
- Allow students to explore, experience, and engage with their academic studies by division.
- Assess students' abilities and allow them to identify areas of strength and growth.
- Welcome all students.
- Recognize student achievement and improvement in their academic studies.

## Competitive Events Committee (CEC) Authority

The chair of the Board of Directors shall appoint members to the CEC in accordance with the Bylaws, as well as designate appropriate staff liaisons and external support necessary to accomplish the committee's mission. The Board delegates all appropriate and relevant authority for the fair and deliberate execution of the Competitive Events Program to the CEC. All policy and procedure recommendations made by the CEC shall be approved by the Board before they become binding.

This document will serve as a guide to address competitive event questions that arise throughout the membership year, particularly at the National Leadership Conference (NLC). This document and the policies described herein shall be overseen and carried out by the CEC.

## Acronyms

**CEC** | Competitive Events Committee  
**NLC** | National Leadership Conference  
**IEP** | Individualized Education Program

## Key Terminology

### Policy & Procedures Manual

Document serves as a guide to address competitive event questions and processes.

### Competitive Events Guidelines

Document serves as a guide for all competitive events.

### State Leader

Formerly known as a state key contact. This individual runs an FBLA division or divisions at the state level.

## Board of Directors

The Board of Directors is the executive sponsor of the Awards & Recognition program. The Board delegates authority to the CEC to ensure the fair administration of the Competitive Events Program. The Board shall appoint members to the CEC subject to its policies. From time to time, the Board shall review the outcomes of the competitive events program and provide strategic direction. Further, all policies and procedures of the CEC are subject to Board approval.

## CEC

The CEC is responsible for all activities required to ensure the fair administration of the Competitive Events program.

## CEC Chair (or Their Designee)

The CEC chair shall ensure that meetings of the CEC are planned effectively and that matters are dealt with in an orderly, efficient manner. The CEC chair shall serve as the liaison between the CEC and all external parties (including the Board, other task forces/committees, and National Center staff).

## Staff Liaison

Staff liaisons are employees of the National Center who support the mission of the CEC.

## State Leaders

State leaders are responsible for qualifying students to participate in the competitive events program, subject to the appropriate state and national policies.

## Administrators

Administrators are responsible for ensuring that FBLA events are held in accordance with the Competitive Events Guidelines.

## Volunteers

Volunteers (formerly known as coordinators) are responsible for ensuring that FBLA events run effectively and efficiently.

## Judges

Judges are responsible for providing critical and constructive feedback to students about their participation in competitive events.

## Local Chapter Advisers

Local chapter advisers are responsible for verifying that the state leader has registered their members correctly for NLC competitive events.

## Members

Members are dues-paying middle school, high school, and college students who qualify for competition. They are responsible for following the Competitive Event Guidelines, Honor Code, Code of Ethics, and Dress Code.

# 1.0 Competitive Events Overview



Competitive events at the NLC play an integral role in the mission of FBLA. They prepare students for successful careers in business by providing opportunities to apply classroom concepts in a workforce-simulated competitive environment.

The information contained in this document refers to the competitive event process at the NLC. State FBLA organizations may elect to modify the events offered at the district/region and state levels. Always check state guidelines if competing at the district/region and/or state level of competition.

## Event Categories

### Objective Test

An objective test administered during the NLC.

### Production Test

A production test consists of two parts: a production test administered and proctored prior to the NLC and an objective test administered on-site at the NLC.

### Presentation Event

The presentation of a project, speech, or interview. Competitors may be allowed to use technology, equipment, and/or visual aids as part of the presentation. Check the guidelines for each event to determine what is allowed.

### Case Study Event

An objective test administered during the NLC. For team events, competitors will test individually, and members' scores will be averaged to determine the team score. The top 15 scoring individuals/teams will advance to the final round of competition. Some case study events do not have an objective test.

View the Competitive Events Guidelines, rating sheets, competencies, and other resources by clicking on the corresponding division logo below.



Middle School



High School



Collegiate

## 2.0 Diversity, Equity, and Inclusion



The CEC is committed to ensuring the Awards & Recognition program and its competitive events are diverse, equitable, inclusive, and accessible. FBLA's mission is to inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. The CEC recognizes that the Competitive Events Program is critical to the member experience and strives to provide a program that is responsive to member needs. FBLA's commitment is to create a program in which members from all backgrounds may perform at their best, compete on an equitable basis, and be recognized for their achievements.

Some efforts to this effect include:

- Providing reasonable accommodations to competitors to enable equitable access to the program.
- Recognizing and facilitating the learning accommodations of students, including Individualized Education Programs (IEPs).
- Enabling the accommodation of resources to overcome language barriers, including translation services and interpreters.

Members are encouraged to reach out to the FBLA National Center to discuss support needed in this area. To request an accommodation for a student, please submit an [accommodation form](#). Refer to section 4.15 for more information.

## 3.0 Fairness & Integrity

The CEC recognizes that fair competition is the cornerstone of the Competitive Events Program and is committed to ensuring that fairness and integrity are at the forefront of every decision.

Students, directly or through registration by their advisers, are required to acknowledge the [Honor Code](#) as part of the NLC registration process. The Honor Code may be found on the FBLA website.

FBLA encourages all parties to report violations of the Honor Code by completing the form found on the [FBLA Help Desk](#).

## 4.0 NLC Processes



### 4.1 Eligibility

#### All Divisions:

Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change.

#### Middle School

- Each state may submit two entries in all events.
- Each competitor may compete in only one event.
- Each competitor must compete in all parts of an event to be eligible for awards.
- A team shall consist of two or three members, excluding Parliamentary Procedure, where a team shall consist of four or five members.
- All members of a team must be members of the same chapter.

#### High School

- Each state may submit four entries in all events.
- Each competitor may compete in only one individual/team event and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members, excluding Parliamentary Procedure, where a team shall consist of four or five members.
- All members of a team must be members of the same chapter.

#### Collegiate

- Each state may submit three individuals in events requiring only an objective test and two individuals/teams for events that require a prejudged or performance component.
- Each competitor may compete in two individual/team events and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two to five members depending on the competitive event. Check event guidelines for allowed team sizes.

### 4.2 Timeline

Competitors will register for NLC competitive events through the national competitive events registration system. The registration deadline for NLC competition is 11:59 p.m. ET on the second Tuesday in May.

All prejudged projects and reports must be submitted electronically by 11:59 p.m. ET on the second Tuesday in May.

All production tests must be submitted by 11:59 p.m. ET on the third Tuesday in May. All production tests must be uploaded to the required online platform.

## 4.0 NLC Processes



### 4.3 Adjustments to Competitive Events Registration

If an FBLA member is not registered for a competitive event or is registered for the wrong competitive event after the 2nd Tuesday in May, a fee will be assessed to properly register the student for the event. The change must be approved by the state leader, and fees must be paid before a change will be made.

Fees assessed per change made are as follows:

- Second Tuesday in May until the first Tuesday in June: \$25
- First Tuesday in June to one week (seven days) prior to the start of the NLC: \$75
- From one week (seven days) prior to the start of the NLC and until the start of the competitive event: \$200

FBLA National Center staff will work with the CEC and conference management system to provide state and local advisers access to competitive event registration lists.

Fees collected will go to the NLC Scholarship Fund.

### 4.4 Late Arrivals

Competitors will be allowed to compete until such time that results are finalized or the accommodation would impact the fairness and integrity of the event. (If judges have left the competitive event area, it is no longer possible to compete.)

Five penalty points will be assessed for late arrivals.

### 4.5 Cheating

The cheating policy aligns with the [FBLA Honor Code](#) and Competitive Events Guidelines. Violations of the Honor Code will result in disqualification. Violations of the Competitive Event Guidelines not addressed in the Honor Code will result in a penalty assessment.

### 4.6 Roles & Responsibilities for Administering Competitive Events

#### Administrators

State leaders and their designees may serve as administrators. These individuals are responsible for the on-site coordination of the event, including greeting judges, answering their "how-to" questions, assisting judges in determining finalists and winners, and flagging CEC members as necessary when questions arise. Administrators may only answer policy and procedure questions addressed in the informational documents that are provided to judges and administrators; otherwise, a CEC member must make a determination.

#### Volunteers

Advisers and others not serving as administrators may serve in another volunteer capacity. These include conducting check-in, keeping time, accompanying competitors, assisting in the testing lab, or other duties as needed.

## 4.0 NLC Processes



### Timekeepers

Judges may also serve as timekeepers to reduce the number of people in the competitive events area and reduce the required number of volunteers.

### Training

Individuals (administrators and volunteers) will receive training prior to the NLC. An online session will be held where individuals will obtain their instructions and assignments and may ask questions. A link to a recording of the training will be provided.

## 4.7 Assignment of Administrators & Volunteers

### Middle School & High School

Each state will be assigned an event(s) to administer during the NLC. The state will be responsible for recruiting the administrator and volunteers needed to run the event. The FBLA National Center will provide the final number of volunteers needed within one week after the close of competitive event registration. Each state is then responsible for sharing the contact information for their volunteers with the FBLA National Center so that individuals may be included in the necessary training prior to the NLC. Selection of events by state leaders will occur at the beginning of the program year.

### Collegiate

All state and local advisers attending the NLC will be asked during registration to serve in one or more volunteer capacities.

## 4.8 Judge Eligibility & Assignments

Each judged event should have a minimum of two judges; three judges is ideal. Advisers may only be utilized as judges as a last resort. Advisers and members serving as judges may not be from the same state as competitors in the event they are judging.

### Middle School

At least one judge must be a professional in the workforce. High school graduates or Collegiate members are also allowed to fill one of the three judge positions.

### High School

At least one judge must be a professional in the workforce; ideally, two judges are business professionals. A Collegiate member is allowed to fill the final judge slot as necessary.

### Collegiate

Because of the expertise required for the judged events, all judges must be professionals in the workforce from respective event categories.

## 4.0 NLC Processes



### Assignments

Judges are pre-assigned to a specific event, but not a specific section. Judges, when registering, may elect to be assigned to any event with a shortage of volunteer judges (shortage judges). When checking in, judges are directed to the area/tables of their assigned event to meet the administrator. Shortage judges are directed to a holding area. As the Judge Orientation begins, the digital check-in system is consulted to determine if any event has not met the minimum number of judges. Shortage judges will first be assigned to any relevant event that has not met the minimum requirement. If an event is still not meeting the minimum number of judges, those events with a surplus of judges will be approached, and all volunteers will be asked if they are willing to be reassigned. Event administrators will be asked to distribute the available pool of volunteers into their sections as evenly as possible. Judges will use an assigned code to access the specific rating sheets they require.

### Training

A video of how to utilize the conference management system will be sent to judges and administrators at least one week prior to the NLC. Judges will also receive a list of possible event assignments, along with a link to those events on the national website. A link with a reminder will be sent 24-48 hours prior to the event.

## 4.9 Recognition at the National Leadership Conference

### Middle School

The top 10 entries in each event will receive a medal. The top three entries in each event will receive a cash award, with the amount of the award to be determined each year based on funds donated. In 2023, FBLA is piloting additional recognition in objective test events by awarding honorable mention certificates to the top five percent of entries who place outside of the top 10.

### High School

The top 10 entries in each event will receive a trophy. The top three entries in each event will receive a cash award, with the amount of the award to be determined each year based on funds donated. In 2023, FBLA is piloting additional recognition in objective test events by awarding honorable mention certificates to the top five percent of entries who place outside of the top 10.

### Collegiate

The top 10 entries in each event will receive a trophy. The top three entries in each event will receive a cash award, with the amount of the award to be determined each year based on funds donated. In 2023, FBLA is piloting additional recognition in objective test events by awarding honorable mention certificates to the top five percent of entries who place outside of the top 10.

## 4.0 NLC Processes



### 4.10 Mobile Phones & Smart Devices

All mobile phones and smart devices must be put away when students enter any objective testing or case study preparation area. If these devices are visible, it will be considered a violation of the Honor Code unless required by a pre-approved accommodation.

### 4.11 Dress Code for Competitors

Implementation of Dress Code review shall take place during the competitive event check-in process by a trained individual. Competitors who are not dressed appropriately will receive a five-point Dress Code penalty. However, if the student is able to correct the Dress Code violation and report back by the originally assigned time, no penalty will be assessed.

### 4.12 Random Scheduling of Competitors in the Preliminary Round

All competitors who participate in a judged event that requires a preliminary round of competition will be randomly scheduled into a preliminary section using the competitive event management platform.

### 4.13 Use of Standard Deviation for Prejudging & Production Tests Prejudged Events

For those events that have a prejudged component where the prejudged score is also part of the presentation score, each section of competitors will have their materials prejudged by a different set of judges. For those competitors who move forward into the final round of competition, their prejudged score will then be calculated using a standard deviation process to equalize the scores.

#### Production Test Events

Production test competitors will be randomly separated into groups of 15 students. Each group will be judged by a different set of judges. The scores of each competitor will then be calculated using a standard deviation process to equalize the scores.

### 4.14 Technology Guidelines

During the preliminary round of competition in all divisions, and during the final round of competition for all Middle School and Collegiate events (excluding case study competitions), competitors must present directly from a laptop/device in the preliminary round if allowed by the Competitive Events Guidelines. Screens and projectors are not allowed, and power will not be provided. Competitors may present with and bring the following items into the performance as long as they fit on the small table in front of the judges' table or are held by the competitors: laptops, tablets, mobile phones, and external monitors that are approximately the size of a laptop monitor.

The following will be provided for the final round of technology presentation events for the High School division and for the case study competitions in the Collegiate division: screen, power, table, and projector. It is up to final round competitors to determine if they wish to use the provided technology.

## 4.0 NLC Processes



Participants using laptops or other devices that do not have an HDMI port will need to provide their own adapters. No Middle School or Collegiate events (with the exception of case study competitions) will be provided with technology resources.

Please refer to the Competitive Events Guidelines for a specific division ([Middle School](#), [High School](#) or [Collegiate](#)) to see which events will have access to the Internet during the NLC presentation. Internet access may not be wireless, so competitors should plan appropriately when selecting laptops/devices on which to present or provide their own adapters.

Please note that technology and Internet reliability at any conference venue may not be guaranteed. Competitors are advised to be prepared to improvise in case a technology component or Internet connection is unavailable or stops functioning. Time will not be extended, and competitors will not be allowed to present again if there are technology/Internet issues.

### 4.15 Accommodations

FBLA meets the criteria specified in the Americans with Disabilities Act for all participants who submit an [accommodation form](#). FBLA will provide reasonable accommodations for competitors to enable equitable access to the competitive events program.

The Accommodation Policy is in place to:

- Provide reasonable accommodations to competitors to enable safe and responsible access to the program for all members.
- Recognize and facilitate the learning accommodation of students, including those with Individual Education Programs (IEPs) and accommodations required by Section 504 of the Rehabilitation Act.

The form must be submitted by the local chapter adviser or Collegiate member by 11:59 p.m. ET on the second Tuesday in May.

### 4.16 Language Policy

FBLA recognizes the need to enable students whose first language is not English to have equitable access to the competitive events program. FBLA will provide reasonable accommodations, which may include translation services and interpreters, to those who submit an accommodation form. The form is to be submitted by the local chapter adviser or Collegiate member by 11:59 p.m. ET on the second Tuesday in May.

### 4.17 Review Process for Flagged Questions on Objective Tests

Members taking an objective test may flag questions for review within the online testing system. Once a test question is flagged, the individual administering online testing will provide the CEC with the question. The question will be reviewed by a member of the CEC, or their designee who is competent in the subject area, to recommend the best course of action. If it is determined that a test question should be removed, it will be removed immediately, and all scores recalculated.

## 4.0 NLC Processes



### 4.18 Competitive Event Observation

#### Middle School

All rounds of events are closed to audience viewing.

#### High School

The preliminary round of judged events will be closed to audience viewing. The final round of the presentation category of events will be open to audience viewing as long as seating is available, excluding Future Business Leader, Introduction to Public Speaking, Job Interview, and Public Speaking. Competitors in the final round of an event are not allowed to view any of the other presentations in that event.

#### Collegiate

The preliminary and final rounds of events will be closed to audience viewing, except for case study competitions. The final round of case study competitions will be open to audience viewing as long as seating is available. Competitors in the final round of the case study competitions are allowed to view other presentations in that event after they have presented.

Advisers of competitors are allowed to view events that permit audiences.

### 4.19 Email Addresses

The CEC recommends that members provide a non-school-based email address for communication between the FBLA National Center and the member. This recommendation is being made because numerous school districts use firewalls that block emails from outside domains.

- Email addresses should be of a professional nature, such as first initial, last name.
- Email accounts should be checked frequently so communications may occur in a timely manner.

FBLA will not sell or provide addresses to third parties and will only use student email addresses to communicate FBLA information.

FBLA will work to ensure that member and adviser email addresses and personal information are protected.

## 5.0 Improvement & Appeals Process



The improvement and appeals process shall be housed within the [FBLA Help Desk](#). This form will be the channel for competitive event suggestions, recommendations, and appeals.

Only a member, chapter adviser, or state leader may submit an appeal. The state leader will be notified if a member or adviser submits an appeal. State and local chapter advisers will be notified if a member submits an appeal.

### 5.1 Review Process

All requests or submissions will be reviewed by National Center staff upon receipt and categorized in the following areas:

#### Question/Procedural Clarity

Reply from National Center staff within one week; timeline shared about if/when this will be reviewed by the CEC.

#### Suggestion or Recommendation

Acknowledged by National Center staff within one week; timeline shared about if/when this will be reviewed by the CEC.

#### Appeal

If an appeal is received during the NLC, it will be acknowledged as soon as possible and the timeline for resolution and/or next steps provided. If referred to the CEC, it will be determined if the issue requires attention immediately or after the NLC concludes. Regardless, a reply will be provided on the same date if submitted during regular conference hours.

The CEC is committed to reviewing all Improvement and Appeals form submissions in a timely manner (at least quarterly for items that are not urgent).

### 5.2 CEC Decision Making

The quorum of the CEC members shall be half of the number of active committee members plus one member.

Decisions regarding competitive event procedural questions of the CEC are resolved with a majority vote.

During the NLC, decisions are resolved with a majority vote of CEC members present at the conference.

## 6.0 Amending Policy & Procedures

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The Policy & Procedures Manual will be reviewed on an annual basis by the CEC and is subject to review by the Board of Directors.

The CEC may adjust policies to address extenuating circumstances as approved by the Board of Directors. Any such changes will be posted and communicated to all members, advisers, and state leaders.

## 7.0 Closing

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Please direct any questions or comments to:

### Jen Staley

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