Guiding Principles for Managing Leadership CDEs

Sub-District/District Advisor Responsibilities

1) Identify and train at least one adult chairperson for each event. (Chapter advisors with knowledge of the specific CDE are preferable.)
2) Identify and train at least one adult supervisor for each holding area.
3) Identify and train at least one adult supervisor for the results room.
4) Make the final decision on any rules interpretations.
5) Make the final decision when a participant is awarded a "Participation" rating.
6) Do NOT schedule advisors to serve as judges. (In the event that an event is short of judge(s), chapter advisors may be used; however, advisors may NOT judge an event in which their own chapter is participating.)
7) Do NOT allow parents to judge their own children.
8) Manage the events to provide an organized, fair and professional environment.

Event Chairperson Responsibilities

1) <u>Prior to the start</u> of the event, provide the <u>judges</u> with an overview of:
   a. the CDE rules;
   b. how to properly complete the scoring sheets and/or comment sheets;
   c. how to award gold, silver, bronze and participation awards;
2) Prior to the start of the event, provide the door monitors with an overview of their responsibilities:
   a. Only let people into the room when the event chair indicates that they may do so;
   b. Secure the event door at all times during each performance;

3) If the event is timed, assign one specific individual to time each event. Review the appropriate procedures for timing and use of time cards (if applicable).
4) Immediately before each team or individual performance:
   a. Allow spectators into the event room;
   b. Secure the room by closing the event room door;
   c. Instruct all spectators to remain silent during the event;
   d. Instruct all spectators that photography, videotaping or audio taping is PROHIBITED during the performance;
   e. Instruct all spectators to turn off and stow all cell phones or other electronic devices; and
   f. Announce the chapter name of the team or individual to the audience and judges.
5) When all teams/individuals have performed:
   a. Clear the room so judges may finalize their results.
   b. **The event chairperson should leave the room at this time.** The event chairperson must NOT participate in the final ranking of participants.
   c. The event chairperson may return to the room to answer any general questions asked the judges. HOWEVER, the event chairperson will NOT identify specific mistakes, strengths or weaknesses observed in any individual/team performance.
   d. The event chairperson will consult the Subdistrict or District Advisor to make the final interpretation of any perceived rules violations.

e. A "Participation" rating may only be awarded after consultation with the Subdistrict or District Advisor.

Holding Area Supervisor Responsibilities

1) Prior to the start of any CDEs, <u>announce</u>:
    a. cell phones or any electronic storage or transmission devices are prohibited unless they are required for the CDE. CDE participants possessing any of these items during the CDE will be automatically disqualified;
    b. participants are to stay in their designated areas until they are escorted to the event performance room;
    c. arrangements for using the rest room facilities; (These arrangements will vary depending upon the facilities. Escorts will be needed if the rest room facilities are not isolated from guests, other FFA members or participants that have already performed.)
    d. participants that have already performed must <u>not</u> be allowed to re-enter the holding area;
2) When the first event has started, do not allow anyone to enter the holding area and talk to CDE participants.
3) Designated FFA members or adults should escort each team or individual to their performance room. Escorts must stay with the team or individual

Results Room Supervisor Responsibilities

1) Review all results sheets as they enter the room.
2) Immediately contact the event judges if discrepancies or questions are identified.
3) Record all results.
4) Double-check all typed results against the original rating sheet.
5) To keep the room orderly and efficient, restrict room access to allow only designated individuals.