

**NATIONAL CONSERVATION FOUNDATION ENVIROTHON
ANNUAL COMPETITION RULES AND REGULATIONS**
(Adopted September 17, 2019)

The National Conservation Foundation Envirothon (NCFE) Annual Competition will be conducted under the following rules and regulations, as provided by the National Conservation Foundation (NCF), the National Conservation Foundation Envirothon Operating Committee (NCFEOC), and the Host (group assigned to coordinate and deliver the NCFE Annual Competition).

I. Team Eligibility Requirements

1. The NCFE Annual Competition is open to students enrolled in grades 9 - 12 and who reach age 14 – 19 by August 8 of the current competition year. Non-traditional schools and youth organizations must follow the grade level and age limitations as set above.
2. Each Member (in good standing as per policy) of Envirothon is entitled to send one team to the current year's NCFE Annual Competition.
 - a. Each team will consist of five students from the same school, non-traditional school, or youth organization. All teams must be sponsored and certified by a NCFE state/provincial representative.
 - b. Team members and any substitutions must have participated in a current year's Envirothon program/training prior to their state/provincial competition in order to compete at the NCFE Annual Competition.
 - c. All teams must be affiliated with their local conservation district or an equivalent conservation agency.
 - d. As part of the online registration and to be eligible to participate in the NCFE Annual Competition, all team members, advisors/chaperones, volunteers, guests, and NCFE state/provincial representatives and staff must read, agree to, and sign the NCFE Rules and Regulations.
3. All team registration fees must be paid in full prior to arrival on the Host campus unless arrangements have been made in advance with NCF. Team registration, set by the Host, is due by March 31 of each year. Team registration fees paid after April 1, but before the closing registration date (to be determined by the Host) will incur an additional \$150 fee.
4. All registration forms listing the names and other information of team members, advisors/chaperones, and guests must be submitted by the date set by the NCFEOC and Host and provided as directed to the NCFE. All students, advisors/chaperones, and guests must be registered with the NCFE to participate in the NCFE Annual Competition.
5. Each team must be accompanied by adult team advisor(s) and/or public agency or Conservation District Representative(s).
 - a. Each team must provide for an adult male, age 21 or older, to chaperone male team members and an adult female, age 21 or older, to chaperone female team members.
 - b. Advisors/chaperones are only permitted to chaperone students from their own state/province.
 - c. Team members and advisors/chaperones are required to participate in the lodging and meal service provided by the Host.

- d. Team members and advisors/chaperones will be housed together, in the same building, but in separate rooms.
- e. Advisors/chaperones are responsible for their student's behavior and actions.
- f. No student or advisor will be allowed in the opposite genders' designated housing area between the hours of 11:00 pm to 7:00 am.

The NCFE will not be responsible for improperly chaperoned teams.

6. In the event of an emergency or unresolvable time conflict that would prevent all members of a registered five-member team from competing in the NCFE Annual Competition, the NCFEOC may allow a team to compete with fewer than five members or the NCFEOC may allow up to two substitutions. The respective NCFE State/Provincial Representative must certify the legitimacy of the emergency or conflict by email or letter to the NCFEOC.

II. Substitutions

1. Any substitutions to the original competing team after the state or provincial event must obtain approval in writing from the NCFEOC, at least two weeks prior to the NCFE Annual Competition. No substitute may participate in any NCFE Annual Competition without approval by the NCFEOC.
2. A maximum of two (2) substitutions to the original competition team shall be allowed.
3. Substitutes must meet ALL of the following criteria in order to be considered:
 - a. Substitutes for any NCFE team must be enrolled in grades 9 -12 and reach age 14 – 19 by August 8 of the current competition year. Non-traditional schools and youth organizations must follow the grade level and age limitations as set above.
 - b. Substitutes must be from the same school, non-traditional school, or youth organization as the original competing team.
 - c. Substitutes must have participated in an Envirothon program/training prior to their state/provincial competition in order to compete at the NCFE Annual Competition.
 - d. Substitutes must be affiliated with their local conservation district or an equivalent conservation agency.
 - e. As part of the online registration and to be eligible to participate in the NCFE Annual Competition, all substitutes must read, agree to, and sign the NCFE Rules and Regulations.

III. Minor Guest and Guest Registrations

1. Minor guests, individuals under the age of 18 who are not a member of a registered team, who wish to attend the NCFE Annual Competition, must comply with the following conditions:
 - a. The State/Provincial Representative will need to contact the Host to first to determine housing availability.
 - b. If accommodations are available, the State/Provincial Representative will be responsible for identifying an additional chaperone who will be responsible for supervising the minor guest throughout the event. In most circumstances, the minor guest will not be housed in the same building as the team and will require supervision during the competition when the minor cannot be with the team.

- c. Minor guests will:
 - i. Register as a guest and pay the guest registration fee.
 - ii. Adhere to the NCFE Rules and Regulations and the Codes of Conduct set forth within.
 - iii. Be unable to serve as an alternate team member should something happen to one of their registered team members at the event.
 - iv. Be able to attend all general sessions and other scheduled group activities.
 - v. Be unable to participate in any of the scheduled team activities (i.e. minor guests will not be allowed to: view testing or training sites or participate in oral presentation trainings, accompany teams during study times or presentation preparation, or watch their team during the preliminary round of oral presentations, unless granted permission by the team as outlined in IV.6.j.).
 - vi. Not be allowed in the designated student/advisor housing areas between the hours of 11:00 pm to 7:00 am.
 - d. Individuals serving as a chaperone for a minor guest:
 - i. Must be 21 years of age or older and will be responsible for the minor guest's behavior and actions.
 - ii. Must register as a guest and pay the guest registration fee.
 - iii. Must legally be permitted to house with the minor, as the minor guest will be housed with their chaperone and not with the team.
 - iv. Will not be able to serve as a chaperone for a registered team.
 - v. Will only be able to chaperone a minor guest from his/her state or province.
 - vi. Must not leave the minor guest unattended on campus. Minor guests and associated chaperones could be subject to stringent disciplinary action and may be sent home at their own expense.
 - vii. Will adhere to the rules and regulations set forth in III.2 below.
 - e. There must be an appropriate number of male or female chaperones to oversee the minor guest(s) attending (i.e. A female minor guest will require a female, age 21 or older, to chaperone. A male minor guest will require a male, age 21 or older, to chaperone).
 - f. The Host, NCFE, and the State/Provincial Representative are not responsible for improperly chaperoned minor guests.
2. Guests (chaperones, volunteers, NCF Representatives, State/Provincial Representatives, general public) interested in attending the competition, must comply with the following conditions:
- Please note: The following conditions apply to all guests attending the NCFE Annual Competition, including those who are staying off campus.
- a. Must register as a guest and pay the guest registration fee.
 - b. Will adhere to the NCFE Rules and Regulations and the Codes of Conduct set forth within.
 - c. Will be expected to attend all general sessions and other scheduled group activities for the day(s) registered.
 - d. Will not be allowed in the designated student/advisor housing areas between the hours of 11:00 pm to 7:00 am.

IV. Competition Rules and Regulations

1. Violating the competition rules and regulations, IN ANY WAY or AT ANY TIME, is prohibited by students, advisors, chaperones and guests!
2. The Host will identify and/or provide reference materials to assist students in their preparation for the NCFE Annual Competition. References may include printed materials, websites, or other sources of information about natural resources or environmental issues. Language requirements shall be as set forth in the NCFE Program Policies.
3. Only materials identified by the Host and/or NCFE may be used by the students during the training, testing, and the oral competition preparation and presentation.
4. No electronic equipment or devices may be used by or be in the possession of team members during the instructional periods, field testing, oral presentation preparation, or oral presentation delivery unless such equipment is provided by the Host and/or NCFE for use during the competition, and/or approved by the NCFEOC (for example to compensate for a physical or mental disability) prior to the start of the competition.
5. Training and testing sites:
 - a. Any team, team member, team advisor/chaperone, or resource people associated with a team discovered on, near, or around the training site, testing site or testing stations prior to or at times other than only during scheduled times during the competition may be subject to immediate disqualification.
 - b. Any team, team member, team advisor/chaperone or resource people associated with a team shall **not** arrive at the Host campus prior to the day designated by the Host committee. Any early arrival fees shall be at a cost designated by the Host. Early arrival fees shall be paid at the time of registration.
6. Oral Presentations
 - a. Language requirements shall be as set forth in the NCFE Program Policies
 - b. The Host must provide a checklist in the study material packet that includes:
 - i. The NCFE Judges scoring form,
 - ii. A list of items that are in each bag or presentation material container
 - iii. A list of the items prepared and returned by each team, and
 - iv. A sign-off list to be signed by the team captain and the person receiving the completed material following the orals preparation session.
 - c. Team oral presentations will be twenty (20) minutes maximum in length, followed by ten (10) minutes of questions to team members by the judges.
 - d. All five (5) team members must equally participate orally 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.
 - e. During oral presentations, all team members must wear the NCFE shirt, if provided; otherwise, students are to wear appropriate presentation clothes. Please ensure that presentation clothing has no indication of where the team is from (i.e. school, city or state/province/territory).
 - f. During oral presentations, no state/provincial identification, either written or verbal, is permitted.
 - g. No contact is to be made between the team advisors/chaperones/guests and the judges during the presentation.

- h. Visual aids must be prepared on-site by team members using only materials provided by the Host and/or NCFE.
 - i. Oral presentation scores will be based on a criteria sheet approved by the NCFEOC.
 - j. During the preliminary presentation rounds, with permission of the team, advisors/chaperones (and registered and approved guests) may observe and/or record only the team they have accompanied to the NCFE Annual Competition.
 - k. No photography or video recording shall be allowed during the final presentation round, other than as approved by the NCFEOC.
7. It will be considered an infraction of the rules of the competition for an advisor or other non-team member to give input to his/her students in any manner once their team has begun official orals training. This will hold true all the way through the time from the presentation of the orals question, through the orals preparation, the preliminary orals and until the final oral presentations are complete. (*This does not limit the advisors/chaperones from interacting with his/her students as long as it is understood that absolutely no discussion of the presentation topic or the execution of the presentation itself will be held.*)
 8. No animal, other than a service animal on which the individual is physically dependent, will be allowed at the NCFE Annual Competition. Animals used for the purpose of training, testing, or demonstration will be permitted; as determined by the Host.
 9. Judges/proctor decisions for all events will be final, unless submitted to the NCFEOC for review.

V. Scoring

1. Scoring for the NCFE Annual Competition will be as follows:
 - a. Each of the five station tests will comprise 1/7th of the total score.
 - b. Preliminary oral presentation will comprise 2/7th of the total score.
 - c. Tiebreakers shall be as follows: Current Issue score; Soils/Land Use score; Aquatic Ecology score; Forestry score, and Wildlife score.
 - d. The scores from 1 (a) and 1 (b) will be totaled to determine which teams will advance to the final oral presentations round.
 - e. Final team placements will be determined by adding the five station test scores to the final oral presentation score. (Preliminary oral presentation scores will not be used to determine team placement in the final round.)
2. Registered teams with fewer than five students are not eligible to compete for awards or recognition. Such teams will compete as exhibition only.

VI. Concluding Rules and Regulations

1. NCFE Annual Competition Rules and Regulations are subject to change pending approval by a majority of NCF members. Changes will be provided in advance to all teams and advisors/chaperones. (Host rules and additional items will be provided in writing and in advance to all teams and advisors/chaperones).
2. The NCFE Code of Conduct signed by each student and advisor is an extension of the NCFE Rules and Regulations.

3. Instructions, guidelines, schedules, and requirements as approved by the NCFEOC and provided during the competition by the Host or by the NCFEOC or announced during the advisor briefings/student briefings or during the morning announcements as it applies to that for the training or testing or for any other aspect of the competition will have the force of rules.
4. Except during off-site events organized and conducted by the Host, no team members, advisors or chaperones are allowed to leave the Host site without first notifying the Host.
5. All team members, advisors/chaperones are required to attend all scheduled functions.
6. Any violation of these rules will result in disciplinary action or disqualification.
7. Decisions of the NCFEOC, as applicable, are final.

VII. Codes of Conduct

1. **Students and Minor Guests** - Envirothon participants have an excellent reputation for honesty, sportsmanship and integrity. Individual conduct at any Envirothon function should make a positive contribution to the reputation that has been established by previous participants.
 - a. The NCF - Envirothon and its participants operate on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, sexual orientation, age marital status or physical/mental challenges.
 - b. Student/minor guest conduct is the responsibility of the student/minor guest and his/her advisor/chaperone.
 - c. Student behavior at all times should be such that it reflects credit to themselves, their school/conservation district, their state/province and the Envirothon.
 - d. Participants are expected to attend all general sessions and other scheduled activities. Please be prompt and show respect to those in the audience and on stage.
 - e. Students and minor guests are expected to observe the designated curfew.
 - f. Students or minor guests are to report any accident, injury or illnesses to their advisor/chaperone and/or state/provincial NCFE representatives.
 - g. If a student or minor guests is determined to be responsible for stealing, vandalism, or fighting the individual and his/her parents will be expected to pay any and all damages.
 - h. The following are strictly prohibited at any and all Envirothon functions; student/minor guest participants may not be in possession of or use:
 - i. Tobacco and vapor products (including smokeless)
 - ii. Alcoholic beverages
 - iii. Illegal/illicit drugs
 - iv. Weapons, including firearms and knives.
 - i. If a student is determined to be cheating or disregarding NCFE Rules and Regulations, this Code of Conduct and/or the NCFE Program Policies he/she will be subject to stringent disciplinary action and may be sent home at their own/parents expense. Parents will be notified.

Any violation of these rules and regulations will result in disciplinary action or disqualification.

2. **Adults** (Advisors/Chaperones, Guests, NCFE Representatives, and Volunteers) - Envirothon participants have an excellent reputation for honesty, sportsmanship and integrity. An individual's conduct at any Envirothon function should make a positive contribution to the reputation that has been established by previous participants.
 - a. The NCF - Envirothon and its participants operate on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, sexual orientation, age marital status or physical/mental challenges.
 - b. Adult participants' conduct is the responsibility of each individual at the event.
 - c. Adult behavior at all times should be such that it reflects credit to themselves, their state/province, and the Envirothon.
 - d. Advisors/chaperones, NCFE representatives, volunteers, and guests are expected to attend all general sessions and other scheduled activities. Please be prompt and show respect to those in the audience and on stage.
 - e. Adult participants and guests are to report any accident, injury or illnesses to the NCFE office for assistance.
 - f. Adults are requested to observe the designated curfew.
 - g. If an adult participant or guest is determined to be responsible for stealing, vandalism, or other activities that are in conflict with the NCFE Rules and Regulations, they will be asked to leave the competition at their own expense and expected to pay for any damages.
 - h. The following are not to be consumed in the presence of students/minor guest participants and only in designated locations decided by the Host:
 - * Tobacco and vapor products (including smokeless)
 - * Alcoholic beveragesNO Possession or USE of the following:
 - * Illegal/illicit drugs
 - * Weapons including firearms and knives.
 - i. If an Adult participant or guest is determined to be disregarding of the NCF - Envirothon Rules and Regulations, Program Policies, and/or Code of Conduct he/she will be asked to leave the event at their own expense.

VIII. The NCF/NCFEOC decision will be final.