

General CDE/LDE Rules and Procedures

Career and Leadership Development Events

1. Rules

July 2017

A. Student Requirements:

1. Only FFA members with state dues paid for the current school year will be permitted to participate in the State Convention and all region CDE/LDEs.
2. Students will be members of the FFA Chapter at the school where they are enrolled in an accredited agriculture/agribusiness class during the current year.
3. Carrying at least three credits of secondary work during present year.
4. A member may only compete in one CDE/LDE at the national CDE/LDE competition each year. A member of a team CDE/LDE first place state team that qualified or participated in a team CDE/LDE, or a winner of an individual CDE/LDE that qualified or participated in that CDE/LDE, at the national CDE/LDE competition is not eligible to compete in that CDE/LDE again.
5. **Contestants are expected to dress in official dress or other appropriate FFA attire** (blazers, FFA chapter jackets, or FFA windbreakers) with black pants, slacks or skirt, white dress shirt with tie, and dark shoes for all CDE /LDEs. **The exception will be for Agricultural Mechanics and Dairy Cattle Handler and Agricultural Issues where official dress is optional.** Any objectionable dress will be brought before the CDE/LDE Committee for possible disqualification.
6. Advisors must submit a **special needs request form** for any disabled students requiring special accommodations during a State FFA CDE /LDE. The FFA chapter making the request is responsible for providing any accommodations that are needed for the student. The special needs forms should be submitted by April 1. If the Regional CDE/LDE occurs after April 1, the form should be submitted within three days after the student qualifies for a State CDE/ LDE. Accessible calculators such as audio/talking or Braille calculators may be allowed if it is included on the special needs accommodation form. See appendix A.
7. CDE/ LDE participants who start an event and do not complete the event without notifying event officials at the time of departure will be disqualified.
8. Participants will not be allowed to use personal communication devices, other than those approved by the event officials, during the entire course of the event. Persons who access personal communication devices without prior approval of the event officials will be disqualified.
9. 4 function, scientific or graphing calculators may be used as long as they are not on the ACT calculator policy prohibited list.
10. **Safety:** Event Chair's may stop any participant in a CDE/ LDE if they deem their manner to be hazardous either to themselves or others. The individual will be disqualified for that section of the CDE/LDE.
11. Students may participate in CDE/LDE/LDEs in 7th through 12th grades. Creed Speaking and Conduct of Chapter Meetings LDE participants must be in 7th, 8th, or 9th grades.

B. Certification:

1. Any changes of quotas for teams and individuals to participate from each region will be made at the MAAE Annual Summer Conference.
2. Any team or individual failing to participate in a state CDE/LDE after being certified will be reported to the MAAE CDE/LDE Committee.
3. If a question of eligibility arises at the CDE/LDE, the team or individual will be allowed to compete and will be reported to the MAAE CDE Committee.
4. **Certification** will be made by the Regional CDE Committee member at the end of each CDE/LDE. A member is considered certified once he/she has qualified in the regional CDE/LDE and therefore cannot compete in any other CDE/LDE at the regional level after that time unless they were the alternate or it is a leadership or individual CDE/LDE. The information will be sent to their Regional CDE Committee Member within one week or before the next CDE/LDE, whichever is sooner. All contestants will be certified by the Regional CDE/LDE Chair on the FFA Website. Teams not registered by the deadline will be allowed to compete only at the discretion of the MN FFA CDE Committee and MN FFA CDE Coordinator. **The convention registration deadline is midnight, April 13, 2018.**
5. The Regional CDE Chairperson is responsible for certifying the teams from their region. Regions are allowed to make substitutions of team members. Regions may allow changes in team membership, even if the new contestants did not participate in the Regional Event. Each Region may have their own guidelines to follow for regional CDE/LDEs. Any appeals regarding the certification process should be brought to the CDE Committee through the Regional CDE Chairperson. The Committee has approved appeals in the past that deal with: Team score sheets not properly scored; improper tie breaking procedures. The Committee has not approved appeals in the past that were: Scoring errors discovered after the CDE/LDE; students expelled from CDE/LDEs for talking or cheating during a CDE/LDE.
6. Regions may certify individuals from a team CDE/LDE if the individual ranks in the top 6 of the region. If certified alternate ranks in the top six in the region and replaces a team member, the replaced team member is not eligible to judge as an individual.
7. Certified schools who wish to withdraw shall notify the Regional Advisor and their Regional CDE Committee Member who will contact the next alternate team certified.
8. Any team withdrawing after April 1 will notify the Regional Advisor, Regional CDE/LDE Committee Member, and State FFA CDE Coordinator. Any changes to State CDE/LDE participants made after the Website registration is finalized must be submitted on the proper form to the Registration Area at the State FFA Convention prior to the start of the CDE/LDE. See Appendix B
9. In contests where no Regional CDE/LDE is held and the team goes directly to the state CDE/LDE, the names of the team members shall be sent to the Regional CDE Committee Member for certification before April 1.
10. **Appeals:** The top five teams in CDE/LDEs scored with scantrons will be notified on Monday afternoon at the convention and may review their student's scores. These scores will be considered final after these reviews. Advisors of lower placing teams and of other CDE/LDEs may make appeals associated with scoring errors. Any appeals to the CDE/LDE results must be made within two days after the results are posted. Any appeals will

restart the two day appeal time. The amended results will be final and certified by the CDE coordinator after the two day appeal time has passed.

Appeals should be sent directly to the State FFA CDE Coordinator. The CDE Coordinator will evaluate the appeal and forward information to the State FFA Advisor and Executive secretary. The CDE Coordinator with the State FFA Advisor and the State FFA Executive Secretary will evaluate the appeal and make a ruling with an explanation of the ruling. The teacher can request that the full CDE Committee evaluate the decision. The CDE Committee will then make the final decision. The announced results are the official results and awards may be duplicated as a result of the appeal.

C. Teams:

1. State CDE/LDE teams will composed of four member teams with the top three individual scores counting as the team score unless individual team rules specify a four member team (Ag Sales and Ag Comm.) Conduct of Chapter Meetings team must have a seven member team. A Parliamentary Procedure team must have a six member team. Best Informed Greenhand may have 5 members with the top 4 scores counting as the team score. A Talent act can have one to seven members with one accompanist.
2. When the team membership in the Regional CDE/LDE exceeds the state number, the next highest scoring individual will become the alternate. The certified alternate may be used as a regular team member.
3. Alternates are eligible to compete on any other team until the student becomes certified as a regular team member. (Student then loses alternate standing on any other previous team.)
4. Members can compete on one team CDE, one team LDE, and one individual LDE event at the state level. The Discussion Meet, Talent, and Best Informed Greenhand are invitational events and do not affect participation in other CDE/LDEs. Participation in the Agricultural Communications and Food Science CDE does affect the member's eligibility to compete in other state CDE/LDEs. Once a member has qualified for a National Team CDE/LDE, they cannot compete in another Team CDE/LDE at the state level.
5. No team arriving late for a CDE/LDE will be given any special consideration (ex: A team arriving after an event is started does not need to be allowed to go back to make up that part of the contest).
6. Only officially certified contestants, assigned advisors and university students will be allowed into the CDE/LDE competition and tabulation areas.
7. The Agriculture teacher in charge of a CDE/LDE will act immediately on accusations of unethical conduct noted during the CDE/LDE and will notify MAAE CDE Committee of action taken.
8. All team members will participate simultaneously in the CDE/LDE.
9. **National CDE/LDE participation** (certified by State FFA Advisor): Agricultural Communications , Agricultural Issues Forum, Agricultural Sales, Agricultural Technology & Mechanical Systems (Ag Mechanics), Agronomy (Crops), Conduct of Chapter Meeting, Creed Speaking, Dairy Cattle Evaluation & Management, Dairy Cattle Handler, Employment Skills, Environmental & Natural Resources (Fish and Wildlife), Extemporaneous Speaking, Farm Business Management, Floriculture, Food Science & Technology, Forestry, Horse Evaluation, Livestock Evaluation, Marketing Plan, Meats Evaluation & Technology, Milk Quality & Products, Nursery/Landscape, Parliamentary Procedure, Poultry Evaluation, Prepared Public Speaking, Talent, Veterinary Science (Small Animal Care.) Soils (May go to Oklahoma City National no sponsorship)

2. Procedure

A. Advisor Responsibilities and Duties

I. Duties of instructors in the region

a. Regional Director

- (1) Each region will be assigned specific CDE/LDEs for each State FFA Conventions. Contest assignments are listed in section 31. Individuals selected as CDE/LDE chairpersons should be knowledgeable in content and procedures in that CDE/LDE.
- (2) Duties and responsibilities will vary from CDE/LDE to CDE/LDE. Consultation must be made with FFA CDE Coordinator or faculty CDE chairperson to get the specifics of required help needed.
- (3) Submit names to FFA CDE Coordinator at the MAAE Convention

b. Contest chairperson

- (1) Assign instructors for the following jobs:
 - Group leaders
 - Runners
 - Timers
 - Scorers/Tabulators
- (2) Send names and their assignments to FFA CDE Coordinator by April 10.
- (3) Set guidelines with group leaders on contestant behavior for items such as:
 - Talking
 - Cheating
 - Disruption of contest
 - Altering or handling materials, etc.
- (4) Permission to tape state CDE/LDEs with video and/or audio taping equipment must be obtained from the CDE chairperson of the assigned region.
- (5) Oversee the CDE/LDE while in progress.
- (6) Be available to answer questions and resolve rule interpretation.
- (7) Submit a written report on the conduct of the CDE/LDE to include such items as:
 - Ways to improve the performance of the CDE/LDE
 - Any problems encountered during the CDE/LDE
 - Overall opinion on the conduct of the CDE/LDE

c. Group leaders

- (1) Guide the contestants to their next site during the CDE/LDE.
- (2) Make sure the contestants are given the full time allotment at each site.

(3) Monitoring the students by:

- Limit talking among the contestants
- Observing the group for cheating, disruptions, and altering or handling of materials.
Refer to CDE/LDE Agriculture teacher chairperson for appropriate action.
- If instructions are needed for a particular class, make sure the class leader or yourself give them before judging begins for that class.

d. Timers

- (1) Allowing the contestants the full time allotment for each class/exam.
- (2) Follow the CDE/LDE instructions for proper timing methods if so stated.

e. Runners

- (1) Return cards to scoring/tabulation site and assist scoring/tabulation in completing the contest.
- (2) Assist group leaders, if needed, to find their next class site.

f. Scoring/Tabulation

- (1) While contestants are placing their first class:
 - Get official placings for all classes/tests
 - Prepare scoring/answer sheets (on computer if used).
 - Identify tie breaker classes starting with oral reasons followed by class with lowest total cut points.
- (2) Complete the scoring and tabulation as assisted by computer coordinators.
- (3) Rank all teams and individuals. List the top ten teams and top ten individuals on the awards sheet.
- (4) Arrange tabulation sheets in ascending order of team numbers for scanning. Check for zeros and double check individual and team scores. Print computer team summary score sheet so they may be put into the chapter packets. For non-computer tabulations, complete the result sheet summary and turn in to CDE Coordinator for recording and summary results printing.
- (5) Assign gold, silver, and bronze ribbons to all teams and individuals. Student chairs will stuff the results and ribbons into each chapter packet. The packet must be delivered to the Tabulations and Awards Committee (Room location will be printed in the state convention program) and put into the master chapter envelope.
- (6) All placing cards and tests will be delivered to FFA CDE Coordinator upon completion of tabulation.
- (7) Provide a ranking of all teams, individuals, top ten teams, and top ten individuals and submit the results to FFA CDE Coordinator.

NOTE: For CDE/LDEs being tabulated by computer, trained individuals will assist in running the program.

1. **The region must provide two persons to help tabulate.** Duties include: individuals to enter CDE information on the computer, scanning of scorecards, and sorting cards after the information has been entered.

2. Region in charge of general livestock CDE will be responsible for providing livestock holders from their respective region.
3. Any complaints of rule violations or other grievances on the conduct of any state CDE/LDE must be in writing and given to any MAAE CDE Committee or CDE Coordinator the day following the close of the State FFA Convention.

B. U of M Faculty Responsibilities

Faculty General Chairperson: A representative of the Agricultural Education Department will be the faculty general chairperson of the State FFA Convention. The CDE Coordinator will assist the Chairperson with the duties:

1. Work with the FFA CDE Coordinator in conferring with Department Chairpersons on the St. Paul Campus in appointing individual CDE/LDE Faculty Chairpersons by February 1.
2. Send instructions and assignments to all faculty, agriculture teacher, and student chairpersons.
3. Work with State FFA Officers in developing convention program and mail with other convention materials to all Minnesota FFA Chapters.
4. Assist with room scheduling and transportation for each CDE/LDE.
5. Supervise and assist Agricultural Education Club in organizing student chairpersons and committee activities; order all printed forms, cards, envelopes, ribbons, and awards for the contests.
6. Coordinate with State Advisor on scheduling of all other convention program activities.

CDE Coordinator: The CDE Coordinator shall be responsible for planning and conducting all contests at the State FFA Convention. Duties include:

1. Work with University of Minnesota Department Chairs to appoint faculty chairs for each CDE/LDE.
2. Supervise the CDE/LDE sign up on the FFA Web Site.
3. Work with University, State Fair, and other personal to obtain rooms and buses for CDE/LDEs.
4. Supervise and assist Agricultural Education Club in organizing student chairpersons and committee activities; order all printed forms, cards, envelopes, ribbons, and awards for the contests.
5. Send out quota sheets, CDE/LDE certification forms, and information sheets to Region Advisors.
6. Work with State FFA Officers in planning the State Convention.
7. Secure all needed materials and ribbons needed for State CDE/LDEs.
8. Coordinate with State Advisor on scheduling of all other convention program activities.

Faculty Individual CDE/LDEs Chairpersons: The CDE/LDE faculty chairpersons are University of Minnesota Department staff members appointed in concurrence of the Department Head in their CDE/LDE area. Their responsibilities include:

1. Coordinate with faculty general chairperson and student CDE/LDE chairperson on facilities scheduling and requirements for registration materials.
2. Prepare and arrange for all contest materials, specimens, livestock, etc.; prepare written tests consistent with the State FFA CDE/LDE Handbook; judge or arrange for official judges and prepare "Official Key". Copies of all written tests and keys will be submitted to FFA CDE Coordinator for distribution to all chapters.

Note: FFA CDE Coordinator in consultation with the State Advisor and with faculty general chairperson will select and notify judges for: Agricultural Issues, Agribusiness Sales, Conduct of Chapter Meetings, Creed Speaking, Employment Skills, Extemporaneous Speaking, Market Plan, Parliamentary Procedure, Prepared Public Speaking, and Talent.

3. Assist in coordinating registration and general operation of the CDE/LDE. Arrange for a tabulations area near the CDE/LDE site.
4. Requirements for additional tables, equipment, transportation, printing, etc., should be requested from FFA CDE Coordinator.
5. Make any recommendations for changes and/or improvements in the CDE/LDE to the MAAE CDE Committee through the faculty general chairperson.

C. U of M Ag Ed Student Chairpersons

These chairpersons are appointed by the Agricultural Education Club.

Their responsibilities include:

1. Study assigned CDE/LDE file, note previous chairperson report. These files are in the CDE/LDE Coordinator's Office. Contact CDE Coordinator for additional instructions.
2. Confer with individual CDE/LDE faculty chairpersons by the end of February and plan arrangements for the CDE/LDE.
3. Inventory contest materials box for leftover materials and notify CDE coordinator, Professional Education & Conference Planning, of the amount of materials needed for this year's contest by March 1.
4. Contact student committee members and schedule their work period. Assistance will be needed prior to the CDE/LDE to assemble scorecards and registration materials, on CDE/LDE day to register and conduct the event, and after the CDE/LDE to help grade scorecards and reassemble them into the chapter packets.
5. Write or call the Agriculture teacher CDE/LDE chairperson and indicate the arrangements you have made with the faculty chairperson and details that remain to be coordinated. Complete by April 1.

6. Preparing the materials for CDE/LDE (packet preparation):

- a. There is a prepared file on each CDE/LDE located in the CDE Coordinator's Office. The student contest chairperson can refer to that file for organizing packet preparation. It is their responsibility that the file is returned.
- b. Check total team allocations for the state CDE/LDE & prepare five extra sets of your CDE/LDE materials.
- c. Place the label with the CDE/LDE name and individual names and numbers in the upper left corner of the face of the envelope. This means that after the ribbons and tabulation sheet are placed in the envelope and the flap closed, the CDE/LDE name appears on the front of the envelope.
- d. Assemble registration materials, chapter score sheet for tabulation, and complete set of scantrons for each contestant and double check contestant numbers.
- g. Get certification forms from CDE Coordinator for team name and team members for your CDE/LDE. Double check names of team members, chapter name, and region on the scantron forms and on the chapter envelope prior to state convention. Make changes if an alternate is substituting during contest registration on both the tabulation sheet and chapter packet.

7. Coordinate with the Region CDE/LDE Chairperson for the delivery of the chapter packet (which includes team results, individual, and team ribbons) to the Tabulation and Awards Room. Deliver to CDE Coordinator all scantrons, tests, ranking of all teams, individuals, top ten teams, and top ten individuals.

8. All leftover envelopes, scantrons, etc., should be put in the CDE/LDE materials box and returned to the CDE coordinators office in 136 Ruttan Hall.

9. Complete your CDE/LDE report for next year's chairperson.

D. MAAE CDE/LDE Committee Duties and Procedures

1. Membership

a. Eight voting members - one secondary MAAE member from each region elected for four year terms; two elected each year on the rotation of regions 1&3, 5&7, 2&4, and 6&8.

b. Ex-officio non-voting members: State FFA Advisor, State FFA Executive Secretary, U of M FFA Convention Program Director, CDE/LDE Coordinator, and MAAE Vice President.

c. A committee chair and secretary will be selected by and from voting members at the conclusion of the annual MAAE summer conference when all terms begin.

2. Meetings

a. Committee will regularly meet during: MAAE Agricultural Technology Conference, State FFA Convention and MAAE Summer Conference. Special meetings will be called as needed. A conference telephone call may be utilized in conjunction with regular and/or special meetings. CDE Committee meetings may be canceled because of lacking agenda items.

b. Committee chair will send a written agenda to all regular and ex-officio CDE committee members at least one week prior to each regular meeting.

c. A minimum of six regional representatives (or designated alternates) will constitute a quorum.

d. Secretary will prepare minutes and distribute to all regular and ex-officio committee members plus MAAE secretary.

3. Duties and Responsibilities - Region Members:

a. Region member is responsible for certification procedures and resolution of conflicts for contests in their region.

b. CDE Committee Chairperson will assign each member a group of state CDE/LDEs to be monitored during State FFA Convention. Members will assist with giving awards to teams and individuals and results to chapters.

c. Complaints of rule violations, FFA member misconduct or other grievances on the conduct of any CDE/LDE must be submitted in writing and given to any MAAE CDE Committee member before Tuesday at 1:00 p.m. during the State FFA Convention.

d. Certified chapter and individual CDE/LDE no-shows and teachers not performing their assigned CDE/LDE tasks will be reported to the CDE Committee by agriculture teacher contest chairperson. Offending teachers will be given the opportunity to give a written response for reason(s) of absence to the CDE Committee Chair.

e. After a ruling has been made by the CDE Committee on cases of violations in “c” and “d” above, the CDE Committee has the authority to bar teams from competition in that contest the following year or take other appropriate action. CDE Committee Chairperson will send the offending teacher in writing the ruling made by the committee.

f. In the event that an agriculture teacher (FFA Advisor and/or MAAE member) or their representative has been reported to the committee for inappropriate behavior such as violation of CDE/LDE rules, unprofessionalism, or unethical conduct by either agriculture teachers, U of M staff and students, or others, that individual(s) will be requested in writing (which includes the listed infractions) to appear before the contest committee to give an explanation of the reported infractions. If the committee determines that the individual is to be admonished, CDE committee chair will forward in writing this decision to the MAAE President for final adjudication and action by the MAAE executive committee.

g. Regional CDE Chairpersons shall submit to the State FFA CDE Coordinator a report listing the numbers of teams and individuals that participate in all of the Regional CDE/LDEs. The information should be submitted in a timely fashion so it is available at the CDE Committee meeting at the State FFA Convention.

4. Procedures for Making CDE/LDE Changes:

a. Proposals for CDE/LDE changes will be submitted to region contest member in full written form not later than December 1. The CDE committee chair will appoint a study/proposal committee of 3-5 members chaired by a member of the CDE committee and other interested agriculture teachers plus the

appropriate University of Minnesota faculty CDE/LDE member. Proposed rule changes will have input for comments and suggestions before Ag Tech Conference. Finalized proposals will be approved at the Ag Tech Conference CDE committee meeting and voted on during the MAAE summer conference.

b. If the CDE committee supports a new CDE proposal, revised draft copies plus region quotas will be made for regions to be distributed and discussed with their respective secondary teachers for review and suggestions during January-March time frame. CDE committee will compile modifications and make an updated draft copy for distribution to FFA advisors at the state FFA convention. Final approval of CDE/LDE changes along with any quota changes will be voted on by the secondary teachers at their sectional meeting and ratified by the general membership at the annual MAAE summer conference. The changes will be effective for the immediate following school year. Revisions proposed at the annual meeting will be referred to the next year's CDE committee for further action.

5. State FFA CDE/LDE Handbook:

a. Changes, updates, and quotas approved at the MAAE summer conference meeting will be printed and distributed by the CDE Coordinator by September 1.

b. The handbook will be posted on the FFA Website.

This policy was moved, seconded, and passed by the MAAE board at their meeting held September 25, 1993 at Alexandria. Amended by the MAAE board at their meeting held July 15, 1996.

Amendment passed July, 2001

The MAAE Contest Committee shall have the authority to modify CDE/LDEs as needed to provide for improved, well-managed events. Modifications will need to be approved by 2/3 of the contest committee and not violate the spirit or the intent of the contests. Modifications should be announced at the Ag Technology Conference and the summer MAAE Conference each year. The FFA Board of Directors should review any changes. Modifications to state CDE/LDEs cannot take place 60 days prior to the next State FFA Convention. Any contest with identification items may have specimen lists updated any time after the MN CDE/LDEs of that year. These updates must be published no later than June 15th of that same year.

August 2016- Rules were revised changing some career development events to leadership development events.

Appendix A

Request for Special Needs Accommodation Form

Minnesota FFA CDE/LDE Application

The following information is required if there is a student that plans to participate in a Minnesota FFA Career or Leadership Development Event and wishes to request an accommodation for a disability.

Please complete the following information and send in this form by April 1 (or within three days of the Regional CDE/LDE – whichever date is later) to the Minnesota CDE/LDE Coordinator. This information will be held strictly confidential and will be used only to process services for participants needing special assistance. The FFA chapter making the request is responsible for providing any additional special assistance needed by the student such as readers or paras. Modifications cannot be made that reduce the integrity of the CDE/LDE.

Student Information

Student Name: _____

Chapter Name: _____

Chapter Address: _____

Phone Number: _____ CDE/LDE Area: _____

Description of Disability and Accommodations Requested

Specific Disability: _____

Please describe the limiting nature of the disability and the accommodations requested:

Student Signature/Date _____

Advisor Signature/Date _____

Send to: Minnesota FFA CDE/LDE Coordinator or bjork045@umn.edu
146 Ruttan Hall
1994 Buford Avenue
St Paul, MN 55108

Appendix B

**Request for Team Member Change for
Minnesota FFA Career or Leadership Development Events Application**

(This form is only for replacing certified team members with an eligible alternate)

Name of Career Development Event: _____

FFA Chapter _____

Changes:

Add:

Drop:

Reason for changes: _____

FFA Advisor Signature

Date

Submit this form during State FFA Convention at the CDE Registration table, to your Regional CDE Representative, or to the MN FFA CDE Coordinator before competition.

Send to:

Minnesota FFA CDE Coordinator

146 Ruttan Hall

1994 Buford Avenue St Paul, MN 55108

bjork045@umn.edu

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