

# General CDE/LDE Rules and Procedures

## Career and Leadership Development Events

### Student and Advisor Expectations and Requirements, including Code of Ethics

#### 1. Student FFA Members

- a. Only FFA members with state dues paid for the current school year will be permitted to participate in regional qualifying CDE/LDEs and/or State Convention.
- b. Students will be members of the FFA Chapter at the school where they are enrolled.
- c. A member may only compete in one CDE/LDE at each year's national CDE/LDE competition.
- d. Any team member or individual participant of a state winning CDE/LDE, any member who qualifies for a national CDE/LDE event, or any member who participates in a national CDE/LDE is NOT eligible to compete in that CDE/LDE again.

CDEs	LDEs	Invitational CDE/LDE
Ag Communications	<b>Team LDEs</b>	Best Informed Greenhand
Ag Sales	Ag Issues	Farm Bureau Discussion Meet
Ag Mechanics	Parliamentary Procedure	Talent
Companion Animal Science	Conduct of Chapter Meeting	
Crops	<b>Individual LDEs</b>	
Dairy Evaluation	Extemporaneous Speaking	
Farm Business Management	Creed Speaking	
Fish and Wildlife	Prepared Public Speaking	
Floriculture	Employment Skills	
Food Science and Technology		
Forestry		
Horse Evaluation		
Livestock Evaluation		

Marketing Plan		
Meats Evaluation and Technology		
Milk Quality and Products		
Nursery/Landscape		
Poultry Evaluation		
Soils		

- e. **Contestants are expected to dress in FFA official dress or other appropriate FFA attire** (blazers, FFA chapter jackets, or FFA windbreakers) with black pants or skirt, white collared dress shirt with tie/scarf, dark socks/nylons, and closed-toe/heel dark dress shoes for all CDE /LDEs. **The exception will be for Agricultural Mechanics, Meats Evaluation & Technology, as outlined below, and Agricultural Issues, where official dress is optional.** Warm outerwear is allowed for all CDEs as needed and is at the discretion of the contest chair. A cowboy hat or cap is not acceptable with Official Dress. Any objectionable dress will be brought to the attention of the CDE Coordinator with the name of the student/s, chapter/s, and description of the fault for possible disqualification.
- i. Other Notes:
    1. Meats Evaluation & Technology
      - a. Hats, hair/beard nets, and closed-toed shoes
      - b. **MUST** be worn at all times in the meat facility
      - c. Dress to be in the cooler for no less than 2 hours- this may include warm outerwear/footwear
    2. Ag Mechanics
      - a. Closed-toed shoes
      - b. Required PPE
- f. 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 and will receive a zero on all aspects of the CDE/LDE.
- g. Participants will not be allowed to use personal communication devices, such as cell phones and smartwatches, unless approved in advance via the Exception Form or deemed appropriate by the CDE/LDE Coordinator and/or CDE/LDE Chair. Students who access personal communication devices without prior approval of the event officials may be disqualified by

the CDE/LDE Chair. Disqualified students will be reported to the CDE Coordinator.

- h. **Safety:** A CDE/LDE Chair may stop any participant in a CDE/LDE for unsafe behavior that affects themselves or others. The individual will be disqualified from that section of the CDE/LDE.
- i. Students may participate in CDE/LDEs in 7th through 12th grades. Creed Speaking and Conduct of Chapter Meetings LDE participants must be in 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grades.
- j. **Minnesota FFA Member Code of Conduct:**
  - i. FFA is a youth-serving, school-based organization dedicated to providing opportunities to develop premier leadership, personal growth, and career success. Participation in the FFA's programs is subject to adherence to the organization's rules and procedures. As an FFA member, I pledge to:
    - ii. Dress neatly and wear appropriate FFA official dress
    - iii. Refrain from using abusive language towards staff members, volunteers, or other participants.
    - iv. Show respect for the rights of others and be courteous to everyone at all times. I understand that racism, sexism, and any other discriminatory behaviors are not in line with our values at Minnesota FFA and are not tolerated by our organization and student leaders.
    - v. Be honest and avoid taking unfair advantage of others.
    - vi. Respect the property, rights of others, and care for campus/accommodation facilities.
    - vii. Refrain from loud, boisterous talk, profanity, and other unbecoming conduct.
    - viii. Demonstrate good sportsmanship in the showing, judging arenas, and meetings, show modesty in victory and graciousness in defeat.
    - ix. Arrive at events on time and respect the opinions of others in discussion.
    - x. Will not purchase, use, or have in my possession any kind of alcohol, tobacco, drugs, or other chemical substances.
    - xi. Present a positive image of our organization.
    - xii. Accept the authority of the supervisors, advisors, and/or volunteers.
    - xiii. *Members not following the Code of Conduct may result in disqualification from the CDE/LDE by the CDE/LDE Chair, CDE Coordinator, and/or CDE committee.*

## 2. Chapter Advisor

- a. Advisors will enter all students through the registration system or complete other registration forms, as found on the website or communicated via email updates by FFA staff.
- b. Advisors will complete the online student accommodation form, found on the website, by the same deadline as convention registration.
  - i. The accommodation request form is for students who require accommodations for state CDES/LDEs, such as those with an IEP/504 plan, medical conditions, mobility issues, official dress requirements, and technology needs. The form will be submitted to the State CDE/LDE coordinator, and the contest chair will receive all exceptions.
- c. Certified (qualified for state) CDE/LDE teams/chapters who wish to withdraw must notify their Regional CDE Committee Member immediately, who will then contact the next certified alternate team.
- d. Any team withdrawing after April 1 will notify the Regional CDE/LDE Committee Member and email the State FFA CDE Coordinator.
- e. Minnesota FFA Advisor Code of Conduct:

As an FFA advisor, I pledge to:

- i. Conduct myself in a professional manner and refrain from abusive language toward others.
- ii. Show respect for the rights of others and be courteous to everyone at all times.
- iii. Be honest and avoid taking unfair advantage of others.
- iv. Refrain from providing assistance to members and/or teams participating in an event.
- v. Respect the property and rights of others.
- vi. Refrain from loud, boisterous talk, profanity, and other unbecoming conduct.
- vii. Demonstrate good sportsmanship at FFA events, show modesty in victory and graciousness in defeat.
- viii. Accept the authority of the supervisors, advisors, and/or volunteers.
- ix. Refrain from communicating with officials during and after the contest.

- x. Accept the official placings of an event.
- xi. *Advisors who violate or ignore the rules of proper conduct will be subject to disciplinary action. CDE/LDE chairs or regional representatives will bring any issues to the CDE Committee, where a special meeting would be called to review the issue. If found in violation, the teacher may be banned from working/spectating at future state events for a time period set at the meeting by the CDE committee.*

### **Teams and Certification**

1. State CDE/LDE teams consist of four-member teams, with the top three individual scores counting toward the team score.
  - a. Unified teams would consist of 5 members, with the top three individual scores counting toward the team score.
  - b. Unless otherwise stated in the CDE Rules (Ag Sales & Ag Comm)
2. Conduct of Chapter Meetings team must have a seven-member team.
3. A Parliamentary Procedure team must have a six-member team.
4. Best-informed Greenhand teams can have unlimited members, set by the State CDE Coordinator; however, the top 4 scores will count towards a chapter team score.
5. A Talent act can have one to seven members, accompanied by one accompanist.
6. A member is considered certified once they have qualified for the state in the regional CDE/LDE.
7. Members can compete on one team CDE, one team LDE, and one individual LDE event at the state level.
  - a. Discussion Meet, Talent, and Best Informed Greenhand are invitational events and do not affect participation in other CDE/LDEs.
8. Only officially certified contestants, assigned advisors and university students will be allowed into the CDE/LDE competition.
  - a. For LDEs that allow observation by the rules, this will depend on the space and the chair's decision. All team members will participate simultaneously in the CDE/LDE.
9. Teams qualifying for National CDE/LDE participation (certified by Executive Director and/or CDE Coordinator) include the following CDEs/LDEs

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, 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. Soils (May go to Oklahoma City National, no sponsorship)

#### Certification:

- a. Any changes to quotas for teams and individuals participating from each region will be made at the MAAE Annual Summer Conference, using the quota formula.
  - i. Any remaining unfilled quotas from any region will remain unfilled.
- b. Regional CDE representatives will fill out information on qualifying teams for state staff after regional contests. This information should be updated promptly after regional competitions.
- c. Regions may certify individuals from a team CDE/LDE if the individual ranks in the top 6 of the region.
- d. Schools are allowed to substitute team members and allow changes in team membership, even if the new contestants did not participate in the Regional Event. The substitute cannot have contributed to another state qualifying team's score in a previous competition.
- e. If a question of eligibility arises at any CDE/LDE, the team or individual will be allowed to compete and will be reported to the MAAE CDE/LDE Committee by the CDE/LDE chair.
- f. Any registered team failing to participate in a state CDE/LDE will be reported to the MAAE CDE/LDE Committee by the CDE/LDE chair.

#### Updating and changing the LDE/CDE Rules

1. The CDE Committee selects CDEs and LDEs for review each year.
2. The committee will be chaired by a member of the CDE Committee appointed by the chair.
3. Submitted to the CDE Committee by the MAAE Summer Conference in July of each year.
4. The CDE Committee will be presented with the rules that have been changed by the MAAE Winter Conference.
5. The CDE Committee works on official changes by the following MAAE Summer Conference, and the assembly votes on CDE and LDE changes.
6. The changes would go into effect in the following fall.

## Appeals

### 7. Appealing results

- a. Appeals should be sent directly to the State FFA CDE Coordinator by the FFA Advisor.
- b. Any appeals to the CDE/LDE results must be made by 8 AM two days following the announced results. For example, *State Convention results are announced on Tuesday, and appeals must be submitted by email by 8 AM Thursday.*
- c. The CDE Coordinator will evaluate the appeal and forward the information to the Executive Director, the Tabulations Team, and the full CDE Committee. The group will evaluate the appeal and issue a ruling, accompanied by an explanation.
- d. Once the appeal is finalized, all results will become official, and awards may be duplicated as a result of the appeal.
- e. Advisors of lower-placing teams and of other CDE/LDEs may make appeals associated with scoring errors.
- f. The amended results will be final and certified by the CDE coordinator after all appeals are complete.
- g. Convention results will be communicated via the listserv once all appeals are final.

## Review of CDE Documents and Rules

1. All CDE/LDE governing documents, rules, and quota formulas will be reviewed annually at the MAAE Summer Conference and shared with the MAAE Membership at the Annual Meeting.