



# WV ENVIROTHON POLICY & PROCEDURE MANUAL

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## Mission Statement

The mission of the WV Envirothon is to help young people develop the skills, knowledge, and desire necessary to achieve and maintain a balance between the quality of life and the quality of the environment.

## Goals and Objectives

**Objective: Cultivate the desire to learn about the natural environment and develop skills and knowledge applicable to responsible natural resource management.**

- a. *Basic knowledge* - Students will be able to demonstrate a basic knowledge of the concepts of ecology and resource management, especially in the areas of soil, water, forestry, wildlife, and current environmental issues.
- b. *Resource management skills* - Students will be able to demonstrate and apply current scientific methods for resource management.

**Objective: Promote stewardship of natural resources and the development of critical thinking, cooperative problem solving, and decision-making skills.**

- a. *Awareness of environmental issues* - Students will gain awareness of environmental issues and the various ecological, social, and economic factors involved.
- b. *Ability to work as a team* - Students will develop and demonstrate the ability to work together as a team to gather information and generate solutions to complex environmental issues.

**Objective: Provide young people with the opportunity to experience environmentally oriented activities and become proactive citizens.**

- a. *Knowledge and strategies* - Students will become familiar with a variety of strategies used to manage natural resources and remedy environmental concerns.
- b. *Introduction to resource management agencies and organizations* - Students will become familiar with agencies and organizations involved in natural resource management.

# RULES & REGULATIONS

## **I. Standing Sub-Committees/Duties:**

- a. **Finance Sub-Committee:** shall seek grants and corporate funding to secure the necessary funds to adequately develop and accomplish the objectives of the WV Envirothon Committee.
- b. **Education/Testing Sub-Committee:** shall work with the Host Committee in developing, preparing, and administering the WV Envirothon written tests.
- c. **Site/Registration Sub-Committee:** shall evaluate and recommend the site for holding the State Envirothon competition to the WV Envirothon Committee for review as well as be responsible for distributing packets to the team and making sure that all required team materials are delivered and will ensure that all awards are on hand to be bestowed on the winning teams.
- d. **Public Relations Sub-Committee:** is made up of individuals who will meet periodically and shall organize, plan and direct all advertisement, printing and speakers bureau for public awareness and knowledge of the State and Canon Envirothon.
- e. **Nomination Committee:** shall seek committee members willing to accept the responsibility of an Officer and serve on the WV Envirothon Executive Committee.
- f. **Appeals Committee:** The Chairperson shall name members of the WV Envirothon Committee to resolve all written appeals that arise during the WV Envirothon competition.

## **II. WV Envirothon Meetings:**

- a. **Regularly Scheduled Meetings:** Regular meetings of the Committee shall be scheduled by the Chairperson or Executive Committee.
- b. **Special Meetings:** Special meetings of the Committee may be called by the Chairperson. A majority vote of the Executive Committee may convene a meeting. Business may be held by telephone conference, through the mail or other electronic means. All sub-committees shall meet/confer at least four times a year.
- c. **Attendance:** Committee members are expected to attend regularly scheduled meetings.
- d. **Voting:**
  1. Each Committee member in attendance shall have one vote.
  2. A majority vote in favor of a motion shall deem the motion as adopted.
  3. A Quorum shall consist of at minimum of 11 voting members in attendance in order to conduct business.
  4. Proxy votes may be cast by representatives unable to attend WV Envirothon Committee meeting. Intention to vote by proxy must be submitted in writing to the Chairperson naming the designated

- member, prior to the WV Envirothon Committee meeting. No one committee member can hold more than (2) proxy votes.
- e. **Meeting Location:** The Chairperson shall with recommendations from committee members select the site, date and time of the West Virginia Envirothon Committee meeting.
  - f. **Facility:** The facilities shall be adequate to hold a meeting.

### **III. Financial Procedure/Policy:**

#### **a. Financial Management:**

1. The WV Envirothon Executive Committee shall manage all WV Envirothon funds.
2. All funds shall be held in interest bearing accounts or certificates of deposits.
3. Checks shall be issued for all approved expenses. **All Checks issued shall require two signatures.** The West Virginia Association of Conservation Districts shall determine the signatories of the account.
4. Payment for invoices under \$500.00 may be made by the Treasurer with Chairperson approval. Invoices and payment requests over \$500.00 must be brought before the WV Envirothon Committee before payment.
5. All payments requested shall require an invoice, bill, or a receipt before the Treasurer may issue a check to release the funds.
6. The WV Envirothon Treasurer will present a detailed profit and loss report of the State competition to the WV Envirothon Committee for audit at the end of the third quarter.

- b. **Fundraising:** The WV Envirothon Committee shall seek grants and corporate donations to secure the necessary financial support to adequately develop and operate the WV Envirothon Competition.

#### **c. Scholarships:**

1. **Scholarship Application:** Winning teams will be provided scholarship applications at the conclusion of the closing ceremonies of the WV Envirothon Competition. Students must submit the completed scholarship application to the WV Envirothon Treasurer within thirty (30) days of the competition.
2. **Scholarship Payment:** Recipients will submit proof of enrollment to any University, College or Technical School with payment request to the WV Envirothon Treasurer.
3. **Scholarship Amounts:** The WV Envirothon Committee will determine the scholarship amounts based on availability of funds.
4. **Scholarship Time Limit/Forfeiture:**
  - a. Scholarships must be claimed within four years of high school graduation. Scholarships not claimed within four years of high school graduation will be forfeited to the WV Envirothon Committee.

- b. Students may request a four year military deferment in writing to the WV Envirothon Committee.
- d. **Canon Envirothon:**
  1. **Team Registration:** The WV Envirothon Committee will pay the Canon Envirothon registration fees for the five member team and up to two advisors (one male and one female advisor/chaperone if the team consists of both males and females.)
  2. **Team Budget:** An estimated team budget will need to be prepared by the WV Envirothon Team and presented to the WV Envirothon Committee for approval that explains transportation costs, mileage, gasoline, meals, lodging, passports, etc. in advance of the Canon Envirothon.
  3. **Team Expenses:** The WV Envirothon Committee will cover team expenses associated with the Canon Envirothon for the five member team and the two advisor(s)/chaperone. At the conclusion of travel, a detailed list of receipts will be provided to the WV Envirothon Committee for final reimbursement.
  4. **Team Advancement:** The WV Envirothon Team may request up to a seventy-five percent (75%) advance of approved budget.
  5. **Team Trading Items:** The WV Envirothon Committee may provide shirts for the trading session at the Canon Envirothon. If additional trading items are required, they must be associated with West Virginia and be approved by the WV Envirothon Committee before the team leaves for the Canon Envirothon.
  6. **Team Passports:** In the event that the Canon Envirothon is held in a country other than the United States, team passports (five students and two advisor(s)/chaperone) will need to be obtained.

#### **IV. WV Envirothon Competition:**

- a. **Selection of the Site:** The selection of the site shall be determined by the WV Envirothon Committee.
- b. **Dates of Competition:** The dates to hold the WV Envirothon Competition shall be selected by the WV Envirothon Committee and the Chairperson.
- c. **Resource Stations:**
  1. There shall be resource stations which may include: Forestry, Soils, Aquatics, Wildlife and a Current Environmental Issue.
- d. **Evaluation:**
  1. An evaluation sheet shall be developed by the WV Envirothon Committee to evaluate the WV Envirothon Competition.
  2. Every team in attendance at the WV Envirothon Competition will be asked to complete the evaluation sheet.
  3. The evaluation summary report shall be presented to the WV Envirothon Committee at the meeting following the WV Envirothon Competition.

## **V. Rules & Regulations of Competition:**

### **a. Registration:**

1. A non-refundable registration fee shall be set up by the WV Envirothon Committee.
2. Advisors must submit registration forms for team members along with guest information by the date set by the WV Envirothon Committee (WVEC).
3. Advisors must also submit the medical release and parental consent forms for students at the time of registration. The WVEC requires a completed and signed health form and is to be informed of all participants taking prescription drugs and any medical condition including medication administered by an inhaler or mechanical device, special diets, allergies and special learning and/or training disabilities. Upon such notification, the WVEC will make any reasonable accommodations within their limits. All medications must be labeled with the name of the medication, name of the patient, name of the physician, date and directions (e.g.) specific dose for administration). Prescription medication must be labeled by a registered pharmacist unless ordered from a pharmaceutical company. Safe refrigeration will be supplied by the committee if needed. A parental consent form is also required for all students under the age of eighteen (18). All students, advisors and guests must be registered to participate in the WV Envirothon.

### **b. Team Formation:**

1. The WV Envirothon is open to students enrolled in grades 9<sup>th</sup> through 12<sup>th</sup> or equivalent home school ranking in the school year immediately preceding the current competition. Ninth grade students attending a junior high/middle school may participate if the Junior High/Middle School is a feeder to the named high school.
2. Each team will consist of five students from the same school, home schooled group or organization. It is neither the intent nor the desire of the WV Envirothon Committee, for any group to develop or organize a "super team" composed of members from various schools, organizations or associations.

### **c. Alternates/Substitutions:**

1. Alternates may participate in the WV Envirothon competition as long as they are registered. It is an option to allow alternates to be placed on a team together to compete. However, their scores will not count toward the final standing.
2. Emergency substitutions can be made from the list of registered alternates.
3. Substitutions/alternates can be utilized up to the day of the competition. After team registration, teams are restricted to use only alternates from the existing registered team.
4. Substitute team members cannot come from any currently registered members of the other teams competing at that competition.

- d. **Competing with Fewer than 5 Members:**
1. In the event of an emergency or an illness that would prevent a registered five-member team from competing in the WV Envirothon, the West Virginia Envirothon Executive Committee (WVEEC) may allow a team to compete with fewer than five members. The advisor must certify the legitimacy of the emergency. A review panel will determine if a penalty shall be assessed to a team in the oral presentation for the absence of a complete five –member team.
- e. **Advisor/Chaperones:**
1. Each team must be accompanied by adult team advisor(s). Each team must arrange for an adult male to chaperone male team members and an adult female to chaperone female team members.
  2. Team members and advisors/chaperones are required to use the lodging and meal service provided by the WV Envirothon.
  3. Team members and advisors/chaperones will be housed together.
  4. Advisors/Chaperones will be responsible to assure that teams display proper conduct during the competition.
  5. Teams are responsible for any damages that occur during the State competition.
  6. The WV Envirothon will not be responsible for improperly chaperoned teams.
  7. No team members are allowed to leave the testing/competition sites without first notifying the advisors and WV Envirothon Committee members.
- f. **Reference/Resource Materials:**
1. The WVEC will provide resource packets to each team’s advisor(s)
  2. Registration packets shall be mailed no later than March 31<sup>st</sup> of each year.
  3. The WVEC will identify and/or provide reference material to help students prepare for the WV Envirothon. Reference may include printed materials, websites or their sources of information about natural resources or environmental issues.
  4. The WVEC will provide and specify all study materials to be utilized during the State competition.
  5. Advisor packets will be mailed or otherwise made available at a date selected by the WVEC.
  6. No copies of the tests shall be distributed to any individual or team.
  7. A listing of addresses of natural resources agencies shall be made available upon request to registered teams.
- g. **Disciplinary Policy**
1. A student causing a disruption during the teaching or testing period will receive a warning from the station presenter or team buddy to discontinue the disruptive behavior. If the behavior continues, the presenter or buddy will have the offending student escorted to the team advisor. After discussion with the advisor, and at the discretion of the advisor, the individual may be taken back to the team to

continue the competition. If the behavior continues, the individual will be disqualified immediately from the West Virginia Envirothon. Dependent on the approval of the West Virginia Envirothon Committee in accordance with sections V.d. and V.h.3. of the West Virginia Envirothon Rules and Regulations, the team may continue to participate without the disruptive student.

2. An advisor who is causing a disruption during the teaching period will receive a warning from the station presenter or team buddy to discontinue the disruptive behavior. If the behavior continues, the advisor will be asked to leave the teaching sites for the remainder of the day.
3. Upon agreement of both a station presenter and a team buddy that a student was cheating during the exam, the student will immediately be disqualified from the team and will be escorted to the team advisor. If two or more team members are caught cheating, the team will be disqualified immediately and asked to leave the West Virginia Envirothon. Cheating is defined partially in sections V.g.3 and V.g.15-17 of the West Virginia Envirothon Rules and Regulations. Other actions considered as cheating would be copying answers from another team and sharing test information with another team during the testing period.
4. Disruptive or other improper behavior by a student or advisor at venues and times other than teaching and testing periods will not be tolerated. The WV Envirothon Executive Committee has the authority to determine and administer disciplinary measures.

**h. Testing Stations:**

1. No individual or team is permitted at test sites prior to competition without written approval from the Education/Testing sub-committee chairperson.
2. Any team, team member, team advisor(s)/chaperone or resource persons associated with a team that is discovered on, near or around the testing sites or stations prior to or during the competition may be subject to immediate disqualification. The decision of the WVEC will be final.
3. No copies of the test shall be distributed to any individual or team prior to the official testing time. Strict secrecy shall be maintained on the test questions at all times.
4. The tests for each resource station shall be developed by the Education/Testing sub-committee.
5. There shall be a minimum of four stations which include; Soils, Aquatics, Forestry and Wildlife. A fifth station addressing the current environmental issue is optional.
6. The current environmental issue shall parallel the issue from the Canon Envirothon Committee as closely as possible in order to further encourage familiarity of the issue for the winning team in competition at the Canon Envirothon.

7. Each station test will be a minimum of thirty (30) minutes and will be worth a total of 100 points.
  8. Up to one-third (1/3) of the test questions may be site specific.
  9. The testing stations will be comprehensive in nature, with the student expected to have an extensive knowledge of the subject matter.
  10. Station tests will be conducted by cooperating agencies and/or independent environmental professionals.
  11. Team members are required to wear a WV Envirothon shirt provided by the WVEC during the competition. Team members are not allowed to wear any attire during the competition that identifies affiliation with a school or representing association.
  12. Each team will receive one copy of the station test and are to work together as a team.
  13. A signal will sound to start the test, to signal five minute warning and a signal at the end of each station test.
  14. During the testing events, the advisor(s) may not travel with their respective team(s).
  15. Only materials supplied by the WVEC can be utilized at the testing stations.
  16. No electronic, battery powered or solar powered equipment (*including cell phones*) may be used by team members during the instructional periods, field testing or oral presentations unless such equipment is provided by the WVEC for use during the competition and/or approved by the WVEC (for example to compensate for a physical or mental disability) prior to the start of the competition.
  17. The use of all other materials during the station testing and problem solving oral presentation will be prohibited.
- i. **Oral Presentations:**
1. Team oral presentations will be ten (10) minutes maximum in length, followed by five (5) minutes of questions to team members by the judges.
  2. The Oral presentation will be worth a maximum of 200 points.
  3. All five (5) team members must participate orally in the presentation. However, no penalty shall be assessed to a team in the event of a certifiable injury or illness to a team member.
  4. During oral presentations all team members must wear the WV Envirothon shirt that is provided by the WV Envirothon. No school, club, group ID either written or verbal is permitted.
  5. Visual aids must be prepared by team members before the competition and will be collected at registration.
  6. Oral presentation scores will be based on a criteria sheet provided by the WVEC.
  7. No photography or video recording shall be allowed during the final presentation round, other than that approved by the WVEC.

- j. **Judging:**
1. Judges shall be selected by the WV Envirothon Committee. The judges shall be objective and knowledgeable in the natural resource field.
  2. Professionals from various organizations and agencies will judge the oral presentation.
  3. Judges decisions for all events will be final, pending a final decision by the WV Envirothon Executive Committee if necessary.
- k. **Scoring:** Scoring for the WV Envirothon will be as follows:
1. Each of the five station test will comprise 1/5<sup>th</sup> of the total score.
  2. Tiebreakers shall be as follows: current issue score, soils/land use score, aquatic ecology score, forestry score and wildlife score.
  3. The scores from the five (5) stations will be totaled to determine which five (5) teams will advance to the oral presentations round.
  4. Final team placements (places 1-5) will be determined by adding the five (5) station test scores to the oral presentation score.
  5. Oral presentation scores will be based on a criteria sheet provided by the WVEC
  6. Scores for each station shall be posted at the awards presentation.
- l. **Appeals/Grievance:**
1. Appeals must be submitted in writing to the WVEEC according to a procedure and within a time frame to be announced prior to the start of the competition.
  2. If a team should have a grievance they should meet with their team advisor as soon as they return from the test sites, complete and submit the grievance form to the WV Envirothon Chairperson no later than 6:00 p.m. the evening of the competition.
- m. **Canon Envirothon:**
1. The 1<sup>st</sup> place team will be eligible to attend the Canon Envirothon which is the North American Competition.
  2. In the event that the first place team cannot attend the Canon Envirothon Competition, then the next highest scoring team will represent West Virginia at the Canon Envirothon. The winning team must notify the WVEC of its intentions on attending the Canon Envirothon within two weeks (14 days) after the conclusion of the state competition.
  3. If the winning team at the state competition declines the invitation to the Canon Envirothon, or if their decision is not received within two weeks (14 days) in writing, the invitation to the Canon Envirothon may be extended to the next highest scoring team. The next team chosen will have seven (7) days to respond. This process will continue until a team accepts the invitation.

n. **Miscellaneous:**

1. The WV Envirothon Policy & Procedure Manual is subject to change pending approval by a majority vote of the WVEC. Changes will be provided in advance to all teams and advisors.
2. Any infraction of the rules and regulations of the Policy & Procedure Manual can result in reduction of the total team score, disqualification and/or team dismissal from the event.
3. No animals other than service animals for which an individual is physically dependent upon, will be allowed at the WV Envirothon Competition testing sites.
4. All team members and advisors are expected to attend all scheduled functions.
5. Tobacco, non-prescription drugs and all alcohol products are prohibited during the entire competition.
6. Discriminatory and/or sexual harassment will not be tolerated in any form. The offender will be disqualified and asked to leave the competition.
7. Transportation, meals, lodging and liability for team member's in route to and from the State competition will be the responsibility of each participating school or organization.
8. Costs for meals and housing during the State competition will be the responsibility of each participating school or organization.
9. Awards and recognition will include but may not be limited to shirts and certificates for all participants, plaques for the top five (5) teams, certificate/plaque to the highest scoring FFA team, certificate/plaque to the highest scoring rookie team, scholarship monies to the top teams, as well as an invitation to the Canon Envirothon for the winning team.
10. The WV Envirothon Program is offered and operated on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, martial status or physical/mental challenges.