



MANITOBA ENVIROTHON

A Program of the Manitoba Forestry Association

RULES

&

PROCEDURES

MANITOBA ENVIROTHON

The Manitoba Envirothon provides an opportunity for all participants to benefit from learning more about the world in which we live. Team members, their schools, advisors, invited dignitaries, judges, other officials and volunteers all contribute to and benefit from the experience of this competition. In order to maximize the positive aspects of the event, the following rules and procedures are implemented to ensure fairness and to assist with organization.

All Envirothon participants should be familiar with these rules and procedures and conduct themselves accordingly.

Most importantly, it is intended that everyone enjoy the competition.

*We all have a desire to be informed;
we will share what we know,
and inquire when we don't know.*

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1 GENERAL RULES & PROCEDURES

Familiarity with the rules and procedures is expected of all advisors and team members. Ignorance of a rule is not an acceptable excuse for failure to comply.

Any infraction of the Manitoba Envirothon rules can result in team penalties, disqualification, and/or dismissal from the event and host site.

Cheating, stealing, or vandalism of any kind will not be tolerated before, during or after any Manitoba Envirothon event.

Students or participants will not be excluded because of race, colour, religion, sex, national origin, or disability.

1.1 Organization

- a) The Manitoba Envirothon program, a partnership of a number of organizations and agencies, is organized and operated under the auspices of the Manitoba Forestry Association.
- b) The volunteer Steering Committee and sub-committees annually plan and coordinate the Envirothon program.
- c) The Manitoba Envirothon program is delivered through the efforts of many volunteers.
- d) The Manitoba Forestry Association or any Envirothon sponsor may use photos from the competition to promote the event.
- d) The Manitoba Envirothon program parallels the content and procedures of the Canon Envirothon (definition: the North American Envirothon competition).

1.2 Teams and Advisors

- a) Team Members: Only students enrolled in grade 9 to 12 during the current school year are eligible to compete.
- b) Team: Each team must consist of five (5) members from the same school or organization. Alternates may prepare with the team but CANNOT attend as extra members during the competition.
- c) A school may be eligible to send a number of teams to regional and the provincial competition. Limits may be placed on the number of teams any school can enrol, based on event or facility particulars. Qualification for participation in the provincial competition will be via regional competitions. Each team must consist of members from the same school, organization, or association. Each team will

compete independently and once registered, team members cannot be swapped between teams.

- d) Each team must pay a registration fee with the amount set annually by the MFA. This fee will be used to help offset expenses of the Manitoba Envirothon study materials and the Manitoba Envirothon competition. This fee is non-refundable if a team is unable to participate or cancels within 60 days of the competition. If a team withdraws 60 days or more prior to the competition a refund, minus a twenty-percent administrative fee is provided. If a team registers after the cut-off date, a 20% premium may be added to the fee. If a team has to cancel, within the 60 days the registration fee cannot be carried over to future Envirothon Competitions.
- e) Advisors: A team advisor can be a teacher, volunteer, past Envirothon participant, or anyone over the age of 18 and who is not currently enrolled as a student in the school in which the team is representing. Each team must be accompanied by adult team advisor(s).
- f) Each team must arrange for an adult male advisor to chaperone male members and an adult female advisor to chaperone female team members. Team members and advisors will be housed together. The Manitoba Envirothon will not be responsible for improperly chaperoned teams.
- g) Transportation, meals, lodging and liability enroute to and from the Manitoba Envirothon is the responsibility of each participating school or organization. **IF YOU ARE HAVING TROUBLE WITH TRANSPORTATION OR OTHER COSTS, SEE IF YOU CAN GET A LOCAL SPONSOR TO HELP OUT.**
- h) Team members and advisors are required to use the accommodations and meal service provided by the Manitoba Envirothon Competition for the duration of the event.
- i) Meals and lodging during the Manitoba Envirothon will be provided for a five member team and two advisors. Additional advisors will be subject to an additional fee.
- j) All team members and advisors must attend all scheduled Manitoba Envirothon functions during the competition.

1.3 Safety, Security, and Emergency Response

- a) All Manitoba Envirothon participants must register for the annual Envirothon event (Team members, Advisors, invited Dignitaries, Judges, other Officials and Volunteers). Participants are expected to conduct themselves in a manner which ensures the safety, security and enjoyment of themselves and of other participants. In addition to registration, sign in on site is required.

- b) All Manitoba Envirothon participants (Team members) must have signed permission slips bearing the signature of parents or of legal guardians and photo release forms filled out and submitted (by fax or mail) to the Manitoba Forestry Association prior to the Manitoba Envirothon.
- c) The Manitoba Envirothon competition and workshop is included in the Manitoba Forestry Association's liability insurance. This covers activities while on site during the event but does not cover travel to and from the site. Most schools also have insurance for students and teachers involved in events such as this.
- d) Basic First Aid services are provided at Envirothon events by recognized service providers and/or qualified volunteers.
- e) Participants with allergies or medications must bring their own supplies. Safe refrigeration will be supplied by the committee if needed.
- f) Any and all accidents, injuries, unacceptable behaviour or security concerns should be immediately reported to an Envirothon Committee member. Written reports may be necessary to comply with insurance, medical, and site use requirements.
- g) Other than in the case of emergencies, participants are not to leave the designated Manitoba Envirothon sites during the Envirothon competition or workshop without prior approval from the Envirothon Committee. In the case of emergencies, the Envirothon Committee should still be advised as soon as possible. The Manitoba Envirothon accepts no responsibility or liability for individuals or groups of individuals who are not registered as Envirothon participants, or who are not on designated Envirothon sites, or who are not complying with Envirothon practices, rules, and procedures.
- h) If a team member is unable to participate during the Envirothon competition due to illness or injury, the Envirothon Committee will determine if a penalty should be assessed to a team in the oral presentation for the absence of a complete team of five members.
- i) Alcohol, illegal drugs, tobacco products and /or weapons including but not limited to: fire arms, pocket knives, hunting knives, multi-tools, and/or self protection sprays are strictly prohibited at the Manitoba Envirothon. Non-compliance with this rule will be grounds for loss of points or for disqualification of the entire team from the competition.

1.4 Identification

- a) All participants are requested and may be required to wear identification and/or clothing provided at the Manitoba Envirothon to clearly designate them as members of the Envirothon program.

- b) Proof of identification (eg. Manitoba Envirothon name tag) may be required for access to various activities and services including meals, transportation, competitions, accommodations and other Envirothon events.
- c) Envirothon participants are required to sign in on arrival to confirm attendance, so individuals can be located in case of emergencies, for security and for insurance purposes.

1.5 *Keys and Room Deposits*

- a) The Envirothon Steering Committee arranges accommodations for participants at the host site. When required, keys to assigned rooms will be provided upon receipt of security deposits. Deposits will be refunded after the event, subject to damage assessment and return of keys.
- b) All Envirothon participants are expected to respect host site rules regarding behaviour in the accommodations. These include curfews and area restrictions. Be considerate of your surrounding as you are sharing accommodations with many other people, some of whom may have personal and sleep habits that are different than yours.

1.6 *Food*

- a) Nutritious meals are provided to all Envirothon participants. Every effort will be made to accommodate special dietary needs that are identified in advance.
- b) Meal schedules must be adhered to. Please do not waste the food provided.
- c) Any concerns with the food portions or the menu should be reported to a member of the Envirothon Committee.

1.7 *Communication Devices*

Cell phones, palm pilots, pagers, computers or other electronic communication devices are strictly prohibited during the Field Test, the Orals Preparation, and the Orals Presentations. Such devices should be left in a safe place (eg: trunk of vehicle) or with Advisors. The Grievance Panel (see 1.11) will review any situation where a team may be found to be in non-compliance with this rule and the Panel may decide to deduct 10% of their total points for the competition or disqualify the team.

1.8 *Transportation Services*

- a) When required, buses will be provided to transport participants between Manitoba Envirothon sites. Except for Envirothon Committee members and volunteers, all Envirothon participants, including individuals not residing in Envirothon

accommodations will be required to use the bus service or other designated transportation services between the Envirothon sites and events. Bus departure/pick-up times and locations will be clearly announced; missed transportation will be considered an unauthorized absence.

- b) Participants must adhere to rules regarding safety and behaviour on and around the buses.

1.9 Waste Management and Recycling

- a) Envirothon is intended to be a showcase of environmental performance; responsible waste management and recycling practices demonstrate the Envirothon concept.

1.10 Discipline

- a) Advisors will be held responsible for the supervision and discipline of their Teams.
- b) An 11:00 pm curfew is in effect at the Manitoba Envirothon Competition. Advisors are responsible for enforcing the curfew.

1.11 Grievance

If a team advisor or volunteer wishes to file a grievance/complaint to report the infraction of the rules and procedures outlined in this document please follow the procedure below:

- a) Grievances\complaints must be submitted in writing. Briefly describe the situation and provide a potential solution to the problem.
- b) Only a Team Advisor, or volunteer may file a grievance\complaint.
- c) Grievances\complaints must be submitted to a member of the Manitoba Envirothon Steering Committee.
- d) Grievances\complaints involving the Field Test, must be submitted no later than one hour after the conclusion of the Field Test.
- e) Grievances\complaints involving Preliminary Oral Presentations, must be submitted no later than 30 minutes after the conclusion of the last preliminary oral presentation.
- f) Grievances\complaints involving the Final Oral Presentation, must be submitted immediately following the final oral presentations.
- g) If a grievance\complaint is filed, the Manitoba Envirothon Committee will form a Grievance Panel comprised of no less than three persons and will include

members of the Envirothon Committee, staff of the Manitoba Forestry Association, and, depending on the nature of the infraction under consideration, volunteers.

- h) The Grievance Panel will consider the grievance\complaint and invite the individual who submitted the grievance\complaint as well as the person(s) the grievance\complaint is filed against to meet and discuss the proposed solution.
- i) Penalties for violation of the rules will range from a verbal or written reprimand, to point deductions to disqualification. Instructions provided by Committee members during the event and not identified in this document will constitute rules.
- j) The decision of the Grievance Panel will be in writing and is final.

1.12 Scoring

- a) The Field Test and Oral Presentations are scored. The overall Envirothon scores are allocated at a ratio of 6:4 for the Field Test and Oral Presentations respectively.
- b) The three teams with the highest combined scores for the Field Test and Preliminary Oral Presentation will be invited to repeat their Oral Presentation to a new panel of Judges and an audience of all the other Envirothon participants.
- c) The final score to determine the Manitoba Envirothon Champion will be the combined score from the Field Test and the Final Oral Presentation at a 6:4 ratio respectively.
- d) In the event of a tie, the team scoring highest on a question or questions, selected prior to the event by the Field Test Committee, will be used as the tiebreaker.
- e) Field Test scores will be used to identify the top teams in each of the four Envirothon disciplines and the theme topic.
- f) If a team arrives at the Manitoba Envirothon competition with less than five members (when absence is not due to legitimate sudden illness or medical emergency prior to or during the event) a penalty may be calculated as a 5 percent reduction of the combined total score of the field test and preliminary Oral Presentation. If the team competes in the final Oral Competition, the penalty shall be applied on the combined total of the field test and the final oral presentation score.

1.13 Awards

- a) Most of the Envirothon awards are donated by supporting agencies and individuals. Awards are allocated by the Envirothon Committee unless the donor has indicated a specific preference.

- b) The first place team in the Manitoba Envirothon will represent the province at the Canon Envirothon; the second place team will be the alternate representative.

1.14 Program Evaluation

- a) Each aspect of the Envirothon program is evaluated annually and adjustments are made in response to evaluation comments received after the event and observations made during the course of the event.
- b) Participants are encouraged to provide comments and suggestions to the Envirothon Committee through the Manitoba Forestry Association Office at 900 Corydon Ave. Winnipeg, Manitoba R3M 0Y4 or by fax at 204-477-5765 or by email at envirocoordinator@mts.net.

2 FIELD TEST PRACTICES AND PROCEDURES

2.1 Field Test Material

- a) Upon registration, each team is provided with study materials which focus on the four discipline areas (aquatic ecology, forestry, soils & land use, and wildlife) plus the annual current environmental issue theme.
- b) The material provided is linked to Manitoba's Educational Curriculum Outcomes as well as the Envirothon Learning Objectives.
- c) A spring workshop may be scheduled to provide hands-on training, presentations, and tips. Some training will be undertaken during Regional competitions and a portions of the time during the provincial competition will be dedicated to training. Additional material will also be available on the Manitoba Forestry Association website and via Envirothon Newsletters

2.2 Field Test Trails

- a) The Field Test is located on outdoor trails and is characterized as an ecosystem trail test.
- b) No access to the trails or field test site will be given to the teams or advisors before the Manitoba Envirothon competition or during lunch hour on Field Test day.
- b) Generally the field test comprises of a number of site specific stops on a test trail. The number of trails is dependent on the Manitoba Envirothon location and logistics, and the number of teams registered for the event. Generally there are at least two trails. The configuration on the number of trails, stops and team movement details will vary from site to site and will be determined by Committee and presented to the teams during the event.

- c) The number of stops depends on the number of registered teams. For example, if 28 teams are registered and there might be two (2) trails, with 14 stops on each trail. These numbers are subject to change and on occasions more than one team may be at a test stop at a time. Remember in that case you will have a competing team in the same stop beside you so please respect each others efforts!
- d) At each stop there are normally five (5) questions: one question from each of the five (5) disciplines (aquatic ecology, forestry, soils and land use, wildlife and the current environmental issue). The questions are worth a range of points which is identified on the test.
- e) The Field Test committee tries to relate questions to site specific features and provide hands-on opportunities where possible.
- f) Hands-on stops often have additional equipment and material. These items are to remain at the stop, unless teams are otherwise instructed.
- g) All questions are derived from information in the study materials and material covered at spring workshops, regional training sessions and training during the competition.
- g) In the case of any physically disabled Envirothon team member, the Field Test committee will work with the participant to determine if the trail test is safe for the student to participate. If the terrain is determined unsuitable, alternative arrangements will be made to ensure the team member can participate in a safe manner. The alternative arrangements will differ according to terrain, and extent of physical disability. The earlier the Manitoba Envirothon Committee is advised of the potential for a participant with a disability the more likely they will be able to review the alternatives and develop an acceptable solution.

2.3 *Field Test Day Procedures*

- a) Teams are gathered together the morning of the Field Test, generally on the Field Test site. Some training will normally be provided prior to the commencement of the test.
- b) Teams, identified only by the number to which they were assigned, are briefed and assigned to their Trail Guide.
- c) Trail Guides have been briefed and assigned their team's trail and stop number. Trail Guides lead the team to the starting location and remain with the team throughout the Field Test.
- d) A Trail Captain is assigned to each trail. Their role is to time the test and alert teams that it is time to start the test, move to the next stop, and end the test.

- e) Once teams are in their places the Trail Captains blow an air horn or signal by some other suitable means twice and the test begins.
- f) Teams have a predetermined number of minutes to move to the next stop and complete the questions at that stop. At the end of the time allotted, an air horn or other signal provided is blown once (one short blast). The Trail Guide then leads the team to the next stop.
- g) This procedure repeats until all the stops are completed on that trail.
- h) When teams have completed their final stop, the air horn or other signal is blown once (one long blast). Teams are then given an additional time allocation to finish the test. **NOTE.** If this is a stop where equipment is present, the team is not allowed to use the equipment during this time.
- i) The air horn or some other signal provided is then blown twice and the test ends.
- j) Teams hand in the Field Test to their Trail Guide. Teams are responsible for ensuring that all the test pages are together and that each page has their team number on it.
- k) The procedure outlined in a) thru j) is repeated so that every team completes all trails. Lunch is provided as a break during the Field Test if the test commences in the a.m. If training is scheduled for the a.m., lunch will normally be provided prior to the commencement of the test.
- l) Teams from the same school are not permitted contact until after testing is completed, including during the lunch period. Advisors are responsible for student compliance to this rule.

2.4 Materials Allowed for the Field Test

- a) As indicated in Section 1.7, teams are not allowed to carry their own calculators, cell phones, palm pilots, pagers or other electronic communication devices.
- b) Teams will be provided with a package containing a calculator, pencils and other necessary equipment, as well as a clipboard to hold the test. These materials must be handed back to the Trail Guide with the field test after each trail.
- c) No individual backpacks will be allowed on the Field Test. Teams will be allowed a single back pack per team in possession of and access controlled by their Trail guide).

2.5 *Field Test Tips*

- a) The Field Test is printed single sided to ease dividing the test up among team members and answering the questions. Label each page with your team number before beginning the field test.
- b) You are only given a predetermined amount of time at each stop. This includes travel time to the stop, so make the most of your time. Have a game plan and be flexible. Teamwork is essential to get all the questions answered in the time allotted. Check your answers!
- c) Have fun and relax! This is a competition and it can be stressful, but the main goal is to have fun! If you don't know an answer, talk it over with your teammates and try your best.

2.6 *Trail Etiquette*

- a) Please keep to the designated trail.
- b) Please handle the stop equipment carefully. The equipment is often very expensive.
- c) Treat the specimens provided at the stops carefully so they remain in good shape for the other teams.
- d) Put the stop material back into the provided container for the next team.
- e) Do not litter. No removal of or collection of materials, specimens or souvenirs is permitted!
- f) Videotaping is NOT permitted on the Field Test trails, unless filming was arranged by the Manitoba Envirothon committee for promotional purposes or media coverage.
- g) In some test configurations one or more teams might be at a Field Test stop at the same time. Remember in that case you will have a competing team in the same stop beside you so please respect each others efforts!

2.7 *Clothing/Field Gear - This is an outdoor test!*

- a) Teams are strongly advised to dress appropriately for the Field Test. This means footwear and clothing appropriate for the weather and suitable for getting wet and/or dirty.
- b) Teams are encouraged to apply and carry sunscreen with them.

- c) Water and re-usable containers are provided and individuals are encouraged to carry water with them throughout the day.

2.8 *Field Test Evaluation*

- a) Advisors are provided with the opportunity to be a Trail Guide for another team (NOT THEIR OWN) and this allows them to review each trail during the day of the Field Test. This will normally be the only opportunity for Advisors to view the trails.
- b) Time will be allocated (usually during team Orals prep time) for Advisors to participate in a Field Test debriefing and go over the test questions, trails and team reactions with Steering Committee members.
- c) In some cases, depending on logistical considerations, a Mystery Team(s) may be developed from interested advisors, the media or other organizations. These teams of five (5) will be allowed to take the same field test as the student teams and they will be marked, but will not be allowed to win the competition.

3 ORAL COMPETITION PRACTICES AND PROCEDURES

3.1 *Oral Question*

- a) The Oral Question will normally be based on the current environmental issue topic.
- b) The Oral Question will normally be distributed to the teams during the information sharing session prior to the Oral preparation time at the Manitoba Envirothon event.
- c) The Oral Question will be distributed to the Advisors at the Field Test de-briefing at the Envirothon event.
- c) The Oral Question sheet will include a general breakdown of the scoring to be used by the judges for the Oral Presentations.

3.2 *Information provided to each Team at the Competition*

- a) At the information sharing session, each team will be given an envelope containing the Oral Question and any supplementary materials provided by the Oral Committee.
- b) An Official from the Oral Competition Committee will review the Oral Question with the teams.

- c) The teams will be provided with general information on how to prepare the Oral Presentation (time constraints, materials supplied, presentation format, etc.). Appendix A outlines some suggested practices.
- d) Teams will be advised of the location of the Oral Presentation rooms and the schedule for the Presentations. The schedule and locations for the Oral Presentations will also be posted. Additional resource information may also be posted.

3.3 *Materials allowed in preparation rooms*

- a) Teams will be allowed to take the following into the Oral Preparation rooms:
 - Materials provided by the Oral Committee members in the envelope.
 - Additional resource information may also be posted by the Committee.
- b) The following types of materials will be provided for the Oral Preparations:
 - Large file cards
 - Flip chart paper
 - Pens, pencils, markers
 - Supplementary materials provided by the Orals Committee
 - Refreshments
- c) **As indicated in Section 1.7,** Teams will not be allowed to have cell phones, palm pilots, pagers, computers or other electronic communication devices in the Oral Preparation rooms.
- d) When the Oral Preparation time is up, teams must put ALL materials, including their presentation notes and props, and pens and markers, into the bags or appropriate container provided. These bags and containers must be provided to the volunteer oral monitor.

3.4 *Role of Oral Monitors*

- a) Volunteer Oral Monitors will guide the teams to the Oral Preparation area(s) and remain in/near the Preparation room.
- b) If needed, the Oral Monitors will guide the teams to the Oral Presentation rooms.

3.5 *Presentation Schedule*

- a) Teams are responsible for reporting to the Oral Presentation rooms **ON TIME**.
- b) Presentation schedules and locations will be posted for the information of the teams, advisors, and other interested parties.

3.6 *Presentation Protocols*

- a) Envirothon T-shirts provided during the current competition **MUST** be worn for the Oral Presentations.
- b) At both the Preliminary and Final Oral Presentations, teams will be identified by team number only.
- c) There will be a Facilitator in each of the Oral Presentation rooms who will manage the Oral Presentations process in the room.
- d) The Facilitator will invite the teams into the room once the Judges' Panel is in place.
- e) The team captain will introduce him/herself and the other members of the team to the Judges Panel by first name only either prior to the presentation or as part of it.
- f) The Judges will be introduced for the preliminary rounds
- g) Advisors and team guests may attend the Preliminary Oral Presentations upon approval of their team. The Facilitator will invite observers into the room prior to the Presentation and indicate where they should sit. Envirothon Committee members may also attend. Observers must remain quiet during the entire Oral Presentation process.
- h) Videotaping/recording and photographs is allowed during the Preliminary Presentations upon approval of the team. Videotaping/recording may be allowed at the Final Oral Presentations with the approval of the Oral Committee. In both cases these activities should not distract the teams or judges. The Envirothon Committee will endeavor to have the Final Oral Presentations video recorded.

3.7 *Presentation duration*

- a) The Oral Presentations will be timed by the Facilitator.
- b) No time penalties will be allocated for short presentations however the Facilitator will cut-off the team at the 10 minute mark even if the team has not finished their presentation.
- c) The Presentation time is allocated as follows:
 - Up to 5 minutes for setting up and team introductions
 - 10 minutes for the Oral Presentation (time warnings will be given at 5 minutes and 1 minute)
 - 5 minutes for questions from the judges.

3.8 *Judges*

- a) Judging panels will be comprised of individuals with expertise in the Envirothon disciplines and the environmental theme topic.
- b) Judges attend an orientation session to ensure consistency in scoring the Oral Presentations. The Judges receive an informational briefing on the Oral Question topic.
- c) Judges will use a score sheet developed by the Oral Committee for the specific Oral Question.

3.9 *Communication between participants*

- a) Advisors and team members will not communicate either verbally, written or in any other way at any time during the Oral Preparation period and between the Oral Preparation time and the Preliminary Presentations.
- c) There will be no contact between the Judges and the advisors and teams until the Orals Presentations have been completed. Judges who are participating at the Competition in other volunteer roles should attempt to limit their contact with individual teams or participants.

3.10 *Teams remain on site*

- a) During free time on the day of the Oral Competition (following expiry of Preparation time and following Preliminary Presentations) advisors and teams MUST remain on the Envirothon site.
- b) It is preferred that all advisors and teams remain on site for the Final Oral Presentations and awards distribution.

3.11 *Final Oral Presentations*

- a) As indicated in Section 1.12, the three teams with the highest combined scores for the Field Test and Preliminary Oral Presentation will be invited to repeat their Oral Presentation to a new panel of Judges and an audience of all the other Envirothon participants.
- b) For teams participating in the Final Oral Presentations: upon team approval, Advisors will be allowed to consult for 20 minutes with their teams during their final oral preparation time. These advisors will be sequestered separately from their teams until their team's Final Oral preparation time.
- c) The final overall scores will be determined by combined marks from the Test Writing and the Final Oral Presentations at a 6:4 ratio.

3.12 Scoring

- a) Scores for the Preliminary Oral Presentations will be calculated as the average of the individual scores submitted by the Judges Panel.
- b) Teams will be provided with a copy of the Judges' score sheet in advance of the presentations.
- c) Copies of individual Judges' completed score sheets will not be provided to the advisors or teams however, the Oral Competition scores and the Judges' comment sheets will be forwarded to the advisor following the competition.
- d) The Judges' decisions are final.