

EXPERIENCE *the* DIFFERENCE

ARIZONA COLLEGIATE DECA

CHAPTER RESOURCES

2023-2024 Experience The Difference

MOCK COMPETITIONS

SUMMARY

An exciting staple of the Collegiate DECA experience is competition. Between the different case studies at FLC, ACDC, and ICDC, effectively preparing your members to compete can provide your chapter with a competitive edge. An effective way for a chapter of any size to achieve this is through the implementation of a chapter mock competition. The following guide will walk leadership team through the steps to prepare for and run a successful mock competition event. This guide is meant to serve as a starting point for your officers and can be altered to meet the unique needs of your members.

BEFORE MOCK COMPETITION

In the 4-6 weeks prior to your scheduled mock competition, work to complete the following:

1. Establish a main point of contact or committee for the mock competition
2. Contact chapter members to determine what events your members are interested in having available
3. Reach out to possible judges (consider: professors, community members, sponsors, alumni, etc.)
4. Determine if you will be providing food or a workshop during the mock competition
5. Set a date and time that works best for your members and book a space for your event

MOCK COMPETITIONS

BOOKING A SPACE

We recommend booking 2-3 rooms depending on the nature of your mock competition. Make sure that you have space for individuals and teams to prep, a competition room for judging, and a casual space for members to socialize, hold a workshop, or cater food. Try to find a space that requires little to no payment, a university/community college is a great place for a mock competition.

DETERMINE COMPETITIVE EVENTS

Option 1: Offer only 1 team event and 1 individual event

Option 2: Offer 1 event per career cluster

Option 3: Offer every competitive event

Also consider how or if your written event competitors will participate.

DRAFT COMPETITION SCHEDULE

Once you know who is competing and in what event, create a rough schedule for the mock competition. Schedule 30 minute prep for individuals and 1 hour prep for teams. Written events do not need a prep time. Set up judges with similar career clusters (for example, one judge could be judging 2 events, but both events are in the finance career cluster).

MOCK COMPETITIONS

COMP SCHEDULE EXAMPLE

Marketing Management	Event Planning	Corporate Finance	Financial Accounting	HRM
Name	Name + Name	Name	Name	Name
Prep 7:30 Roleplay 8:00	Prep 7:00 RolePlay 8:00	Prep 7:30 Roleplay 8:00	Prep 7:30 Roleplay 8:00	Prep 7:30 Roleplay 8:00
Name	Fashion Merchandising	Financial Statement Analysis	Name	
Prep 8:00 Roleplay 8:30	Name	Name + Name	Prep 8:00 Roleplay 8:30	
	Prep 8:00 Roleplay 8:30	Prep 7:30 RolePlay 8:30		
		Name + Name	Advertising Campaign	
		Prep 8:00 RolePlay 9:00	Name	
			Presentation 9:00	
Judge A	Judge B	Judge C	Judge D	Judge E

CONTACT POTENTIAL JUDGES

Use members' networks or email to reach out to potential judges. Use your mock competition schedule to determine how many judges you need. If possible, find someone with an expertise in a specific career cluster (for example, the judge mentioned in the last page could be a finance professor)

2 WEEKS PRIOR

Create Judges Folders. Buy a manila or pocket folder for each judge (optional). Inside these folders are:

- Mock competition schedule
- Welcome letter and judging instructions
- Roleplay for each event that they are judging
- Score sheet for each participant
- Thank you letter

MOCK COMPETITIONS

1 WEEK PRIOR

- Follow up and confirm your catering order (optional)
- Deliver judge folders via email, or in person, to each judge
- At your DECA meeting, give a reminder members about the event dress code, time to arrive, and updated room numbers, if needed
- Assign the leadership team to roles/tasks

Assign Day of Roles.

Assign individuals to the following roles for a smooth mock competition night.

- Judge Facilitator
 - Show judges to the competition room
 - Answer any judge questions prior to the first roleplay
 - Thank the judges prior to their departure
 - Ask if they would like to judge at a state collegiate event or another chapter event
- Event Timer
 - Walk individuals and teams to and from the prep and judging areas
 - Give 5 minute competition prep warnings
 - Write competition starts and end times
 - Switch events for various prep tables as needed
 - Refill paper and pencils as needed
- Event facilitator
 - The facilitator is usually the chapter president or committee chair
 - Responsibility to ensure the event runs smoothly
 - Record any no-shows and share information with event timer and judges

MOCK COMPETITIONS

- Food Deliverer - if needed
 - Pick up and pay for food
 - Ensures that there are plenty of napkins, silverware, plates, and drinks throughout the event
- Workshop Presenter - if needed

1 DAY PRIOR

Follow Up With All Judges and Competitors to Confirm Attendance and Make Necessary Adjustments.

Print needed paperwork. Make sure that you print the following documents:

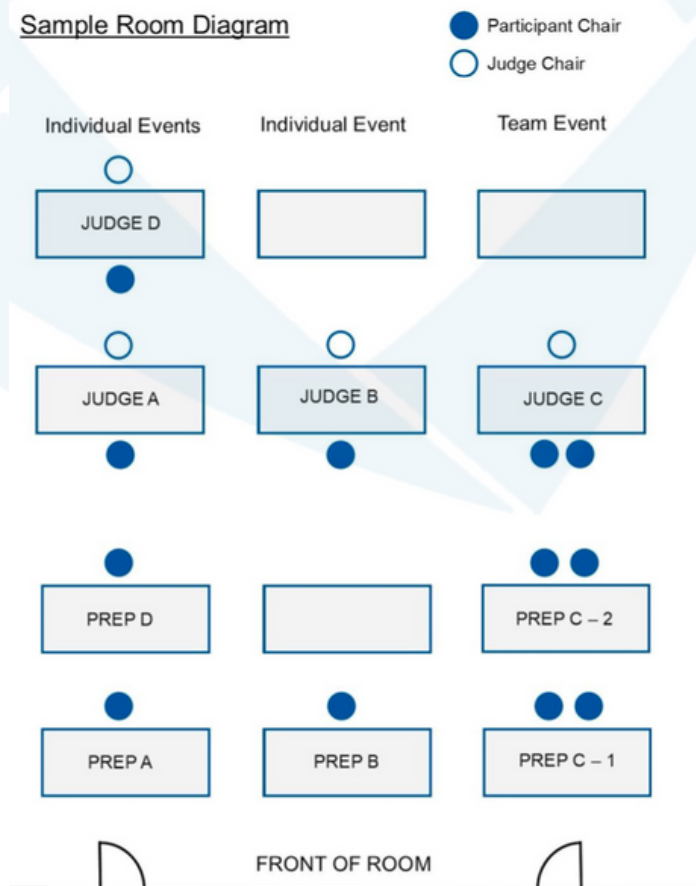
- Judge and participant table numbers
- Print 2 copies of each case study/rubrics/letter, one for the judge table and one for the participant table
 - Exception- Print 3 rubrics/letters for judges with team events
- Competitive Events
 - Remember to print an extra copy of each event. Place it in a folder with the event timer in case an event gets misplaced or damaged.
- Collect everything needed
 - Supplies
 - Tape or plastic sign holders
 - Pencils and pencil sharpener
 - Printer paper
 - White board markers
 - Sheet protectors
 - Stopwatch - or phone timer

MOCK COMPETITIONS

DAY OF MOCK COMPETITION

Set Up Prep and Competition Rooms.

Put the role plays inside of the sheet protectors to discourage competitors from writing on the events. Place the letters throughout the competition room. Make sure that the letters are easy to see from the entrance of the room. Set up the room so it is easy for competitors to find their judge.



MOCK COMPETITION

DECA COMPETITION CHECKLIST

You can use this list to ensure you have completed all steps necessary for a successful mock competition.

6 Weeks Prior

- Create a mock competition committee
- Set a date and time for event
- Record Estimated Attendance
- Have new members explore events that they might be interest in
- Determine which competitive events you will be offering
- Book a room
- Order/Start donation application for catering
- Plan workshop(s)

4 Weeks Prior

- Solidify which competitive events your members are going to compete in
- Create mock competition schedule
- Recruit judges

2 Weeks Prior

- Create judge folders
- Follow up with food donation application if needed
- Follow up with workshop presenter

1 Week Prior

- Follow up with catering to confirm details
- Deliver judge folders to judges
- Remind competitors the date of the event and expectations
- Assign Day-of Roles to committee members and/or chapter officers

1 Day Prior

- Follow up with judges and competitors to confirm attendance
- Print and gather needed supplies for day of set up

Day of

- Pick up food
- Greet Judges at Arrival
- Set up Prep Room
- Set up Judge Room
- Set up Social Room
- Set up Workshop Room
- Clean up

Post Event

- Send thank you cards to judges

JUDGES MATERIALS

The following materials will be for you to use to recruit judges or to give judges the day of events

SAMPLE EMAIL TO RECRUIT JUDGES

Hello _____,

My name is __ (name)__. I am a member of __ (DECA Chapter)___ and we are asking for your help with our mock competition.

DECA is a nonprofit, competitive membership organization that helps students develop professional skills and provides networking opportunities to prepare students to enter the workplace. Collegiate DECA students participate in a wide range of activities, including professional development conferences, community service, and academic competitions.

Currently, we are preparing for our ____Conference at ____ (University or Community College) on ____ (Month/Date). In preparation for this competition, our organization is asking for your help with a mock competition.

Our mock competition will take place on (date) from (time) at (location). You will be responsible for judging several presentations and providing critical feedback for our students. If you have never judged with DECA before, no worries! We will provide you with information and a quick training session at the start of the event. Food will be provided courtesy of _____.

If you are available and willing to judge please respond to this email and we will provide you with more details.

Thank you in advance, __

(name) __



MOCK COMPETITIONS

INSTRUCTION TO JUDGES

You are judging a DECA Role-Play Competition. You will be provided with a written scenario describing a business situation where you are asked to play a specific role. Judge roles may include such things as being a disgruntled customer returning a product, or a business owner looking for a way to advertise his business. The student(s) will also play a role as they attempt to solve a problem or complete a task as defined in the scenario. Student roles and tasks may include such things as being a salesperson making a pitch for a product or service, or a retail employee explaining store policy to a customer. You are to interact with the student, listen to their solutions, and then score them based on their answers to event competencies or Performance Indicators located on the score sheet. Students receive their scenarios and prepare for their role just moments before meeting with you.

Judge Instructions

- Please silence your cell phones.
- Just before beginning the role-play, as the student introduces themselves, be sure to write their name on the evaluation form.
- Students are permitted to use technology, textbooks, or other resources during their preparation time. It is not uncommon to see a PowerPoint presentation. Many students will create mock business cards. Note: participants cannot offer you anything of monetary value.

MOCK COMPETITIONS

- Be consistent. Ask the same questions of each student except for clarification questions.
- Use non-verbal communication, stay in character, and let students do most of the talking. Please do not dominate the conversation, or deliberately try to distract a student's attention.
- It does not matter if your scores are higher or lower than another judges' scores. You are only concerned with your group.
- Since this is a practice we ask at the end of the roleplay to provide immediate feedback on topics that the student struggled with including nonverbal communication, improvements to their visual aid, how to better answer questions, etc.

Schedule

- Students have 30 minutes to prepare (60 minutes for team events). Students will be escorted from the prep room to the judging room.
- Students will introduce themselves. Once they sit down, they will have 15 minutes to present.
- At the end of their presentation, students should ask you if you have any questions. If not then please prompt them with questions as per the judge case study instructions, if applicable. You may want to prepare questions prior to the start of the event.

Students will close their presentation and shake your hand to leave. At this point you will give no more than 10 minutes of feedback. Most of you will not need the full 10 minutes. Please fill out the judging sheet based on how you believe that they performed.

SAMPLE EMAIL TO THANK JUDGES

THANK YOU!

From all of us at __ (DECA Chapter) __ we greatly appreciate you taking the time to judge today's mock competition. It is because of your help that we are able to prepare our student members for our state and national competitions. The students truly value your feedback and expertise.

If you enjoyed judging today, we would like to invite you to judge our upcoming state conferences.

Collegiate Arizona Career Development Conference - (Date) -
(Location)

Please speak to __ (name) __ if you are interested in judging any of these events.