



Provincial Competition 2017 REGISTRATION PACKAGE

Thursday, February 9th – Saturday, February 11th, 2017

Toronto Sheraton Hotel
123 Queen Street West, Toronto, Ontario M5H 2M9
(416) 361-1000



DECA Ontario
 100 Richmond Street West, Suite 341
 Toronto, Ontario
 M5H 3K6

November 22, 2016

Dear Chapter Advisor,

We are pleased to offer you and your students the opportunity to participate in the 2017 Provincial Competition. We promise you and your students a remarkable experience of professional learning and networking.

The Board of Directors and the Advisory Council have been working diligently to make this DECA year our best yet. The information in this package will familiarize new chapters with the events and registration process for the Provincial Competition, and will highlight any changes to the competition from the previous year for experienced advisors. Information important to us all, are the dates below. Please mark them in your calendar and adhere to due dates so we can collectively contribute to an efficient program.

Wednesday, November 30th, 2016	Provincials Registration portal goes live for DAY Registrants and OVERNIGHT Registrants as well. Housing is based on FIRST-COME FIRST SERVED!
Wednesday, December 20th, 2016	Provincial Competition Registration Due: <ul style="list-style-type: none"> – \$60 per day registrant – For overnight registrant fees, please refer to hotel rate schedule on page 5 of this document – Online registration completed – Invoice and payment mailed to DECA Ontario – Assignment of Chapter in Awards Ceremony based on RECEIPT of funds; pay first and your school is up front, pay last and your school will be at the back of the ballroom
Thursday, January 12th, 2017	Written Event Submission via turnitin.com + hard copy <ul style="list-style-type: none"> – Must be received electronically and in hard copy by 5 p.m. Submissions are automatically date and time stamped when received. – Exceptions will not be made for delayed courier service; submit on DECA time (early!).
February 7th, 2017 3pm – 6pm	NEW THIS YEAR!!! Provincials Online Testing for two clusters only: Business Management/Admin and Hospitality
February 9th – 11th, 2017	38th Annual DECA Ontario Provincial Competition

We look forward to seeing you and your students and wish you well in your preparation and success at the Provincials.

Sincerely,

The DECA Ontario Board of Directors



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STUDENT REGISTRATION

****TO BE COMPLETED BY THE CHAPTER ADVISOR VIA THE ADVISOR CONTROL PANEL****

Summary:

1. Through the Advisor Control Panel, choose members who will be attending based in heir Qualified events.
2. Complete the online housing reservation form (if staying overnight)
3. Print invoice (all) and housing roster (if staying overnight)
4. Cut 1 (one) school cheque payable to DECA Ontario
5. Mail invoice and cheque to DECA Ontario office

DECA Ontario
100 Richmond Street West, Suite 341
Toronto, ON M5H 3K6

PROVINCIALS REGISTRATION DUE:
TUESDAY, DECEMBER 20th, 2016

PAYMENT POLICY

Payment for the Provincial Competition must be received within 10 days of the registration deadline (therefore payment must be received by December 30th, 2016). Chapters with outstanding balances thereafter will not be scheduled for the Provincial Competition.

Cancellations?

Prior to December 30:

December 31 to January 20:

January 21 to February 9:

Provincial Competition fee of \$60 plus taxes per participant are non-refundable

If schools are staying overnight, the accommodation portion may be refunded, if and only if, a room can be collapsed.

No changes; no housing refunds will be allowed

Online Registration Details:

Student registration must be completed online through the Advisor Control Panel by the chapter advisor. From there, the advisor may assign members to competitive events. Please note:

1. Students may only register for one category.
2. Students who qualified based on their achievement at the Regional Competition will automatically appear in their qualifying categories.
3. No substitutions. For example, if a qualifying student in HLM cannot come to Provincials, another student from your chapter cannot compete in HLM as a substitute.
4. LDA spots are distributed based on ONE spot per chapter. We recommend these spots be reserved for newer and/or junior members of a chapter; preferably grades 9 -11.
5. Housing for the overnight registrants is also completed through the DECA Ontario advisor control panel. Please note, you will need all details including student names and room assignments in order to submit and reserve. DECA Ontario will then forward your housing requests to the corresponding hotel, and the reservations coordinator will send a confirmation of rooms via email by the first week of January 2017.

Cost:

Once registration is complete, an invoice for the total amount due to DECA Ontario will be available online through the Advisor Control Panel. Print the invoice, attach a cheque for the stated amount, and mail these two items to DECA Ontario.

Chapters are strictly prohibited from booking accommodation outside the DECA block. HST included in rates.

One dinner included on Friday night; specific times will be assigned by hotel

Toronto Sheraton Centre		included: Friday dinner only			
Room Block	Thursday check-in	DECA Rate	Cost per person for two nights	Bed Type	
351	Single (teachers ONLY):	\$ 385	\$ 385.00	King Room	
	Double (students ONLY):	435	217.50	King Room	
74	Triple (students ONLY):	485	161.67	King and cot	
575	Quad (students ONLY):	535	133.75	Double Double	

NO dinners and NO Bussing included in the following hotels; DoubleTree, Hilton and Marriott are NOT offering TRIPLE occupancy

DoubleTree Hilton Downtown		No Bussing; no dinner			
Room Block	Thursday check-in	DECA Rate	Cost per person for two nights	Bed Type	
75	Single (teachers ONLY):	\$ 355	\$ 355.00	King Room	
	Double (students ONLY):	400	200.00	King Room	
55	Quad (students ONLY):	480	120.00	Double Double	

Hilton Toronto Downtown		No Bussing; no dinner			
Room Block	Thursday check-in	DECA Rate	Cost per person for two nights	Bed Type	
25	Single (teachers ONLY):	\$ 390	\$ 390.00	King Room	
	Double (students ONLY):	415	207.50	King Room	
100	Quad (students ONLY):	510	127.50	Double Double	

Toronto Marriott Eaton Centre		No Bussing; no dinner			
Room Block	Thursday check-in	DECA Rate	Cost per person for two nights	Bed Type	
14	Single (teachers ONLY):	\$ 285	\$ 285.00	King Room	
	Double (students ONLY):	320	160.00	King Room	
86	Quad (students ONLY):	430	107.50	Double Double	

Chelsea Hotel		No Bussing; no dinner			
Room Block	Thursday check-in	DECA Rate	Cost per person for two nights	Bed Type	
50	Single (teachers ONLY):	\$ 275	\$ 275.00	Single bed, Queen	
	Double (students ONLY):	300	150.00	Single bed, Queen	
350	Triple (students ONLY):	375	125.00	Double Double	
	Quad (students ONLY):	400	100.00	Double Double	

Chelsea Hotel is the ONLY hotel offering one night accommodation

Chelsea Hotel		ONE NIGHT ACCOMMODATION			
Room Block	Friday check-in	DECA Rate	Cost per person for one night	Bed Type	
50	Single (teachers ONLY):	\$ 145	\$ 145.00	Single bed, Queen	
	Double (students ONLY):	275	137.50	Single bed, Queen	
150	Triple (students ONLY):	280	93.33	Double Double	
	Quad (students ONLY):	330	82.50	Double Double	

ADVISOR REGISTRATION

If your chapter size is less than 50, there must be 1 advisor present who will be scheduled to run an event at the Provincials. If your chapter size is over 50 members, 2 advisors must sign up to run an event. Each competitive category will have at least five assigned advisors. As always, all advisors who are scheduled to run an event will be invited to a hot, sit-down lunch. More than two advisors from the same school can be signed up to run an event and you may request with whom you would like to work. Advisors MUST be contactable by cell phone for the duration of the conference [this includes the inconvenient late night calls which are only made in the case of a student emergency – please make yourself available].

SWAG Materials Pick Up (lanyards, name badges, time cards, padfolios)

DATE: To be finalized early January once we know exam schedules

Advisors can pick up their chapters' competition materials in late January at their assigned locations. When distributing materials to your members, please emphasize that NAME BADGES MUST BE WORN AT ALL TIMES. This includes all day registrants as well as all overnight registrants (i.e. must be worn when in the halls of the hotel, using the pool or fitness facilities, attending the show, etc). The name badges will include the students' individual times as well as the event room number.

2017 High School SWAG Pick up locations			
Regional Qualifiers	SWAG Pick up Location	Contact Person	
Hamilton Regionals (Hamilton, Halton areas)	Waterdown DHS, 215 Parkside Dr, Waterdown, ON L0R 2H1	Greg Gregoriou	greg@deca.ca
Hamilton Regionals (Private Schools)	Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON, M5H 2M9 (416) 363-3322	Olga Plagianakos	olga@deca.ca
Toronto Regionals	Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON, M5H 2M9 (416) 363-3322	Olga Plagianakos	olga@deca.ca
York Regionals	Richmond Hill HS, 201 Yorkland Street, Richmond Hill, ON L4S 1A2 (905) 884-2131	Michele Axelrod	maxelrod@rogers.com
Peel Regionals	North Park SS, 10 N Park Dr, Brampton, ON L6S 3M1	Paola Fiocco	Paola.Fiocco@peelsb.com
Waterloo Regionals	Sir John A. Macdonald SS, 650 Laurelwood Drive, Waterloo, ON, N2V 2V1 519 880-9979	Andy Flanagan	andrew_flanagan@wrdsb.on.ca
Nor-Eastern Regionals	Sinclair SS, 380 Taunton Rd E, Whitby, ON L1R 2K5	Kristie Lee	kristie.lee@ddsbc.ca

ICDC Student Commitments

After collecting their awards on stage, the top 10 overall winners are required to line up outside the Grand Ballroom to wait to confirm their spots at ICDC; as the advisor, you must be present and aware of your members' stated commitment to attending ICDC. MEMBERS MUST HAVE CONFIRMED PERMISSION WITH PARENTS, ADVISORS, & ADMINISTRATION PRIOR TO ATTENDING PROVINCIALS. Schools with members who cancel after this confirmation will have a \$100 cancellation fee assessed per cancellation.

Judge Recruitment

Each school must recruit judges to officiate our events for Friday, February 10th, 2017 from 8:00 a.m. to 5:00 p.m. The ratio is 1:20 based on chapter membership. Please have your referrals register directly online under the Judges menu on deca.ca.

HOTELS AND LOCATIONS

<i>Toronto Sheraton Centre</i>	<i>123 Queen Street West, Toronto, ON M5H 2M9</i>
<i>Toronto Hilton</i>	<i>145 Richmond Street West, Toronto, ON M5H 2L2</i>
<i>DoubleTree Downtown</i>	<i>108 Chestnut Street, Toronto, ON M5G 1R3 (416) 977-5000</i>
<i>Toronto Marriott Downtown Eaton Centre</i>	<i>525 Bay Street, Toronto, ON M5G 2L2</i>
<i>Chelsea Hotel</i>	<i>33 Gerrard Street West, Toronto, ON M5G 1Z4 (416) 595-1975</i>

Staying Overnight

Overnight registrants have five options for accommodations. Two-night registrants can be housed at any of the five hotels. One-night registrants will be housed only at the Chelsea. Due to supervision restrictions, we require members of chapters staying overnight to all be housed in the same hotel. For example, of a chapter of 50 members, if 25 decide to stay overnight, all 25 must stay at the same hotel. While not all members have to stay overnight, those who do must be housed in the same hotel. For respective hotel costs, please refer to page 5 of this package. A sample menu for dinner at the Sheraton can be found in Appendix A. All other details regarding dinner date and time will be communicated by email closer to the Provincial Competition.

Caveats:

1. Due to the nature of our agreement with the five hotels, DECA chapters (individual members and advisors) that have made alternative hotel arrangements will not be allowed to participate at Provincials and risk their status as members in good standing. Further consequences may ensue.
2. Teacher advisors must be present. Students who book overnight accommodation at one of the five DECA hotels without their teacher advisor present will be banned from the competition.
3. If more than 10% of the chapter's membership has defied the rules, the chapter may face suspension and lead to expulsion from future DECA events. Re-instatement will be on a case-by-case basis.

Room Reservations

To make a reservation, complete the online reservations form found through the advisor's control panel. Please note, you will need all details including student names and room assignments in order to submit and reserve. A representative from your chosen hotel will contact you via email by the first week of January 2017 to confirm, once your reservation details have been processed.

Curfew

It is the Advisors' responsibility to ensure that students who are staying overnight at the Provincials adhere to the 10:30 pm curfew. This means that students are in their registered rooms and quiet by 10:30 p.m. If a registered DECA student for this competition breaks curfew, is defiant, disruptive, or acts inappropriately (see Code of Conduct), he/she may be banned from the hotel and/or disqualified from any further participation in this competition. Both hotels have hired security. Any student in the hotel after curfew who is not a registered guest will be disqualified from the Provincial Competition, with no refund.

CODE OF CONDUCT & DRESS CODE

Each Chapter Advisor **MUST** discuss the Code of Conduct and Dress Code with their chapter members prior to any DECA Competition or Conference. Each student registering for any DECA event is acknowledging and accepts all the requirements for the Code of Conduct and Dress Code. Please see the website for a comprehensive Code of Conduct.

UNACCEPTABLE BUSINESS ATTIRE	ACCEPTABLE BUSINESS ATTIRE
<ul style="list-style-type: none"> • Student is not in business attire • No name badge/name badge not visible • No dress shirt and/or tie • Clothing with printing that is suggestive, obscene or promotes illegal substances • Inappropriate Pants; cargo style; denim of any colour • Socks (white sport socks, ankle socks, sockettes of any colour) • School crest/insignia visible • Bandanas, hat, sunglasses • Inappropriate skirt length; must be no greater than 1" above knee-length at all times (skirt cannot 'ride up' while walking – choose material carefully) • Inappropriate shoes (running shoes of any colour, sneakers, casual shoes, non-dress shoes, sandals, flip-flops, UGGS, EMUs, deck or white-healed shoes, Birkenstocks, etc.) • No active wear (yoga wear, Lululemon, etc.) • No exposed shoulders, skin-tight or revealing clothing, no leggings, midriff-baring clothing, backless tops, 'streetwear' • Clothing with printing that is suggestive, obscene or promotes illegal substances 	<p>Females</p> <ul style="list-style-type: none"> • Blazer/business suit with dress blouse or skirt or dress slacks with dress blouse or dress sweater or business dress with stockings (bare legs acceptable) • Skirt or dress <1" above knee • Dress shoes (open toed acceptable) • Hair off the face (eyes visible) <p>Males</p> <ul style="list-style-type: none"> • Business suit with collared dress shirt and necktie • Sport coat/dress slacks, collared shirt and necktie • Dark coloured socks • Dark coloured business shoes

Wearing a blazer or jacket, for both males and females, is recommended, but is strictly optional. We recommend that females wear pants but if they choose to wear skirts/dresses, then refer to chart above for guidelines. It should be understood that all "appropriate business attire" is clean and pressed.

As per the September 11th, 2002 Annual General Meeting, students will NOT be permitted to wear school uniforms at a Competition. This includes school-crested blazers or shirts; ANY clothing that may identify your school will NOT be permitted. For competition purposes during the Orals only, DECA blazers will NOT be allowed.

UNACCEPTABLE BEHAVIOUR	ACCEPTABLE CODE OF CONDUCT
<ul style="list-style-type: none"> • Use of abusive or profane language • Defacing of public property; vandalism • Verbal or physical harassment • Smoking on hotel property, walking barefoot or in swimwear in public areas • Opposite gender in the same bedroom • Substance abuse and use (drugs, alcohol, etc.) • Inappropriate assembly behaviour during Awards Ceremonies on or off stage • Cheating or plagiarism • Opposition to authority • Overnight accommodation at an unapproved DECA property • Curfew violations 	<ul style="list-style-type: none"> • Identification badge will be visible and worn at ALL times • The dress code will be in effect during competition hours 8:00 a.m. to 6:00 p.m. and on floors where events are taking place • Tasteful casual wear will be accepted during specific social functions as designated during orientation sessions (only if applicable)

Students who violate the Dress Code or Code of Conduct will be issued an infraction notice. The severity of the infraction will determine the consequences ranging from a 10 and 25-point penalty, removal from the premises, or police charges.

Reminder: Curfew for DECA students is **10:30 p.m.** on Thursday and Friday nights. Any food deliveries must be delivered by 10:00 p.m. in accordance with curfew. Any deliveries to the hotel after 10:00 p.m. are considered a curfew violation and will be subject to a 25-point deduction (assessed to the role play).

Curfew violations almost always result in loss of chapter LDA spots for ICDC and may include chapter suspensions for the following year. In all likelihood, any point penalty will either limit or altogether eliminate a student's eligibility of qualifying.

We hope that this clarifies the Code of Conduct and Dress Code, and all students and advisors will adhere to the code at any Conference or Competition. Each student registering for any DECA event is acknowledging and accepts all the requirements for the Dress Code and Code of Conduct.

APPENDIX A: DINNER MENU [SHERATON OVERNIGHT GUESTS]

Sample Menu for Overnight Guests only

Please note pizza and pasta subject to change but will have a vegetarian and meat option

Cold buffet

Chef's Choice of 2 salads

Hot buffet

Margarita pizza

Pepperoni or Cheese pizza

Grilled Jerk Chicken

Penne Vegetable Alfredo

Shell pasta with tomato basil sauce and grilled Mediterranean vegetables

Desserts

Chocolate fudge brownie and lemon squares

Beverages

Soft Drink