

Provincial Competition 2024

REGISTRATION PACKAGE

Thursday, February 8th – Saturday, February 10th, 2024

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

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

December 1, 2023

Dear Chapter Advisor,

We are pleased to offer you and your students the opportunity to participate in the 2024 Provincial Competition. We promise you and your students a remarkable experience of professional learning and networking.

The Board of Directors 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 programme.

Tuesday, November 28th, 2023	Provincials Registration portal goes live for DAY Registrants & OVERNIGHT Registrants as well. Housing is based on FIRST-COME, FIRST SERVED!
Monday, December 4th, 2023	Provincial Competition Registration Due: <ul style="list-style-type: none"> ✓ \$100 for Day Registrants ✓ Overnight Registrant fees, please refer to hotel rate schedule on page 4 of this document ✓ Online registration completed ✓ Invoice and payment mailed to Ontario DECA ✓ 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
Monday, January 15th, 2024	Written Event Submission via Judge Pro ONLY <ul style="list-style-type: none"> ✓ Must be received electronically 5:00 pm. Submissions are automatically time stamped when received. ✓ Exceptions will not be made for poor internet connection; submit on time/early!
February 6 or 7th, 2024	Provincials Online Testing for these clusters only: Business Management/Admin Cluster, Entrepreneurship, Finance, Financial Literacy, Hospitality Cluster and Principles Events Cluster
February 9th – 10th, 2024	45th Annual Ontario DECA 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 Ontario DECA Board of Directors

STUDENT REGISTRATION

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

SUMMARY:

1. Through the Advisor Dashboard, choose members who will be attending based in their qualified events.
2. Complete the online housing reservation form (if staying overnight)
3. Once we assign you to your hotel, you will see your invoice and the hotel that you have been assigned to
4. Cut one school cheque for entire group
5. Mail invoice and cheque to DECA Ontario office

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

PAYMENT POLICY

Payment for the Provincial Competition must be received within 10 days of the registration deadline; RECEIVED by December 16th, 2023. Chapters with outstanding balances thereafter will not be scheduled for the Provincial Competition.

Cancellations? Provincial Competition fee of \$100 per participant is non-refundable regardless of when you notify Ontario DECA of the student(s) cancellation.

Prior to December 30:	Provincial Competition fee of \$100 per participant is non-refundable and is kept as a cancellation fee. Schools who were planning to stay overnight will have their portion of the room costs refunded.
December 31 to January 15:	Provincial Competition fee of \$100 per participant is non-refundable and is kept as a cancellation fee. If schools are staying overnight, the accommodation portion only may be refunded, if and only if, a room can be collapsed. In this scenario, one or two students are cancelling, NOT an entire school. If the entire school is cancelling, 100% non-refundable.**
January 15 to February 9:	No changes/No cancellations of rooms; 100% non-refundable.

**** If your entire school is cancelling** and you have booked overnight accommodation, please be advised that partial refunds on the hotel portion will NOT be possible after December 31. The convention costs are offset by hotel bookings of 1 000 ++ rooms. Failing to fulfill that contractual commitment means that Provincials would not take place.

ONLINE REGISTRATION DETAILS

Student registration must be completed online through the Advisor Dashboard by the chapter advisor. From there, the advisor may choose members based on their qualified competitive events.

1. Students may only register for one event.
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. Leadership spots (LDA) - maximum of **ONE** per chapter. We recommend the spot be reserved for newer and/or junior member of the chapter; preferably grades 9-10. The cap on LDA Academy is 100 participants.
5. Housing for the overnight registrants is also completed through the Ontario DECA Advisor Dashboard. Please note, you will need all details including student names and room assignments in order to submit and reserve. Ontario DECA will then forward your housing to the assigned hotel. Official hotel confirmations will be emailed to you in the new year.

Chapters are strictly prohibited from booking accommodation outside the DECA block.

NOTE: LIMITED TRIPLE occupancy at Sheraton hotel. If needed, there is a MAXIMUM of one male triple and one female triple per chapter. No exceptions for the Sheraton. **If you book three or more triples, you will automatically be housed at the Chelsea REGARDLESS of your preferred hotel requests online. They have the availability.**

\$100 Provincials Fee for ALL Student Delegates (Competitors as well as Leadership Delegates)
Teachers do not have a registration fee.

TWO NIGHTS	2024 Toronto Sheraton Centre		
	Thursday night check-in	Two-Night Stay	Bed Type
	Single (teachers ONLY):	530.00	King Room
	Double (teachers ONLY):	300.00	King Room
	Single (students ONLY):	630.00	King Room
	Double (students ONLY):	330.00	King Room
	Triple (students ONLY):	240.00	King and cot
	Quad (students ONLY):	180.00	Double Double
	Late checkout for one teacher room per school		
TWO NIGHTS	2024 Chelsea		
	Thursday night check-in	Two-Night Stay	Bed Type
	Single (teachers ONLY):	\$ 375.00	Single bed, Queen
	Double (teachers ONLY):	240.00	Single bed, Queen
	Single (students ONLY):	405.00	Single bed, Queen
	Double (students ONLY):	245.00	Single bed, Queen
	Triple (students ONLY):	205.00	Double Double
	Quad (students ONLY):	170.00	Double Double
	Complimentary Luggage storage until 5:00 pm		
ONE NIGHT	2024 Chelsea Hotel		
	Friday night check-in	One-Night Stay	Bed Type
	Single (teachers ONLY):	\$ 215.00	Single bed, Queen
	Double (teachers ONLY):	147.00	Single bed, Queen
	Single (students ONLY):	245.00	Single bed, Queen
	Double (students ONLY):	160.00	Single bed, Queen
	Triple (students ONLY):	145.00	Double Double
	Quad (students ONLY):	130.00	Double Double
	Complimentary Luggage storage until 5:00 pm		

Toronto Sheraton and Chelsea rates are **PER PERSON**

NOTE:

- The hotel rate INCLUDES the Provincials Fee AND one dinner; gratuities included
- HST and MAT taxes are **NOT** included (you will need to add 13% + 4% taxes to occupancy type amount)

Bussing is not included from the Chelsea to the Sheraton; 10-minute walk down Bay Street to the Sheraton.

Are you arranging Charter Bussing?

DO NOT book your return bussing until 6:00 pm. We will NOT finish any earlier. If you book an earlier return, we will NOT mail out scantron forms NOR any medals/plaques that your students may have won.

You have 9 males or 9 female students left?! Do NOT ask for three TRIPLE rooms. You will not get it. You will have to house them like this.

4 males housed in one QUAD occupancy room
 3 males housed in one TRIPLE occupancy room
 2 males housed in one DOUBLE occupancy room

HOTELS AND LOCATIONS

Toronto Sheraton Centre	123 Queen Street West, Toronto, ON	M5H 2M9	(416) 361-1000
Chelsea Hotel	33 Gerrard Street West, Toronto, ON	M5G 1Z4	(416) 595-1975

STAYING OVERNIGHT

Overnight registrants have four options for accommodations. Two-night registrants can be housed at any of the above 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 4 of this package. A sample menu for dinner at the Sheraton/Chelsea can be found in Appendix A (page 9). 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 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 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 to confirm, once your reservation details have been processed. Additionally, all confirmations will be posted on the advisors' dashboards.

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. All 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.

JUDGE RECRUITMENT

Each school must recruit judges to officiate our events for Friday, February 9th, 2024 from 8:00 a.m. to 5:00 p.m. The ratio is 1:20 based on Provincials Registration. Please have your referrals register directly online under the Judges menu on deca.ca when we unlock it in January.

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 breakfast and 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 whom you would like to work with. 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 AND PADFOLIOS)

2024 High School SWAG Pick up day and locations

Regional Qualifiers	SWAG Pick up Location	Actual Pick-up day and time period	Contact Person	Email address
Area 2 Regionals @ Goodman	Waterdown DHS, 215 Parkside Drive, Waterdown, ON L8B 1B9	Last week of January; date TBD	Greg Gregoriou	greg@deca.ca
Ottawa / Kingston / Windsor /online schools	Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON, M5H 2M9 (416) 363-3322	Onsite at Provincials; February 8 5:00pm-7:00pm	Olga Plagianakos	olga@deca.ca
Area 5 Regionals @ TMU	Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON, M5H 2M9 (416) 363-3322	Last week of January; date TBD; DECA office; 3 rd floor @ Sheraton hotel	Olga Plagianakos	olga@deca.ca
Area 4 Regionals @ Seneca College	Richmond Hill HS, 201 Yorkland Street, Richmond Hill, ON L4S 1A2 (905) 884-2131	February 1, 2024 1:30 pm – 4:30 pm Cafeteria	Adriana Marcantonio	Adriana.Marcantonio@yrdsb.ca
Area 3 Regionals @ North Park SS	North Park SS, 10 N Park Drive, Brampton, ON L6S 3M1	Last week of January; date TBD; 10:00am- 2:00pm	Paola Fiocco	Paola.Fiocco@peelsb.com
Area 1 Regionals @ Conestoga College	Waterloo CI, 300 Hazel St, Waterloo ON N2L 3P2	Last week of January; date TBD; 10:00am- 2:00pm	James Shearer	james_shearer@wrdsb.ca
All London schools	Sir Frederick Banting SS, 125 Sherwood Forest Square, London, ON N6G 2C3 (519) 452-2800	Last week of January; date TBD; Cafeteria	Don Thody	d.thody@tvdsb.ca
Area 6 Regionals @ Sinclair SS	Sinclair SS, 380 Taunton Rd E, Whitby, ON L1R 2K5	Last week of January; date TBD	Kristie Lee	kristie.lee@ddsb.ca

Advisors can pick up their chapters' competition materials in late January at their assigned locations. If you wish to have your chapter's SWAG materials sent to an alternate location, for example, you've been assigned Area 4 - Richmond Hill HS but your home is down the street from Sinclair SS, you may request Area 6 - Sinclair SS by completing this form. Deadline for requests is December 20, 2023.

Click link for: [SWAG PICK UP Change Requests](#)

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.

NEW THIS YEAR!

ICDC STUDENT COMMITMENTS

After collecting their awards on stage, the top 10 event overall finalists 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. The students' spot will NOT be honoured if you, as the advisor, are not present. MEMBERS MUST HAVE CONFIRMED PERMISSION FROM PARENTS, ADVISORS, & ADMINISTRATION PRIOR TO ATTENDING PROVINCIALS. Schools with members who cancel after this confirmation will have a \$100 cancellation fee assessed per cancellation. **We will NOT accept a YES from a student if the teacher from that school is not physically in-person and PRESENT in the Grand Ballroom foyer.**

Code of Conduct and 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"> No name badge/name badge not visible/no wristband Clothing with printing that is suggestive, obscene, promotes illegal substances Inappropriate pants; cargo style; denim of any colour Socks (white sport socks) School crest/insignia visible Bandanas, hat, sunglasses Inappropriate skirt length: must be always no greater than 1" above knee-length (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, Birkenstocks, etc.) No active wear (yoga wear, Lululemon, etc.) No exposed shoulders, Skin-tight or revealing clothing, Midriff-baring clothing, backless tops, 'streetwear' 	<ul style="list-style-type: none"> Blazer/sport coat/business suit with dress blouse, collared dress shirt and necktie skirt/dress slacks with dress blouse or dress sweater or business dress with stockings (bare legs acceptable) Skirt or dress <1" above knee Hair off the face (eyes visible) Coloured dress socks Coloured dress business shoes Dress shoes (open toed acceptable)

Wearing a blazer/jacket, is recommended but optional. Wearing pants is recommended but if delegates choose to wear skirts/dresses, the one-inch guidelines will strictly be enforced; refer to chart above. All "appropriate business attire" is clean and pressed.

As per the September 27th, 2002, Annual General Meeting, students will NOT be permitted to wear school uniforms at a Competition. This includes school-crested blazers or shirts or ANY clothing that may identify your school. 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, swimwear in public areas Substance abuse and use (drugs, alcohol, etc.) Inappropriate assembly behaviour during Awards Ceremonies on/off stage Cheating or plagiarism Use of inappropriate materials during competition (i.e., Coloured pens/markers, cardstock paper, etc) 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 is acceptable 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 Sunday and Monday 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. Likely, 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. No student or chapter will be allowed to book accommodation outside the DECA block. 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/Chelsea overnight Guests]
(Menus are subject to change)

Sample Menu for Overnight Guests at the Sheraton 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

Sample Menu for Overnight Guests at the Chelsea only

Cold buffet

Salad of mixed greens, peppers, Bermuda onions, tomato, noodle crisps and ginger Thai dressing

Hot buffet

Jerk chicken legs

Dirty rice and peas

Green beans

Penne pasta with tomato basil sauce

Desserts

Assorted mini cupcakes

Beverages

Pitchers of soft drinks