

Cancellation & Substitution Policy

Chapter Advisors are responsible to fully explain to their students the cancellation policy, depending on their type of competitive event:

For **All Team Decision Making Events** these events require a minimum number of team members (two students); a student is not allowed to compete individually.

- **Before or at the District Conference:**

If one member of a team does not attend, the attending student will be automatically moved into the corresponding individual event:

<u>Team Event</u>	<u>Corresponding Individual Event</u>
Business Law & Ethics (BLTDM)	Human Resources Management Series (HRM)
Buying and Merchandising (BTDM)	Retail Merchandising Series (RMS)
Entrepreneurship (ETDM)	Entrepreneurship Series (ENT)
Financial Services (FTDM)	Business Finance Series (BFS)
Hospitality Services (HTDM)	Hotel & Lodging Management Series (HLM)
Marketing Management (MTDM)	Marketing Communications Series (MCS)
Sports & Entertainment Marketing (STDM)	Sports & Entertainment Series (SEM)
Travel & Tourism Marketing (TTDM)	Hotel & Lodging Management Series (HLM)

- **After the District Conference**

If one member cannot attend the next level of competition, **no one may be substituted** in his or her place, and the remaining team member CANNOT move into another event. The students qualified as a team, so they must either compete as a team, or cancel as a team - and **not** advance to the next level of competition.

For **Written Events**, one of the team members may be substituted between levels of competition, however, the team size may not increase from the original number registered. For example, if a Finance Operations Research Event was entered with John and Mary as the original participants and qualified at the State Conference to advance to the International Conference, no additional participants may be added. If either Mary or John couldn't attend the ICDC, then the other could compete alone, or one of them may be substituted, but one of the original members must participate. The team size cannot increase from two to three participants.

For **All Written Events**, the names on the submitted Written Statement of Assurances Form MUST be the same as those on the conference registration form. **If one person fails to sign the submitted Written Statement of Assurances Form - even if their name is printed or typed on the form - they will not be allowed to compete and will be dropped from the conference.**

Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the substitution policy and that the correct qualifiers from the District Conference are advancing on to the State Conference.

How are alternates called to compete?

For students that are qualifiers for the State Conference at the District Conferences:

NEW PROCEDURE: The Chapter Advisor of the qualifier that cannot attend is responsible to notify **Michigan DECA before February 1, 2023** so we can notify the next alternate that they will be able to advance to the State Conference.

For students that are qualifiers for the International Conference at the State Conference:

The Chapter Advisor must fill out and email the *Qualifier Not Attending Form*, by March 15, 2023 so we can notify the next alternate that they will be able to advance to the International Conference.