LEAGUE PAIRING METHODOLOGY

RANDOMIZATION PROCESS:

• The number of leagues will be determined by the number of competing teams.
• After competition registration has closed, pull the entire list of competing teams and pull the top winning teams for the last 3 years. Sort from the most number of wins to least number of wins. Identify top competing teams with the most wins. In the case of a tie, choose the team(s) with the most recent wins.
• Alphabetize these top competing teams and then run through the random league generator. Assign the teams to leagues sequentially in the resulting randomized order.
• Alphabetize the remaining competing teams and then run through the random league generator. Assign the teams to leagues sequentially in the resulting randomized order.
• After all teams and winning teams have been assigned to a league, run each league separately through the random league generator to determine time slot.

In the event the team is unable to compete due to extenuating circumstances, the team should call the Enactus United States Program Department as soon as possible to inform them of the situation.

CANCELLATION POLICY & NO-SHOW POLICY

New this year, Enactus USA will be instituting a cancellation and no-show policy. In the event that a team does not cancel before the predetermined deadline and/or does not show up to compete at competition, the team will be subject to a $500.00 cancellation/no-show fee. If the cancellation fee is not paid, that team will be ineligible to participate in future Enactus events until the fee is paid. The cancellation deadline for all 88 competing teams is April 10, 2020. Enactus USA is implementing this policy due to the limited amount of teams that are able to compete at National Exposition 2020. Additionally, Enactus USA is instituting this policy to ensure wait listed teams have a fair chance to prepare should a team cancel before or by the deadline.

Enactus USA understands that some circumstances occur that cannot be pre-determined. If this occurs, please contact teams@enactus.org immediately.
COMPETITION DETAILS

PRE-SCREENING PROCESS
All competing teams will be required to pass through a pre-screening process before being cleared for registration. The pre-screening will include a review of their Annual Report, Team Bio (optional) and any project-related materials the team wishes to showcase, as well as confirming that all mandatory reports have been submitted accurately.

Teams are approved to showcase items from the front of the room but are not permitted to place items on the judges' tables, allow judges to touch, hold, keep nor remove from the room.

The team must understand that any items they may have for sale are not permitted to be sold until after the Awards Ceremony.

STUDENT AND TEAM REGISTRATION REQUIREMENT
Any student who attends an Enactus United States competition at any level must be a registered student through the online registration process found at www.enactusunitedstates.org. To view a current list of team members for your institution, please refer to the Team Roster page of the website.

VIOLATION
If a team presents or displays items that have not been screened and pre-approved, it will be automatically disqualified from the competitions.

COMPETITION REGISTRATION PROCESS
If your team intends to compete, registration is required. Registration will be on a first come first serve basis. A maximum of 64 teams can compete in the Traditional Competition and a maximum of 24 teams can compete in the Early Stage Competition. If necessary, Enactus USA will compile a wait list for both stages of competition. If a slot opens, we will inform the first team on the wait list of their eligibility to compete. If your team intends to compete, online registration is required. The deadline for teams to register for National Exposition online will be communicated via email and enactusunitedstates.org.

COMPETITION OVERVIEW
Competition at National Exposition has a new look this year! In response to network feedback, there will be an Early Stage Competition along with the Traditional Competition. This revised structure will allow Enactus USA to better recognize teams in all stages of project development. Teams will only be allowed to compete in one of the two competitions. There will be opportunities to win prize money in both categories of competition!

TRADITIONAL COMPETITION
Up to 64 teams will compete in the Traditional Competition. The National Champion team, which will go on to represent Enactus United States at Enactus World Cup, will be awarded out of this competition. Teams competing may present on more than one project and will be judged based on the current Enactus judging criterion using the traditional Team Evaluation Form. This form can be found on the competition resources page here.

EARLY STAGE COMPETITION
Up to 24 teams will compete in the Early Stage Competition. Teams in early stage may only present on one project that has not yielded outcomes. Early Stage Competition will be judged based on an Early Stage Team Evaluation Form that can be located on the competition resources page here. In order to register for this competition, teams will need to first complete an eligibility form. Enactus USA will review before informing teams they may move forward with registration. This will be communicated via email and on enactusunitedstates.org.

TEAM PROJECT REPORT
We know all our teams are doing great work, even those unable to compete. To add in your team’s impact when we present end of year numbers, we require all active teams that do not compete at the National Exposition to submit their Team Portfolio Report. DEADLINE: June 30th at 5:00 CST
ANNUAL REPORT

This mandatory (mandatory for Traditional Competition, optional for Early Stage Competition) report must be typed in a legible font size and should provide an overview of the team’s efforts, results and achievements. It may also include information on future plans for growth and expansion. Annual Reports are limited to the dimensions noted below but can be bound or folded in any manner:

1. Four single sheets of 8 ½” X 11” or A4 size paper with print only on one side of each sheet.

2. Two single sheets of 8 ½” X 11” or A4 size paper with print on both sides of each sheet.

3. One sheet of 11” X 17” or A3 size paper with print on both sides. Please note: Using one of the dimensions above but cutting the paper in a manner which causes a change in the size is NOT permitted.

Important points regarding the annual report –

• If a team uses a cover or back page, it will count as one of those pages.

• Teams should not use folders, report covers, etc. in conjunction with their Annual Reports.

• If a team wishes to include a team bio along with the annual report, the bio must be a completely independent document (not embedded within annual report) and may NOT include any info/photos related to projects.

• Although Enactus encourages creativity with the formatting of the annual reports, we ask that teams give careful consideration prior to fully employing new ideas (inclusive of changing the shapes, sizes, etc. of the report). Please contact your Regional Program Manager to ensure that any new ideas are within the guidelines of Enactus.

• Team Biographies must follow the same guidelines as the annual reports and may not exceed 10 pages single-sided or 5 pages double-sided.

• Additionally, no project information metrics can be placed on team biographies.

Annual Reports are distributed to the judges during the set-up period as outlined in the Live Presentation section of the Team Handbook. Teams will be notified in advance of the number of Annual Reports they are required to bring to the Enactus United States National Exposition. All judges must receive a copy of the Annual Report. For samples of Annual Reports from previous competing teams, please visit: http://www.enactusunitedstates.org/competition_resources.

We have also included samples in the appendix of this handbook to demonstrate options for annual report layouts, although your team is not limited to these options. Enactus USA requires competing teams to upload the final copy of their Annual Report to be used in competition when submitting the Team Portfolio Report.

PROJECT VERIFICATION FORM

Every team must request that their Faculty Advisor, one student and one administrator (e.g. dean, department chair or institution president) review their Annual Report and sign the Project Verification Form. If a team’s Faculty Advisor is also an administrator, the form must be signed by another administrator. The Project Verification Form is to be submitted only once per year and serves as just one part of an internal audit of projects and activities at all levels of competition.

TEAM ROSTER SHEET

Every active team must complete this section on Enactus+ prior to completing the Team Portfolio Report. This section must be filled out thoroughly and must contain the names of all Faculty Advisors and active students.

TEAM PROJECT REPORT

Although the information submitted is used by Enactus and will not be shared with judges as part of the evaluation at any competitive event, it must be completed and submitted online by each active team prior to competing at the Enactus United States National Exposition. The deadline for competing teams to submit their Team Portfolio Report is May 7, 2020.

Keep in mind that this report is not for the purpose of competition. Teams should include information relevant to all of their projects, regardless of whether the projects are being presented in competition. This report provides key information to Enactus USA on teams and their activities throughout the program year which helps the organization drive funding opportunities for teams.
LEAGUES & COMPETITION FORMATS

Traditional Competition will consist of 8 leagues with 8 teams per league. Early Stage Competition will consist of 3 leagues with 8 teams per league.

**OPENING ROUND**
- Semi-Finalist
- Semi-Finalist
- 3rd Place $1,000
- 4th Place $750

**SEMI-FINAL ROUND**
- Finalist
- 2nd Place $2,000
- 3rd Place $1,500
- 4th Place $1,250

**FINAL ROUND**
- National Champion $10,000
- 2nd Place $5,000
- 3rd Place $4,000
- 4th Place $3,000

**EARLY STAGE COMPETITION**
- Maximum of 8 teams per league. No additional rounds for Early Stage Competition.
- League #1
- League #2
- League #3

**EARLY-STAGE ROUND**
- 1st Place $1,000
- 2nd Place $500
- 3rd Place $250
OPENING THROUGH SEMI-FINAL ROUND
TIE-BREAKER PROCESS

These methods are also noted on the Scoring Grid and should be followed exactly as outlined.

• **First Tie Breaker** – judges vote between the tied teams only. Please note, no conversation or debate should take place among judges.

• **Second Tie Breaker** – go by number of 1st, 2nd, 3rd, 4th etc. votes until one of the teams has a higher number of votes in the higher-ranking slot. If neither the first or second tie-breaker processes are successful in breaking the tie, notify a Competition Management staff person before proceeding with the third tie-breaker process.

• **Third Tie Breaker** – Staff and League Coordinator explain to the judges that they will be permitted to discuss and deliberate for up to 10 minutes on which of the tied teams should be ranked higher. After 10 minutes (or sooner if discussion has concluded) take a re-vote between the tied teams.

In the event of a tie in the Final Round of the National Competition, the following process will be followed:

• **First Tie Breaker** – go by number of 1st, 2nd, 3rd, 4th, etc. votes until one of the teams has a higher number of votes in the higher-ranking slot.

**NOTE:** This is usually the second step in the tie-breaker process for opening and semi-final rounds.

• **Second Tie Breaker** – Judges vote between the tied teams only. (Please note, no conversation or debate should take place among judges.) Voting should take place in a separate room so that confidentiality is maintained. If a judge leaves during the tallying of votes and is not present for the voting between the tied teams, the tie-breaker process will go forward with the judges who are present.

• **Third Tie Breaker** – Staff and League Coordinator explain to the judges that they will be permitted to discuss and deliberate for up to 10 minutes on which of the tied teams should be ranked higher. After 10 minutes (or sooner if discussion has concluded) take a re-vote between the tied teams.
Enactus Worldwide employs a global auditing initiative for the National Champion teams competing at the Enactus World Cup. We view this initiative as an integral part of the Enactus Program.

We see the audit process as a collaborative initiative between Enactus Worldwide, our Enactus Country Offices and the Enactus teams. It is meant to help the local networks gain further knowledge of the programs implemented by the National Champion teams and achieve deeper confidence in their representation of Enactus United States at the Enactus World Cup. Although we do not doubt the ethical practices of our Enactus teams, we take this process very seriously and will take action accordingly if/when a team fails the audit.

Enactus United States will conduct the following audits:
- **National Champion Team** – This audit will be conducted by Enactus personnel on site over multiple days to review all claims made by the National Champion team in the annual report and audiovisual presentation. Audit must be complete within 5 weeks of the end of National Competition.
- **Top Four Teams** – All teams making it to the top four may be audited by Enactus personnel via telephone/video conferences and review of all pertinent information. An on-site visit will not occur.
- **Randomly Selected Teams** – Enactus United States may conduct random audits through any stage of the competition.

The audit comprises three core phases:

**PHASE 1: TEAM ENGAGEMENT**
In the first phase, the Enactus United States staff will interview a few key team members (includes Faculty Advisors), review the team’s hardcopy materials and reports to ensure consistency and accuracy based on information presented through the following reports (this list is not all-inclusive): annual report, visual presentation, team bio, Team Portfolio Report, Active Team Sheet, etc. Meetings and interviews will be scheduled in advance so that the team can be adequately prepared.

**PHASE 2: TEAM OPERATIONAL REVIEW**
In this second phase, the Enactus United States staff will review the infrastructure, resources and capacity of the team. Example: We will assess whether or not a team with X members could actually implement Y projects within the Z weeks/months of activity this program year. Among other infrastructural elements, the team’s budget will be reviewed closely.

**PHASE 3: PROJECT AUDITS/SITE VISITS**
In phase three, the Enactus United States staff will conduct a reasonable number of project site visits. An investigation will be employed to assess the correlation between the visual and reported impact/outcome (especially as it pertains to the link between the Team Portfolio Report, annual report and visual presentation) through testimonials and conversations with beneficiaries, etc. Key team members will be invited to attend the site visits with the audit team. A translator, selected by the auditor, may be asked to attend the site visits should the auditor not speak the local language.

We hope that this provides you with ample information in understanding the audit process. Should you have any further questions, please contact your Regional Program Manager.
THE GRIEVANCE PROCESS
Enactus wishes to uphold the integrity and transparency of every competition. If you feel that a competition rule has been violated by another team or that your team was treated unfairly, please report the violation to the most senior member of the Enactus United States Staff immediately so that the issue can be addressed with the participants and/or individuals witness to the violation.

ON-SITE COMPLAINT FILING PROCESS
Contact the most senior member of the Enactus United States program staff in attendance at the event to report the violation.

ON-SITE COMPLAINT HANDLING PROCESS
1. Complaints submitted on-site will be reviewed by the Enactus Rules Committee.
2. Upon review of the complaint, if the violation can be resolved in a timely manner at the National Competition, the individual(s) filing the on-site complaint will receive a verbal ruling by the Enactus Rules Committee.
3. The decision of the Enactus Rules Committee is final.

FORMAL COMPLAINT FILING PROCESS
If you or your team did not learn of the suspected violation in a way that allowed for the issue to be immediately addressed, you and/or your team may file a formal written complaint. All complaints must be submitted by your Faculty Advisor within 30 days of the suspected violation. Teams cannot request a copy of the complaint against them.

Submit an official complaint detailing the violation:
Complaint must include full name and contact information of the individual(s) filing the formal complaint and name of the college/university at which the individual is an active Faculty Advisor. Anonymous complaints will be disregarded.

FORMAL COMPLAINT HANDLING PROCESS
1. Upon receipt of a formal complaint, the filing individual(s) will receive written confirmation of the complaint being received within 30 days of receipt.
2. Formal complaints will be reviewed by the Enactus Rules Committee, which is a subcommittee of the Enactus United States National Advisory Board, with written findings being submitted to the filing individual(s) within 30 days of the receipt of the appeal. Decisions of the Enactus Rules Committee are final.