STELLAR XPLORERS

SPACE STEM PROGRAM

RULES AND PROCEDURES

Document available on www.stellarxplorers.org/rule-book

Contact staff at competition@stellarxplorers.org

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A STEM program of the Air & Space Forces Association

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About this document

This document serves as the official source of rules and procedures governing the StellarXplorers National Space Design Competition. All registered StellarXplorers participants – including team directors, mentors, and competitors – are bound by the rules and procedures published in this document.

If the rules of the school or organization to which a team belongs are more restrictive than the StellarXplorers rules, then the school's or organization's rules take precedence.

Participants are encouraged to work with the StellarXplorers Program Office to resolve questions regarding these rules before the competition. Recommendations and suggested updates to this document may be submitted to competition@stellarxplorers.org with the subject *Rule Book Recommendation*.

Rule Changes for Current Season

These changes are highlighted in yellow throughout this document.

1. **Clarifying STK version**
   - STK 13.0.1* Premium should be installed (which includes the Planetary Data Supplement).
   - STLX recommends Teams use 13.0.1 for this season, but teams may use 13.0.0 or 13.1.0, if they already have it on their machines. Starting scenario files will be generated from STK 13.0.0 and will be usable with all versions.
2. **Clarifying Academic Quizzes**
   - Updated to include all instances of when teams might have an Academic Quiz.
   - Define "open book" to reference *Space Foundations Course*.
   - Aligned the language for scoring of late academic quiz submissions to current standards.
3. **Clarifying Alternate Competition Times**
   - Teams may complete the current online round only.
   - The typical alternate competition window available is the Monday immediately following the end of the competition round.
4. **Clarifying International Team Travel to National Finals**
   - International teams will be responsible for their travel to the closest U.S. port of entry.
   - StellarXplorers will then cover the remaining cost for the team to travel to the location of the National Finals.
5. **Clarifying Awards Information**
   - Aligned the language for awards to current practices.

INTRODUCTION

Working in partnership with leaders in the US space industry, the Air & Space Forces Association (AFA) developed StellarXplorers to inspire students to pursue science, technology, engineering, and mathematics (STEM) education and careers.

StellarXplorers welcomes those who are interested in space, no matter what level of experience, to share thoughts, ideas, and experiences with others who share a similar passion for problem solving, team collaboration, and space system design. The National Space Design Competition provides students leadership opportunities and gives participants insight into the industry, with the goal of launching their journeys to careers in the space industry and other STEM fields.

The competition can only operate if all participants and staff adhere to the highest ethical standard. All are expected to behave according to the guiding principles outlined in this document to ensure the competition's success.

Operating Principles

Team directors, competitors, mentors, and staff (collectively known as "participants") should follow these operating principles during all aspects of the competition:

- **Competitor Safety and Protection –** *THIS IS THE TOP PRIORITY*. The team director is responsible for keeping their team safe during StellarXplorers activities. They must provide a secure environment, protecting team members from unauthorized people, physical harm, and unsafe online activity; take immediate action to stop or reduce any safety threats; report incidents to local authorities as required; and notify the StellarXplorers Program Office about the incident.
- **Fairness –** No participant may attempt to gain or give an unfair competitive advantage while participating in the competition. Questions or concerns regarding fairness should be reported to the StellarXplorers Program Office immediately.
- **Adherence to the Rules –** All participants must obey the rules and regulations outlined in this document. Team directors are charged with ensuring team compliance. Willful violation of these rules may result in scoring penalties or disqualification.
- **Privacy –** Participants' personal information must be protected by those who have access to the information. The StellarXplorers Program Office may publish participant names and photographs only when appropriate permission is obtained.
- **Transparency –** The StellarXplorers Program Office is responsible for the technical conduct and oversight of the competition. It is also responsible for the setup, operation, and coordination of all systems that support the competition (e.g., registration, solution submission, scoring, etc.). To ensure openness and honesty, the StellarXplorers Program Office (staff) and team directors will engage in two-way communication on competition matters that do not infringe upon fairness.

Eligibility & Equal Opportunities

Participation in StellarXplorers will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, experience, gender identity, gender expression, or sex.

CHAPTER 1: ORGANIZATIONS & PARTICIPANTS

1001 | StellarXplorers Program Office

The StellarXplorers Program Office is the department within the Air & Space Forces Association's STEM Programs Office responsible for organizing and administering all aspects of the StellarXplorers Program.

The Director of AFA STEM Programs maintains primary responsibility for oversight of major program elements, and the StellarXplorers Director of Operations will orchestrate staff support for the program. The StellarXplorers Program Office will lead the program, being responsible for registration, academics, training, competition scenario development, and this rule book.

During the online rounds of competition, the StellarXplorers Program Office may include the addition of temporary staff assisting with administration of the competition.

1002 | Participating Organizations

Students may compete in the competition provided that their team is fielded by one of the approved organization types below. Although intended primarily for high school-aged students, middle school-aged students may compete on an equal basis.

1. Organizations that can field teams

There is no limit on the number of teams that an organization can field.

- Public school
- Private school
- Parochial school
- Charter school
- Magnet school
- Home school
- Scouting unit
- State-chartered virtual school
- Boys and Girls Club
- YMCA or YWCA
- 4-H Club
- JROTC (any service)
- Civil Air Patrol
- Naval Sea Cadet Corps
- Other youth organizations (with approval from StellarXplorers Program Office)

2. Other Organizations

At the discretion of the StellarXplorers Program Office, other types of organizations may field a team. Requirements for participation are:

a. *Charter and Youth Program* – The organization must have a charter that includes a youth program for high school and/or middle school-level students.

b. *Mission and Purpose* – The organization's mission and purpose must be consistent with the principles and values of the StellarXplorers Program and AFA.

c. *Designated Official Leader* – The organization must have a leader who is accountable for the organization and is authorized to designate adults to have unsupervised access to minors in the organization.
d. *Minor Protection Policy and Training* – The organization must have an official policy for the protection and safety of minors, and mandatory training must be required for adults who have unsupervised access to minors.

3. Combined Teams

The preference is for students to participate through the school organization through which they receive the majority of their education; however, the StellarXplorers Program Office may consider the creation of a combined team from more than one fielding organization if:

- The organizations' sizes do not support a full StellarXplorers team.
- The organizations are not fielding other StellarXplorers teams.
- The competitors belong to a common legally recognized entity, such as a school district, non-profit organization, or municipality.
- The competitors are all located in the same geographic area.

1003 | Team Composition

1. Team Members

A. Required Members – Each team must consist of one (1) team director, a one-time verification official, and 2-6 student competitors. A team without these roles filled is ineligible to compete.

Team Director	**Verification Official**	**Competitors**
Teacher, parent, or another approved adult leader. Completes the team registration and supervises the team during competition. Sole point of contact for competition-related correspondence.	*Organization administrator who verifies that the team director is approved by the organization to work unsupervised with minors and has completed required youth protection training.*	*Student participants. Must be 2-6 students on a team. There is no U.S. citizenship requirement for any StellarXplorers competition participant.*

B. Optional Members – Technical mentors may be part of the team but are not required for participation. Technical mentors are recommended, as they can provide next-level teaching of space operations.

Technical Mentor
Adult volunteer that possesses the technical knowledge to assist in teaching the competition training
Technical mentors must undergo the required background check (facilitated and paid for by the StellarXplorers Program Office)

2. Team Member Roles Explained

A. Team Director – StellarXplorers requires one adult to register as the official team director before any students are permitted to compete.

A team must have one (and only one) adult team director. This is a ***non-negotiable*** requirement. A single team director may lead up to five (5) teams and is responsible for the proper supervision of all their teams during all StellarXplorers-related activities. The team director retains the responsibility and authority to control their teams, including who works with their team. A team director may assist other teams, but only as a registered technical mentor.

To be a team director, an individual must meet the following requirements:

1. **Eligibility Requirements**
   - Adult over 18 years of age on or before the team registration deadline.
   - Not a competitor or high school-level student.
   - Not a member of the StellarXplorers Program Office.
   - Vetted and approved to work with minors by a Verification Official (see below).
   - Registered as the team director for no more than five (5) teams.
   - Agrees to the *StellarXplorers Team Director Agreement* as outlined in Appendix A.
   - Agrees to the *StellarXplorers Standards of Conduct* as outlined in Appendix B.

2. **Responsibilities**

   a. **Competitor Protection** – The team director's responsibility includes controlling access to minors in a way that protects them, respects parental prerogatives, and follows legal requirements during all competition training, events, and rounds. Additionally, team directors are:
      - Accountable for mentors' interactions with the competitors.
      - Responsible for competitor safety and protection during all StellarXplorers events (practice, training, competition rounds, etc.). See Appendix C for additional information.

   b. **Competition Integrity** – Fairness and integrity are key components of a successful StellarXplorers competition. Team directors are expected to uphold these principles during the competition by ensuring that their competitors receive no outside assistance in any form, including assistance from another team. Team directors may provide clarification of rules and permissible actions while their teams compete.

   c. **Official Point of Contact –** Official competition related StellarXplorers correspondence is emailed only to team directors, who may disseminate it to their teams. Team directors should monitor their email for competition updates and ensure they can receive messages from the StellarXplorers Program Office through their chosen email domains. The role of official point of contact may not be delegated to a mentor unless the mentor is appointed as a Team Director Alternate for a round (see section 4.a below).

3. **No Compensation –** Team directors participate on a volunteer basis and do not receive compensation from AFA. AFA has no position with respect to gifts received by volunteers.

4. **Team Director Changes –** If a team director is not available to supervise during a round of competition, they must complete one of two actions:

a. **Designate a Team Director Alternate –** If a team director is unavailable for a single round of competition (due to scheduling conflict, unexpected absence, etc.), they must designate an alternate team director. Team director alternates are subject to approval on a case-by-case basis. They must be vetted and approved by the team's original verification official before approval is granted. Alternates may only act as team director for the approved round of competition and cannot substitute for the team director during future rounds of competition unless an official team director change is requested. (See Appendix D).

b. **Request a Team Director Change –** If a team director is unable to supervise the team over several rounds, they must contact the StellarXplorers Program Office to transfer the team to another organization-approved adult for the remainder of the season. (See Appendix D).

B. Verification Official – Team directors are required to be vetted and approved to work unsupervised with minors by a designated verification official. Though not members of a team, Verification Officials perform the following critical functions.

- **Verify** that a team director is approved by the organization to work unsupervised with minors.
- **Validate** a team director's status as a school employee, school district approved volunteer, or person with an approved relationship with a school or member of a fielding organization.
- **Immediately** notify the StellarXplorers staff if facts or circumstances call into question the fitness of a team director to continue to supervise competitors.

Based on the organization type, an individual in the following role(s) should verify the team director:

- School-based teams, including JROTC teams, must be verified by a principal, assistant principal, supervisor, or department head.
    - Parent volunteers acting as team directors will need verification from school principal indicating that they are allowed to work unsupervised with minors and will also be asked to complete a background check.
- CAP teams must be verified by a squadron commander or deputy commander.
- USNSCC teams must be verified by their Regional National Headquarters Representative or an officer higher in their chain of command.
- Home school team directors must be verified by a school official or a homeschool teacher who can be verified by a legally recognized agency that accredits or otherwise approves home school programs.
- Scouting units and all other approved educational organizations must be verified by an organization head or supervisor.

For non-school teams, verification officials must verify that the team director meets the following requirements:

- A member in good standing with the organization.
- Completed appropriate minor or youth protection training.

C. Competitors – A StellarXplorers team must consist of at least two, but no more than six, competitors. To be a competitor, students must meet the following requirements.

1. **Eligibility Requirements**
    - Enrolled in a middle or high school program (or equivalent if home schooled or in an organization that does not make this distinction) prior to the team registration deadline.

    - Students in dual-enrollment programs (earning college credit while in high school) are eligible, whereas students who graduate early and enroll in college are not.
- Registered to only one team, even if they are in another organization fielding a team.
- Members of the same school or organization, except in cases of a combined team approved by the StellarXplorers Program Office.
    - ***NOTE:*** *JROTC, CAP, or USNSCC team members must all be official members of the respective unit/squadron/battalion to be eligible for the fee waiver, and to identify themselves as a JROTC, CAP, or USNSCC team.*
- Located in the same geographic area as their teammates.

2. **Responsibilities of Competitors –** It is the responsibility of ALL competitors to abide by the *StellarXplorers Competitor Code of Conduct* as outlined in Appendix E.

3. **Team Captain –** Each team director may choose to designate a competitor as the team captain for the online competition. The team captain oversees and directs the team's competition efforts, since the team director and mentor(s) are not directly involved in completing competition rounds. A team captain may not be responsible for more than one team.

D. Technical Mentors – Technical mentors ("mentors"), are optional yet recommended team technical advisors and subject matter experts. Once registered, a mentor may be chosen by a team director to assist their team. Teams are not required to have a mentor.

1. **Eligibility Requirements**
    - Adult over 18 years of age.
    - Not a competitor or high school student
    - Vetted (via background check conducted by a third party of AFA's choosing) and approved to work unsupervised with minors.
    - Agrees to abide by the *StellarXplorers Standards of Conduct* as outlined in Appendix B.

2. **Responsibilities –** There is no minimum time commitment for mentors, and no limit to the number of teams a mentor may support Suggested responsibilities include:
    - Advising the team's team director on skills status.
    - Developing, with the team director's guidance, a plan to teach space-related skills and ethics.
    - Teaching and assisting competitors with space-related skills and ethics.
    - Meeting with the team (with the team director's approval).
    - Serving as a guest lecturer during the season on a specific topic.

3. **Team Directors as Mentors –** If a team director would like to help a team outside of their organization, they must also register separately as a mentor. They do not need to register separately as a mentor if they are serving solely as a team director for their own team.

4. **No Compensation –** Mentor positions are voluntary and do not receive compensation from AFA. AFA has no position with respect to gifts received by mentors. Mentors will not be funded by AFA to travel to the National Finals, unless they are traveling as an official team chaperone (within the eligibility requirements of a chaperone).

3. Team Identification

Team identification is standardized to recognize teams, assign scores, maintain anonymity, and avoid misunderstandings in communication. Teams are identified as follows:

A. Team Identification (Credentials)

1. **Team Numbers –** Team numbers (e.g., STLXxx-xxxx), are assigned during the registration process and are the primary means to identify a team for competition purposes.

2. **Official Names –** The official name of teams belonging to a school is the school's name. The official name of other teams is the organization name (e.g., a Civil Air Patrol team would use their squadron name – *Brown Composite Squadron CAP*). Official names may be modified by the StellarXplorers Program Office if they have similar names to other teams.

3. **Nicknames –** Teams can create nicknames to unofficially identify themselves. Nicknames must be in good taste and are subject to veto by the StellarXplorers Program Office. Team nicknames are optional and while they may be used in conjunction with the official team name, will not be used alone to officially identify teams. Team nicknames are helpful when registering multiple teams within the same organization.

B. Anonymity – Team identities will remain anonymous, except for its team number, when Information related to performance (e.g., scores, rankings, advancement) is published.

1. **Exceptions during the National Finals Competition** – Teams that advance to the National Finals Competition may have their official names and unofficial nicknames published, along with the team director's name, and competitors' names. This information will not be associated with the team's scores. This information may be published in the following places:

    - StellarXplorers website and social media platforms
    - National Finals Competition event program
    - Media releases and other AFA newsletters
    - Communications to sponsors and government officials.

Teams winning awards at National Finals may have their official names, competitor names, awards, and rankings (if finishing in one of the top three places), published nationally.

CHAPTER 2: REGISTRATION

2001 | Team and Team Director Registration

StellarXplorers competition registration opens in May and closes in October. Specific deadlines vary by season. Please see the website for the most current information.

A. Team Registration – Team directors must register each participating team using the team registration form available on the StellarXplorers website.

- **Multiple teams –** A team director may register up to five teams under their name. It is the responsibility of the team director to make sure team members know their assigned team number and submit competition documents for scoring using the correct team number. Failure to follow this could result in teams not receiving the proper scores and / or incurring penalties.
- **Team removal –** If a registered team is no longer able to participate, a request for team removal should be sent to competition@stellarxplorers.org.

B. Team Director Registration – The individual who registers the team is considered the team director (the official head of the participating team). The team registration form includes a section for the team director to provide their contact information.

2002 | Competitor Registration

A. Competitor Registration – Team directors must add their competitors to their rosters (after their team registration has been verified and approved) using the competitor registration form included in the team approval email.

Each team must have a minimum of two (2) but no more than six (6) competitors. All team members must be added to the roster prior to the competitor registration deadline.

- Prior to the competitor registration deadline, team directors can change the members on the roster. To make a change, contact competition@stellarxplorers.org.
- Adding or reassigning members to a team is not allowed after the deadline has passed; however, removal of a team member is allowed at any time.
- Teams that do not have all their competitors registered by the listed competitor registration deadline **WILL NOT** receive competition-related emails for subsequent online rounds or other competition-related materials.

B. Competitor Survey – After a competitor is added to a roster, they are emailed a link to a short questionnaire. Completion of this questionnaire is strongly encouraged, though not required for participation. The questionnaire is used to collect data on the types of students the program is reaching. The collected information is for internal use only by the StellarXplorers Program Office. Competitor information will not be shared for solicitation, though the StellarXplorers Program Office may reach out regarding specific educational opportunities.

2003 | Technical Mentor Registration

Any individual wishing to be a technical mentor must register using the provided registration form at the StellarXplorers website. Mentors may work with teams in their physical location or virtually. Mentors may register at any time during competition season.

A. Background Check – All mentors are required to complete a background check conducted by a third party chosen by the StellarXplorers Program Office. Background checks completed for other organizations are not sufficient for this requirement. If a mentor completed a StellarXplorers background check **within the past three years** at the time of registration, this requirement is waived. A team director may arrange and assign mentors to their team(s), and the team director retains the responsibility for ensuring that the individual(s) assigned have the proper qualifications to work unsupervised with minors.

B. Pairing with Teams – Mentors are paired with team directors only with mutual consent. Team directors will be provided with access to a mentor database in which they are able to contact available mentors directly. Once a mutual agreement to work together has been established, the team director and mentor should inform the StellarXplorers Program Office to appropriately update mentor availability.

2004 | Registration Fees

1. Registration Fees

Registration is considered complete when the applicable fee has been paid. All fees must be paid by the published payment deadline. See the StellarXplorers website for current fee amounts and registration deadlines.

2. Fee Waivers

Fees may be fully or partially waived in the following circumstances:

- Title I schools – Team director may be asked to provide documentation of Title I status in the form of a signed letter from a school administrator.

3. International Team Travel to National Finals

In the event an international team qualifies for the National Finals Competition, they will be responsible for their travel to the closest U.S. port of entry. StellarXplorers will then cover the remaining cost for the team to travel to the location of the National Finals.

CHAPTER 3: ONLINE COMPETITION ROUND PROCEDURES & RULES

3001 | Competition Technical Requirements

To participate in StellarXplorers, teams must have equipment that meets the following technical requirements:

1. Hardware

Teams need a personal computer to perform training prior to the competition and for the Practice, Qualification, and Semifinal Rounds of competition. Chromebooks and MacBooks are NOT suitable for the competition because of software requirements.

- Intel© Core™ i5 or better, or AMD© Ryzen™ 5 or better
- Memory/RAM: 8 GB (minimum); 16+ GB (recommended)
- Disk Space: 10 GB (minimum); 500+ GB recommended depending on supplemental modules and data products
- Graphics Card: 4 GB (minimum) A graphics card that supports OpenGL 4.5
- Network Card: Not required, but recommended

2. Operating System

Team computers must have an operating system (64-bit only) with the following: Windows 10, Windows 11, Windows Server 2016, or Windows Server 2019.

If you are unsure whether your system can run the Ansys Systems Tool Kit (STK) software, visit the Ansys website for specific technical requirements.

NOTE: STK cannot be run on Mac or Chromebook computers at this time.

3. Software

The following software must be installed or available on all competition computers before a team participates:

- Ansys Systems Tool Kit (STK) Premium v13.0.1*, which includes the Planetary Data Supplement
- Microsoft Excel or Google Suite capable of producing spreadsheets
- PDF viewer (Adobe Acrobat or other viewer)

Teams must install the Ansys Systems Tool Kit (STK) software on their competition computers. **Only STK Premium v13.0.1* should be used for the StellarXplorers competition**. Teams CANNOT

use any STK tools other than those provided with the standard StellarXplorers-provided license. Use of tools such as CAP, Expert, Analyzer, or Parallel Computing, etc. is strictly prohibited.

New teams will need to establish an account with Ansys to download STK and obtain their STK license. Every team member, if desired, may download the software to their own personal computer and request a license through the StellarXplorers Program Office.

Full instructions on downloading and requesting licenses for STK are provided to the team director upon approval of team registration.

STLX recommends Teams use 13.0.1 for this season, but teams may use 13.0.0 or 13.1.0, if they already have it on their machines. Starting scenario files will be generated from STK 13.0.0 and will be usable with all versions.

4. Network (Internet Connectivity)

It is the team's and team director's responsibility to provide and maintain an Internet connection during the competition for time-sensitive competition announcements on the StellarXplorers website and for email traffic exchanges with the StellarXplorers Program Office.

Teams are encouraged to have a backup plan so that they can still compete in the event of a network failure. Teams may not be granted extra time in the event of a network failure.

5. Email

The StellarXplorers Program Office uses email to transmit competition information to teams. Some spam scanning programs will send these messages to a junk or spam folder. Teams should initiate actions to eliminate these restrictions on their email systems for messages from competition@stellarxplorers.org, info@stellarxplorers.org, and stellarxplorers@gmail.com. The most common difficulty encountered by teams during competition is a school proxy server or firewall blocking their web traffic.

3002 | Education and Training

The StellarXplorers Program Office has a number of resources available for team directors and mentors that may help them teach their students basic space-related principles.

A. Space Training Course

Each StellarXplorers team will be given one license to access the StellarXplorers Space Foundations Course, provided by Nova Space, Inc. This online course is closely modeled after *Understanding Space*, the textbook used for the Introduction to Space course at the U.S. Air Force Academy.

Information about obtaining access to the Space Foundations Course will be shared with team directors prior to the start of the competition season.

B. Academic Quizzes

Academic quizzes are administered during Practice Round 1, each of the three online Qualification Rounds, and the Semifinal Round. These quizzes, designed to be taken as a team, include 20

multiple choice questions. Quizzes are “open book”. Teams may use the Space Foundations Course as a reference.

Study guides can be found on the *Training Materials* page of the StellarXplorers website.

C. Systems Tool Kit (STK) Training

The Systems Tool Kit (STK) software is provided free to StellarXplorers teams by Ansys Government Initiatives (AGI) through their Educational Alliance Program, of which StellarXplorers is a member. In addition to the free software, AGI provides a multitude of free online training, including the opportunity for students to earn STK professional certification. The website for the AGI training can be found at https://www.agi.com/training-and-certification. Scroll down to the bottom of the page to find several Teaching Aids.

In addition, STK training specifically tailored to StellarXplorers can be found on the *Training Materials* page of the StellarXplorers website.

D. Practice Rounds

Rounds 1, 2, and 3 each include a practice round. These practice scenarios are unofficially scored and do not impact team rankings. Participation in Practice Rounds is encouraged but not required.

3003 | Official Competition Communication

Emails from competition@stellarxplorers.org and posts on the *Announcements Page* (www.stellarxplorers.org/announcements) are the official and primary channels of competition communication from the StellarXplorers Program Office. In the event of technical issues with official email, official competition information will be posted on the StellarXplorers website.

In addition to email, information may be posted to the *Announcements Page* on the StellarXplorers website (www.stellarxplorers.org/announcements) during the rounds.

It is of the upmost importance that team directors closely monitor their email during the competition rounds. Teams will receive two competition emails before each online round and two emails after each round. Team directors are the only individuals who receive these emails, and it is their responsibility to ensure that each of the emails listed below is received:

1. Competition Emails before the Round

1. **Competition Preparation Email –** An email with important round sent 7-10 days before a round. This email comes from competition@stellarxplorers.org (competition-stellarxplorers.org@shared1.ccsend.com).

2. **Competition Start Email –** On the Wednesday prior to the online round, team directors will receive an email from competition@stellarxplorers.org (competition-stellarxplorers.org@shared1.ccsend.com) with updated competition information:
    - How to access competition files
    - Competition round-specific information
    - Technical information
    - Changes to instructions since the Competition Preparation Email

If emails are not received in the time frames listed above, the team director should immediately contact the StellarXplorers Program Office. **Failure to receive emails is not grounds for an appeal.**

3. Competition Email during the Round

Should the StellarXplorers Program Office need to communicate a clarification or correction of a competition round detail (one that would affect the overall outcome of team performance), a high-importance email will be sent to all team directors. The same information will also always be posted on the *Announcements Page* on the StellarXplorers website. Teams are strongly encouraged to check (and refresh) this page regularly. **Failure to receive the message or review the announcement page is not grounds for an appeal.**

4. Competition Emails after the Round

1. **Team Specific Score Sheet Email –** This email is typically sent 1-2 days after the end of the round. It includes a PDF score sheet specific to the individual team. Teams have 48 hours from the time this email is sent to review and submit any questions or appeals.

2. **Online Round Results Email –** The online round results email informs team directors that the full list of scores from the just-completed round has been published to the website. Release of results is contingent on a variety of factors including inquiries and appeals. The goal for the release of the email is five working days after the completion of the round.

5. Technical Support

Technical support for online rounds is provided by the StellarXplorers Program Office during each competition round. Technical support is available from 9:00 AM to 9:00 PM ET during each scheduled day of the round.

StellarXplorers technical support may be contacted via email at competition@stellarxplorers.org. Teams must include their team number (STLXxx-xxxx) in the message to receive a prompt response. This is the primary technical support channel.

3004 | Competition Windows and Time Restrictions

1. Competition Schedule

Below is an overview of the 2026-2027 StellarXplorers National Space Design Competition season online competition schedule. Teams may compete in any six consecutive-hour period within the scheduled competition dates listed below:

Round	Date
Practice Round 1 (PR1)	October 8-11, 2026
Qualification Round 1 (QR1)	October 29 - November 1, 2026
Practice Round 2 (PR2)	November 12-15, 2026

Qualification Round 2 (QR2)	December 3-6, 2026
Practice Round 3 (PR3)	January 7-10, 2027
Qualification Round 3 (QR3)	January 28-31, 2027
Semifinals (SFR)	February 18-21, 2027

2. Competition Window

A competition window is the specified time that the competition is conducted during the scheduled round; specifically, the hours where the competition is "live." Teams cannot compete outside of the designated competition window. The designated competition window for each competition round is scheduled from 8:00 AM ET Thursday to 11:59 PM ET Sunday.

Practice & Qualification Round Competition Windows			
Thursday	Friday	Saturday	Sunday*
8:00 AM - 11:59 PM ET	12:00 AM - 11:59 PM ET	12:00 AM - 11:59 PM ET	12:00 AM - 11:59 PM ET

***** If a team chooses to start their competition period after 6:00 PM ET on Sunday, their scenario solution and academic quiz must be submitted by 11:59 PM ET. Submissions received after Sunday at 11:59 PM ET are subject to the standard penalty for late submissions.

3. Competition Period

The competition period begins at the team's chosen start time and lasts for no more than **six consecutive hours**. The time when a team begins the round is chosen at their discretion, as long as the start time falls within the designated competition window hours listed above, and the submission time does not exceed 6 hours from the start time (or, if starting after 6:00 PM ET on Sunday, is before 11:59 PM ET).

The following rules govern the competition period:

a. A team is allowed only one competition period (6 consecutive hours) to complete ALL scenario tasks AND the academic quiz.
b. Teams are not allowed to access the competition round or quiz files or for any reason before they are ready to compete. "Sneak-peeks" or tests of the software are prohibited.
c. The times on the team's computer are for reference purposes only. It is the responsibility of the team to ensure that ALL scenario work and the academic quiz is completed and properly submitted by the end of their six-hour competition period. The timestamp on the file submission is used by the StellarXplorers Program Office as the official time of completion.
d. Technical issues affecting a team's performance will NOT result in extra time.
e. Teams taking more than the allotted 6-hour competition window will receive a scoring penalty.

4. Alternate Competition Times

A. Competition Backup Dates – If the StellarXplorers Program Office must postpone an online round due to a weather emergency, or any other reason, the competition will take place on a designated date before the next competition round.

B. Alternate Competition Periods – Through the appeals process, the StellarXplorers Program Office may grant approval for a team to complete the current online round on a mutually agreed upon date before the next online round due to a documented school closure, a local weather emergency, a power outage, or other emergency situations that prohibit the team from completing

the round during the official competition window. Typically, this date would be the Monday immediately following the end of the competition round window.

3005 | Team Director Supervision and Oversight

A. Team Director Supervision of Team(s) – Team directors must supervise their teams during the competition period. The minimal required supervision is:

1. The team director is physically present when competitors are competing in person as a group.
2. If the team director cannot be present, then an alternate team director for that round must be requested and approved by the StellarXplorers Program Office.

B. Information from a Competition System during Competition – StellarXplorers staff may request information on a team's systems for oversight, competition administration, and troubleshooting purposes. Teams must provide the StellarXplorers Program Office information on their system(s) when requested.

3006 | Control of the Competition Area

A. Competition Area – The competition area is the location where one or more teams compete (e.g., school multipurpose room, computer lab, classroom).

1. **Control of the Competition Area** – The team director (or approved alternate) of a team must be present (i.e., onsite) to administer all competition rounds where teams are competing in person as a group.

2. **Multiple Teams** – In cases where a competition area contains more than one team, team directors should take appropriate action to ensure that no purposeful or inadvertent communication or collaboration occurs between teams. Examples of appropriate action include keeping teams as far away from each other as possible, keeping the volume of discussions to a minimum, ensuring that any written notes are only visible to individual teams.

B. Interactions with Other Teams – During their competition periods, team members of different teams cannot communicate with each other. Discussion of the competition round with team members outside of one's own team is prohibited.

C. Spectators – Team directors may arrange a spectator area for in-person observation of the competition that limits disruptions to the team. Team directors should ensure that spectators, including mentors, do not interact with competitors in any way that threatens the integrity of the competition or the safety of the students.

3007 | Sharing of Competition Information

1. Rules Against Sharing Information

Team directors are entrusted with competition round information and should treat it as examination material. Competitors shall share information only with their immediate teammates to avoid giving a competitive advantage to other teams. Furthermore, participants must:

- Structure a competition space or procedures so that other teams' competitors may not gain useful information or a competitive advantage. In competition areas where competition spaces are in separate rooms, a team's competitors may not enter another team's room, except for extreme circumstances.
- Strictly limit distribution of StellarXplorers competition and practice materials and software to their teams. Team directors must ensure that **all** the competition materials are deleted after each round per the competition email. All competition materials distributed by the StellarXplorers Program Office are the property of the Air & Space Forces Association, not StellarXplorers' participants.
- Not share information concerning the competition materials with anyone outside of their team. However, teams **within the same organization** (school, squadron, unit, etc.) may practice, discuss, and review competition materials together outside of a competition window.
- Not transfer, or cause to be transferred, copies of competition materials to persons who are not currently registered StellarXplorers participants. Transferring competition materials to non-StellarXplorers participants is a violation.

2. Examples of Information Sharing Violations

Examples of information sharing violations include:

- Sharing information with another team during a competition window.
- Sharing information with teams outside of the team's organization (other schools, squadrons, units, etc.), before or after a competition window.
- Posting specific information on the competition or answers on a social networking site, Discord server (except the round-specific, temporary channel), blog, or other website, or through text or email, even after a round of competition.
- Using competition materials from any prior competition round for training.
- Requesting answers, solutions, or other competition assistance on a blog or social media.
- Screensharing, live streaming, or otherwise sharing information with individuals outside of the competition area during the competition period.

3008 | No Outside Assistance

Competitors are responsible for their team's performance during the competition and may not receive or request assistance from any individual other than immediate teammates (those registered to their specific team). Once a competition period begins, team directors, technical mentors, members of other teams, and other non-team members cannot coach, assist, collaborate, or advise competitors until the completion of the competition period.

Outside assistance includes direct and indirect advice, suggestions, hands-on assistance, use of AI tools and resources, and active electronic communication using platforms such as email, blogs, forums, and social media.

Team directors and mentors may only assist teams with:

- Administrative issues before the start of the six-hour competition period
- Timekeeping
- Local area network outages and other connectivity issues
- Dangerous or threatening situations that require adult intervention
- Maintaining team's scoring data at the end of the competition period

In the case of practice rounds and other non-qualification round situations, the StellarXplorers Program Office may allow team directors and mentors to assist the competitors during the competition period.

3009 | Allowable Resources

1. Computers Designated for Competition Use

A. Devices Used – Each team may only use two computers during the online rounds. Both computers may be used to perform activities such as internet searches or preparing the team's solution for submission; however, only one of these computers may be used to work within STK (see "One Instance" Rule below). Teams may also use the standard functions (addition, subtraction, multiplication, division, percentage, square root, and memory) of a calculator.

B. Systems Tool Kit (STK) – "One Instance" Rule – During any online competition round, a team may only have STK running on one computer at any given time. Running multiple instances of STK simultaneously (i.e., having STK open on two computers at the same time) is prohibited.

C. Backup Devices – Teams may place an additional copy of the competition round's STK file on a backup computer. If the primary computer fails or the original file is corrupted or deleted, the team may access the backup device. The second instance of the competition STK material may be opened only if the original material is corrupted or malfunctions. After verifying that the second instance is not corrupt, the original instance must be closed and deleted. If the original instance is not closed and deleted, the team may be subject to an inquiry and a penalty. The 6-hour competition period will continue regardless of the time required to open the new competition material.

2. Internet Resources

During online rounds, internet resources such as FAQs, how-to guides, existing forums, and company websites are valid for competition use under the following conditions:

- The resource is **free**, and access has not been granted based on a previous fee, membership, employment, purchase, credit card, or other monetary instruments.
- No token, smart card, common access card, etc., is required to access it.
- The resource is publicly and reasonably available to all teams.
- AI tools and resources are strictly prohibited under all circumstances. Use of AI summaries in internet search results are permissible.

3. Electronic Media and Communication Devices

Team directors must ensure that their teams compete without outside assistance through the use electronic media or communication devices. The following stipulations apply to this rule:

A. Electronic Media – No prepared electronic media may be used during the competition. Teams may not use advanced math functions available on scientific calculators; prebuilt Excel files/spreadsheets; Excel/Spreadsheet software add-ins/AI tools (ex. Solver, Analyze Data, Copilot, Gemini, etc.); software programs such as Java, Python, MATLAB, etc.; pre-built checklists or learning aids (to include handwritten notes). In the absence of email capability or shared network access for competition computers, teams may use a blank USB stick to transfer data between competition computers.

B. Communication Devices – Cell phones, smartphones, smart watches and other wireless devices are allowed in the competition space but CANNOT be used to communicate in the competition space. Answering and making calls or sending texts, etc., must be done outside of the competition space and cannot pertain to competition-related subjects.

C. Staging Resources – Teams must not stage or access unauthorized resources on the internet, networks, systems, servers, storage devices, communications devices, etc. Emailing or otherwise transferring unauthorized tools, scripts, and data to the competition computer via another computer or device is also prohibited. Secure FTP sites may not be used.

4. Posting or Publicizing Resources

Publicly posting, distributing, or otherwise publicizing resources that were created for the StellarXplorers competition or events involving StellarXplorers software is **prohibited**.

5. Deletion of Competition Material following the Competition Round

All competition-related material from a completed round must be deleted prior to the start of the next scheduled round (this includes practice rounds). Team directors must ensure that the competition material is deleted after the round of competition. Failure to delete past competition files may result in scoring penalties or disqualification.

3010 | Offensive Activity and Tampering

Participants must not conduct offensive activity against other teams, competitors, the competition system, or non-participants to gain a competitive advantage. Offensive activity includes:

- Hacking
- Interference with another team's ability to compete.
- Social engineering or posting of false information to platforms including social media, text, chat, email, etc.
- Tampering with, copying, or modifying components of competition materials or STK software.
- Tampering with or modifying documents belonging to other participants or the StellarXplorers Program Office.
- Any other activity aimed at manipulating or deceiving other competitors or the StellarXplorers Program Office.

3011 | Inquiries about Rule Violations

In cases of apparent violations of the rules listed above or in cases of scoring irregularities, the StellarXplorers Program Office may appoint a StellarXplorers Program Office member to conduct an inquiry. The following items may be part of an inquiry:

A. Competition Material – Materials that involve rule violations or scoring irregularities require special handling of competition data by team directors.

- **Security** – The team director of a team that is the subject of an inquiry, or who has team members that are subjects of an inquiry, must take measures to prevent access to the competition materials. Materials must not be opened, modified, or otherwise tampered with unless requested by the investigator.
- **Transfer or Upload** – When required, the team director must transfer or upload of the competition materials to a designated location.

B. Interviews – Interviews conducted in the course of the inquiry may be held in person, by telephone, or by other means.

C. Questionnaires – The investigator may request that participants involved in an inquiry respond to a questionnaire concerning the inquiry.

CHAPTER 4: COMPETITION EVENTS, SCORING, ADVANCEMENT & AWARDS

4001 | Competition Events

1. Online Rounds

A. Round Topics – The StellarXplorers online rounds contain one or more of the following scored events:

- **Round 1 (Orbit Planning) –** Orbit planning is the main event during the first round. It requires teams to select a mission orbit which best meets a specific set of mission requirements. This round includes an academic quiz.

- **Round 2 (Satellite Design) –** Satellite design is the main event during the second round. It requires teams to design a satellite using a list of available subsystem components which will meet a set of mission requirements. This round includes an academic quiz.

- **Round 3 (Launch Operations) –** Launch operations is the main event during the third round. It requires teams to select a launch vehicle, launch window, or optimum lift-off time, to meet a specific set of mission requirements. This round includes an academic quiz.

- **Semifinal Round –** The semifinal round consists of two of the three events featured in the first three rounds. This round includes an academic quiz.

A. Submission of answers

- **Academic quizzes** – Quizzes are completed and submitted via an online quiz form during the team's chosen competition period.
- **Scenario solution files** – Scenario solutions are submitted via the provided upload link and/or selections form. After their initial submission, teams may submit up to one (1) corrected submission if they think they have found a better solution or need to correct an error. The second submission must fall within the team's 6-hour competition period AND within one (1) hour of the original submission.

2. National Finals Competition

The National Finals Competition is the final round and an in-person / onsite event. Following the Semifinal Round, a separate rules document will be shared with only those teams that have qualified for the National Finals Competition.

Until that document is released, teams should assume that all rules governing behavior in the online rounds apply to the National Finals Competition.

4002 | Scoring

1. Online Round Scoring

Online rounds of competition are scored based on the following:

- **Round 1 (Orbit Planning) –** Teams will be scored on their ability to meet the most mission requirements while staying within orbit constraints, as outlined in the round's scenario booklet.

- **Round 2 (Satellite Design) –** Teams will be scored on their ability to meet requirements while keeping the satellite design within cost and weight limitations, as outlined in the round's scenario booklet.

- **Round 3 (Launch Operations) –** Teams will be scored on their ability to meet the most mission requirements while keeping the launch vehicle within cost and weight limitations, as outlined in the round's scenario booklet.

- **Semifinal Round –** Teams will be scored on their ability to meet the most mission requirements, as outlined in the round's scenario booklet.

- **Academic Quizzes** – In each online qualification round, teams will complete an open-book quiz consisting of 20 space-related multiple-choice questions. The quiz must be completed (started and submitted) during the team's 6-hour competition period. Quizzes submitted beyond the 6-hour time limit will be penalized 1 point per minute for being late. Each correct answer is worth 1 point, for a maximum score of 20 points. Quiz scores count toward the team's overall online round score.

2. Scoring Appeals Process

Appeals ensure competition fairness by considering unforeseen conditions that impact a team's ability to compete. They are NOT a vehicle for a team to pursue advancement in the competition by other means. Score correction requests allow team directors to contact the StellarXplorers Program Office if they believe their team's online round score is incorrect. The following rules apply to appeals:

A. Deadlines – Unless otherwise published by the StellarXplorers Program Office, team directors have 48 hours after being sent their competition round score sheet to submit an appeal. Appeals must be submitted via email to competition@stellarxplorers.org.

B. Originator – The team director or approved team mentor may originate an appeal or request. Appeals may not originate from competitors. Unless the appeal can properly document a scoring error, the request will not be considered, and the official score will stand.

C. Grounds Not Considered for Appeals

- Failure to receive the competition email - Team directors are expected to contact the StellarXplorers Program Office if a competition email is not received in a timely manner.
- Ignorance of the original competition round dates
- Failure to secure an alternate team director if the primary team director is unavailable.

- Scheduling conflicts
- Internet connectivity issues that are not due to uncontrollable circumstances. Loss of an internet connection is only a cause for an appeal or backup date request if it was caused by a documented weather or man-made emergency that directly affected a team's ability to compete.
- Failure to properly work out issues with the team's / organization's IT department.

D. Format – The format for appeals and requests can be found in Appendix F.

- One appeal per round – Teams may only submit one appeal per round.
- Proper Documentation – All appeals and backup date requests must come with appropriate documentation. Examples of appropriate documentation include letters from school principals and news reports outlining school or organization closures.
    - The score sheet sent to the team director is the best documentation to prove a scoring error. The sheet may be copied and emailed to the StellarXplorers Program Office.

E. Decision and Notification of Results – The StellarXplorers Program Office is the final decision authority on appeals and will email the team director the results of the appeal within three (3) business days of submission.

3. Publication of Round Scores

The StellarXplorers Program Office does its best to publish the results within five (5) working days after the end of a competition round. The results of the online rounds will be shared via in the following outlets:

- StellarXplorers website: www.stellarxplorers.org
- Competition round results email from competition@stellarxplorers.org

4003 | Penalties

Penalties may be applied to teams' scores for conduct violations during the online rounds. Any team member or participant that does not cooperate in an inquiry may incur a penalty to include the disqualification, suspension, or ban of an individual or team as determined by the StellarXplorers Program Office. Any and all of the penalties below may be applied for any violations of the rules in this document.

1. Minor Penalties

In the event of a minor rule violation, the StellarXplorers Program Office may impose competition penalties on a team, including:

- Score reduction
- Invalidation of a team's competition round score

A. Excessive Time – In addition to inquiries, a special review process governs competition times in some circumstances. Teams with qualifying scores for advancement to the Semifinals and National

Finals will have their competition period times reviewed for irregularities at the end of all previous rounds.

A team found to have exceeded the six consecutive-hour competition period for ANY of the online rounds will be penalized. For example, if a team is found to have taken excessive time in Round 1, the team's score for Round 1 may be less than originally published at the end of Round 1.

Teams exceeding the six consecutive-hour competition period will have their score for that round reduced by 1% for every minute they exceed the six-hour period.

2. Major Penalties (Disqualification)

If the StellarXplorers Program Office rules that a participant or team committed a major rules violation, they may be disqualified. Disqualified participants and teams are ineligible for awards and recognition and are subject to:

- **Suspension** – The terms and time limit of a participant or team suspension from the competition are at the discretion of the StellarXplorers Program Office.
- **Termination** – A participant or team is immediately terminated from the StellarXplorers Program for the entire season.
- **Ban** – A ban is the permanent disqualification of a participant or team from the StellarXplorers Program. It is the most severe administrative penalty that can be imposed. Reinstatement is at the sole discretion of the StellarXplorers Program Office.

3. Other Penalties

Other penalties invoked by the StellarXplorers Competition Staff may affect a team's final score or advancement.

4004 | Advancement

The following is the structure and advancement for the StellarXplorers teams:

1. Practice Rounds

Participation in practice rounds is open to all teams. Unofficial scores from practice rounds do not count toward a team's advancement.

2. Qualification Rounds

The qualification rounds are considered Rounds 1, 2, and 3. All teams may participate in these rounds. A team's performance or participation in Round 1 does not affect its ability to compete in Rounds 2 and 3. Every team is guaranteed eligibility in the qualification rounds.

3. Semifinals Round

At the completion of all three qualification rounds, the top 30% of the registered teams, but not less than 30 teams, will advance to the Semifinals Round based on their cumulative score from the qualifications rounds.

4. National Finals Competition

The top ten (10) teams advance to the National Finals Competition based solely on their Semifinal Round scores. Scores from the Qualification Rounds will not be carried forward to the Semifinal Round and will not have a bearing on advancing to the National Finals Competition.

5. Tiebreakers

If teams have a tie score that affects advancement to the Semifinals or National Finals, the team with the highest total cumulative Qualification Round score minus the academic quiz scores will advance to the next round. If still tied, the team with the highest Qualification Round 3 score advances; if still tied, highest Qualification Round 2 score; if still tied, highest Qualification Round 1 score.

6. Replacement Teams

If a team advancing to the Semifinals or National Finals Competition is suspended, unable to compete, or banned, a replacement team may be chosen at the discretion of the StellarXplorers Program Office. The following criteria will be considered when selecting a replacement team:

- The team with the next highest qualifying score from the Qualifying or Semifinals Rounds that was not advanced.
- If a designated replacement team does not respond with information required for competition or logistics when requested, the StellarXplorers Program Office may revoke the designation of the replacement team.

4005 | Awards

The Air & Space Forces Association recognizes excellence in competition and support of StellarXplorers with awards and honors. StellarXplorers sponsors may also elect to recognize teams throughout the competition.

1. Semifinal Round Awards

Teams qualifying for the Semifinal Round are presented with a digital certificate template following the close of the round.

2. National Finals Competition Awards

A. Overall Awards – The top three scoring teams at the National Finals Competition teams will receive recognition for their achievements. They will be crowned the National Champion, Second Place, and Third Place teams respectively. Medals and trophies may be provided to winning teams by the StellarXplorers Program Office.

Note: Team members must attend the National Finals to receive any awards achieved by the team during the National Finals competition.

B. Other Awards – Sponsors or supporters of specific National Finals challenges may present awards to the teams earning the highest score.

APPENDICES

Appendix A | Team Director Agreement

Team directors are vital to the success of StellarXplorers. The StellarXplorers team director not only guides the team through preparation for the competition (with additional assistance at their sole discretion), but more importantly protects the competitors' well-being and the integrity of the competition.

Access To Competitors

1. Coordinate parental notification and permissions to allow their minor children to participate in the program in accordance with the current "StellarXplorers User Agreement and Privacy Policy" published by the Air & Space Forces Association.
2. Coordinate and provide permission for any student to register in the StellarXplorers registration system.
3. Coordinate, arrange, and approve involvement with the team by any technical mentor at the team director's sole discretion, whether in-person or online and whether obtained by any other source.
4. Abide by the StellarXplorers Standards of Conduct (See Appendix B)
5. Act as the team's single point of contact for the StellarXplorers Program Office.

Academic Program

1. Deliver basic space systems training to competitors as may be reasonably accommodated at the team director's sole discretion.
2. Encourage competitors to devote time to self-study and preparation for the competition.

Competition Management

1. Uphold the integrity of the competition by ensuring that all rules of the competition as described in the StellarXplorers Rule Book and competition emails are strictly followed.

Competition Logistics

1. Coordinate and support all elements of the preparatory training and online rounds, including arranging a competition location and obtaining necessary computer equipment for training and the online rounds of the competition.
2. Provide feedback to the StellarXplorers Program Office and coordinate feedback from competitors designed to improve the entire program.
3. Agree to coordinate logistics for the trip with the StellarXplorers Program Office (all expenses except entertainment and personal expenditures will be funded), should the team advance to the National Finals Competition.
4. Agree to accompany the team and be responsible for supervision and guardianship during the travel and onsite at the National Finals Competition.

As a StellarXplorers team director, I agree to uphold the highest standards of integrity, sportsmanship, and honesty. I will encourage my team to compete fairly, and with a constructive attitude that celebrates our successes as well as those of other teams. I have read, understand, and agree to execute the responsibilities described in the StellarXplorers Team Director Agreement to the best of my abilities.

Appendix B | Standards of Conduct

Working with young people can be among the most gratifying and impactful endeavors an adult can undertake, but there are also special responsibilities that must be discharged to prevent harm to the minor. As a StellarXplorers team director and/or mentor, I promise to strictly follow the rules and guidelines in this StellarXplorers Standards of Conduct as a condition of my providing services to the youth participating in StellarXplorers.

As a StellarXplorers Team Director or Mentor I will:

1. Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
2. Insofar as practical, avoid situations where I am alone with an individual minor.
3. Use positive reinforcement rather than criticism when working with competitors.
4. Refrain from giving gifts to minors without prior written approval from the parents or guardian of the individual.
5. Report suspected abuse of any kind to law enforcement, school authorities, and the local Child Protection Services agency, as required by law.
6. Cooperate fully in any investigation of abuse of minors.

As a StellarXplorers Team Director or Mentor I will NOT:

1. Smoke or use tobacco products in the presence of minors.
2. Use, possess, or be under the influence of alcohol at any time while working with the team.
3. Use, possess, or be under the influence of drugs (except for medicines proscribed by a doctor) at any time.
4. Pose any health risk to others (e.g., no contact with the team when in a contagious condition).
5. Strike, spank, shake, or slap any youth participating in StellarXplorers.
6. Humiliate, ridicule, threaten, or degrade any youth participating in StellarXplorers.
7. Touch a youth in a sexual or other inappropriate manner.
8. Use discipline that frightens or humiliates any youth participating in StellarXplorers; and
9. Use profanity in the presence of any youth participating in StellarXplorers.

I understand that any action inconsistent with these Standards of Conduct, or failure to act mandated by this Standards of Conduct, may result in my removal and prohibition from any future participation in StellarXplorers.

Appendix C | Safety

Safety and competitor protection are the top priorities of the StellarXplorers Program. A team director should always consider the health and well-being of their team in choosing a competition environment.

Safety and Competitor Protection Requirements

School, organization, and local directives govern the safety and protection requirements of minors and facility standards. Some safety considerations in choosing a competition space are listed below:

- Facility Security
- Adequate Lighting
- Vehicle Safety
- Crime Areas
- Electrical Safety
- Emergency Services
- Trip Hazards
- First Aid Kit
- Slip areas caused by ice, snow, water, petroleum products, etc.
- Unsupervised access to competitors by other adults in public facilities

Team directors should mitigate any safety issues through remedial action or warnings to competitors and mentors.

Reporting

In the event of an accident or other incident involving competitors in a StellarXplorers event, organization and local reporting procedures shall be followed. After notification of proper local authorities, team directors should notify the StellarXplorers Program Office following a significant incident at a StellarXplorers event. Incidents of interest to the StellarXplorers Program Office are:

- Competitor who is a missing person last seen at a StellarXplorers event.
- Injured competitor requiring hospitalization.
- Criminal act against a competitor, team director, chaperone, mentor, competition team, or StellarXplorers supporter.
- Severe weather or natural disaster that could negatively affect the competitors or the competition.

Reports to the StellarXplorers Program Office can be transmitted via email to competition@stellarxplorers.org.

Appendix D | Team Director Alternate / Replacement Request

Team directors ensure that minors participating in the competition are protected and that parental prerogatives are respected. Any individual acting as a team director alternate or replacement team director is expected to assume the same responsibilities of protecting minors and preserving the integrity of the competition by ensuring that all competitors conduct themselves in a fair, ethical, and sportsmanlike manner.

Alternate = acting as team director for one or two rounds
Replacement = taking over as team director for the remainder of the competition season

Requests for a team director alternates or replacements must be submitted to competition@stellarxplorers.org in the following format.

From: [Team Director's Email Address – should match email address on file with StellarXplorers]

Sent: [prior to the team beginning the competition round]

To: competition@stellarxplorers.org

Cc: [Verification Official's email address] [Team Director Alternate / Replacement email address]

Subject: Team Director [Alternate or Replacement] Request

I will be unable to participate in the StellarXplorers competition *[SPECIFY ROUND(S) OF COMPETITION].* My team information is below:

Team Number: STLXxx-xxxx
Organization Name:

I request that StellarXplorers communication be sent to my [alternate or replacement]. Their contact information is below:

Full Name:
Email Address:
Phone Number:

I certify that [NAME OF ALTERNATE] agrees to the Team Directors' Agreement and Standards of Conduct in the StellarXplorers Rule Book.

Appendix E | StellarXplorers Competitor Code of Conduct

As a participant in the StellarXplorers National Space Design Competition:

1. I will consider the ethical and legal implications of my actions every time I participate in StellarXplorers.
2. I will not conduct, nor will I condone, any actions that interfere with another team's or individual's computer system.
3. I will not illegally copy or distribute software or other intellectual property.
4. I will not visit inappropriate web sites while preparing for, or participating in, StellarXplorers.
5. I will not participate in, or condone, cyberbullying which includes such behaviors as teasing, threatening, intimidating, humiliating, sexual harassment, racial harassment, and stalking.
6. I will follow the StellarXplorers rules of competition and will accept appropriate guidance from my team director.
7. I will not tamper with, modify, or attempt to manipulate any element of the StellarXplorers competition or scoring systems.
8. I will ensure the confidentiality of the competition materials and will not share information about the competition with members outside of my team.
9. I will delete any competition materials following the completion of the round.
10. I will not attempt to deceive, hoax, or "prank" other teams by forwarding or posting erroneous or deceptive information on the internet, by email, or on social networking sites.
11. I understand that violation of this code of conduct is grounds for my immediate dismissal from my team and the disqualification of my team from StellarXplorers competition.

Appendix F | Appeal and Backup Date Request Form

All requests and appeals should be sent to competition@stellarxplorers.org.

From: (Team Director's Email Address)

Sent: (No later than deadline – Eastern Time)

To: competition@stellarxplorers.org

Subject: Appeal: [Team Number] – [School or Organization Name]

Subject of Appeal. (One Sentence)

Requested Action. (One Sentence)

Originator. (Team Director's Name)

Facts Bearing on the Appeal (One fact per subparagraph. Facts must answer *who, what, where, when, why.*

a.

b.

c.

Additional Comments. (Limit to 100 words)

Supporting Attachments. (Limit two. Official documents and scoring data provide the best documentation.)

1.

2.

See next page for example appeal.

EXAMPLE APPEAL

From: Doe, Jane [mailto: Jane.Doe@schools.edu]

Sent: Friday, December 15, 2018, 3:48 PM

To: competition@stellarxplorers.org

Subject: Appeal: STLX12-9999 – Freedom High School

Subject of Appeal. Power Outage Prevented Freedom High's Participation in Round 2.

Requested Action. To Reschedule Round 2, StellarXplorers Competition.

Originator. Jane Doe

Facts Bearing on the Appeal

a. At approximately 3:00 pm EST, Friday, December 15, 2018, the M High School team set up for Qualification Round 2.
b. At approximately 3:30 pm EST, Friday, December 15, 2018, a snowstorm caused a power outage that shutdown our school's computer network, until Monday, December 18, 2018.
c. The Metro High School Principal, Dr. Baker, ordered the school closed at approximately 4:00 pm and sent home all people remaining in the school. (See Attachment 1.)
d. Due to the time of day, my team was unable to move to a nearby location to continue the competition.
e. Travel on Metro area roads was becoming dangerous, so I sent the team members home. (See Attachment 2, News Story, 5th paragraph).
f. I contacted the StellarXplorers Program Office at approximately 4:00 pm, Friday, December 15, 2018, and told them that my team could not participate in Round 2 of the StellarXplorers Competition.

Additional Comments: Any consideration you can give our team would be appreciated. We scored 5th overall in Round 1 and I am sure that we would have done as well or better in Round 2. If there is anything I can do to allow the Freedom High School team to re-compete in Round 2, please let me know.

Supporting Attachments (Limit 2)

- Letter from Principal Baker
- News Article

Appendix G | Sponsors and Sponsorships

The Air & Space Forces Association and its StellarXplorers Program take great care in the branding of StellarXplorers. Our sponsors must have common values with the Air & Space Forces Association and make a significant contribution to the StellarXplorers Program before they can be associated with the program.

National Sponsors

Our national sponsors provide the resources to sustain the StellarXplorers Program across the United States. According to their sponsorship level, StellarXplorers' national sponsors earn recognition in StellarXplorers events, as well as name association with StellarXplorers. StellarXplorers literature and other media contain the sponsors' logos. National sponsors conduct their sponsorship through the StellarXplorers Program Office.

If you know of anyone interested in becoming a StellarXplorers national sponsor, or if you want to know more about sponsorship, please visit our website at www.stellarxplorers.org or contact the StellarXplorers Program Office by email at info@stellarxplorers.org.

Local Team Sponsors

Local businesses may sponsor specific local teams but may not use the StellarXplorers logo in their advertising. If a team advances to the National Finals Competition or is involved in another event other than a team competition, the team may not use the local sponsor's name, logo, or other identifying characteristics.

Appendix H | StellarXplorers Media Guidelines

StellarXplorers is a great opportunity for your high school or organization, such as JROTC, USNSCC, and CAP, to draw local and state media coverage. Television stations, newspapers, and radio stations are generally interested in good stories of youth doing good things, and StellarXplorers is a terrific example of that.

We encourage you to work through your school administration or unit public affairs representative when handling any media inquiries.

We also ask that you adhere to the following guidelines:

- StellarXplorers should be written as one word, with a capital “S” and a capital “X”
- At its first mention, the complete title of the program should be used: “StellarXplorers - National Space Design Competition.”

In every release or interview please ensure the following is communicated:

- StellarXplorers was established by the Air & Space Forces Association.

Any use of the StellarXplorers logo or other collateral must be approved by the StellarXplorers Program Office. Use of the logo and the name, “StellarXplorers” must conform to the branding guidelines found on www.afa.org.

National media inquiries may be directed to AFA’s Director of Communications (Amy Hudson, AHudson@afa.org), with the StellarXplorers Programs Office in copy (info@stellarxplorers.org).