

General Judges' Instructions

Thank you for giving your time and talent to evaluate our students. Your evaluation of their performance will assist them in their drive to become successful in their chosen occupation.

1. Please remember that the contestants are students with job entry level skills. Please judge them accordingly.
2. Allow time to orient all contestants prior to the contest.
3. Make sure that each student has an I.D. badge with their contestant number showing. Don't ask student their names or school they are from. Use the contestant list provided to you, to check off the students present. Do not assign contestant I.D.'s to any student that is not on the list. Immediately contact the contest coordinator.
4. If a student arrives late, *if possible*, allow them to start the contest. They will not be allowed extra time unless the contest coordinator or state director gives approval.
5. There are to be **NO** cell phones in the contest area. If a student is caught using a cellular device, please contact the state director and/or the contest coordinator immediately.
6. If contestants need assistance in bringing equipment into room, 1 person can help them but in no case can any other person assist them in setting up.
7. Select or appoint a head judge who will oversee the contest and be responsible for tallying and certifying the contest rules.
8. Select a judge to keep time and notify the contestant of the time remaining.
9. Judges are to judge every contestant.
10. Familiarize yourself with the score sheet. The point ranges shown are possible points and you should give the number of points you feel are deserved. Remember to judge on the basis of entry level skills.
11. Do not discuss your scoring with anyone. This includes other judges, contestants, or advisors. Results should be kept confidential. Do not discuss who 1st, 2nd, 3rd should be - use the tallies from the score sheets as given. Only the head judge deducts timing, clothing, and resumes penalties. The head judge should tally all results and submit final scores.
12. Do not allow contestants to talk to **ANYONE** except other judges. Contestants should not leave the contest or holding area for any reason. No advisors or teachers will be allowed to speak with contestants or to be in the contest or holding area EVER. If there is a problem with advisors, contact the contest coordinator or state director at once.
13. Be consistent in your judging.

14. **THERE ARE NO TIES** when awarding 1st, 2nd, and 3rd place, with the exception of the technical information tests. Remember if contestants have an equal score, the judges must refer to the score obtained on the SkillsUSA knowledge test to break the tie. It is not necessary to select a medal winner if no contestant scores 70% or higher of the possible points for the contest. Should this issue arise, please contact the state director.
15. If any problems arise, notify the contest coordinator or the state director immediately.
16. If one contestant discovers an error in the contest or any other problem that needs a judges' help, it should be shared with all contestants.
17. **No judge or facilitator may disqualify ANY contestant without the permission of the state director. Should you believe a student should be disqualified, please allow the student to continue with the competition until the state director has been notified and has made a final decision.**
18. Resumes shall be collected at orientation, a point deduction of the total contestant score shall be made if the contestant fails to provide a one page *typed* resume.

NOTE:

If a contestant feels that a rule violation occurred during the contest, the contestant may file a grievance. The grievance form may be obtained from the head contest judge and must be returned to same. The head judge must accept the grievance and must make a ruling on the grievance.

If the head judge cannot rectify the grievance to the satisfaction of the contestant, then and only then may the contestant ask that the grievance be presented to the official grievance committee for consideration. In this case, please contact the contest coordinator or the state director.

All grievances must start with the head judge of each contest while the contest is in progress. Time missed while making a grievance report to the judge will be given to the contestant to complete his/her contest without penalty.

No grievances will be filed after the contests are concluded.

Final interpretations of all contest rules will be made by the SkillsUSA Missouri State Director.

Please turn in all completed grievance forms with final scores.

GRIEVANCE FORM

Procedure for filing a Grievance:

Only contestants may file grievances. **No Advisors or Spectators.**

1. Grievances must be filed DURING the contest with the head judge prior to the ending of the contest. ONLY the Contestant may file a grievance. Formal grievances are reserved for rule or contest violations.

2. This form must be requested, completed, and turned in to the head judge prior to the completion of the contest. Should you not be satisfied with the result of the head judge's resolution, request that the grievance be escalated to the grievance committee for review.

The Grievance Committee will make interpretations of all contest rules and resolution.

Contestant Number: _____ Contest: _____

Describe the rule/contest violation: _____

Contestant Signature: _____ Date: _____

Resolution by the grievance committee: _____

Committee Member's Signature: _____

Committee Member's Signature: _____

Committee Member's Signature: _____