

INSTRUCTIONS TO SKILLSUSA CHAMPIONSHIPS TECHNICAL COMMITTEE CHAIRS

General Responsibilities

1. Attend all meetings called by the SkillsUSA Championships director or officially designate a committee member to serve as your authorized representative at those meetings.
2. Make sure that all committee members are familiar with the SkillsUSA Championships Technical Standards.
3. Supervise the selection of the skills to be tested in the national contest and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of contest projects, drawings and instruction sheets for the contestants.
5. Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges.
6. Plan the layout of the contest site. Identify needs and/or services such as water, electricity and compressed air.
7. Make arrangements for acquiring appropriate industry awards.
8. Plan and conduct the mandatory contest orientation and debriefing meetings.

Contest Orientation Meeting

The contest orientation meeting is mandatory for all SkillsUSA Championships participants. The purpose of this meeting is to review the following items with all contestants.

1. Contestants' Credentials: Verify each contestant's name and number as he or she appears on the nametag with the master list of contestants. Check the individual name to the actual name on the nametag.

2. Contest Rules: Check to be certain that all contestants are familiar with the contest rules and have been notified of any relevant information in the annual contest updates.
3. Contest Procedures: Explain the way in which the contest will be run, including schedule, procedure for time in/time out, rating criteria, procedure for breaking ties and method of dealing with problems.
4. Safety Regulations: Review general and specific safety requirements and procedures for the contest.
5. Tools and Materials: Go over the list of tools and materials that are to be supplied by the contestants. Include any additional items mentioned in the updates. If contestants do not have all the required items, be sure they understand that they must obtain them before the contest begins.
6. Work Stations/Order of Performance: If workstations are not identical, make sure contestants draw numbers for assignments. In contests where the order of performance is important, the procedure for determining the order should be explained.
7. Equipment: Take time to explain the operation of equipment with which contestants may not be familiar, including safety features. If possible, allow contestants time to become familiar with the equipment.
8. Special Announcements: Detail any special functions that the committee has planned, explain special transportation or time schedules, announce industry awards, and announce that contestants are not permitted to smoke during the contest.

Note: The national organization requests that all SkillsUSA Championships committee and contest personnel refrain from smoking or consuming alcoholic beverages in the presence of SkillsUSA student members.

9. Contestants' Questions: Encourage contestants to ask any questions they may have about the SkillsUSA Championships. Try to give satisfactory answers before the close of the contest orientation meeting.
10. Contestant Penalties: There may be special circumstances that prevent a competitor from attending the contest meeting (e.g., illness, accidents or transportation). Please do not disqualify a competitor without first consulting with the SkillsUSA Championships office.

Conducting the SkillsUSA Championships

1. Check all contest area facilities prior to the day of the contest to be certain that everything is in place and in order for a smooth-running competition.
2. Assemble all judges at the contest site prior to the start of the contest for a briefing. Be sure that all questions are answered and that the rating procedures are clear.
3. Check to be certain that all contestants have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that contestants have failed to bring; however, a two-point penalty may be assessed for each missing item.
4. Make sure that all contestants meet clothing requirements for the contest. (See the section on SkillsUSA Championships Clothing Requirements in the individual contest regulations.) The penalty for those who do not satisfy dress requirements will be 1 percent to 5 percent of the total possible contest points. *Clothing penalties in all skill contests will be assessed by the designated state director or designee in cooperation with the contest chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership contests.*
5. Make sure that all contestants receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. Be certain that contestants understand all instructions and have a chance to ask procedural questions. Take great care to see that all contestants have equal time and their questions are answered fairly.
6. Oversee the contest to ensure that safe work practices are followed.
7. Do not permit contestants to enter the contest site at any time unless they are displaying their contestant badges and numbers.
8. Do not permit contestants to smoke during the contest.
9. Conduct a critiquing session with the contestants after the contest to point out general strengths and weaknesses and the quality of work expected by the judges. (Do not discuss individual contestant performance.)
10. Verify all judges' rating sheets and submit them to the SkillsUSA Championships scoring management team.
11. Complete the chair's final report and return it along with required items to SkillsUSA Championships headquarters following the contest.
12. Keep the results of the contest confidential until the announcement of the winners at the Awards Ceremony.
13. Attend the Awards Ceremony to present medals to the place winners.
14. Organize and supervise the teardown of the contest area and be certain that equipment, tools and supplies are returned to the proper owners.

Instructions to Contest Judges

1. Judges must be completely familiar with the SkillsUSA Championships Technical Standards, particularly the General Regulations, Instructions to Technical Committee Chairs, and the specific rules of the contest they have been asked to judge.

2. Judges should receive copies of the contest project and judges' rating sheet(s), along with complete instructions from the technical committee chair prior to the competition.
3. Members of the SkillsUSA Championships technical committee may not serve as judges unless approved by the SkillsUSA Championships director.
4. Judges must give careful attention to each rule, and each contestant or entry must be judged in exactly the same manner and under the same conditions as every other contestant or entry.
5. Judges will meet prior to the SkillsUSA Championships — at a time and place announced by the SkillsUSA Championships technical committee chair — to confer on:
 - a. Rule meanings and interpretations
 - b. Room arrangements
 - c. Materials and equipment
 - d. Last-minute details
 - e. Rating sheets
6. Judges will evaluate the performance of each contestant according to the criteria listed in each contest.
7. Judges will identify contestants by number only. Judges will not use contestants' names, schools or states unless otherwise specified in individual contest rules.
8. Judges may attend the contest orientation meeting held prior to the opening of the SkillsUSA Championships. However, only members of the technical committee may instruct the contestants and verify attendance.
9. Judges are selected because of their recognized expertise in the trade or skill that they are being asked to judge and are asked to follow the official SkillsUSA rules without inserting personal opinions. Such things as length of hair, length of dress and style of shoe, unless specifically covered in the contest regulations, are not to be considered by the judges except where safety is considered.
10. *In no instance are judges or contest chairs authorized to change the contest rules.* If an interpretation is required, the chair should contact the SkillsUSA Championships director.
11. Judges are to evaluate all items related to safety. Contestants not meeting safety requirements in clothing and/or devices may be disqualified from competition if, in the judges' opinions, the safety of the contestants or those around them is endangered.
12. Judges should rate contestants on the basis of entry-level job skills.
13. Judges should rate each contestant independently and not compare rating sheets with those of other judges.