The South Carolina Association of

SkillsUSA

State Leadership and Skills Championship
Procedural Manual

REVISED: November 20, 2019
SkillsUSA South Carolina Board of Directors

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**Introduction**

SkillsUSA South Carolina enjoys a history of over 40 years in the state. The organization is the premier student association that represents curriculum based areas in career and technical education. This document outlines policies and procedures for the SkillsUSA South Carolina State Leadership and Skills Championships. Described in detail are the association’s structure, philosophy, and procedures for championships.

This is a procedural document and the SkillsUSA South Carolina State Board of Directors reserves the right to amend this document as the need arises. Any questions should be directed to SkillsUSA South Carolina State Director, Rick Kalk, rkalk@skillsusasc.org.

**SkillsUSA South Carolina does not discriminate against any employee or applicant for employment because of race, color, national origin, age, creed, disability, gender sexual orientation, gender identity or gender expression or sex.**
Part I

Championships
**Philosophy**

The SkillsUSA South Carolina motivates Career and Technical Education (CTE) students and teachers to be their best. They are encouraged and evaluated by representatives of business and industry. The SkillsUSA South Carolina Championships also promote the quality of technical education to the American public.

Direct evaluation by employers will result in relevant training in the technical program. Students learn firsthand the requirements of work, and teachers respond by updating curricula. Further, the sincere attention from employers makes both students and teachers see that they are vital to the role of workforce development.

For employers, the SkillsUSA South Carolina Championships is a positive way to express their needs directly to educators, influence instruction and find quality employees. Working with students and sharing in their achievements motivate both employers and students.

The SkillsUSA South Carolina Championships program, from local to international events, displays this cooperation to the public and raises the level of recognition for career and technical education and its importance to the work force.

The South Carolina Association of Skills USA provides opportunities for students to showcase their leadership ability and skill attainment through Championships. SkillsUSA South Carolina conducts championships yearly and students are recognized for their talents and abilities in their chosen area. SkillsUSA South Carolina is divided into four regions.

**A student must be a member of SkillsUSA to compete at the State Competition. The instructor/advisor must be a Professional Member of SkillsUSA.**

**Principles of Operation**

Business and industry set standards for competitions that are based on competencies appropriate for entry-level workers and career and technical education. These standards are kept current through broad industry representation on Technical Committees composed of companies, trade and professional associations.

The SkillsUSA South Carolina Championships policies, approved by the State Board of Directors, govern their operation. A SkillsUSA South Carolina representative shall be assigned to each competition. Their duties shall include, but not be limited to:

- assisting the Technical Committee in any capacity they deem necessary,
- administering, proctoring, and scoring the content area test where applicable and the SkillsUSA knowledge test
- and/ assisting in the compilation of the contest scores
- SkillsUSA South Carolina Technical Championships Manual
• SkillsUSA South Carolina is a nonprofit organization; therefore, Technical Committee members and other volunteers must provide their own means of financial support for staging Championships.

Each contestant competing in a state championship and the accompanying advisor shall pay SkillsUSA South Carolina state championship registration fees. These fees will be determined by the SkillsUSA South Carolina Board of Directors.

Resume’

A written resume is required for ALL SkillsUSA South Carolina Championships. The resume should be no more than one (1) typed page and be submitted to the Technical Chair during the initial contest orientation. Contestants who do not provide a resume at that time will be penalized on the Scorecard. The resume should be used as reference by the judges during the interview portion of the competition. Contestants who progress to the National Competition must refer to the National Technical Standards regarding submission of a resume for National Championships.

Clothing Requirements

Uniforms: Refer to the current National SkillsUSA Championship Technical Standards Manual per competition. The Official competition uniform requirements can also be found on the SkillsUSA Clothing and Tools App. The uniforms all fall into one of eight (8) different styles. All competitors are required to wear their respective uniform WITH LOGO (See below). Failure to do so will result in a maximum if a 5% penalty based on the total points earned in the competition.

SkillsUSA

Alcoholic beverages and tobacco products (including vaping) are prohibited at official functions where students and/or advisors are invited to attend.

Educational Objectives

The SkillsUSA South Carolina Championships educational program is designed primarily to improve training and to provide recognition for student accomplishments. The learning values of competition are shared systematically with educators, through contest debriefings or industry seminars, before or after the SkillsUSA South Carolina Championship.

South Carolina Department of Education Office of Career and Technical Education

Representatives from the Office of Career and Technical Education provide assistance to technical chairs for Championships. Duties include assisting with planning, establishing technical chairs, securing sponsors and funding, and other duties as needed with assistance from the State Executive Director and Board members.
**Technical Committees**

The SkillsUSA South Carolina Board of Directors and the Technical Committees work together to coordinate activities of the SkillsUSA South Carolina Championships. The Technical Committee should be composed of business and industry representatives and/or educators but **NOT** a teacher who has a student competing in that area. Technical Committee members serve in a voluntary capacity. The Technical Committees provide the primary support for the SkillsUSA South Carolina Championships. Technical Committees design and manage the competitions. The nature of the competitions and shared responsibilities dictate the cost to contributing companies. This includes travel expenses and donated personnel costs. Contributing companies may donate equipment, materials, personnel or financial resources. If for any reason a member of a Technical Committee becomes inactive, the SkillsUSA State Board of Directors reserves the right to replace that person with a new member.

**Responsibilities of the Technical Committee**

- The Technical Committee addresses unresolved questions regarding administration of the contests.
- Assist the SkillsUSA South Carolina in all management functions required to ensure safe, orderly, and successful SkillsUSA South Carolina Championships.
- The Technical Committee will use the approved content area written tests.
- Make sure all committee members are familiar with the current *National SkillsUSA Technical Standards Manual*
- The Technical Committee members may not accept assistance from teachers with students competing.
- In consultation with all Technical Committee members, the Technical Committee chairperson will delegate duties and assign individuals as appropriate to ensure all the following requirements for a successful competition are met:
  - Select the skills to be tested in the state contest and identify necessary equipment and supplies and update the Scorecard to reflect any changes.
  - Make arrangements for borrowing and/or soliciting donations of all items.
  - Develop contest projects, drawings and instruction sheets for the contestants.
  - Locate individuals who are knowledgeable in the contest trade or skill area and invite them to serve as judges.
  - Make arrangements for acquiring appropriate industry prizes or other special prizes and/or awards.
  - Review guidelines with the contest judges.
  - Provide state contest updates must be submitted in Word or as a PDF no later than 30 days prior to the beginning of competition.
  - Provide updates related to updating tests, scorecard changes, equipment needs (including tables, chairs, power, etc.) no later than 15 days prior to the beginning of competition.
  - Plan and conduct the mandatory pre-contest orientation and debriefing meetings for competitors.
  - Review the Technical Chair packet with scoring room personnel.
• Conduct the SkillsUSA South Carolina Competition contest.
• Return completed scorecards (paper and electronic) and all other contest related documentation following the conclusion of the competition.
• Certify, onsite, the accuracy of the results with the scoring room personnel.
• Encourage other activities, such as industry update seminars.

**Duties of the Technical Committee Chair**

• Review the current year’s National SkillsUSA Technical Standards Manual.
• The duties of the Technical Committee Chair shall include the following:
  • The Technical Committee Chair serves as the first step in the grievance procedure for the SkillsUSA South Carolina Championships (see section on “Procedures for Grievances”).
  • In consultation with the State Executive Director and based on the current score card, determine the tie breaker.
  • To ensure that the championship follows the scope, format, and procedures outlined in the current issue of the *National SkillsUSA Technical Standards Manual*.
  • Forms and contest information including tools required and equipment used should be updated with the Executive Director no later than 30 days prior to the beginning of competition.
  • Make sure all volunteers are familiar with contest rules.
  • Plan the contest areas and identify electrical, water, air, tables, chair and other services required.
  • Check with each committee member about their task to see where they may need help.
  • Collect the Safety Release Form for all competitors. These forms can be found at the end of this document and online.
  • Two weeks prior to the competition, remind all volunteers and judges of date and time to report.
  • Send judges information and instructions.
  • At the contestants’ meeting, check that each contestant has brought the necessary tools and materials required for competition, referring to the current *National SkillsUSA Technical Standards Manual*.
  • Contestants who are competing in a skilled area must take a knowledge test covering the standards and competencies as related to their area of competition.
  • The Technical Chair may bring a laptop with Microsoft Office (Excel) in order to record contest data.
  • Help the State Director and Grievance Committee settle any grievances.
  • Organize and supervise the “tear down” of the contest area.
  • Give copies of instructions to judges.
**Instructions for Judges**

- Rate contestants per electronic score card criteria based on job entry-level skills.
- **Double-check your calculations.**
- Judges must be present throughout the entire competition.

**IMPORTANT!**

Judges will know contestants by number only. Judges will not know a contestant’s name or school, with the exception of those contests where this information is required.

Do not comment on any contestant’s abilities to anyone. Be careful about verbally encouraging contestants; you may mislead them about their success.

Competition scores will be placed by contestant number on skillsusa.org web site within three (3) business days following the conclusion of the awards ceremony. The contest name, contestant number and date of birth are required to access these individual scores.

**After the skill and leadership contests there will be a debriefing of contestants as a group.**
There will also be a debriefing meeting of all contest committee members including judges.

Do not acknowledge knowing any contestant or their advisors.

**Keep all results confidential. Do not announce any possible top 3 contestants!**

**Common Terms**

*Advisor* – the teacher or school representative that oversees and guides the program of work for the local SkillsUSA chapter.

*State Board of Directors* – governing body for SkillsUSA SC.

*SkillsUSA South Carolina State Director* – the Chief Executive Officer of SkillsUSA SC. The duties of the position include managing the day to day leadership activities for the association.

*SkillsUSA South Carolina Leadership & Skills Championship* – an annual conference that incorporates a celebration of leadership & skills and awards presentations. All SkillsUSA South Carolina members are invited to attend and compete, and first, second and third place state winners are recognized during the awards ceremony. First place state winners are invited to represent SkillsUSA South Carolina at the National SkillsUSA Championships. State officers are elected during this event.

*SkillsUSA South Carolina Secondary Member* – any student enrolled in high school Career and Technical Education programs that are approved by the State Department of Education. To compete at the local, district and/or the state level, the student must be a member of SkillsUSA.
SkillsUSA South Carolina Postsecondary Member – any student who has graduated from secondary education and has enrolled in a post high school or college education program in career and technology education.

SkillsUSA South Carolina State Officer Team – members who were elected by chapter delegates at the State Leadership and Skills Conference. This team assists local chapters, promotes SkillsUSA SC, helps plan and facilitate all state conferences, and serves as models of SkillsUSA quality and excellence.

SkillsUSA South Carolina Technical Committees – Volunteers from business and industry, and education who coordinate the state-level competitions. Members also help obtain contest materials and prizes.

Judges – a council of leaders from business and industry, who rate the contestants in competition (judges may be Technical Committee Members). Teachers who have students or family members competing may NOT be judges.

Technical Committee Chair – an industry or education representative who will have full responsibility for seeing that the contest meets the educational and industrial needs of industry utilizing current SkillsUSA regulations for guidance. This person is the main contact member of a Technical Committee. This person organizes and facilitates meetings, complete forms and communicates needs to the state SkillsUSA State Director concerning the contest.

SkillsUSA National Leadership and Skills Championship (NLSC) – a national program of competitive activities which promote trade, industrial, technical and health occupations education and awards recognition for achievement in skill and leadership development areas.

Rules and Procedures for contestants

- A student may register to compete in ONLY ONE competition. The contestant must choose either a Skill Competition, a Leadership Competition or an Occupationally Oriented Competition.
- The technical chair may increase or decrease the minimum competitor number per instructor based on the resources available.
- The Technical Chair may put a maximum number of competitors or teams based on the resources available.
- Contestants must be totally familiar with the rules and the current National Technical Standards Manual prior to the contest and check the state web site periodically for updates, skillsusasc.org.
- All contestants must report to any mandatory contestants’ orientation meetings prior to the contest for instructions and/or testing.
- A one (1) page resume (on paper) is required for all competitions. The resume must be turned into the Technical Chair at contest check-in. No electronic resumes will be accepted. Resumes are also required for National competition. Refer to the National Technical Standards regarding resume requirements.
• The Technical Chair will determine the tie breaker prior to the beginning of the competition in coordination with the Executive Director.

• A Professional Development Test will be given and included as part of the Scorecard for all contestants.

• Contestants will be assigned a number and will only be known to the Technical Committee Chair and judges by their assigned number.

• Contestants will assemble at the contest site at the time announced by the Technical Committee Chair for last minute instructions. Contestants will have the tools and materials required by their specific contest rules as posted on the National (skillsusa.org) and State web sites (skillsusasc.org).

• Contestants may leave their respective contest areas only upon approval of a Technical Chair.

• If a contestant leaves their respective contest area without approval of the Technical Committee Chair, that contestant forfeits the opportunity to continue competing in the competition.

• No alcohol or tobacco products (including vaping) are allowed.

• No personal electronic devices allowed, except calculators, but must be approved by Technical Committee Chair or listed on the tool list.

• Contestants not meeting agreed upon safety requirements shall be disqualified.

• All safety rules and information listed in the SkillsUSA Technical Standards will be followed including uniform safety dress, safety rules followed, and points deducted for infractions.

• At the contestant orientation meeting, each contestant AND their instructor AND a parent/guardian will sign off that they have been instructed in safe behaviors expected for their contest and the penalties for not following said rules. Form listed on page 17 (for ALL contests). The safety form should be included in the packet given to the Technical Leaders.

• Uniforms: Refer to the National SkillsUSA Championship Technical Standards Manual per competition. All competitors are required to wear their respective uniform, WITH LOGO. Failure to do so will result in up to a 5% penalty.

• A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, may enter the designated contest areas without approval by a judge or the Technical Committee Chair.

• No teachers or observers will talk, gesture or in any way coach any contestants. Judges will disqualify contestants if gestures or coaching is observed.

• During the lunch break, contestants must not leave the contest area without approval of Technical Committee Leader, or must not receive any assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.

• SkillsUSA South Carolina will make every effort to provide assistance and/or accommodations, as appropriate, to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving a special needs contestant an unfair advantage. Written notification of special needs contestants, signed by a school administrator, must be made to the Executive Director by the competition registration check-in deadline.
**Contest Scoring**

A final score consisting of all parts of the contest shall determine the final placement of all contestants. **The Technical Chair will determine the tie-breaker prior to the beginning of the competition in coordination with the Executive Director.** If the top scores of a competition are abnormally low, SkillsUSA South Carolina may declare that there is no Gold Medal to be awarded for that competition. In that case, no representative would progress to NLSC competition in that event. A Silver and/or Bronze medal may still be awarded.

Scores will be published online within three (3) business days after the close of the Awards Ceremony. While not a grievance, if a clerical error in scoring is clearly documented within ten (10) calendar days following the release of the scores, the real winner (the one with the highest documented score), will receive the appropriate state medal. No clerical review will be made following this ten (10) day period. If the error involves gold, the contestant with the highest documented score will represent South Carolina at the National SkillsUSA Championships. This is not to imply that the student who thought he/she was the winner would be embarrassed in any way or that his/her medal would be taken away. Scoring questions following the close of competitions will be addressed on an individual basis.

At the discretion of the Technical Committee, awards can be given for student achievement for categories in the SkillsUSA South Carolina Standards listed on the State Scorecard, national standards, or other categories designated by the Technical Committee. The goal is to offer positive reinforcement to a wider spectrum of participants.

For the knowledge assessment portion of all SkillsUSA South Carolina Championships, a knowledge test based upon the CTE area’s content knowledge for the appropriate CTE area will be utilized. The content area test can be developed with input from business and industry and participating CTE instructors.

**Responsibilities Regarding Donations, Awards, and Publicity**

Technical Committee Chairs approve and coordinate awards to be presented to SkillsUSA South Carolina Competitors at the South Carolina Leadership Conference. The SkillsUSA South Carolina Executive Director will assist in the procurement and management of contest awards as appropriate.

Organizations desiring to host a special function during the South Carolina State Leadership & Skills Conference must coordinate such activity with the SkillsUSA South Carolina Association Director no later than ninety (90) days prior to the start date of the conference.

Organizations desiring to have public relations personnel, photographers or film crews at the South Carolina Leadership & Skills Conference must make prior arrangements and coordinate such activity through the State Director. Such activities will be subject to the discretion of the SkillsUSA South Carolina Championships Technical Committee in cooperation with the SkillsUSA South Carolina State Board of Directors. The intent of publicity must be made known prior to conference.
Categories of Support for SkillsUSA South Carolina

Sponsor Designation

SkillsUSA South Carolina Championship contest sponsors are cited on signage within the contest area and in the awards program book/app at the South Carolina Leadership & Skills Championships. Contest sponsor designation applies to:

- Companies represented on the contest’s state Technical Committee;
- Companies providing equipment and supplies used in the contest;
- Companies providing contest prizes and awards; and
- Selected companies providing a qualifying amount of general financial support to the SkillsUSA South Carolina Championships.

Donations

Organizations that provide general operating funds for the SkillsUSA South Carolina Championships, which are utilized at the discretion of the SkillsUSA South Carolina State Board of Directors, receive citation on the contest area sign on the following basis:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond</td>
<td>$5,000-$10,000+</td>
</tr>
<tr>
<td>Platinum</td>
<td>$3,000-$4,999</td>
</tr>
<tr>
<td>Gold</td>
<td>$2,000-$2,999</td>
</tr>
<tr>
<td>Silver</td>
<td>$1,000-$1,999</td>
</tr>
<tr>
<td>Bronze</td>
<td>$500-$999</td>
</tr>
<tr>
<td>SLSC Awards &amp; Closing</td>
<td>$3,000</td>
</tr>
<tr>
<td>SLSC Opening</td>
<td>$2,500</td>
</tr>
<tr>
<td>Cluster Sponsorship</td>
<td>$1,500</td>
</tr>
<tr>
<td>Cell Phone Charging Station</td>
<td>$750</td>
</tr>
<tr>
<td>Community Day of Service</td>
<td>$500</td>
</tr>
<tr>
<td>State Officer Leadership</td>
<td>$5,000</td>
</tr>
<tr>
<td>Development</td>
<td>$5,000</td>
</tr>
<tr>
<td>WLTI Leadership</td>
<td>$5,000</td>
</tr>
<tr>
<td>SFLC Awards</td>
<td>$3,000</td>
</tr>
<tr>
<td>SFLC Programming</td>
<td>$2,500</td>
</tr>
<tr>
<td>SFLC Opening Speaker</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Official Sponsors of SkillsUSA South Carolina

Any supporter whose annual contributions equal or exceed $5,000 qualifies for status as “Official Sponsor of SkillsUSA South Carolina.” Qualifying contributions must be in the form of cash donations or documented in-kind (non-cash) support. Combinations of cash and in-kind support equaling or exceeding $5,000 also qualify.
**Sponsor Recognition**

Sponsors receive recognition based on their level of sponsorship. All sponsors are listed on the SkillsUSA South Carolina website.

**Sponsorship Level - $500 - $999**
- Listed on Spring Competition App
- Listed on Fall Leadership Conference Program

**Sponsorship Level - $1,000 - $1,999**
All the above plus:
- Listed on SkillsUSA South Carolina PowerPoints

**Sponsorship Level - $2,000 – $2,999**
All the above plus:
- Recognition at all SkillsUSA South Carolina events

**Sponsorship Level - $3,000 – $4,999**
All the above plus:
- Logo on State website
- Special signage at Spring Conference
- Invitation to Spring Conference planning
- Logo at Spring Conference Opening & Awards

**Sponsorship Level - $5,000 and higher**
All the above plus:
- State Championship T-shirts and pins (5)
- Invitation to address membership at Spring Conference
- Invitation to present at a board meeting

**Types of Awards and Prizes**

Awards and prizes must be received by the SkillsUSA Office at least two (2) weeks prior to the beginning of the State Leadership and Skills Championships in order to guarantee that the awards and/or prizes will be ready for proper distribution and receive recognition in the program and/or App.

- *Scholarships* must relate to furthering the student’s career and technical education. Scholarship offers must give the student substantial relief from annual tuition and fees.
- *Tools, equipment, and/or uniforms* must relate to the career and technical training area of the student place winner or to the contest in which he or she is entered.
- *Books and manuals* must relate to the student’s career and technical training objectives.
- *Educational trips* must be designed to further the student’s career and technical education.

**Official Award of SkillsUSA**

The official medallion of SkillsUSA shall be the only award recognized as official recognition for overall placement of 1st, 2nd, or 3rd in a SkillsUSA South Carolina Championships. However, other awards, trophies, etc., may be given, at the discretion of the Technical Committee, in recognition for individual achievement or participation within the scope of the competition. All such awards and/or trophies **MUST** be awarded during the Official Awards Ceremony at the conclusion of the State Leadership and Skills Championships.

A banner will be awarded to schools who have a contestant/team who has received a Gold Medallion for 1st Place. It is recommended that the school display the banner for the public to see.
**Procedure for Offering Awards**

All industry awards must receive approval of the State Executive Director prior to the Awards Ceremony. All Awards are to be presented at the Awards Ceremony. Only Medallions will be presented on stage. Prizes/Awards not awarded or picked up at the Awards Ceremony become the property of SkillsUSA South Carolina for the benefit of student members. SkillsUSA South Carolina will not be responsible for the forwarding of such prizes, awards and/or scholarships to an absent recipient or returning such to the donating organization.

Organizations represented on a contest’s state Technical Committee may have their representative present industry awards/prizes at the Awards Ceremony. These awards will be presented off-stage, following the awarding of the medallions.

**Private and Public-School Scholarship Policy**

All scholarships to be awarded to contestants or place winners at the conclusion of a South Carolina State SkillsUSA Championships must be approved by the State Executive Director.

All institutions interested in granting scholarships at the State Leadership Awards Ceremony must notify the State Executive Director 30 days prior to the Awards Ceremony. The award information should include:

- offering institution’s contact information,
- criteria for awarding the scholarship,
- a list of costs to the student for tuition, fees, supplies, room and board, and other costs to attend the offering institution,
- annual dollar value of the scholarship offered,
- duration of the institution’s training program,
- duration of the scholarship,
- required student performance standards for retaining the scholarship, and
- campus locations, curricula, and start dates for which the scholarship may be accepted.

In the event that the place winner designated for the scholarship does not accept the institution’s scholarship offer, the next highest place winner will be eligible to accept the same offer. The institution has the right to designate a level of performance in the competition before the scholarship is awarded to a contestant. Rescinding of a scholarship must take place prior to the Awards Ceremony.

In the event multiple scholarships are offered to place winners in the same contest, the gold medalist would have the first selection among the offers, then the silver medalist, then the bronze medalist.

In the event the place winner designated for the scholarship is an underclassman and cannot utilize the scholarship in the upcoming school year, the scholarship winner is required to request that the offering institution hold the award until the academic year immediately following the
awardee’s high school graduation. This petition must be made by the awardee in writing within 30 days of being offered the scholarship. The offering institution must then respond to the student’s petition in writing.
Part II

State Leadership and Skills Championships
Advisor Check List
Advisor Check List for Spring Leadership and Skills Championships

**First Semester**

Advisors join as a Professional Member

Make sure that you are receiving current email information – include rkalk@skillsusasc.org as a trusted email in your contacts. Also, check your spam/junk email regularly.

First semester students are enrolled as a Student Member (by the Professional Member)

Download the current year’s National Technical Standards (available in early October)

Determine all potential competitions for Student Members to enter
  - Leadership Competitions
  - Occupationally Oriented Competitions
  - Skills Competitions

Begin preparing students for competition

**Second Semester**

*Prior to the beginning of the Championships*

Submit field trip request according to district policy

Second semester students are enrolled as a Student Member prior to State Deadline (by the Professional Member)

Determine budget for participating in SLSC

Make travel and lodging arrangements

Determine your school/program SLSC competitors

Register **ALL attending** advisors, observers and competitors for SLSC, prior to State Deadline

Determine School Chapter Delegates

Submit SLSC registration

Forward the SLSC invoice to your Finance Department for prompt payment
Make sure that SLSC registration is paid prior to the deadline.
Check the State Website (skillsusasc.org) for State Competition Updates regularly
(Posted as received from Technical Chairs)
Request any contestant changes prior to the published deadline (refer to instruction in
the Spring for this procedure)

After the beginning of the Championships
Pick up school materials at the registration table (1 person per school) upon arrival at
the convention center
Only name badges for off-site competitors will be sent to the off-site location
All other materials (competitor and advisor) are to be picked up with the school
materials at the convention center at the registration table by the person picking up the
school’s materials
Attend Opening
Attend Advisor Sessions
Delegates attend the Delegate session
Attend the Awards Session
Gold, Silver and Bronze winners check the Awards tables for possible awards, prizes
and/or scholarships (if available)
Keep your list of contestant numbers and date of birth (handed out in the school
materials!! You will need this information later to access detailed scores.
Notify the State Executive Director as soon as possible if the Gold Medalist is NOT going
to attend the National Leadership and Skills Championships
Part III

Technical Committee Forms
The South Carolina Association of SkillsUSA
CODE OF CONDUCT AGREEMENT
This form is for Advisor Records, must bring a copy to the State Conference.

- I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- I will spend each night in the room of the hotel/motel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in the sleeping room of the opposite sex.
- I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
- I will not leave the hotel/motel without the express permission of my advisor.
- My conduct shall be exemplary at all times.
- I will keep my advisor informed of my whereabouts at all times.
- I will, when required, wear my official identification badge.
- I am aware of the local school district’s policy concerning tobacco products and will abide by those rules.
- I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
- I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reason for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

Violations of the “Code of Conduct” may be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s school administrator and parents or guardians. The participant’s entire voting delegation could be unseated due to the violation, and the participant’s school could be disqualified as well.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by signing my name.

_______________________________________       ______________________
Print name of Student                       Signature of Student Date

_____________________________________
Print Name of Parent/Guardian

Signature of Parent/Guardian Date

I am satisfied that the information provided on this form is accurate and approve the student named on this form to attend and participate in SkillsUSA South Carolina activities.

-------------------------------------------
Signature of local advisor

-------------------
Date
The South Carolina Association of SkillsUSA
Safety Release Form

*Turn in to the Technical Chair during contest orientation.*

I understand SkillsUSA students and contestants must follow all safety guidelines set forth by SkillsUSA National and State Associations and promise to follow guidelines explained in meetings held by Technical Committee Leaders and outlined in the most current Technical Operations Manual. All personal protection equipment (PPE) must be worn at all times including hard hats, safety glasses, and work shoes if required (no tennis shoes allowed). Points will be deducted if proper attire policies are not adhered to. I understand an approved uniform with official logos must be worn during the competition. It is the responsibility of the contestant to wear the specified dress for their event. This statement may be the only warning you receive. It is possible to be disqualified for severe safety infractions where physical harm is present to the contestant or other surrounding contestants. By signing this agreement, you state you understand these policies and promise to adhere to them. Student contestants and their advisors must sign and date this document. The Technical Committee Leaders will retain copies of this signed form.

Signature of Contestant _____________________________  Date ________________

Signature of Advisor ________________________________  Date ________________
Part IV

Procedures for Grievances
Procedures for Grievances

Procedures for Grievances of Contest Regulations During the State Championships

A written request describing the situation in question and the violation of the regulations must be signed by the Technical Chair within 60 minutes of completion of competition. If the Technical Chair cannot be located, grievance can be filed; however, no action will be taken until he/she has been consulted. The completed grievance must be delivered to the SkillsUSA South Carolina Executive Director, the day of the contest in question, no later than:

- Thursday – 5:00 PM
- Friday – 6:00 PM
- Saturday – Noon

The advisor must complete and sign the written statement. The advisor’s cell phone number **MUST** be included in the grievance. The statement **MUST** include the specific Technical Standard Regulation(s) (exact page and section number) that the advisor believes was allegedly violated. Photos and/or other supporting evidence should be provided, if available.

The State Executive Director will review all grievances, within 24 hours of completion of the contest. In the event that the problem cannot be resolved by the Director, it will be reviewed by the grievance committee. This committee shall consist of SkillsUSA South Carolina board members, SDE representatives and/or business and industry technical chairs. The committee will rule on the validity of the complaint and the SkillsUSA South Carolina Director will decide on its disposition. All awards given at the Ceremony are final.

Grievances should not be filed in reference to scoring. Scoring by judges is final. Scores will be checked by board members in the event of a question and/or error. The State Executive Director will work with the contest Technical Chair to resolve the problem prior to the Awards Ceremony. **In NO case will any medals be removed, once awarded.**

Scores will be published online within five (5) business days after the close of the Awards Ceremony. While not a grievance, if a clerical error in scoring is clearly documented within ten (10) calendar days following the release of the scores the actual winner (the one with the highest documented score) will receive the appropriate state medal. No clerical review will be made following this ten (10) day period. If the error involves gold, the contestant with the highest documented score will represent South Carolina at the national SkillsUSA Championships. This is not to imply that the student who thought he/she was the winner would be embarrassed in any way or that his/her medal would be taken away.
SKILLSUSA SOUTH CAROLINA GRIEVANCE REPORT

Please Print

<table>
<thead>
<tr>
<th>Local SkillsUSA Chapter and Section</th>
<th>Name of Contest</th>
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<table>
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<tr>
<th>Contestant’s Name</th>
<th>Contestant Number</th>
<th>Advisor Filing Grievance</th>
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</thead>
<tbody>
<tr>
<td>Technical Chair Signature</td>
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(By signing this document, the Technical Chair only states that he/she has been informed of this grievance)

Please describe the incident in question and the specific SkillsUSA South Carolina Regulation you feel was not followed. Please be specific and include any supporting evidence and/or photographs, if available.

________________________________________________________________________________________
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Advisor Signature ( ) Advisor’s Cell Number

State Director use only:
Date and time received by SkillsUSA South Carolina State Director: ______________
Action Taken:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

SkillsUSA South Carolina State Director Signature Date and Time

Email or hand deliver this form to: Rick Kalk (rkalk@skillsusasc.org)

Filing Advisor Notified: _____________________________

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