



Regional Competition Guidelines & Information

2017-2018 School Year

SkillsUSA Ohio Regional Competitions

Purpose

SkillsUSA Ohio offers an opportunity for career-technical students to demonstrate the quality of career-technical training programs and recognize outstanding students who excel in their occupational area. Competition in both individual skill programs and leadership activities are held at the local and regional level prior to the SkillsUSA Ohio Championships (SOC).

Conducting skill competitions at these different levels permits students to become involved with the SkillsUSA Ohio organization. Beyond the state skill championships, students can have the opportunity to represent Ohio in the national SkillsUSA Championships.

Duties and Responsibilities

Ohio Department of Education Program Specialists

Ohio Department of Education Program Specialists act as manager of the skills championships activities in the Region they supervise. Program Specialists will delegate the majority of the contest responsibilities to the Regional Contest chairperson; however, the final responsibility for the execution of these activities is ultimately that of the Program Specialist.

The SkillsUSA Ohio Office will verify that the correct number of programs are in operation in the Career-Technical Education Planning District (CTEPD) to qualify the number of contestants sent by the CTEPD.

It is the responsibility of the Ohio Department of Education Program Specialist and Regional Contest Chairperson to ensure that regional skills championships operate within their regional budget. **All expenditures must be approved by the SkillsUSA Ohio office prior to ordering.**

Ohio Department of Education Program Specialists will be available during the contest to assist with contest grievances.

Regional Chairperson

The Career-Technical Education Professionals (CTEP) Executive Board determines the Regional Contest Chairperson.

The contest chairperson is the general chairperson for the entire regional skills championships. For guidance in this process, the chairperson should use the checklist provided in this booklet. The past chairperson should act as co-chairperson. The chairperson should work in direct contact with the Ohio Department of Education Program Specialist to coordinate all activities of the regional skills championships. The chairperson should contact other Career Technical Education (CTE) supervisors from the region for assistance.

State/Regional SkillsUSA Advisors

State/Regional advisors should act in an advisory capacity to the Ohio Department of Education Program Specialist and contest chairperson. The state/regional advisor should be available to assist with the following tasks:

- Provide suggestions that facilitate a smooth flow of events on the contest day;
- Resolve problems that occur on the contest day;
- Plan and oversee the opening and closing ceremonies; and
- Plan and conduct the awards ceremony.

Regional Officers

The regional officers must attend the regional skills championships and wear official SkillsUSA dress. Regional officers are permitted to compete.

The regional officers should handle the following tasks:

- Perform the opening and closing ceremonies;
- Assist with introductions;
- Assist with the presentation of medals;
- Act as guides and ushers; and
- Assist with public relations activities.

General Regulations

Ohio Department of Education Program Specialists, Regional Chairperson, State/Regional Advisors and Regional Officers use these regulations to conduct SkillsUSA Ohio Regional Championships.

The state competitive events adhere to Ohio's competition tool list, Ohio's technical content standards and the national regulations, the SkillsUSA Technical Standards Booklet, as closely as possible. Therefore, it is advisable to conduct regional competitions within those same parameters whenever possible. A copy of the national regulations are available through the National SkillsUSA Competition Website.

A regional contest must be held if there are four or more contestants for a competition. If there are three or fewer contestants registered for a specific regional contest, a regional contest is not held. These contestants automatically advance to state competition. In addition, if there are less than 18 competitors or teams registered statewide for a given contest, a regional contest will not be held. These contestants automatically advance to state competition. SkillsUSA Ohio will provide the official list of contests to each regional chairperson no later than January 15.

Contests Budgets

Each region receives a budget by the SkillsUSA State Office. SkillsUSA Ohio will reimburse for the following:

- Contest Consumable Supplies
- Custodial Services
- Building Fees/Rental
- Snacks/Drinks for contestants
- Lunch- only if price is included in Registration

Below is a list of non-permissible items for reimbursement:

- Coordinator and/or Judge stipends/gifts
- SkillsUSA SWAG and Apparel

Skill Contests

Ideally, each skill contest should include a minimum of 90 percent hands-on performance. Each skills contest may assess an oral presentation such as a personal interview, an explanation of skills to performed, or response to a problem to be solved.

Skill competitions may last a maximum of three hours and thirty minutes and no less than two hours. Contestants must have equal time in each contest. There are no exceptions to this rule without prior approval by the State Director.

For skill contests that the Region is unable to provide an adequate hands-on event, a written test is administered. The State SkillsUSA Office provides the written tests.

***Skills Contests Hosted Offsite**

In the event of competitions held offsite from the Regional Host School, the Regional Chairperson will notify the State SkillsUSA Ohio Office of contest location, date, and time. The Regional Chairperson will coordinate the competition in partnership with the Ohio Department of Education Program Specialist and offsite location contact. In this event, responsibility will fall on the Regional Chairperson.

Written Exams

Written exams may be administered as a part of each skill contest. Written exams are developed from a core of technical and scientific principles taken from an analysis of the skills and knowledge required for successful employment in trade, industrial, technical or health occupations. Knowledge of these core principles increases a student's chance of succeeding and progressing in his or her chosen career field and forms a basis for understanding and applying new technology as it is developed. Contestants are expected to understand such principles as they apply to their skill area.

A skill-related written exam must be prepared or approved by the technical committee. A skill-related written exam can make up no more than 25 percent of the contestant's total score except for contests where the written test will count as 100% of the score. The test may be given at the pre-contest orientation meeting or as a part of the skill competition. There is a 30-minute time limit for written tests. This time is in addition to the time allotted for evaluating the hands-on performance.

There are no written SkillsUSA knowledge (PDP) tests given at Regional or State Contests.

Résumés

Résumé penalties are not enforced at the Regional and State Level.

Who May Compete

Participants must be active SkillsUSA members. Dues must be paid to the National office prior to competition. Participants compete as individuals unless the contest rules state that it is a team competition.

- Participants must be paid SkillsUSA members.
- Freshmen, sophomores, juniors and seniors enrolled in an approved Career-Technical program may compete.
- State and Regional Officers can compete.
- National Officers cannot compete.
- Students can compete in only one contest. If a student competes in more than one regional competition, they will be disqualified and not permitted to compete at the state level.
- Competitors who receive a medal continue to state competition unless no regional competition was conducted. In those instances, schools will be notified how many competitors they can have at state competition.
- Students who intend to run for State or National Office or serve as a state voting delegate are not eligible to compete at state.
- CBI Affiliate students are not eligible to compete unless they have paid full membership dues.
- For Leadership and Occupationally Related Contests, each school may send one competitor or one team for every 500 paid SkillsUSA members based on local competition. These contests are open to all members of SkillsUSA.
- For most Skill Contests, schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

Divisions

High School contestants are students enrolled in an approved sequence of CTE courses while earning credit toward a high school diploma during the school year immediately preceding the National Leadership and Skills Conference.

Postsecondary contestants are students in a post-secondary program that have received a high school diploma during the school year immediately preceding the National Leadership and Skills Conference. Individual contestants may enter **one** contest. Participants must meet the eligibility requirements for the contest in which they enter.

Special Instructions

- Each region must offer the required competitions. If a region is unable to provide a required competition, no one from that region can advance to the state competition.
- Regions may add non-elimination competitions in areas not required.
- Contest observers may be permitted at the discretion of the individual contest chairperson and/or the host site.
- During the contest, participants must work independently, without assistance from judges, teachers, other students, or observers. Assistance will result in Contestant disqualification. Participants who do not bring the required tools and materials, as specified in the individual contest regulations, will be assessed a penalty in accordance with established guidelines. The penalty is assessed by the contest chairperson. The contest chairperson may choose to furnish the required item(s); however, the penalty must still be assessed.
- Prior to competition, contestants are not to see or practice any part of the actual contest which gives them an advantage over another contestant. Competitions that require blueprints may be excluded.
- Contest orientation sessions are mandatory.
- Contestants arriving at the contest site late but before the end of the orientation session can participate. Contestants arriving at the contest site after the orientation session has ended are not allowed to participate until they receive an orientation from the chairperson. If a special orientation is required, this time will be deducted from the skill contest time.
- There must be a grievance committee at each contest site. All grievances must be filed in writing with the grievance committee within 15 minutes of contest completion. Grievances must be signed by a representative of the school filing the grievance.
- Each regional contest shall have an awards ceremony following the conclusion of the contests. If time permits, medals may be awarded at off-site events immediately following the competition.
- Official SkillsUSA dress or business-like attire is required to receive a medal on stage. If a contestant objects to these guidelines, he or she may receive his or her medal after the awards ceremony.
- If a contest is conducted, awards will be given for 1st, 2nd and 3rd place. If no contest is conducted at the regional level, no medals are awarded.
- There can be no ties for 1st, 2nd, 3rd or 4th place.
- 1st, 2nd and 3rd place regional winners will represent the region at the SkillsUSA Ohio Championships. Fourth place winners will be used as alternates, if necessary.

SCORING PROCESSES

After the Regional Competition, the host site will be responsible for the dissemination of information regarding placements and results. The only requirement is that schools are notified of the top four in each contest. Further information and placements below third place is at the discretion of the host site. The host site should keep all documentation until the start of the SkillsUSA State Conference. Any scoring changes will be the result of the State Director working with the Regional Contest Chairperson within 10 days after competition. The SkillsUSA Ohio office need records of the top four in each contest within 3 days of the Regional Awards Ceremony.

All regions will use the electronic scoring process. SkillsUSA Ohio will manage all scoring for Regional Competitions, including generating the electronic database.

REGISTRATION

All schools must complete the online registration by the established date prior to the Regional Contest.

COMMUNICATIONS

The SkillsUSA Ohio website (www.ohioskillsusa.org) will be the official communications tool for regional competitions. All tool lists and official communications are available on the SkillsUSA Ohio Website and weekly Trade & Industrial Education newsletters. The SkillsUSA Ohio Office will provide each regional site an official email contact list for their region.

Forms and Sample Correspondence

Contest Coordinators

Contest	Coordinator/School/Company
<u>Advertising Design</u>	
<u>Architectural Drafting</u>	
<u>Automotive Refinishing</u>	
<u>Automotive Service</u>	
<u>Basic Health Care</u>	
<u>Carpentry</u>	
<u>CNC Milling</u>	
<u>CNC Turning</u>	
<u>Collision Repair</u>	
<u>Cosmetology</u>	
<u>Crime Scene Investigation</u>	
<u>Criminal Justice</u>	
<u>Customer Service</u>	
<u>Electrical Construction Wiring</u>	
<u>Esthetics</u>	
<u>Extemporaneous Speaking</u>	
<u>First Aid/CPR</u>	
<u>Graphic Communications</u>	
<u>Health Knowledge Bowl</u>	
<u>Industrial Motor Control</u>	
<u>Information Technology Services</u>	
<u>Job Interview</u>	
<u>Job Skill Demo A</u>	
<u>Job Skill Demo Open</u>	
<u>Medical Math</u>	

Contest

Coordinator/School/Company

Medical Terminology

Nail Care

Nurse Assisting

Opening & Closing

Photography

Precision Machining

Prepared Speech

Promotional Bulletin Board

Related Technical Math

TeamWorks

Technical Drafting

Welding

Welding Fabrication

Regional Winners Reporting Form

This form must be typed.

Region _____ Contest _____

First Place

Name _____

School _____

Second Place

Name _____

School _____

Third Place

Name _____

School _____

First, second and third place winners will compete at the state level.

Fourth Place

Name _____

School _____

The fourth-place winner does not compete at state. They will be used as an alternate, if necessary.

There can be no ties for 1st, 2nd, 3rd or 4th places.

GRIEVANCE FORM

The Grievance Committee will officially recognize only those grievances filed in accordance with the instructions outlined below.

A. The contestant, local advisor or school administrator must file a written grievance, on the form provided, describing the situation in question and the violation being made. The completed form must be submitted to the contest coordinator within 15 minutes of the completion of the contest. Grievance forms are provided in the registration packet and at the information booth. Contest judging is final.

B. Protests of awards presented at the awards ceremony must be filed in writing with your regional supervisor before 4:45 p.m. on the Friday following the regional competition.

Changes in awards may be made only when a contest chairperson determines that one of the following errors existed at the time the awards were presented:

- 1 - Error in transposition of numbers in tabulating scores.
- 2 - Error in transposition of contestant name.
- 3 - Error in score tabulation.
- 4 - Error in announcing of winners.

Contest

Contestant name & number

School

Person filing grievance

Please describe the incident in question and the regulation you feel was not followed. Please be specific.

Signature of person filing grievance

Action taken _____

Signature - chairperson

Regional Competition Time Table of Activities

Region _____ **Regional Competition Date** _____

TBD

Regional Registration Forms due to SkillsUSA Ohio

Planning meeting with all school districts

All contest coordinators are in place

Information sheets sent to all schools (30 days prior to first contest in region)

Judges list due to regional chairperson

Regional Winners Reporting Forms are due to SkillsUSA Ohio immediately following competition.