

2018 SKILLSUSA UTAH CHAMPIONSHIPS GENERAL REGULATIONS

1. These SkillsUSA Championships General Regulations are written as guidelines for the administration of the SkillsUSA Utah Leadership and Skills Championships contests.

2. A careful analysis of the skills and knowledge required for successful employment will identify a core of technical and scientific principles that students should understand. Knowing these principles will increase their chances of succeeding and progressing in their fields and form a basis for understanding and applying new technology as it is introduced in their respective fields. Competitors are expected to understand such principles as they apply to their skill areas.

They will be expected to know and demonstrate the following:

- a) Mathematics: addition, subtraction, division and multiplication of whole numbers, common fractions, decimal fractions, ratio, proportion, percentage, average, area, volume, metrics and written problems specific to areas of training
- b) Engineering drawing/print interpretation and schematics related to specific areas of training
- c) Reading comprehension/interpreting technical manuals
- d) Completion of a job application form
- e) Making an appointment for a job interview
- f) Proper interview techniques
- g) Responding clearly to oral questions
- h) Safety knowledge (By virtue of a state conference contestant registration, the school
- i) advisor/administrator certifies that the student contestant has been properly trained in all
- j) appropriate safety policies and procedures relative to the specific contest.)
- k) Some contests may require proof of proficiency with the operation and use of equipment/tools.
- l) Compliance with all copyright laws and software licensing requirements

3. The competencies listed in the current SkillsUSA Technical Standards under each occupational area are the basis for a quality technical instructional program from which our state contests are derived. The competencies have been listed to identify the scope of the state and national contests.

4. Contest instructions and updates for all SkillsUSA Utah Leadership and Skills Contests are available at:

5. Technical Skills Contests-Related Written Test

- a) Written tests and problem-solving exercises covering skills and related information will be included as a part of each contest (with the exception of special needs contests). The number of points allowed will not exceed 15 percent of the total possible points and will be determined by the technical committee. The following procedures will apply:
- b) The test will cover the appropriate math, technology, schematic/ engineering drawing/print interpretation, safety, problem-solving and related information needed for employment.
- c) The test will be prepared or approved by the contest technical committee and may be given at the contest orientation meeting or on the day of the contest.

6. Leadership and Occupationally Related Contest Written Test

Written tests and problem-solving exercises covering skills and related information may be included as a part of some contests. Those that do not require a written test are: Action Skills, American Spirit, Chapter Display, Career Pathways Showcase, Community Action Project, Community Service, Employment Application Process, Entrepreneurship, Extemporaneous Speaking, Job Interview, Job Skills Demonstration, Occupational Health and Safety, Opening and Closing Ceremonies, Outstanding Chapter, Pin Design, Prepared Speech, Principles of Engineering Technology, Promotional Bulletin Board and T-Shirt Design.

7. Who May Compete at the SkillsUSA Utah Leadership and Skills Conference

- a) Contestants must be properly registered, active SkillsUSA members in their respective divisions, whose membership dues have been paid to the national SkillsUSA office with a postmark by midnight of March 1, and whose state conference registration fees have been paid prior to the commencement of the state conference event.
- b) Exceptions to the above policy may be made under certain conditions. For details, contact the SkillsUSA Utah state office.
- c) Each SkillsUSA Utah contest provides for individual entries unless the rules of the contest state that it is a team competition. Schools may enter one high school and/or one college / post-secondary student/team in each competition, unless otherwise stated in the specific contest rules/contest status sheet information.
- d) High-school contestants are students enrolled in a coherent sequence of courses or a career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry. Further, a high-school contestant must be earning credit toward a high-school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.
- e) Special Note: A student who has not yet graduated high school but is enrolled in a post-secondary institution is considered a high school student until they have earned their high school diploma or its equivalent. Therefore, this student is only eligible to compete as a high school competitor.
- f) College/postsecondary contestants are students enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

8. Student contestants may enter only one SkillsUSA Utah contest annually.

9. Contestants in state contests must be first-place winners selected on a competitive basis at the local or regional level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the local/regional level who is able to participate. All contestants must qualify through a SkillsUSA Utah approved selection process. In team events, substitutions may be made if a team member (or members) has to withdraw from the state competition. A full team must be registered. Substitute contestants must meet all eligibility requirements, including submitted membership registration and payment of the membership dues prior to the March 1 deadline. Teams that have fewer attend than the full number registered may be subject to penalties. The amount of the penalty will be determined by the number of no-shows (e.g., team of three and one no-show, 1/3 of the total points). Note: Teams will be allowed to add a member if a member has a family emergency and must cancel. Such cases will be reviewed and authorized by the SkillsUSA Utah Championships management team.

10. Contestants must meet the eligibility requirements set forth in each contest description.

11. An oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved or other employability skills assessment, will be included as a part of each contest. The number of points allowed will not exceed 10 percent of the total score and will be determined by the contest technical committee.

12. All competitors must create a one-page resume' and submit a hard copy to the technical committee chair at the pre-contest orientation meeting. Failure to do so will result in a 10-point penalty. Competitors may bring a resume' to the contest on the day of competition; however, the penalty will remain in effect.

13. Competitors in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Career Pathways Showcase must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the technical committee. Visit: www.skillsusabrandcenter.org for proper use of the logo.

14. Judging Criteria

The judging criteria listed on each contest rating sheet / score sheet comprise the basic elements that will be considered in the evaluation of the contestants' performance.

- a) The exact number of items evaluated and points assigned to each criterion may change from year to year depending on the complexity of the project.
- b) The rating sheets are intended to give contestants and advisors a basic understanding of the evaluation criteria and serve as a guide as they prepare for competition. The rating sheet/scorecard templates are available by:
 - a. Going to the National Website Championships Page: <https://www.skillsusa.org/competitions/skillsusa-championships/>
 - b. Then clicking on '**Contest Scorecards (2017)**' in the '**Resources**' table on the right.The rating sheets are subject to change by the state contest technical committee members.
- c) SkillsUSA Utah Championships medals/awards may be presented to the top three contestants in each division. Contestants are rated against a standard of performance with a **minimum cut score of 50%** rather than automatically being awarded first-, second- or third-place medals based on the highest-rankings. **Only those student contestants that earn more than 50% of the available contest points will be awarded medals, with the highest score above 50% earning first place, the second highest score above 50% earning second place and the third highest score above 50% earning third place. No contestant scoring below 50% of the available contest points will earn a medal.** Medals will not be awarded if the student contestants performance does not justify such recognition, as determined by each contest technical committee.
- d) It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of this regulation may be at the risk of penalty or disqualification in the case of a serious violation.
- e) Judges' decisions will be final. Interpretations of all contest rules will be made by the SkillsUSA Utah Championships management team.

15. Tie-Breaker Test

- a) No contest will end in a tie. If the competitors are tied at the end of the contest, the tie will be broken by using the SkillsUSA Employability/Knowledge Test for 2018. If there is still a tie, we will refer to the most heavily weighted contest station as determined by the contest technical committee.
- b) The tie breaker test results will be used in the event of a tie to determine first, second and third place winners only.

16. Release of Contest Results

Contestant scores and a ranking of the contestants will be available and accessible to every competitor on the national SkillsUSA website within one week following the close of the state conference. (The availability of contestant scores and ranking will be contingent on the contest judges' proper use of the approved electronic scorecard / scorekeeping system.) Each student will be required to input the birthdate entered into the state conference registration system to retrieve the correct contestant scores.

17. How to Register

- a) Only properly registered contestants may enter SkillsUSA Utah Championships contests.
- b) Contestants must have joined SkillsUSA by March 1 or the SkillsUSA Utah deadline, if it is earlier than March 1st.
- c) The official Utah Leadership and Skills Conference (ULSC) contestant registration must be submitted by the published deadline.
- d) Payment for membership dues and state conference registration fees must be received by the published deadlines.
- e) Schools may make changes and substitutes up to 4 p.m. two days prior to the state conference, but only if the substitute contestant is a properly registered member of SkillsUSA.
- f) Schools may drop student contestants for a full refund until three weeks prior to the state conference. After this deadline, no refunds will be provided.
- g) In team leadership contests, should a team member drop, schools may substitute another active member student. Teams may compete with one fewer team member in the case of an unforeseen circumstance just prior to the state competition (e.g., student becomes ill, is involved in an accident or simply does not show up) as long as a full team was registered originally and the specific contest guidelines do not state otherwise.

18. Tools and Materials

- a) Contestants who do not bring the required tools and materials as specified in the individual contest regulations/contest update information may be penalized two points for each item missing. Such penalties will be assessed by the contest chair. The contest chair may, at his or her discretion, furnish the required item(s) but may assess the two-point penalty per item.
- b) It is strongly recommended that toolboxes not exceed 9"x14"x22". Contestants may bring more than one box. Toolboxes that are bigger or cannot be carried by one person should have casters, wheels or a hand truck for movement to and from contest areas.

19. Observer Rules

- a) During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
- b) A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the SkillsUSA Utah Championships management team.
- c) No observers will talk or gesture to contestants. Doing so may result in penalties or disqualification. Judges may request a penalty or disqualify contestants who accept assistance from observers.
- d) No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the contest technical committee.
- e) Additional limitations on observers, such as limits on entering or leaving a contest area during a demonstration or sequence, may be enforced to protect contestants from unnecessary distractions.
- f) The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.
- g) Cameras with flash attachments, cell phones and recording devices of all kinds are forbidden in all contest areas during competition times unless permission is granted from the SkillsUSA Utah Championships management team.

20. Contestants with Special Needs

- a) The SkillsUSA Utah Championships management team will make every effort to provide assistance/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 the special needs contestant an unfair advantage. Advanced identification of the contestants and their special needs will be required. The following are examples of the types of assistance that are allowed:
- b) Special tables will be allowed for contestants who need to use wheelchairs.
- c) Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants.
- d) Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation.
- e) Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment.
- f) Readers will not be allowed in contests where the use of technical manuals is required.
- g) Hearing-impaired contestants will be provided signers at contest orientations, at the startup of the competition (and throughout the day if required by the technical committee) and for the contest debriefing.
- h) Translators for language issues must be noted and provided by the individual schools.

21. Models/Assistants

Nail Care and Esthetics models and assistants in Action Skills, Principles of Technology, and Job Skill Demonstrations A and Open must be active SkillsUSA student members. Models and assistants are not required to be from the same school as the competitor. They are not considered contestants and are not required to attend contestant orientation meetings. Since models and assistants are not involved in the written test and are not considered contestants, they are also not eligible to receive medals.

22. Mandatory Contest Meetings

Contestants must report to the mandatory contest orientation meeting, as scheduled on the Contest Status Sheet, for instructions from the technical committee chairs. This is a critical meeting since technical committee chairs provide specific contest instructions and many times administer the written and oral tests at this meeting.

23. Personal Appearance of Piercing and Tattoos

The policy in regard to piercing and tattoos while participating in the SkillsUSA ULSC is as follows:

- a) Piercings: Wearing of any piercings should not in any way cause a safety issue. If so determined by any member of the contest technical committee, the offending item(s) must be removed for the duration of the SkillsUSA Utah Championships contest. Failure to comply will result in a safety penalty.
- b) Tattoos: Any tattoo that might be considered vulgar, sexual or morbid should be covered to the best of the student's ability while competing in any SkillsUSA Utah Championships contest. Failure to comply will result in a clothing penalty.

Revised 3/22/18