SkillsUSA Utah Leadership and Skills Conference

Advisor Responsibilities for the 2021 Virtual Conference Event

Note: Depending on the school chapters’ organization, these duties may be completed by one person or divided among several chapter advisors.

The advisor will be responsible to supervise all contest activities at the school, within the guidelines and procedures listed below.

The advisor must ensure that each student meets all eligibility requirements: (Membership registration before the deadline, conference registration before the deadline, payment of all conference registration fees before the deadline, etc.)

The advisor must ensure that each student contestant is wearing the required “official contest clothing” as stated in the Technical Standards during all state conference competition events.

The advisor/school program/chapter must provide all necessary contest accommodations at the school site, such as web cameras, cell phone cameras, contest materials, a qualified individual to serve as a proctor, etc.

The advisor must arrange for permission with the school administration to use the school for individual contest activities during the school day, after school hours, and possibly on Saturdays, depending on the contest schedule, which is yet to be determined. Additional administrative support may be needed to provide the necessary COVID-19 health and safety measures during all contest activities.

The advisor, supported by the schools’ administration, must ensure the safety of all SkillsUSA Utah conference participants by providing hand sanitizer, hand-washing stations, effective signage, masks, gloves, and temperature checks as well as a self-assessment of health by each participant at the time of the event. Implement social distancing when setting up labs or work areas for competitions. On the day of the competition, assign health and safety monitors to ensure compliance to the guidelines you establish. Any food or beverages should be served to participants pre-portioned or pre-packaged where possible. All schools conducting competitive events are encouraged to establish a health and safety committee as part of your local competition structure. The role of this committee will be to review health guidelines from your school district, state or federal agencies like the Centers for Disease Control and Prevention (CDC) and align your competitions with these established protocols.

Arrange for an on-site Contest Proctor. Special administrative permission may be required to allow a business/industry person to serve as the contest proctor. The contest proctor duties include:

* + It is highly recommended that a local industry expert serve as the proctor at each contestant location. The judges will communicate with the proctors directly and guide them in moving the camera, measuring components, or anything else the judges need to be able to accurately score the contestants’ work. The proctor will be able to assist the judges better if they are an expert in the trade area of the competition. They will understand the common language and provide feedback to the judges as needed.
	+ A school staff member may be used as a proctor if a local industry expert is not available due to policies that may be in place that prohibit visitors to the school campus.
* The proctor IS NOT allowed to score or judge the contestants’ work.
* The proctor will ensure that all safety procedures are followed, and the student contestants are kept safe. The proctor will step in and communicate with the contestant if safety is a concern.
* The proctor should use an earpiece or headset to hear instructions from the judges. This will help to minimize the interruptions with the contestants. There may also be instructions to the proctor that a judge does not want the contestant to hear.

Role of the Instructor or Advisor:

* + Prior to the contest, the instructor will make sure the contest site is set up properly and the contestant has all the equipment and materials needed for the competition. An orientation meeting for the instructor may be required to ensure the contest site is prepared properly for the competition.
	+ Once the contest begins, the primary responsibility for the contestant’s instructor will be to serve as a safety monitor. They will be required to observe the contestant’s work to ensure that everyone present is kept safe and healthy. Instructors will only be allowed to intervene or communicate with the contestant if safety is a concern.
	+ Instructor must stay in constant view of the main video feed for the contestant to provide the Technical Committees with evidence that contest integrity is not violated.
	+ Instructor will be directed to stay in a location out of the direct eyesight of the contestant. Most likely, this location will be behind the contestant and facing the main video feed. “Section 5: Creating a Contest Floor Layout” will provide more detail for the set up and location of the instructor in the contest area.

Suggesting Baseline Contest Floor Layout (Based on successful trial runs)

* Main Camera (stationary): Place the main camera in front of the contest area at a distance that provides viewers with a wide-angle view of the whole contest area. Placing this camera at a 45-degree angle seemed to work the best in our trials for most individual contestant competitions (see example layout below).
* Instructor: Remember, the role of the instructor after the contest begins is only to serve as a safety monitor. However, to hold the highest integrity, it’s important that the contest floor layout minimize any possible interaction between the contestant and the instructor. Placing the instructor behind the contestant at a 45-degree angle that is opposite of the main camera facilitates this integrity. This position allows the instructor to observe the contestant(s), while not providing direct eye contact with their own contestant. This angle will also provide the contest organizers with the ability to see both the contestant and the instructor in one camera view (main camera) to ensure the contest integrity is never compromised.
* Proctor (2nd Camera): The proctor should be placed to the opposite side from the main camera. This provides the contest organizers and judges with views of the contests from two different viewpoints. This increases the level of contest integrity by providing a near-panoramic view of the contest floor layout when combining the main view video and the proctor’s camera.
	+ This second camera must be movable to allow judges to direct the proctors to move around to change the view to best meet their needs in observing the contestant’s performance and as they score the projects.
	+ It is highly recommended this video be shot from a cell phone. Cell phones have proven to provide the highest-quality video feed in our trial run competitions.
	+ The use of a tripod (or some other way to prop the camera up) will be helpful to the proctors to prevent them from needing to hold the camera throughout the entire competition.