

NEW JERSEY

SkillsUSA

CHAMPIONSHIPS

JUDGE'S HANDBOOK

TOPICS INCLUDE:

1. JUDGES INSTRUCTIONS
2. CONTESTANTS' ORIENTATION MEETING
3. CONTESTANTS' DEBRIEFING MEETING
4. SCORING, TABULATION AND RANKING
5. APPEALS PROCEDURE
6. EVALUATION FORM
7. DEFINITION OF RESPONSIBILITIES
8. CONTEST COORDINATORS RESPONSIBILITIES
9. TECHNICAL COMMITTEE RESPONSIBILITIES
10. EDUCATION TEAM RESPONSIBILITIES
11. STATEMENT OF ASSURANCES

1. JUDGES INSTRUCTIONS

1. The judges should be completely familiar with the SkillsUSA Championships Technical Standards including general rules, instructions to chairpersons, and procedures for contestants as well as the rules for the specific contest they are asked to judge.
2. The judges must review a copy of the problem to be assigned to the contestants and a copy of the judges rating sheet(s) along with complete instructions from the Contest Coordinator *prior to the competition*.
3. Careful attention must be given to each rule and each contestant or entry. Each must be judged in exactly the same manner and under the same conditions as every other contestant or entry.
4. The judges should discuss (a) rule interpretations, (b) the contest set up, (c) materials and equipment, (d) last-minute details, and (e) review rating sheets during the judges orientation.
5. The judges will use the rating sheets provided in the SkillsUSA Championships Technical Standards or those provided by the Contest Coordinator. Judges should note the weights assigned to each area. The Director of the NJ SkillsUSA Championships must approve any significant changes to the rating criteria or standards for the contest.
6. The judges should report to the contest site prior to the start of the SkillsUSA Championships and should be present throughout the entire competition, unless prior arrangements are made with the Contest Coordinator.
7. Important - The judges should know contestants by number only.
8. Judges have been selected based on their recognized expertise in a specific contest area. They are asked to follow the official SkillsUSA rules without inserting personal opinion. Such things as length of hair, length of dress, style of shoe, etc., unless specifically covered in the contest rules, are not to be considered.
9. The Contest Coordinator will be the judge for the official clothing requirements and will assess penalty points.
10. In no instance are the judges, technical committee, or contest coordinator authorized to change the contest rules once they have been published and distributed to SkillsUSA chapters. If a situation arises which requires a rule interpretation, the Director should be contacted.
11. Contestants not meeting the requirements of safety clothing and devices may be disqualified if, in the opinion of the contest coordinator and judges, the safety of the contestant or others is compromised.
12. Judges should rate contestants on the basis of job entry-level skills.

13. After the judging is completed, the judges should total their own rating sheets and return them to the Contest Coordinator.
14. The Contest Coordinator will validate the judges' rating sheets, compile total scores, and determine the first, second, and third place finishers.
15. The judges shall keep all information confidential until the general announcement of the winners is made.
16. The Contest Coordinator will bring the final results to the Site Coordinator or designated drop-off point immediately following the tabulations and determinations of the winners.
17. All judges rating sheets, notes, and other related information **MUST** be returned to the contest coordinator following the judging.
18. Under no circumstances are the judges to discuss contest results with contestants or chapter advisors.
19. Judges are asked assist the Contest Coordinator in holding a debriefing session for all contestants when judging is complete to help them learn from their performance. No discussion should take place or indication made as to how individuals performed or finished.

2. CONTESTANTS' ORIENTATION MEETING

Designate someone to meet with the contestants prior to the contest.

1. Have contestants sign in on the official contest roster sheet.
2. Verify name of contestants and assign a competition number to each contestant. (Use your own numbering system, or use the participant ID numbers on the lists and/or badges.)
3. Refer any students whose name does not appear on your roster to the Cluster Coordinator
4. Make sure contestants have only their contestant number pinned to their uniform (they should not be identifiable by name or school).
5. Explain contest rules, procedures and safety considerations.
6. Explain lunch procedures and distribute lunch tickets. (See Site Coordinator for lunch plan for your site.)
7. Contestants must participate in the teardown activities and contest clean up. This is a requirement, and penalties may be assessed for students who do not participate.
8. Students are to return to the contest area at the end of the competition where a general debriefing session should be held.

3. CONTESTANTS' DEBRIEFING MEETING

1. Judges are asked to share suggestions, general comments, and observations on the overall event that would contribute to the learning experience for each student.
2. Judges should not announce winners or disclose information that would indicate the winning contestant.
3. However, feel free to mention details that would allow students to better prepare for the event in the future.
4. Distribute giveaways and any other gifts provided by our industry partners.

4. SCORING, TABULATION AND RANKING

1. Scoring Procedure for contests with less than 5 contestants:
 - The Gold Medal standard will be a minimum score of 80% of the total points available. (For example, if the total possible points for a contest equals 250, in order to earn a gold medal the top contestant would need to score at least 80% of 250, or 200 points.)
 - Below the 80% standard, silver/2nd place and bronze/3rd place medals for the "less than 5" contests can be awarded at the discretion of the judges.
 - If the 80% standard is not met, there should not be any gold medal awarded.
2. **THERE SHOULD BE NO TIE SCORES FOR ANY MEDALIST (1ST, 2ND, OR 3RD)**
The contest coordinator should establish a "tie breaker", i.e. a set of written questions and/or tasks that can be used in the event of tie scores.

5. APPEALS PROCEDURE

1. All complaints, grievances or formal appeals should be referred to the contest coordinator.
2. The contest coordinator will attempt to address the issues, and, if necessary, provide the advisor or administrator with an appeals form.
3. The New Jersey SkillsUSA Championships Executive committee will review and act upon the Request for Appeal. The action of the committee is final.
4. The individual submitting the Request for Appeal will receive a written response from the New Jersey SkillsUSA State Director.

6. EVALUATION FORM

Thank you for the valuable contribution of your time and expertise. We are interested in your feedback. This will help the Cluster Coordinators in the planning of next year's event.

CONTEST NAME:

JUDGE'S NAME:

1.) Rate the area and facilities designated for your contest:

POOR

FAIR

GOOD

EXCELLENT

Comments:

2.) Rate the materials and equipment provided for you to perform your duties:

POOR

FAIR

GOOD

EXCELLENT

Comments:

What suggestions would you propose to improve your contest?

7. DEFINITION OF RESPONSIBILITIES

STATE DIRECTOR: The administrative officer of the NJ SkillsUSA Association and the individual with overall responsibility for the Skills USA Championships.

SITE COORDINATORS: These individuals are responsible for all logistical considerations and site preparations of the facilities utilized for competitive events. This includes layout of floor space, utilities, set up, clean up, and safety.

CONTEST CLUSTER COORDINATORS: These educators are consultants to NJ SkillsUSA that have responsibility for organizing Technical Committees, selecting judges, and appointing contest coordinators.

CONTEST COORDINATOR: The individual responsible for supervising the contest, managing the judges, scoring the results, insuring safety, and assisting in the recruitment of judges and solicitation of awards and prizes.

CONTEST JUDGE: Individuals from business, industry, government, military, or education who are knowledgeable about the contest requirements, clothing requirements, and scoring procedures.

TECHNICAL COMMITTEE: The team comprised of a Contest Coordinator and Judges. The Contest Coordinator supervises the Judges and manages the student participants. The Contest Coordinator should not also act as a Contest Judge unless it is necessary.

EDUCATION TEAM: Individuals with non-judging duties and responsibilities as assigned by Contest Cluster Coordinators. These may include contest set up and breakdown, or contestant management

8. CONTEST COORDINATORS RESPONSIBILITIES

1. Be familiar with the following sections of the New Jersey SkillsUSA Championships Technical Standards:
 - General Contest Rules
 - Clothing Requirements
 - Contestant Procedures
 - Guidelines and Code of Conduct
 - Instructions to Technical Committee
 - Instructions to Contest Judges
 - Contest Regulations (for your contest area)
2. Review floor plans to familiarize all concerned with locations of rest rooms, first aid, lounge, fire extinguishers, etc.
3. Secure the contest area until the contest. Make sure all materials and equipment are in proper condition and place.
4. Conduct the judges' orientation.
5. Conduct contestants' orientation meeting.

6. Please remind spectators not to distract the students while the competition is in progress.
7. Organize and supervise the teardown of the contest area utilizing the contestants who participated in the event.
8. Judges should list final scores for all contestants so they can be ranked.
9. All contest materials should be placed in the contest envelope and returned to the Site Coordinator at the end of your event.
10. Ask judges to complete the judges survey and information forms. Collect and include in the contest envelope.
11. Be certain that equipment, tools and supplies are returned to their proper owners at the conclusion of the event. If supplies and equipment are to be stored by NJ SkillsUSA for use the following year, box these items, complete an inventory list and give it to the Consultant coordinating your cluster.

9. TECHNICAL COMMITTEE RESPONSIBILITIES

1. Thoroughly study the rules of the competition as outlined in the SkillsUSA Regulations and Technical Standards.
2. Select the project or problem to be completed. Select the skills to be evaluated and set the time limit for each competition. Skills that are selected must be consistent with the level of training of high school students and the SkillsUSA *Technical Standards*.
3. Determine the amount of time required for contestants to complete each assignment.
4. Determine the total amount of time the contest will require.
5. Complete preliminary drawings of the project. (If applicable to your contest.)
6. Complete preliminary instruction and information sheets for contestants. Prepare a complete set of instructions for each contestant, including written instructions and all required drawings.
7. Review the judges' rating sheet and submit revisions to the Cluster Coordinator.
8. Determine special instructions, if any, that must be sent to contestants in advance and submit to the Cluster Coordinator.
9. Determine tools and equipment required for the contestant. Identify probable sources of supply for tools and equipment.
10. Approve the location and space allotted for the contest.

11. Complete the floor plan of the contest area.
12. Determine any necessary services the project requires (air, water, electrical hookups, exhaust, sewer drains or other services).
13. Identify consumable supplies required for the contest.
14. Establish the number of judges required.
15. Obtain names and addresses of judges.
16. Prepare instructions and notify all judges of their assignments.
17. Obtain final approval of contest plans from the Cluster Coordinator.
18. Make arrangements for thank-you letters to all persons contributing to the contests.

10. EDUCATION TEAM RESPONSIBILITIES

Members of the Education Team can perform non-judging duties and responsibilities as determined by the Contest Coordinator that facilitate the successful administration of a competitive event such as:

1. Contest site preparation: layout of floor space and material distribution
2. Supervise contestant sign in and contestant verification
3. Conduct contest and/or safety orientation
4. Set up prize display
5. Coordinate with industry sponsors to set up exhibitor table
6. Coordinate lunch break
7. Facilitate the administration of written test
8. Organize contestant debriefing
9. Distribute sponsor giveaways
10. Facilitate contest site breakdown

SkillsUSA Championships

JUDGE'S STATEMENT OF ASSURANCES

1. I have reviewed the contest guidelines and score sheets.
2. I understand that all contestants are required to have a safety briefing.
3. I understand that observers may NOT speak to the students during competition.
4. I understand that final scores are required for ALL contestants so they can be ranked.
5. I understand that judges should know contestants by contestant number only. Judges should NOT know the contestants' names or school affiliation.
6. I understand that the ONLY reasons for disqualification are cheating and flagrant violation of safety requirements. *Otherwise, points should be deducted for any other violation of contest rules, including proper attire.*
7. I understand that judges should NOT speak to students about their performance during or after the competition.
8. I understand there can be NO TIE SCORES for any medallist (1ST, 2ND, 3RD)

Name of Contest: _____

*"I have read and fully understand the STATEMENT OF ASSURANCES
and agree to comply with these guidelines."*

Print Name: _____

Signature _____

Email: _____

Phone: _____