

New Jersey SkillsUSA Championships
VOLUNTEER EDUCATOR GUIDELINES

SkillsUSA local chapters may nominate master educators and administrators who are current active Professional Members of SkillsUSA to contest or conference committees.

Volunteer educators will be appointed to three-year terms. Appointments must have the approval of the state association director, local / district administration, and technical committee. The volunteer member is eligible to reapply at the conclusion of each three-year term.

Qualifications for appointment:

Must be an active professional member of SkillsUSA and be skilled in the area of appointment.

Must be willing to follow the leadership of the technical committee or conference committee and complete the requested assignments in an orderly and congenial manner to ensure the success of the State SkillsUSA Championships.

Must be committed to improving communications between instructors, technical committees, state association directors, and state department of education for the purpose of improving instruction and job readiness.

Nomination process:

No nominations will be considered without the recommendation of the state SkillsUSA director and local administrator.

Interested educators should submit a cover letter and resume to the state SkillsUSA director, along with a letter of support from a local/district administrator.

New Jersey SkillsUSA

CONTEST COORDINATOR'S STATEMENT OF ASSURANCES

By initialing the following requirements, I agree to:

- ___ review the contest guidelines and score sheets for accuracy.
- ___ provide all students a safety briefing.
- ___ insure the judges are familiar with the appeals procedure and contest security.
- ___ insure that observers are not permitted to speak to contestants.
- ___ turn in to SkillsUSA the final score sheets for ALL contestants.
- ___ insure that judges know contestants by contestant number only.
- ___ insure that unauthorized personnel are NOT permitted in the contest area.
- ___ insure that cheating and flagrant violation of safety rules result in disqualification.
Otherwise, points should be deducted for any other violation of contest rules, including proper attire.
- ___ insure that judges do NOT speak to students about their performance during or after the competition.
- ___ insure there will be NO TIE SCORES for any medallist (1ST, 2ND, 3RD)
- ___ understand that any incidents of flagrant insubordination, disrespect, and/or foul language directed toward any conference staff can result in disqualification.

Note: Contest results will not be considered final without this completed form attached.

Contest: _____

Contest Coordinator: _____

Company/organization: _____

Phone: _____ Email: _____

New Jersey SkillsUSA Championships

JUDGE'S STATEMENT OF ASSURANCES

- I have reviewed the contest guidelines and score sheets.
- I understand that all contestants are required to have a safety briefing.
- I understand that observers may NOT speak to the students during competition.
- I understand that final scores are required for ALL contestants so they can be ranked.
- I understand that judges should know contestants by contestant number only. Judges should NOT know the contestants' names or school affiliation.
- I understand that the ONLY reasons for disqualification are cheating, disrespectful behavior/foul language directed toward contest staff, and/or flagrant violation of safety requirements. *Otherwise, points should be deducted for any other violation of contest rules, including improper attire.*
- I understand that judges should NOT speak to students about their performance during or after the competition.
- 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: _____ Contest _____

New Jersey SkillsUSA Championships

Judge's Guidelines

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

All SkillsUSA contests are designed, organized, and executed by business and industry. It is the responsibility of our Technical Chairpersons to develop contests that reflect those skills that an employee would need to be considered employable. Since all students in CTE programs should have entry level skills, the technical teams are asked to include competencies that go beyond entry level.

If an appeal is filed with the Technical Chairperson, the Executive Committee must receive the appeal form no later than one (1) hour after the completion of the contest. This will give the Executive Committee time to review the contest rules and interview the Technical Chairperson should clarification be needed.

On the Request for Appeal form, it is necessary to describe in detail the question and specific violation of the New Jersey SkillsUSA Championships Regulations. The appeal must contain sufficient evidence to verify the problem.

The Request for Appeal must bear the signature of the chapter advisor or administrator.

The Executive Committee will review and act upon the Request for Appeal. The action of the committee is final.

The individual submitting the Request for Appeal will receive a written response from the Executive Committee prior to the convening of the Awards Ceremony.

Any post conference inquiries regarding scoring, rankings, and contest standards shall be taken very seriously for the purpose of making corrections and/or improvements for subsequent conferences, pending review by the appropriate technical committee.

Final scores and all contest documentation will be maintained on file for one year.

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?

NEW JERSEY
SkillsUSA CHAMPIONSHIPS

REQUEST FOR APPEAL

Contestant's Name _____

Contestant's Contest Identification Number _____

Contest _____

Contestant's Advisor _____

School _____

Person Filing Report _____

Name of Technical Chairperson Consulted _____

Describe in detail the incident in question and the SkillsUSA Championships regulation you believe was not followed. Please be specific.

Please use reverse side if necessary.

Date Time Signature of Advisor

Action Taken

Date Time Signature of Appeal Chairperson

Note: Only advisors or school administrators are allowed to file an appeal.