



Skilled
 Educated
 Prepared
 Respected
 Connected
 Motivated
 Involved



SkillsUSA Ohio Championships
High School
Division Competition
2010 Guidelines and Handbook

SkillsUSA provides its members with the opportunity to showcase their technical and leadership skills through the SkillsUSA Championships Program. The culmination of the program is an invitation to represent Ohio at the 46th Annual SkillsUSA National Leadership and Skills Conference. Ohio is permitted to send one high school competitor or team in each category.

The SkillsUSA Ohio Championships program has been established to determine who is eligible to compete. The Championships are broken down into four levels of competition: local, regional, state and national. The state gold medalists in each category will be invited to represent Ohio in Kansas City.

This handbook has been designed to assist schools in preparing their students for Regional and State Competition.

Thank you for your participation in SkillsUSA, and good luck in the Championships program.

Sincerely,

Mike Cowles

Mike Cowles, C.S.D.
SkillsUSA Ohio Director

Table of Contents

General Guidelines for Contestants.....	1
Membership.....	3
Secondary/Postsecondary Delineation.....	4
Eligibility Rules	5
Registration	6
Competition Selection.....	7
Competitors with Special Needs	7
Grievances.....	8
Cheating.....	8
Leadership & Occupationally Related Contests	9
Architecture & Construction	10
Arts & Communications.....	11
Health Science	12
Human Services.....	13
Information Technology	14
Law & Public Safety.....	15
Manufacturing	16
Transportation	17
Ohio SkillsUSA Code of Conduct	18
Rules for Conference Participants	19
SkillsUSA Ohio Championships Calendar	20

General Guidelines for Contestants

What to Review:

- Information in this book
- General SkillsUSA Championships Regulations, pp. 9-13
- Contest Specific Regulations from SkillsUSA Technical Standards
- Regional Contest Specification Sheet for Contest

What to Bring:

- 1 copy of Emergency Medical Form on person
- 2 pencils
- Any tools noted on Regional Contest Specification sheet
- Appropriate Safety Personal Protective Equipment
- No resume will be required unless specified in the tool list

Leadership and Occupational Competitors Clothing:

- Official SkillsUSA Attire *or*
- Business-like attire *or*
- School Uniform (no jeans)
- Do not mix and match
- **Must wear official attire if competing in Opening and Closing**

Technical Competitors Clothing:

- School Uniform *or*
- Appropriate work attire
- Shirts should have no logos, slogans or pictures
- **School names should be covered**
- **Shoes must meet safety requirements in Technical Standards**

Safety Equipment/Training Verification:

- Student must provide Safety Personal Protective Equipment per SkillsUSA Technical Standards.
- Loose fitting clothing must be secured.
- **Safety shoes/glasses must meet SkillsUSA Technical Standards.**

Awards Ceremony Clothing all contestants:

- Official SkillsUSA Attire *or*
- Business-like attire *or*
- School Uniform (no jeans)
- Do not mix and match

Official SkillsUSA Dress:

Women: Red SkillsUSA blazer, windbreaker or sweater; white collarless or small-collared blouse or white turtleneck, collar not to extend over the blazer lapel or the sweater or windbreaker; black dress skirt (knee-length) or black dress slacks; black sheer (not opaque) or skin-tone seamless hose; black dress shoes

Men: Red SkillsUSA blazer, windbreaker or sweater; white dress shirt; plain, solid black tie, black dress slacks; plain black socks; black dress shoes

Official Business-like Attire:

Women - Suit; jacket and slacks; dress shirt and blouse; dress (street length/formal); hose and dress shoes

Men - Suit; sport coat and slacks; dress shirt and tie; dress shoes

Membership

Membership is required for participation in SkillsUSA events at the Regional, State and National Level.

- Early Bird Deadline – November 15
- Ohio’s Early Bird Deadline – December 1
- **Dues must be paid prior to Regional Competition. Regional Competitors that are not members by their competition date will be disqualified.**
- Deadline - March 1 – NO EXCEPTIONS!
- Dues
 - State dues are \$7.50 and national dues are \$8.00 for a total of \$15.50 per student.
 - Professional dues are \$10.00 for state dues and \$14.00 for national dues for a total of \$24.00.
 - **Dues must be paid prior to Regional Competition. Regional Competitors that are not members by their competition date will be disqualified.**
- Membership Registration
 - Complete online membership at www.skillsusa-register.org.
 - Make sure you hit the “submit” button once you have the PO/Check Number.

Secondary/Postsecondary Delineation

PLEASE NOTE: If you teach High School Students, you are a Secondary Advisor and a Secondary program regardless of where your program is housed. Your program may have students who are:

Secondary contestants are students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.

College/Postsecondary contestants are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and who are earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

Students in a high school program that have received a high school diploma are considered College/ Postsecondary contestants.

Eligibility Rules

1. Participant must be a paid SkillsUSA member.
2. Regional Officers can compete.
3. State and National Officers can compete.
4. Freshmen, sophomores, juniors and seniors can compete.
5. 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.
6. Only those competitors receiving a medal will go on to state competition unless there has been no regional competition conducted. In those instances, schools will be notified in regards to how many competitors they are allowed to have at state competition.
7. Students who plan to run for State or National Office will not be eligible to compete at state.

Advisors of College/Postsecondary Students should contact the SkillsUSA Ohio office at 614-466-8782 for eligibility information.



Registration

- Schools must send in completed registration form by **January 8, 2010**.
- A purchase order number must accompany the registration form. Do not send a check. You will be invoiced based on confirmed contests in your region.
- There will be no refunds for cancellations after the registration cancellation deadline.
- No names are needed on registration, only the number of competitors in each event.
- Names must be submitted to contest site one week prior to regional competition.
- The Regions will be responsible for developing and conducting any assigned contests based on the Regional Registrations. If a Region is unable to conduct a required contest, no competitors in that area will be eligible to advance to the State Competition.
- The Ohio Department of Education I&E unit will determine if there are sufficient contestants in a particular contest for the contest to be run at the Regional Level.
- Registration for State Conference is due **April 1, 2010**.
- **The top three Regional Competitors advance to the State Conference.**
- **Each school may also send one competitor per eligibility rules for each straight to state competition they declared on the Regional Registration form.**

Competition Selection

SkillsUSA members may compete in any competition their program is eligible for as defined in this handbook. Competencies in the Technical Skill competitions must be a primary component of their local curriculum. High School programs must be aligned with the Ohio Department of Education Technical Content Standards. By registering for the contest, the school and advisor are certifying that the student has met and passed the appropriate safety training necessary for the contest and has sufficient training in the competencies of the competition.

All SkillsUSA members are eligible to participate in Leadership and Occupationally-Related competitive events.

Competitors with Special Needs

SkillsUSA Ohio and the Regional Contest sites will make every effort to provide assistance and accommodations, as appropriate, to create equal opportunities and playing field for all contestants. Schools with competitors who require special assistance/accommodations should notify SkillsUSA Ohio in writing at least two weeks prior to the Regional or State Event.

Grievances

Each Region will establish a Grievance Committee that will handle issues that may arise during the competition. The decisions of the Committee are final. Grievances must be filed in writing by the Chapter Advisor within 15 minutes of the conclusion of the competition.

Grievances involving errors in placement at the awards ceremony should be submitted in writing to the Regional Coordinator by Friday of the week following the competition.

Cheating

Cheating in any manner or method by adults or SkillsUSA members will not be tolerated. Should a determination be made by the SkillsUSA Ohio director that there is evidence of cheating, the offending school's superintendent will be notified and the contestant(s) in question will be disqualified from further participation in that specific competitive event.

Leadership and Occupationally Related Contest Specifications

Who can compete?

- The following competitions are open to all members of SkillsUSA.
- Schools may send one competitor or team for every 500 SkillsUSA members based on local competition.

Regional Contest offerings:

- Extemporaneous Speaking
- First Aid/CPR
- Health Knowledge Bowl
- Job Interview
- Job Skill Demonstration A
- Job Skill Demonstration Open
- Medical Math
- Opening & Closing Ceremonies
- Prepared Speech
- Promotional Bulletin Board
- Related Technical Math

Straight to State Contest offerings:

- American Spirit
- Chapter Business Procedure
- Chapter Display
- Community Service
- Customer Service
- Engineering Technology
- Entrepreneurship
- Health Occupations Professional Portfolio
- Principles of Technology
- Occupational Health and Safety
- Outstanding Chapter
- Quiz Bowl

Architecture and Construction Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in an Architecture and Construction Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Architectural Drafting
- Carpentry
- Residential Wiring
- TeamWorks (one team per 200 paid SkillsUSA members)
- Tech Prep Showcase - Industrial & Engineering Technology
- Welding

Straight to State Contest offerings:

- Building Maintenance
- Cabinetmaking
- Heavy Equipment Operations (Ohio Only) (may send up to five competitors per school)
- HVAC
- Masonry
- Plumbing (may send up to two competitors per school)
- Sheet Metal

Arts and Communications Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in an Arts and Communication Program.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Advertising Design
- Graphic Communications
- Tech Prep Showcase – Arts & Communications

Straight to State Contest offerings:

- Photography
- Television/Video Production
- Video Product Development
- Web Design

Health Science

Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Health Science Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Basic Health Care
- Health Knowledge Bowl
- Medical Math
- Nurse Assisting
- Tech Prep Showcase – Health Services

Straight to State Contest offerings:

- Dental Assisting
- Health Occupations Professional Portfolio
- Medical Assisting
- Practical Nursing

Human Services

Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Human Services Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Cosmetology
- Nail Care
- Tech Prep Showcase – Human Services

Information Technology Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in an Information Technology Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Computer Maintenance Technology
- Tech Prep Showcase – Business, Management & Technology

Straight to State Contest offerings:

- Computer Programming
- Internetworking
- Technical Computer Applications

Law and Public Safety Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Law and Public Safety Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Criminal Justice
- Tech Prep Showcase – Human Services

Straight to State Contest offerings:

- Firefighting (may send up to two competitors per school)

Manufacturing Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Manufacturing Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- CNC Milling
- CNC Turning
- Industrial Motor Control
- Precision Machining
- Technical Drafting
- Tech Prep Showcase – Industrial & Engineering Technology

Straight to State Contest offerings:

- Automated Manufacturing Technology
- Electronics Technology
- Mechatronics
- Robotics and Automation Technology

Transportation Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Transportation Career Field.
- 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.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

Regional Contest offerings:

- Automotive Refinishing
- Automotive Service
- Collision Repair
- Tech Prep Showcase – Industrial & Engineering Technology

Straight to State Contest offerings:

- Aviation Maintenance Technology
- Diesel Equipment Technology
- Motorcycle Service Technology (may send up to three contestants per school – contest will be offsite prior to the State competition)
- Power Equipment Technology (may send up to three competitors per school)

Ohio SkillsUSA Code of Conduct

This policy will apply to all conference participants. The term "conference participant" shall mean any SkillsUSA member, including adults, attending any SkillsUSA activity.

Ohio SkillsUSA Competitions are official educational functions and all activities should be conducted to meet that objective.

Ohio SkillsUSA wants each person to have an enjoyable experience with maximum attention to safe practices and the comfort of participants. Each person in attendance will be expected to maintain conduct in a manner best representing Ohio SkillsUSA.

Conference participants' conduct shall be the responsibility of the student's local advisor(s).

Violations and Penalties (for conference participants)

- Competitors violating these rules of conduct including appropriate sportsmanship may be disqualified.
- Conference participants violating any of these rules of conduct will subject themselves and/or their entire delegation to being disqualified

Rules for Conference Participants

- Conference participants shall not deface public property. Any damages to property or furnishings in hotel rooms or buildings will be paid for by the individual or club responsible.
- Conference participants from out of town shall spend the night or nights at assigned hotels, in assigned rooms.
- Conference participants shall be in their respective rooms at 11:30 p.m. and quiet at 12:00 midnight (unless the time is altered by State Staff Personnel).
- Conference participants shall not be permitted in sleeping rooms with members of the opposite sex unless an adult advisor is present.
- Conference participants shall be prohibited from having or consuming alcoholic beverages or drugs in any form (except prescribed drugs).
- Conference participants shall not leave the hotel unless permission from the local advisors/regional advisors has been obtained.
- Conference participants shall not throw objects out of hotel windows (an offence subject to criminal prosecution).
- Conference participants shall not be permitted to smoke at SkillsUSA activities.
- Conference participants shall be prompt and prepared for all activities.
- Conference participants shall keep their local advisors/regional advisors informed of their activities and whereabouts at all times.
- Conference participants shall wear identification badges at all times.
- Conference participants shall attend all general sessions and activities for which they are assigned and registered.
- Conference participants shall adhere to the prescribed SkillsUSA dress code at all times.

SkillsUSA Ohio Championships Calendar

- January 8** Regional registration forms due
State-only Intent forms due
- February 12** Northwest Regional Competition
Terra Community College *Tentative
- February 27** Northeast Regional Competition
Ashtabula County JVS
- February 27** North Central Regional Competition
Medina County Career Center
- February 27** Southeast Regional Competition
Mid-East CTC/Zanesville Campus
- March 6** South Central Regional Competition
Delaware Area Career Center
- March 13** Southwest Regional Competition
Miami Valley CTC
- April 1** State Registration Forms Due
- April 14** Select Competition Notebooks Due
- April 23-24** SkillsUSA Ohio Championships
- June 21-26** National Conference
Kansas City, Missouri
- July 19-23** Summer Leadership Camp
Hocking College, Nelsonville



Ohio Association of SkillsUSA

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