



**SkillsUSA Ohio
SkillsUSA Ohio Championships
General Guidelines for Schools Participating in the
SkillsUSA Ohio Championships**

Updated 2/18/2010

**The Official Guidelines for the SkillsUSA Ohio
Championships**

Ohio SkillsUSA

SkillsUSA Ohio Championships

GENERAL INFORMATION

The SkillsUSA Ohio Championships is the premier career-technical education showcase in the State of Ohio. Students participating in Career-Technical education programs in Trade, Industrial, Technical and Health Related Careers are eligible to participate in more than 82 competitive events, serve as voting delegates and officer candidates.

The following section identifies critical information that all students, advisors and administrators should know with regard to the SkillsUSA Ohio Championships. Failure to follow these guidelines may result in disqualification of your students/school.

The competitions are broken into Leadership Events, Occupationally-Related Events and Skilled and Technical Sciences Events. All competitions that lead to National Competition are based on the **SkillsUSA Championships Technical Standards 2010**. Please make sure you reference the current version as you prepare your students for competition as many of the standards have changed.

Typically preliminaries for contests with more than 20 competitors on the Regional Intent form in January will be held at the Regional level. If a Regional event is required, only the top 3 medalists in each Region will advance to the state contest. The SkillsUSA Ohio Director in collaboration with the Department of Education and the SkillsUSA Ohio Championships Committee of the Ohio Board of Directors will identify contests that will run at the Regional level.

State Competitors will **not** be required to take a SkillsUSA Knowledge (PDP) test.

Any updates or changes of these Contest descriptions will be posted on the SkillsUSA Ohio website. Check the State Tool List for any special information.

Gold Medal winners will qualify to attend the National Leadership and Skills Conference as Ohio's representative unless otherwise noted.

Registration Information

All participants are required to complete registration through their school for the conference. The registration is due by April 1, 2010.

To register, go to www.skillsusa-register.org and click on the conference registration and highlight Skills Ohio Championships. Once registration has been entered, schools should send Form A along with a P.O. number to SkillsUSA Ohio.

During the second week of April, we will fax/email the contact person a confirmation list of participants attending the Skills Ohio Championships. Once checked, this should be signed and faxed back.

No new competitors will be added after the April 7th download. Any substitutions made after April 17th will have to be done onsite prior to 10:00 a.m. on Friday, April 23, 2010.

School Information

Upon a school's arrival at the state fairgrounds in Columbus, one school representative should immediately report to the registration booth in the Bricker Building. Those contestants having contests off-site may report directly to the contest location.

**Name Badges*

Name Badges will be used. Every paid conference participant (advisors, contestants, observers, etc.) will receive a badge to gain entrance to the various conference activities. A copy of the Emergency Medical Form should be folded and placed inside the name badge. **Students will not be permitted access to the contest area without an Emergency Medical Form.**

**Registration Forms/Medical Release*

Every participant must complete an NLSC#1 State Contest Registration form online. If this form is completely filled out, it may serve as the Emergency Medical Form/Code of Conduct for the student. A school may choose to substitute their own School Medical Form if they choose. **The students must carry a copy of this medical form on their person.**

**Medical Forms*

It is the responsibility of the local school to have emergency medical forms on hand for all conference participants. A copy of the medical form must be folded up and placed in the Name Badge of every Participant. Each School should complete an Emergency Contact sheet on the Registration Checklist to be turned in at the Registration Desk in the Bricker Building. **We will not collect Medical Forms.**

***Code of Conduct/Media Release** (part of NLSC#1)

- Strictly enforced
- Participant's behavior is local school's responsibility

***Resume**

Contest Coordinators will not be collecting Resumes this year and no penalties will be deducted for not having a resume. This does not apply to leadership contest (ie Job Interview) where the resume is a graded portion of the contest or part of a presentation portfolio.

***Dress Code**

Please make sure your contestants are wearing the clothing specified in the State tool list. School jackets and hats will not be permitted in the contest area. No school names may be displayed on any competition apparel. Students wearing official attire should wear it appropriately while at the fairgrounds. TeamWorks, Firefighting, Auto Technology, Power Equipment Technology and Masonry students need to dress appropriately for the temperature as they will not be in an enclosed building. Official attire is only required in Opening and Closing Competition.

***Parking - Fairgrounds (not controlled by SkillsUSA Ohio - subject to change)**

- No fee for school buses (full size school bus)
- Charter Buses may be charged a fee
- \$5.00 per entrance
- \$14.00 unlimited entrance/exit pass for the duration of the conference

***Food Service (not controlled by SkillsUSA Ohio)** Vendors may close down early if business is slow. Pre-paid lunches will be available on Saturday in the Rhodes Center.

Friday	Bricker Building	7:00 a.m. - 3:00 p.m.
	Celeste Center	8:00 a.m. - 3:00 p.m.
	DiSalle Building	11:00 a.m. - 3:00 p.m.
	Rhodes Center	11:00 a.m. - 3:00 p.m.
Saturday	Bricker Building	7:00 a.m. - 1:00 p.m.
	Celeste Center	8:00 a.m. - 12:00 noon
	Rhodes Center	8:00 a.m. - 2:00 p.m.

***Participation Certificates**

Participation certificates will be in your registration packet. They should be passed out at your school's local awards ceremony.

***Videotaping/Photography**

Videotaping/Photography is permitted with permission of the individual contest coordinators. However, no extra lighting may be used. ***Under no circumstances will videos/photography be used to settle grievances.***

****Grievances***

Grievance form and procedures will be included in the registration packet. Any grievance issues should be brought first to the information booth for the assigned building. A SOC Staff person will then assist in trying to resolve the issue. If the issue is not able to be resolved, then it should come to the Conference Headquarters in the Bricker Building and will be forwarded to the Grievance Committee.

Bricker – Conference Headquarters
Lausche – Information Booth
Celeste – Celeste Information
DiSalle, Rhodes and FFA – Rhodes Information Booth

****Disqualification***

Any form of two-way communication between a contestant and any person other than an official staff member or cheating during competition will result in immediate disqualification of the contestant. All cell phones and pagers must be turned off during the competition. This includes while on break during contest or while in holding areas.
THIS RULING IS FINAL!

****Voting Delegates***

The Delegates Assembly will convene on Saturday morning at 8:00 am. Please give Delegate Ribbons in Registration to your Delegates to wear.

****Officer Candidates***

Friday at 3:00 p.m. will be the Officer Candidate Orientation followed by time to put up campaign materials. All candidates are required to be in attendance at this meeting. It is recommended that an Advisor be present. At this Orientation, Candidates will make final selection of their Office.

National Officer Candidates and their advisor will have a meeting at 2:00 pm in the Bricker Headquarters.

State Officer Elections will be held as part of the Delegate Assembly on Saturday. All Candidates should report to the DiSalle Auditorium at 8:00 a.m. Elected Officers will be recognized and installed at the beginning of the Awards Ceremony on Saturday. Finalists and an Advisor will be given priority seating at the Awards Ceremony.

****Opening General Session***

When: Friday, April 23, 2010 – 8:15 – 9:15 p.m.
Where: Celeste Auditorium
Dress: Appropriate School/Business Casual Attire
Who: Open to registered participants. **Name Badge Required.**
Seating: First come, first served.

****Dance***

When: Friday, April 23, 2010 - 9:30 - 11:00 p.m.
Where: DiSalle Exhibit Hall
Dress: Appropriate School Attire
Who: Open to Registered participants. **Name Badge Required.**

****Awards Ceremony***

When: Saturday, April 24, 2010 -- 2:00 - 4:30 p.m.
Where: Celeste Auditorium
Dress: SkillsUSA dress or business-like attire. Also acceptable clean program uniforms, **but no jeans or tennis shoes of any type.** If your uniform consists of jeans or tennis shoes, then you must wear SkillsUSA dress or business-like attire to go on stage.
Who: Open to the public
Seating: First come, first served

****Proper Use of Name***

Please note the following information regarding the proper use of the organization's name. Points will be deducted for improper usage.

SkillsUSA became this organization's name in Sept. 2004. Effective immediately, misrepresentations of the organization's name by competitors will result in points deducted from the competitor's score. For example, contestants in Chapter Display and Promotional Bulletin Board may not exhibit "Vocational Industrial Clubs of America" or "VICA" (standing alone) or "VICA-Skills", SkillsUSA-VICA or any other graphic representation that varies from "SkillsUSA" (no spaces).

In contests that require verbal presentations, "SkillsUSA" must be used in the first reference and in all legal references to the organization's name. This particularly applies to Leadership contests such as Extemporaneous Speaking and Prepared Speech.

****Tool List and Updates***

Tool List and Updates will be posted at www.ohioskillsusa.org beginning March 15. The final updates will be posted April 19, 2010. Make sure you double-check your tool lists after the final update has been posted for any last minute changes.

Safety and Security at the SkillsUSA Ohio Championships

In these times of national crisis and uncertainty, safety and security must be our first priority. As you prepare for your trip to this year's Skills Ohio Championships, it is important that we remind you of several key issues with regard to the safety and well-being of your delegation. Our Skills Ohio Championships Staff will have a Crisis Response Program in place to insure that all attendees have a safe and enjoyable conference.

All schools should also have a plan of action and be prepared to follow their school policies and procedures. Should threat levels escalate and travel restrictions become an issue, please contact the Ohio SkillsUSA Office.

While at the conference:

We will again have the services of the Ohio State Highway Patrol to assist in security issues at the fairgrounds.

All suspicious people and packages will be secured and checked thoroughly.

It is also imperative that all participants wear their SOC Name Badges at all times.

Points to review with all attendees at this year's event:

Any directives given by SOC staff, coordinators, judges, Ohio State Highway Patrol should be followed without question.

Arrive early so you have time to transport materials. Access of vehicles to the buildings for loading and unloading will be restricted after 11:45 a.m. on Friday and 7:15 a.m. on Saturday.

An unloading pass will be needed to get access to the Bricker Building and the Celeste Center. You can download a pass from the Ohio SkillsUSA website. Once materials are unloaded, you will need to go park your vehicle. Plan to have someone stay with equipment.

All competitors and advisors are expected to attend the Ribbon cutting ceremony in front of the Bricker Building at 11:15 am.

All schools should identify a point of reference where someone in their delegation can be located or report to if there is a problem. Make sure all students and advisors know this location and cell phone number of the lead advisor.

Advisors need to know where their students are at all times. Advisors should not drop students off and leave them at the conference without adult supervision.

The information booth in the Rhodes Center and the Bricker Building will serve as emergency services contact. If there is a concern, report to these booths or contact the nearest SOC Staff member wearing a SOC shirt or State Police Officer and appropriate assistance will be summoned.

Take heed to the warning that joking or acting in a threatening manner will be taken seriously and will be dealt with sternly by the Ohio State Highway Patrol or Columbus Police.

At the Hotel:

Advisors should become familiar with the hotel surroundings and review security procedures with the hotel upon check-in.

Make sure you know how to get in touch with security at the hotel and they know who to contact in your delegation.

Emphasize and repeat as much as possible the need for proper and mature behavior by everyone.

If you are staying in any of the SkillsUSA Ohio negotiated hotel sites, there may be random visits by members of the SOC Staff/Columbus Police on Thursday and Friday evenings and in some cases, SOC Staff assigned to stay at the hotels to monitor activities.

Around Town:

SkillsUSA Ohio is honored to have the opportunity to hold the SkillsUSA Ohio Championships in our State Capital. Please emphasize that while at the conference we are representatives of SkillsUSA and Career-Technical Education and we want to set the right example by being good visitors.

Please remind all advisors/administrators that like their students, they are under the same SkillsUSA Code of Conduct. The Code of Conduct is in force from the time they depart your school until they return.