



**Official Operating Policies of
The Skills Ohio Championships**

Philosophy

The SkillsUSA Ohio Championships motivates career -technical students and teachers to be their best. They are encouraged and evaluated by representatives of business, industry and organized labor. The SkillsUSA Ohio Championships also promotes the quality of technical education to the American public.

Direct evaluation by employers results in relevant training in the technical program. Students learn firsthand the requirements of work, and teachers respond by updating curricula. Further, the sincere attention from employers makes both students and teachers feel important.

For employers, the SkillsUSA Ohio Championships is a positive way to express their needs directly to educators, influence instruction and find quality employees. Working with students and sharing in their achievements motivates them.

The SkillsUSA Championships program, from local to international events, displays this cooperation to the public and raises the level of recognition for career and technical education and its importance to the work force.

Principles of Operation

I. Business, industry and organized labor set National standards for competitions that are based on competencies appropriate for entry-level workers and career and technical education. These standards are kept current through broad industry representation on technical committees composed of companies, trade and professional associations and unions.

A. One company or organization cannot dominate a contest.

B. Continuity on committees promotes systematic improvement and longterm communication with education. However, new companies/organizations are recruited to ensure the competitions are continuously being updated and competitors are exposed to the latest technologies and equipment.

C. State and Regional competitions should align with the National Competition Standards.

II. The SkillsUSA Championships policies are approved by the Board of Directors of SkillsUSA to govern the operation of the SkillsUSA Championships. The Ohio Association of SkillsUSA Board of Directors has adopted the following policies for operation of State and Regional Competitions.

III. SkillsUSA is a nonprofit organization; therefore, committee members and other volunteers must provide their own means of financial support.

IV. All items and material donated become the property of SkillsUSA and will be used for educational purposes only. Any personal use is a violation of policy and IRS regulations. All items left over from the SkillsUSA Championships will be distributed to charitable organizations or schools for use in their educational programs with specific approval of the SkillsUSA Championships Director.

V. Alcoholic beverages are prohibited at official functions or conference locations where students or advisors are invited to attend.

Educational Objectives

The SkillsUSA Championships is an educational program designed primarily to improve training and to provide recognition for student accomplishments. Its learning value must be shared systematically with educators in these ways:

I. Contest debriefings and feedback following the SkillsUSA Ohio Championships.

II. Educational liaison teams that share with other educators what they have learned from the contests and technical committees.

III. Technical committee companies working directly with local training programs.

IV. Sharing information through SkillsUSA Ohio publications and trade journals.

SECTION ONE

SkillsUSA Ohio Championships Committee Composition

There are three types of committees working together to coordinate activities of the SkillsUSA Ohio Championships: executive, technical and Skills Ohio Championships team.

I. Executive Committee

A. The SkillsUSA Ohio Board of Directors appoints the executive committee, which is directly responsible to it and has the power to implement board policy regarding activities of the SkillsUSA Ohio Championships program. All actions of the executive committee are subject to board and Ohio Department of Education approval.

B. The executive committee is composed of Board members and OTIESA Representative and the SkillsUSA Ohio Championships Director. ODE staff serves as the committee secretary.

C. Members will be appointed by the Board President. Appointments will be made by the board on a staggered basis to ensure continuity of leadership.

D. If for any reason a member becomes inactive, the SkillsUSA Ohio board of directors reserves the right to replace that person with a new member.

E. All executive committee meetings will be presided over by the executive committee chairperson.

F. Responsibilities of the SkillsUSA Championships executive committee include the following:

1. Serve as the official grievance committee for the SkillsUSA Ohio Championships and Regional Events, reviewing formal protests filed by SkillsUSA Chapters SkillsUSA associations.
2. Rule on any questions unresolved by the technical committees regarding administration of the contest.
3. Serve as consultant to the SkillsUSA Ohio Championships Director.
4. Assist the SkillsUSA Ohio Championships headquarters in all management functions required to ensure a safe, orderly and successful SkillsUSA Ohio Championships.
6. Review sponsorship proposals where several companies desire the same sponsorship within a committee and recommend appropriate action.
7. Review and make recommendations concerning the selection of SkillsUSA Ohio Championships State and Regional sites.

G. Qualifications for Appointment

1. Must have demonstrated good management skills in carrying out previously assigned SkillsUSA Ohio responsibilities.
2. Must be able to manage a volunteer effort effectively and maintain a generally cooperative attitude.
3. Must have knowledge of SkillsUSA and support the basic objectives of the organization.
4. Must have served SkillsUSA Ohio or OTIESA and the SkillsUSA Ohio Championships at the State or Regional level in a leadership role for a minimum of two years and demonstrated a thorough knowledge of the operation of the SkillsUSA Ohio Championships.

II. State Technical Committee Chairpersons

A. Chairpersons are appointed by the SkillsUSA Ohio Director and will be reviewed annually. Other than by individual committee rule, there is no limit to the number of consecutive terms a chair may serve. The SkillsUSA Ohio Championships executive committee will resolve any disputes concerning the leadership of a technical committee.

B. Responsibilities of technical committee chairpersons are as follows:

1. Attend all meetings called by the SkillsUSA Ohio Championships director or officially designate a committee member to serve as the authorized representative at those meetings.
2. Make sure all committee members are familiar with the *SkillsUSA Championships Technical Standards*.
3. In consultation with all committee members, the chairperson will delegate duties and assign individuals as appropriate to ensure all the following requirements for a successful competition are met:
 - a. Select the skills to be tested in the state contest and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items, in coordination with the Ohio Department of Education Staff.
 - b. Develop contest projects, drawings and instruction sheets for the contestants.
 - c. Locate individuals who are knowledgeable in the contest trade or skill area and invite them to serve as judges.
 - d. Plan the layout of the contest site.
 - e. Make arrangements for acquiring appropriate industry awards.
 - f. Plan and conduct the mandatory pre-contest orientation and debriefing meetings for contestants.
 - g. Instruct the contest judges.
 - h. Conduct the SkillsUSA Ohio Championships contest.
 - i. Encourage other activities, such as industry update seminars to support Career-Technical Program throughout the year.

III. State Technical Committees

- A. Technical committees consist of experts from business, industry and organized labor and are officially appointed by the SkillsUSA Ohio Championships Director with the recommendation of the state technical committee chairperson. Technical committees should be as broadly representative of their industry as is practical.
- B. It is the responsibility of the members to plan the technical aspects of the contest and be responsible for the contest project/problem, equipment, materials and administration of their specific contest as specified in the *SkillsUSA Championships Technical Standards*.
- C. Companies desiring membership on the technical committee must participate actively in the planning process and make their reasonable contribution toward a successful SkillsUSA Ohio Championships.
- D. Committee members who fail to actively contribute to the planning and implementation of the SkillsUSA Ohio Championships will be dropped from committee membership.
- F. Individuals appointed to serve on a technical committee are considered representatives of their employer and, in effect, it is the employer that is appointed to the committee. In the event the committee member changes employment, it is appropriate for the individual to resign from the committee. If they desire to continue to serve on the committee, a request must be submitted to the SkillsUSA Ohio Championships director and approved.

IV. State Education Team (SOC Staff)

- A. The purpose of the national education team is to (1) assist the state technical committees in conducting and managing the SkillsUSA Ohio Championships; (2) assist the ODE staff with the overall management of the SkillsUSA Ohio Championships; and, (3) communicate industry expectations for the quality of instruction and professional development in occupational areas represented in the SkillsUSA Championships to advisors. SOC Staff may also be called upon throughout the year for expertise in their assigned area.
- B. The number of SOC Staff assigned to a contest or conference management committee will be determined by the Ohio Department of Education Chairperson or the conference management committee chairperson. Each contest or conference management committee will have a SOC member appointed by the director of the SkillsUSA Championships to support the contest. That SOC Member will work directly with the contest technical committee chairperson or State staff.
- C. Local Chapters may nominate currently employed educators and administrators who are active professional members of SkillsUSA to contest or conference management committees.
- D. SOC members will be appointed to three-year terms. Appointments must have the approval of the state association director and local school administrator. The SOC member is eligible to reapply at the conclusion of each three-year term.

E. Attendance at SkillsUSA Ohio Championships is mandatory.

Responsibilities of the SOC member will include the following:

1. Suggest areas of need for industry update seminars at state meetings
2. Submission by SOC contest chairpersons to the SkillsUSA Director following the SOC a report on industry assessment of competitor preparedness that would assist teachers in better preparing student contestants for the competition. Submissions should be sent to the director of the SkillsUSA Championships by June 1.
3. Assist in identifying other organizations and potential sources of materials and equipment that can support the contest or committee if needed.
4. Provide assistance as needed in setting up and tearing down the contest area under direct supervision of the technical committee for the contest.
5. Explore ways to make the contest more effective at local and regional levels by securing industry's help.
6. Work with the SkillsUSA Ohio to promote increased SkillsUSA participation and membership at the local, regional and state levels.
7. Assist in other areas as determined by the technical committee.
8. Serve as a mentor to new professional members in their occupational specialty.

F. Committee members who have a competitor from their school will *not*:

1. Have direct contact with a competitor from their school during the contest.
2. Serve as judges, if they have a competitor from their school.
3. At the discretion of the SkillsUSA Ohio Championships Director, serve on the contest committee if they have a contestant from their school competing in that contest at the championships.

G. Qualifications for appointment:

1. Must be a currently employed educator and or administrator who is an active professional member of SkillsUSA.
2. Must be willing to follow the leadership of the technical committee and complete the requested assignments in an orderly and congenial manner to ensure the success of the SkillsUSA Ohio Championships.
3. Must be committed to improving communications between instructors, technical committees, and the Ohio Department of Education for the purpose of improving instruction and job readiness.
4. Must have financial support. Some travel, lodging and meal expenses may be reimbursed. This reimbursement is contingent on continued funding of the SOC by the SkillsUSA Ohio Board of Directors. The SOC registration fee will be waived.

H. Nomination process:

1. No nominations will be considered without the approval of the SkillsUSA Ohio director and local administrator..
2. Teachers and administrators may download the nomination form from www.ohioskillsusa.org complete all necessary information and forward the application to the SkillsUSA Ohio Director by Jan 15.
3. The state association director will review the application and signify endorsement of the nominee by signing off and dating the application.
5. The Ohio Department of Education staff will review nominations.
6. The Assistant Director of Industrial Engineering Systems and Health Careers will notify the educators selected.

SECTION TWO

Donations, Awards and Publicity

I. Responsibilities Regarding Donations, Awards and Publicity

- A. Technical committee chairpersons approve and coordinate awards to be presented to SkillsUSA Ohio Championships contestants at the SkillsUSA Ohio Championships. The Ohio Department of Education Staff and SOC Staff will assist in the procurement and management of contest awards as appropriate.
- B. Organizations wishing to present awards must be sure that the awards offered are in duplicate for each division (high school and college/postsecondary) and meet the policies outlined in this document. Exception: tuition scholarships may be offered to high school contestants only.
- C. Organizations wishing to host a special function during the Skills Ohio Championships must coordinate such activity with the SkillsUSA Ohio Officer no later than sixty (60) days prior to the start date of the conference.
- D. Organizations desiring to have public relations people, photographers or film crews at the Skills Ohio Championships must make prior arrangements and coordinate such activity through the SkillsUSA Ohio Office. All such activities will be subject to the discretion of the SkillsUSA Ohio Championships executive committee in cooperation with the SkillsUSA Ohio board of directors. The intent of publicity must be made known prior to conference.
- E. The SkillsUSA Ohio Championships executive committee will give guidance to the SkillsUSA Ohio Championships awards program as required.

II. Categories of Support for the SkillsUSA Ohio Championships

A. State Technical Committee

The state technical committees provide the primary support for the SkillsUSA Ohio Championships. Technical committees design and manage the contests and secure equipment, supplies, judges, prizes and awards. The nature of the contest and member's share of responsibilities dictate the cost to member companies. This includes travel expenses and donated personnel costs. In addition, membership generally requires a donation of equipment and materials.

B. SkillsUSA Ohio Championships Sponsor Designation

1. SkillsUSA Ohio Championships contest sponsor: Contest sponsors are cited on sponsor list signage within the contest area, Awards Ceremony and in the *State Conference Program* book. Contest sponsor designation applies to (a) companies represented on the contest's State technical committee; (b) companies providing equipment and supplies used in the contest; (c) selected companies providing a qualifying amount of general financial support to the SkillsUSA Ohio Championships.

Organizations that provide general operating funds for the SkillsUSA Ohio Championships, which are utilized at the discretion of the SkillsUSA Ohio State staff, receive citation on the General Session Screens and in the conference Program.

Official Sponsor of SkillsUSA: Any supporter of the national level of SkillsUSA whose annual contributions qualifies for status as "Official Sponsor of SkillsUSA." Will automatically qualify for a minimum 2-star sponsor at the State Level.

Qualifying contributions must be in the form of cash donations or documented in-kind (non-cash) support. Combinations of cash and in-kind support equaling or exceeding a star sponsor level also qualify. Awards and prize to individual competitors do not qualify.

III. Types of Contest Awards and Prizes

- A. Scholarships must relate to furthering the student's occupational education. Scholarship offers must give the student substantial relief from annual tuition and fees.
- B. Tools, equipment and/or uniforms must relate to the occupational training area of the student place winner or to the contest in which he or she is entered.
- C. Book and manuals must relate to the student's occupational training objectives.
- D. Educational trips must be designed to further the student's occupational education.
- E. The official medallion of SkillsUSA Ohio shall be the only award symbolic of participation in the SkillsUSA Ohio Championships given to the place winners of the SkillsUSA Ohio Championships. **CASH AWARDS TO STUDENTS ARE NOT PERMITTED.**

IV. Procedure for Offering Awards

- A. No industry awards or other outside awards shall be presented during the official SkillsUSA Ohio Championships medallion presentation referred to as the "Awards Ceremony." The director of the SkillsUSA Ohio Championships shall designate the time and location for presenting industry awards/prizes after the Awards Ceremony. The director of the SkillsUSA Ohio Championships must approve any alternative arrangements.
- B. Organizations that have made no meaningful contribution to the SkillsUSA Ohio Championships or to the national mission of SkillsUSA shall not present, or have presented, awards to SkillsUSA Ohio Championships place winners or contestants.

V. Private School Scholarship Policy

- A. All scholarships to be awarded to contestants or place winners of the SkillsUSA Ohio Championships must be approved by the SkillsUSA Ohio Director. All institutions interested in granting scholarships at the State level will be required to annually submit a letter of intent by April 1 for the year's award.
- B. The Letter of intent should include criteria for evaluation, such as:
 1. Offering institution's contact information
 2. Criteria for awarding the scholarship
 3. Cost to the student for tuition, fees, supplies, room and board, and other costs
 4. Annual dollar value of the scholarship offered
 5. Duration of the institution's training program
 6. Duration of the scholarship
 7. Required student performance standards for retaining the scholarship
 8. Campus locations, curricula and start dates for which the scholarship may be accepted.

C. SkillsUSA Ohio Office will notify applying institutions by April 15 of the status of their scholarship offer.

D. Scholarships offered to SkillsUSA Ohio Championships contestants or place winners must provide the student with substantial relief from the costs of education. An educational institution offering a scholarship must offer to all three place winners in the high school division – Gold, Silver and Bronze. Offering to 4th, 5th, 6th, etc. place contestants is optional.

The scholarship offer to the Gold medalist cannot be less than 25 per cent of first year tuition and fees. The offer to the Bronze medalist must not be less than \$500.

E. Place winners are eligible to receive the scholarship offered at their respective medal placement only.

F. Institutions offering scholarships must provide an awards packet for each scholarship offered that will be presented to the winner after the Awards Ceremony by either the institution's representative or a SkillsUSA Ohio staff member.

G. Unlike other industry awards and prizes, tuition scholarships may be offered to high school division contestants/place winners only.

H. In the event the place winner designated for the scholarship is an underclassman and cannot utilize the scholarship in the upcoming school year, the scholarship winner is required to request that the offering institution hold the award until the academic year immediately following the awardees' high school graduation. This petition must be made by the awardee in writing within 30 days of being offered the scholarship. The offering institution must then respond to the student's petition in writing.

SECTION THREE

Donations and Solicitations

I. Donations and Solicitations of Equipment, Supplies and Funds

A. Contributions, supplies, equipment and materials must be donated with the understanding that Ohio Association of SkillsUSA Inc. has the right to govern their disposition as directed by the policies established by the board of directors. An official receipt form is available upon request from the SkillsUSA Ohio Office.

B. All equipment and materials used in the SkillsUSA Ohio Championships that are warehoused by SkillsUSA Ohio are considered to be donated to SkillsUSA Ohio and, as such, become the property of SkillsUSA Ohio. The company or organization donating the equipment/materials releases SkillsUSA Ohio of any obligation or liability. The management of SkillsUSA Ohio will determine the uses and ultimate disposal of warehoused equipment and supplies.

C. All cash donations for use by various technical committees must be given to and made payable to the *SkillsUSA Ohio* Inc.

D. All solicitations for materials, funds and equipment for the SkillsUSA Ohio Championships must be made in the name of Ohio Association of SkillsUSA, Inc.

E. All solicitations for SkillsUSA Ohio Championships contest materials, equipment, supplies, prizes and awards must be made by official members of the SkillsUSA Ohio Championships technical committees and other officially designated representatives, including members of the Ohio Department of Education Staff.

II. Endorsement of Products and Services

A. SkillsUSA Ohio will not endorse, directly or indirectly, products or services of any persons, firms or corporations, even if such persons, firms or corporations are sponsors of or contributors to SkillsUSA. The acceptance by SkillsUSA Ohio of contributions or loans of equipment, supplies, and/or materials will not entitle the sponsor or contributor to state or imply that SkillsUSA and its members, associations or chapters endorse the products or services of a sponsor or contributor.

B. Sponsors and contributors recognized by a technical committee or SkillsUSA Ohio may publish statements in their advertising of their involvement with and support for SkillsUSA, SkillsUSA Ohio, the SkillsUSA Ohio Championships and other SkillsUSA projects.

Such sponsors and contributors may also use the SkillsUSA mark/logo in such statements, so long as the mark's graphic standards are upheld and the mark is not used in a way that implies endorsement of a product or service.

C. Only formally recognized "Official Sponsors" may use that designation and mark (see Section Two, II, B, 2). Those contributors not achieving "Official Sponsor" status may refer to themselves as a "Supporter" or "Partner" of SkillsUSA Ohio.

D. The SkillsUSA name and mark can never be used to sell any product or service without a formal licensing agreement with SkillsUSA Inc.

III. SkillsUSA Ohio Championships Sponsorship

A. All contests conducted by SkillsUSA Ohio will be known officially as the SkillsUSA Ohio Championships. No competitive event will carry the name of a contest supporter and no contributions or loans of material will be accepted from any contributor attempting to place a condition, restriction or limitation on the use of the contribution other than those within these policies.

B. Insofar as it is reflective of industry practices, a broad variety of tools, materials and products will be used in an official contest. Brands of tools, materials and products used in an official contest should also reflect the variety of industry practice, to the extent feasible. No official contest shall feature all tools, products and materials from one brand or company.

IV. Recognition On the Skills Floor

A. Contributors of contest equipment shall have the right to affix a 12" x 12" sign with white background on each piece of equipment that identifies the contributing company. Brand marks on equipment that already carry adequate company identification need not be modified. The contest technical committee will assure safety compliance and visibility. The SkillsUSA Ohio Championships Executive Committee will determine final resolution to any concern.

B. Organizations making unrestricted cash donations to the SkillsUSA Ohio Championships will secure the right to citation on sponsor list in accordance with the Star Sponsor Program

C. Each technical committee shall retain discretion over the display of larger signs inside the contest area identifying individual contest sponsors, except that (a) no sign may exceed 12 sq ft in size, (b) no organization may place more than four [4] such signs in one contest area, (c) no sign may be placed in an area which may constitute a safety hazard or block spectators' views of the contest area, and (d) no sign may be placed on the OUTSIDE perimeter of the contest area.