

2022 – 2023 School Year

SkillsUSA Ohio

Regional Competition Guidelines and Information



SkillsUSA Ohio Regional Competitions

Purpose

SkillsUSA Ohio offers an opportunity for Career-Technical students to demonstrate the quality of their Career-Technical educational programs and recognizes outstanding students who excel in their occupational area. Competition in both individual skilled programs and leadership activities should be held at the local and regional level prior to the SkillsUSA Ohio Championships (SOC).

Conducting the skill competitions at these different levels permits students to become involved with the SkillsUSA Ohio organization. After competing in the state skill championships, students may have an opportunity to represent Ohio in the national SkillsUSA Championships.

Roles and Responsibilities

Ohio Department of Education Program Specialists act as managers of the SkillsUSA Ohio Regional competition events. The Education Program Specialist will be primarily responsible for the regional budget and managing the Conference Management System (CMS). This includes managing registrations and certifying the scoring results for the regional event. Program Specialists will delegate most of the contest responsibilities to the Regional Chairperson. The final responsibility for the execution of these activities is ultimately that of the regional host site. It is the responsibility of the Regional Chairperson to ensure that expenditures are within budget.

Ohio Department of Education Program Specialists will be available during the contest to facilitate the contest grievances process.

ODE Education Program Specialist	Regional Host Site
Budget Assignment & Consultation	Regional Budget Management
Contest Registration Management	Host and Manage Competitions
Scoring	Coordinate Judges and Contest Coordinators
Facilitate Grievance process	Plan and Conduct Awards Ceremony
Generate Awards PowerPoint	Print Region Specific Materials

Regional Chairperson

The Regional Chairperson is chosen by the regional host site and is responsible for the total operations of their regional skills competition event. For guidance in this process, the Regional Chairperson should use the checklist provided in this booklet. The past chairperson should act as co-chairperson. The chairperson should work in direct contact with the Ohio Department of Education Program Specialist to coordinate all activities of the regional skills championships.

State/Regional SkillsUSA Advisors

State/Regional advisors should act in an advisory capacity to the Ohio Department of Education Program Specialist and Regional Chairperson. The state/regional advisor should be available to assist with the following tasks:

- ✚ Propose recommendations that facilitates an efficient transition of events on contest day.
- ✚ Assist with host site needs on the day(s) of competition.
- ✚ Coordinate Regional Officers for Awards Ceremony.

Regional Officers

The regional officers will attend the regional skills championships and wear official SkillsUSA dress. State Advisors must be notified if a regional officer is unable to attend the regional skills championships. Regional officers are permitted to compete in regional and state competitions.

The regional officers should handle the following tasks:

- ✚ Perform the opening and closing ceremonies
- ✚ Assist with introductions
- ✚ Assist with the presentation of medals
- ✚ Act as guides and ushers
- ✚ Assist with public relations activities

General Regulations

Ohio Department of Education Program Specialists, Regional Chairperson, State/Regional Advisors and Regional Officers must use these general regulations in conducting a SkillsUSA Ohio Regional SkillsUSA Championships.

The regional competitive events should closely adhere to the SkillsUSA National Technical Standards. It is advised to conduct all regional competitions within those parameters. The National Technical Standards are available (with professional membership) through the SkillsUSA Registration Website.

A regional contest should be planned if there is intent from four or more contestants for a competition. If there are three or fewer contestants registered for a specific regional contest, that contest is not required to be held and those contestants automatically advance to state competition. In addition, if there are less than 18 competitors or teams registered statewide for a given contest, a regional contest may not be held, and those contestants automatically advance to state competition. SkillsUSA Ohio will provide the official list of contests to each regional chairperson no later than the first Monday following the registration form deadline.

Contest Budgets

Each region receives a budget by the SkillsUSA State Office. SkillsUSA Ohio will reimburse for allowable expenses only. All qualifying expenses for reimbursement must fall within budget parameters and be accompanied with a documented receipt. Please note that all purchases on the SkillsUSA Ohio Lowes account contribute to the aggregated regional budget total. It is the responsibility of the Regional Chairperson to ensure that expenditures are within budget.

Allowable Expenses	Non-allowable expenses
Contest Consumable Supplies	Coordinator and/or Judges Stipends/Gifts
Custodial Services/Security	SkillsUSA SWAG and Apparel
Offsite Building Fees/Rental	Teacher/Staff Pay or Stipends
Lunch/Snacks	Costs associated with unapproved contests

Scoring Rubrics

It is the responsibility of the contest coordinator to provide Ohio Department of Education (ODE) staff with the scoring rubric 30 days prior to the day of competition. ODE staff will enter the scoring rules into the CMS/Scoring system and provide the coordinator with an electronic version (jump drive) the day of competition. Contest Coordinators must verify their scoring drive for accuracy the day prior to the competition.

Skill Contests

Each region must offer the required competitions. If a region is unable to provide a required competition, no competitors from that competition can advance to the state competition.

90% of the score for each skill contest should be comprised of hands-on performance. Skills contests may assess an oral presentation such as a personal interview, an explanation of skills to be performed, or response to a problem. All contests will be performed in the safest manner possible. Any safety violation could result in disqualification.

Skill competitions may last a maximum of three hours and thirty minutes. Contestants should have equal time in each contest. Any exceptions to this rule should be approved by the State Director.

For skill contests that the Region is unable to provide an adequate hands-on event, a written test could be administered. The State SkillsUSA Office may provide the written tests.

Contest orientation sessions are mandatory attendance. Orientation time (max 30 minutes) is excluded from the contest time limit.

Contestants arriving at the contest site late but before the end of the orientation session can participate. Contestants arriving at the contest site after the orientation session has ended are not allowed to participate until they receive an orientation from the chairperson. If a special orientation is required, this time may be deducted from the skill contest time.

Participants who do not bring the required tools and materials, as specified in the individual contest regulations, could be assessed a penalty in accordance with the established guidelines. The penalty is assessed by the Contest Coordinator. The Contest Coordinator may choose to furnish the required item(s); however, the penalty could still be assessed.

Written Exams

Written exams may be administered as a part of each skill contest. Written exams are developed from a core of technical and scientific principles taken from an analysis of the skills and knowledge required for successful employment in trade, industrial, technical or health occupations. Knowledge of these core principles increases a student's chance of succeeding and progressing in his or her chosen career field and forms a basis for understanding and applying new technology as it is developed. Contestants are expected to understand such principles as they apply to their skill area.

A skill-related written exam must be prepared or approved by the State Association Director or technical committee. A skill-related written exam can make up no more than 10 percent of the contestant's total score except for contests where the written test is the only contest component. There are no written SkillsUSA knowledge tests given at Regional or State Contests.

Offsite Contests

For competitions held offsite from the regional host school, the Regional Chairperson will notify the State SkillsUSA Ohio Office of contest location, date, and time. The Regional Chairperson will coordinate the competition in partnership with the Ohio Department of Education Program Specialist and offsite location contact. It is the responsibility of the regional host site to provide support and oversight of all competitions regardless of location. All costs associated with offsite contests are part of the total regional budget.

Observers/Closed Contests

Observers will be permitted where adequate space in the contest area is available. The Contest Coordinator may determine, at any time prior or during the competition, to close the competition if he/she feels that the presence of observers is disruptive to the competition or may cause a safety issue. All local advisors and administrators must cooperate with those individuals charged with the responsibility for such decisions. No observers will be allowed for Job Interview, Career Pathways Showcase and Opening and Closing Ceremonies.

For any closed competition, students and advisors must be given the opportunity to view the finished product, if applicable, following the judging for that competition.

Résumés

Résumé penalties are enforced at the Regional Level. Résumés will be checked, but not collected by the Contest Coordinator as the student signs in. Résumés are not to be collected.

Who May Compete?

Participants must be active SkillsUSA members. Dues must be paid to the National Office prior to regional registration. Participants compete as individuals unless the rules of the contest state that it is a team competition.

Competition Eligibility Rules

- ✚ **Participant must be a paid SkillsUSA member.**
 - Refer to Calendar of Events for membership deadline.
<https://www.ohioskillsusa.org/calendar>
- ✚ Regional Officers can compete.
- ✚ State Officers can compete.
- ✚ National Officers cannot compete.
- ✚ Freshmen, sophomores, juniors, and seniors can compete.
- ✚ **Students can compete in only one contest.**
 - If a student competes in more than one regional competition, they are disqualified and not permitted to compete at the state level.
- ✚ 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 regarding how many competitors they are allowed to have at state competition.
- ✚ **Students who plan to run for State or National Office or serve as State Voting Delegate will not be eligible to compete at state.**
- ✚ For Leadership and Occupationally Related contests, each building IRN may send one competitor or one team for every 500 paid SkillsUSA members. These contests are open to all members of SkillsUSA, including students enrolled in Career Exploration programs.
 - If the number of competitors allowed increases due to the number of students enrolled in a Career Exploration program, the additional competitor or team must come from that population.
- ✚ For Skilled contests, each building IRN may send one competitor or team for every 50 paid SkillsUSA members enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
 - If more than one competitor or team is registered from a building IRN, the school must provide documentation of students participating in the applicable program (Program Roster by SSID). Students enrolled in Career Exploration programs may not be included in these counts and may not compete in any skilled contest.

Divisions

High School: 9th -12th grade students enrolled in a coherent sequence of courses or career major that prepares students 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. High School Students concurrently enrolled in College Courses are considered High School contestants.

Postsecondary: 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. **Postsecondary students are not permitted to compete in regional competitions.**

Scoring

After the competitions are completed, the Ohio Department of Education (ODE) staff will be responsible for the dissemination of information regarding placements and results. The results are PRELIMINARY and are NOT final until 5 business days after the completion of the event. The Ohio Department of Education (ODE) staff is required to notify participating schools of the top four preliminary winners in each contest in a timely manner to register competitors for SkillsUSA Ohio Championships (SOC) or National Leadership and Skills Conference (NLSC).

If a contest is conducted, awards will be given for 1st, 2nd and 3rd place. If no contest is conducted at the regional level due to an inadequate number of participants, no medals are awarded and no competitors for that event will advance to SOC.

There can be no ties for 1st, 2nd, 3rd, and 4th place.

1st, 2nd and 3rd place regional winners will represent their region at the SkillsUSA Ohio Championships. Fourth place winners will be used as alternates, if necessary.

Further information and placements below fourth place will be available upon request to ODE staff. SkillsUSA Ohio should keep all documentation until the start of SkillsUSA State Conference. Any scoring changes will be the result of the Education Program Specialist working with the Contest Coordinator within 5 days of the competition of the regional event. All scoring changes must be approved by the State Director. All regions must use the SkillsUSA Conference Management System (CMS) electronic scoring process. ODE staff will manage all scoring for Regional Competitions, including generating the electronic database.

Grievances

Regional Competition: Each Region will establish a Grievance Committee that will handle issues that may arise during the competition. Grievance Committee members must be impartial and have no direct involvement with the regional event. The decisions of the Committee are final. Grievances must be filed in writing by the contestant, local advisor, or school administrator 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 5:00 PM Friday of the week following the competition.

After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Ohio before 5:00 PM on the Friday following the regional conference. Changes in awards may be made only where a contest chairperson determines that one of the following errors existed at the time of the awards ceremony:

- ✚ Error in transposition of numbers in tabulating scores
- ✚ Error in transposition of contestant names
- ✚ Error in tabulating scores
- ✚ Error in announcing of winners

Once grievances are received, they will be reviewed by the SkillsUSA Grievance Committee. These decisions are final.

SkillsUSA Ohio reserves the right to make placement changes regardless of whether a grievance has been filed up to the date of departure for the national conference.

Awards Ceremony

Each regional contest shall have an awards ceremony following the conclusion of the contests. If time permits, medals may be awarded at off-site events immediately following the competition. The PowerPoint presentation for the awards ceremony is generated by the scoring system and host sites are NOT permitted to produce their own presentation.

To be included in the awards PowerPoint, scores must be submitted to the ODE scoring team at least 90 minutes prior to the awards ceremony start time.

Competition Intent Form

Each school must declare all potential straight to state competitions (including demo contests and super regionals) they intend to compete in on the survey form due December 16, 2022. Only students currently enrolled in Career-Technical education programs are eligible to compete. Refer to our Calendar of Events for final registration due date <https://www.ohioskillsusa.org/calendar>.

Registration

- ✚ Schools must complete survey intent form by December 16, 2022.
 - Student names are **not to be included** on the intent form. This is to determine which contests will be run at the state level.
- ✚ Participant **must be a paid SkillsUSA member**.
 - Refer to Calendar of Events for membership deadline.
<https://www.ohioskillsusa.org/calendar>
- ✚ Registration must be completed online. Names must be submitted when completing online registration.
 - Refer to Calendar of Events for registration deadline.
<https://www.ohioskillsusa.org/calendar>
- ✚ There will be no refunds for cancellations after the registration deadline.
- ✚ Substitutions will be accepted without penalty up to Monday at 5:00 p.m. prior to the competition.
 - After this deadline, a \$25.00 processing fee will be assessed for each substitution.
- ✚ 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 contest will be eligible to advance to the State Competition.
- ✚ SkillsUSA Ohio will determine if there are sufficient contestants in a contest for the contest to be run at the Regional Level.
- ✚ Contest observers may be permitted at the discretion of the individual contest chairperson and/or the host site. All observers must be registered with SkillsUSA Ohio.
- ✚ The top three Regional Competitors advance to the State Conference.
- ✚ Refer to the Calendar of Events for State Conference Registration Deadline.
<https://www.ohioskillsusa.org/calendar>

Each school may also send one competitor per eligibility rules for each straight to state competition they declared on the intent survey form. (See Competition Eligibility Rules.)

Each school must send an advisor for every 10 students registered for the event.

Communications

The SkillsUSA Ohio website (www.ohioskillsusa.org) will be the official communications tool for regional competitions. This is the only process for communication and no local process should be used. All competition standards and official communications should be sent to an Ohio Department of Education Specialist for approval. The SkillsUSA Ohio Office will provide each regional site an official email contact list for their region.

Date: _____
Time: _____

Regional Grievance Form

The Grievance Committee will officially recognize only those grievances filed in accordance with the instructions outlined below. Please check one box below.

- Contest Improvement Suggestion:** If you feel any part of the contest regulations was not followed and could be improved upon, please complete this form and return it to the state office within one week of the competition.
- Contest Grievance:** The contestant, local advisor or school administrator must file a written grievance, on this form, describing the situation in question and the violation being made. This form must be submitted to the contest office within 15 minutes of the completion of the contest.
- Scoring Grievance:** Protests of awards presented at the awards ceremony must be filed in writing with the Ohio Department of Education before 5:00 p.m. on the Friday following the Regional Competition. Changes in awards may be made only when a contest chairperson determines that one of the following errors existed at the time the awards were presented:
1. Error in transposition of numbers in tabulating scores.
 2. Error in transposition of contestant name.
 3. Error in score tabulation.
 4. Error in announcing winners.

Contest

Person Filing Grievance

Contestant Name and Number

Person Filing Grievance Phone Number

School

Person Filing Grievance Email

*Both phone number and email address must be provided of person filing grievance.

Please describe the incident in question and the regulation you feel was not followed. Please be specific.

Action Taken

Signature – chairperson



Ohio Association of SkillsUSA

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NOTE: Any changes or updates to a particular event's guidelines or information will be posted on the event's website at www.ohioskillsusa.org.

The Ohio Department of Education and SkillsUSA do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.