

SkillsUSA Wisconsin General Regulations

1. These *SkillsUSA Technical Standards* are written as guidelines for the administration of State contests. They should serve as models for administration of district and regional competitions.
2. A careful and thoughtful analysis of the skills and knowledge required for successful employment in technical, skilled and service occupations, including health occupations, will identify a core of technical and scientific principles that students should understand. Knowing these principles will increase their chances of succeeding and progressing in their fields and form a basis for understanding and applying new technology as it is introduced in their respective fields. Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:
 - a. Mathematics: Addition, subtraction, division and multiplication of whole numbers, common fractions, decimal fractions, ratio, proportion, percentage, average, area, volume, metrics and written problems specific to area of training
 - b. Engineering drawing/print interpretation and schematics related to specific areas of training
 - c. Reading comprehension/interpreting technical manuals
 - d. Completion of a job application form
 - e. Making an appointment for a job interview
 - f. Proper interview techniques
 - g. Responding clearly to oral questions
 - h. Safety knowledge (Some contests require evidence of safety training. Students are encouraged to complete the Occupational Safety and Health Administration's [OSHA] 10-hour, Web-based CareerSafe course. For information, visit: <http://www.careersafeonline.com>. Participants completing the safety training course will receive a wallet card from OSHA)
 - i. Compliance with all copyright laws and software licensing requirements
3. For National updates to competitions begin checking SkillsUSA's Web site in September for any changes to these printed guidelines. All changes to the current year's competitions will be at: www.skillsusa.org/compete/updates.shtml.

4. Technical Skills-Related Written Test:
 - a. Written tests and problem-solving exercises covering skills and related information will be included as a part of each contest. The following procedures will apply:
 1. The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem solving and related information needed for employment.
 2. The test will be prepared or approved by the SkillsUSA technical committee and may be given at the contest orientation meeting or on the day of the contest.
5. An oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved or other employability skills assessment, may be included as a part of each contest.
6. All competitors must create a one-page résumé using a word processor and submit the résumé to the competition at the contest briefing, unless otherwise stated by the contest. Points will be deducted for resumes that are not turned in.
7. Competitors in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants Chapter Display, Community Service, Outstanding Chapter, and Promotional Bulletin Board must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the technical committee. Visit: www.skillsusa.org/about/logos2.shtml, for proper use of the logo.
8. SkillsUSA competition awards will be presented to the top three contestants in each division. Contestants are rated against a standard of performance rather than automatically being awarded first-, second- or third-place medals to the highest-ranking competitors. Medals will not be awarded if the standard of performance does determined by the judges not justify such recognition.
 - a. No ties will be permitted.
 - b. State finalists will be recognized with an appropriate placement.
 - c. Decisions of the judges will be final. Interpretations of all contest rules will be made by the directors SkillsUSA Wisconsin.

Who May Compete

9. Participants must be active SkillsUSA members in their respective divisions whose dues have been paid by midnight of February 15.
10. Each contest provides for unlimited entries, unless otherwise stated in the registration packet of that current year.
 - a. **Middle school contestants** are students that are grades 6th to 8th grade and are enrolled in a technology education class within the school year of the competition.
 - b. **High school contestants** are students enrolled in a coherent sequence of courses or a career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry. Further, a high school contestant must be **earning credit toward a high school diploma/certificate** or its equivalent during the school year immediately preceding the State Leadership and Skills Conference.
 - c. **College/postsecondary contestants** are students enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry. College/postsecondary contestants must be **earning credit toward a postsecondary degree/certificate** during the school year immediately preceding the State Leadership and Skills Conference.

Note: College/postsecondary contestants may compete for only two years in the same contest.
11. Individual contestants may enter only one state leadership, one state skilled, and one state only competition, as long as the technical chairs are aware of the entries, contestants will not be provided more time to complete any one competition due to multiple entries.
12. Participants in attending national contests must be first-place winners selected on a competitive basis at the state level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the state level who is able to participate. All contestants must qualify through state SkillsUSA approved contests. States may be disqualified from participation in a specific contest if they approve contestants who have not competed in a state contest. In team events, substitutions may be made if a team member(s) has to withdraw from the national competition. A full

team must be registered. State Directors have the final say of who will represent SkillsUSA Wisconsin at nationals.

13. Participants must meet the eligibility requirements set forth in each contest description.
14. Judging Criteria
 - a. The judging criteria listed on each contest rating sheet contain the basic elements that will be considered in the evaluation of the contestants' performance. The exact number of items evaluated and points assigned to each criterion may change from year to year depending on the complexity of the project.
 - b. The rating sheets are intended to give contestants and advisors a basic understanding of the evaluation criteria and serve as a guide as they prepare for national competition.

Release of Contest Results

15. An analysis of contestant scoring and a ranking of the contestants will be available and accessible to every competitor on the SkillsUSA Wisconsin web page within two weeks following the close of the state conference.

How to Register

16. Only properly registered participants may enter SkillsUSA contests. Proper registration requires:
 - a. Submitting official State Leadership and Skills Conference (SLSC) registration forms by the deadline (1st Monday in March).
 - b. Chapters may make changes and substitutes are allowed up to 11 a.m. on Tuesday morning during the conference.
 - c. After the 1st Monday in March, the addition of contestants/teams must first be approved by the specific technical committee chair.

Tools and Materials

17. Participants who do not bring the required tools and materials, as specified in the individual contest regulations, may be penalized two points for each item missing. Such penalties will be assessed by the contest chair. The contest chair may, at his or her discretion, furnish the required item(s) but may assess the two-point penalty per item, if items are available.

18. It is strongly recommended that toolboxes not exceed 9"x14"x22". Contestants may bring more than one box. Toolboxes that are bigger or cannot be carried by one person should have casters, wheels or a hand truck for movement to and from contest areas.

Observer Rules

19. During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
20. It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of this regulation may be at the risk of penalty or even disqualification in the case of a serious violation.
21. A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the SkillsUSA technical committee.
22. No observers will talk or gesture to contestants.
23. Judges will disqualify contestants who accept assistance from observers.
24. No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the SkillsUSA technical committee.
25. Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
26. The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.

27. Neither cameras with flash attachments nor recording devices of any kind will be permitted in any contest area without the consent of the State SkillsUSA Directors.

Contestants with Special Needs

28. The SkillsUSA management team will make every effort to provide assistance/accommodations, as appropriate, to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving the special needs contestant an unfair advantage. Advanced identification of the contestants and their special needs will be required. The following are examples of the types of assistance that are allowed:
 - a. Special tables will be allowed for contestants who need to use wheelchairs.
 - b. Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants.
 - c. Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation.
 - d. Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment.
 - e. Readers will not be allowed in contests where the use of technical manuals is required.
 - f. Hearing-impaired contestants will be provided signers at contest orientations, at the startup of the competition (and throughout the day if required by the technical committee), and for the contest debriefing.

Models/Assistants

29. Nail Care and Esthetics models and assistants in Job Skill Demonstrations A and Open must be active SkillsUSA student members. Models and assistants are not required to be from the same school as the competitor. They are not considered contestants and are not required to attend contestant orientation meetings.

Mandatory Contest Meetings

30. Contestants must report to the mandatory contest orientation meeting, as scheduled in the conference program, for instructions

from the technical committee chairs. This is a critical meeting since technical committee chairs provide specific contest instructions and many times administer the written and oral tests at this meeting.

SKILLSUSA CLOTHING REQUIREMENTS

1. Contestants in the SkillsUSA competitions must wear the approved clothing or work uniform specified for their particular contests during competition or be subject to penalty points. You may obtain official SkillsUSA clothing at this website www.skillsusastore.org. For questions regarding clothing or other logo items, call 608-698-8700.
2. Contestants must wear their official contest clothing to competition.
3. Participants must meet clothing requirements for the individual contests. For specific requirements, refer to the individual contest regulations.
 - a. The penalty for contestants who do not satisfy the clothing requirements will be a maximum of 5 percent of the total possible contest points.
 - b. All contestants are required to wear their official contest uniforms or official SkillsUSA attire to the Awards Ceremony, when the winners are announced and the industry awards are presented. Inappropriately dressed contestants will be denied access to the awards platform.

Note: Contestants with special needs regarding clothing requirements should contact www.skillsusastore.org.

The original official red blazer, windbreaker style jacket, sweater or any other uniform with the old “SkillsUSA–VICA” or “VICA” emblem patch may still be worn.

4. Official attire as indicated for specific contests refers to the following:

For men: Official red blazer or jacket, black trousers with white dress shirt, plain black tie with no pattern (or official SkillsUSA black tie from www.skillsusastore.org), black socks and black shoes.

For women: Official red blazer or jacket, black skirt or slacks with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin-tone seamless hose and black dress shoes.

Note: T-shirt-style tops are not approved.

All personal jewelry should contribute to a businesslike appearance. Only official SkillsUSA jewelry is to be worn on a SkillsUSA blazer, windbreaker or sweater. Official jewelry is described as conference, SkillsUSA emblem, officer, statesman's award (one only) and professional development (one only) pins.

5. Shoes: No canvas, vinyl, plastic or leather athletic-type shoes, open-toe or open-heel shoes are permitted in any SkillsUSA Championships event without penalty. Contestants may be disqualified where improper footwear constitutes a health or safety hazard. When leather work shoes are required: "work shoes" are technically defined as low or high-top leather, lace-up shoes with rubber, skid-resistant soles. They can be steel- or nonsteel-toed. Work shoes can be purchased very inexpensively at any local department store and in most mail-order catalogs. Western-style (cowboy) boots are not allowed, except Roper-style boots that are all leather, round-toed, flat-soled, with a low heel.
6. Eye protection: Prescription and non-prescription safety glasses must include side shields designed for the safety glasses by the manufacturer of the eye protection. Safety glasses that are recommended by nationals have an imprint with the mark "Z87" will appear on the frame or lens to identify the safety glasses as meeting ANSI Z87 requirements. Approved safety goggles may also be worn to meet these eye protection requirements.
7. Contestants with long hair that poses a possible safety or sanitary hazard must wear hair containment devices or hairnets.
8. Contestants may be disqualified for lack of safety clothing or attire.
9. The wearing and color of accessory items (such as belts) is optional unless otherwise specified in the contest rules.
10. No identification of the contestant, school or state is allowed on clothing.
11. Check for specific clothing and safety requirements under the guidelines for each contest.
12. Clothing penalties in all skill contests will be assessed by the technical committees.