



## RULES & REGULATIONS GOVERNING THE SkillsUSA New Hampshire CHAMPIONSHIPS

### SkillsUSA New Hampshire Association Management

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## Introduction

The SkillsUSA New Hampshire Championships recognize career and technical students who excel in their occupational and occupationally related areas, as well as in the leadership development activities that are such an integral part of the SkillsUSA program in the classroom.

The involvement of industry in the SkillsUSA New Hampshire Championships program is essential. Experts in leadership, health occupations, and skilled trade areas donate their time to serve as contest judges and as technical committee members. They assume responsibility for selecting the skills that are to be judged, determining the format of the contests and establishing the standards by which contestants will be judged.

Besides showcasing students' skills, the SkillsUSA New Hampshire Championships, by the very nature of competition, urges students to take pride in their work. It also provides prospective employers with an opportunity to see dedicated, motivated potential employees at work.

To continue to meet the needs of both these potential employees and prospective employers, the lines of communication between technical education schools and industry must be kept open. Educators need to be able to identify industry's needs and, in turn, develop appropriate curricula.

## The SkillsUSA New Hampshire Championships Organization

The SkillsUSA New Hampshire Championships is governed by policies established by the advisory board of SkillsUSA New Hampshire. These policies cover donations and awards and the SkillsUSA NH Championships committees' composition and responsibilities. The following groups organize the SkillsUSA New Hampshire Championships:

1. SkillsUSA New Hampshire Advisory Board
2. SkillsUSA New Hampshire Association Staff
3. Individual Technical Committees for each area of competition

## Non-Discrimination Policy

SkillsUSA New Hampshire does not discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color or handicap in accordance with applicable laws and regulations. Any physically challenged individual needing assistance should contact the state director two weeks prior to the scheduled activity.

## Introduction of New Contests

A written proposal to develop a new contest for the SkillsUSA NH Championships must be submitted to the SkillsUSA New Hampshire Advisory Board for approval on or before the January board meeting. Proposed new contests must meet the following conditions:

1. More than one school must propose the contest.
2. Consist of career & technical education material being taught at more than one career & technical school. (See Single Program Contest Guidelines Below)
3. Have ten or more paid SkillsUSA members from the career and technical areas that are requesting the contest.
4. Have a minimum of three paid members participating in the proposed contest from each school.
5. Have a minimum of six contestants registered for the contest.
6. **Have an industry sponsor; this includes having prizes and judges.**

## Single Shop Contests

If you have a student(s) who wants to compete in a SkillsUSA contest that is NOT offered at the SkillsUSA New Hampshire Championships or your training program is the only program in the state that is a SkillsUSA NH member, you are encouraged to organize a Single Shop Contest.

Please see the Appendix Section for information on how to organize a single shop contest.

## Elimination of Contests

The State Association Director can recommend the elimination of a contest but it is subject to approval by the Board of Directors.

## SkillsUSA New Hampshire Contestant Eligibility Requirements

Participants must be active members in respective divisions whose dues have been postmarked by midnight of February 1<sup>st</sup>. Exceptions to the policy may be made under certain conditions at the discretion of the State Director.

Each contest provides for individual entries unless the rules of the contest state that it is a team competition. Schools may enter representation in each competition, unless specified in the state or national contest rules.

1. 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 towards a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.
2. College/Post Secondary 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. College/Post Secondary contestants must be earning credit towards a post secondary degree/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.
3. Contestants for state level contests must have participated in an in-house event that would qualify them for the SkillsUSA New Hampshire Championships.
4. Contestants may only enter one state level contest.
5. The school chapter advisor or school principal/director must approve contestant participation.
6. Alternates may be provided for a contest if the registered contestant is not able to compete due to unforeseen circumstances.
7. In team events, substitutions may be made if a team member(s) has to withdraw from the SkillsUSA NH Championships. A full team must be registered and paid prior to the event.
8. The ability of the contestants to meet the standards of state and national competition must be considered before a school submits registration.
9. Participants must meet eligibility requirements set forth in each contest description.

## Contestants with Special Needs

The SkillsUSA New Hampshire Association 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 are required.

The following are examples of the types of assistance that are allowed:

1. Special tables will be allowed for contestants who need to use wheelchairs.
2. Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants.
3. Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a burn injury or amputation.
4. Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment.
5. Readers will not be allowed in contests where the use of technical manuals is required
6. 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. Translators for language issues must be noted and provided by the state.

## Registering and Payment for the Championships

Only properly registered participants may enter SkillsUSA New Hampshire Championships contests. Proper registration requires:

1. Submitting official SkillsUSA New Hampshire registration forms by the deadline (Usually sometime before the end of January/early February).
2. Schools may make changes one week prior to the contest. Refunds will not be provided.
3. The specific technical committee chair must first approve any contestant/team changes within the week of a contest.
4. In team leadership contests, should a team member drop prior to and following the state competitions, schools may substitute another student. Teams may compete with one fewer team member in the case of an unforeseen circumstance just prior to the competition (e.g., illness, is involved in an accident or simply does not show up) as long as a full team was registered originally and the specific contest guidelines do not state otherwise.
5. Payment for school registration is due prior to the SkillsUSA New Hampshire State Competition.
6. Schools must not have any outstanding balance with the state office prior to submitting contest registrations.
7. The state association will not directly bill students for contest registrations. It is the responsibility of the school chapter to collect any registration fees. All payments will solely go through the SkillsUSA NH accounting department. Contact Andrea Arseneault, bookkeeper at [AndreaArseneault@artisanelectric.com](mailto:AndreaArseneault@artisanelectric.com).
8. The state leadership and skills conference (SLSC) registration is \$50 per contestant and \$40 per advisor if a contestant is registered prior to the state association designated deadline. Late registration will be double the cost of the original registration fee (\$100). All fees must be paid March 1, 2023 in order to participate at the 2023 SLSC.

## Contestant Models and Assistants

Nail Care and Esthetics models and assistants in Action Skills, Principles of Technology, and Job Skill Demonstrations A and Open must be active SkillsUSA NH student members.

Models and Assistants are not considered contestants and do not have to pay the registration fee to participate at SLSC. Since these people are not involved in the written test and are not considered contestants, they are also not eligible to receive medals. The models for Nail Care and Esthetics are an exception to this rule. However, they do not receive recognition at the national level.

## SkillsUSA New Hampshire Championships Clothing Requirements

1. Contestants in the SkillsUSA New Hampshire Championships must wear the approved championship clothing or official dress to reflect what would be appropriate in the industry. The official clothing items referred to in these regulations are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org).
2. Participants must meet clothing requirements for the individual contests. For specific requirements, refer to the individual national and state contest regulations.
3. The technical committee will determine the penalty for contestants who do not satisfy the clothing requirements.
4. All contestants are required to wear their official SkillsUSA contest uniform, official SkillsUSA attire or professional clothing to the Awards Ceremony.
5. Inappropriately dressed contestants will be denied access to the awards platform. Jeans or any jean material, "T" shirts, stretch pants, and halter-tops.
6. The original official blazer, jacket, sweater or any other uniform with the old "SkillsUSA- VICA" or "VICA" emblem patch may still be worn in contests requiring official attire as the required clothing.
7. Official attire as indicated for specific contests refers to the following: For men: Official blazer or jacket, black trousers with white dress shirt, plain black tie with no pattern (or official SkillsUSA black tie from: [www.skillsusastore.org](http://www.skillsusastore.org)), black socks and black shoes.

For women: Official blazer or jacket, black slacks or knee-length skirt 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.

8. All personal jewelry should contribute to a businesslike appearance. Only official SkillsUSA jewelry is to be worn on a SkillsUSA blazer, jacket or sweater. Official jewelry is described as a conference pin, SkillsUSA emblem, officer pin, President's Volunteer Service Award pin, statesman pin (one only) and professional development (one only) pin.
9. 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 non-steel-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 and with a low heel.
10. Prescription and nonprescription safety glasses must include side shields designed for the safety glasses by the manufacturer of the eye protection. 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.
11. Contestants with long hair that poses a possible safety or sanitary hazard must wear hair containment devices (hairnets).
12. Contestants may be disqualified for lack of safety clothing or attire.
13. The wearing of accessory items (such as belts) is optional unless otherwise specified in the contest rules.
14. NO identification of the contestant or school is allowed on official clothing or entering the contest site (hoodies, shirts, jackets, etc.).
15. Check for specific clothing and safety requirements under the guidelines for each contest.
16. The state director in cooperation with the contest chair will assess clothing penalties in all skill contests when applicable.
17. SkillsUSA NH understands the additional costs that come with clothing. Students may use their trade area "shop" uniforms, as long as it follows the guidelines outlined within this document (#14 of this section). Leadership competition expectations must have business casual/professional dress.

## Personal Appearance and Tattoos

The policy in regards to piercing and tattoos while participating in the SkillsUSA NH Championships is as follows:

1. Piercings: Wearing of any piercings should not in any way cause a safety issue. If so determined, the offending item must be removed for the duration of the SkillsUSA New Hampshire Championships contest. Failure to comply will result in a safety penalty.
2. Tattoos: Any tattoo that is considered vulgar, sexual or morbid should be covered to the best of the student's ability while competing in any SkillsUSA New Hampshire Championships contest. Failure to comply will result in a clothing penalty

## General Regulations for the SkillsUSA NH Championships

1. Instructors and contestants must review all rules and regulations including these general regulations, national contest rules found in the SkillsUSA Technical Standards and the SkillsUSA New Hampshire Championships Contest Book.
2. Professional Development Program (PDP) Test: more information to come.
  - a. Each individual contestant in both leadership and skill contests will be given a test taken from Levels 1-2 of the Professional Development Program.
  - b. The PDP test will be administered by the state association director (or his/her designee) prior to the official contest date. Unless, the contestant is an alternate, in which case, a special date will be selected for that student. More information to come.
  - c. The test results will be used in the event of a tie to determine first-, second- and third-place winners only.
3. Specific Technical Skills-Related testing
  - a. All trade and leadership testing will be determined and administered by the technical cluster chair, competition chair or judge within each trade area.
  - b. The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem solving and related information needed for employment.
  - c. The test will be an online assessment from the Workforce Ready System or a written test provided by the technical committee. The test will be administered by the state association director (or his/her designee) prior to the official contest

date. Unless, the contestant is an alternate, in which case, a special date will be selected for that student.

4. All contestants must create a one-page résumé and bring it with them to the state conference and given to competition chairs.
5. Contestants in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Career Pathways 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: [skillsusa.org/about/logos2.shtml](http://skillsusa.org/about/logos2.shtml) for proper use of the logo.
6. SkillsUSA Championships awards may 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 based on the highest rankings. Medals will not be awarded if the standard of performance as determined by the technical committee does not justify such recognition.
  - a. No ties will be permitted.
  - b. Decisions of the judges will be final.
  - c. The state association director and the technical committee chairperson of the event will make interpretations of all contest rules.
7. Tools and Materials
  - a. Participants who do not bring the required tools and materials as specified in the individual contest regulations may be penalized for each item missing. The contest chair will assess such penalties. The contest chair may, at his or her discretion, furnish the required item(s) but may assess the penalty per item.
  - b. 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.
8. Chapters must take notice and not exceed the maximum number of contestants they can register for a contest. Maximum numbers are different for each contest. Currently there are 3 contestants and/or 3 teams allowed per competition. However, in the event a competition has too many contestants and would pose a safety issue there will be adjustments made by the technical committee and state director.
9. Contestants are to be identified during the contest by numbers only. Contestants' clothing and/or equipment must not have any name tags, patches or other identifying markings, which will identify the contestants' name or school they represent. This includes: jackets, shirts, hats and toolboxes.
10. Contestants may be asked to draw for workstation positions.

11. After a contest begins, contestants are not allowed to communicate with their fellow contestants, instructors, or any observers that may be present.
12. After the contest has begun, judges are not allowed to provide technical assistance or information to the contestant. Explanations of rules or directions of a non-technical nature are allowed, provided that are made to all contestants.
13. The contest will end at the time announced. No additional time is allowed.
14. Contestants temporarily leaving the contest area while the contest is in progress must be accompanied by one of the contest officials. The time away from a contest area cannot be made up. Any contestant leaving the contest area without permission from a contest official may be disqualified.
15. Any injury or accident, no matter how minor, must be reported to the contest chairperson.
16. When the contest has concluded, under no circumstance should a contestant, advisor or instructor seek to discuss the contest with a judge.
17. If a contestant, teacher or chapter advisor feels an infraction of these contest rules has taken place during a contest; and as a result, one or more contestants has experienced a clear advantage or disadvantage, they may submit a grievance by following the procedure outlined in the appendix.
18. College/Post Secondary contestants must achieve a total of 75% of the score to be considered a winner of any place award.
19. Contestants may be disqualified if a chapter advisor deems that a grade or behavior problem exists at the career and technical center and/or sending high school after he/she has been registered. In the event this happens, a substitution will be allowed.

## Release of Contest Results

An analysis of contestant scoring of the contestants will be available and accessible to every competitor within one week following the close of the awards and recognition ceremony.

## Judging Criteria

The judging criteria listed on each contest-rating sheet comprise 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. 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.

## Observer Rules

1. During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
2. 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.
3. 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 Championships technical committee.
4. SkillsUSA New Hampshire must comply with any restrictions regarding observers that may be enforced by a host contest site. Please contact the state office prior to the event you are interested in observing.
5. No observers will talk or gesture to contestants.
6. Judges will disqualify contestants who accept assistance from observers.
7. No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the SkillsUSA New Hampshire Championships technical committee.

8. 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.
9. 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.
10. Neither cameras with flash attachments, cell phones, nor recording devices of any kind will be permitted in any contest area without the consent of the SkillsUSA New Hampshire state director.

### SkillsUSA NH Policy on Technical Committee Contact and Grievances

It shall be the sole responsibility of the state director to be the only person who has contact with the technical committee chairperson and the chair for the resolving of contest issues involving rating sheets and written tests, brought to the attention of the SkillsUSA NH state director.

Any issues brought to the SkillsUSA NH director within the specified time period outlined on the *SkillsUSA New Hampshire Grievance Procedure* form will be resolved according to the guidelines outlined on the form.

Schools must adhere to this policy: Chapter Advisor should contact the SkillsUSA NH state director with any contest concerns, the director will bring the concern to the attention of the contest chair for resolution. The Director, with the input from the technical chair, will prepare a written response to the concern.

Schools seeking resolutions must go through the local chapter advisor. No teacher or advisor should contact a technical committee member or judge directly. Support from business and industry is outstanding and we would not want to jeopardize this relationship. All issues must be in writing and substantiated.

The *SkillsUSA New Hampshire Grievance Procedure* form is located in the Appendix section of this guide.

## TECHNICAL COMMITTEE ROLES AND RESPONSIBILITIES

The SkillsUSA New Hampshire Championships Technical Committees are made up of representatives from business, industry, labor and education. The primary responsibility of a technical committee is to design, develop and coordinate state competitive events for the championships. This responsibility includes arranging for such items as:

- \*Recruit expert judges to evaluate contestant performance.
- \*Secure materials and equipment for use in the event project.
- \*Solicit award and prizes for the participants and medalists.

The SkillsUSA New Hampshire Championships will be conducted in accordance with the guidelines outlined in the national SkillsUSA Championships Technical Standards. Deviations from these national contest guidelines may be made for an individual state contest provided the deviations are developed, agreed to, and put in writing by the contest technical committee. A copy of these deviations must be made available to contestants prior to the contest.

Each contest should have a minimum of three judges.

State contest judges cannot serve as a judge in a local/school level contest in the same contest season.

**Judges must disqualify themselves if they are related in any way to a contestant.**

The technical committee is responsible for enforcing all contest rules.

Final judging sheets, a copy of the contest project, and any written tests should be returned to state SkillsUSA officials at the conclusion of the contest.

Companies or individuals interested in giving awards to winning contestants may do so at the SkillsUSA New Hampshire Awards and Recognition Ceremony. Past awards have included educational scholarships, tools and equipment, cash prizes and travel scholarships.

Companies or individuals wishing to make cash awards to winning students should make their checks payable to the SkillsUSA New Hampshire in order to make their donation tax deductible. SkillsUSA is a non-profit career and technical student organization covered by the IRS Tax Code 501-C3.

Any cash awards can be used to help pay the winning contestants' traveling expenses to the national SkillsUSA Championships, unless the donor stipulates differently.

If the first place winner is unable to attend the national SkillsUSA Championships, the money will be used to pay for the second place winner's expenses.

All Technical Committee members and judges are cordially invited to attend the SkillsUSA New Hampshire Awards and Recognition Ceremony as guests of the SkillsUSA New Hampshire Association.

# RULES & REGULATIONS GOVERNING THE SKILLSUSA New Hampshire CHAMPIONSHIPS

## APPENDIX

### CONTENTS

1. FORM: How to Organize a Single Shop Contest
2. FORM: Grievance Procedure and Form

## How to Organize a Single Shop Contest

*If you have a student(s) who wants to compete in a National SkillsUSA contest that is NOT offered at the SkillsUSA New Hampshire Championships or your training program is the only program in the state that is a SkillsUSA NH participant, you are encouraged to organize a Single Shop Contest.*

Here are the requirements:

1. Contests allowed
  - Contests that have had a lack of participation in previous years and have been discontinued.
  - Contests that lack more than one approved program to participate.
2. Scheduling
  - Contest must be held prior to the SkillsUSA NH Awards and Recognition Ceremony and all contestants must be members of SkillsUSA NH. The formal request on the next page is due prior to the state contest registration deadline.
3. Rules, Project, and Judging
  - Representatives from industry must be recruited to form the *Technical Committee* in order to develop the contest.
  - The contest must follow the guidelines established by National SkillsUSA and published in the most current edition of the *SkillsUSA Championships Technical Standards*.
  - The contest guidelines *with scoring rubrics* must be submitted in writing to the state director.
  - The contest must be judged by industry representatives. The roster of judges' names and addresses must be submitted to SkillsUSA New Hampshire.
4. General
  - SkillsUSA New Hampshire will advertise the event to all programs. Other interested programs must be allowed to participate.
  - All contestants must be paid SkillsUSA members.
  - Contest must have a minimum of 4 student members registered.
  - The classroom instructor is not allowed to judge.
  - The official contest results must be submitted to SkillsUSA New Hampshire in writing.
  - The first place winner will represent New Hampshire at the National SkillsUSA Championships.
  - The instructor must participate in the SkillsUSA chapter's fundraising efforts to show support for their program winners. Supporting documentation must be provided to SkillsUSA New Hampshire at the time of registration.

## Request to Hold a Single Shop Contest

Contest Requested:

Contest to be Held:

Date:

Location:

Technical Committee Members and Judges:

Name	Company	Contact
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Requestor Information:

Name:

School:

Email:

Phone:

This request must include the following:

- Contest Guidelines (including any variations from the technical standard)
- Contest Rubric

GRIEVANCE PROCEDURE  
FOR  
SkillsUSA New Hampshire CONTESTANTS

The SkillsUSA New Hampshire Championships Executive Committee will officially recognize only those grievances filed by the Lead Chapter Advisor or the person in charge of a chapter delegation.

Problems are to be considered in the following manner:

- The local SkillsUSA Advisor, Contestant's Teacher or school Principal/Director will file a written request describing the situation in question and the conflict of the SkillsUSA New Hampshire Championships regulation(s).
- This written statement must be signed by the School Principal/Director and filed with the SkillsUSA New Hampshire office.
- If the lead chapter advisor cannot be located, the grievance can be filed; however, no action will be taken until he/she has been consulted.
- The Chair of the SkillsUSA Championships grievance committee will review all grievances. In the event the Chair cannot resolve a problem, the SkillsUSA Championships Executive Committee will rule on the validity of the complaint and decide on its disposition.

Grievances may be submitted to Jeffrey Stuart, State Association Executive Director or Jeff Bratz, State Conference Logistics Coordinator. Grievances can be e-mailed to [jeffrey.stuart@sau57.org](mailto:jeffrey.stuart@sau57.org) or [jeffrey.bratz@sau57.org](mailto:jeffrey.bratz@sau57.org).

*Grievances against any contest must be submitted no later than 1 business day after the conclusion of the contest.*

(Over)



