



## RESPONSIBILITY OF CONTEST CHAIR

- ✓ **CONTEST LOCATION** will be located in Hutchinson, Kansas. Contest chair is responsible to set-up competition prior to the contest and take down and clean up after contest is completed.
- ✓ **CONTEST EQUIPMENT** will be provided by the contest chair and his/her contest judges contacts. SkillsUSA Kansas has a storage unit in Hutchinson and it is available to all contests to storage equipment and materials from year to year.
- ✓ **CONTEST MATERIALS** will be provided by the chair and his/her contest judges contacts
- ✓ **CONTEST PRIZES** will be provided by the chair and his/her contest judges contacts
  - Contest prizes consists of High School Gold, Silver, and Bronze Medalist and College/Postsecondary Gold, Silver, and Bronze Medalist (6 prizes if individual contest or multiple prizes for team contests)
  - All contest prizes must be submitted to the prize committee prior to the contest, (Preferably brought to the Chair Luncheon in March) .
- ✓ **CONTEST DETAILS:** Contest details and score cards are revised annually to keep up with industry standards. The chair is responsible in turning in revised outline of the contest stations, scoring rubric, and confirmation list of chair, co-chair, and judges and a contest schedule outline by February 1<sup>st</sup> annually to the State Director
- ✓ **CONTEST SIGNAGE:** We ask all contest chairs and judges to bring company signage to hang in contest areas during the Kansas State Championships. Signage helps us promote who is sponsoring our State Championships.
- ✓ **CONTEST ATTIRE:** We ask all contest chairs and judges to wear company logo shirts when conducting the contest. This helps us promote your company and who is sponsoring the contest.
- ✓ **CHAIR PACKETS:** Contest Chairs are responsible to pick up their contest packet the day of contest from the SkillsUSA Headquarters Office (Fairgrounds: Scouts West Building). The packet will consist of: Contest Technical Standards and Guideline; required contest attire outline for contestants; written test scantron sheets; pencils; badges for Judges, Chair, and Co-Chair; Jump Drive with Score Card; any documents sent to the SkillsUSA Assistant to be printed for competition; and an emergency contact documents. Contest Chairs are also responsible to make sure all contest materials and Jump Drive Score Card

are turned in by (Leadership Contests 5:00 pm; Skills Contests 7:00 pm) If contests scores are not turned in by deadline, this could result in no awards from your contest being presented during the Award Session. Important that all score cards and contest materials be turned in on time.

- ✓ **SCORE CARDS:** It is extremely important to keep all scores confidential! Judges are not to share the scores with other judges or have conversation to the contestants on how they scored. Even words such as, “You did an outstanding job” is unacceptable until all scores are uploaded and revealed on the website. Only the chair and/or the person inputting the scores on the Official Jump Drive Score Card is allowed to see final scores.
- ✓ **GRIEVANCES:** Contestants have the right to file a grievance if they believe the Technical Standards and Guidelines have been violated. If a grievance is filed, it must be filed by 5:00 pm the day of the contest. The Chair of the contest and members (1-3) of the SkillsUSA Board of Directors will meet and resolve the grievance prior to the awards ceremony. Whatever the chair and the board members decide is the final decision.
- ✓ **PHOTOGRAPHS DURING CONTEST:** SkillsUSA Kansas has a designated photographer that will enter the area of competition to take pictures of students competing. The SkillsUSA Photographer may be identified with a SkillsUSA STAFF Badge. Anyone outside the SkillsUSA Staff is not allowed in competition areas. Bystanders may watch while competition is going on, but no one is to be talking or walking around contestants in non-designated areas.
- ✓ **FACILITIES HOST:** Contest Chairs are responsible to communicate with the board approved facilities host at Hutchinson Community College and/or Hutchinson Career Technical Academy in arrangements for their competition. All competitions taking place at the Fairgrounds will communicate directly with the State Director. Each location, day of competitions, will have a designated SkillsUSA Staff member assigned to the facilities to assist with last minute errands or set-ups.
- ✓ **LUNCH, DAY OF CONTEST:** SkillsUSA provides box lunches for contestants, judges, contest chair, and co-chair day of competition. It is important that contest chairs report by February 1<sup>st</sup> the number and listing of judges, chair and co-chair to the State Director and the SkillsUSA Assistant. This is a strict deadline and must have all lunch counts totaled and submitted if your team wants lunch provided to them.
- ✓ **CHAIR, CO-CHAIR, JUDGE GIFTS:** SkillsUSA provides a gift of appreciation to all chairs, co-chairs and judges. Gifts will be distributed to the contest chair during lunch by the Courtesy Corps team. The chair then can present this gift his/her team who helped administer the contest.
- ✓ **WEBSITE PRESENCE:** SkillsUSA Kansas showcases all companies who contribute time, prizes, sponsorship etc. to SkillsUSA. Please submit your company logo to the SkillsUSA Assistant so your company’s logo is displayed on our website. If your company sponsors

funds to help assist in the Championships, the level of sponsorship is also displayed on the website.

- ✓ **FRIDAY FLASH:** Each week the SkillsUSA Director publishes a Friday Flash Newsletter. Companies who contribute to SkillsUSA Kansas are welcome to post job listings free of charge and/or submit an article about their company in the newsletter.
- ✓ **SPONSORSHIP:** SkillsUSA Kansas is always looking for companies who will sponsor student scholarships, student leadership training, student internships, SkillsUSA Kansas sponsored workshops, conferences, etc. The organization is a 501(c)3 nonprofit, educational organization, and will honor tax deductible donations. Each donor is to fill out the Donation Receipt Form and submit it to the State Director. Once all contributions have been verified, SkillsUSA will provide a receipt for the donations.
- ✓ **AWARDS CEREMONY:** SkillsUSA Kansas honors all contest chairs and their companies during the awards ceremony. Chairs are given the honor in placing medals around the neck of their contest winners. After awarding winner their medals, contest chairs then escort winners to the prize room where they present the donated prizes to the winners and pose for a picture that will be used in campaign materials and published articles.
- ✓ **FORMS:** The following contest forms may be downloaded from the [www.SkillsUSAKansas.org](http://www.SkillsUSAKansas.org) website, under resources:
  - Contest: Chair/ Co-Chair Form
  - Contest: Judge Form
  - Contest: Prize Form
  - Contest: Schedule Form
  - Contest: Score Card Form
  - Contest: Document Print Request Form
  - Donation Receipt Form

Deadline to submit these forms to the SkillsUSA Director is February 1<sup>st</sup>.

**NOTE:** The State Director and the SkillsUSA Assistant is here to assist you. We want your contest to be successful and everyone to have a great experience. If at any time you need anything, please don't hesitate to call or email us:

**SkillsUSA Kansas State Director: Becky Warren**

PHONE: 620-820-9367

EMAIL: [bwarren@ksde.org](mailto:bwarren@ksde.org)

**SkillsUSA Kansas Assistant: Kelli Byrne**

PHONE: 785-296-3784

EMAIL: [kbryne@ksde.org](mailto:kbryne@ksde.org)