

INSTRUCTIONS TO MISSOURI SKILLSUSA DISTRICT CHAMPIONSHIPS

TECHNICAL COMMITTEE CHAIRS

General Responsibilities

1. Attend all meetings called by the SkillsUSA District Championships Director or officially designate a committee member to serve as your authorized representative at those meetings.
2. Make sure that all committee members are familiar with the Missouri SkillsUSA Championships Technical Standards.
3. Supervise the selection of the skills to be tested in the district contest and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of contest projects, drawings and instruction sheets for the contestants.
5. Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges. (Reminder: Send thank-you letters to the judges after the contest.)
6. Plan the layout of the contest site. Identify needs and/or services such as water, electricity and compressed air.
7. Make arrangements for acquiring appropriate industry awards.
8. Plan and conduct the mandatory pre-contest orientation meeting.
9. Instruct contest judges
10. Conduct the District SkillsUSA Championships.

Conducting

The SkillsUSA District Championships

1. Check all contest area facilities prior to the day of the contest to be certain that everything is in place and in order for a smooth-running competition.
2. Assemble all judges at the contest site prior to the start of the contest for a briefing. Be sure that all questions are answered and that the rating procedures are clear. The judges should identify from the contest problem and the contest rating sheet, a critical skill or item to be evaluated which would be an appropriate tie-breaking item.
3. Contest Procedures: Explain the way in which the contest will be run, including schedule, procedure for time in / time out, rating criteria, procedure for breaking ties and method of dealing with problems.
 - a. Verify each contestant's name and number as they appear on the nametag with the master list of contestants and the contestant registration forms.
 - b. Identify contestants who are participating in two or more events. Assist them in coordinating their schedules to avoid any conflicts.

Check to be certain that all contestants are familiar with contest rules and have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that contestants have failed to bring; however, a 2- point penalty must be assessed for each missing item.
4. Make sure that all contestants meet clothing requirements for the contest. (See the Missouri SkillsUSA Clothing Requirements Sheet.) The penalty for those who do not satisfy dress requirements will be 1 to 5 percent of the total possible contest points. The designated senior district advisor in cooperation with the contest chairperson will assess clothing penalties in all skill contests. Missouri SkillsUSA Championships Technical Committees will assess clothing penalties for all leadership contests.
5. Make sure that all contestants receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. If workstations are not identical, make sure contestants draw numbers for assignments. Be certain that contestants understand all

instructions and have a chance to ask procedural questions. Take great care to see that all contestants have equal time and their questions are answered fairly.

6. Safety Regulations: Review general and specific safety requirements and procedures for the contest. Oversee the contest to ensure that safe work practices are followed.
7. Do not permit contestants to enter the contest site at any time unless they are displaying their contestant badges and numbers.
8. Special Announcements: Detail any special functions that the committee has planned; explain special transportation or time schedules; announce industry awards; announce that contestants are not permitted to smoke during the contest.
9. Conduct a critiquing session with the contestants after the contest to point out general strengths and weaknesses and the quality of work expected by the judges.
10. Verify all judges' rating sheets and submit to the Missouri SkillsUSA District Headquarters.
11. Complete the chairperson's final report and return it to Missouri SkillsUSA District Headquarters following the contest.
12. **Keep the results of the contest confidential until the announcement of the winners at the awards ceremony.**
13. Organize and supervise the teardown of the contest area and be certain that equipment, tools and supplies are returned to the proper owners.