



# State Leadership and Skills Championships Guide 2020



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## Deadlines

It is extremely important that deadlines are followed to insure that contests don't get cancelled due to low enrollment, students get registered in the correct contest, nametags are correct, and all other aspects of the conference are accurate.

The dates listed below are postmark no later than dates except for the State Officer application, which can also be emailed by that date.

January 17, 2020	State Officer Application packets due.
February 1, 2020	State dues paid for all participants
February 1, 2020	Contestants registered by name and contest <i>No additions to contests after this date!</i> <i>Any name change made after this date will be charged a \$10 per change fee.</i>
February 2, 2020	National anthem audition tapes due
February 2, 2020	Advisor of the Year Nominations Due

## Conference Fees

Competitor - High School.....	\$65.00
Competitor - College/PS .....	\$65.00
Competitor - Middle School .....	\$35.00
Observers .....	\$65.00
Advisors .....	\$65.00
CTE Director.....	\$35.00
Bus Driver.....	Free

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## Conference Schedule

### Thursday, March 19

5:00 pm	Registration Opens (TBD)
5:45 pm	Doors open for Opening Ceremonies
6:00 pm	Opening Ceremonies – Hampton Academy

### Friday, March 20

6:00 am	Competitors for Criminal Justice report to contest sites.
6:15 am	Competitors for Courtesy Corps, Welding, Wedding Cake Design, Commercial Baking, and Culinary Arts report to contest sites.
6:45 am	Competitors for TV/Video Production and Electrical Construction Wiring report to contest sites.
7:15 am	Competitors for 3D Visualization & Animation, Architectural Drafting, Carpentry, Cabinetmaking, Collision Repair, Early Childhood Education, Related Technical Drafting, Automotive Refinishing, and First Aid/CPR report to testing sites.
7:45 am	Competitors for all contests that start at 8am report to testing sites
8:00 am	Welding Sculpture Setup
8:30 am	Automotive Tool Identification report to testing site
8:45 am	Competitors for Knowledge Tests, Leadership Contestant, Occupationally Related and Middle School report to testing sites
9:00 am	Welding Sculpture Presentations
12:00 pm	All SkillsUSA contest end. Students are required to remove all equipment from testing sites.
3:00 pm	Officer Team report for Closing Ceremony practice
5:00 pm	Closing/Awards Ceremony – Hampden Academy

\*\*All students must be in competition dress or full SkillsUSA Dress to go onstage to receive a medal.

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## Competition Quotas – all divisions

Competition	Middle School	High School	College/PS
3D visualization and animation (Team of 2)		2 teams	2 teams
Action Skills		1	2
Additive Manufacturing (Team of 2)		2 teams	2 teams
Advertising Design		1	2
Architectural Drafting		2	2
Audio Radio Production (Team of 2)		1 Team	
Automotive Maintenance and Light Repair		1	1
Automotive Refinishing Technology		1	2
Automotive Service Technology		1	3
Auto Tool Identification (State Only)		1	3
Basic Health Care Skills		1	3
Cabinet Making		2	3
Career Pathways (Team of 3)		1 team	1 team
Carpentry		1	3
Carpentry Knowledge Test		2	2
Chapter Display (Team of 3)		1 team	1 team
Class A Pretrip Inspection		2	
Class B Pretrip Inspection		2	
CNC Technician		1	1
CNC Turning Specialist		1	1
CNC Milling Specialist		1	1
CO2 Dragster – Middle School only (State Only)	6		
Collision Repair		1	2
Collision Appraisal Technician		2	2
Collision Tool ID		2	2
Commercial Baking		1	3
Community Service (Team of 3)		2 teams	2 teams
Computer Programming		2	2
Courtesy Corp		3	3
Crime Scene Investigation (Team of 3)		1 team	2 teams
Criminal Justice		2	2
Criminal Justice Quiz Bowl (Team of 5)		1 team	1 team
Culinary Arts		1	3
Customer Service		2	3

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Competition	Middle School	High School	College/PS
Diesel Equipment		2	2
Digital Cinema Production (Team of 2)		2 teams	2 teams
Early Childhood Education		1	1
Electrical Construction Wiring		2	2
Electrical Construction Wiring Knowledge Test (State Only)		2	2
Emergency Medical Technician (Team of 2)		1 Team	1 Team
Employability Knowledge Test (State Only)		2	2
Employment Application Process		3	3
Extemporaneous Speaking		1	3
Fire Fighting		2	2
First Aid/CPR		1	3
Heating (State Only)		2	2
Health Knowledge Bowl (Team of 4)		1 team	1 team
Health Occupations Portfolio		2	2
Heavy Equipment Operations (State only)		3	3
Information Technology Services		1	3
Interactive Application and Video Game Design (Team of 2)		1 team	1 team
Internetworking		1	3
Job Interview (MS - State Only)	4	1	3
Job Skill Demo A	1	1	2
Job Skill Demo O	1	1	2
Masonry		3	3
Medical Math		2	2
Medical Terminology		1	3
Mobile Robotics (Team of 2)	2 teams	2 teams	2 teams
Nurse Assisting		1	3
Outdoor Leadership		3	2
Photography		2	2
Plumbing		3	3
Plumbing Knowledge (State only)		2	2
Power Equipment		3	3
Precision Machining (State only)		2	2
Prepared Speech		1	3
Promotional Bulletin Board (MS - State Only) (Team of 3)	2 teams	1 team	1 team
Quiz Bowl (Team of 5)		1 team	1 team

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Competition	Middle School	High School	College/PS
Related Technical Math		2	2
Restaurant Service		2	3
State Pin Design	2	1	3
State T-shirt Design (MS - State Only)	2	1	3
Team Engineering Challenge - Middle School (Team of 3)	3 Teams		
Technical Computer Applications		2	2
Technical Drafting		2	2
Television (Video) Production (Team of 2)		2 teams	2 teams
Wedding Cake Decorating (State Only) (Team of 3)		3 teams	3 teams
Welding		1	3
Welding Sculpture		2	2
Woodworking Display - Middle School (State Only)	5		

## Team Sizes

Below is the number of competitors required for a team event. You can compete at the State Level with less, but your team WILL take a penalty for not having the correct number of competitors.

### Team Numbers

- 3D visualization and animation (*Team of 2*)
- Additive Manufacturing (*Team of 2*)
- Career Pathways Showcase (*Team of 3*)
- Chapter Display (*Team of 3*)
- Community Service (*Team of 3*)
- Crime Scene Investigation (*Team of 3*)
- Criminal Justice Quiz Bowl (*Team of 5*)
- Digital Cinema Production (*Team of 2*)
- Entrepreneurship (*Team of 4*)
- Health Knowledge Bowl (*Team of 4*)
- Interactive Application and Video Game Design (*Team of 2*)
- Mobile Robotics (*Team of 2*)
- Promotional Bulletin Board (*Team of 3*)
- Quiz Bowl (*Team of 5*)
- Robo Rescue Challenge (*Team of 2*)
- Team Engineering Challenge (*Team of 3*)
- Television (Video) Production (*Team of 2*)
- Wedding Cake Decorating (*Team of 2*)

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## Conference Rules and Regulations

The SkillsUSA Maine Championships program has been established to determine who is eligible to compete. The championships are broken down into 3 levels of competition: local, state and national. The state gold medalist in each category will be invited to represent Maine in Louisville, KY.

All SkillsUSA members of Chapters in Good Standing are eligible to participate at the local level in competitions and advance in accordance with the 2019 Guidelines established for the SkillsUSA Championships Program.

SMP 500 Chapter Standing Policy sets the requirements for a Chapter in Good Standing:

A local SkillsUSA Maine chapter will be considered in good standing with the Association when all of the following conditions are satisfied:

- 1) The chapter provides full payment of all State and National dues to the National Organization by the applicable due date.
- 2) Has paid the annual charter fee as billed.
- 3) Member schools must have representation on one of the standing committees and must be involved with the planning and/or oversight of three championship area(s) or championship tasks for the State Skills Championships.
- 4) All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors.
- 5) The local SkillsUSA Maine chapter's Bylaws do not conflict with the SkillsUSA Maine Bylaws or the Constitution, or Bylaws of the National Organization.

All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors.

### **Competition Intent**

Each school must declare all competitors they intend to have compete in State Competition by registering them by February 1, 2020.

### **SkillsUSA Maine Championships**

The SkillsUSA Maine Championships will be held March 19-20, 2020 at the Cross Center, United Technologies Center and Eastern Maine Community College. The Gold medalists in each category will advance to National Competition.



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## **Contest Technical Standards**

The SkillsUSA Championship Technical Standards list all contest areas and provide information about equipment, scope of contest, clothing, etc. This OFFICIAL information will be utilized by technical committee members to establish contests for the State Competitions at all sites. Please provide this information to your students so they will fully understand how they will be judged. State only contest technical standards can be found at the end of this guide.

Schools can check the Maine SkillsUSA web site for any updated information in regards to the contest and conference.

## **Membership**

Please be reminded that rosters and student membership dues must be submitted to the National Headquarters. Rosters and dues must be postmarked no later than Feb. 1, 2019. Students not registered with the SkillsUSA National Office will not be allowed to compete at the state level.

## **Conference Fees**

All schools must forward their Conference Registration Invoice from the registration website and payment by February 15, 2020. Checks made payable to: Maine SkillsUSA – State Conference. Any issues will be addressed by the State Director. Mail check and invoice to:

Hal Casey – State Director  
c/o Eastern Maine Community College  
354 Hogan Rd  
Bangor, ME 04401

## **Competition Selection**

SkillsUSA members may compete in any competition their program is eligible for as defined in the SkillsUSA Technical Standards. Competencies in the Technical Skill competitions must be a primary component of their local curriculum. By registering for the contest, the school and advisor are certifying that the student has met and passed the appropriate safety training necessary for the contest and has sufficient training in the competencies of the competition. All SkillsUSA members are eligible to participate in Leadership and Occupationally-Related competitive events.

## **Competitors with Special Needs**

SkillsUSA Maine Contest sites will make every effort to provide assistance and accommodations, as appropriate, to create equal opportunities and playing field for all contestants. Schools with competitors who require special assistance/accommodations should notify SkillsUSA Maine in writing at least two weeks prior to the State Event.

## **Cheating**

Cheating in any manner or method by adults or SkillsUSA members will not be tolerated. Should a determination be made by the SkillsUSA Maine Director that there is evidence of cheating, the offending school's director will be notified and the contestant(s) in question will be disqualified from further participation in that specific competitive event.

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## Grievances

The SkillsUSA Maine Championships grievance committee will officially recognize only those grievances filed in accordance with the following instructions:

- The contestant, local advisor, or school administrator will file a written grievance on the form provided describing the situation in question and the violation of the Technical Standards. The completed grievance form will be submitted to the grievance committee within 15 minutes after the completion of the contest.
- Grievance forms can be obtained from the Championships Office in United Technologies Center. Decisions of the grievance committee are final!
- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Maine before 5:00 p.m. on the Monday following the state 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
- The SkillsUSA Maine Director 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.

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## General Guidelines for State Contestants

### What to Review:

- Information in this guide
- General SkillsUSA Championships Regulations, National Technical Standards pp. 9-13
- Contest Specific Regulations from SkillsUSA Technical Standards
- State updates for competitions

### What to Bring:

- Hardcopy of contestant's resume
- 1 copy of the Code of Conduct and Photo/Sound Release on each person attending
- Any tools noted on State Contest Specification sheet
- Appropriate Safety Personal Protective Equipment

### Competition Clothing:

- Leadership and Occupational Competitors Clothing: Official SkillsUSA Attire
- Technical Competitors Clothing: (SkillsUSA Logo wear is not required)
- Competition clothing as specified in the SkillsUSA Technical Standards. Shirts should have no logos, slogans or pictures, unless it is the official SkillsUSA competition uniform.
- School names should be covered
- Shoes must meet safety requirements in Technical Standards

### Safety Equipment/Training Verification:

- Student must provide Safety Personal Protective Equipment per SkillsUSA Technical Standards.
- Loose fitting clothing must be secured.
- Safety shoes/glasses must meet SkillsUSA Technical Standards.

### Awards Ceremony Clothing all contestants:

- Official SkillsUSA Attire or
- Competition clothing
- Do not mix and match

### Competition Eligibility Rules

- Participant must be a paid SkillsUSA member.
- State and National Officers can compete.
- Students can compete in only one contest.

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## SkillsUSA Theme

The SkillsUSA competition theme for the 2019-20 year is:

### SkillsUSA: Champions at Work – I'm Ready

The topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board competitions is how our theme, SkillsUSA: Champions at Work, addresses the SkillsUSA national program of work in the area of professional development.

1. Within this topic, contestants might illustrate or discuss any of the following:
2. What can you specifically point to within your SkillsUSA chapter that demonstrates Career-Ready Starts Here?
3. What can you specifically point to within your career and technical education program that demonstrates Career-Ready Starts Here?
4. What areas of the SkillsUSA program of work have assisted you in becoming career-ready?
5. Using Career-Ready Starts Here, what would you say to students to convince them to join SkillsUSA?
6. Using Career-Ready Starts Here, what would you say to campus administrators to convince them to support SkillsUSA?
7. What are the specific skills and abilities that a member possesses when career-ready?
8. How is the SkillsUSA Framework of developing personal, workplace and technical skills central to the concept of Career-Ready Starts Here?
9. Which SkillsUSA programs ensure that members are developing the *personal* skills needed to be career-ready?
10. Which SkillsUSA programs ensure that members are developing the *workplace* skills needed to be career-ready?
11. Which SkillsUSA programs ensure that members are developing the *technical* skills needed to be career-ready?
12. How will you demonstrate to an employer that you are career-ready?
13. How does your career and technical education program emulate the workforce?
14. What are your next steps in ensuring you are career-ready?



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## Student Conduct Contract

As a member of SkillsUSA Maine, I realize that I have a great responsibility to represent our organization well. My conduct will be exemplary at all times; I understand the obligations and rewards of participating in SkillsUSA Maine and State Leadership Conference.

By signing the attached form, I am affirming my decision to the ideals of SkillsUSA and the following guidelines:

1. I will at all times, respect all public and private property.
2. I will spend each night in the room of the motel to which I am assigned.
3. I will strictly abide by the curfew established and will respect the rights of others by being as quiet as possible.
4. I will not remain in the sleeping room that I am not assigned to unless the door is completely open at all times.
5. I will refrain from the use of alcoholic beverages and illegal substances.
6. I will use only prescription drugs that have been ordered by a licensed physician and will have a copy of those orders on my person.
7. I will not leave the motel to which I am assigned without the express permission of the assigned advisor; and, should I receive such permission, I will leave a written notice of where I will be.
8. My conduct will be exemplary at all times.
9. I will respect all authority.
10. I will keep my advisor informed of my whereabouts at all times.
11. I will at all times wear my official I.D. badge.
12. I will respect official SkillsUSA dress by not smoking or chewing while wearing it. Please follow your school policy for a school sponsored trip and respect the rules of the host sites.
13. I will attend all activities of which I am assigned / registered and be on time.
14. I will make sure my cell phone is turned off during all conference functions.

I agree that if for any reason, I am in violation of this contract I will accept the penalty imposed on me, with the understanding that all such actions are explained to me and I further realize that the severity of the penalty may increase with the severity of the violation,, even to extent of being sent home immediately at my own expense.

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## Student Conduct Contract

School: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

My signature above indicates my agreement to all the rules and obligations of the ***SkillsUSA Student Conduct Contract***.

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## Photograph / Sound Release

1. I, the undersigned, hereby grant the Maine SkillsUSA permission to make still or motion pictures and sound recordings, separate or in combination, and also give a production company approved by the SkillsUSA permission to use the finished silent or sound picture show and/or sounds recordings.
2. I also hereby relinquish to the Maine SkillsUSA all rights, title, interest in, and income from the finished sound or silent motion picture, still pictures, SkillsUSA the right to give, sell transfer, and/or exhibit the same to any individual, business firm, publication, television station, radio station or network; or government agency, or to any of their assignees without any payment or other consideration to me.
3. I also understand that the still or motion pictures and sound recordings can/will be used on the SkillsUSA Maine web site.
4. My agreement to perform under camera, lighting, and stage conditions is voluntary and I do hereby waive all personal claims, cause creation, or damage against the SkillsUSA and the employees thereof, arising from the performance or appearance.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_