



Contest Chair Head Judge Guide 2022

State Leadership and Skills Championships



The SkillsUSA Maine State Championships is a state-level competition for middle school, high school and college students enrolled in trade, technical and skilled service instructional programs including allied health occupations. SkillsUSA Maine believes this is the single greatest event of industry and education volunteerism in the state every year. It is because of the dedication to your trade, the rigor of the competition and the attention to detail that this event is a true representation of the best skilled workers from Technical High Schools and Community Colleges in Maine.

The following information is provided as a guideline for the Contest Chairperson. The information should be reviewed to make sure you are familiar with all that is needed to make your contest a success. If at any time you have questions from your judges, etc., do not hesitate to contact the:

Conference Manager, Deb Gilbert, email dgilbert@skillsusamaine.org (207) 620-6599
State Director, Hal Casey, email hcasey@skillsusamaine.org or by phone (207) 974-4861.

On behalf of the Board of Directors, the students who are competing, the advisors and everyone else who has worked to put this event together, THANK YOU...we could not have done it without you.

CONFERENCE SCHEDULE

Friday, March 18

- 9:30 am Contest Chairs and Judges report to contest sites
- 10:00 am Competitors for all contests report to testing sites
- 2:00 pm All SkillsUSA contest end. Students are required to remove all equipment from testing sites.

******All Contest Chairs and Judges are invited to the Closing/Awards Ceremony. Please let us know and we will forward the link to the virtual session.***

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CONTEST CHAIRPERSON (CC)

- SkillsUSA Advisor from a SkillsUSA Maine recognized chapter that has taken on the responsibility to coordinate/run a contest

HEAD JUDGE (HJ)

- Person who will be the one running the contest on the day of the event. Will be responsible for all scoring and administration of test/project for the contestants.

PRIOR TO THE EVENT

- (CC) Provide all committee members with the contest rules. Address any issues and concerns.
- (CC & HJ) Supervise the selection of competencies to be included in the state contest, utilizing SkillsUSA Technical Standards. Identify and secure equipment and supplies as needed.
- (CC & HJ) Direct the development of drawings, written test (if applicable) and instruction sheets required for the contest.
- (CC) Plan the contest area and identify all electrical, water, air, tables, chairs and other materials and services as required.
- (CC) Contact the site contact with your needs and to check in with the instructor whose space you will be using.
- (CC) Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges.
- (CC) Collect judge's names, addresses, email addresses and phone numbers.
- (HJ) Make sure to have a computer with you that has Microsoft Excel on it for the scoresheet to be filled out. **This will happen using a USB drive, not online.**
- (CC & HJ) Send any contest modifications or equipment a contestant needs to bring by email: dgilbert@skillsusamaine.org
- (CC & HJ) Review, change and submit the score sheet you will be using via email by 2/15/18: dgilbert@skillsusamaine.org

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DAY BEFORE OR DAY OF THE EVENT

- (CC & HJ) Check all contest area facilities and move in equipment/supplies prior to the contest.
- (HJ) Double check all supplies to make sure there is enough for each contestant.
- (HJ) Contact Mike Preble if there are questions about the number of contestants.

DAY OF EVENT

- (CC & HJ) Please arrive at the contest site one hour before the start of the contest.
- (HJ) Judges should be there at least 30 minutes before the start of the contest.
- (CC & HJ) All materials/supplies should be double checked for accuracy.
- (HJ) Prior to the contest start, check that all contestants have brought the necessary tools and materials required for competition. The Technical Chairperson may, at their option, furnish any required items that the contestant fails to bring.
- (HJ) Accurately record contestant number identifiers on the score sheets.
- (HJ) Inspect all contestants for proper clothing requirements. Note any deductions on the contestants score sheet, with explanation. Official Clothing Judges will be around and make sure you are aware of any clothing errors.
- (HJ) Furnish each contestant with a copy of the problem, necessary drawings, instruction sheets, etc. required to solve the assigned problem.
- (HJ) You will be given a USB thumb drive that will have your scoring sheets along with paper copies. Please try to fill out both.

AFTER THE EVENT

- (CC & HJ) Verify all judges' rating sheets to be sure all score values are entered, and addition is correct. Seek clarification from judges if necessary.
- (HJ) Tally all rating sheets onto master scorecard (USB electronic sheet) all divisions. Input all scores (including absences) onto the spreadsheet given to you on a flash drive by Scoring staff.
- (HJ) Return completed paper master scorecard and all other conference grading material (flash drive) to the Scoring Office at United Technologies Center.
- (CC & HJ) It is the Chair's responsibility to keep all documents and results of the contest confidential until the 4 pm on the Monday after the State Conference. This will allow for verification of any score should there be a challenge.
- (HJ) Organize and supervise the "tear down" of the contest area. Be certain that equipment, tools, and supplies are returned to their proper owners at the conclusion of the event. If the instructor of the area you are using is in the area, please check with him about the condition of the area before you leave.
- (CC & HJ) If supplies and equipment are to be stored by SkillsUSA Maine for use the next year, students should help box these items.
- (CC) All receipts for supplies/materials must be submitted by April 1st to the SkillsUSA Maine for reimbursement.

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TECHNICAL COMMITTEE CHAIR CHECKLIST

- € List of judges with their contact information will be supplied to the Conference Coordinator (Deb Gilbert dgilbert@skillsusamaine.org) on the google form by February 14, 2022.
- € Copies of the Technical Standards distributed to all judges.
- € Any modifications to the National Technical Standards in the form of updates must be supplied via email by February 1, 2022.
- € Contest Score Card either created or updated.
- € The test must be submitted no later than February 3, 2022 if it is to be given online.
- € Fill out and submit the Donations form.

FORMS TO FILL OUT

Contest Coordinator and Head Judge Info for all contests <https://forms.gle/9oTELGdxj3qDcAsX8>

Donations: <https://forms.gle/E5FxnETD33y86Wc8A>

GUIDELINES FOR CONTEST JUDGES

The following is a guide for contest judges to help them become familiar with the Technical Standards of SkillsUSA. In addition, the information is to assist the judge with guidance on making decisions regarding the contest and the competition. All questions should be directed to the Technical Committee and its chairperson.

PRIOR TO THE EVENT

- All judges must be familiar with the National Technical Standards for the specific contest that they will be responsible for evaluating.
- Judges are responsible to review general and specific safety requirements and procedures for the contest. It will be the responsibility of the judges to always oversee the contest to ensure the safe work practices are followed by the contestants.
- Have a computer with Microsoft Office 2013 or later it for scoring purposes.

DAY OF THE EVENT

- Judges are responsible to check the tools and materials that will be used by the contestants. The Technical Committee at its discretion may supply any items that are required for the contest and not appearing on the National Technical Standards listing. Contestants will be notified in advance by utilization of the “update” procedure when special tools or equipment will be provided or if the contestant needs to bring them to the contest.
- Judges will identify contestants by number only. Judges will not use contestants’ name or school names. Judges are expected to rate contestants independently and not compare rating sheets with other judges.
- Judges must give careful attention to each rule and each contestant or entry must be judged in the exact same manner. Judging must be based on the criteria listed for the specific contest and it is recommendation that the rating scale as presented in the National Technical Standards be used to record scores for individual contestants.
- The judging must be based on the established criteria without inserting opinion. Such things as length of hair, length of dress, style of shoes – unless specifically covered in the contest regulations – is not to be considered by the judges except where safety is a consideration.
- Judges should encourage the contests to ask any questions prior to the start of the contest. Each student should have a copy of the instructions for the contest including any drawings and instruction sheets. Judges need to be certain that all contestants understand the contest as it is to be conducted.

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- Judges must ensure that all contestants are familiar with contest rules and that they have been notified of any relevant modifications made through “updates”.
- Judges must explain the way the contest will be conducted including time schedule, rating criteria, procedures for breaking ties and the method that will be used to deal with problems that might arise during the contest.
- If workstations are to be used, all attempts to make these “identical” for all contestants should be exhausted. Contestants should draw numbers to determine workstation assignments.
- It must be explained to the contestants prior to the contest the criteria as determined by the Technical Committee that medals may **NOT** be awarded in the event if students do not meet the minimum standards.
- Judges should take great care to see that all contestants have equal time and equal opportunity to complete the requirements of the competition.

END OF EVENT

- After the judging is complete; the official results must be tallied. The rating sheets, along with any notes or other pertinent information must be turned in to the Technical Committee Chairperson. The official results must be entered into the excel spreadsheet furnished by the scoring staff and bring any notes, etc to the Scoring Office of United Technologies Center.
- If possible, contestants should remain at the contest site after cleaning up to give the judges a chance to do a debriefing on the overall event. Judges should stress positive and negative safety issues, the quality of the demonstrations performed, and other important information to assist contestants with their careers.
- Contest results must be kept confidential until the general announcement of results is made at the awards ceremony. Under no circumstances should the judges discuss the contest results with contestants or chapter advisors prior to the award announcements being made.

IMPORTANT NOTICE TO ALL CONTEST CHAIRS

*****SKILLS WRITTEN TEST*****

All contests can give a written test as part of the competition. Please read the following on testing. You have two options when it comes to the written test:

- 1) Online written test given in advance
- 2) Paper written test given as part of the contest during contest day.

Online Tests:

Currently, we can give your test as part of our online testing system. These tests can only be taken by the individual registered for your contest and they are proctored by an advisor from their local school.

- All tests can be multiple choice only.
- Tests need to be as a MS Word file, or text file.
- An answer sheet must accompany the test.

These will be given during the online testing window and the results will be given to you the day of competition. Except for the Conference Coordinator and yourself, no one else will see the results of the test until they see their scorecard at the end of the conference.