

INDIANA ASSOCIATION OF SKILLSUSA, INC
BOARD OF DIRECTORS
SKILLSUSA INDIANA
POLICIES
UPDATED 7/2013

1. MEMBERSHIP/PARTICIPATION

Membership rosters submitted to the national office of SkillsUSA by the second Friday of December each year will be considered as final. The March first deadline applies only to high school CTE students enrolled during the second semester (as verified by the first semester class roster), and all post-secondary students. No extenuating circumstances will be reviewed by the SkillsUSA Indiana Board of Directors. It is the responsibility of the chapter advisor to ensure that rosters are accurate and submitted in a timely fashion (by the membership deadline date). Memberships received after the deadline date each year will not be allowed to participate in any contest activity at the regional, state or national level. In order to compete in a state skills contest, the school must have the appropriate program CIP code approved for that skills contest. If entering a skills contest partially covered by a curriculum, the advisor must provide the curriculum to the SkillsUSA Indiana State Director to prove that the curriculum is being taught.

2. REGISTRATION FOR CONFERENCES

Registration for regional, state and national contests will be done through the SkillsUSA national web site. This process will require all students to register for the regional level. Once a student registers for a skills or leadership area, changes to this cannot be done without the director's approval.

3. REGIONAL CONTESTS

Registration for regional contest will be done through SkillsUSA Headquarters. In the event that there is no Regional coordinator for a Region by the second Friday in December, the SkillsUSA Indiana Board of Directors will have the power to redirect students to another region for the regional contest. Teachers and students who do not participate in a redirected regional contest will not be allowed to participate in the state contest. Each Regional committee will contact the State Office regarding the registration deadline.

4. ALTERNATES AND SUBSTITUTIONS

Regional winners will be allowed to compete in the SkillsUSA Indiana Championships at the Indiana State Leadership Conference. Only registered alternates (up to 50% of team) will be allowed for the SkillsUSA Championships at the Indiana State Leadership Conference and the National Leadership and Skills Conference in the following team contests areas: American Spirit, Chapter Business Procedure, Chapter Display, Community Service, Health Knowledge Bowl, Occupational Health and Safety, Opening and Closing Ceremonies,

Promotional Bulletin Board, Quiz Bowl, Team Works & Welding Fabrication... These alternates will be allowed to compete in the SkillsUSA Championships at the Indiana State Leadership Conference only if a team member is unable to attend. The team member who is replaced by an alternate at the SkillsUSA Championships at the Indiana State Leadership Conference is not eligible to compete in the National Leadership and Skills Conference. The alternate is now eligible.

5. STATE CONTESTS

All registrants must participate in the SkillsUSA State and Leadership Contest in order to advance to Nationals.

6. DEADLINES FOR REGISTRATION IN THE STATE LEADERSHIP CONFERENCE

All SkillsUSA Indiana State Leadership Conference participants must register for the state conference to qualify for participation, whether competing or observing. A deadline date for registration for the state conference will be set by the SkillsUSA Indiana Board of Directors each year. There will be no extensions or exceptions to this date. Anyone not registering for the state conference with a postmark of on or before the deadline date will not be allowed to participate in the state conference.

Skill contests: Students enrolled in high school classes, must compete in secondary contests. Students may participate in only one skill contest that matches the student's career pathway.

Leadership Contests: Students may participate in one leadership competition.

A student may participate in one skill competition and one leadership competition. If a student participates in both areas, the student will be charged one registration fee. If a student wins first place in both the skill and the leadership contest, they must choose only one to compete in at Nationals. Exception: Courtesy Corps is considered a leadership event, and it must be the only contest for those students.

7. REGISTRATION FEES FOR HIGH COSTS CONTESTS

The SkillsUSA Indiana Board of Directors will set participation fees for specific contest that require high cost supplies. Such contests are Carpentry, Cosmetology and Team Works at the present time. These fees will be set yearly. The fee can be refunded if the student participates in the contest. The fee will be forfeited if a registered student does not participate in the state contest. The fee must be paid at time of contest registration and by the registration deadline.

8. CONTESTS FOR THE STATE LEADERSHIP AND SKILLS CONFERENCE

The SkillsUSA Indiana Board of Directors will determine the contests available for participation at the SLSC. If a contest is not on the list, then Indiana will not host a State Conference and there will be NO representative for that contest at the National Leadership and Skills Conference.

In order for a contestant to represent Indiana in the National Leadership and Skills Conference, the student must receive a minimum score as determined by the technical chairperson and/or the Indiana State board of directors. In the event that the contestant is deemed ineligible, the contestant would then receive a silver metal and WILL NOT be able to advance on to the National Conference.

9. ALCOHOL POLICY

The SkillsUSA Indiana Board of Directors will not tolerate any consumption of alcoholic beverages at any SkillsUSA-sponsored district, regional, state or national activity. Any consumption of alcohol by conference participants or other attendees will automatically disqualify the participation of those persons in the SkillsUSA activity. An advisor that consumes or test positive for alcohol and/or drugs will face discipline from the Skills USA Indiana Board of Directors and /or the advisors school administrators

10. ABSENCE OF TECHNICAL CHAIRPERSON

If no Technical Chairperson for a state competition is in place 21 days prior to the SkillsUSA Indiana State Leadership Contest, the participating advisors will be notified and the contest will be turned over to the advisors. The advisors will report to the SkillsUSA Indiana State Director at least two weeks prior to the contest that the contest is planned and ready to operate. If the contest is not ready to operate, the SkillsUSA Indiana State Director will notify the participating advisors that the contest will be in the form of the Workforce Ready Assessment or another suitable exam.

11. LIABILITY FOR DAMAGES TO PROPERTY AND EQUIPMENT AT CONFERENCE/CONTEST SITES

The Technical Chairperson is responsible for the initial classroom walk-through using the provided inventory form. It is a requirement of the Technical Chairperson and the competitor to report any non-functioning equipment initially and through the contest. The school corporation of the individual from Indiana who participates in a SkillsUSA conference is responsible for any damages to property and or equipment caused by the individual at a conference/contest/hotel. The school corporation must pay any cost required to repair or replace damages property and or equipment. The school corporation may choose to recover damages from the individual participant. SkillsUSA Indiana or the hosting contest site IS NOT responsible for lost or left behind items.

12. UNFAIR ADVANTAGES AND ADVANCE SCOUTING

Provision of advanced information pertaining to the content of a contest, prior to the conclusion of the contest, will disqualify a competitor. Any person, without authorization of the SkillsUSA Indiana Board of Directors, found in a contest area prior to the published observation time of the event will automatically disqualify that school's competitor(s) in that event. During the contest, possession by a

competitor of any electronic messaging, communication, information processing, media/data storage device and/or photographic equipment that is unrelated to the contest and not on the required equipment list will disqualify the competitor from the contest. Possession of the equipment, regardless of whether it is used, will constitute disqualification. At the SkillsUSA Indiana State Leadership Conference, no instructor or relative shall judge a contest in which they have a student or child from her/his program area. Regional Coordinators may adopt this policy with a majority vote of local advisors.

13. STATE OFFICER ELECTION PROCESS

The SkillsUSA Indiana Board of Directors will determine the process that will be used for the election of SkillsUSA Indiana State Officers. The process will be reviewed each year.

14. STATE OFFICER SCHOLARSHIP OPPORTUNITIES

The SkillsUSA Indiana Board of Directors may provide a maximum of five hundred dollar (\$500.00) per semester to former SkillsUSA Indiana State Officers. The scholarship may be renewed each semester for no more than eight semesters. A maximum of \$2000.00 for scholarships will be allocated each semester. The SkillsUSA Indiana Board of Directors will review a candidate's performance as a SkillsUSA Indiana State Officer and/or at the post secondary/college institution where they attend. The scholarship will be given jointly to the student and the institution. The decision to grant or renew the scholarship to a candidate is solely the right of the SkillsUSA Indiana Board of Directors and their decision is final in all cases. Candidates for renewal of the scholarship are required to maintain a 2.5 G.P.A. at the institution they attend, complete and return the necessary forms by the required deadline, and to participate at the SkillsUSA at the Regional, State, National events and/or activities, when possible. The Board of Directors has the right to review this policy yearly.

15. RESPONSIBILITY OF STUDENTS AT CONTEST

At all levels of competition and any conferences sponsored by SkillsUSA, each school participating must have a school representative (advisor or administrator) accompany students. NO parents will be considered a school representative. The only exception is for State Officer's, these students will be accompanied by a state SkillsUSA Indiana representative.

Adopted: _____

Signed: _____

President,
SkillsUSA Indiana Board of Directors