

SkillsUSA District Contest Checklist and Host Teachers Outline of Responsibilities



TODAY – AT THE HOST TEACHER MEETING.

- _____ Review the materials in “AWARDS/JUDGES PACKET”.
Please notify the SkillsUSA state office if you are missing any materials in the box.
- _____ Confirm Date and Location of Regional Contest
- _____ Sign Fair Play Pledge
- _____ Meet with Trade Group Host Teacher and State Staff to start planning and organizing a fair and consistent competition to be held at all regional skills contest locations.

BEFORE CHRISTMAS HOLIDAY BREAK

- _____ Secure contest judges and send letters (see sample).
- _____ Reserve facilities for contest (Meeting rooms, contest locations, etc.)

BEFORE JANUARY 15

- _____ Work with program supervisor to determine who/what contest problem or project.
- _____ Develop agenda/contest schedule and make copies (see samples).
- _____ Mail/email completed contest Information to teachers in your region and T&I office
 - Date, time and place.
 - Materials and tools that contestant needs to bring.
 - Fee to cover cost of materials – please check with SkillsUSA state office first.
 - Information for lunches (e.g. approx \$ for lunch or bring sack lunch).
 - Directions/map to campus and/or building
 - Any special instructions
 - Medical Release Form & Special Accommodation Form.
- _____ Work with other teachers/industry in your region to provide industry awards.
- _____ Contact judges for contest reminder to verify attendance.
- _____ Secure timekeepers, helpers/proctors, and backup judges and send letters (see sample).
Include copy of contest rules and rating sheet.
- _____ Make arrangements for required contest materials, equipment and supplies.
- _____ Obtain required equipment (e.g. clipboard, pencils, tape measures, etc) for judges.
- _____ Work with local administration to make lunch arrangements for judges, visiting instructors, and students.

More deadlines on following pages.....

ONE WEEK BEFORE CONTEST

- _____ Verify judges via telephone/email and have a pre-contest meeting with judges to review contest and duties.
- _____ Make sure you have received the contest problem/project and written test scores. If you do not have this information one week prior to the contest date, call the state office.
- _____ Do final countdown for tasks related to getting contest shop in contest condition.
- _____ Set-up contest workstations.

DAY BEFORE CONTEST

- _____ Reminder phone call to judges, timekeepers, helpers/proctors, and backup judges if needed)

DAY OF CONTEST

- _____ Greet judges, conduct briefing, and determine tie breaker(s).
- _____ Conduct a contestant orientation meeting (see sample).
- _____ Tally scores using tie breaker procedure if necessary. **(Check, Double Check, Then Triple Check Scores). Students and instructors expect and deserve for all scores to be correct.**

CONDUCT AWARDS CERIMONY

- _____ Present the certificates, medallions and make announcements:
 - Certificates of Appreciation to judges, timekeepers and helpers.
 - Medallions to 1st through 3rd places.
 - Ribbons to 4th through 6th places.
 - Certificates of Honor and Participation may be printed by host instructor or announce that attending instructors may print their own from the website.
 - Announce which places are eligible for state competition.

"TIME SENSITIVE AND VERY IMPORTANT"**AFTER CONTEST - (The Day Following Your Competition)**

- _____ Organize contest packet materials for return to State Office:
 - Sign-in sheets.
 - Rating sheets and judges tally sheets; any documentation that supports the results. (Electronic and/or hard copy if available.)
 - Tabulation Forms. (Electronic and/or hard copy if available.)
 - Contest Results (yellow).
 - Judges information sheet (green) and make copy for your thank you letters.
- _____ Write thank you letters to judges and to individuals/companies who donated industry awards (see sample).

More deadlines on following page.....

RESPONSIBILITY OF ADMINISTRATORS AT HOST SCHOOL

_____ Assist the instructor in making arrangements for lunch and alternative instructional activities for students who are not involved in the contest.

_____ Assist instructor as needed to prepare shop and get equipment in working order.

_____ Assist instructor as needed to prepare materials, forms, letters for T&I office, judges, etc.

RESPONSIBILITY OF OKLAHOMA DEPARTMENT OF CAREER TECH

- Provide technical assistance, information and support to host teachers and their administrators as needed throughout the planning process.
- Prepare Awards/Judges packet, which includes result sheet, contestant numbers, judges/chair badges, medallions, ribbons, etc.
- Prepare contest boxes/packets for each skill contest in all districts/regions.