

SkillsUSA Florida

State Virtual General Regulations

Introductory Information

This document provides the guiding policies and regulations for the 2021 SkillsUSA Virtual State Leadership and Skills Conference. All advisors, instructors and competitors should familiarize themselves with the information contained in the State Virtual General Regulations. Check the State Conference Updates page at <https://skillsusafl.org/state-conference/contest-updates/> regularly for contest updates.

1. Eligibility

- a. The SkillsUSA Florida Championships is open to registered SkillsUSA Florida members who submitted membership before February 1, 2021. Exceptions to this policy are made on a case-by-case basis and require additional documentation. Contact the SkillsUSA Florida State Office for more information.
- b. Student competitors must also meet the eligibility requirements outlined in the SkillsUSA Technical Standards, accessible online by registered Professional members at absorb.skillsusa.org.
- c. The number of allowable entries per contest and division is distributed by region, with each region receiving a set number of invitations to the state championships. Check with your Regional Coordinator for more information. View the Virtual Contest Invitation Grid [here](#) for the number of allowable entries per region.
- d. Competitors must remain enrolled for the 2020-2021 school year at the school with which they are competing during the 2020-2021 school year. Students may not join as a SkillsUSA member of a school with which they are not currently enrolled.
 - i. A student enrolled in a full-time distance learning option must also be enrolled in a qualified career and technical education program at the school they registered for membership.
- e. In some cases, a student may transfer enrollment after membership has occurred. In that case, the student's original chapter advisor must contact the Customer Care Hotline at 844-875-4557 to transfer the membership to the new school.

2. Divisions

- a. Middle school contestants must be or have been enrolled in a middle school exploratory course that prepares them for future study in a career and technical education pathway.
- b. High School contestants are students enrolled in a coherent sequence of courses or a career major that prepares the student for further education or employment-related to technology, trades, or industry, including the health industry. Further, a high-school contestant must be earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the State Leadership and Skills Conference.
 - i. An individual who has not completed the requirements for nor received a high school diploma, certificate, or equivalent must compete as a high school student, even though they may be enrolled in advanced placement or college/postsecondary courses.
- c. College/postsecondary contestants are students enrolled in a coherent series of courses or a career major that prepares them for further education or employment-related to technology, trades, or industry, including the health industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the school year immediately preceding the State Leadership and Skills Conference.
- d. If a student registered for membership in the incorrect division, contact the Customer Care Team at 844-875-4557 to transfer them to the correct division.

3. Advisor/Instructor Instructions and Responsibilities: General Information

- a. With contest components taking place at the local level, the advisor/instructor's involvement is crucial to the competitions' success and maintaining competitive events' integrity.
- b. Advisors/instructors will set the example for students by reviewing all preparatory materials, acting with integrity, honesty and professionalism, and adhering to the ideals of SkillsUSA leading up to and during the conference and competitions.
- c. For competitions requiring a Live Video Stream or Pre-Recorded Skills Demonstration, the advisor/instructor must be present for the duration to ensure students are following all safety and conduct regulations and expectations.
- d. The advisor/instructor may not assist during the live feed or recorded skill but may assist students in preparing in advance of the competition.
- e. Advisors/instructors may not communicate with their students at any time during the contest, except in the case of safety or conduct violations or equipment malfunction or failure.
- f. At least one advisor per school must attend a Championships Orientation Session on March 25-26.

4. Safety and Conduct Violations

- a. Under no circumstances will students be permitted to compete in unsafe conditions.
- b. If a safety or conduct violation is present, the first step is to secure and protect students, teachers, volunteers, and anyone else physically present. The advisor/instructor, SCP, Virtual Proctor, or Virtual Judges may intervene.
- c. If there is an immediate medical need or significant threat to participants' safety, quickly and safely stop the task being performed and take immediate action, including vacating the premises and calling 911.
- d. For Pre-Recorded Skills Demonstrations, once the immediate threat has been addressed, the advisor/instructor may stop the recording and restart once the safety or conduct violation(s) have been resolved.
- e. For Live Video Stream events, the advisor/instructor will verbally notify the Second Camera Proctor, who will inform the judges of the violation.
 - i. If the safety or conduct violation does not require medical attention or other significant action, the advisor/instructor will intervene with the competitor onsite. The competitor must immediately and safely stop the task they are performing. Other competitors on the live stream at other facilities may continue with the competition.
 - ii. The advisor/instructor, SCP, and virtual judges will confer on the violation and determine the next steps. The conversation will take place via chat or in a Zoom breakout room, away from other contestants.
 - iii. The Virtual Judges will provide instructions to the student to correct the violation and how to proceed, based on feedback from the advisor/instructor and with respect to school and district requirements.
 - iv. The advisor/instructor will provide authorization to proceed once the violation has been resolved, and competition may not begin without the advisor/instructor and the Virtual Judges' agreement.
- f. Any incidents must be reported to the state office using the incident form available on our website at <https://skillsusaf.org/resources/>.
- g. While it may not be possible in all cases to continue with the competition following safety or conduct violations, the Virtual Judges and advisor/instructor will work towards a solution that provides an opportunity for the student to safely finish the contest whenever possible.
- h. Virtual Judges reserve the right to disqualify a competitor for severe violations. Virtual Judges must contact the State Director to disqualify a contestant for a safety violation.

5. Student and Advisor/Instructor Conduct

- a. SkillsUSA members will uphold [high standards of conduct](#) during all SkillsUSA national, state, regional, and local events. During the competition, students may be penalized or disqualified for failure to uphold student conduct expectations.
- b. Each student's work must be their own. Students and advisors/instructors may not engage in any behavior that would provide an unfair competitive advantage, including but not limited to: cheating; plagiarism; sharing answers; accepting or providing any illegal or inappropriate assistance; bribery; misrepresentation; fabrication; improper computer/calculator use; improper online use; and any other acts that would give an unfair advantage to one competitor over another.
- c. Students and advisors/instructors will act professionally when interacting with other advisors/instructors or students, SCPs, other students, virtual judges, virtual proctors, and other SkillsUSA Florida volunteers or personnel.
- d. Students will dress appropriately for their contest and other conference activities in adherence to industry-accepted safety standards and contest technical standards. Students will also adhere to all school and district dress code requirements. Advisors/instructors will ensure students are presentable and prepared for on-camera work.
- e. Students and advisors/instructors will not engage in any illegal behavior or use illicit drugs or alcohol during the conference.
- f. SkillsUSA Florida prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin (ancestry), disability, gender, gender expression, sexual preference, political belief or affiliation, or veteran status. Students and advisors/instructors will treat all others with respect and dignity.
- g. SkillsUSA Florida does not tolerate harassment, discrimination, or bullying under any circumstances (including, but not limited to, racial harassment, sexual harassment, and retaliation for complaints or grievances filed).
- h. All students and advisors/instructors must sign a Statement of Assurances in advance of the competition. Additionally, one administrator from each school must also sign a Statement of Assurances. Students and advisors/instructors will also sign an Integrity Statement after the contest is complete and uploaded as designated.

6. Equipment Malfunction or Failure

- a. Competitors will be using the equipment and facilities available at their school to participate in the competition. In advance of the competition, advisors/instructors should test all equipment to ensure proper working order. SkillsUSA Florida is not responsible for equipment malfunctions during the competition. No refunds will be provided for students who fail to complete an event because of equipment malfunction or safety or conduct violation.
- b. If equipment fails during a live video feed, the competitor will immediately and safely stop working and alert the advisor/instructor. The advisor/instructor will intervene and ensure all participants are safe, and the equipment is properly secured.
- c. The advisor/instructor will then notify the SCP, who will alert the Virtual Judges. The Virtual Judges will decide a course of action, along with the advisor/instructor.
- d. Any incidents must be reported to the state office using the incident form available on our website at <https://skillsusaf.org/resources/>.
- e. While it may not be possible in all cases to continue with the competition following equipment failure, the Virtual Judges and advisor/instructor will work towards a solution that provides an opportunity for the student to safely finish the contest whenever possible.

7. Competition Locations

- a. Contestants will compete at their school, using the technology, equipment and materials available on campus whenever possible.
- b. Some schools or districts may currently prohibit or will prohibit students and teachers from using the “brick and mortar” facilities. In addition, some families have opted to complete the school year through full-time distance. In the case of a school or district closure of facilities or full-time distance learning enrollment, students are eligible to compete in all Leadership and select Technical contests from their home, including team events.
 - i. Alternatively, students may compete in a Technical competition at a local industry partner shop or facility, provided it meets school or district requirements, and the advisor/instructor is present for the competition to monitor for safety and conduct.
 - ii. The state office must approve local industry partner contest locations in advance of the competition. In addition to the advisor/instructor, a representative from the business must be present for all contest activities and sign a Statement of Assurances for integrity purposes.
 - iii. Local industry partner locations must also indicate on the Statement of Assurances if SkillsUSA Florida may utilize their company name or logo to identify local competition supporters.
- c. If a chapter has competitors compete at their homes or offsite partner locations due to school building closures or full-time distance learning, the advisor must complete the Off-Campus Participation Affidavit. School administration must also sign the affidavits. Schools must submit the affidavit by Monday, March 29, 2021. All students competing off-campus must be listed.
- d. For safety reasons, most technical skill contests may only occur on campus under the supervision of an advisor/instructor, with a few designated exceptions. For these exceptions, students may compete at their home, provided they can produce the necessary camera angles and provide any equipment and materials to participate in the contest.
- e. In addition to all Leadership contests, the following Technical contests may be completed off-campus, if students are not permitted on campus per school or district directive or students are enrolled in full-time distance learning:
 - 3D Visualization and Animation
 - Advertising Design
 - Architectural Drafting
 - Audio/Radio Production
 - Basic Health Care
 - Computer Programming
 - Cybersecurity
 - Digital Cinema Production
 - Early Childhood Education
 - Interactive Application and Video Game Creation
 - Information Technology Services
 - Photography (may require studio setup)
 - Technical Drafting
 - Technical Computer Applications
 - Television (Video) Production
 - Web Design
 - Welding Sculpture (provided that all live welding of the sculpture has taken place on campus with advisor/instructor supervision)

8. Technology Requirements

- a. Competitors must secure their own technology, including laptops, cameras, the internet, and any other necessary technology. It is suggested that competitors first check with their school or district for available equipment.
- b. All contests will require a reliable internet connection and laptop or similar 1:1 device. Students must upload files to various online platforms from the device, including but not limited to Dropbox, Zoom, and JotForm.
- c. **A non-school email address is required of all participating student competitors. This email address will be used to link their access to the necessary platforms and LMS for competitions. Please be sure to enter a valid, working email address for each student. Email addresses must be verified through the registration system before your registration can be submitted, and any errors or duplications must be resolved.**
- d. Zoom will be used for video streaming (Live Video Feed and Appointments). Minimum requirements to use Zoom include:
 - i. At least 2 Mbps up/down
 - ii. Speakers and microphone - built-in, USB plug-in, or wireless BlueTooth
 - iii. A webcam or HD webcam - built-in, USB plug-in, or:
 - iv. An HD cam or HD camcorder with a video-capture card
 - v. Note: See the list of [supported devices](#). Find more information on Zoom requirements [here](#).
- e. Students must have a stationary camera capable of streaming via Zoom. A laptop works well for this purpose, but a cell phone or tablet may also be used. Ensure that a power source for the device is accessible.
- f. Many contests require the use of a Second Camera Proctor (SCP). The SCP must have a device with a camera capable of streaming on Zoom. A cell phone or tablet is best for this purpose. A portable power source is suggested.
- g. Test the speed of internet connection before the contest, as well as the day of the competition. Visit speedtest.net to test internet speed.

9. Team Events

- a. For designated team contests, a full team must be registered to participate in the SkillsUSA Championships.
- b. Teams may make substitutions if a team member (or members) has to withdraw from the state competition, provided they meet the eligibility requirements outlined in the State General Regulations and the contest Technical Standards.
- c. Teams may not replace more than 50% of their team between the state and national competitions, which should be considered when selecting team members.
- d. Teams who have fewer attend than the full number registered may be subject to penalties.
 - i. The amount of the penalty will be determined by the number of no-shows and the reason for non-attendance. In most cases, the team will be penalized proportionally based on the number of team members. For example, a Teamworks team must register and pay for four team members. If only three members compete, a penalty may be assessed for up to 25% of the total score, as only 75% of the team was present.
- e. In the case of family emergencies, COVID-19, or other significant illness within one week of the date of the competition, contact the State Director at jgraber@skillsusafl.org as soon as possible to make alternative arrangements.
- f. Teams in qualified remote contests (all leadership and select technical contests) may participate from different locations, provided each team member has access to a 1:1 device and the necessary supplies and materials for the contest.

10. Clothing Requirements

- a. Students should wear official SkillsUSA attire or official SkillsUSA contest attire whenever possible. If official contest or SkillsUSA attire is not available, students will dress appropriately for their trade or competition.
 - i. Penalties will not be imposed for students who do not wear official contest or SkillsUSA attire.
 - ii. Penalties may be imposed for failure to adhere to the regulations outlined in Section 10.
- b. Attire must be appropriate for the competition, including adherence to industry-accepted safety principles, rules and regulations.
- c. No shorts or sleeveless shirts are permitted.
- d. Skirts must be at least knee-length.
- e. Leadership contestants should wear official contest attire or business attire. Business attire includes slacks or knee-length skirt or dress, button-down collared shirt with tie or blouse with small or no collar (no t-shirts), and dress shoes. All attire must be professional and may not include any offensive language or logos.
- f. Teams should wear coordinated clothing whenever possible.
- g. The contestant, advisor/instructor, and any local proctors and observers must wear Personal Protective Equipment (PPE) to meet all state, local and school/district requirements due to COVID-19, including but not limited to face masks or shields.
- h. Eye protection: must meet ANSI Z87 requirements. Prescription and non-prescription safety glasses must include side shields designed for the safety glasses by the manufacturer. An imprint of "Z87" will appear on the frame or lens. Approved safety goggles may also be worn to meet the eye protection requirements.
- i. No identification of the contestant, school, district or state is allowed on competition clothing.
- j. Shoes: No canvas, vinyl, plastic or leathers athletic-type shoes, open-toe or open-heel shoes are permitted in any competition without penalty. Contestants may be disqualified where improper footwear constitutes a health or safety hazard.
 - i. "Leather work shoes" may be required. These are defined as low- or high-top leather, lace-up shoes with rubber, skid-resistant soles. They may be steel-toed or non-steel-toed. Western-style (cowboy) boots are not allowed, except for Roper-style boots that are all-leather, round-toed, flat-soled, and with a low heel.
- k. Jewelry: Personal jewelry should contribute to a businesslike appearance. Only official SkillsUSA jewelry is to be worn on the SkillsUSA blazer, jacket, or sweater. Official jewelry includes conference pin, SkillsUSA emblem, officer pin, PVAS pin, and statesman pin (one only).
- l. Hair: long hair must be restrained if it poses a possible safety or sanitary hazard, and contestants must wear hair containment devices (i.e., hairnet)
- m. Belts and other accessories are optional unless explicitly mentioned in the contest Technical Standards.
- n. Piercings: the wearing of any piercings may not in any way cause a safety issue. If so determined, the offending item must be removed for the duration of the contest. Failure to comply will result in a safety penalty.
- o. Tattoos: Any tattoo considered vulgar, sexual or morbid should be covered to the best of the student's ability while competing in any competition. Failure to comply will result in a penalty.
- p. Clothing penalties may constitute up to 5% of the total possible score.

11. Contest Delivery Models

- a. **Written Exam** - Students will complete a written exam through an online learning management system.
 - i. Exams will be proctored on campus by a school employee who is not the student's teacher.
 - ii. Students may complete exams at home or alternative locations if the school is closed to in-person learning or if the student is enrolled in full-time distance learning. Students completing the exams off-campus will be monitored by SkillsUSA staff and volunteers using a video platform (Zoom). Students will share their screen with a remote proctor, who will monitor their activity and be available for questions.
 1. To challenge a question, a student may submit a grievance using the Grievance Form available at <https://skillsusafl.org/resources/>.
- b. **Pre-Recorded Skill Demonstration** - Students will record a skill, presentation, or reaction to a prompt in one continuous shot with no editing. Videos are shared with judges for scoring.
 - i. Each contest will have specific requirements for video length. Penalties will be assessed for failure to adhere to the minimum and maximum time allowed.
 - ii. Videos must be shot on one continuous shot with no editing, splicing, or otherwise altering the film.
 - iii. SkillsUSA Florida will provide a large-face digital clock to each school with registrants in contests requiring pre-recorded skills. This clock must be present in the background of the shot for the duration of the video.
 - iv. Students may not receive any assistance during the competition and must take ownership of arranging for filming.
 - v. During the video, only the student should speak. Any other present should remain silent.
- c. **Live Video Stream** - Students will present a project, display a skill, or otherwise complete their contest via live video stream (Zoom).
 - i. All live streams are recorded to be shared with judges. Recorded videos may also be used in SkillsUSA Florida promotional materials.
 1. By registering for the conference, participants agree to be photographed or videotaped during the event. Registrants may opt-out of this policy.
 2. Advisors must provide a list of students who opt out of the photo/video release no later than 5 PM EST on March 10, 2021.
 3. Full-length recorded videos will not be provided to instructors or students following the conference.
 - ii. All live streams require a 1:1 device with a camera, microphone and speakers. This stationary camera must show the entire area around the contestant.
 - iii. The area around the student should be clean and free from distractions. All written materials, except those permitted for use in the contest, must be removed from the area. Virtual Judges and Proctors may request a view of the classroom or surrounding area at any time during the contest to verify integrity.
 - iv. A Second Camera Proctor may be required for Live Video Streams to communicate with judges and take close up shots of measurements and other contest-related information. Scoring may take place in real-time, or judges may view recorded videos later.
 1. A diagram of camera placement will be provided to the advisor in advance.
 2. A cell phone camera typically works best for the SCP feed. A tablet or laptop may also be used but may produce an inferior quality video.
 3. The SCP's video feed may be assigned Zoom Breakout Rooms, where judges will observe the live feed and communicate directly with the SCP.
 4. The SCP will communicate with judges using earbuds or headphones to avoid distracting the competitors.

- d. **Appointment** - students are assigned times to participate in their contest, and scoring takes place in real-time with one team or individual at a time.
- i. Students must log in at least 20 minutes before their scheduled start time. Students must follow the assigned schedule. If a competitor is late, they risk a penalty or disqualification.
 - ii. Presentations, speeches, interviews, and role-playing scenarios will be executed by appointment.
 - iii. Contests will take place over 1-2 days, announced in advance. Appointments are scheduled at random after registration closes. Once they are assigned, appointment times may not be changed. Appointment times will be emailed to the student and instructor after registration for the conference closes.
 - iv. A laptop or tablet may be used, provided it is positioned so the entire area around the competitor is visible. Alternatively, a cell phone camera may be used. Regardless of the technology selected, competitors and advisors are responsible for checking their technology for functionality in advance.
- e. **Project Uploads** - Students will upload photos, videos, notebooks, resumes, and other related items to an online database (Dropbox), and judges are provided access to the files for judging.
- i. Files must be appropriately named using the below format:
 1. “(CONTESTANT NUMBER)_(CONTEST CODE)_(DIVISION).pdf
 2. A list of Contest Codes is available here: <http://bit.ly/34kwCwm>
 3. Acceptable files for upload include: pdf, doc, docx, xls, xlsx, txt, rtf, ppt, pptx, zip, mp3, wma, mpg, avi, jpg, jpeg, png, gif, mp4.
 4. Contestant numbers will be provided to advisors electronically after registration for the conference closes. Each teacher will receive a hard copy in their Contest Prep Box.
 5. With each submission, students may enter any relevant details or comments that will help explain the files. Information added as a comment on the submission will not be included in judging; this field is reserved for clarity purposes and identifying files only.
 6. For example, a high school student with contestant number 5421 submitting photos for the Photography Contest should label files: 5421_PHO_HS.jpg.
 7. If multiple files will be uploaded, add a number at the end of the file name (5421_PHO_HS1, 5421_PHO_HS2, etc.).
 8. The student should enter information into the comments section identifying the photos: i.e., Photo 1: 8x10 submission; Photo 2: Studio submission.
- f. **Reverse Contest** - Students will observe a professional as they complete a task related to the contest and judge their performance. Alternatively, students may be required to provide detailed instructions to an industry professional remotely to troubleshoot, diagnose, or fix an issue with a particular piece of equipment.
- i. Students must log in at least 20 minutes before the scheduled start time.
 - ii. For observation, all students will observe the same task simultaneously. Competitors may ask questions via chat to the Virtual Proctor.
 - iii. For instructions, students will provide instructions to complete the task one at a time. Directions should be given as though the professional had limited or no knowledge of the task at hand, and should be as detailed as possible. It is suggested to practice giving instructions for various tasks related to the contest Technical Standards in advance to prepare. Competitors may receive details in advance or at the scheduled appointment time.

12. Virtual Contest Roles

- a. **Tech Support Team** - The Tech Support Team is responsible for backend operations of the event, including managing Zoom rooms, fielding technical questions from competitors, judges, and advisors, and assisting with score tabulation. The Tech Support Team may include both industry and advisor/instructor volunteers and SkillsUSA staff.
- b. **Proctor** - A proctor is a person outside of the student's advisor/instructor and will ensure the contest remains fair, and advisors and students act with integrity. Proctors may work virtually or onsite at contest locations.
 - i. **Virtual Proctors (VPs)** are responsible for monitoring the overall online processes of each contest. The VP will manage the main Zoom meeting room with stationary camera feeds. It is preferred that the VP is someone with working knowledge of the subject matter, but is not required. VPs may also serve as Virtual Judges and will be selected by SkillsUSA FL.
 1. **Example:** Students in a Welding contest will have a stationary camera situated to view the entire area. This view will be observed remotely by a virtual proctor in the main Zoom room.
 - ii. **Onsite Proctors** will observe students filming pre-recorded sessions to ensure they are filmed one time. Students may practice any number of times in advance. The school or chapter selects onsite proctors.
 - iii. **Second Camera Proctor (SCP)** - onsite proctor provides an additional video feed that can be manipulated at virtual judges' request. SCP does not participate in judging or scoring of contestants. Their camera (cell phone is preferred) will be on the same Zoom feed as the competitor. Virtual Judges will communicate any measurements, camera angles, close-ups, or other specific shots needed. The SCP also maintains the contest's integrity to ensure competitors are not receiving any assistance during their skill performance. The school may select SCPs. The state office can also assist in locating qualified SCPs.
 1. **Example:** For the Welding contest, the SCP will be positioned to film the student from a second angle while the welds are being completed. Once the welds are complete, the Virtual Judges will ask for close-ups to check for overspray, proper measurements and angles, and any other details that will be used for scoring.
 2. **Video: Virtual Mock Contest Example for Welding** - <https://bit.ly/3oJvVEA>
- c. **Virtual Judges** - Virtual Judges are responsible for scoring competitors based on a scoring rubric. A Virtual Judge must score all student competitors within a division (middle school, high school, or college/post-secondary). Each contest has different requirements and delivery models, and Virtual Judges should be familiar with their contest delivery method.
 - i. Virtual Judges will participate in live Zoom interviews and presentations for where judging takes place in real-time. Students are assigned a report time and will be admitted to the main Zoom meeting room for orientation and instructions from the Virtual Facilitator or Tech Support Team. Students may be moved into a breakout room with judges to present or participate in their competition at the appointed time. Competitors may also submit pre-recorded videos for judging.
 - ii. Virtual Judges will observe the SCP and stationary camera views, either live or via recording after the competition. Virtual judges are industry professionals with working knowledge of the subject area and are typically either working in or retired from an industry related to the contest. Score sheets and rubrics are provided, and all Virtual Judges will participate in an online orientation before the contest.

13. Questions and Grievances

- a. If questions arise during the competition, students should proceed based on the type of delivery. Instructors are encouraged to participate in the [Championships Q&A for Advisors](#) sessions before the conference.
 - i. **Written Exam** - students may ask the proctor at their school or their virtual proctor for clarity purposes only. Proctors may not answer questions related to the subject matter or provide any assistance to answer the question. If the proctor cannot answer the question, the proctor may contact the state office at 850-284-8534.
 - ii. **Pre-Recorded Skill Demonstration** - students and advisors/instructors may submit questions using [this online form](#).
 - iii. **Live Video Stream** - students may ask the Second Camera Proctor questions about the contest problem or format but may not ask questions on how to complete specific tasks or perform technical skills. The SCP will relay the question to the Virtual Judges, who will respond to the SCP.
 1. If a question and response would be beneficial to all competitors, the answer will be shared with all competitors.
 - iv. **Appointment** - students may ask questions directly of the Virtual Judges during their appointed time. For questions in advance, they may be submitted using [this online form](#).
 - v. **Project Uploads** - students may ask questions using [this online form](#).
 - vi. **Reverse Contest** - At the start of the contest, students will be directed to ask any questions using the chat feature to a specific judge or proctor.
 1. If a question and response would be beneficial to all competitors, the response will be shared with all competitors.
- b. Grievances may be filed in the case of a rule violation only.
 - i. SkillsUSA Florida strives to maintain a fair competitive environment for all competitors. Students will be competing from locations around the state during virtual competition, which inherently provides for advantages and disadvantages in equipment, facilities, resources, community support, and a variety of other factors. SkillsUSA Florida will take every reasonable measure to ensure consistency and fairness in all conference activities, including judge and volunteer training. However, we cannot guarantee that all schools will have equitable facilities, equipment and resources. Contests are specifically designed to accommodate for these discrepancies in material resources.
 - ii. SkillsUSA Florida remains dedicated to consistent and constant change and improvement. To provide feedback on a contest, contest format, or other general feedback, please complete the Contest Feedback Form at <http://bit.ly/ContestFeedback>. All feedback will be reviewed within two weeks following the conference, and respondents will be contacted upon request.
 - iii. To file an official complaint of wrongdoing or unfairness, follow the steps outlined on the Grievance Form.
 1. Examples of qualified grievances include:
 - a. A competitor is asked to complete a task different from the other contestants.
 - b. A competitor is permitted to use written materials or guides outside of the scope of those allowed by the Technical Standards or other contest documents, while other contestants are not afforded the same opportunity.
 - c. A last-minute contest change provides an unfair competitive advantage.
 - iv. Grievances will not be accepted for technology failure, equipment failure or malfunction, or safety and conduct violations.
 - v. Grievances will not be accepted for inequities in facilities, equipment (brand, quality, age, etc.), or accessibility to the above.

14. Results and scoring

- a. Scorecards for each contest will be based on the standards and competencies tested during the event. Each section is assigned a maximum point value, with judges awarding points based on the student's performance.
- b. The State Director verifies all scoring before the Closing and Awards Ceremony. Results are final at the conclusion of the ceremony on April 26, 2021.
- c. Scorecards will be posted online within one week of the conclusion of the conference. Students may access their scores using their contestant number and date of birth at <http://bit.ly/38GMVGz>.
- d. Each participant will receive a digital certificate of participation in the conference and the SkillsUSA Florida Championships.
 - i. Paid registrants will also receive a conference t-shirt and pin(s). T-shirts and pins will be mailed to the Lead Advisor at each school for distribution.
- e. The Lead Advisor from each school will receive an electronic listing of student results. These results will not include the full scorecard but will contain information needed to access the scorecard.
- f. The Lead Advisor from each school will be contacted regarding the delivery of medals. Medals will be mailed to the school or the student's home address, as listed at registration.
 - i. Prizes, contingent on industry support, will be mailed to the school or the student's home address.

15. Definitions

- a. **Advisor/Instructor** - A teacher, school personnel, or another individual who is employed by the school or district and is responsible for overseeing the safety and conduct of students during virtual competition. At least one advisor/instructor per program per school should register as a Professional Member with SkillsUSA.
- b. **Competition, Contest, Event** - terms used interchangeably to refer to SkillsUSA Florida Championships competitive events facilitated by SkillsUSA Florida, its staff, volunteers, and industry partners. Competitions will take place over one or more days during April 12 - 26, 2021.
- c. **Conduct violation** - any action or inaction that violates the conduct expectations of SkillsUSA members, including what is outlined on the [SkillsUSA Conference Registration and Liability Form](#). Registration for any SkillsUSA event constitutes acceptance of this form. Conduct violations may result in penalties or disqualification from the competition.
- d. **Conference** - SkillsUSA Florida State Leadership and Skills Conference and associated events and activities, including the SkillsUSA Florida Championships. The conference officially takes place on April 12 - 26, 2021.
- e. **Division** - a competitor's designation based on their enrollment in a middle school, high school, or college/postsecondary educational institution.
- f. **Equipment malfunction or failure** - equipment used in the competition fails to perform as intended. The malfunction or failure may or may not be able to be mitigated during the competition.
- g. **Full-time distance learning** - students enrolled full-time in a middle school, high school, or college-post secondary institution but are participating in educational coursework entirely remotely. Students enrolled in full-time distance learning do not attend any classes, labs, or other campus activities and do not otherwise use the campus and facilities.
- h. **Lead Advisor** - A registered SkillsUSA Professional member employed by a school or district and serves as the main point of contact for the chapter. The Lead Advisor is responsible for membership and conference registration and will be the primary recipient for communications from the state office to distribute to other teachers, instructors, advisors, administrators, and students on campus, as necessary. Lead Advisors should be identified to the state office.

- j. **Resume** - a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for various reasons, but they are often used to secure new employment. A typical résumé contains a "summary" of relevant job experience and education. Use the [Resume 101](#) resource to create a resume for competition.
- k. **Safety violation** - any action or inaction violates a particular workplace or school safety standard, regulation, policy, or rule. Safety violations may result in penalties or disqualification from the competition.
- l. **SkillsUSA Technical Standards** - the prevailing standards, competencies and outline of SkillsUSA's national events. State, regional and local competitions are also based on these standards, with adaptations made as needed for equipment, facilities, time, and other factors.