

CHAPTER 8

State Leadership and Skills Conference

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General Information

The Massachusetts State Leadership and Skills Conference featuring the Massachusetts SkillsUSA Championships is the annual showcase for students enrolled in vocational, technical and health education. In addition to the student and teacher participants, business and industry play a great role in promoting the fundamental principles of vocational education. For a gathering of over 2,500 people to be a success, it is important that everyone know and respect the rules of the organization. Advisors and students should come to the conference prepared to fulfill their individual roles. Please carefully review the conference Information and adhere to all the requirements of the organization. Thank you for your continued involvement and best wishes for a successful conference.

Conference Costs

Please check the current price list in chapter 2 for room rates. Double and single rooms are only available to advisors. If you have a problem with student numbers, please contact the association executive officer for further assistance. The per person conference costs include the following:

- Hotel accommodations for two nights
- Meals: two dinners, two buffet-style breakfasts, two lunches, and judges and faculty lunches
- Transportation to/from competition sites
- Medallions, trophies and certificates
- Equipment rental
- Entertainment
- Conference insurance
- Conference programs and T-Shirts
- Conference staff and state officer expenses
- Conference security
- Industry awards
- Stock purchased
- Promotional Materials

Code of Conduct/Ethics

This is a reminder that every conference attendee is required to sign the *Registration, Personal and Liability Release Form* (NLSC1), which includes the conference Code of Conduct. The SkillsUSA Massachusetts Code of Conduct **must** be reviewed with all student participants. The code of conduct will be enforced at all times. Violators of the code of conduct will be immediately disqualified from his/her event(s), medals removed if any awarded and immediately sent home.

SkillsUSA Massachusetts will provide conference security, in addition to the security provided by the hotel.

There has been very little trouble in the past due to the responsibility taken by each advisor for his/her student. This must

continue to happen to prevent any problems. The image of career technical education can be damaged irreparably. Each advisor, section as well as school, is totally responsible for the students from their school. Please make sure that every adult from your school is aware that they are to be visible and participating in the conference.

Various activities are scheduled at all times during the conference, such that conference attendees are always involved in an event or activity, or in their rooms during curfew. Please see the yearly conference memo, sent to advisors in the spring before the state conference, for specifics on activities available to participants.

Please note that drug abuse and consumption of alcoholic beverages or narcotics—including, but not limited to, cigarettes, cigars and smoking/chewing tobacco—by any conference attendees are strictly forbidden and result in immediate disqualification of the participants and ejection from the conference.

Advisors are reminded that all adult participants (advisors, teachers, chaperones, etc.)—by filling out the *Registration, Personal and Liability Release Form*—have signed the Code of Conduct as well. If the students are expected to conform to a standard of behavior, it is only appropriate that adults also confirm to a high standard of behavior.

Identification Badges

Identification badges **must** be worn at all times. Due to the hotel being accessible to the public, any student not wearing a badge will be asked to leave by security. If a student is part of the conference, but forgot his/her badge, they will be asked to return to his/her hotel room with his/her advisor and retrieve it. If a student has lost his/her badge, it may be replaced at SkillsUSA conference headquarters or a Series Director for a new badge. The replacement cost for a badge is \$1.00

Dress Codes

The Opening Session and Awards Ceremony require official SkillsUSA dress (with blazer) or business-like dress. Under no circumstances will anyone be allowed in these sessions dressed in any other fashion. The dress for competition is dependent upon the specific contest. See the clothing requirements for the specific contest requirements in the State Technical Standard Manual. (Note: In most skill events the participants will wear the official state T-shirt.) Jeans of any kind will not be allowed in the hotel. The image of vocational technical education is at stake and jeans do not imply a professional countenance. *Please speak to all participants so that they are aware of the expectations.*

Transportation/Vehicles

All conference participants **must** be provided transportation to/from the conference. **No student will be allowed to bring their vehicle.** For everyone's safety, please, no student vehicles. At the chapter advisor's discretion, advisors may bring their own vehicles. (Note: Each vehicle owner will be responsible for their own parking expenses.)

Transportation between conference hotels and competition sites will be provided by SkillsUSA Massachusetts to all conference participants.

Curfew

SkillsUSA Massachusetts designates curfews. Activities will end at 11:00pm and 11:30pm on Thursday and Friday, respectively. Curfew is at 11:30pm and midnight, unless specified otherwise. At this time, all students must be in their assigned rooms and quiet. Advisors should check all rooms and maintain order. In addition, there will be monitors assigned by the state association.

Pizza Delivery, Room Service and Snacks

SkillsUSA Massachusetts will provide breakfast for Friday and Saturday, lunches for Friday, and dinner for Thursday and Friday. Hotel room service will not deliver to any rooms assigned to SkillsUSA Massachusetts.

SkillsUSA Massachusetts Alumni and Friends Association provides a pizza delivery service on Thursday and Friday nights of the conference. They will set up tables in the lobbies of each conference hotel to accept pizza orders. Pizza orders will be ready for pickup from the lobby in the evening. Please note delivery service will not be made to individual rooms.

If students bring snacks, advisors are encouraged to remind students that the hotel housekeeping service is not responsible for cleaning up messes caused by food and they must clean up after themselves. Any student deliberately disrupting a room with food will be dealt with accordingly.

Conference Program

SkillsUSA Massachusetts publishes the official conference program, which is provided for all conference participants in their registration packets. All conference participants should keep their program with them at all times, as it contains schedules, instructions, event locations and other important conference information.

Voting Delegates

In addition to the SkillsUSA Championships taking place at the conference, local officers and representatives will assemble in the conference's voting delegate sessions and regular business meetings to elect SkillsUSA state officers and decide on changes to the state SkillsUSA constitution and by-laws.

Please discuss this unique opportunity and important position with the delegates as well as informing them of what is expected of them. All voting delegates will be required to:

- Attend and participate in three delegate sessions
- Complete and turn in all task force assignments
- Prepare to meet using parliamentary procedure under *Robert's Rules of Order, Newly Revised*.

Conference Registration

Step 1: Complete the *SLSC Registration Form and Summary Sheet*. All conference forms can be found on the 2009-2010 *Chapter Advisor's CD* or can be downloaded from the official web site at www.maskillsusa.org. **Do not use previous versions of these forms.**

Step 2: Complete the *Adaptations for Achievement* form for any student(s) that require additional assistance of any kind at the conference, and be sure to check the *Adaptations for Achievement* box on the registration form.

Step 3: Submit the three registration forms as well as any *Adaptation for Achievement* forms to registration@maskillsusa.org.

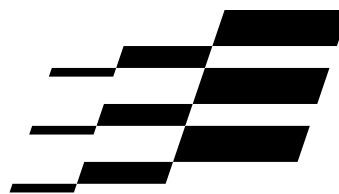
Step 4: You will receive a confirmation receipt from state staff once your registration forms have been reviewed for errors. Please respond as quickly as possible to staff requests for clarification in order for your registration to be completed in a timely fashion. Any changes to the original registration forms should be detailed on the *Change Form* and e-mailed to registration@maskillsusa.org—Please do not e-mail any registration documents to any other staff e-mail addresses.

Step 5: Once your registration forms are finalized, print a hard copy of each and send via postal mail, along with your **purchase order** to:

SkillsUSA Massachusetts
Attn: SLSC Registration
250 Foundry Street
South Easton, MA 02375

Step 6: Gather the NLSC1 forms for each conference attendee (students and advisors). Please mail all original forms (school should retain copies), **sorted in alphabetical order by last name**, along with a **check for the conference total** to the address listed in Step 5.

The NLSC1 form is a 2-sided personal liability, media release and code of conduct form that must be submitted in order to attend the conference. Mailed forms must reach the state office by April 15th—otherwise, they should be hand delivered to the registration table along with a check for the conference total. Fall/District conference attendees need not submit a new NLSC1 form unless information has changed.



SkillsUSA

MASSACHUSETTS

PRESENTS

The 36th Annual State Leadership and Skills Conference

Featuring the Massachusetts SkillsUSA Championships

Thursday, April 29th, 2010 through
Saturday, May 1st, 2010

Best Western Royal Plaza Hotel
Marlborough, Massachusetts

Massachusetts SkillsUSA Championships Host

Blackstone Valley RVTHS
65 Pleasant Street
Upton, MA 01568

CONFERENCE COSTS

\$220.00/person, quad
\$230.00/person, triple
\$260.00/person, double
\$350.00/person, single

REGISTRATION INFORMATION

Registration is due in the
State SkillsUSA Office by
March 26th, 2010

ARRIVAL DATE AND TIME

Thursday, April 29th, 2010,
between the hours of 3:00pm.
and 6:00pm Dinner begins
at 6:30pm

DEPARTURE DATE AND TIME

Saturday, May 1st, 2010,
2:30pm departure

Grievance Procedure

Membership

- Committee chairperson (board member)
- State SkillsUSA coordinator
- One SkillsUSA advisor and one alternate
- Two series directors and two alternates

Election of Committee Members

- A. The committee chairperson and the SkillsUSA coordinator will be appointed annually to this committee by the Board of Directors.
- B. The SkillsUSA chapter advisor and the alternate, along with the two series directors and two alternates, will be elected annually by their fellow committee members, subject to the approval of the Board.

Roles and Responsibilities of the Committee Members

Committee Chairperson: Shall chair the meeting, with the goal of steering the committee toward appropriate action in regard to each grievance that is filed, without allowing the credibility of the committee or the Massachusetts SkillsUSA Championships Program to be jeopardized.

SkillsUSA Coordinator: Shall be the chief source of information and back-up material, i.e., score sheets, statements from industry representatives and others, and shall be responsible for handling such documents and assessing their relevance to the grievance filed.

- A. Only the committee chairperson shall have the right to request score sheets from the tabulation center. The score sheets are strictly for committee use.
- B. Grievance committee meetings will be held in executive session.
- C. The grievance committee is a sub-committee of the board of directors.

Chapter Advisor and Alternate: Shall assist on making decisions on each grievance filed based upon what the plaintiff had stated in writing and what information has been gathered by the SkillsUSA coordinator. The chief role of this committee member is to represent the views of the SkillsUSA chapter.

Series Director and Alternates: Shall assist in making the decisions on each grievance filed based upon what the plaintiff has stated in writing and what information he/she has been able to gather concerning the situation from other Series Directors while exercising the use of his/her knowledge of the Massachusetts SkillsUSA Championships Program.

NOTE: The Chapter Advisor and Series Directors to serve on this Board are to have no vested interest in the grievance at hand. If the grievance is from the school of their affiliation, they are obligated to step down and allow an Alternate to take their place.

The Grievance Procedure

1. All grievances must be filed on official grievance forms, that are supplied to Chapter Advisors in the Advisor's Field Guide.
2. The plaintiff must detail all aspects of the protest, which include the rules and regulations if they have not been adhered to. The plaintiff must also follow the format of the grievance form when filing.
3. The SkillsUSA Chapter Advisor must review and sign the grievance after certifying that the above procedure has been followed. No grievance will be looked at without the signature of the Chapter Advisor.
4. All grievances must be filed by 8:00 pm the day of the contest. NO EXCEPTIONS!
5. The Grievance Board will meet at 8:30 pm.
6. Series Directors (of the Series concerned) and a member of the Technical Committee may be required to give statements if the information gathered by the SkillsUSA Coordinator is not sufficient to make a decision.
7. For any and all grievances to be valid in a situation where the student feels the situation to be severe enough to warrant leaving the contest area, the student must notify the Event Manager or the Person in Charge to such action being taken.

8. The Grievance Board reserves the right to take any and all appropriate actions necessary to resolve the situation and the decision of the Grievance Committee is FINAL with the exception of the following situation.

If the decision of the Grievance Committee is to cancel a contest, this decision is AUTOMATICALLY referred to the Board of Directors. The Board of Directors will make their decision based upon the fact finding that was done by the Grievance Committee. No person will be allowed to make a personal appeal to the Board of Directors. THE DECISION OF THE MASSACHUSETTS SkillsUSA BOARD OF DIRECTORS IS FINAL.

Responding to Grievances

SkillsUSA Massachusetts will respond to each grievance filed in writing within two weeks of the close of the Conference describing the action that was taken to resolve the situation. The exception being a case where a contest is to be cancelled and no winners to be announced, then all parties will be notified prior to the awards session beginning.

Grievance Form

In order for a grievance to be officially entered and processed by the Grievance Committee, the following procedure MUST be followed:

1. All grievances must be completed on a copy of this form, and a copy should be retained by the protesting person or club.
2. All grievances must be authorized by the protestor's officially registered club advisor.
3. Present all facts as briefly as possible.
4. Attach copies of any written material supporting your protest, i.e., contest rules.
5. Submit protests to the Grievance Committee members at the location specified (the Information Center at the hotel). No grievances will be accepted after 8:30 pm on the day of the contest.
6. Protestors, please make yourselves available to the Grievance Committee from 8:00 to 10:00 pm in case further information is needed. The Conference Program will give you the location of the Grievance Meeting.
7. A written report will be submitted to the Board of Directors, and a copy will be forwarded to the official advisor of the chapter that files the grievance.

Massachusetts SkillsUSA Championships Statement of Grievance

Name of Official Chapter Advisor _____

Name of SkillsUSA Chapter and Mailing Address _____

Name of Protesting Person _____

Where you can be reached if further information is needed _____

Title of Contest _____

Name of Contest Chairperson(s) _____

Place Contest was held (location and room) _____

Protest Description (if more space is needed, please use the back of this form.) _____
