



SkillsUSA State Leadership & Skills Conference  
Rules of Courtesy & Procedures - 2010



***This document is to be reviewed and signed by the Chapter Advisor and turned in at the registration desk along with the completed Supervision Schedule.***

While it is understood that all Advisors and student participants, at the SkillsUSA State Leadership and Skills Conference have signed a Code of Conduct in order to participate in the conference, the Board of Directors wants to highlight the following procedures, due to the increased numbers of participants and potential for problems,

1. It is **highly recommended** that all Chapter Advisors take the time to check student luggage for drugs and alcohol. Each year we encounter an issue with this and the time it takes to check before you leave school can save a very embarrassing situation at the conferences.
2. Any suspicion of drug and /or alcohol use by a SkillsUSA member will automatically result in the involved party(ies) being eliminated from further participation at SkillsUSA activities.
3. Any student(s) are found to be in possession of drugs/alcohol will be removed from the conference. It will be the responsibility of the **Chapter Advisor** to contact the parents or legal guardian and his/her Superintendent-Director/Technical Education Director and remain with the student(s) until a parent or legal guardian can remove the student(s) from the conference property.
4. Drug violations will result in the involvement of local law enforcement officials.
5. If students are found to be participating in illegal activity or destructive activity in their assigned hotel room, all occupants of the room on assigned housing forms and all present while the action took place will be subject to disciplinary action.
6. All SkillsUSA advisors are expected to be available and supervising their students at all times during the conference. The supervision roster from each school will be used to determine who is responsible for supervision in each area.
7. Conference participants are prohibited from walking amongst hotels and/or along Route 20 in Marlborough. Also walking to fast food venues along route 20 or through the wooded areas adjacent to the shopping areas/route 20 is strictly prohibited.
8. All participants should be reminded to be considerate of others with respect to the noise level in hotel hallways, stairwells and the general public areas. Musical instruments of all kinds are **NOT PERMITTED** at the conference and radios must be kept off while in public areas and volume should be kept at a reasonable level in assigned hotel rooms.
9. Shirts and shoes are required when traveling to and from the swimming pool. Also, shoes are required at all times in public areas.
10. All participants must adhere to the SkillsUSA dress code. Consult the district conference information memo for further information.
11. If for any reason a student is left at the hotel an advisor must be present at all times with the student.
12. It is the responsibility of the **Chapter Advisor** to ensure that attendance is taken prior to departing from the conference to ensure that all students are accounted for. We do not want any students left behind!

As the designated Chapter Advisor for my school, I have read and fully understand my responsibilities and the procedures to be utilized by Massachusetts SkillsUSA for infractions of the specified rules of courtesy as well as infractions not specified which cause harm to person, property or the image of SkillsUSA.



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Signature of Chapter Advisor

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Cell phone number of Chapter Advisor