

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 field 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.



