

**CHAMPIONSHIPS**

**Section:** PROGRAM  
207  
**Subject:** SKILLSUSA  
**Title:** RESOLVING ERRORS AT  
STATE-LEVEL  
SkillsUSA CHAMPIONSHIPS  
**Effective:** AUGUST 1997

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**POLICY**

The following policy is strongly recommended for adoption by SkillsUSA state associations to be used in resolving state association errors made in state contests.

1. Take action based upon the principle. When an error in scoring is clearly documented at any time prior to the National Leadership and Skills Conference (NLSC), the real winner (the one with the highest documented score) will receive the appropriate state medal. If it is gold, he/she will represent the state at the national SkillsUSA Championships. This is not to imply that the student who thought he/she was the winner would be embarrassed in any way or that his/her medal would be taken away.
2. A predetermined grievance committee of at least three people will be established to rule on grievances prior to, during and following the contests. This committee will receive only written proposals, based only upon specific violations of rules, regulations or apparent errors in scores. The grievance committee will then interview appropriate individuals and gather documentation to make their decisions. A written procedure and forms will be provided.
3. The state will notify any contest registrant 10 days in advance of disqualification due to membership status (not a member or missed published deadlines for membership). If an active member has paid dues, but through no fault of his/her own, the dues were not received at the National SkillsUSA office prior to March 1, or by the published state deadline, and exception may be granted when his/her membership is verified by the following procedure:

- Step #1 Provide an official school receipt showing national and state dues paid on time, date paid, signature of agent receiving dues, and the receipt number.
- Step #2 Provide chapter or section minutes, or some other documentation, verifying:
  - a. attendance at chapter or section meetings; and,
  - b. participation in local SkillsUSA activities in addition to attendance only.
- Step #3 Provide statement from persons related to the case explaining why errors occurred, and if the situation can be avoided in the future (i.e., chapter advisor, local administrator, supervisor, etc.).
- Step #4 Provide copy of rosters lost or missing, including additions, and accompanied by the appropriate amount of dues to the state/National SkillsUSA office, if any.
- Step #5 Materials provided by the local school must be accompanied by a letter from the local school administrator requesting desired action.

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4. Extenuating circumstances considered not to be controllable by a member are:

- a. Clerical error by persons other than the involved active member.
- b. Teacher strikes where schools were closed for extended lengths of time during February.
- c. Extremely severe weather where schools are closed for extended lengths of time during February.
- d. Mail lost by the U.S. Postal Service.

5. That state SkillsUSA director may grant exceptions when all the above requirements verifying membership have been documented properly.