GOVERNANCE
Florida SkillsUSA is governed by its officially adopted By-laws.

ACTIVE MEMBER
An Active Member is a student SkillsUSA member who is enrolled in an appropriate vocational program of instruction at the time of enrollment. Students may affiliate any time during the year. To be eligible to compete in Regional, State, and National skills and leadership events a member must be registered no later than February 1 of the current school year.

I. OFFICER Eligibility
A. Status:
   1. Active Member
   2. 3.0 GPA for Regional and State Officers
B. Permission and support of teacher, chapter advisors, administrator, and employer
C. Officer Application submitted to the proper person by the deadline
   1. Regional Officers - Regional Coordinator 10 days before the Regional Leadership Training Workshop
   2. State Officers - To the Regional Coordinator 10 days before the Regional Contest
D. Chapter Officers
   1. 2.5 GPA
   2. Application and other criteria established by local chapter

II. OFFICIAL SkillsUSA DRESS
B. Official dress may not be required:
   1. At the Regional Skill Contests (as determined by regional steering committee).
   2. Contests at State and National Competitions will follow clothing requirements as outlined in the Technical Standards for each contest.
C. Official SkillsUSA dress or Official Contest Attire is required for the following:
   1. All State Contests
   2. All National SkillsUSA Events
   3. The official House of Delegates Meetings
   4. Awards Ceremony at the State Conference and National Championships
   5. At Conferences and workshops, as noted in the program or agenda
III. REGISTRATION

A. Regional
1. Registration fees for Regional Contests are established by each Region’s Steering Committee.
2. Registration fee must be paid by established deadline.
3. Registration must be completed by the established deadline to participate.

B. State
1. Registration fees for all State SkillsUSA events are established by the Executive Board of Directors of Florida SkillsUSA Inc.
2. Registration must be completed by the established deadline in order to participate
3. All Registration fees must be received in the State SkillsUSA office by the established deadline
4. Registration fees for No Shows to any event will not be refunded
5. A participant in the Chapter Management Institute and State Leadership Training Workshop must notify the State Director in writing 10 days before the scheduled event to receive a refund.

C. National
1. Registration fee paid by established deadline.
2. Registration must be completed by the established deadline in order to participate
3. National Conference arrangements (i.e. hotel accommodations) must be made using the specified company or procedure dictated by SkillsUSA Florida. Schools may book transportation to and from the conference at their discretion.

IV. HOUSING

A. Florida SkillsUSA is committed to providing safe and pleasant housing for all of its participants.

B. All SkillsUSA participants to all SkillsUSA Conferences and Workshops must register and stay only in Florida SkillsUSA approved housing.

C. National guidelines will be followed for housing for schools to compete at NLSC.

D. All state chapters must conduct their state and national housing arrangements according to state procedures.

V. NAME BADGES

A. Name badges are used to identify registered participants and guests attending Florida SkillsUSA events. Name badges must be worn to all SkillsUSA events.

B. Replacements for Lost or stolen name badges at Regional and State Conferences will be replaced one time only at a cost of $5.00 per badge.

VI. AWARDS

A. All SkillsUSA contestants will receive medals for 1st (Gold), 2nd (Silver) and, 3rd (Bronze) in all contests. Cosmetology models and Job Skill Models will not receive medals.
B. All awards are final after the close of the Awards Ceremony.

C. A plaque with reproduction of the winning design of the State Branding Contest is to be awarded to the first-place winner. The second and third place winners of the design contest will receive silver and bronze medals, respectively.

VII. REQUIRED ATTENDANCE

A. No contestants will be allowed to compete at the State Conference unless they attend the Opening General Session and take the SkillsUSA Professional Development test at the State Conference. Contestants competing at Nationals are required to attend Gold Medalist Meeting, as announced during the Opening Session.

B. Advisors are required to submit a signed Intent to Compete form for each student who plans to compete at the National Conference during the Gold Medalist Meeting. If a form is not received, SkillsUSA Florida will extend an invitation to the next qualified competitor.

VIII. SUBSTITUTIONS OF CONTESTANTS

A. In team competition Chapters may replace only two contestants from the original members of the team, between Regional Contest and National Championships.

B. Penalties will be assigned to teams who participate with less than the required number of participants, as it applies to the National General Rules and Regulations.

IX. CURFEWS

A. Curfews are established by the state director and will be announced at the Opening Session of each SkillsUSA event.

B. THE CURFEW APPLIES TO EVERY STUDENT: college/post secondary and high school students at all SkillsUSA Events (Regional, State and National Level)

X. ACTIVITIES

A. In order to participate in any SkillsUSA Regional, State, or National activity, all outstanding registration balances must be paid. Students will be prohibited from attending and/or competing if a school carries an outstanding balance.

B. Regional Activity Requirements

1. Leadership Training Workshop
   a. Active registered member
   b. Signed Code of Conduct and Medical Release Form received by the Regional Coordinator by the established deadline.
   c. 2.0 grade point average
   d. Registration fee paid by established deadline.

2. Leadership and Skills Conference
   a. Active registered member
b. Signed Code of Conduct and Medical Release Form received by the Regional Coordinator by the established deadline.

c. Must meet the academic qualifications of the district and the eligibility requirements as listed in the current SkillsUSA Championships Technical Standards Manual.

d. Entry forms (registration) and fees for participation in the Regional Florida SkillsUSA Leadership and Skills Conference must be submitted to the regional coordinator by the deadline indicated by the coordinator.

e. Three contestants may compete per division (high school and college/post secondary) per chapter per skill contest. Leadership contests are unlimited. More contestants may be allowed in the skill contests with the approval of the Regional Coordinator.

f. There must be entries from at least two different schools in either division of each regional contest, documented by registration of the region, to have a skills contest or by approval of the regional coordinator.

C. State Activity Requirements

1. Officer Retreat
   a. Must be elected to State Office.
   b. Active registered member
   c. Signed Code of Conduct and Medical Release Form received by the State Director by the established deadline.
   d. 3.0 grade point average

2. Leadership Training Workshop
   a. Active registered member
   b. Signed Code of Conduct and Medical Release Form to the State Director by the established deadline.
   c. 2.0 grade point average.
   d. Registration fees paid by established deadline.
   e. All advisors must register and pay to attend the conference in order for students to participate
   f. Refunds of registration fees may be made if cancellation of registration in writing is postmarked at least ten (10) calendar days prior to state conference. Refund of hotel charges will depend upon hotel contract.

3. Leadership and Skills Conference
   a. Active registered member
   b. Signed Code of Conduct and Medical Release Form to State Director by the established deadline.
   c. Participants must meet the academic qualifications of their district.
   d. The eligibility requirements as listed in the current SkillsUSA Championships Technical Standards Manual.
   e. Registration fee paid by established deadline.
   f. First or Second Place Medalist at the Regional Contests or an approved alternate are invited to
participate in the State Conference. In the event a student cannot compete, notification must be
made to the State Director as soon as possible so the next qualified competitor can be alerted.
g. Other places by Special Invitation of State Director established by space accommodations.
h. Individuals may compete in either one Leadership or one Skill Competition. A student may not
compete in both.
i. Clothing penalties will be assessed in accordance with National Technical Standards.
j. Some contests are limited by official rules as to the number of contestants in a contest, i.e.
Display / three contestants. Refer to the National Technical Standards for information on
required team numbers.
k. All advisors must register and pay to attend the conference in order for students to compete.

4. Chapter Management Institute
   a. Registration fee paid by established deadline.
   b. Open to Advisors only.

D. National Leadership and Skills Conference
   a. Active registered member
   b. Signed Code of Conduct and Medical Release Form to State Director by the established
deadline.
   c. Participants must meet the academic qualifications of their district.
   d. The eligibility requirements as listed in the current SkillsUSA Championships Technical Standards
Manual.
   e. Registration fee paid by established deadline.

XI. GRIEVANCES

A Grievance may be filed for a Rule Violation only.

Procedure for filing a grievance:
A. Grievances may be filed by contestants only – No Advisors or Spectators.
B. Ask the Head Judge for a grievance form.
C. Complete the entire form and return the form to the Head Judge.
D. The contestant and the Head Judge must decide if the grievance is valid.
E. If the contestant is not satisfied with the judges’ decision concerning the grievance, he or she may
appeal the decision to the Regional Coordinator at the Regional Conference or the State Director at the
State Conference.
F. The grievance must be filed before leaving the contest area.
G. No grievances will be accepted after the contestant leaves the contest area.
H. The Regional Coordinator or State Director will investigate the grievance and will make the final
determination on the grievance.
I. The Coordinators’ or State Directors’ decision is final.
XII. RELEASE OF CONTESTANT SCORES
   A. Contestant scores will be available, as determined by the State Director.
   B. It is the policy of SkillsUSA Florida not to release the scores of other contestants to anyone.

XIII. TRAVEL
   A. Florida SkillsUSA will pay travel expenses to include transportation, housing, registration, and meals to the National Skills and Leadership Conference for the state officers who fulfilled their assigned duties as outlined by Florida SkillsUSA. If funds are not available, State Officer travel to the National Conference will be at the discretion of the State Officer Trainer with approval of the State Director.
   B. Travel for the board is to be approved at the daily allotment of $60 (Breakfast $15.00, Lunch $20.00 and Dinner $25.00) for meals, $0.525 per mile for mileage, covering the time of departure until the time of return to include one day before and one day after the scheduled time with documentation based on reimbursement rate of SkillsUSA Florida Travel Policy Manual.
   C. It is the responsibility of regional coordinators and/or school/district to provide transportation for state officers to all official Florida SkillsUSA activities.
   D. When traveling, the least expensive method of travel will be used.
   E. The state director in advance of travel must approve alternate methods of transport.
   F. Other expenses, such as meals and lodging shall be reimbursed at state rate according to the SkillsUSA Florida travel policies.
   G. Reimbursement for the Executive Board for official state SkillsUSA functions shall be paid at the rate published in the Travel Policy Manual.
   H. Executive Board Members shall invoice Florida SkillsUSA for travel expenses.
   I. Florida SkillsUSA Reimbursement forms must be filed within 30 days of the completion of travel.
   J. Florida SkillsUSA will pay for the expenses of the chaperone(s) for Courtesy Corps attending National Conference.
      1. Courtesy Corps Chaperone(s) must have all contact information on all students participating in Courtesy Corps at NLSC.
   K. It shall be the policy of Florida SkillsUSA that no students or advisors will be transported in a 15-passenger van for any reason. Approved by Board action August 26, 2006

XIV. FINANCIAL
   A. The prevailing policies for financial controls are included in the SkillsUSA Florida Financial Internal Controls Policy Manual.
   B. The services of a CPA are to be secured to conduct an annual review of the Florida SkillsUSA, Inc. funds.
   C. The Chairman of Florida SkillsUSA, Inc. is authorized to expend funds and take whatever steps are deemed necessary to stabilize and resolve any ongoing Florida SkillsUSA management problems.
   D. Checks written by SkillsUSA Florida require two signatures.
E. Any expenditure of Florida SkillsUSA funds equaling more than $1,000 requires approval of the Florida SkillsUSA, Inc. Board of Directors.

F. All SkillsUSA developmental materials are to remain the property of Florida SkillsUSA.

G. The Chairman and Treasurer will have the rights to the financial records.

H. Schools that have an outstanding balance with Florida SkillsUSA must pay the unpaid balance before being allowed to participate in any SkillsUSA Florida Activity.

I. Campaign expenses for national officer candidates to be paid by Florida SkillsUSA, Inc. shall not exceed $250 per candidate.

XV. GENERAL CONTEST RULES

A. Contestants and advisors certify the contestant has been trained in the proper and safe operation of all tools, machines and equipment used by the contestant in the contest.

B. All contestants are responsible for their safety items and judges will not allow a contestant to compete until they have all and are using proper safety protection.

C. Contest results are final when announced at the Awards Ceremony.

D. There is to be no deviation from the printed design contests guidelines.

E. Contestants who do not bring the required tools and materials as specified will be assessed a penalty by the state/regional head judge, in accordance with National Technical Standards or Contest Updates. The judge may furnish the required item, if available, but must assess the required penalty.

F. Contestants must work independently without assistance from judges, teachers, fellow students, observers and mobile devices. Contestants will be disqualified for receiving such assistance.

G. Photography or recording devices of any kind will not be allowed in any contest area without consent of the State SkillsUSA Director or Regional Coordinator.

H. OBSERVERS AND ADVISORS AT SkillsUSA CONTEST EVENTS MUST ABIDE BY THE FOLLOWING SPECIFIC RULES:

1. All observers, including advisors, must use area designated for observers.

2. Observers and advisors shall not talk or gesture to contestants.

3. If a judge observes contestants accepting assistance from observers or advisors, the judge will notify the Regional Coordinator or State Director who will determine what action should be taken.

4. Observers, parents of contestants and advisors are not allowed in a contest area or contestant holding room or at the contestants’ meeting. Observers and advisors will not lunch with contestants unless the contest is totally completed.

5. Additional limitations on observers, such as not entering or leaving during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.

6. Program instructors must not be in the contest area after the judges arrive for any reason. If a judge needs help or supplies the head judge will send for the regional coordinator or state director/or designee who will provide whatever is needed for the contest.

I. Contestants and advisors should refer to the Technical Standards and Contest Updates for information on required contest materials.

1. State contest updates and supply lists are published online at www.skillsusafl.org.
2. National contest updates and supply lists are published online at www.skillsusa.org

J. All cell phones and other communication devices are banned in contest area for contestants; in addition, any contestants found to be in the possession of a cell phone will be disqualified from that contest.

XVI. OTHER RULES

A. Florida SkillsUSA will pay for all medals and membership pins. SkillsUSA Florida will purchase all state medals. Regional Coordinators may arrange for purchasing regional medals through the State Office.

Florida SkillsUSA is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided in the Florida SkillsUSA Constitution and Bylaws.

Florida SkillsUSA ensures equal access and equal opportunity in its programs, services, and activities, to all students and professionals on the basis of race, sex, gender, national origin, disability, age, and marital status. The organization also strives to ensure that the environment is free of bias, stereotyping, discrimination and harassment.