



General Judge Instructions

State Leadership and Skills Conference

April 11-12, 2023

IMPORTANT CONTACTS

STATE DIRECTOR: Jessica Graber, 850-284-8534

JUDGE INFORMATION: Jayde Villagomez, 352-322-3345

SCORING CONTACT: TJ Thoss, 321-594-9949

TURN IN SCORING MATERIALS TO:

Hyatt: Boardroom 4, 2nd Floor

FSCJ: TBD

Prime Osborn: TBD

GENERAL INFORMATION

1. Remember these are students with entry level skills. Please judge them accordingly.
2. Every judge must evaluate every contestant. Be consistent in your judging. Evaluate students based on the criteria on the scorecard or rubric, and not against each other.
3. Judges' names and contact information are not disclosed by SkillsUSA Florida at any time, for any reason. It is solely at each judge's discretion to provide contact information to students or instructors.
4. Avoid discussing your scoring with students, teachers, or other judges. Students will be able to access their scorecards online within 2 weeks of the conference. Instructions on accessing scorecards will be emailed to students once they are available online.
5. All written materials are the property of SkillsUSA Florida and may not leave the contest area. Please turn in all written materials. Including scoring rubrics, project plans or problems, formula sheets, scratch paper, resumes, judge instructions, technical standards, and any other printed materials to the scoring team at the conclusion of the contest. Do not allow students or teachers to remove materials from the contest area under any circumstances.
6. Cell phones, smart phones, tablets, smart watches, and other similar devices may not be used during the contest at any time for any reason. Smart phones and similar devices may not be used as a calculator.
7. If a contestant has a question or discovers an error in the contest that needs a judge's help or clarification, share the information with all contestants.
8. Contestants may not communicate with anyone during the contest except for judges and contest facilitators, including during lunch breaks. Advisors, observers, teachers, and other non-contestants may not communicate with contestants during the contest and are not permitted in the contest area or holding area at any time for any reason.



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9. Some contestants may require special accommodations, including American Sign Language interpreter, foreign language interpreter, large print materials, braille materials, text-to-speech readers, or other accommodations. These will be outlined in your contest materials in the contest box.
10. Lunch is provided for each contestant and judge and will be delivered to your contest area around 11 AM. It is at the judges' discretion when to break for lunch. Students may not have access to cell phones or outside materials during lunch, and may not communicate with advisors, observers, or any outside individuals.
11. When students arrive to the contest area, collect their lunch tickets. A SkillsUSA FL Staff member will collect tickets and headcounts for judges between 8:30 AM and 9:30 AM.
12. If your contest ends before 11 AM, or contestants will not be held through lunch, students can retrieve their lunch with their lunch ticket beginning at 11:30 AM from the River Terrace 2 on the third floor at the Hyatt Regency.
13. Students may not leave the conference site at any time during the competition, or without the permission and supervision of their advisor. When judging is complete and students are released, they should report back to their advisor.
14. Judges may not disqualify contestants. If you believe an action warrants disqualification, contact the State Director immediately at 850-284-8534 via phone or text.



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BEFORE THE CONTEST BEGINS

1. Select or appoint a head judge who will oversee the contest judging and be responsible for collecting scoresheets and certifying contest results. The head judge will also:
 - a. Address any grievances during the contest, including providing a Grievance Form and communicating with the State Director.
 - b. Ensure that uniform/clothing checks are performed.
 - c. Assign deductions for clothing, time, and resume penalties. Penalties should only be recorded on the head judge's scoresheet.
 - d. Submit scoresheets and contest materials to the scoring office at the conclusion of the contest.
 - e. Verify scores have been entered correctly into electronic scoring, if necessary.
 - f. Provide name and phone number to the scoring team, should any questions related to scoring arise. Please note, this information is used exclusively by the scoring team and will not be distributed or published.
2. Observers/Spectators: Prior to the start of the contest, verify that the boundaries between observers and contestants are clearly marked and provide enough space in between to prevent verbal interactions, signaling, or other communication. Emphasis should be placed on the safety and integrity of the contest; providing space for observers is not a requirement for any contest.
 - a. If a non-contestant enters the contest area at any time, ask them to leave the area and remain in the designated observer area (if available). Observers may not be in the contest area at any time without explicit consent of the judges.
 - b. If a non-contestant enters the contest area a second time, contact the State Director to remove the non-contestant from the contest and observer area. The State Director may assess penalties, as necessary.
3. Select a judge to keep time and notify contestants of time remaining, if necessary.
4. Familiarize yourself with the scoresheet. The points listed for each category are the maximum number of possible points.
5. Determine the highest weighted area on the scoresheet, which will be used in the event of a tie. In the case of a tie, the points earned in this area will determine the final medal standings. Indicate the three highest weighted areas on the head judge's scoresheet.
6. Review contest materials and supplies. If you are missing any materials, alert the State Director as soon as possible via phone or text at 850-284-8534.



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AT THE START OF THE CONTEST

1. Use the contestant roster to check off the students present using their contestant number. Do not assign a contestant number to any student not on the roster.
 - a. If a student is present but not included on the roster, contact the State Director.
 - b. If a student is not present, mark them with an "X" on the roster and clearly mark through the corresponding column on the scoresheet. This will prevent scores from being accidentally transposed from another contestant.
2. Make sure that each contestant has a conference name badge with their contestant number showing. Name badges provided to contestants are double sided, with one side displaying their name and school, and the other displaying their contest and contestant number. Avoid asking students for identifying information.
3. For team events, use the contestant number assigned instead of the team letter.
4. Orientation: Provide an orientation for all contestants before the contest begins.
 - a. Advisors may attend orientation as explicitly stated in the contest technical standards, or at the discretion of the judges.
 - b. Review the outline and timeline of the contest, as well as safety procedures and protocols.
 - c. Provide any written plans or materials, as appropriate.
 - d. Have students draw for stations, presentation times, or interview times, as needed. Post times by contestant number in a visible space in or near the contest area.
 - e. Answer any questions.
5. If contestants are provided materials (i.e., lumber, food items, etc.) have each student verify their materials are all present and accounted for. If you are missing any materials, notify the State Director as soon as possible.
6. Replacement materials are not provided for errors or mistakes. If extra materials are available, they may only be issued if enough extra exists for every contestant to use.
7. Verify students have the appropriate tools and personal protective equipment (PPE) for the contest. Perform a kit check, if needed.
8. Tool lists are provided in the Contest Technical Standards. These are created for use in national competitions and may vary from state supply lists. If there is a difference between the Contest Technical Standards and state supply lists, an update is posted online to skillsusaf.org/updates. Schools are responsible for checking for these updates and following the information provided.



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9. If an update is provided for your contest, a printed copy with the date of publication to the website will be available in your contest box.
10. If a student is missing tools or PPE, the judges may opt to provide the tool or PPE and assess a penalty of 5 points per item or tool provided. Judges should make a list of items provided on the scoresheet and note the contestant number.
 - a. If a student is missing personal protective equipment (PPE) and it is not available, they may not participate in the competition.
11. All contests require the submission of a hard copy of the student's resume. Collect resumes during orientation. Failure to provide a hard copy of the resume at orientation will result in a 10-point penalty. Resumes should be turned in to the scoring office by the head judge with scoring materials.
12. If a student arrives late, allow them to start the contest. Ask the student why they were late and document the reason on the scorecard. Late arrivals will not be permitted additional time to complete any tasks, except as explicitly stated by the State Director.
 - a. The head judge should note on the scorecard why the student was tardy, the time of arrival, and the time the student began the contest.
 - b. Penalties for tardiness will be assessed by the State Director only.



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DURING AND AFTER THE CONTEST

1. Enter scores on the scoresheets provided. It is not necessary to total or tabulate scores. The scoring team will enter them into an excel sheet to be automatically tabulated.
2. Judges should not alter or change the scoresheets. If there is a discrepancy or question on the printed score sheet, contact the Scoring Contact to find out the best course of action.
3. Pay attention to the maximum values for each scoring category and enter a value equal to or less than the maximum allowable points. Do not provide extra credit.
4. Each contestant is responsible for verifying their tools are in good working order prior to arrival at the contest site. If a tool breaks during the competition:
 - a. If the tool breaks due to misuse, or was in poor condition at the beginning of the contest:
 - i. A penalty should be assessed for professionalism or safety, as appropriate. It is at the judge's discretion whether a new tool is provided.
 - ii. If the student is unable to complete the station/task due to breakage, it is at the judges' discretion whether partial points are awarded.
 - b. If the tool breaks due to normal use or wear and tear:
 - i. Judges should try to provide a backup tool if possible and available.
 - ii. If the student is unable to complete the station because of the breakage, partial points should be awarded, as appropriate.
5. By registering for a contest, the instructor and contestant certify they are educated in the appropriate safety protocols. If a student is injured during the contest:
 - a. Stop work safely and address the issue. If necessary, call 911.
 - b. Administer basic first aid, if appropriate and reasonable.
 - c. Notify the State Director via phone or text at 850-284-8534. Include the contest name, student contestant number or name, and location. If possible, provide details on the nature of the injury.
6. At the conclusion of the contest, the head judge will deliver the raw scoresheets, printed contest materials, student resumes, notebooks or portfolios, and any other contest materials to the Scoring Contact.
7. All scoring materials are due to the scoring office by 4 PM each day. The final scoring deadline is 4 PM on Wednesday, April 12. Please help ensure that scores are submitted on time so that we can tabulate and verify scores in advance of the awards ceremony.



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8. Our mission is to empower our members to become world-class workers, leaders, and responsible citizens. We want them to be prepared and confident in their abilities. We encourage general constructive feedback at the end of the contest. Judges may opt to hold a formal contest debrief at the end of the competition to review overall feedback.
 - a. It is advised that scores are submitted prior to the debrief.
 - b. Do not praise or criticize any one student. Instead, offer suggestions of skills to practice, or discuss pathways to success (apprenticeship, internship, etc).
 - c. The contest debrief is the appropriate time for judges to provide information on their individual companies and organizations and recruit from the contestants.
9. SkillsUSA Florida does not provide contact information for judges at any time for any reason. It is at the discretion of each judge to provide their name, company, and contact information. Please do not provide this information prior to the end of the contest.

GRIEVANCES

1. If a contestant believes a rule violation occurred during the contest, the contestant may file a Grievance. The Grievance form should be obtained from the head judge and returned. The head judge must accept the Grievance form, and then notify the State Director of the Grievance.
2. Specific instructions on filing a grievance are outlined on the Grievance Form.
3. Grievances must be filed before the student leaves the contest area at the conclusion of the contest. Any reasonable amount of time missed while filing a Grievance will be given to the contestant to complete his/her contest without penalty, whenever possible. No Grievances may be filed after the contests are concluded.
4. Grievances may not be filed by observers, advisors, teachers, other non-competitors, or anyone other than the contestant.
5. Interpretations of rules and determinations of the Grievance Committee and State Director. Refer to the instructions on the grievance form for more information.
6. View the Grievance Form here: <https://www.skillsusaf1.org/wp-content/uploads/2021/12/Grievance-Form.pdf>
 - a. Hard copies will be provided in each contest box.