

Contest Helper Duties & Responsibilities

New York Leadership & Skills Conference



2018

***FAMILIARIZE YOURSELF WITH ALL THIS INFORMATION.**

***HAVE THIS INFORMATION WITH YOU AT ALL TIMES.**

The Contest Helper's responsibility is to "**provide service to the Chairpersons**" that are running the leadership and/or skills competitions during the conference. You will maintain a professional attitude at all times and will interact in a positive manner. It is expected that an excellent image of the Contest Helper will be maintained.

You have been selected by your Instructor to represent your school in this capacity. It is an honor to serve on this detail and you should be very proud of yourself. I am looking forward to meeting each of you on the first night. Together we will provide a professional contribution to this great event! Thank you in advance for your assistance and dedication to this very important assignment. If you have any questions, feel free to contact me at the below numbers.

NYS Contest Helpers can be used as a stepping stone to Louisville as National Courtesy Corps members. For more information:
<http://www.skillsusa.org/get-involved/volunteer/>

MAIN DUTIES

1. Be properly uniformed.
2. Will be willing to perform any and all assignments as designated by the chairperson.
3. Act as a patient, customer, or escort.
4. Control access to contest areas.
5. Protect Display Contest areas during and after set up.
6. Report all violations of the SkillsUSA Code of Conduct to their Chairperson.
7. At all times and for all duties, Contest Helpers will act in a friendly and helpful manner.
8. Students are assisting as assigned and will not eat, drink, sit or otherwise present a negative image while on assignment.
9. Present a positive image at **ALL TIMES** when on duty or off during their entire stay at the conference.
10. **Be familiar with events, times and locations.**
11. Ensure that no talking occurs between contestants who are competing and observers.

*(if this occurs, remind the observer that the contestant may be disqualified and report this immediately to the contest Chairperson)

NYS SkillsUSA "CODE OF CONDUCT"

Damages: Any damage to any property will be charged to the individual and it will be their responsibility to reimburse SkillsUSA for any damages as a result of the student's misconduct.

Alcohol and Drugs: No alcoholic beverages, drugs or narcotics, in any form, shall be possessed or used at any time, under any circumstances. Violation of this area will result in referral to the respective law enforcement agency and may also result in administrative action at the school. Those students requiring prescribed medications must make the advisors aware of this at the time of the student meeting prior to departing.

Smoking: This is a smoke free conference. There will be no smoking!

Radios: No radios, "boxes", MP3, Tape or CD units are allowed in contest areas or during meetings and/or ceremonies.

Cell/Camera Phones/BlackBerries: **There is no use of cell/camera phones/blackberries during competition or pre/post contest meetings or during the general assembly.** All phones and other devices will be turned off or placed in Silent Mode and will not be visible. **Any contestant using a cell phone/blackberry during their competition will be subject to disqualification.**

GENERAL INSTRUCTIONS

1. Be properly uniformed. **NYS Official attire for men:** Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks; white dress shirt; plain black tie with no pattern or a SkillsUSA black tie. Black socks and black shoes. **NYS Official attire for women:** Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend on to the lapels of the blazer; black sheer or skin-tone hose and black shoes, that are not backless or open toe. **Note: Contestant helpers must wear their NYS official attire to the contest orientation meeting.**
2. Contest Helper's will wear their ID badges at ALL times. These badges are needed for early admittance to contest areas on competition day. If an individual is not displaying a badge, they will not be allowed into the contest area and will be reported to their advisor for not reporting to their assignment.
3. Contest Helper will not use their phone while on duty for **any** purpose other than contacting their Advisor or checking the time. No texting, calling or playing games while on assignment.

Contest Helpers May NOT:

- Compete in any SkillsUSA Championships contest
- Serve as a model or assistant for any SkillsUSA Championships contestant
- Serve as a judge for any SkillsUSA Championships contest
- Campaign or run for a state office
- Participate in delegate sessions as a voting delegate
- Come to the conference just as a helper for their school.

Contest Helper MUST:

- Be approved by his/her lead advisor
- Be current SkillsUSA members
- Agree to abide by the state Code of Conduct Agreement
- Agree to the terms of the SkillsUSA Personal Liability and Medical Release Form guidelines as stated on the back of the NCC Form 1
- Agree to the Photography and Sound Release guidelines as stated on the back of the NCC Form 1

WEDNESDAY, April 25 * 7:30 pm to 9:00 pm

Report to the command center located in the Center of Progress Building. *Bring this packet, a small notepad and pen. Contest Helper buttons will be presented and the assignments reviewed. Upon completion of the sign in and reviewing duties and responsibilities, Contest Helpers will report to their assigned areas.* After the orientation meetings the Contest Helpers will meet their respective schools and return to their hotel. Ensure you discuss where to meet with your advisor. Study all information provided. Prepare for the next day.

THURSDAY, April 26 * 7:00am to 4:00pm

6:15am – Ensure with your Advisor, that you are **first** to eat breakfast, bring a change of clothes for the dinner.

7:00am – Students all arrive and report to the contest area that they are assigned to.

12:00 & 1:00pm Contest helpers will eat lunch during competitor's lunch time.

4:00pm - All Contest Helpers should be released from their contest duties and should then report to their advisors for the Dinner and Entertainment event at the Horticulture Building.

FRIDAY, April 27

No duties. Attend the awards ceremony with you school.

The above times are being used as a guide and are subject to change by your Chairperson.

And most important, enjoy yourselves and have a great time !!

Any Contest Helper acting inappropriately, violating procedures, or missing from his/her assignment will be dismissed of said assignment, not receive a Certificate, and be turned over to his/her school Advisor.

YOUR CERTIFICATE WILL BE PRESENTED AT THE END OF THE EVENT

THANK YOU FOR A JOB WELL DONE!