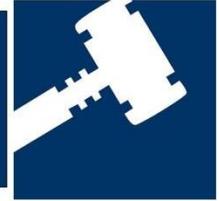


## OPENING AND CLOSING CEREMONIES



SkillsUSA Championships Technical Standards

### PURPOSE

To evaluate the competitors' understanding of the symbolic representation of the colors and assembled parts of the SkillsUSA emblem and to evaluate teamwork and professional presentation skills.

First, download and review the General Regulations at [updates.skillsusa.org](https://updates.skillsusa.org).

### ELIGIBILITY (TEAM OF SEVEN)

Open to a team of seven (7) active SkillsUSA members from the same local chapter (school). The team need not be composed of officers and members may be from more than one section. Each state may send one middle school, one high school, and one college/postsecondary team. A full team must be registered. See General Regulations for more information about substitution and penalty rules.

### CLOTHING REQUIREMENTS

#### **Class A: SkillsUSA Official Attire**

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

**Note:** The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

**Note:** Wearing socks or hose is not required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non-pattern.

These regulations refer to SkillsUSA Championships Clothing Classifications that are pictured and described at [skillsusastore.org](https://skillsusastore.org). If you have questions about competition uniforms, call the SkillsUSA Store at 888-501-2183.

**Note:** Competitors must wear their official competition clothing to the competition orientation meeting. Competitors must adhere to additional clothing requirements, see the “Standards and Competencies” below for guidelines.

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. Official SkillsUSA emblem
  - b. Easel for emblem
  - c. U.S. flag
  - d. Gavel and sound block
  - e. Speaker’s stand (lectern)
  - f. Two draped tables (96” by 30”) and six (6) chairs
2. Supplied by the competitor:
  - a. The president, team captain or other representative of the team must bring a pencil and paper to orientation.
  - b. All competitors must create and submit online a one-page single sided resume. See “Online Submission Requirements” below for guidelines.

**Note:** All national competitors must also check for competition-specific updates and/or competitor preparation instructions on the SkillsUSA website at [updates.skillsusa.org](https://updates.skillsusa.org).

### PROHIBITED DEVICES

Cellphones, electronic watches and/or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

### Penalties for Prohibited Devices

If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the Director of the SkillsUSA Championships. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor’s scores may be removed.

## ONLINE SUBMISSION REQUIREMENTS

All SkillsUSA national competitors must submit their one-page single sided resume online. The deadline and link for online submissions will be published on [updates.skillsusa.org](https://updates.skillsusa.org).

Failure to submit any of the required document(s) listed below by the established deadline will result in a 10-point penalty.

1. One-page single sided resume

Your submission must be saved as PDF file type using the file name format of “Your Last Name\_Your First Name\_Resume.” For example, “Amanda Smith” would save the individual PDF submissions file as:

- Smith\_Amanda\_Resume

## **OBSERVER RULE**

The technical committee reserves the right to allow or prohibit observers into competition area(s). If allowed, no observer may enter or exit the competition area while a competitor is presenting. Observers are not allowed to talk to or make gestures to competitors. No videotaping or photography is allowed during the competition. All phones and electronic devices must be silenced and put away. The competition staff reserves the right to request any observer to leave if they are perceived as a distraction.

## **SCOPE OF COMPETITION**

This is a teamwork demonstration that evaluates the member’s understanding of the symbolic representation of the colors and assembled parts of the SkillsUSA emblem. The team includes seven members in the roles of president, vice president, parliamentarian, reporter, treasurer, secretary, and historian.

### **KNOWLEDGE PERFORMANCE**

There is no general knowledge test required in this competition. Competitors are required to take the SkillsUSA Professional Development Test.

### **SKILL PERFORMANCE**

The competition is a demonstration of the SkillsUSA Opening and Closing Ceremonies conducted according to the script and description as printed in the SkillsUSA Championships Technical Standards.

### **COMPETITION GUIDELINES**

1. Competition orientation
  - a. Teams will draw numbers during the orientation meeting to determine the order of demonstration times. Only the president, team captain, or other team representative may attend the orientation meeting.
  - b. If notification is given to the competition chairperson at the orientation meeting that one or more team members will not say the Pledge of Allegiance for religious reasons, no points will be deducted.
    - 1.) A penalty of 42 points will be deducted if no notification is given and the entire team does not say the pledge.

2. Arrangement of the competition space
  - a. The area provided may be arranged to seat an audience and will have a demonstration area at the front of the room.
  - b. The competition area will be set up by the technical committee according to the diagram at the end of these standards, as closely as possible, dependent upon the confines of the facility area.
    - 1.) The competitor tables will be placed 6 feet to 8 feet from the wall.
    - 2.) The emblem will be placed 4 feet to 8 feet from the front corner of the table.
      - a.) Only the official SkillsUSA emblem will be used.
    - 3.) The flag will be placed 4 to 8 feet from the front corner of the table.
    - 4.) Both the emblem and the flag must be placed at the same distance.
    - 5.) The area will contain a center aisle.
3. Presentation
  - a. Each team must consist of seven (7) registered members in the roles of president, vice president, parliamentarian, reporter, treasurer, secretary, and historian.
    - 1.) The team may perform with six (6) members (with a 17-point deduction) if a member fails to show up or is forced to withdraw.
    - 2.) Another officer, not the president, will be assigned the missing part.
  - b. The team will be allowed three (3) minutes to properly assemble the competition equipment and materials before the demonstration begins.
    - 1.) Any number of team members may enter the area to set up.
    - 2.) Teams may decide the proximity of the emblem plastics to each other. However, they must still be placed in the specified order from the podium and may not overlap.
    - 3.) Teams may place the chairs any distance from the tables within the provided 6 feet to 8 feet space.
      - a.) Chairs must be in a straight line and cannot go past the ends of the tables.
      - b.) For example, if the provided space is 7 feet, the chairs may be placed 1 foot, 2 feet, etc. from the table up to the point where the back of the chair is 7 feet from the table.
    - 4.) Gavel and wooden sound block may be placed on either side of the podium.
    - 5.) Members will be asked to leave the area after three (3) minutes.
    - 6.) No points are earned for the way the team comes into or leaves the area.
  - c. The official script and description for the competition shall be the one printed in the SkillsUSA Championships Technical Standards. No other method of performing the ceremony will be allowed for the competition.
    - 1.) One member of the team, not the president, will deliver the thought for the day. It must be long enough to be scored for voice, stage presence, and mechanics.
  - d. There is no time limit for the demonstration.

## OFFICIAL OPENING CEREMONY

The officers will walk in from the outside entrance to their respective places and remain standing.

**President:** (Raps twice with gavel.) The meeting will come to order. The thought for the day will be given by the (designated officer).

**Designated Officer:** (Gives the thought for the day at the speaker's stand and returns to his or her seat.)

**President:** (Raps gavel once to seat the officers.) The emblem is symbolic of the SkillsUSA organization. You are about to witness the emblem ceremony, in which the meaning of each component of our emblem will be given and the significance of the colors described. (Raps gavel once, calls for Mister or Madame Parliamentarian and steps directly back.)

**Parliamentarian:** (Picks up the shield and moves to speaker's stand and presents emblem piece, then pauses.) The shield represents patriotism. (Pauses.) The shield denotes our belief in democracy, liberty and the American way of life. (Moves to the emblem, presents piece to judges, pauses, and affixes the shield to the SkillsUSA emblem stand, calls for Mister or Madame Reporter and returns to seat.)

**Reporter:** (Picks up the gear and moves to the speaker's stand and presents emblem piece, then pauses.) The gear represents the industrial society. (Pauses.) The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind. (Moves to the emblem, presents piece to judges, pauses, and affixes the gear to the emblem, calls for Mister or Madame Treasurer and returns to seat.)

**Treasurer:** (Picks up the torch and moves to speaker's stand and presents emblem piece, then pauses.) The torch represents knowledge. (Pauses.) The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual. (Moves to the emblem, presents piece to judges, pauses, and affixes the torch to the emblem, calls for Mister or Madame Secretary and returns to seat.)

**Secretary:** (Picks up the orbital circles and moves to speaker's stand and presents emblem piece, then pauses.) The orbital circles represent technology. (Pauses.) The circles represent the challenge of modern technology and the training needed to accept and master new technical frontiers and the need for continuous education. (Moves to the emblem, presents piece to judges, pauses, and affixes the circles to the emblem, calls for Mister or Madame Vice President and returns to seat.)

**Vice President:** (Picks up the hands and moves to speaker's stand and presents emblem piece, then pauses.) The hands represent the individual. (Pauses.) The hands portray a search for knowledge and our desire to acquire a skill. In the process of attaining knowledge and skill, we will develop a respect for the dignity of work and become productive and responsible citizens.

(Moves to the emblem, presents piece to judges, pauses, and affixes the hands to emblem, calls for Mister or Madame Historian and returns to seat.)

**Historian:** (Moves to emblem and pauses.) With the affixing of the golden hands, we add the final official color of SkillsUSA. The colors of the emblem represent our organization.

Red and white represent the individual states and the chapters; blue represents the common union of the states and the chapters; and gold represents the individual, the most important element of SkillsUSA. (Calls for Mister or Madame President and returns to seat.)

**President:** (Picks up the letters ‘SkillsUSA’ and moves to emblem. Presents piece to judges, then pauses and affixes the letters to emblem; pauses.) All of the components constitute our emblem. Separately, they could be applied to many organizations, but as one unit, they represent the fundamental principles and purposes of our organization. The emblem represents SkillsUSA. (Returns to speaker’s stand and pauses. Raps three times with gavel for all to stand.) We will respect the flag with the Pledge of Allegiance. (In unison, team members turn to flag and place their right hands over their hearts.)

**In Unison:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all. (In unison, right hand is lowered to side and all turn to front.)

**President:** (Raps once with gavel for all to be seated.)

## OFFICIAL CLOSING CEREMONY

**President:** Mister or Madame Secretary, have you a record of any further business to come before the meeting at this time?

**Secretary:** (Rises.) I have none, Mister or Madame President. (Is seated.)

**President:** Does any member know of any new or unfinished business that should come before this meeting? (Pauses for response.) Since there is no further business to come before the meeting at this time, we will prepare to adjourn. Since the rule is the basic instrument of our work, it is particularly fitting that we select the Golden Rule, “Do unto others as you would have them do unto you,” to govern our lives. Let us speak our pledge. (Raps three times with the gavel for all to rise and leads in reciting the pledge.)

**In Unison:** Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

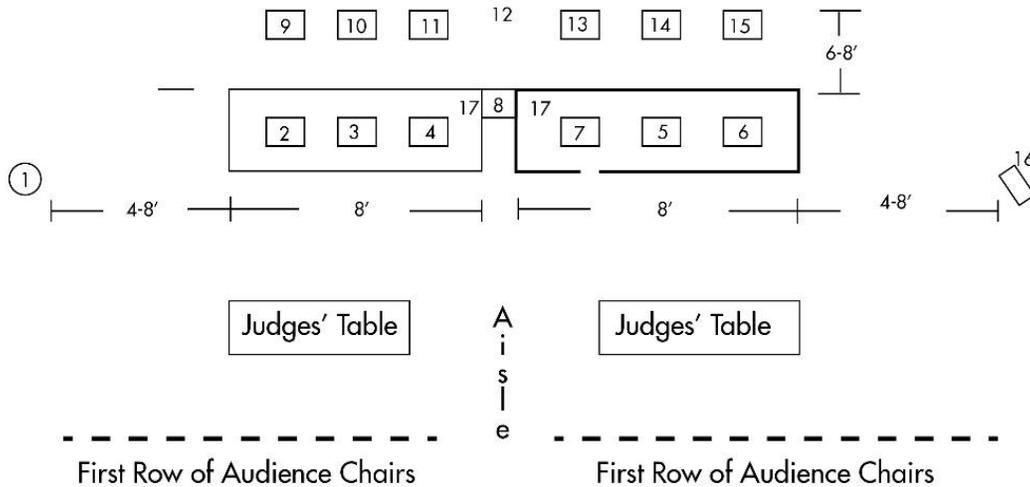
To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA.

**President:** I now declare this meeting adjourned until our next regular meeting or until a special meeting shall be called by your president. (Raps once with gavel.)

(All officers turn in unison and exit the area in a formal manner.)

## DEMONSTRATION DIAGRAM



### Diagram Key

1. American flag
2. Shield
3. Gear
4. Torch
5. Orbital circles
6. Hands
7. Letters
8. Podium (speaker's stand)
9. Parliamentarian
10. Reporter
11. Treasurer
12. President (no chair)
13. Secretary
14. Vice president
15. Historian
16. SkillsUSA emblem stand
17. Gavel and wooden sound block (either side of podium is acceptable)

## **STANDARDS AND COMPETENCIES**

### **OCC 1.0 — Demonstrate proper area setup that contributes to the team’s task.**

- 1.1. Assemble the competition equipment and materials properly.

### **OCC 2.0 — Demonstrate teamwork and coordinated activities that contribute to the team’s performance.**

- 2.1. Enter/exit area in step.
- 2.2. Sit, stand and turn in unison.
  - 2.2.1. Respond in unison to gavel raps immediately.
  - 2.2.2. Sit, stand and turn together.
  - 2.2.3. Synchronize movements.
  - 2.2.4. Perform natural movements.
  - 2.2.5. The sounding of the gavel will be the only sound made to signal movement.
- 2.3. Handle emblem properly.
  - 2.3.1. Pick up the pieces in the same smooth manner.
  - 2.3.2. Keep emblem straight when being held.
  - 2.3.3. Move with the emblem to the speaker’s stand and present piece to the judges (all except the president and the historian)
  - 2.3.4. Move the emblem piece to the emblem stand.
  - 2.3.5. Present emblem piece to judges.
  - 2.3.6. Put emblem on the easel in the same manner.
- 2.4. Conduct pledges.
  - 2.4.1. Place hand over the heart in unison in preparation for speaking the Pledge of Allegiance.
  - 2.4.2. Keep hands at sides during SkillsUSA pledge.

### **OCC 3.0 — Demonstrate professional presentation skills including voice, stage presence, enthusiasm and mechanics.**

- 3.1. Vary pitch, tempo, volume and enthusiasm of voices.
- 3.2. Exhibit stage presence including poise, eye contact, confident appearance, attitude and natural movements.
- 3.3. Use good language mechanics such as diction, pronunciation and enunciation.
- 3.4. Speak words with feeling and understanding. Select and use proper tone when communicating with others.

### **OCC 4.0 — Communicate with teammates effectively by demonstrating accuracy of presentation.**

- 4.1. Repeat aloud from memory the script exactly as written.
  - 4.1.1. Include exact wording with commas, pauses and periods used in the correct places.
  - 4.1.2. Repeat, from memory, both pledges in unison
- 4.2. Conduct a chronological presentation.
- 4.3. Communicate with teammates effectively by striking a sounding block with gavel in all instances.

### **OCC 5.0 — Demonstrate teamwork skills.**

- 5.1. Work collaboratively with other team members.
- 5.2. Honor the contributions and strengths of others.
- 5.3. Honor personal commitments and responsibilities to the team.
- 5.4. Foster positive and collaborative working relationships with others

### **OCC 6.0 — Project a professional self-image through attire and grooming.**

- 6.1 Demonstrate a professional appearance in dress, good grooming, and personal presentation.
- 6.2 Wear clothing that fits well.
- 6.3 Display clothing that meets national standards requirement for competition.
  - 6.3.1 Wear the same style jacket as all members. Must have at least one or two buttons buttoned, but all team members must be the same. If a zipper jacket is worn, the jacket must be zipped halfway up or higher. All team members must be the same.
  - 6.3.2 Select up to two (2) of the Class A: SkillsUSA Official Attire as described in the “Clothing Requirements” section above to create a uniform appearance. The team should wear no more than two of the same style from each section listed below.
    - 6.3.2.1 Wear the same style jacket as all members. Must have at least one or two buttons buttoned, but all team members must be the same. If a zipper jacket is worn, the jacket must be zipped halfway up or higher. All team members must be the same. *Note:* Variations found in the blazer pocket style do not apply, i.e., pocket flap verses no pocket flap.
    - 6.3.2.2 Button-up, collared, white dress shirt with a solid black tie or SkillsUSA black tie; button-up, collared, white dress shirt without a tie; white shirt (collarless); white shirt (small collared), or white turtleneck,
    - 6.3.2.3 Full length black dress slacks or knee-length (at minimum) black dress skirt,
    - 6.3.2.4 Black dress shoes must be closed-toe and closed-back (for example: some styles may include flats, heels, loafers, or lace-up dress shoes),
    - 6.3.2.5 If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non-pattern.
- 6.4 Demonstrate good grooming in personal hygiene.
- 6.5 Arrange hair back and out of eyes for all competitors (does not have to be the same style).
- 6.6 Present a wrinkle-free appearance.

### **OCC 7.0 — SkillsUSA Framework**

The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. For more, visit:

[www.skillsusa.org/who-we-are/skillsusa-framework/](http://www.skillsusa.org/who-we-are/skillsusa-framework/)

## **COMMITTEE IDENTIFIED ACADEMIC SKILLS**

The technical committee has identified that the following academic skills are embedded in this competition.

### **Language Arts Skills**

- Provide information for oral presentations.
- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone and voice.
- Demonstrate use of nonverbal communication skills, such as eye contact, posture and gestures using interviewing techniques to gain information.
- Identify words and phrases that signal an author’s organizational pattern to aid comprehension.

## **CONNECTIONS TO NATIONAL STANDARDS**

State-level academic curriculum specialists identified the following connections to national academic standards.

### **Language Arts Standards**

- Students adjust their use of spoken, written and visual language.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

*Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: [www.ncte.org/standards](http://www.ncte.org/standards).*