



STATE LEADERSHIP & SKILLS CONFERENCE  
APRIL 19-21, 2018  
SPRINGFIELD, ILLINOIS

### **CODE OF CONDUCT**

SkillsUSA Illinois, Inc. Board of Directors has directed SkillsUSA Illinois Staff to establish a Code of Conduct for all members during overnight stays at meetings.

**Rules-Regulations/Guidelines** have been adapted with cooperation of both members and advisors concerned to insure order, protection and security for everyone associated with us while we are at a State Conference. (Not only is it logical, but a policy mandated by the respective schools in Illinois.)

**Prohibition of Illegal Contraband – Drugs/Alcohol** are just as illegal and unwelcome in the conference setting as anywhere. They are forbidden...the tendency to “party” may be cool in some settings but at the SkillsUSA Conference it simply has no place and violations will have serious and far-reaching consequences.

#### **Vandalism/i.e., property damages or stolen property...Costs**

1. **Everyone Associated with SkillsUSA.**
2. **Negative Image In School and Community.**
3. **SkillsUSA Sponsorship For Contests.**
4. **Housing Accommodations For Subsequent Conferences.**
5. **Money From Your Dues Base.**
6. **Higher Prices For Conference Items.**
7. **Reputation For Your School.**
8. **Awards For You and Your School.**

#### **System Components**

1. One Illinois Staff person and two advisors will serve as a support system for advisors as a Dean of Students committee for the annual State Conference and SkillsUSA Championships.
2. The committee will review violations of:
  - a. Physical damages to hotels, Prairie Capital Convention Center, Capital Area Career Center, or other related convention areas, including items thrown from hotel windows, etc.
  - b. Alcohol/drug abuse.
  - c. Disruptive behavior in hotels; particularly during restricted hours.
  - d. Non-observance of Code of Conduct general rules.
3. Advisors will be given a special number (available 24 hrs.) to call in dealing with problems. Undue noise or disruptions may also be reported to respective hotel security personnel for further action.
4. No section will be allowed to participate at the conference without their own advisor’s presence or adequate substitute in personnel ratio. No advisor may chaperone more than 1 section if it has more than 10 in the total.

#### **Hotel Control**

1. Hotel security and all advisors in any official hotel will be given directories of room locations of schools and fellow advisors on their floors (as soon as complete) upon arrival at the conference.
2. Regular walking “tours” will be made by security and/or SkillsUSA staff during curfew hours – any irregularities will be reported immediately to SkillsUSA headquarters, i.e., ISCC Committee.
3. All students must be in their own rooms by curfew hours. Any deviation from this rule must be given by the Conference Director or the State Director in writing and carried with them. They must also be accompanied by an advisor (preferably their own).

**NO LOCAL ADVISOR MAY GRANT THIS PRIVILEGE.**

**NOTE:** All campaigning activities must be completed prior to curfew.

**CURFEW WILL BE ENFORCED**

Violators will be referred to State Director for disciplinary action.

4. Students must stay in the room to which they are assigned. No student is allowed in any hotel rooms, that they are not assigned, without the permission and presence of an advisor. Under no circumstances, is any student to sleep in a room that they were not assigned to. Failure to comply with this policy will result in immediate disqualification and removal from any and all conferences.
5. Proper and appropriate attire should be observed at all times in public places. Better jeans and shirts with collars are appropriate (jeans with holes, etc. are not). Bathing suits should be covered in travel to pools, footwear worn in halls, lobbies, restaurants, etc. Shirts must be worn at all times to restaurants. (Cut-offs may not be worn in public.)
6. ALL ADVISORS are expected to be on respective school floors after curfew times and available for monitoring your own students' behavior. If you have to attend a meeting, be sure your responsibility is left with someone from your school only, and they know exactly where you may be reached.

**HELPFUL**

- a. Hold a floor advisor meeting on the first night in order to get to know schedules and commitments so areas and times in hotels may be covered.
- b. Make it your business to help and cooperate as advisors to know what is happening in your hotel and report to your fellow advisors concerns you have, problems you have observed and what time irregularities occurred.
- c. Sometimes it may not be necessary for all advisors to "cover" – trade off. It's a great way to work together and get to know some pretty terrific people in our organization.

**Reminder:** Students are most vulnerable to unbecoming behavior when there are no advisors apparently available. **Visibility** is crucial at all times, and especially during hours right after meetings and/or right at the beginning of curfew.

**Suggestions For Advisors**

1. Keep one key per room for emergencies and for necessary monitoring of rooms for damage control.
2. Check I.D.'s or hotel keys of students coming on your floor if you do not recognize them. If they don't belong, send them to their floors.
3. When checking out, have students put luggage in one or two of your rooms, do a room check for damage or lost/stolen items, and collect keys in order to expedite your departure. (This will insure hotel claims for irregularities are accurate.)

**Penalties For Violations**

If in the judgment of the ISCC Committee serious violations have taken place that reflect negativity to the SkillsUSA Association, the Conference Director or the State Director may:

1. Formally write a letter of complaint to the School and District describing the nature of the violation.
2. Send home the student(s) at their own expense.
3. Bar the section from competition.
4. Bar the school from future competition.
5. Withdraw awards from contestants or school.
6. Place school on 1-year probation in SkillsUSA participation.
7. Or a combination of above penalties.