



## **GRIEVANCE PROCEDURE FOR DISTRICT, REGIONAL, AND STATE CONTESTS**

The SkillsUSA Oklahoma Contest Grievance Committee will officially recognize only those grievances filed by the Advisor or Administrator in charge of the contestant for whom the grievance has been filed.

Problems are to be considered in the following manner:

- The competitor's advisor will file a written request describing the situation in question and the violation of the SkillsUSA Championship regulation(s) and/or Contest Guidelines.
- This written statement must be signed by the advisor and filed with the SkillsUSA Oklahoma Conference headquarters or SkillsUSA State Advisor.
- If the advisor cannot be located, the grievance can be filed; however, no action will be taken until he/she has been consulted.
- SkillsUSA State Advisor will review all grievances, in the event a problem cannot be resolved by the State Advisor, the SkillsUSA Grievance Committee will rule on the validity of the complaint and decide on its disposition.
- Grievances should not be filed in reference to scoring. Scoring by judges is final. Scores will be checked by the state staff in the event of a question and/or error. The SkillsUSA Contest Grievance Committee will work with the contest technical committee chair to resolve the problem prior to the award ceremony, when possible. Additional medals may be awarded.

### ***District/Regional Submission Timeline***

*Grievance may be submitted between 8 a.m. to 6 p.m. to the SkillsUSA State Advisor, state staff, or host instructor. All grievances for Regional or District Competitions must be submitted by before the end of the day of contest or by 6pm, whichever comes first.*

### ***Response Timeline:***

*A response from the SkillsUSA Oklahoma State Advisor will be sent to the advisor within 30 days.*

**GRIEVANCE REPORT**

SCHOOL AND CAMPUS	CONTEST
CONTESTANT NAME & NUMBER	DATE/TIME FILED
PERSON FILING GRIEVANCE	CONTACT PHONE #

Please describe the incident in question and the specific SkillsUSA Championship regulation(s) and/or Contest Guidelines you feel were not followed. Cite the exact page number and section number of the rule(s) allegedly violated and attach additional sheets, if necessary. Please print clearly.

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Signature – SkillsUSA Advisor

Action Taken:  

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Signature – Oklahoma SkillsUSA State Advisor