
SUBSTITUTION POLICIES

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MESSAGE TO ADVISORS

Welcome to the current SkillsUSA California competitive events season!

We have revised our Substitution Policy, and this was implemented for the 2020-2021 school year on a trial basis. This policy may continue to be revised, as needed, to best meet the needs of both our team and those we service. The most recent revision date will be listed at the bottom of this page, for your reference.

Please review the bullets below:

- Please make all registrations for conferences at least 3 days prior to the registration deadline. Then review these registrations for accuracy. This will significantly minimize the need for substitutions. The fewer substitutions being processed, the less likely our need to cease the revised policy.
- Substituting contestants properly is imperative! When done properly, the record in the Conference Management System (CMS) database can be changed to reflect the substituting contestant's information, allowing the contestant to continue competing without risk of being denied or disqualified. It also allows the student to see the score received under their own name and receive certificates with their name.
- The substitution fee being assessed is to cover the additional workload associated with properly documenting the record changes in the CMS database.
- **Do not be dishonest by attempting substitutions without notifying SkillsUSA California Staff. This will result in disqualification of individual or team contestants.**

Update made for the 2024-25 school year:

Regional Conference Individual Contest substitutions are no longer limited to contests that have a limit of three or fewer. This means that all individual contests are now available for substitution. However, you must still have all permitted registration slots filled for that contest.

Example: If the limit for the contest is five, you must have all five registration slots filled in order to substitute anyone in that contest.

Please email admin@skillsusaca.org with questions.

This policy was last updated/revised on October 23, 2024.

REGIONAL SUBSTITUTION POLICY

Please read the policy in its entirety, as failure to follow this process may result in disqualification.

---- INDIVIDUAL CONTESTS ----

In order to be eligible for substitution, **all 6** of the checkboxes below () must be checked as true / complete.

• Qualifying Contests

- 1) The chapter must have all allowable contestant spots filled. You will need to review the contest limits for this contest (and for your specific region) to determine if all spots have been filled.
 - *If a contest limit is 10 and you have only 8 contestants registered, this does not qualify for substitution.*

• Qualifying Substitutes

- 2) The substitute contestant must have been registered as a SkillsUSA California member on or before the Regional Conference registration deadline.
 - *If their information was entered, but the “Join Now” button was never clicked for them, they are not considered a member and are ineligible to compete.*
 - *If the deadline is November 12th and they were registered on November 13th, they will not be able to substitute.*
- 3) The substitute contestant is enrolled in a CTE program for the current school year, and their CTE program instructional content is aligned to the contest for which they are substituting.
 - *Example: If they are registered in an automotive program, they cannot substitute in a masonry, plumbing, welding, etc. contest.*
- 4) The substitute contestant may not be registered to compete in any other contest at the Regional Conference.
 - *They **cannot switch/exchange contests** after registration has closed.*
 - *Example: If Jack is registered for Commercial Baking, but Jane is dropping her team spot in CSI, Jack cannot switch his contest to substitute for Jane.*
 - *Example: If Jack and Jane were mistakenly registered for the wrong contests, they are not permitted to swap/exchange contests. Accuracy of registration information is imperative and needs to be checked prior to the registration deadline. Do not wait until the last minute to register, as this increases the likelihood of errors.*

Advisor / Chapter Responsibilities

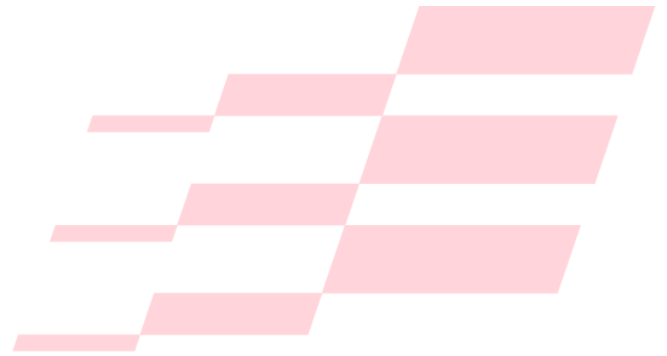
- 5) The chapter agrees to pay a \$50 fee for each substitution. This fee is due prior to the event, or the substitution will be forfeited.
 - *Upon receipt of the Substitution Form (see #6 below), an invoice will be generated and emailed to both the requesting advisor and the billing email on file. Payment options will be included.*
- 6) The advisor must complete the Substitution Form (for each substitute request) no less than 5 business days prior to the scheduled contest date.

- *Business days do not include weekends and holidays.*
- *Business days are not equivalent with school-operating days (they continue even if school is on break).*

If **any one** of the above listed criteria is not met, the substitution is not valid and will not be allowed.

Substituting any contestants without processing and approval (by following the steps listed above) is **grounds for disqualification** of the contestant.

Please contact the Data and Scoring Coordinator for inquiries regarding this policy.



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REGIONAL SUBSTITUTION POLICY

Please read the policy in its entirety, as failure to follow this process may result in disqualification.

----- TEAM CONTESTS -----

A team may compete with one less member than required, however, the score received by the incomplete team will be reduced by a fraction equivalent to that of the missing member, as identified below:

- Team requirement = 2 contestants → 1/2 of score to be reduced (50%) → Max possible score = 500
- Team requirement = 3 contestants → 1/3 of score to be reduced (33%) → Max possible score = 667
- Team requirement = 4 contestants → 1/4 of score to be reduced (25%) → Max possible score = 750
- Team requirement = 5 contestants → 1/5 of score to be reduced (20%) → Max possible score = 800
- Team requirement = 6 contestants → 1/6 of score to be reduced (17%) → Max possible score = 833
- Team requirement = 7 contestants → 1/7 of score to be reduced (14%) → Max possible score = 857

If more than one team member is not present to compete at the time/date of their contest, **the entire team will be disqualified.**

In order to be eligible for a team member substitution, **all 7** of the checkboxes () must be checked as true / complete.

- **Qualifying Team**

- 1) At least half of the originally registered team will still compete.
 - Team requirement = 2 or 3 contestants → Maximum of 1 substitution can be made
 - Team requirement = 4 or 5 contestants → Maximum of 2 substitutions can be made
 - Team requirement = 6 or 7 contestants → Maximum of 3 substitutions can be made

- **Qualifying Substitutes**

- 2) The substitute contestant must have been registered as a SkillsUSA California member on or before the Regional Conference registration deadline.
 - If their information was entered, but the “Join Now” button was never clicked for them, they are not considered a member and are ineligible to compete.
 - If the deadline is November 12th and they were registered on November 13th, they will not be able to substitute.
- 3) Any substitute contestants are enrolled in a CTE program for the current school year, and their CTE program instructional content is aligned to the contest for which they are substituting.
 - If they are registered in an automotive program, they cannot substitute in a diesel, plumbing, welding, etc. contest.
- 4) A substitute contestant may not be registered to compete in any other contest at the Regional Conference.
 - They **cannot switch/exchange contests** after registration has closed.
 - Example: If Jack was registered for Commercial Baking, but Jane is dropping her team spot in CSI, Jack cannot switch his contest to substitute for Jane.

- *Example: If Jack and Jane were mistakenly registered for the wrong contests, they are not permitted to swap/exchange contests. Accuracy of registration information is imperative and needs to be checked prior to the registration deadline. Do not wait until the last minute to register, as this increases the likelihood of errors.*

- 5) All substitute contestants are prepared to fully participate in the contest, as outlined in the [National Technical Standards](#) and/or State Technical Standards for the contest.

- **Advisor / Chapter Responsibilities**

- 6) The chapter agrees to pay a \$50 fee for each substitution. This fee is due prior to the event, or the substitution will be forfeited.
 - *Upon receipt of the Substitution Form (see #7 below), an invoice will be generated and emailed to both the requesting advisor and the billing email on file. Payment options will be included.*
- 7) The advisor must complete the [Substitution Form](#) (for each substitute request) no less than 5 business days prior to the scheduled contest date.
 - *Business days do not include weekends and holidays.*
 - *Business days are not equivalent with school-operating days (they continue even if school is on break).*

If **any one** of the above listed criteria is not met, the substitution is not valid and will not be allowed.

Substituting any contestants without processing and approval (by following the steps listed above) is **grounds for disqualification** of the team.

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STATE SUBSTITUTION POLICY

Please read the policy in its entirety, as failure to follow this process may result in disqualification.

----- INDIVIDUAL CONTESTS -----

Substitutions in individual contests at the State Conference level are not allowed.

- If a contestant will not be able to compete for any reason, the contestant from your region that scored the next highest at the Regional Conference will be invited to take their place.
- To notify us, please **immediately** and complete the Substitution Form with the requested information (follow the steps bulleted below). *Doing this immediately will allow time for a qualifying replacement to be identified and prepare for the competition.*
 - When you get to the 3rd question after the select the contest (first & last name of substituting contestant), insert “N/A” into each non-applicable field.
 - The final question will ask which type of substitution you are in need of. Please select “State Conference – Individual Contest” and click “Next”.
 - The next section asks that you verify that this contestant can no longer compete and will be deleted from the State Conference registration. Check the box and click “Submit” to confirm.

[Click here to notify us of an individual contestant’s cancellation.](#)

- If you are having trouble with the form, you can alternatively email [Tanishia Jones](#) the name of the contestant and their contest.

Substituting a contestant in an individual contest at the State Conference is grounds for disqualification of the contestant.

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STATE SUBSTITUTION POLICY

Please read the policy in its entirety, as failure to follow this process may result in disqualification.

----- TEAM CONTESTS -----

A team may compete with one less member than required, however, the score received by the incomplete team will be reduced by a fraction equivalent to that of the missing member, as identified below:

Team requirement = 2 contestants → 1/2 of score to be reduced (50%) → Max possible score = 500

Team requirement = 3 contestants → 1/3 of score to be reduced (33%) → Max possible score = 667

Team requirement = 4 contestants → 1/4 of score to be reduced (25%) → Max possible score = 750

Team requirement = 5 contestants → 1/5 of score to be reduced (20%) → Max possible score = 800

Team requirement = 6 contestants → 1/6 of score to be reduced (17%) → Max possible score = 833

Team requirement = 7 contestants → 1/7 of score to be reduced (14%) → Max possible score = 857

If more than one team member is not present to compete at the time/date of their contest,
the entire team will be disqualified.

In order to be eligible for a team member substitution, all 7 of the checkboxes () must be checked as true / complete.

• Qualifying Team

- 1) At least half of the team that *actually competed* at the Regional Conference will still compete at the State Conference.
 - Team requirement = 2 or 3 contestants → Maximum of 1 substitution can be made
 - Team requirement = 4 or 5 contestants → Maximum of 2 substitutions can be made
 - Team requirement = 6 or 7 contestants → Maximum of 3 substitutions can be made

• Qualifying Substitutes

- 2) The substitute contestant must have been registered as a SkillsUSA California member on or before the **Regional** Conference registration deadline.
 - If their information was entered, but the “Join Now” button was never clicked for them, they are not considered a member and are ineligible to compete.
 - If the deadline is November 12th and they were registered on November 13th, they will not be able to substitute.
- 3) Any substitute contestants are enrolled in a CTE program for the current school year, and their CTE program instructional content is aligned to the contest for which they are substituting.
 - If they are registered in an automotive program, they cannot substitute in a diesel, plumbing, welding, etc. contest.
- 4) A substituting contestant may not be registered to compete in any other contest at the State Conference.
 - They **cannot switch/exchange contests** after registration has closed.
 - Example: If Jack was registered for Commercial Baking, but Jane is dropping her team spot in CSI, Jack cannot switch his contest to substitute for Jane.

- *Example: If Jack and Jane were mistakenly registered for the wrong contests, they are not permitted to swap/exchange contests. Accuracy of registration information is imperative and needs to be checked prior to the registration deadline. Do not wait until the last minute to register, as this increases the likelihood of errors.*
- 5) All substitute contestants are prepared to fully participate in the contest, as outlined in the [National Technical Standards](#) and/or State Technical Standards for the contest.
 - *Due to the unique nature of the virtual contest, judges may make reasonable variations to the National/State Technical Standards' requirement for team member participation.*

Advisor / Chapter Responsibilities

- 6) The chapter agrees to pay a \$75 fee for each substitution. This fee is due by the date listed on the Substitution Form (generally 10 calendar days prior to Opening Ceremonies) or the substitution will be forfeited.
 - *Upon receipt of the Substitution Form (see #7 below), an invoice will be generated and emailed to both the requesting advisor and the billing email on file. Payment options will be included.*
- 7) The advisor must complete the [Substitution Form](#) (for each substitute request) by the date listed on the Substitution Form (generally 10 calendar days prior to Opening Ceremonies).

If **any one** of the above listed criteria is not met, the substitution is not valid and will not be allowed.

Substituting any contestants without processing and approval (by following the steps listed above) is **grounds for disqualification** of the team.

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