Registration/Scoring Manager

Description
The Nevada Association of SkillsUSA will employ a registration/scoring manager to assist the Association in coordinating, managing and supervising registration, as well as managing all contest scoring processes, for the following events:

- Regional Competitions
- State SkillsUSA Championships

Responsibilities

1. Serve as a member of the conference coordinating committee and attend all coordinating committee and contest organizational meetings.
   (Transportation to and from these meeting sites is the responsibility of the SkillsUSA organization when travel over 50 miles is required.)

2. Develop and maintain participant databases for each event.
   a. Manage all registration, of the following events:
      i. Regional Competitions
      ii. State SkillsUSA Championships
      iii. Provide verification to each participating chapter of their registration status prior to the event start date, to the extent possible.

3. Manage and supervise all on-site conference registration for the State SkillsUSA Championships.

4. Act as the Scoring Team Coordinator; establish a “Scoring Team” prior to the State SkillsUSA Championships; coordinate and conduct the scoring of contests at the State SkillsUSA Championships.

5. Provide contest results for publication/distribution (format to be determined in collaboration with the Nevada State Director) from the State SkillsUSA Championships within 15 days of the conclusion of the event.

6. Develop the on-screen presentation to be used at the Awards Ceremony at the State SkillsUSA Championships and assist with the presentation of the on-screen presentation during the Awards Ceremony.

7. Receive and account for the registration information for Regional Skills Competitions and State SkillsUSA Competition. Provide contestant information to contest chairs.

8. Prepare/print name badges and participant recognition certificates. Cost of printing will be paid though the State Association via contract with a local printer.
   Incidental costs for materials and supplies may be reimbursed if approved by the Nevada State Director.
9. Perform and oversee all related services necessary to carry out the responsibilities outlined in this agreement.

10. Provide written follow-up and debriefing information regarding registration processes, contest results and other administration processes to formulate plans for future conferences.