

**International Training Institute  
for the Sheet Metal and Air Conditioning Industry**

**International Contest Code of Conduct**

**Introduction:**

Congratulations! If you are a contestant in the ITI International Contest, congratulations on being selected for that honor. Participation in the Contest is a privilege, available only to a select group of Sheet Metal Industry apprentices.

When you participate in the Contest, you participate not only for yourself, but also for your JATC, your Local Union, and indeed for the SMWIA, ITI and even SMACNA as well as the employers within your Local area who contribute to your JATC. All of those organizations and groups contribute in one way or another to the quality of the training and the training material that you have received as a Sheet Metal Industry apprentice.

In representing all of those groups, do us proud. Do us proud not only in how well you may place in the final Contest rankings, but also in the way in which you compete and the way in which you conduct yourself at the Contest. Simply by your selection to compete in the Contest you have become a role model among other apprentices at your JATC. By participating in the Contest, you will also be a role model to other contestants, to proctors and judges, and to representatives of your JATC, other JATCs, your and other Local Unions, and ITI, SMWIA and SMACNA representatives as well as others who attend the Contest.

**ITI's Expectations:**

In general: In general, ITI expects all contestants to act fairly during all Contest activities, and cooperate with judges, proctors and other contestants. ITI expects that during Contest activities, contestants will exhibit the same sort of behavior that is undoubtedly expected at their worksites – respect, courtesy, civility, and compliance with appropriate instructions and supervision. Outside of Contest activities, ITI expects that contestants will conduct themselves with civility and respect for other persons and will observe appropriate norms of behavior. You would not behave in a bad manner in your own workplace or in your own community; so, do not behave in that manner just because you're at the Contest location instead.

During Contest Activities: ITI's general expectations are stated above. More specifically, within the scope of those general expectations, ITI expects the following of all contestants:

1. Show up on time. Be where you are supposed to be, when you are supposed to be there.

2. Wear appropriate work attire. Be clean and neat.
3. Be respectful of persons running the Contest, including judges, proctors and others. When they speak, listen (and be quiet so that others may listen). Follow instructions. If you do not understand something, ask questions during the appropriate time, and in a respectful manner.
4. Be respectful of your fellow contestants. Compete, but compete fairly. It is unacceptable to do something just to create an unfair hardship or obstacle for another contestant.
5. Be respectful of tools and other equipment provided to you. Treat the tools and equipment as if they were your own.
6. Be safe. Wear protective equipment when appropriate. Observe all of the safety rules you have learned, as well as Contest-specific safety instructions.
7. Comply with Contest rules and instructions. If there is a time limit for an activity, abide by those.
8. If you are in doubt about something, ask – respectfully and when appropriate.
9. Loud, abusive or harassing language, harassing or intimidating conduct, disrespectful or unsafe behavior, and any form of cheating, are absolutely forbidden. Any conduct of this nature will subject a contestant to immediate removal and disqualification from the Contest.

During Off Hours: Again, ITI expects normal, appropriate and respectful behavior at all times for the duration of the Contest, from all contestants. That includes:

1. Behavior that is respectful of other persons at the Contest location, even if they are not part of the Contest. Refrain from excessive noise in rooms or hallway, or from conduct that would be disruptive to others.
2. Sobriety. A contestant who is drunk or under the influence of chemicals – at any time – is subject to immediate removal and disqualification from the Contest.
3. Obey the law and legal authorities. Any conduct that rises to the level of disorderly conduct or otherwise unlawful conduct will subject a contestant to immediate removal and disqualification from the Contest.

**Consequences:**

Any material noncompliance with ITI's expectations as set forth in this Code of Conduct is grounds for a contestant's immediate removal and disqualification from the Contest. In that event the contestant will be sent home immediately, and the contestant's JATC will

be required to reimburse ITI for all costs associated with having that disqualified contestant at the Contest, including airfare and other travel expenses, lodging, meals, and other expenses.

At ITI's discretion, a less serious infraction may result in knocking points off a contestant's score. But any serious infraction, or repeated noncompliance with this Code of Conduct, will result in removal and disqualification of a contestant, and being sent home, as stated above.

**Closing:**

In the past the Contest has been not only a great display of the many skills of Sheet Metal Industry apprentices, it's also been just plain fun. We – all of us working together – can keep it that way, if we remember that normal standards of appropriate, respectful behavior, and fair and open competition, are not left at home when we come to the Contest. Indeed, those high standards are Contest traditions – let's keep it that way.

Each contestant, and each JATC, is asked to countersign a copy of this Code of Conduct so that every contestant, and every JATC, confirms that they understand the standards of behavior expected at the Contest, and the possible consequences to both contestant and JATC if those standards of behavior are not met.

Contestant:

JATC:

Name: \_\_\_\_\_

Name of JATC: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Person signing for the JATC: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_