



2017 Skills Canada National Competition

Competition Rules

Revised, October, 2015

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1 Introduction

1.1 What and When?

The Skills Canada National Competition (SCNC) is held annually, between the 21st and 23rd week of the year (approximately between May 15 and June 7).

Started in 1994, SCNC remains the only event of its kind in Canada. It is the only national, multi-trade and technology competition for young students and apprentices in the country.

Every year, the event brings together over 500 young people from all provinces/territories, along with parents and advisors, to compete in over 40 trade and technology areas. The competition provides an opportunity for young Canadians studying a skilled trade or technology to be tested against exacting standards and against their peers from across the nation. Students vie to win the honour of being recognized as the best in their chosen discipline.

The main goals of this event are to provide competitors with hands-on work experience and to raise awareness for the general population of the value of and challenge in skilled trades and technology careers. SCNC showcases the talent and the expertise of young competitors from across Canada.

To qualify for SCNC students compete at local, regional and provincial/territorial events to earn a place representing their province/territory at the SCNC national event.

SCNC is the main step for then qualifying for the international trials to be selected as a member of Team Canada for the WorldSkills Competition held every two years.

The continued success of SCNC is due to the dedication and commitment of volunteers, staff, sponsors, the Canadian Government and partners. Without this support from the Canadian Government and community, Skills/Compétences Canada (SCC) would not be able to offer such a broad range of contest categories.

2 Abbreviations and Definitions

- CEO: Chief Executive Officer
- CRC: Conflict Resolution Committee
- MO: A member organization of Skills/Compétences Canada
- NTC: National Technical Committee
- NSEC: Skills/Compétences Canada National Secretariat
- Member Organization (MO) Competitor Designate (MOCD): The individual identified by a Member Organization to act as a guide and/or advocate for competitors or delegates from that MO throughout the conflict resolution process.
- SCC: Skills/Compétences Canada

3 National Secretariat Committees

For the SCNC, the National Secretariat manages committees to help with competition development. NSEC committees consist of the following committees/position:

1. National Technical Committee
2. Safety Committee
3. CIS Committee
4. Technology Support Committee
5. Assessment Support

3.1 National Technical Committees

3.1.1 General Description

The National Technical Committee (NTC) serve as operational and advisory committee to the National Secretariat. There is one committee per contest. The purpose of the committees is to formalize the development process, which will ensure a positive experience for competitors, instructors and judges. The committees provide each MO with a voice in the development of the SCNC criteria. This allows for the standardization of the SCNC contest descriptions, projects and judging criteria.

3.1.2 Committee Composition

- The committee may consist of up to 13 members.
- The NTC member position is a volunteer position.
- Each NTC member must have formal and/or recognized qualification with proven industrial and/or practical experience in the trade or technology they are accredited.
- It is the MOs responsibility to ensure that the NTC member they submit to the NSEC has the required qualifications and experience.
- It is recommended that the NTC member should be part of its provincial/territorial technical committee.
- The NSEC retains the right to add a representative(s) to the committee if it is determined that it would assist in the delivery of the SCNC (NSEC representative).
- A MO may only submit a NTC member in contests where they have participating competitors
- A MO's final NTC member list must be submitted to NSEC by the 31st of January (year of NTC meeting). After this deadline, NTC members may not be added.

3.1.3 Duration of Tenure

The duration of tenure will be reviewed by the appropriate MO. The NSEC will annually identify to the MO any individuals that the NSEC would not recommend for continued tenure on the committee.

3.1.4 Timeline of responsibility

- NTC meeting
 - Suggest innovative ways of better promoting/marketing the contest during the Competition.
 - Identify skills and techniques that should be tested and evaluated in each trade and technology.
 - Develop competition documents that reduce opportunities for grievances
 - Select the members with special responsibilities within the each committee (chair, co-chair etc)
 - Finalize the contest description
 - Start the development of the project
 - Start the development of the judging criteria
 - Start completing the Infrastructure List
 - Finalize working documents
 - Finalize competition timetable
 - Approve or make changes to the site plan
 - Provide all documentation to the NSEC for formatting, translation and copying
 - If necessary, develop a Try-a-Trade® and Technology activity
 - Start completing the infrastructure list for the Try-a-Trade® and Technology activity
 - Review and sign the Code of Ethics (Appendix B)
- Ongoing

- Communication of competition information to the MOs in each member's province or territory
- Abide by the competition rules
- Participate in the NTC forum
- Attend conference calls as requested by SCC
- May/June: Skills Canada National Competition
 - Set-up of contest site
 - Judge and/or assist in judging
 - Assist in solving any problems encountered at the contest site
 - Dismantling of the contest site
 - Judge and/or assist with the tabulation of scores and collation of rankings
 - Daily toolbox checks

3.1.5 Frequency of Meetings

The committee will travel once annually and meet both pre/post competition (May/June of each year).

3.2 The SCNC host member of the NTC

3.2.1 General description

The local member will be responsible for all duties stated above and also the below additional duties. These additional duties will only apply for the SCNC in their own P/T. It is the responsibility of the host MO to secure 1 host NTC member regardless if they have a competitor competing in a skill. Every skill must be represented by the host province or territory.

3.2.2 Responsibility timeline

- Ongoing
 - Assist the NSEC in securing equipment and material for the SCNC
 - With the Chair and Co-chair, adjust the Infrastructure list as needed and make sure it is accurate with all the contest needs
 - Advise SCC if any equipment or material is secured directly with a sponsor/supplier in order to make sure there is no conflicts with pre-existing sponsors
- May/June: Skills Canada National Competition
 - In conjunction with all NTC members, maintain order and tidiness in the contest area
 - In conjunction with all NTC members, ensure that safety procedures are followed
 - Ensure that all contest installations (equipment, material, electrical and water connections etc) are secured and on-site
 - In conjunction with all NTC members, set-up and teardown the contest site
 - If needed, assist the NSEC in securing local volunteers to help with set-up and teardown

3.3 Safety Committee

3.3.1 General description

The Safety Committee member is a volunteer position that is appointed by the NSEC. The Safety Committee members report to the NSEC. Each Safety Committee member must have formal and/or recognized qualifications with proven industrial and/or practical experience in safety. It is the NSEC's responsibility to ensure that the member has the required qualifications and experience. There is a minimum of 3 members and a maximum

of 5 members on the Safety Committee. There is no tenure for this position. The NSEC will annually review the position and make any necessary changes.

3.3.2 Responsibility timeline

- NTC meeting
 - Review and make any necessary changes to the Safety Manual.
 - Review and make any necessary changes to the Personal Protective Equipment (PPE) signs.
 - Review and make any necessary changes to any safety documentation.
 - Meet with the Safety staff of the SCNC venue.
 - Identify safety items needed for purchase and/or sponsorship for SCNC.
- Ongoing
 - Lead committee on safety at the SCNC.
 - Implement and maintain event safety program.
 - Participate in conference calls with the SCNC venue and/or SCC.
- May/June: Skills Canada National Competition
 - Identify the Safety Award recipient for the closing ceremony.
 - Distribute the necessary PPE to contest sites and Try-a-Trade® and Technology activities.
 - Conduct a safety meeting with the NTC safety representatives.
 - Distribute the proper safety equipment to each safety table. Ensure the equipment is in good working order.
 - If necessary, post the PPE signs at each contest and Try-a-Trade® and Technology activity.
 - Manage on-site radios.
 - Perform a safety audit of each contest and Try-a-Trade® and Technology activity. If changes are necessary, request those changes to the SCNC venue staff or NSEC, depending on who is responsible for the required change.

3.4 Technology Support Committee

3.4.1 General description

The Technology Support Committee member is a volunteer position that is appointed by the NSEC. Technology support committee members report to the NSEC. Each Technology Support Committee member must have formal and/or recognized qualifications with proven industrial and/or practical experience in computer hardware, software, networking, and any other aspect of technology relevant to the SCNC. It is the NSEC's responsibility to make sure that the member has the required qualifications and experience. There is a minimum of 3 members and a maximum of 5 members on the Technology Support Committee. There is no tenure for this position. The NSEC will annually review the position and make any necessary changes.

3.4.2 Responsibility timeline

- Ongoing
 - Assist the NSEC in the acquisition of networking equipment and material
 - Participate in conference calls with the SCNC venue and/or the NSEC
 - if required, meet with the SCNC venue to convey networking and internet needs for the SCNC.
 - Determine what computer and networking equipment and material are needed for the SCNC and whether they can be obtained by purchase and/or sponsorship..
 - If required, meet with the NSEC computer sponsor to discuss set-up for the event.
 - Produce a set-up plan for committee and volunteers.

- May/June - Skills Canada National Competition
 - Set-up of computers, networking, and internet for the SCNC
 - Set-up CIS computers
 - Manage computer set-up volunteers onsite
 - Dismantle computers, networking, and internet at the end of the SCNC

3.5 Competition Information System (CIS) Support

3.5.1 General description

The CIS support member is a volunteer position that is appointed by the NSEC and report to the NSEC. There is a maximum of 2 members with no tenure and one member chosen from the host location with a 1 competition tenure. The NSEC will annually review the position and make any necessary changes.

3.5.2 Responsibility timeline

- NTC meeting
 - Perform CIS training sessions for the NTC
- Ongoing
 - Participate in conference calls with the NSEC to discuss and develop the CIS process
- May/June: Skills Canada National Competition
 - Set-up the CIS office
 - Perform a CIS training session for the NTC
 - Manage CIS support volunteers onsite
 - Support the NTC to print the necessary forms
 - Manage the CIS software
 - Support the NTC in entering the marks

3.6 Assessment Support

3.6.1 General description

The Assessment support member is a volunteer position that is appointed by the NSEC and report to the NSEC. There is a maximum of 3 members. There is no tenure for this position. The NSEC will annually review the position and make any necessary changes.

3.6.2 Responsibility timeline

- NTC meeting
 - Work with the NTC committees to develop and finalize the CIS judging criteria
 - Perform an assessment training session for the NTC
- Ongoing
 - Assist the NSEC to have a final copy of the marking scheme ready for the SCNC
 - Participate in conference calls with the SCNC to discuss and develop the assessment process
 - Work closely with the CIS support committee
- May/June: Skills Canada National Competition
 - Support the NTC so the final marking form is final and signed-off
 - Support the CIS Support committee as needed

3.7 Expenses for all members of the NSEC committees

The NSEC is responsible for the costs of committee members attending meetings required by the NSEC. The NSEC will reimburse members for expenses as deemed appropriate and consistent with the existing SCC expense guidelines.

3.7.1 Example of Qualifying Expenses

- Travel to/from meetings
- Accommodation during meetings
- Meals during meetings

3.7.2 Example of Non-Qualifying Expenses

- Re-imbusement of lost wages or substitution costs
- Car rental
- Limousine

4 Disciplinary Committee of the National Technical Committee

4.1 Composition of the Disciplinary Committee

The Disciplinary Committee (DC) shall be composed of the Director of Competition of the NSEC who will chair the meetings and four (4) Executive Directors from the SCC Member Organizations (MO). The Executive Director from the same province/territory as the NTC member involved in the alleged breach of the Code of Ethics (Appendix B) will be invited to the meeting but will not have a vote on the decision. If the Executive Director from the same province/territory as the NTC member involved is a member of the DC, this committee member will not have a vote. All other DC members, including the Director of Competition, will be voting members. If at any time a quorum is not met or if a tie-breaking vote is needed, the CEO of SCC will be invited to the meeting and will have a vote in the decision.

MO committee members will be self-nominated with membership confirmed by the NSEC. Committee members will serve for one year from July 1 to June 30 with the option to renew their participation annually. It is the responsibility of the NSEC to ensure the committee has full membership.

A quorum of the DC consists of three members.

4.2 Frequency of meetings

The committee will meet when there is an allegation of a breach of the Code of Ethics (Appendix B). These meetings may be in person or by conference call.

- A first meeting of the DC will be held to discuss the allegation.
- Subsequent meetings to discuss the allegation will be held with the DC, the NTC member who allegedly breached the Code of Ethics (Appendix B), and any other party who may have relevant information.
- A final meeting of the DC will be held to determine consequences for the NTC member, if any.

4.3 How and who can file a breach of the Code of Ethics notice

A breach of the Code of Ethics (Appendix B) allegation may be submitted by any MO, NSEC, NTC members, judges, Competitors, and any registered delegate of the SCNC. To submit an allegation, the notice form (Appendix A) must be completed and delivered to the NSEC Director of Competition by email or in person (if at the SCNC).

4.4 Decisions of the Disciplinary Committee

The decisions of the DC are final and binding. Any written decisions rendered by the DC, and filed with the NSEC, may be forwarded upon request to the NTC member who allegedly breached the Code of Ethics (Appendix B) and the Executive Director of the NTC member's MO.

5 The Competition

5.1 List of Contests

The SCNC is a collection of contests in areas of skilled trades and technology organized by SCC. The hosting of these contests will be based firstly on the recommendation of the SCC Contest Review Committee and secondly on the criteria indicated below.

The list of contests held is drawn up in the following way:

- The "intent to participate" list is based on the contest list of the previous SCNC; applications for demonstration contests that have been passed the first step of the contest application process will be included on the list but are not confirmed until the contest application process has been completed and the demonstration contest has been approved by the Contest Review Committee for delivery at the next SCNC.
- MOs are required to submit a preliminary "intent to participate" list to the NSEC prior to June 30.
- This preliminary list will assist SCC in the organizing of contests on the SCNC core list of contests established by SCC; it will also be used to determine whether potential demonstration contests will proceed to the second step of the contest application process.
- During the fall Operations meeting, the participant list will be reviewed and approved by all MOs.
- After the fall Operations meeting, participation fees, or obligation for participation fees will not be returned or the obligation reduced, if participation is withdrawn.
- The NSEC has the right to veto the addition of a demonstration contest regardless of the result of the contest application process.
- The NSEC has the right to add a contest as presentation without submitting a contest application.

5.1.1 Official contest

- A contest is considered official if there are 5 competitors/teams or more at every SCNC and has received official status after being delivered successfully as a demonstration contest as outlined in 5.1.2..
- If less than 5 competitors/teams participate in a contest that has already received official status, the contest will be offered but will have probation status for one year. If during the probation year it does not reach the minimum of 5 competitors/teams it will be removed from the list the following year.
- If, on the "intent to participate" list, there are 2 or less registered competitors/teams, it will be removed from the list immediately with no probation year.
- After one year of suspension, the contest may be reinstated as a demonstration contest; the application process to reinstate a contest is the same as the application process for a new contest.
- Only MOs may submit a competitor for participation.

5.1.2 Demonstration contest

- A demonstration contest is a new or reinstated contest being offered at the SCNC. In order to add a demonstration contest, a MO must submit an application to the NSEC using the Demonstration Contest Application process. If the Contest Review Committee approves the application, the contest will be held at the next possible SCNC as a Demonstration.
- Only MOs may submit a competitor for participation.
- SCC will organize Demonstration contests only if there are five (5) or more MOs who have declared an intent to participate in the contest area. If the contest does not have enough competitors/teams (less than 5), it cannot be offered as a Demonstration. SCC may choose to host the contest as a Presentation Contest.
- Meet the contest application evaluation criteria.
- A new contest will have Demonstration status for 2 years; the 3rd year it becomes an official contest as long as the minimum of 5 competitors/teams is met each year.
- If, on the "intent to participate" list, there are less than 5 registered competitors/teams, then it will be removed from the list immediately.
- If there are less than 5 participants at the SCNC, the demonstration contest will not be offered the following year.
- After one year of suspension, the contest may be reinstated as a demonstration; a new application does not need to be submitted unless there are significant changes to the original Demonstration Contest Application for that contest area and/or more than two years have passed since the original Demonstration Contest Application was submitted. However, if a new application is not required, a MO must request that the contest be included in the "intent to participate" list.

5.1.3 Presentation

- SCC may introduce new contests known as Presentation Contests in order to promote trades or technologies that are not represented as an official or demonstration contest. These contests may be requested by a MO or by an industry sponsor.
- Requests to add a Presentation Contest to the SCNC must be received from the MO or sponsor by September 1st in the year before the SCNC.
- In order to hold a presentation contest the MO or sponsor will be responsible for a fee according to these three levels. This fee will cover basic infrastructure & space. Any infrastructure needs above what is included is the responsibility of the MO or sponsor .

| LEVEL | SQ. FT. | COST | INCLUSIONS |
|-----------------------------|---------|-------------|---|
| 1 inside the venue | 0 - 400 | 7500.00\$ | <ul style="list-style-type: none"> • 2 110V duplex outlet • 1 chair per competitor • 1 chair per NTC member • 1 2x6 table (plastic tablecloth) per competitor • 2 2x6 table (plastic tablecloth) for NTC members |
| 2 inside the venue | 400-800 | 15,000.00\$ | <ul style="list-style-type: none"> • 4 110V duplex outlet • 1 chair per competitor • 1 chair per NTC member • 1 2x6 table (plastic tablecloth) per competitor • 2 2x6 table (plastic tablecloth) per NTC member |
| 3 inside the venue | + 800 | 20,000.00\$ | <ul style="list-style-type: none"> • 5 110V duplex outlet • 1 chair per competitor • 1 chair per NTC member • 1 2x6 table (plastic tablecloth) per competitor • 3 2x6 table (plastic tablecloth) per NTC member |
| 4 | + 800 | 15,000.00\$ | <ul style="list-style-type: none"> • 5 110V duplex outlet • 1 chair per competitor |

| | | | |
|-------------------|--|--|--|
| outside the venue | | | <ul style="list-style-type: none"> • 1 chair per NTC member • 1 2x6 table (plastic tablecloth) per competitor • 3 2x6 table (plastic tablecloth) per NTC member • Note: if needed, tent and lighting is not included and will be the responsibility of the MO or sponsor |
|-------------------|--|--|--|

- The MO or sponsor is responsible for completing the competition documents. SCC templates will be distributed to the MO or sponsor, and they will also be responsible for securing the necessary infrastructure.
- These contests are not subject to the Competition Rules and will not be officially assessed.
- Medals or certificates of participation may be awarded at the discretion of SCC but will not be included in the official results.
- The MO or sponsor must identify a minimum of 3 individuals to form the NTC for the contest; this NTC will develop and deliver the contest at the SCNC.
- If the NTC committee for a Presentation Contest would like to attend the NTC meeting, the MO or sponsor is responsible for any related cost to attend the meeting. It is not mandatory for a NTC committee of a Presentation Contest to attend the NTC meeting.
- A minimum of 3 participants/teams is needed to hold a Presentation Contest.
- Only the MO or sponsor may register a competitor in a Presentation Contest using the SCC registration process.
- More than one competitor from the same province/territory may participate.
- The NSEC will have the final decision whether or not the proposed presentation contest will be offered at the SCNC.

5.2 Duration of contest

- Each contest at the SCNC have a maximum duration of twelve hours over two days. There must be competitor activity on each contest from 9am-4pm on each day excluding a 1 hour lunch break. Anything less than this must be approved by the NSEC. Once the contest duration is included in the skill description and posted online, it cannot be modified before or onsite without the approval of the Director, Competition of the NSEC.

5.3 Eligibility

To take part at the SCNC, competitors must be registered by a MO. It is the responsibility of the MOs to ensure that registered competitors meet the following eligibility criteria.

5.3.1 Levels

5.3.1.1 Secondary Level Competition

Competitors must:

Attend a secondary-level school at any time between July 1st of the year of the last SCNC, and the start date of the SCNC for which the competitor is registered;

AND

Be less than 22 years old on December 31st of the year of the competition.

5.3.1.2 Post-secondary Level Competition

Competitors must:

Be a registered student with a training institution or be a registered apprentice in the sector in which they wish to compete at any time between July 1st and the start date of SCNC.

AND

Competitors must not be a certified journey person in the contest area in which they wish to compete. SCC's definition of a certified journey person is someone who has received one or more of the following from their Provincial/Territorial Issuing Authority.

- Journeyman Certificate
- Certificate of Qualification
- Confirmation of Apprentice Completion Letter
- Completion Letter
- Confirmation of Certificate Issued Letter

5.3.2 Residence of the Competitor

A competitor attending school in a province or territory other than their primary place of residence can choose to represent either province or territory, on condition that the province or territory accepts to be represented by that competitor and they meet the eligibility requirements within that province or territory.

5.3.3 Citizenship of the Competitor

Only Canadian citizens and permanent residents (landed immigrants) have the right to compete at the SCNC. MOs registering competitors are responsible for verifying this information.

5.4 Proof of Eligibility

If the Conflict Resolution Committee (CRC) receives an appeal in a grievance process in which the eligibility of a competitor is questioned, the MOs for the competitor(s) must provide their competitor(s) proof of eligibility in order for the CRC to review the appeal.

Requested proof can include:

- Proof of apprenticeship
- Proof of school attendance
- Proof of age: original government issued identification that includes the date of birth and photo
- Proof of citizenship or permanent resident card

If it is impossible for the CRC to verify proof of eligibility, the competitor(s) named in the grievance and for whom the proof is missing may be disqualified.

5.5 Number of competitors in each contest

Each MO can enter one competitor/team per contest. If for any given contest there are two levels, each MO may register a competitor in both levels. Contest spaces are based on the "intent to participate" list and MOs must reserve contest spaces using that list in accordance with the deadlines established earlier in this document. After the fall Operations meeting, the addition of a competitor will be on a waitlist. Only if the NSEC receives a cancellation in the same contest will the competitor on a waitlist be added.

5.6 Clothing

5.6.1 During the contests

Unless otherwise indicated for a contest area, competitors may wear the colours of the province or territory they represent during the competition. Each region must respect the Commercial Marks Policy (Appendix C).

5.6.2 During official ceremonies

Each year, MOs will decide what uniforms will be deemed appropriate. The objective of the members will be to ensure uniformity. All competitors are required to wear their non-competition wear (team uniform) for the official ceremonies.

6 Organization of Contests

6.1 Contest Description

Contest Description documents are a brief descriptions of contests. It is the responsibility of SCC to co-ordinate the preparation, translation, and distribution of Contest Description. It is the responsibility of SCC to ensure that Contest Description are available in both official languages. Each Contest Description for a contest will be reviewed and revised by the NTC for that contest.

Contest Description are approved by the NSEC on recommendation of the NTC. Information included in a Contest Description is very important because it may be the only information given to competitors in preparing for a contest.

It is recommended that all Contest Description be finalized, translated, approved and distributed to all MOs at least five months prior to the Competition.

6.2 Projects

SCC is responsible for coordinating project preparation and translation. It is the responsibility of SCC to ensure that projects are available in both official languages. Each project is prepared by the NTC taking into account identified points in the Contest Description, duration and available resources of the contest.

The content of a project must be significantly different for each competition year. The same project content can only be used once every 3 years. SCC and the NTC will ensure this is followed.

Projects must allow competitors to demonstrate their ability to accomplish tasks. As a guideline, a minimum of 85% of the points should come from a practical project and a maximum of 15% of the points should come from a theoretical project. It is not necessary to include a theoretical project. Where possible, project evaluation criteria must be objective rather than subjective.

6.3 Other Competition Documents

In some contests, the project requires supporting documents. These documents are the responsibility of SCC to coordinate. It is the responsibility of SCC to ensure that supporting documents are available in both official languages. When at all possible, if a contest does have supporting documents, it will be indicated in the contest description.

6.4 Posting on the SCC website

Every contest descriptions, projects, and supporting documents will be posted on the SCC website at specific dates. Each document with its respective posting date will be included in the contest description.

All competition documents are kept confidential until they are posted on the SCC website.

6.5 Mandatory change in project

Where the Test Project has been circulated to Competitors in advance, NTC shall change a maximum of 30% of the work content within the limitations of the equipment and materials provided by SCC. This 30% change is decided by vote of the NTC on or before 2

days prior to orientation day. Evidence of the changes in the work content must be documented and approved by every NTC. Competitors will be informed of the 30% change during orientation.

6.6 Judges

SCC is responsible for coordinating contest evaluation. SCC will make sure there are a sufficient number of judges for each contest. Judges will consist of committee members and only if there is not enough members will the NSEC source outside judges. Outside judges will be selected with the help of the host MO.

6.7 Registration

Registration activities are managed by SCC. SCC establishes the deadline for registration and applicable fees. Registration fees must be paid to SCC 30 days after receipt of the invoice.

6.7.1 Who must register?

All persons needing access to activities that require accreditation must register with SCC through their respective MO.

6.7.2 Required information for registration

All registered participants, delegates, judges, volunteers must fill out and sign the SCC activity registration form in order to participate at the SCNC activities. Upon arrival, all registered competitors, delegates, judges, volunteers will receive accreditation. This accreditation must be worn to gain access to the competition site, provided transportation and all scheduled activities.

6.8 Organization of workstations

The coordination of workstation set-up is the responsibility of the NSEC and the NTC. The NTC do their best to ensure that workstations are similar so that competitors can demonstrate their skills under equitable conditions.

6.9 Orientation

6.9.1 Competitor orientation meeting

The orientation meeting prior to the start of the contest is mandatory for all competitors. The NTC will permit the presence of one delegate and/or interpreter per competitor or team during this meeting. Any other person(s) seeking entry to the contest sites during this meeting will need NSEC approval.

During this meeting, the NTC will allocate workstations randomly where applicable. This meeting is organized to prepare competitors for the contest. The NTC or designate will review the following information with competitors:

- Verify attendance and competitor information-signature required
- Competition rules
- Skill specific rules established by the NTC
- Skill schedule of events, especially start time, duration and lunch break
- Conflict resolution procedure-signature required
- Evaluation criteria
- Safety rules-signature required
- Sustainability
- Verify list of tools and material that competitors must supply

- Validate the use of all other tools, material, books or notes that competitors have brought to use during contest
- Train on using equipment unfamiliar to competitors as well as all aspects related to safety. When possible, competitors may familiarize themselves with equipment by using it
- Special announcements, transportation, meals, etc.
- Answer competitors' questions
- Go over the Team Canada selection process (during selection years)

Once the orientation is concluded, the NTC must use the orientation sign-off form and check-off each item to be discussed and every competitor must sign the form to acknowledge they were given the appropriate orientation and they are aware of the information provided.

6.9.2 Judges Orientation Meeting

Prior to the start of the contest, the NTC chair must hold a Judges' Orientation meeting. All judges must be present during this orientation.

Each NTC Chair must discuss the following points with the judges:

- Project(s)
- Competition rules
- Rules of contest established by the NTC specific to each contest area
- Material, equipment and facilities
- Safety rules
- Conflict Resolution procedure
- Evaluation criteria/CIS
- Marking forms
- Feedback forms
- Clarification on all points allowing an equitable and a transparent contest

For outside judges, It is recommended, on competition days, that they be on site one hour before the contest starts (where applicable).

6.10 Contest administration

SCC and the NTC will organize contest sites and will provide instructions to judges and competitors. Each NTC Member is responsible for ensuring the smooth running of his/her contest area. Competitors must be punctual. When possible, those arriving late will be admitted but their allotted time will not be extended.

Competitors who need clarification on instructions during the contest must address their questions to a NTC member. During the contest, competitors are not allowed to talk to persons who are not located within the contest area. Competitors are allowed to go to the restrooms. Escorts may be provided to restrooms at the discretion of the National Technical Chair or designate. Interpreters will be allowed to access the contest site if previous arrangements have been made with the National Secretariat. Access to the site of a contest is allowed only to NTC members, judges, competitors, approved interpreters, National Secretariat personnel and other persons authorized by the National Secretariat.

If a competitor is inadequately prepared to complete a task or section of a project and assistance can be provided without affecting other competitors, with the approval of the NSEC judges and/or NTC members may help the competitor complete the task or section as a learning opportunity but no marks will be awarded for that task or section of a project. A majority of the NTC for that contest must be aware of and support this course of action before assistance is given.

6.10.1 Competition documentation and process

- Once documents are posted on the SCC website, changes can be made with the approval of SCC. SCC must advise the MO automatically if any changes are made.
- If a document is not posted online, that document may be modified once at the SCNC with the approval of all NTC members.
- All competition documents must be translated before the arrival at the competition. No on-site translation is accepted.
- Members are not permitted to convey any information about the competition documents until they are posted on the SCC website. All documents not posted on the SCC website are confidential.

6.11 Evaluation

6.11.1 Evaluation Process

Judges evaluate each competitor's performance according to the evaluation criteria established by the NTC before the start of the contest. Judges must ensure that each competitor is evaluated in exactly the same way and under the same conditions.

Judges evaluate all safety aspects. Competitors who do not follow safety guidelines will be advised, marks will be deducted and competitors may be disqualified if it is the judges' opinion that their own safety or that of others is being jeopardized by their actions. Except for team judging, each judge will mark each competitor individually and will not compare notes with other judges.

A judge must not evaluate a competitor from his province/territory.

6.11.2 Cheating

If a competitor or team is found to have fully or partially completed the specified contest task by using prohibited materials, tools, documentation or resources as determined by the NTC or has tampered with another competitor or team's project, materials, tools and/or resources, the participant or team will be disqualified from the contest immediately, and at the discretion of the NSEC may be asked to leave the contest area.

If any person (NTC Member(s), judge(s), trainer(s), supplier(s), sponsor(s) or observer(s)) is found to have fully or partially aided a competitor or team in the completion of a specified contest task which is deemed to be contrary to the rules of the contest as specified by SCC, the competitor or team who received this assistance may face disciplinary measures as determined by the CRC which may result in an immediate disqualification. The involved person(s), who aided a competitor or team, may be removed from SCNC participation automatically as determined by the NSEC

There is zero tolerance for cheating.

6.11.3 Marking

The Competition Information System (CIS) is used to compile marks.

As a first step, judges complete their individual marking forms. Then, the NTC will enter each competitor/team's marks in the CIS. NTC members will verify that there are no errors and that there is no tie for medalists. If a tie occurs, the procedure from the Contest Description (scope) document will determine the winner. Once these have been verified, all NTC members sign the Mark Summary Form. No change is allowed once the form has been signed. All results must remain confidential until the winners are announced at the Closing Ceremony. Judges and NTC members must not discuss contest results with anyone. All the forms used for marking must be returned to the NSEC.

6.12 Medals and Certificates of Participation

SCC will distribute one gold medal, one silver medal, and one bronze medal for each contest level. In the case of team events, each team member will receive a medal. The person or team achieving the highest score is awarded the gold medal. The person or team achieving the second highest score is awarded the silver and the third highest scoring person or team is awarded the bronze. All competitors attending the competition will receive a certificate of participation from SCC.

6.13 Candidates Not Reaching a Minimum Standard of Performance

If it is the opinion of the NTC for a contest that a competitor or team has not performed at the minimum acceptable standard for the SCNC, then the NTC, through the Chair, can recommend that the medal(s) be withheld. In these circumstances, the NTC Chair shall report the potential withholding of medal(s) to the Chief Executive Officer (CEO) or his/her appointee(s) of the NSEC no later than 11:59 PM on competition day 2. The CEO or his/her appointee(s) will investigate with the NTC and judges to ensure integrity and consistency of the contest. If the medal(s) is/are withheld, the NSEC will advise the affected MO prior to the closing ceremony and will convene a meeting with the affected parties (NTC, competitor(s), MO) if necessary. The withholding of the medals will be recorded by the NSEC on a Mark Summary Form and signed, as is normal practice.

If there is a dispute between the NTC and the NSEC as to the awarding of medals, a minimum score of 60% must be achieved by the competitor or team in question.

6.14 Results

During the closing ceremony, SCC announces the name, the level, the province/territory and the medal awarded.

Within one week after SCNC, the NSEC will send each MO the standings, marks and group average for all competitors. The name of the individual, province/territory and standings for the top three competitors for each contest will be compiled by the NSEC and be verified by an independent body and be made available for public distribution. The complete list of ranking, scores, averages, etc. is for MOs' internal use only.

6.15 Process to be respected

- No unauthorized persons are allowed at the competition site during SCNC.
- Committee members must not interact directly with the provincial/territorial competitor from their province or territory without the presence of another member.
- Committee members shall not make any changes to the competition registration – for example, name, contest level, etc. – without approval from the NSEC.
- Photography and videography is permitted during the competition.
- All donated equipment and material is the property of SCC.
- Observe safe work practices that avoid unnecessary risks and report any hazard or hazardous practice to the Safety Committee.
- Upon arrival at the competition, no changes to the site plan are permitted.

7 Media

7.1 Before the Competition

Filming or photography in the halls/buildings and workshops before the start of the competition is forbidden with the exception of SCC Official Media.

7.2 During the Competition

Filming, photographs and/or interviews inside a contest area during the Competition are subject to the approval of the NTC Chair or the designated NTC media representative for that contest area and subject to the approval of the NSEC.

8 Conflict Resolution

8.1 Intent The process of a grievance or appeal is intended to cause minimal disruption to the competition and participants.

8.2 Time lost **If** the process affects a contest's timelines or duration, **then** the Chair of the NTC and/or the CRC may recommend to the NSEC to make appropriate allowances for time lost.

8.3 Conflict Resolution Committee (CRC)

8.3.1 Composition The CRC shall be composed of:

| Title | Description |
|------------------------|---|
| Representative | One representative appointed by each MO. |
| Chair | A chair is appointed by SCC. If the appointed Chair is unable to attend, then CRC members present respecting the quorum will appoint a Chair during the first onsite meeting that is scheduled to occur during competitor orientation. |
| SCC interpreter | A SCC interpreter must be available if required. |

8.3.2 CRC Responsibilities

Here are the responsibilities associated with the CRC.

Quorum

A quorum of the Conflict Resolution Committee consists of fifty percent (50%) plus one (1) of the MOs.

CRC into groups

The CRC Chair may, at his/her discretion, divide the committee members into groups as needed to expedite the appeal process in a timely manner.

8.4 Member organization (MO)

8.4.1 MO responsibility

Each MO must advise the CEO or appointed SCC designate, in writing, the name of its CRC representative and MOCD (no less than 10 days before the start of the Competition).

8.5 Member organization competitor designate (MOCD)

8.5.1 MOCD responsibilities

The MOCD must sign any written grievance and/or Appeal filed by a competitor from its province/territory before it will be considered by the NTC and/or the CRC.

MOCD may provide guidance to their competitor at any time during the conflict resolution process.

8.6 Conflict Resolution Process

8.6.1 Reasons for grievance and/or appeal

A grievance and/or appeal may be filed when a competitor believes that one of the following occurred within his/her contest:

- A competition rule was violated.
- A competitor was given an unfair advantage/disadvantage compared to other competitors in the same contest.
- The NTC code of conduct was breached.

8.6.2 Languages

A grievance may be filed in French or English.

| | | |
|--------------|--|--|
| 8.6.3 | Submission means | <p>Verbal</p> <p>As described in the process below, a grievance and/or appeal is first submitted verbally to the Chair of the NTC</p> <p>In writing</p> <p>As described in the process below, once submitted verbally, a grievance and/or appeal must be submitted to the Chair of the NTC and using the Conflict Resolution Submission form only.</p> <p>Where to find the form</p> <p>The Conflict Resolution Submission form may be obtained from:</p> <ul style="list-style-type: none"> • the NTC office at each contest site; • the NSEC on-site event office, or • a competitor’s MOCD. |
| <hr/> | | |
| 8.6.4 | Timelines | Grievances and/or appeals must be filed according to the timelines indicated in the process below. |
| <hr/> | | |
| 8.6.5 | Parties notification | <p>All parties involved in the grievance are required to be notified of the grievance and must remain at the contest site until the conflict resolution process has been completed.</p> <p>Authorization to leave the contest site</p> <p>A party to the grievance may only leave the contest site if authorized or directed to do so by the NSEC or CRC; no other group or individual has the authority to release any party.</p> |
| <hr/> | | |
| 8.6.6 | Parties availability and guidance | <p>All parties directly affected by the outcome of a grievance as well as those who witnessed the circumstances of the grievance:</p> <p>shall be available for questioning during the consideration of that grievance; and</p> <p>as soon as a verbal grievance is submitted, the individual must be given an opportunity to contact their MOCD so they are available to offer guidance if needed.</p> |
| <hr/> | | |

8.6.7 Conflict resolution management

With the assistance of the NSEC, the Chair of the NTC shall manage the conflict resolution process. If the Chair is the subject of the grievance, he/she will declare a conflict and remove him/herself from the process. The Co-Chair will then manage the process. If the Co-Chair is also subject of the grievance he/she will declare a conflict and remove him/herself from the process. The NTC committee will then vote on a NTC member to manage the process and who is not subject of the grievance.

8.7 Phase I - Grievance Process

8.7.1 Grievance process

The table below describes the grievance process.

| Stage | Description | Timeline |
|--------------|--|---|
| 1 Verbal | A grievance is first submitted verbally to the Chair of the NTC. | Within 20 minutes after the alleged infraction or violation occurred. |
| 2 Contact | The NTC must advise the NSEC once a verbal Grievance is received. | Immediately |
| 3 Contact | The NSEC must advise the MOCD once a verbal Grievance is received. | Immediately |
| 4 Written | The Competitor and MOCD must fill out and sign the Conflict Resolution Submission form and submit to the Chair of the NTC. | Within 45 minutes after the verbal grievance was submitted identifying the alleged infraction or violation. |

8.7.2 NTC decision process

The table below describes the NTC decision process.

| Stage | Description | Delivery |
|-------|--|---|
| 1 | Once the verbal grievance is received, the Chair must conduct a meeting with its NTC members in order to consider the grievance and submit a response to the Competitor and the MOCD | Immediately once the verbal grievance is received |
| 2 | The Chair of the NTC must advise the NSEC of the decision | Immediately once the decision has been made |
| 3 | This decision shall be delivered verbally to the competitor and the MOCD at the conclusion of the consideration of a grievance. | Within 30 minutes of the written submission of the grievance. |
| 4 | A written confirmation of the decision, no longer than 1 page, shall be filed, by the Chair of the NTC, at the NSEC on-site event office | Within 30 minutes of the verbal decision submitted |
| 5 | A copy of the NTC written decision and the Conflict Resolution Submission form shall be forwarded to the Chair of the CRC for information purposes. | In writing |

8.7.3 Corrective actions by NTC In making a decision after consideration of a grievance, the NTC members may take whatever corrective action they consider appropriate, up to and including the disqualification of any competitor who has breached

8.7.4 Obtaining a copy The competitor and/or the MOCD involved in the grievance may obtain a copy of the decision from the NSEC on-site event office as well as any person directly affected by the decision.

8.8 Phase II - Appeal Process

8.8.1 Reason for appeal The involved competitor may file an appeal because he/she does not agree with the grievance decision of the NTC.

8.8.2 Appropriate meeting space Consideration of an appeal shall take place in an appropriate meeting space as determined by the CRC.

8.8.3 Appeal process The table below describes the appeal process.

| Stage | Description | Timeline |
|-------------|--|--|
| 1 Verbal | The competitor involved in the grievance makes a verbal appeal to the NTC Chair. | Within 15 minutes of the competitor receiving the verbal decision of the grievance. |
| 2 | The Competitor and MOCD must sign the Conflict Resolution Submission form and indicate they want to appeal | Immediately after the verbal appeal |
| 3 | The NTC Chair will inform the NSEC. | Immediately after the verbal appeal |
| 4 | As soon as the NSEC becomes aware that an appeal will be filed, it will contact the members of the CRC so they can prepare to hear the appeal. | Immediately once the NTC Chair informs the NSEC of an appeal |
| 5 | The signed Conflict Resolution Submission Form must be submitted to the NSEC:. | Immediately after the Competitor and MOCD sign the Conflict Resolution Submission Form |

8.9 Decisions of the Conflict Resolution Committee

8.9.1 Decision process

The decision of the CRC shall be:

| Stage | Description | Timeline |
|--------------|--|--|
| 1 Verbal | Deliver the CRC decision verbally to the Competitor and MOCD | At the conclusion of the consideration of an appeal |
| 2 Written | A written confirmation of the CRC decision, no longer than 1 page, shall be filed, by the Chair of the CRC, at the NSEC on-site event office | Within 60 minutes of the verbal delivery of a decision of the CRC; |

8.9.2 Corrective actions by CRC

In making a decision after consideration of an Appeal, the CRC may take whatever corrective action it considers appropriate.

8.9.3 Obtaining a copy

The competitor and/or the MOCD may obtain a copy of the CRC decision from the NSEC on-site event office.

8.9.4 Majority vote decision

Any decision of the CRC shall be made by a majority vote. That decision shall be deemed final and binding.

8.9.5 Final and binding decisions

The decisions of the CRC are final and binding, and are not subject to further appeal. Any written decisions rendered by the CRC, and filed with the NSEC, may be forwarded to any MO involved in the dispute upon request of the Executive Director of that MO or the MOCD.

8.9.6 Recommendations

Recommendations made by the CRC further to an appeal will be forwarded to the NSEC and the CEO of SCC may consider further action and/or implementation of the recommendations.

Conflict Resolution Submission Form

Note: Please refer to the Conflict Resolution Committee guidelines for more details on the process and timelines to be followed for a grievance and/or appeal. This document is available at each contest area. It is the competitor's responsibility to abide by these rules and regulations.

Please print the following information

Last Name: _____ First Name: _____

Date: _____ Time: _____

Province: _____ Skill Area and Number: _____

Signature of competitor: _____

Please check the following in proper sequence:

Grievance - can be made only by a competitor from the indicated contest area

Please complete each of the following:

1. **Facts** - clearly describe the facts about which you are making this Grievance, or Appeal. Also make reference to any informal contacts you have had with judges or the National Technical Committee members during the competition relating to this grievance.

2. **Breach** - indicate the specific instruction(s), procedure(s), scope, regulation or rule that you believe has been breached. If possible, attach a written copy of that instruction, procedure, scope, regulation, or rule.

3. **Request** - state the specific corrective action you are requesting with respect to this matter.

Results of the Grievance: Accepted _____ Denied _____

Signature: _____ Time: _____

Appeal-can be made only by a competitor from the indicated contest area who is directly affected by the decision made after consideration of the above grievance.

Competitor Signature: _____

For Conflict Resolution Committee Use Only

Appeal decision rendered by the Conflict Resolution Committee

Approved: _____ Denied _____

Signature: _____ Date: _____

Comments:

Copies of the completed form may be obtained from the National Secretariat.

Appendix A

BREACH OF CODE OF ETHICS NOTICE

Name of person submitting the notice

Last Name: _____ First Name: _____

Position: _____ Date: _____

Name of National Secretariat committee member who breached the Code of Ethics

Last Name: _____ First Name: _____

Trade/Committee Name: _____

Which Code of Ethics has this NSEC committee member breached?

Please give reasons, examples and as many details as possible.

Send this notice to the Director of Competition, Karine R. Dupuis at karined@skillscanada.com

Appendix B

Code of Ethics

1. The members of the NSEC committees must conduct themselves in a professional manner with fellow National Secretariat members, trainers, competitors, Skills/Compétences Canada (SCC) partners/sponsors and the general public
2. Any and all disagreements between members of the committees, judges, trainers, competitors or the public will be treated with the utmost respect and should be discussed in complete confidentiality. These discussions will not take place in public or in the presence of anyone who is not involved in the dispute resolution or directly affected by the dispute. Any serious matters must be discussed in private during, before or after the Competition and should involve the National Secretariat (NSEC).
3. The members of the NSEC committees will perform their duties without bias or prejudice.
4. The members of the NSEC committees will not knowingly create an advantage for any competitors).
5. The presence of any illegal substance during any SCC events will not be tolerated.
6. Excessive use of alcohol during any SCC events will not be tolerated.
7. The members of the NSEC committees shall act with honesty, integrity and openness in all of their dealings as representatives of SCC. SCC promotes a working environment that values respect, fairness and integrity.
8. The members of the NSEC committees shall not act in any way that knowingly endangers the physical, mental, or emotional health of any competitors or delegates. Fair and unbiased evaluation of projects is not considered to be an endangerment to the physical, mental, or emotional health of a competitor regardless of how the competitor may respond to the evaluation.

I, _____, understand that if the above Code of Ethics is not followed, I may be subject to dismissal as National Secretariat committee member.

Signature: _____

Commercial Marks Policy

Skills Canada National Competition

Introduction

This appendix provides details of the SCNC Commercial Marks Policy framework and specifies the rules and guidelines for promotion and exposure of sponsors and supporters of provincial and territorial team members at SCNC including; marketing, promotional and commercial displays at the Skills Canada National Competition

1. Definitions

- Formal non-competition wear: Clothing worn during Opening/Closing Ceremonies
- Casual non-competition wear: Clothing worn during travel, accommodations or team activities
- Competition wear: Clothing/work wear worn during hours of competition
- Equipment: Tools and toolboxes brought into the contest areas at the competition

2. General rules

Display of sponsors shall consist of a name or logo only. Text such as “Competitor A sponsored by Company B” is not allowed.

3. Commercial marking rules

This section of the policy provides rules specific to the use of commercial and non-commercial identification permissible on the Teams’ non-competition wear (formal), non-competition wear (casual), competition wear and equipment. All accredited persons (Experts, Team Leaders and others) will come under these rules.

4. Commercial marking on equipment, clothing and toolboxes

4.1. Clothing

Teams are allowed to place non-commercial marks on competition wear for SCNC, in addition to manufacturer marks as follows:

4.1.1. Non-commercial Marks

Non-commercial marks include text or logos for MOs province/territory name and/or MO name and/or team name that is non-commercial in nature (example: i) Alberta ii) Skills Canada Alberta iii) Team Alberta). There is no limit to the size or number of times this may appear on the clothing.

4.1.2. Commercial Marks

Commercial marks include the names and/or logos of individual educational institutions and sponsors. These may be displayed once on each garment.

4.2. Toolboxes/bags

Non-commercial Marks

Toolboxes and bags must not contain any inappropriate or vulgar material. If this rule is not followed SCC has the right to cover or black out any inappropriate markings.

5. Flags

The display of any flags on equipment, clothing, toolboxes, bags or workstations must be the approved flag of the province or territory being represented.

6. Other advertising

All other advertising at SCNC by teams or individuals is prohibited. This includes but is not limited to signs, brochures, leaflets, banners, audio/visual advertising and any other forms of advertising.

7. Guidelines for SCNC

8.

| Item | SCC and/or SCNC logo | Member Organizations' name and/or logo | Team name and/or logo | Sponsor Logos - Member Organizations' / Competitors' Sponsor |
|--------------------------------|--|--|--|--|
| Competition Wear | Yes | Yes | Yes | Yes. Each logo not to exceed 40cm ² with a maximum height of 5cm |
| Workstations | Yes | Yes | Yes | Yes. Each logo not to exceed 40cm ² with a maximum height of 5cm |
| Toolbox | Yes | Yes | Yes | Yes. Each display is not to exceed 630cm ² with a maximum height of 21cm.. |
| Tools | Yes but only in the 'as purchased' form and only if it is equipment not provided by SCC. | Yes but only in the 'as purchased' form and only if it is equipment not provided by SCC. | Yes but only in the 'as purchased' form and only if it is equipment not provided by SCC. | Yes but only in the 'as purchased' form and only if it is equipment not provided by SCC. |
| Supplies/products/ consumables | n/a | Yes but only in the 'as purchased' form and only if it is equipment not provided by SCC. | n/a | Yes but only in the 'as purchased' form and only if it is equipment not provided by SCC. |