

SCNC 2023 OCMT
MAY 25 – 26 25 – 26 MAI

Volunteer Handbook 2023

Welcome to the Skills Canada National Competition (SCNC), being held at the RBC Convention Centre in Winnipeg, MB!

Thank you for joining the Skills/Compétences Canada (SCC) volunteer team! Your participation is vital to the success of our event.

Our commitment to you:

To treat you as a valuable member of our team and provide you with the proper training and support to give you a fun and memorable experience.

Your commitment to us:

To serve as an ambassador and representative of the SCNC at the competition venue (on and off shift), to gracefully perform all your scheduled duties to the best of your ability, and to enjoy yourself!

To ensure that everyone has a great experience, we ask that you follow these guidelines:

- Show up on time and be ready for all your assigned shifts
- Check in at the registration desk and report to the onsite volunteer coordinator
- Respect and maintain Skills Canada National Competition property
- Maintain the confidentiality and integrity of privileged information you may be exposed to while serving as a volunteer
- Sign the consent form

And that you do not:

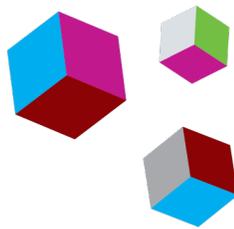
- Share your accreditation with non-volunteers
- Harass any SCNC competitors, delegates, volunteers, attendees, or staff
- The presence of illegal substances during SCC events will not be tolerated.
- Consume alcohol or cannabis while on shift, or attend your shift intoxicated.

And that you understand:

- The possession of illegal substances during SCC events will not be tolerated.

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- That the excessive use of alcohol and cannabis during SCC events will not be tolerated and you must adhere to the federal, applicable provincial/territorial and municipal legislation.

IMPORTANT DATES

Set-up Days: May 22-24
 Opening Ceremony: May 24
 Competition Days: May 25-26
 Closing Ceremony: May 27
 Tear Down Days: May 26(After 6:00 p.m.) and May 27

REQUIREMENTS

During the SCNC, we require that all volunteers register for a minimum of one (1) shift which consists of four (4) hours.

BENEFITS

Depending on how many shifts you register for, you will be receiving the following benefits.

	Lunch	T-Shirt	Delegate Bag	Opening ceremony	Closing Ceremony	Hospitality Suite
1 shift		X	X			
2+ shifts	X	X	X	X	X	X

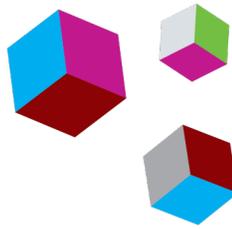
IMPORTANT INFORMATION

Check-in

You must check in at least 15 minutes in advance of your scheduled shift, at the registration desk, which is located on the 1st floor of the RBC Convention Centre. You will receive volunteer orientation before your shift begins.

Dress code/uniform

- Your T-shirt will be given to you upon check-in for your first shift
- T-shirts must be worn while on duty along with your accreditation badge
- Make sure to wear comfortable shoes or steel toe shoes as indicated in the job description of your shift.



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- If working in a skill area, make sure to have the proper personal protection equipment (PPE) that is necessary for that specific skill area. If you do not have your PPE with you, you will not be able to work your shift.

Personal Belongings

- Please leave your valuables at home.

Shift Cancellation Policy

- If you need to make any changes for your shifts these must be made as soon as possible using our online registration. The deadline for changes is end of the day on **May 19**.
- If after this deadline, you need to make changes, please email: volunteers@skillscanada.com.

Volunteering with a friend

If you want to work on the same shifts as your friends, both of you will need to register for the same shift on the same day. Keep in mind that some shifts only have 1 position available.

Consent form

A consent form must be filled out and electronically signed before you begin your first shift. The link to fill out this form will be provided to you in your confirmation email that you will receive from our volunteer coordinator.

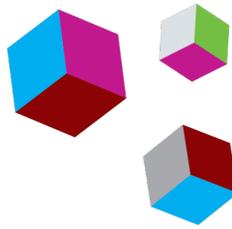
ON-SITE EVENT DETAILS

Registration desk

- The registration desk is situated on Level 1 in the foyer and open from 8am-5pm from May 22-27.

Hospitality Suite

- Depending on how many shifts you have booked, volunteers can access the hospitality suite during both competition days. Complimentary coffee and water are available in this suite and you will require your accreditation badge to access this room. The hospitality suite is located on level 1.



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Meals

- Depending on how many shifts you have booked, a complimentary lunch will be available on the day of your shift. Make sure to advise someone in your area when you take a break for lunch to ensure that another volunteer is available to cover for you. We also recommend you advise your onsite supervisor. Meals for set-up and take-down days will be provided in a form of a voucher which can be redeemed in the RBC Convention Centre. Your voucher will be provided to you at the registration desk, at the start of each day when onsite. During the two competition days, lunch will be served in the ballroom of the Delta hotel.

First Aid

- First Aid Stations are located on each floor. We will also have roaming first aiders in case of injury. The members of our safety committee will be stationed on the 2nd floor in the Pan Am room.

Evacuation Procedure

- A plan in case of an evacuation of the competition site has been put in place and will be presented to you when you check in for your shift.

Transportation and parking

- Please note that transportation and parking is the responsibility of the volunteer.