2021 SKILLS CANADA VIRTUAL NATIONAL COMPETITION

Competition rules

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may be subject to change.**

1 Introduction

1.1. The Skills Canada National Competition history

Started in 1994, the Skills Canada National Competition (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 SCNC brings together over 500 competitors from all province and territory, to compete in over 40 skilled trade and technology areas. The competition provides an opportunity for Canadians studying a skilled trade or technology to be tested against exacting standards and against their peers from across the nation. Students and apprentices vie compete for the honour of medal recognition in their chosen skill area.

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 and challenge in skilled trades and technology careers. The SCNC showcases the talent and the expertise of competitors from across Canada.

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

Achieving gold medal status at the SCNC and meeting the WorldSkills criteria gives competitors in approximately 30 trade and technology areas the opportunity to move on to being a prospect/competitor on the WorldSkills Team Canada.. They can compete at the WorldSkills Competition, which is hosted every second year by a WorldSkills member country.

The continued success of the SCNC is due to the dedication and commitment of volunteers, educators, staff, stakeholders, sponsors, in-kind suppliers, and the Canadian government. Without their support, SCC would be unable to offer such a wide range of trade and technology categories.

1.1   What and When?

In response to the ongoing global pandemic the SCNC 2021, SCC (Skills/Compétences Canada)'s annual flagship event is cancelled as a face-to-face event and will be hosted virtually. The Skills Canada Virtual National Competition (SCVNC) 2021 will be held virtually from May 25 to May 30 at different times across Canada.

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
- CIS: Competition Information System
- IL: Infrastructure List
- MOCD: Member Organization Competitor Designate: 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
- TAT: Try-a-Trade® and Technology activity
- BYOD: Bring your own device
- SCVNC: Skills Canada Virtual National Competition

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3 The Competition

3.1 List of Contests

The SCVNC 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:

- MOs are required to submit a preliminary "intent to participate" list to the NSEC prior to December 1st 2020.
- This preliminary list will assist SCC in the organizing of contests on the SCVNC core list of contests established by SCC.
- MOs will review the participant list prior to January 31st 2021.
- After January 31st, the participant list will be final.

The MOs may remove participants as needed after this deadline. If an MO wishes to add a participant, this request will be on a waitlist basis.

3.1.1 Official Contest

- Only MOs may submit a competitor for participation.
- A contest is considered official if there are four (4) competitors/teams
- Intent to participate list
  - If, on the "intent to participate" list, there are three (3) or less registered competitors/teams, it will be removed from the list.

- The SCVNC is the year to showcase skills trades and technologies, therefore after the January 31st deadline if a skill is below 3 participation, it could still be held.

3.2 Contest Duration

Each contest at the SCVNC has a maximum duration of 6 hours for the secondary level and ten hours over two days for the post-secondary level. These times include a 30-minute lunch break. A detailed competition schedule will be shared with all participants prior to the start of the competition.

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3.3 Eligibility

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

Note: The Eligibility criteria below have been adjusted due to the cancellation of the SCNC 2020. These criteria will apply to the SCVNC 2021 only.

3.3.1 Levels

3.3.1.1 Secondary Level Competition

Competitors must:

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

AND

May receive apprenticeship training through a secondary level program

AND

May be enrolled in a secondary/post-secondary dual credit program

AND

Cannot be enrolled in a part-time or full time post-secondary program

AND

Be less than 23 years old on December 31st of the year of the SCVNC

3.3.1.2 Post-secondary Level Competition

3.3.1.2.1 A-Non-apprenticeable skills

A competitor must be a registered student with a training institution in a related program in the skill in which they wish to compete at any time after **July 1st, 2019**.

3.3.1.2.2 Apprenticeable skills

A competitor must be registered in a related program, pre-apprenticeship program or be a registered apprentice in the trade (skill) in which they wish to compete at any time after **July 1st, 2019**. Please refer to the Red Seal list of trades for the designation within your province or territory.

http://www.red-seal.ca/trades/tr.1d.2s_l.3st-eng.html.

Competitors must not be a certified journey person prior to **May 1st, 2020**, in the skill 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
- Or any other documentation confirming completion of an apprenticeable skill area

3.3.2 Competitor Residence

A competitor attending school in a province or territory other than their primary place of residence can apply to represent either province or territory and they must meet the eligibility requirements within that province or territory. A competitor cannot participate in two separate p/t competitions in the same year.

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3.3.3 Competitor Citizenship

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

3.4 Proof of Eligibility

If the 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.

3.5 Number of Competitors in Each Skill Area

Each MO can enter one competitor/team per contest area. If for any given skill there are two (2) levels, each MO may register a competitor in both levels. After January 31st, 2021, request to add competitor will be on a waitlist. Only if the NSEC receives a cancellation in the same skill with the competitor on a waitlist be added. Depending on the skill, the level would be considered in order to accept a new competitor who was on a waitlist.

3.6 Clothing

3.6.1 During the Contests

Competitors may wear the colours of the province or territory they represent during the competition. Each MO must respect the Commercial Marks Policy (Appendix C). Safety requirements within the skill which is indicated in the contest description will override the province or territory uniform.

4 Organization of Contests

4.1 Contest Description

Contest description documents are brief descriptions of each contest. It is the responsibility of SCC to coordinate the preparation, translation, and distribution of contest descriptions. It is the responsibility of SCC to ensure that contest descriptions are available in both official languages. Each contest description will be reviewed and revised by the NTC for that skill area.

Contest descriptions are approved by the NSEC on recommendation of the NTC members.

4.2 Projects

SCC is responsible for coordinating the 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 by taking into account the identified points in the contest description. The project shall be designed and must be able to be completed using the materials and equipment listed in the contest description.

The content of a project must be different every year.

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.

The project shall be designed to take between 6-10 hours working time depending on the level and skill and within the allotted period. If an extension of time is required, the Chair of the NTC committee must first obtain the approval of the NSEC.

4.3   Other Competition Documents

In some skills, the project requires supporting documents. SCC is responsible for coordinating the preparation and translation of all supporting documents. It is the responsibility of SCC to ensure that supporting documents are available in both official languages. If a contest does have supporting documents, it will be indicated in the contest description.

4.4   Translation of documents used by the Competitors

All documents used by Competitors must be translated in both official languages. It is the responsibility of the Chair and Co-Chair to make sure all competitors receive all documents in the language of their choice. Documents must be received at the NSEC 2 months prior to the SCNC in order to facilitate translation. Any documents provided after the 2 months deadline will not be accepted and will not be used at the competition. Same day translation is prohibited. If a document is presented on competition day, and is unilingual, it will be removed from the contest.

4.5   Posting on the SCC Website

Contest descriptions for every skill area will be posted on our website by January 31st, 2021.

Projects and supporting documents may be posted on the SCC website. These documents will be posted on the SCC website as soon as they become available.

All competition documents are kept confidential until they are posted on the SCC website. Any violation of this rule will be cause for dismissal of the NTC member.

4.6   Optional Change in Project

Where the Project has been posted on the SCC website, prior to the SCVNC, the NTC may change the project to a maximum of 30% of the work content within the limitations of the equipment and materials included in the contest description. This 30% change is decided by vote of the NTC. Evidence of the changes in the work content must be documented and approved by each NTC member. 30% change notices are included in the contest description. Competitors will be informed of the change in project during orientation.

4.7   Skill-specific rules

Skill-specific rules are developed by the NTC and added in the contest description. Skill-specific rules cannot overrule the Competition Rules, the Competition Rules take precedence.

Skill-specific rules are intended to provide specific details and clarity in areas specific to the skill competition. This includes, but is not limited to, personal IT equipment, data storage devices, internet access, procedures and workflow, and documentation management and distribution.

4.8   Judges

SCC is responsible for coordinating contest evaluation. Working with the NTC, SCC will ensure there is a sufficient number of judges for each contest. Judges will consist of committee members and only if there are not enough members will the NSEC source external judges. External judges will be selected with the help of the MOs and the NSEC sponsors/suppliers and partners.

4.9   Competitor Communication and Contact

NTC members, Advisors or anyone from the same province/territory may communicate at any time with the competitors when the contest is not underway. Not underway would mean, prior to the official start time, lunch period, after the official end time on each competition days. The only participant that has direct access to the competitor will be the proctor.

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The use of mobile phones or electronic devices is prohibited for competitors when the contest is officially underway It is the Proctor responsibility to ensure this rule is followed and respected. If a mobile phone or electronic device is used and is confiscated by the Proctor, SCC is not responsible for lost or stolen property. The only exception to this rule is if the NTC clearly states in their contest description that a music device is allowed or if a mobile phone must be used for communication purposes with the NTC.

4.10 Illness or accident

The Proctor, NTC Chair, SCC, the MO Team Leader, and the Safety Committee must be informed immediately if any competitor becomes ill during the competition. Extra time may be granted but only with approval of the Director of Competitions of SCC or designate.

4.11 Discussion Forum

Prior to the Competition, all NTC discussion, communication, collaboration, and decision making regarding the contest must take place on the skill specific Discussion Forum. Skill related decisions and communication are only valid if they take place on the forum. The NSEC will be the moderator for this Forum.

4.12 Your Own Device

Competitors will need to use their own computer in order to compete in certain skill areas. Specification on the type of computer to use will be stated in the contest description.

SCC is not responsible for any stolen or damaged computer.

Competitors must bring their computer at orientation for testing and to ensure it will work properly for the next day.

All software must already be installed on the computer. SCC will not supply any software for the contest.

If a competitor computer malfunction (hardware or software), the Proctor, the NTC, and SCC will make every effort to resolve the issue. It will be the competitor's responsibility to have at his/her disposal a back-up device if he/she wishes to. If a computer malfunction and time is lost, the Proctor and NTC will allow extra time at the end of the competition to a maximum of 1 hour.

4.13 Orientation

4.13.1 Competitor Orientation

The orientation held prior to day 1 of the competition is mandatory. The purpose of this meeting is to prepare competitors for the contest. I

Secondary competitors will receive a pre-recorded video for their orientation session. This video will be viewed by the Competitor and their Proctor.

Post-secondary competitors will attend a 1-3 hour orientation session. Details will be included in their competition schedule document.

The NTC Chair or designate will review the following:

- Verify attendance
- Competition rules
- Skill specific rules established by the NTC
- Schedule of events, especially start and finish times and lunch break
- Conflict resolution procedure
- Evaluation criteria
- Safety rules-signature required
- Competitor communication and contact
- Verify list of tools and materials
- Verify that items in the competitor kit is complete
- Special announcements

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- Answer competitors' questions
- Confirm that ALL contest documents were provided to the competitors in their language of choice (English or French).
- Interpreter guidelines, if required
- Explain the illness or accident process

Once the orientation is concluded, the Proctor and Competitor must use the online sign-off form to check off each item for discussion. Each competitor and proctor must sign the online form to acknowledge that they are aware of the information provided during the orientation.

4.13.2   External judges Orientation Meeting and CIS judges workshop

4.13.2.1 External judges Orientation

If applicable for their skill, prior to the start of the competition, the NTC chair must hold an external judges orientation meeting. All external judges must be present.

Each NTC Chair must discuss the following points:

- Project(s)
- Competition rules
- Skill specific rules established by the NTC
- Material, equipment and facilities
- Safety rules
- Conflict Resolution procedure
- Evaluation criteria/CIS
- Marking forms
- Schedule of events, particularly start and finish times and lunch break
- Clarification on all points allowing an equitable and a transparent contest

4.13.2.2 CIS Judges Workshop

The NTC with the CIS responsibility, with the assistance of the Chair and Co-Chair, must conduct a CIS workshop with all the NTC and external judges. The process for measurement and judgment must be clearly explained verbally and with scenario-based training.

4.13.3   Proctor orientation

A Proctor orientation will take place from 12:00EST to 13:00EST on the following days:

Secondary – May 19

Post-Secondary – May 20

The following topics will be discussed

- Competitor orientation
- Competition Schedule
- Proctor role and expectations
- Skill specific discussions
- Q&A

4.14 Contest Administration

SCC and the NTC will provide instructions to participants (competitors, proctors, external judges). SCC will provide a competition package and a host facility package prior to the competition which will include important information on their participation in the SCVNC 2021.

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With assistance from their proctor, competitors who require clarification on instructions during the contest must address their questions to a NTC member using the online communication tool. During the contest, competitors are not allowed to talk to anyone except the proctor and NTC. Competitors are allowed to go to the restrooms upon approval from the Proctor.

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

4.14.1   Competition Documentation and Process

- 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.

4.14.2   Extension of time

An extension of time is extra time granted to all Competitors to allow the completion of a Test Project. If an extension of time is required, the NTC Chair must first obtain the approval from the Director of Competition at SCC. All requests must be investigated before an extension of time is granted.

4.15   Participation at school/learning institution

Depending on the existing COVID-19 regulations/uncertainties that are in place from May 25th – May 30th; the following format and process will be implemented.

- If schools or learning institutions are unable to host the competition, only the following skills may be hosted in a 'at home' environment'.

05	Mechanical Engineering CAD/Dessin industriel DAO
08	IT Office Software Applications /TI – Applications de logiciels bureautiques
17	Web Design and Development/Conception et création de sites Web
40	Graphic Design Technology/Infographie
50	3D Digital Game Art / Conception de jeux numériques 3D
52	Architectural Technology & Design/Dessin et technologie architecturale
54	Photography/Photographie (3 responses, 1 ok, 2 not / 3 réponses, 1 *oui*, 2 *non*)
82	Video Production/Production vidéo (team of 2/équipes de 2)
83	Job Search/Recherche d'emploi
85	Public Speaking/Communication orale
92	Workplace Safety/Sécurité sur le lieu de travail

- The deadline for SCC to decide if specific competitions will be cancelled and/or will be changed to " at home" events will be May 1st, 2021.

4.16   Proctor

A proctor is required for a competitor to be able to compete at the SCVNC 2021. A Proctor is used to guarantee the safety of competitors, assist the NTC in assessment and many more responsibilities. To guarantee the safety of competitors and/or for assessment purposes, SCC has determined that some skill areas require a mandatory Proctor. Therefore, on the list below, SCC has identified skills where Proctors are mandatory and where Proctors

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are recommended. If a competitor is unable to confirm a proctor in the recommended category, arrangements may be made upon written approval by SCC.

03	Precision Machining/Techniques d'usinage	Mandatory/Obligatoire
04	Mechatronics/Mécatronique	Recommended/Recommandé
05	Mechanical Engineering CAD/Dessin industriel DAO	Recommended/Recommandé
06	CNC Machining/Usinage CNC	Mandatory/Obligatoire
08	IT Office Software Applications /TI – Applications de logiciels bureautiques	Recommended/Recommandé
10	Welding/Soudage	Mandatory/Obligatoire
13	Autobody Repair/Carrosserie	Mandatory/Obligatoire
15	Plumbing/Plomberie	Mandatory/Obligatoire
16	Electronics/Électronique	Recommended/Recommandé
17	Web Technologies/Technologies du Web	Recommended/Recommandé
19	Industrial Control/Contrôle industriel	Mandatory/Obligatoire
20	Bricklaying/Briquetage	Mandatory/Obligatoire
23	Mobile Robotics/Robotique mobile	Recommended/Recommandé
26	Carpentry/Charpenterie	Mandatory/Obligatoire
29	Hairstyling/Coiffure	Mandatory/Obligatoire
30	Aesthetics/Esthétique	Mandatory/Obligatoire
31	Fashion Technology/Mode et création	Recommended/Recommandé
32	Baking/Pâtisserie	Mandatory/Obligatoire
33	Automobile Technology/Technologie de l'automobile	Mandatory/Obligatoire
34	Cooking/Cuisine	Mandatory/Obligatoire
36	Car Painting/Peinture automobile	Mandatory/Obligatoire
38	Refrigeration and Air Conditioning/Réfrigération et climatisation	Mandatory/Obligatoire
39	IT Network Systems Administration/TI – Administration de systèmes de réseaux	Recommended/Recommandé
40	Graphic Design Technology/Infographie	Recommended/Recommandé
49	Heavy Vehicle Technology/Technologie de véhicules lourds	Mandatory/Obligatoire
50	3D Digital Game Art / Conception de jeux numériques 3D	Recommended/Recommandé
52	Architectural Technology & Design/Dessin et technologie architecturale	Recommended/Recommandé
54	Photography/Photographie	Recommended/Recommandé
55	Sprinkler Fitter/Mécanicien/mécanicienne en protection-incendie	Mandatory/Obligatoire
81	Steamfitter/Pipefitter/Tuyauterie et montage de conduites de vapeur	Mandatory/Obligatoire
82	Video Production/Production vidéo	Recommended/Recommandé
83	Job Search/Recherche d'emploi	Recommended/Recommandé

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84	Job Skill Demonstration/Présentation: aptitudes professionnelles	Recommended/Recommandé
85	Public Speaking/Communication orale	Recommended/Recommandé
87	3D Character Computer Animation/Animation informatisée 3D	Recommended/Recommandé
88	2D Character Computer Animation/Animation informatisée 2D	Recommended/Recommandé
92	Workplace Safety/Sécurité sur le lieu de travail	Recommended/Recommandé

5 Conflict Resolution Process

The process of a grievance or appeal will be posted on the SCC website as a separate document.

6 Registration

SCC manages registration activities. SCC establishes the deadline for registration.

6.1 Who Must Register?

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

7 Assessment Procedures

7.1 Assessment Methods

There are two assessment methods: *measurement* and *judgement*. Each has distinct purposes and procedures.

Measurement is used to assess accuracy, precision, and other performance, which can and should be measured in a strong way. It is used where there should be no ambiguity.

Judgement is used to assess the quality of performance, about which there may be small differences of view when applying the external benchmarks.

Both measurement and judgement are required to reference their assessment and marking to explicit external benchmarks drawn from best practice in industry and business. The baseline for the award of any marks is the attainment of an acceptable industry standard.

7.2 Assessment and Marking Procedures

7.2.1 Competition Commencement

Before the contest begins, each NTC member must approve and sign the marking scheme acceptance form. This signed form must be submitted to the NSEC. Only until this is received may the contest begin.

7.2.2 Marking by Measurement

The assessment decisions available to a marking team for measurement are either 'yes' or 'no' or against a pre-determined scale of conformity to a given benchmark. The design and use of either of these methods must relate to best practice in industry and business.

Data entry will be done remotely on the online version of CIS.

If a Competitor has not attempted a particular aspect the score awarded by each NTC members shall be zero.

7.2.3 Marking by Judgement

The NTC shall assess each aspect. Using flash cards, each NTC member shall award a score between zero (0) and three (3) based on the given benchmarks. To do this correctly, NTC members shall first select their own score

privately by comparing the competitor's performance with these benchmarks. They then display their scores at the same time as directed by the NTC member coordinating the recording of scores.

The scores from zero (0) to three (3) shall relate to industry and business benchmark:

  0: performance below industry standard to any extent, including a non-attempt;

  1: performance meets industry standard;

  2: performance meets industry standard and surpasses that standard to some extent;

  3: excellent or outstanding performance relative to industry's expectations.

The benchmarks shall be agreed upon when finalizing the marking scheme and shall not be changed during assessment and scoring.

Data entry will be done remotely on the online version of CIS.

Where the range of scores for an aspect is greater than one (1) NTC members must remark that aspect. A brief discussion with reference to the benchmarks is permitted in order to reduce the range to one (1) or less.

If a competitor has not attempted a particular aspect the score awarded by each NTC member shall be zero (0).

7.3   Order of Assessment and Marking

Since assessment and marking is referenced to external benchmarks, the order of assessment and marking should not be a matter for concern. However, in instances of a disagreement or unfair marking practices, the Assessment Advisor may make the decision for the measurement marking to be completed before the judgement marking.

7.4   Competitor Presence

Assessment and marking shall not be done in the presence of the competitor unless otherwise specified in the contest description.

7.5   Finalization of Marks

Once the marks for all marking forms for a specified marking day have been entered, CIS will be locked for those Criteria. Signatures of all NTC and outside judges are required to change a mark already in the CIS.

NTC and external judges shall not be released from their competition duties until all the necessary paperwork has been electronically signed.

7.6   Cheating

If any person (NTC Member(s), judge(s), proctor(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 SCVNC participation automatically as determined by the CRC and the NSEC

There is zero tolerance for cheating.

8 Medals and Certificates of Participation

SCC will distribute one (1) gold medal, one (1) silver medal, and one (1) bronze medal for each level in each skill area. 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 will receive a certificate of participation from SCC.

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9 Results

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

Once the closing ceremony has ended, 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.

Once the results are announced at the closing ceremony, the results are final and cannot be contested.

10 Process to be Respected

- NTC members shall not make any changes to the competition registration – for example, name, contest level, etc. – without approval from the NSEC.
- All donated equipment, material and purchases are the property of SCC. If these were provided to the competitor, instructions will be provided on how to return the equipment on loan.If the donated equipment is a gift to competitors, SCC will make that clear in the competitor package.
- Observe safe work practices that avoid unnecessary risks and report any hazard or hazardous practice to the Safety Committee.

11 Breach of the code of conduct or the code of ethics

11.1 Type of Breach

There are two types of breach. A breach of the code of conduct by an individual who signed the SCC activity waiver form and a breach of the code of ethics by an NSEC member (Appendix B).

11.2 How and Who Can File a Breach of the Code of Ethics Notice

A breach allegation may be submitted by any MO, NSEC, NTC members, external judges, Competitors, and any registered delegate of the SCVNC. To submit an allegation, the notice form (Appendix A) must be completed and delivered to the NSEC Director of Competition by email at karined@skillscanada.com.

11.3 Decisions of the Disciplinary Committee

The decisions of the DC are final, implemented, and then closed. The decision will be either a penalty or dismissal of the individual in question. Any written decisions rendered by the DC, and filed with the NSEC, may be forwarded upon request to the individual who allegedly breached the Code of Ethics and the Executive Director of the individual MO.

Appendix A – Notice form

Breach of the Code of Conduct or breach of the code of ethics of a NSEC committee member

Name of individual submitting the notice

Last Name:_____   First Name: _____

Position: _____   Date: _____

Name of the individual who allegedly breached

Last Name:_____   First Name: _____

Skill/Committee Name:_____

Which Code of Conduct or Code of Ethics has this individual 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

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Appendix B – NSEC Committees Code of Ethics

1. The members of the NSEC committees must conduct themselves in a professional manner with fellow NSEC 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 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 competitors.

5. The presence of illegal substances during SCC events will not be tolerated.

6. Excessive use of alcohol and cannabis during SCC events will not be tolerated and must adhere to the federal, applicable provincial/territorial and municipal legislation. This includes from the day the NTC member leaves his/her home to the day the NTC returns. It does not limit during the event but also includes off times.

7. During an SCC event, the members of the NSEC must adhere to the occupational health and safety legislation of the host province/territory.

8. 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.

9. 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.

10. The members of the NSEC committees shall abide by the SCNC Competition Rules.

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

Signature: _____

Last update: April 6 2021
Due to unforeseeable COVID-19 regulations/uncertainties, the competition rules may be subject to change.

Appendix C – Commercial Marks Policy

1. Introduction

This appendix provides details of the SCC activities 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 SCC activities including; marketing, promotional and commercial displays at the Skills Canada National Competition.

2. 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

3. General Rules

Display of sponsors shall consist of a name or logo only. Text such as "Competitor A sponsored by Company B" is prohibited.

Competitors are not permitted to bring equipment into the skill area that is to be provided by SCC. A complete list of tooling that is to be provided for competition use will be available within the contest description. External equipment that does not comply is prohibited.

4. 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. Accredited persons, (Experts, Team Leaders and others) fall under these rules.

5. Commercial Marking on Equipment, Clothing and Toolboxes

1.1. Clothing

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

5.1.1. 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.

5.1.2. Commercial Marks

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

2.2. Toolboxes/Bags

5.2.1. 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.

6. 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.

7. Other Advertising

All other advertising at SCC activities 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.

8. SCVNC Guidelines

Item	SCC and/or SCVNC 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.

Last update: April 6 2021
Due to unforeseeable COVID-19 regulations/uncertainties, the competition rules may be subject to change.