

Technical Committee

# COMPETITION

# GENERAL RULES & REGULATIONS

This document provides general standards and requirements associated with competitions for Technical Committees to administer Competitions at Skills Canada - British Columbia Chapter events.

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## ***Introduction***

### **What is Skills Canada – BC Chapter**

Skills Canada - British Columbia is the premier trades and technologies career promoting not-for-profit organization in the province.

Skills Canada British Columbia provides trades and technology career promotion supported by business, government and labour to meet the needs of BC’s diverse economy.

Skills Canada British Columbia is comprised of members consisting of educators, students, employers, labour groups, and government representatives. Skills Canada British Columbia is the only body that may represent the province of BC as a member of Skills Canada.

### **Governance**

The Skills Canada British Columbia Board of Directors is represented by constituents from business, government and labour. The Board is responsible for final decisions related to competition operations in the Province of BC.

Skills Canada National Secretariat is a distinct organization and does not govern Skills Canada British Columbia. Skills Canada National Secretariat governs the National Competition and Skills Canada National Secretariat events.

Residents of BC may not participate in National events without the authorization of Skills Canada British Columbia. This document is Skills Canada British Columbia policy. Skills Canada British Columbia policy takes precedence over any other organization’s policy within the province of BC with respect to events under Skills Canada British Columbia’s jurisdiction.

## Regional Coordination Committee

### Division of Regions

Skills Canada British Columbia governs its events throughout BC including strategic, operational and administrative responsibilities. The province of BC is divided into regions. The divisions are based on secondary school district boundaries. The school districts are grouped based on the geographic proximity of postsecondary institutions that provide applied skills training. The number of regions therefore is based on the number of participating post-secondary institutions that provide applied skills training.

The divisions of Regions are as follows: (note: this division is subject to change. Please see our website for up to date info.)

- Cariboo: 27, 58, 73, 74, 83
- Central Interior: 28, 57, 91
- Peace River: 59, 60, 81
- Central Lower Mainland: 38, 40, 41, 42, 43
- North West Lower Mainland: 39, 44, 45, 46, 48
- Central Okanagan: 19, 22, 23, 53, 67
- Kootenays: 5, 6, 8, 10, 20, 51
- Lower Fraser Valley: 36, 37
- Upper Fraser Valley: 33, 34, 35, 75, 78
- North West: 50, 52, 54, 82, 87, 92
- Vancouver Island North: 47, 49, 69, 70, 71, 72, 84, 85
- Vancouver Island Central: 68, 79
- Vancouver Island South: 61, 62, 63, 64

### Structure

There is one *Regional Coordination Committee* for each Region. The Committee is generally chaired by a Regional Coordinator. The *Regional Coordination Committee* serves as an operational and administrative committee. The committee is encouraged to record their structure in a “Terms of Reference” document. The committee determines which Skills Canada British Columbia Competitions their region will participate in and the maximum number of students in each of their regional Competition. The committee is responsible for providing equipment, materials, facilities and volunteer time for the event. The committee is required to submit the names of the medaling students to the Skills Canada British Columbia office for those students to gain priority in the selection process to move up to the Provincial competitions.

## Provincial Technical Committee

For each competing applied skill there is a Provincial Technical Committee.

The Provincial Technical Committee serves as an operational and advisory committee to the Skills Canada British Columbia office. The purpose of the committee is to formalize a competition development process which will ensure a positive experience for competitors, instructors, judges and technical committee members. The Provincial Technical Committee terms of reference are developed by the committee.

**Committee Membership** may include, but is not limited to:

- Post-secondary representative,
- Secondary rep,
- Industry rep,
- Alumni rep,
- Regional Technical host Committee reps

**Sub-committees** may include, but are not limited to:

- Regional Junior Competition,
- Regional Secondary Competition,
- Regional Post-sec. Competition,
- Provincial Junior Competition,
- Provincial Secondary Competition,
- Provincial Post-sec. Competition,

## Regional Technical Host Committee

A Regional Technical Host or Committee is responsible for acquiring the facility, equipment, materials, and volunteers for their Competition and to run their Competition. The Regional Technical Host Committee determines who the Hosts are.

## Provincial Technical Chairs

For each applied skill there is a Provincial Technical Chair who may act alone or chair a committee. A committee is preferred for distributing workload and ensuring organized succession in the event that the Chair retires. The person who sits as Chair is responsible for organizing and running the Competition, meetings, conference calls, and correspondence. The Chair must keep everyone informed of the on-going organizing activities of the Competition, meetings, deadlines, and ensuring that the Competition is well organized and administered.

In a properly functioning committee, the Chair is selected by each Technical Committee annually at a fall Technical Committee meeting prior to the Annual General Meeting. If this is not the practice Skills Canada British Columbia will appoint the Chair.

## National Technical Committee

The National Technical Committee members must be involved with their provincial competition as a Provincial Committee Member. The Provincial Technical Chair will take priority over other Provincial Technical Committee Members expressing interest when the Skills Canada British Columbia office is nominating a new NTC member.

## The Event

### Where, When & Duration

#### Regional

**Where:** The Regional Coordination Committee selects the location of Regionals. It must be within the region.

**When:** The Regional Coordination Committee select the date: **February 1<sup>st</sup> through to March 31<sup>st</sup>.**

**Duration:** the recommended time for all students to complete a regional project is approximately **4 hours.**

## Provincial

**Where:** Provincial Competitions must be on site at the **location specified by Skills Canada British Columbia**. Competitions should not be held off site. The reason for this is that the mission of the event is to expose the spectators that come to the event to career opportunities. A decentralized event will be considered if space at the main site is a problem and the trade is represented already. **When:**

Provincial competitions and award ceremonies are held on the same day. The Provincial Competition is typically held around **the third Wednesday of April**. Technical Committees are required to have all aspects of their Competition set up the day before competition day. Technical Committees are required to have all equipment and materials packed up and moved out by the end of competition day.

Some crated items may remain for pickup first thing the next morning.

**Duration:** The Provincial Competition is typically **6 hours** plus breaks and must be **over by 4pm**.

## List of Competitions

### Categories

Competition categories are dependent on the existence of a volunteer Provincial Technical Committee. Competitions that are not offered at the National level are considered to be locally developed.

The National Secretariat governs what may become a National event but at the time of this publication their requirement is that six Provinces/Territories are required to create a National category. Refer to the Canadian Skills Competition Regulations for requirements to make a locally developed Competition into a National Competition.

### Locally Developed Competitions

A Technical Committee may form in any applied skill and host a competition that will be supported by Skills Canada British Columbia at either Regionals or Provincials. These Competitions are not considered qualifier events.

## Eligibility

### Age & Competition Level

#### Secondary Level Competition Competitor Classification:

Secondary Level Competition: It is the school's responsibility to ensure that their students participating in a Skills Canada British Columbia Regional or Provincial Competition meet the following eligibility requirements:

- Be enrolled in a BC public or private secondary school at any time between July 1st of the year of the last Skills Canada British Columbia Regional or Provincial Competition and the date of the SkillsBC Competition for which the competitor is registered.
- **Must not be older than 19 years of age on September 1** in the school year of competition

#### Post Secondary/Apprentice Level Competition Competitor Classification:

##### A-Non-Apprenticeable skill

A competitor must be registered student with a training institution in a related program in the skill in which they wish to compete at any time between July 1st of the year of the last Skills Canada British Columbia Provincial Competition and the date of the Skills Canada British Columbia Provincial Competition for which the student is registered.

AND

Must NOT be less than 18 years old when participating at Skills Canada British Columbia Provincial Competition.

### **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 between July 1st of the year of the last Skills Canada British Columbia Provincial Competition and the date of the Skills Canada British Columbia Provincial Competition for which the student is registered. 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\\_1.3st-eng.html](http://www.red-seal.ca/trades/tr.1d.2s_1.3st-eng.html).

Competitors must not be a certified journey person prior to May 1st of the Provincial year, in the skill area in which they wish to compete. Skills Canada British Columbia'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

### **Residence**

Regionals: The students' school must be within the region that the student is competing in. Provincials: The student must be registered in a BC school.

### **Citizenship**

National Competition. Canadian citizens, permanent residents (landed immigrants), protected persons and international students have the right to compete at the Skills Canada National Competition. Any BC student may compete in a BC Regional or Provincial Competition as long as they fit other criteria in this document.

### **Proof of Eligibility**

If there is an appeal following a grievance decision, a competitor may have to provide proof of eligibility, at Skills Canada British Columbia's request. Requested proof can include:

- Proof of apprenticeship status for apprentices.
- Proof of school attendance.
- Proof of age: original proof of identity or a photocopy showing date of birth.
- Proof of citizenship in the form of birth certificate or passport.

If it is impossible for Skills Canada British Columbia to verify proof of eligibility, the competitors named in the grievance and for who the proof is missing may be disqualified.

## **Number of Competitors per Competition**

**Minimum:** In order for a BC Regional or Provincial skills Competition to be a qualifying event for the next level of competition, it is suggested that there be a minimum of five eligible competitors from two schools or institutions. It is at Skills Canada British Columbia's discretion if an eligible competitor will be accepted into the next level event if the Competition does not meet these criteria.

**Maximum:** The maximum number of competitors that a committee will accept into their Competition is up to the committee. The maximum number is fixed prior to the event for registration purposes and the committee is expected to provide equipment, and materials to accommodate the maximum number of competitors on event day. Skills Canada British Columbia will make every attempt to inform the committee of the number of students participating, as early as possible. However, Skills Canada British Columbia reserves the right to fill empty space up until the start of competitor orientation or, if not specified, the start of the Competition, on the day of the event.

If a competitor is absent after the start time of orientation, it is the sole decision of the committee to fill space with other available students. It is the responsibility of the Committee Chair to notify either the Regional Coordinator at Regionals, or Skills Canada British Columbia staff at Provincials prior to identifying the replacement student.

## **Sponsorship**

### **Signage & Logos**

Sponsorship recognition is encouraged.

### **Clothing**

The technical committee may specify in their Scope document whether or not competitors' company logos are allowed on clothing. Logos of sponsors & volunteers are acceptable and encouraged unless otherwise specified by the Technical Committee.

## **Safety**

In addition to safety equipment specified on the Competition Scope document, competitors are expected to wear appropriate safety clothing and/or equipment to the standard of their level of Competition. Volunteers are not covered under Skills Canada British Columbia workers compensation as they are not employees.

# ***Competition Organization***

## **Documentation**

### **Regional & Provincial Documentation Overview**

The Provincial Technical Committee will ensure the standardization of Regional (where applicable) and Provincial Skills Competition *Scopes*, *Projects* and *Judging Criteria* documentation and that there is a logical transition from Regional/Provincial through to National competition.

The Provincial Committee will provide documentation for running a secondary level Regional Competition if the subject area is commonly available in secondary school if there is demand in three or more Regions.

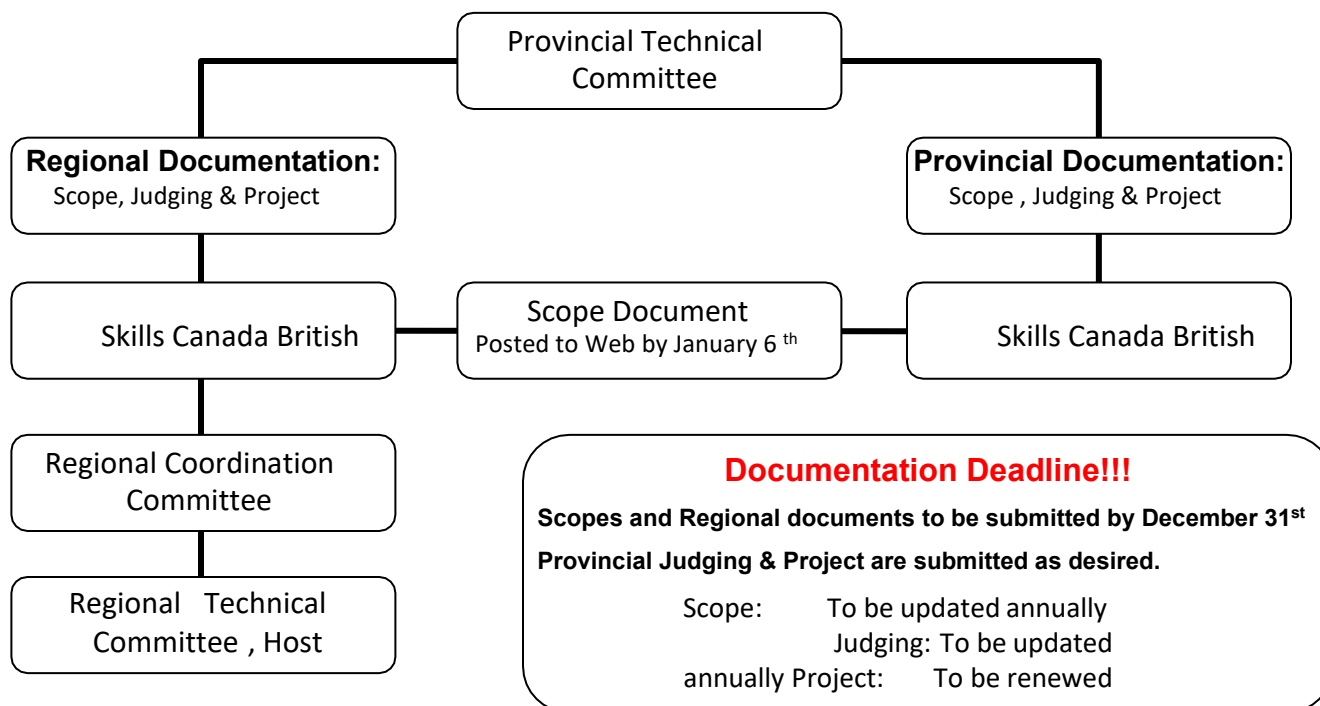
The committee will provide the equipment, materials and volunteers to run the Provincial Competition.



It is the committee's responsibility to ensure that rules, regulations and requirements are adhered to by members, judges, volunteer and competitors.

Regional Technical Host Committees are not required to follow the Provincial Technical Committee's provided documentation. This is due to the fact that the Regional Committees resources will vary throughout the province.

### Flow of Documentation:



### Scope Document

Scope documents are brief descriptions of Competitions and are intended for competitors to view well in advance of the competition.

It is the responsibility of the Provincial Technical Committee to provide the updated content for the Regional (if applicable) and Provincial Scope document by January 1<sup>st</sup> of each year the Competition is given. If students are to prebuild the project for the Competition, documentation is required so that there is a reasonable amount of time to complete the project prior to the competition.

It is the responsibility of the provincial office to co-ordinate the preparation, and distribution of scope documents.

Each existing scope document for a skill should be revised by the Provincial Technical Committee annually. All scopes must include:

- the name of the Competition;
- category/level in which the Competition will be held;
- a description of skills that may be measured;
- Specific conditions where applicable: knowledge of software, technology, etc...;
- instructions on the safety rules;
- Competition length;
- type of equipment supplied by the organization;
- the list of material used (supplied by the organization);
- the list of material or tools that the competitor must supply;
- When and if the project will be disclosed;

- The name and email of at least one Technical Committee contact person

Scopes documents are approved by Skills Canada British Columbia on recommendation of the Provincial Technical Committee.

Information contained in and the actual schedule of times such as check in and competition start/end are very important because it may be the only information given to competitors in preparing for a Competition.

Please note: Late editing of scope documentation is generally viewed to give misleading information to some and an advantage to other students depending on when it has been viewed.

It is recommended that all scope documents be finalized, approved and distributed to all members at least three months prior to the competition. A draft scope or template will be available from the Skills Canada British Columbia office on request.

### **Judging Document**

Two weeks before the competition or at a minimum, the day before competition, a list of Provincial Judges are to be provided to Skills Canada British Columbia on recommendation of the Provincial Technical Committee.

The Regional/Provincial Technical Committee is responsible for coordinating Competition evaluation, and that there are enough Judges.

Wherever possible, judges may not evaluate competitors that are from the same organization. In the event that there is a grievance with respect to judge(s) evaluating a competitor from the same organization, the grievance must be made prior to the collating of competitor judging documents in the judging process; and, the judge(s) evaluation will not be included as part of that competitor's mark. In the event that all of the judge(s) are from the same organization as the competitor, the student will be disqualified.

The Provincial Technical Committee is responsible to provide Regional judging documentation to the Skills Canada British Columbia office by January 1<sup>st</sup> to be passed on to the Regional Technical Host Committees throughout BC.

As a guideline, a Competition will include a practical project making up at least a recommended 85% of points. It can also include a written project that corresponds to a recommended maximum 15% of points. Where possible, project evaluation criteria must be objective rather than subjective and a marking Rubric is recommended.

### **Project Document**

Each project is prepared by the Provincial Technical Committee taking into account identified points in the scope document, duration and available resources. The Provincial Technical Committee is to submit Regional Project documentation, along with the Judging documentation no later than the January 1<sup>st</sup> prior to the competitions. With respect to Skills Canada British Columbia's mission and to provide students with positive trades & technology career promotion, projects are to be designed so that all competitors can complete the project in the provided time limit. Regional projects should be completed in approximately 4 hours of work time. Provincial projects should be completed in approximately 6 hours of work time.

**Project criteria** –Projects must allow competitors to demonstrate their capacity to accomplish tasks and use their corresponding abilities at the entry-level worker position or at the level of an accomplished 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year apprentice at the discretion of the Provincial Technical Committee.

## Pilot Period

Newly formed Provincial Technical Committees do a first-time pilot run of their competitions. This means that there will not be a competitor that moves up to the National Competition the first year that the project is run.

## Registration

All registration activities are coordinated by Skills Canada British Columbia only. Registration Deadlines are two weeks prior to Regional and Provincial Competition dates. Registration is online at [www.skillscanada.bc.ca](http://www.skillscanada.bc.ca).

Students registered in the proper competition are assumed to be accepted. If there is an issue affecting a competitor's participation parents or coaches will be contacted.

## Acknowledgement of Risk

The competitor (19 or over) or the parent (of a competitor under 19) will sign a digital online Acknowledgement of Risk in order to be eligible to compete in a Regional or Provincial competition.

## Process & Distribution

**Fees:** There is generally no fee for Regional Competitions. It is possible that a regional competition with significant costs may require a fee.

There will be a fee for Skills Canada British Columbia Provincials; fees may be set to offset the costs of hosting the event.

**Student Registration:** In both Regional Registration and Provincial Registration equitable representation is the goal. Schools in a region should have the chance to be represented in each competition. Each Region should have a chance to be represented at Provincials. The Skills Canada British Columbia registration system has the tools to limit registration by teachers to what is fair and equitable and to limit total registration to the resources available.

## Direct Entry

Some Provincial Competitions do not have a Regional Competition that are associated with them. Competitions that are Direct Entry may not have a Regional Scope document. The competitions that have a Regional Scope document posted on the Skills Canada British Columbia website may have a Regional qualifying event. If there is not a Regional qualifier in any regions, Teachers may enter students directly into the Provincial Competition.

## Entry from Qualifier

If there is a Regional qualifying competition, students must compete at the Regional level in order to qualify for the Provincial Competition. The easiest way to determine if a competition has a qualifying level is contact the Regional Coordinator for that region or check with the Skills Canada Director of Competitions. If a recent Regional Scope document exists on the Skills Canada British Columbia website, there may be a Regional qualifying event in that skill or trade. If there is not a Regional Competition the Regional Committee may elect to nominate a Provincial Competitor to represent the Region.

## **Committee, Judges & Volunteer Registration**

Volunteers must provide their contact information prior to the event for insurance purposes. Only volunteers that provide contact information may receive t-shirts, recognition, etc.

## **Competition Administration**

### **Work Stations & Materials**

Set up of workstations and the acquisition of equipment and materials is the responsibility of the Technical Committee for the Competition they run. Technical Committees are required to do whatever reasonably possible to make each workstation equal or equivalent. All materials that are provided must be equal or equivalent for each competitor. Bring your own device (BYOD) for computers has become common for many National competitions and many Provincial competitions.

It is recommended that workstations and materials be distributed to the competitors through a random draw at the Competition orientation. Competitors must have equal access to information and materials if they are distributed prior to the competition.

### **Orientation**

Orientation should happen immediately before the competition.

There may not be any type of orientation, pretraining session, or any type of face to face meeting with Competitors prior to the day of the competition. Equal access to information delivered from the Technical Committee to the competitors must be transmitted through the Skills Canada British Columbia office. Information that can be posted on the web may be provided well in advance. Physical material, documents or samples, etc will not be distributed until the registration is full or following the Registration Deadline (approximately two weeks prior to the competition).

During the orientation meeting, the Technical Committee will allocate work stations by draw where applicable. This meeting is organized to prepare competitors for the Competition. Competitors receive instructions through the Technical Committee or designate who will take into consideration the following points:

- Verifying attendance and competitor information.
- Rules of Competition. Including the following that is at the discretion of the Technical Committee:
- Competitors who need clarification on instructions during the Competition must address their questions to a Technical Chairperson or designate.
- During the Competition, competitors are not allowed to talk to persons who are not located within the Competition area.
- Competitors are allowed to go to the restrooms. Escorts to restrooms will be at the discretion of the Technical Chairperson or designate.
- Interpreters will be allowed to access the Competition site if previous arrangements have been made
- Access to the site of a Competition is allowed only to Technical Committee members, judges, competitors and people authorized by the Technical Committee.
- Competition schedule of events, especially, Competition start time and duration, lunch break, time frame for the grievance procedure.
- Evaluation criteria
- Safety rules.
- Verifying tools list and material that competitors must supply.
- Verifying all other tools, material, books or notes that competitors have brought to validate use during Competition.
- Training 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.

- Answer competitor's questions.

Note: The Technical Committee will permit the presence of advisors and/or interpreters during this meeting if prior arrangements have been made.

## Evaluation

It is recommended that judges be present at the orientation meeting. Prior to the start of the Competition, a judges' orientation should take place to ensure the judges know the rules of competition and specific rules that apply to their Competition.

It is recommended, on competition day, Judges be on site one hour before the Competition starts where applicable.

### Preparation of information

Judging criteria must be distributed in advance.

Each Technical Chair should discuss the following points:

- Project
- Competition rules notification and interpretation.
- Material, equipment and facilities.
- Grievance procedure.
- Evaluation criteria.
- Marking forms.
- Clarification on all points allowing equitable and smooth running of Competition.

### Process

It is recommended that marking is done from a *marking rubric* to eliminate subjectivity where-ever possible. Rubric Templates for Student Assessment are readily available on the internet.

### Marking

Judges evaluate each competitor's performance according to the evaluation criteria established by the Technical Committee before the start of the Competition. 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 that marks will be deducted and competitors may be disqualified if it is the judges' opinion that their own safety or that of others is jeopardized. Except for team judging, each judge will mark each competitor individually and will not compare notes with other judges.

### Medals and Certificates of Achievement

Skills Canada British Columbia only awards one gold, silver and bronze medal for each Competition level.

The person or team achieving the highest score is awarded the gold medal(s). The person or team achieving the second highest score is awarded the silver(s) and the third highest scoring person or team is awarded the bronze(s). Skills Canada British Columbia will also produce a certificate of achievement for each medalist.

### Secondary & Secondary Trades Training:

Regional Coordination Committees may elect to host separate Secondary Level competition for both regular secondary students & secondary students that are enrolled in trades training. Separate medals

can be awarded for both. If the Regional Technical Host Committee agrees to do this, they will be responsible for determining which order the students will qualify for the Provincial Competition and will provide one list only with students in order of priority to qualify into the Provincial. The Regional Coordination Committee must notify Skills Canada British Columbia early enough to get additional medals to the Region in time. Provincial Competitions will not have separate secondary categories.

### **Candidates Not Reaching a Minimum Standard of Performance**

It is up to the discretion of the Technical Committee to withhold medals or, allow the top three scores to receive a medal, regardless of whether their project is up to standard.

If it is the opinion of the Technical Committee, for a Post-secondary Competition area, that a potential medal winner has not performed at the minimum acceptable industry standard for the Skills Canada British Columbia Competition then the Technical Committee, through the Chair, can recommend that one or more medals can be withheld. In these circumstances the Technical Committee Chair shall report the potential withholding of medals to the Officer responsible for compiling results as soon as possible prior to the closing ceremonies. This Officer will investigate with the Technical Committee and Jury to ensure integrity and consistency. The withholding of the medals will be recorded on Results Transmission Form and signed as is normal practice.

### **Cheating**

If an individual or a Competition team member is found to have fully or partially completed the specified Competition task by using prohibited, materials, tools, documentation or resources as determined by the Technical Committee, or has tampered with a competitors project, materials, tools and/or resources the participant and his team will be disqualified from the Competition immediately, and at the discretion of the Technical Committee, may be asked to leave the Competition area.

If any person (technical committee member(s), judge(s), sponsor, trainer(s), supplier(s), sponsor(s) or observer(s)) is found to have fully or partially aided an individual or a team member in the completion of a specified Competition task which is deemed to be contrary to the rules of the Competition as specified by Skills Canada British Columbia or the Technical Committee, the individual or team who received this assistance may face disciplinary measures as determined by the Grievance Committee which may be deemed as immediate disqualification. There is a zero tolerance policy for cheating. Anyone who is either verbally or physically threatening may be dismissed and/or disqualified immediately.

### **Bullying and Harassment**

Skills Canada British Columbia considers the positive, respectful, and ethical conduct of all students, teachers, mentors, parents, and other event attendees an important and essential component of all 'Skills BC' related events. Gracious professionals learn and compete, but treat each other with kindness and respect in the process.

We expect the following behavior and ethical standards at all events:

Act with integrity, honesty, and reliability

Behave in a respectful and professional manner with event staff, volunteers, and fellow competitors

Exhibit maturity and class when dealing with difficult and stressful situations

Respect individual differences

Follow all rules as listed in the competition document.

Students are expected to have the skills needed to take on the project.

Safety as a top priority

Good sportsmanship, which includes supporting all competitors.

These expectations apply to all individuals and team members and all adults associated with an individual or team including, but not limited to, teachers, mentors, parents and volunteers. This Code may also apply to behavior outside of the events where inappropriate actions are related to an event or participating individuals. **Violations of the expectations in this Code may result in consequences up to the disqualification of the student, the team, or the organization from the current event and/or future events, and potentially removal from the Skills Canada British Columbia program after review by the competition administration.**

## Results

Technical Committees members, chairs and judges are **strictly forbidden to release any results** to anyone other than the designated Officer responsible for compiling results prior to the award ceremonies. Skills Canada British Columbia may demand that violators are not asked to participate in future events. During the awards ceremony, Skills Canada British Columbia announces only the name, school and the medal awarded.

Lists of ranking, scores, averages, etc. are for internal use only. It is the policy of Skills Canada British Columbia that rankings below bronze are not to be shared with students, coaches, parents or any other member of the public. **Student feedback** It is the responsibility of the Technical Committee running the Competition to provide student feedback if they wish. It is recommended to provide student feedback on the spot following judging. Enquiries made to the Skills Canada British Columbia office will be redirected to the Technical Committee Chairs' email.



# Grievance Process

## Reasons for Grievance

An informal protest, grievance and/or appeal may be filed when a competitor believes that one of the following occurred within his/her Competition:

- A competition rule was violated.
- A competitor was given an unfair advantage/disadvantage compared to other competitors in the same Competition.

## Composition of the Grievance Committee

### Regionals:

The Regional Grievance Committee shall be designated by the Regional Coordination Committee.

### Provincials:

The Grievance Committee is not needed until step three of the process, an appeal of a grievance decision.

The Grievance Committee shall be composed of (in order of priority) the following five members when available: all available representatives of the Skills Canada British Columbia Board of Directors Competitions Committee; the Skills Canada British Columbia Executive Board Members; Skills Canada British Columbia Board Member; and/or Skills Canada British Columbia Executive Director. The people on the Grievance Committee may not be associated with either side of the grievance and will identify any potential conflict of interest prior to the process. The Skills Canada British Columbia Competitions Committee Chair, will Chair the Grievance Committee or if not available an executive member of the Skills Canada British Columbia Board of Directors. A quorum of the Grievance Committee consists of at least three members.

## Phase 1 Informal Protest Process

Any person who can legitimately enter a Competition area, is eligible to make an Informal Protest, with respect to that particular Competition to the judge or judges of that particular Competition.

An Informal Protest may be made orally, or in writing, in English.

An Informal Protest may be made at any time between the commencement of the particular Competition and up to the actual time of the closing of the Competition.

The judge or judges shall determine an Informal Protest at the site of the Competition, within **thirty (30) minutes** of the making of the Informal Protest.

## Phase 2 Technical Consulting Group Grievance Process

If any eligible party directly affected by the determination of an Informal Protest wishes to appeal that determination, he or she (hereinafter referred to as "Grievor") may file a Grievance with any member of the Technical Consulting Group (Technical Committee or Judges) for that Competition. A copy of the Grievance shall also be filed, by the Grievor, at the Skills Canada British Columbia Operations Center.

A Grievance must be made in writing, in English.



A Grievance may be filed at any time between the determination of the Informal Protest and **up to 1 hour** after the Informal Protest; and, up to **1 hour after the actual time of the closing** of the Competition.

A Grievance will be considered by the Technical Chair, or his or her designate, at a location to be determined by the Technical Chair, or his or her designate. The Technical Chair, or his or her designate, has the exclusive discretion to determine which other members of the Technical Consulting Group shall be present at the consideration of a Grievance.

The Grievor, and any eligible party directly affected by the determination which is the subject of a Grievance, may be in attendance during the consideration of that Grievance. The Technical Chair, or his or her designate, may allow anyone else to be in attendance during the consideration of a Grievance, including the judge or judges who determined the Informal Protest.

The Technical Chair, or his or her designate, and any other member of the Technical Consulting Group appointed by the Technical Chair, or his or her designate, may consider any information the Technical Chair, or his or her designate, considers relevant in the consideration of a Grievance.

In making a decision after consideration of a Grievance, the Technical Chair, or his or her designate, may take whatever corrective action that he or she considers appropriate, up to and including the disqualification of any competitor who has breached any of the competition rules or regulations.

The decision of the Technical Chair, or his or her designate, shall be delivered orally at the conclusion of the consideration of a Grievance. A written confirmation, no longer than one (1) page, shall be filed, by the Technical Chair, or his or her designate, at the Operations Center within 15 minutes of the oral delivery of the decision. The Grievor and any eligible party may obtain a copy of the written confirmation of the decision from the Operations Center.

### **Phase 3 Grievance Committee Appeal Process**

If a Grievor, or any eligible party directly affected by a decision delivered after consideration of a Grievance, wishes to appeal that decision, the Grievor and/or any such eligible party may appeal the decision to the Grievance Committee.

An Appeal must be made in writing, in English.

An Appeal may be filed by the Grievor or eligible party at the Operations Center no later than one hour after the written confirmation of the decision of the Technical Chair, or his or her designate, is filed with the Operations Center up to **one and a half hours** after the end of the competition.

Consideration of an Appeal shall take place at a location to be determined by the Chair of the Grievance Committee, or his or her designate.

The Grievor, and any eligible party directly affected by the decision which is the subject of an Appeal may be in attendance during the consideration of that Appeal. The Chair of the Grievance Committee, or his or her designate, may allow anyone else to be in attendance during the consideration of an Appeal, including the Technical Chair which considered the Grievance, or his or her designate.

The Grievance Committee may consider any information the Chair of the Grievance Committee, or his or her designate, considers relevant in the consideration of an Appeal.

Any decision of the Grievance Committee shall be made by a majority vote, and where there is a tie vote, the Chair of the Grievance Committee, or his or her designate, shall have the deciding vote.

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

The decision of the Grievance Committee shall be delivered orally at the conclusion of the consideration of an Appeal. A written confirmation, no longer than one (1) page, shall be filed, by the Chair of the Grievance Committee, or his or her designate, at the Operations Center within one (1) hour of the oral delivery of a decision of the Grievance Committee. The Grievor and any eligible party may obtain a copy of the written confirmation of a decision of the Grievance Committee from the Operations Center.

#### **Decisions of the Grievance Committee**

The decisions of the Grievance Committee are final and binding and are not subject to further appeal.

Any written decisions rendered by the Grievance Committee, and filed with the Operations Center, shall be forwarded to the Executive Director of Skills Canada British Columbia as soon as reasonable after the conclusion of the competition.

## ***Legal Statement***

The requirement to comply with these standards, rules and regulations is a condition of participation and/or association.

Skills Canada British Columbia reserves the right to disassociate with any committee or individual without reason and/or without warning, at any time.

## GRIEVANCE SUBMISSION FORM

Name of person making Informal Protest, Grievance or Appeal: \_\_\_\_\_

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

Competition: \_\_\_\_\_

Please check one of the following:

### **Informal Protest**

–can be made only by a person who can legitimately enter the area of the indicated Competition.

### **Grievance**

–can be made only by a person who can legitimately enter the area of the indicated Competition and who is directly affected by the determination of an Informal Protest.

### **Appeal**

–can be made only by a person who can legitimately enter the areas of the indicated Competition and who is directly affected by the decision made after consideration of a Grievance.

Please complete each of the following:

#### **1. Facts**

– clearly describe the facts about which you are making this Informal Protest, Grievance, or Appeal.

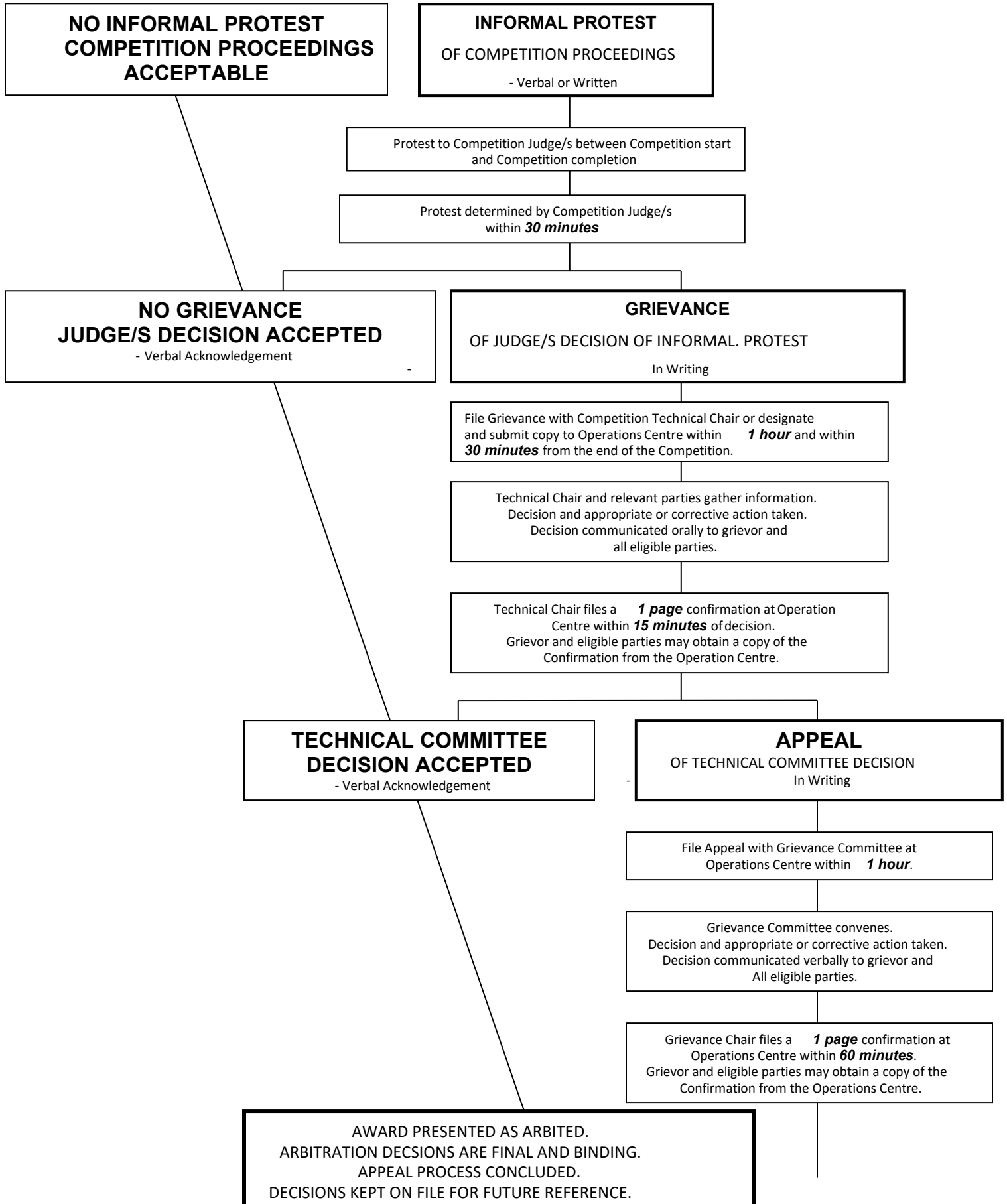
#### **2. Breach**

–indicate the specific instruction, procedure, 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.

Signature of person making Informal Protest, Grievance, or Appeal \_\_\_\_\_

# SKILLS CANADA – ARBITRATION PROCESS TIMELINE



## Contact Information

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