Skills Canada National Competition 2025

Competition Rules

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SECTION A – Organization

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 (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 competitors from all provinces and territories, along with parents, partner organizations, advisors and others 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 to compete for the honour of medal recognition in their chosen skill area.

The main goals of this event are to provide competitors a skills development opportunity by completing a hands-on challenge often encountered in a work environment and to raise awareness among the general population of the value and the complexity of the work in skilled trades and technology careers. SCNC showcases the talent and the expertise of 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 national level.

The continued success of SCNC is due to the dedication and commitment of volunteers, educators, staff, stakeholders, sponsors, in-kind suppliers, and the Federal and provincial/territorial governments. Without their support, Skills/Compétences Canada (SCC) would be unable to offer such a wide range of trade and technology 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
- 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.

3. National Secretariat Committees

For 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 (Competition Information System) Support
4. IT (Information Technology) Committee
5. Assessment Advisors
6. Disciplinary Committee of the National Technical Committee
7. Volunteer Coordinator

3.1 National Technical Committees

3.1.1 General Description

The NTC serves as operational and advisory committee to NSEC. There is one committee per skill area. The purpose of the committee 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 SCNC criteria. This allows for the standardization of SCNC contest descriptions, projects, and judging criteria.

3.1.2 Committee Composition

- The committee may consist of up to thirteen (13) members, one from each province/ territory who has a competitor in the respective skill area.

- The NTC member position is a volunteer position.

- Each NTC member must have formal and/or recognized qualifications with proven industrial and/or practical experience in the trade or technology for which they are accredited.

- It is the MOs responsibility to ensure that the NTC member they submit to NSEC has the required qualifications and experience.

- It is recommended that the NTC member should be part of its provincial/territorial technical committee.

- NSEC retains the right to add a representative(s) to the committee if it is determined that it would assist in the delivery of SCNC (NSEC representative).

- A MO's final NTC member list must be submitted to NSEC by the 31st of January (year of SCNC). After this deadline, new NTC members may not be added.

- A MO may change a NTC member up to two months prior to SCNC. After this deadline, it will be dealt with on a case-by-case basis and SCC cannot guarantee the requested change is possible.

- If a MO has an existing member and an incoming member at SCNC, SCC is only responsible for the expenses for one member. The MO is responsible for all expenses for the second member to attend SCNC.

3.1.3 Duration of Tenure

The respective MO will review the duration of tenure. NSEC will annually identify to the MO any individuals that NSEC would not recommend for continued tenure on the committee.

3.1.4 Responsibility Timeline

- Debrief and next SCNC planning meeting (at the end of SCNC)
    - o Answer the debrief questions provided to improve on SCNC.
    - o Select the members with special responsibilities within each committee (Chair, Co-Chair, etc.) Note: If a member is not reappointed by their MO or does not have a competitor at the next SCNC, they will not retain their position on the committee.
    - o Develop and if possible, finalize the Project.
    - o Suggest innovative ways of better promoting/marketing the contest during the Competition.
    - o Identify skills and techniques that should be tested and evaluated in each trade and technology.
    - o Develop contest documents that reduce opportunities for grievances.
    - o Start the judging criteria development.
    - o Review and sign the Code of Ethics. (Appendix B)
    - o If not already completed, provide NSEC with volunteer requirements for set up and take down to post on SCC website.
- Chair and Co-Chair Meeting (held the fall prior to SCNC)
    - o Finalize the Technical Description for the following year.
    - o If not already completed, finalize the judging criteria.
    - o Finalize the IL (Infrastructure List)
    - o Meet with SCNC sponsors to determine materials and equipment for the upcoming project.
    - o Finalize the working documents.
    - o Finalize the contest timetable.
    - o Approve or make changes to the site plan.
    - o Provide documentation to NSEC for formatting, translation and copying.
    - o If not already completed, provide NSEC with volunteer requirements for set up and take down to post on SCC website.
- Ongoing
    - o NTC to communicate to their respective MO any competition information as required.
    - o Abide by the competition rules.
    - o Communicate using the NTC forum on Brightspace.
    - o Participate in conference calls as requested by SCC.

- May/June: Skills Canada National Competition
  - Set-up and take-down of skill area.
  - Judge and/or assist in judging.
  - Assist in solving any problems encountered at the skill area.
  - Enter the marks into CIS.
  - Perform daily toolbox checks.
  - Ensure that safety procedures are followed.
  - Maintain order and tidiness in the skill area.
  - Assist in tear down of the competition site.

3.1.5 Frequency of Meetings

The full committee will travel once annually and meet post competition (May/June of each year). An additional meeting will be held for the Chair, Co-Chair, and the host NTC member of each committee as required. This meeting will typically be held annually in the fall prior to SCNC.

3.2 SCNC Host Member of the NTC

3.2.1 General Description

The host member will be responsible for all duties stated above and the below additional duties. These additional duties will only apply to SCNC in their own province/territory. It is the responsibility of the host MO to secure one (1) local NTC member for every skill area whether they have a competitor or not. Every skill area must be represented by the host province or territory.

3.2.2 Responsibility Timeline

- Ongoing
  - Assist NSEC in securing equipment and material for SCNC.
  - With the Chair and Co-chair, review and adjust the IL as needed and make sure it is accurate and includes the skill area requirements.
  - Advise SCC if any equipment or material is secured directly with a sponsor/supplier to ensure there are no conflicts with pre-existing sponsors or suppliers, which ensures that sponsor/supplier receives proper recognition for their contribution.
- May/June: Skills Canada National Competition
  - Ensure that the skill installations (equipment, material, electrical and water connections, etc.) are secured and on-site.
  - Ensure every item on the IL is on-site.
  - Ensure that the equipment which is onsite is labeled for return shipping.
  - If needed, assist 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 appointed by NSEC. The Safety Committee members report to NSEC. Each Safety Committee member must have formal and/or recognized qualifications with proven industrial and/or practical experience in safety. It is NSEC's responsibility to ensure that the member has the required qualifications and experience. There is a minimum of three (3) members and a maximum of five (5) members on the Safety Committee. There is no tenure for this position. NSEC will annually review the position and make any necessary changes.

3.3.2 Responsibility Timeline

- Ongoing
  - 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.
  - Hold a Zoom safety meeting with staff and key volunteers 2 weeks prior to SCNC
  - When necessary, conduct a conference call with the Safety staff of SCNC venue.
  - Identify safety items needed for purchase and/or sponsorship for SCNC.
  - Implement and maintain the competition safety program.
  - Identify which skill area and TAT activity requires a safety table.
  - Participate in conference calls with SCC.
  - Review the Provincial/Territorial Safety requirements for each skill area and ensure that the requirements are adhered to.

- May/June: Skills Canada National Competition
  - Lead the NTC committees on safety at SCNC
  - Identify the 2 Safety Award recipients for the closing ceremony.
  - Distribute the necessary PPE to skill areas and TAT activities.
  - Conduct a safety meeting with the NTC safety representatives, and SCC Volunteers.
  - Distribute the proper safety equipment to each safety table. Ensure the equipment is in good working order.
  - Work with the venue safety team and address any safety issues that may arise.
  - If necessary, post the PPE signs at each skill area and TAT activities.
  - Manage on-site radios.
  - Perform daily safety audits of each contest area and TAT activity. If changes are necessary, request those changes from the venue staff or NSEC, depending on who is responsible for the required change.

3.4 IT Committee

3.4.1 General Description

The IT Committee member is a volunteer position appointed by NSEC. The IT committee members report to NSEC. Each 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 SCNC. It is NSEC's responsibility to make sure that the member has the required qualifications and experience. There is a minimum of three (3) members and a maximum of five (5) members on the committee. There is no tenure for this position. NSEC will annually review the position and make any necessary changes.

3.4.2 Responsibility Timeline

- Ongoing
  - o Assist NSEC in the acquisition of networking equipment and material.
  - o Participate in conference calls with SCNC venue and/or NSEC.
  - o If required, meet with SCNC venue to convey networking and internet needs.
  - o Assess what computer and networking equipment and material are needed and communicate with NSEC so it can be determined if it is a sponsorship, rental, or a purchase.
  - o If required, meet with NSEC IT sponsor(s) to discuss event set-up.
  - o Develop a set-up plan for committees and volunteers.
  - o Assist SCC with the BYOD process.
- May/June – Skills Canada National Competition
  - o Set-up of computers, networking, printers, and internet.
  - o Set-up the CIS network.
  - o Manage computer set-up volunteers onsite.
  - o Oversee the BYOD with each skill area.
  - o Dismantle computers, networking, and internet at the end of the competition, properly pack and label for shipping.

3.5 CIS Support

3.5.1 General description

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

3.5.2 Responsibility Timeline

- Ongoing
  - o Participate in conference calls with NSEC to discuss and develop the CIS process.

- May/June: Skills Canada National Competition
  - o Set-up the CIS office
  - o If required, perform a CIS training session for the NTC.
  - o If applicable, manage the CIS support volunteers onsite.
  - o Support the NTC with printing necessary forms.
  - o Manage the CIS software.
  - o Support the NTC in entering the marks.

3.6 Assessment Advisors

3.6.1 General Description

The Assessment Advisor member is a volunteer position appointed by NSEC and reports to NSEC. There is a maximum of three (3) members. There is no tenure for this position. NSEC will annually review the position and make any necessary changes.

3.6.2 Responsibility Timeline

- NTC Assessment and CIS workshop (during the NTC Chair and Co-Chair meeting or online video meeting)
  - o Work with the NTC with the special responsibility of CIS to develop and finalize the CIS judging criteria.
  - o Perform an assessment training session for the NTC.
- Ongoing
  - o Assist NSEC to have a final copy of the marking scheme ready for SCNC.
  - o Participate in conference calls with NSEC and/or NTC to discuss and develop the assessment process.
  - o Work closely with the CIS support committee.
- May/June: Skills Canada National Competition
  - o Support the NTC so the final marking form is completed and signed-off.
  - o Assist the CIS Support committee as needed.

3.7 Expenses for Members of NSEC Committees

NSEC is responsible for the costs of committee members attending meetings required by NSEC. NSEC will reimburse members for expenses as deemed appropriate and consistent with the existing SCC expense guidelines. Please refer to this document for a detailed list of 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-imbursement 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 NSEC who will chair the meetings and four (4) Executive Directors from SCC Member Organizations. 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 a voting member. If a quorum is not met or 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 NSEC. Committee members will serve for one year from July 1 to June 30 with the option to renew their participation annually. NSEC is responsible for ensuring 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 SCNC. To submit an allegation, the notice form (Appendix A) must be completed and delivered to NSEC Director of Competition by email or in person (if at 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 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.

SECTION B-Skill Competitions

5. The Competition

5.1 List of Contests

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 provided by the MO; applications for demonstration contests that have 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 NSEC prior to October 2.

- This preliminary list will assist SCC in the organizing of contests on 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 Operations Committee meeting (held the fall prior to SCNC), the participant list will be reviewed and approved by the MOs.

- After the fall Operations Committee meeting, participation fees, or obligation for participation fees will not be returned or the obligation reduced, if participation is withdrawn.

- From the Operations Committee meeting to January 1st of the next year, additions to the participant list may be requested but can only be approved if the NTC and SCC approves the addtion. It will be treated as a case by case basis.

- After January 1st, no additions can be requested. Any request to add a competitor will be on a waitlist.

5.1.1 Official Contest

Only MOs may submit a competitor for participation.

- A contest is considered official if there are six (6) competitors/teams or more annually at SCNC and has received official status after being delivered successfully as a demonstration contest as outlined in 5.1.2.

- Intent to participate list
  - o If, on the "intent to participate" list, there are three (3) or less registered competitors/teams, it will be removed from the list immediately with no probation year.
  - o If, on the "intent to participate" list, there are 4 or 5 competitors/teams, it will be on probation for one SCNC. If on the next intent to participate list it still has 4 or 5 competitors/teams, it will be removed from the list immediately.
- Actual SCNC participant list
  - o If less than six (6) 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 six (6) competitors/teams it will be discussed, and a consensus vote will be necessary from the Contest Review Committee to determine if this contest will be removed or kept on the participant list the following year.
  - o 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.

5.1.2 Demonstration Contest

- A demonstration contest is a new or reinstated contest being offered at SCNC. To add a demonstration contest, a MO must submit an application to 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 six (6) 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 six (6), it cannot be offered as a demonstration. SCC may choose to host the contest as a Presentation Contest.
- A demonstration contest must meet the contest application evaluation criteria.
- A new contest will have demonstration status for two (2) years; the 3rd year it becomes an official contest if the minimum requirement of six competitors/teams is met each year.
- If, on the "intent to participate" list, there are less than six (6) registered competitors/teams, then it will be immediately removed from the list.
- If there are less than six (6) participants at SCNC, the demonstration contest will not be offered the following year.
- After one (1) 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 (2) 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.
- NSEC has the right to veto the addition of a demonstration contest regardless of the result of the contest application process.

5.1.3 Presentation Contests

SCC may introduce new contests known as presentation contests 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 SCNC must be received from the MO or sponsor by September 1st in the year before SCNC.

To hold a presentation contest, the MO or sponsor will be responsible for a fee according to these four levels. This fee will cover basic infrastructure and space. Any infrastructure needs above what is included is the responsibility of the MO or sponsor/supplier.

LEVEL	SQ. FT.	COST	INCLUSIONS
1 inside the venue	0 – 400	$15,000.00	· 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	$20,000.00	· 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	$25,000.00	· 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 outside the venue	+ 800	$20,000.00	· 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 · 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 three (3) individuals to form the NTC for the contest; this NTC will develop and deliver the contest at SCNC. The MO or sponsor is responsible for any related cost to attend SCNC.

- If the NTC committee for a presentation contest would like to attend any NTC meetings, the MO or sponsor is responsible for any related cost to attend these meetings. It is not mandatory for a NTC committee of a Presentation Contest to attend the NTC meetings.
- At least three participants/teams are 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.
- NSEC will decide whether the proposed presentation contest will be offered at SCNC.
- NSEC has the right to add a contest as presentation without submitting a contest application.

5.2 Contest Duration

Each contest at SCNC has a maximum duration of twelve hours over two days. Contest hours may not be before 7:30 am or finish after 5 pm. These times include a one-hour lunch break. Once the contest duration is included in the contest description and posted online, it cannot be modified before or onsite without the approval of the Director, Competition of NSEC.

5.3 Eligibility

To take part at SCNC, competitors must be registered by a MO. It is the MOs' responsibility 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 SCNC for which the competitor is registered.

AND

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

5.3.1.2 Post-secondary Level Competition

5.3.1.2.1 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 between July 1st of the previous year of SCNC and the start of SCNC.

5.3.1.2.2 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 between July 1st of the previous year of SCNC and the start date of SCNC. Please refer to the Red Seal list of trades for the designation within your province or territory.

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

- Competitors must not be a certified journey person prior to May 1st of SCNC year, 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

5.3.2 Competitor Residence

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 MO accepts to be represented by that competitor and they meet the eligibility requirements within that province or territory.

5.3.3 Competitor Citizenship

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

International Students must have been registered in a secondary or post-secondary level school at any time between July 1st of the year of the last SCNC, and the start date of SCNC for which the competitor is registered. If a competitor's study permit expires prior to SCNC, the competitor must ensure that they have legal standing to stay in Canada in order to participate at SCNC.

5.4 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 for the CRC to review the appeal.

Requested proof can include:

- Proof of apprenticeship

- Proof of school attendance

- Proof of age: the original government issued identification that includes the date of birth and photo.

- Proof Of Canadian Citizenship, Permanent Residency, protected persons status or international student status.

- Proof of legal standing in Canada

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 Area

Each MO can enter one competitor/team per contest area. If for any given contest there are two (2) 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 Operations meeting (held in the fall prior to SCNC), the addition of a competitor will be on a waitlist. Only if NSEC receives a cancellation in the same contest will the competitor on a waitlist be added. Depending on the contest, the level would be considered to accept a new competitor who was on a waitlist.

5.6 Clothing

5.6.1 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 indicated in the contest description will take precedence over the province or territory uniform.

5.6.2 During Official Ceremonies

Each year, each MO will determine their appropriate team wear. All competitors are required to wear their non-competition wear (team uniform) for the official ceremonies. Team wear deemed to make political statements, protests or intended to incite hatred will not be tolerated.

6. Organization of Contests

6.1 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 contest area.

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

Contest descriptions must be finalized, translated, approved, and added to the SCC website by September 30th, the year prior to SCNC.

6.2 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 considering 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 infrastructure list and/or brought by Competitors. Two months prior to SCNC, no additional major items can be requested.

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 10-12 hours working time, within the period and not exceeding two days. If an extension of time is required, the Chair of the NTC committee must first obtain the approval of NSEC.

6.3   Other Competition Documents

In some contests, 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.

6.4   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 NSEC 2 months prior to SCNC to facilitate translation. Any documents provided after the 2-month deadline will not be accepted and will not be used at the competition. Onsite translation is prohibited. If a document is presented onsite and is unilingual, it will be removed from the contest. This rule excludes the 30% onsite change to the project. SCC will provide translation support to NTC for the translation of the 30% change.

6.5   Posting on the SCC Website

Each contest description, project, and supporting documents will be posted on the SCC website on 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. Any violation of this rule will be cause for dismissal of the NTC member.

Once a document is posted online, no changes are accepted. Additional information will be posted as separate document(s).

If a MO is using the same SCNC document, in part or in full, for their provincial/territorial competition, they cannot share their document unless the same document is posted on the SCC website.

6.6   Mandatory Change in Project

Where the Project has been posted on the SCC website, once onsite at SCNC, the 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 two (2) days prior to orientation day. Evidence of the changes in the work content must be documented and approved by each NTC member. Competitors will be informed of the 30% change during orientation.

6.7 Judges

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

6.8 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 day. They may communicate when the competition is officially underway but only with the approval of the Chair and in the presence of another NTC member from another province/territory.

If a spectator is found to be communicating with a competitor during the official contest times, the competitor may be disqualified if proof of the infraction is submitted to SCC.

The use of mobile phones or electronic devices is prohibited when the contest is officially underway. At other times, the use of mobile phones, or electronic devices is allowed. If a mobile phone or electronic device is brought in the skill area and is confiscated by an NTC member, SCC is not responsible for lost or stolen property. It is strongly recommended that mobile phones or electronic devices not be brought into the skill area. The only exception to this rule is if the NTC clearly states that a music device is allowed. This exception must be included in the contest description and must have clear guidelines and restrictions to make sure no illegal recordings are brought into the Skill area.

6.9 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 on Brightspace. Skill related decisions and communication are only valid if they take place on the forum. NSEC will be the moderator for this Forum.

6.10 Bring Your Own Device (BYOD)

SCNC is a BYOD event. As stated in the contest description, competitors will need to bring their own computer to compete in certain skill areas. Specification on the type of computer to bring will be stated in the contest description.

SCC is not responsible for any stolen or damaged computer or other electronic devices.

Competitors must bring their computer to orientation and leave it onsite until the end of Competition Day 2.

Competitors are responsible for the cost and management if they decide to ship their computer to SCNC.

SCC will provide extra security overnight.

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

If a competitor's computer malfunctions (hardware or software), the SCC IT committee will do everything possible to fix the problem. It will be the competitor's responsibility to bring a back-up device if he/she wishes to. If a computer malfunctions and time is lost, the NTC will allow extra time at the end of the competition to a maximum of 1 hour. To facilitate the repair for the IT committee, the computer should be unlocked or have administrative rights. SCC is not responsible if access to the computer is not granted.

6.11 Organization of Workstations

The coordination of workstation set-up is the responsibility of 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.

6.12 Orientation

6.12.1 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.

With the approval of NSEC, if a competitor is not present at the orientation, the NTC must conduct orientation for this competitor at the start of competition day 1. The competition time for this competitor will not be extended.

During the orientation, the NTC will allocate workstations randomly where applicable.

Competitor trainers/coaches can attend Orientation and be present on the competition site during orientation.

The NTC or designate will review the following:

• Verify attendance and that competitor first, last name and province/territory is accurate.
• 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.
• Sustainability
• Competitor communication and contact (refer to section 6.8)
• Verify list of tools and materials that competitors must supply.
• Validate the use of other tools, materials, books, or notes that competitors can bring for use.

- Train on using equipment unfamiliar to competitors as well as all aspects related to safety. When possible, competitors may familiarize themselves with equipment through hands-on use.
- Special announcements, transportation, meals, etc.
- Answer competitors' questions
- Confirm that ALL contest documents were provided to the competitors in their language of choice (English or French).
- Explain the Team Canada selection process (during selection years)
- Interpreter guidelines

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

6.12.2 Judges Orientation Meeting and CIS workshop

6.12.2.1 Judges Orientation

Before the competition starts, the NTC chair must hold a judges orientation meeting. All 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 transparent contest.

For external judges, it is recommended, on competition days, that they arrive on site one (1) hour before the contest starts (where applicable).

6.12.2.2 CIS 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 outside judges. The process for measurement and judgment must be clearly explained verbally and with scenario-based training.

6.13 Contest Administration

SCC and the NTC will organize skill areas 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, those arriving late will be admitted but their allotted time will not be extended.

Competitors who require clarification on instructions during the contest must address their questions to a NTC member. During the contest, competitors are not allowed to talk to people 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 NTC Chair or designate. Interpreters will be allowed to access the skill area. Access to a skill area is allowed only to NTC members, judges, competitors, approved interpreters, NSEC staff and other persons authorized by 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, with the approval of NSEC. 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.

6.13.1 Competition Documentation and Process

- Once documents are posted on the SCC website, no changes are permitted.
- If a document is not posted online that document may be modified once at SCNC with the approval of all NTC members.
- 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.

7. Registration

SCC manages registration activities. SCC establishes the deadline for registration and applicable fees. Registration fees must be paid to SCC thirty (30) days after receipt of the invoice.

7.1 Who Must Register?

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

7.2 Required Information for Registration

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

8. Assessment Procedures
8.1 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 minor 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.

8.1.1 Assessment and Marking Procedures

8.1.1.1 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 NSEC. Only until this is received may the contest begin.

8.1.1.2 Assessment and Marking Teams

Marking teams are created of three NTC members. Each NTC member judges each aspect. Marking teams are chosen by the Chair and Co-Chair prior to the start of the contest. A NTC member must also be chosen to oversee the marking in both measurement and judgement.

8.1.1.3 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. All three (3) NTC members must discuss and agree on a mark for that aspect. This mark will be tabulated and entered directly into the CIS via a tablet or computer.

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

8.1.1.4 Marking by Judgement

Each of the three NTC in the marking team shall assess each aspect. Each NTC member shall be awarded a score between zero (0) and three (3) based on the benchmarks given. 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.

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 to reduce the range to one (1) or less.

The marks are entered directly into the CIS via a tablet or computer.

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

8.1.1.5 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.

8.1.1.6 Competitor Presence

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

8.1.2 Finalization of Marks

Marks are entered directly into the CIS via tablet or computer as assessment progresses. Once the marks for a specified marking day have been entered, CIS will be locked for those Criteria. The judges are given the opportunity to review the marks entered in CIS to confirm their accuracy. If any discrepancies are found, they must be reported immediately to an Assessment Advisor. Signatures of all NTC and outside judges are required to change a mark already in the CIS.

Assessment and entry of marks into the CIS must be completed by 23:00 on day 2.

NTC and outside judges shall not be released from their competition duties until all the necessary paperwork has been handed in which includes all required signatures.

8.1.3 Cheating

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 NSEC.

There is zero tolerance for cheating.

8.2 Medals and Certificates of Participation

SCC will distribute one (1) gold medal, one (1) silver medal, and one (1) bronze medal for 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.

8.3 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 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 NSEC no later than 23:59 on competition day two. 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, 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 NSEC on a Mark Summary Form and signed, as is normal practice.

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

8.4 Results

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

Within one week after SCNC, NSEC will send each MO the standings and marks for all competitors. The name of the individual, province/territory, and standings for the top three competitors for each contest will be compiled by 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.

8.5 Process to be Respected

- NTC members shall not make any changes to the competition registration – for example, name, contest level, etc. – without approval from NSEC.
- All donated equipment, material and purchases are 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 and no additional material and equipment may be requested.

9. Media

With the exception of the SCC official media, photography and videography is permitted only during the 2 days of competition from 8:00 to 17:00.

Filming, photographs and/or interviews inside a contest area is subject to the approval of NSEC. The NTC with media responsibility must contact the media center for these requests.

Appendix A – Conflict Resolution

1. Intent

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

2. Time lost

If the process affects a contest's timelines or duration,
then the Chair of the NTC (National Technical Committee) and/or the CRC may recommend to NSEC (National Secretariat) to make appropriate allowances for time lost.

3. Conflict Resolution Committee (CRC)

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.

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 (Member Organization).

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.

3.3 Member organization (MO)

3.3.1 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 ten (10) days before the start of the competition).

3.4   Member organization competitor designate (MOCD)

3.4.1 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.

3.5   Conflict Resolution Process

3.5.1 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 their 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.

3.5.2 Languages

A grievance may be filed in French or English.

3.5.3 Submission means

Verbal

As described in the process below, a grievance and/or appeal is first submitted verbally to the Chair of the NTC.

In writing

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.

Where to find the form

The Conflict Resolution Submission form may be obtained from:

- the NTC office at each SCNC site;
- NSEC on-site event office, or
- a competitor's MOCD.

3.5.4 Timelines

Grievances and/or appeals must be filed according to the timelines indicated in the process below.

3.5.5 Parties' notification

All parties involved in the grievance must be notified of it and must stay at the contest site until the conflict resolution process is completed.

Authorization to leave the contest site

A party to the grievance may only leave the contest site if authorized or directed to do so by NSEC or CRC; no other group or individual has the authority to release any party.

3.5.6 Parties' availability and guidance

All parties directly affected by the outcome of a grievance as well as those who witnessed the circumstances of the grievance:

• must be available for questioning during the consideration of that grievance; and

• 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.

3.5.7 Conflict resolution management

With the assistance of NSEC, the Chair of the NTC shall manage the conflict resolution process. If the Chair is the subject of the grievance, they will declare a conflict and remove themselves from the process. The Co-Chair will then manage the process. If the Co-Chair is also subject of the grievance, they will declare a conflict and remove themselves 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.

3.6 Phase I – Grievance Process

3.6.1 Grievance process

The table below describes the grievance process.

Stage	Description	Timeline
1	A grievance is first submitted verbally to the Chair of the NTC.	Within twenty (20) minutes after the alleged infraction or violation occurred.
2 Contact	The NTC must advise NSEC once a verbal Grievance is received.	Immediately
3 Contact	NSEC must advise the MOCD once a verbal Grievance is received.	Immediately
4	The Competitor must fill out and sign the Conflict Resolution Submission form and submit to the Chair of the NTC. The Competitor should begin filling out the form immediately while they wait for the MOCD to arrive at the competition site. The Competitor can ask for MOCD help to complete/review the form before submission.	Within forty-five (45) minutes after the verbal grievance was submitted identifying the alleged infraction or violation.

3.6.2 NTC decision process

The table below describes the NTC decision process.

Stage	Description	Delivery
1	Once the written grievance is received, the Chair must conduct a meeting with its NTC members to consider the grievance and submit a response to the Competitor and the MOCD	Immediately once the written grievance is received
2	The Chair of the NTC must advise 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 end of a grievance.	Within thirty (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 NSEC on-site event office	Within thirty (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

3.6.3 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.

3.6.4 Obtaining a copy

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

3.7 Phase II – Appeal Process

3.7.1 Reason for appeal

The competitor involved may file an appeal because he/she does not agree with the grievance decision of the NTC in Phase 1.

3.7.2 Appropriate meeting space

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

3.7.3 Appeal process

The table below describes the appeal process.

Stage	Description	Timeline
1	The competitor involved in the grievance makes a verbal appeal of the decision reached in Phase 1 to the NTC Chair.	Within fifteen (15) minutes of the competitor receiving the verbal decision of the grievance in Phase 1.
2	The Competitor and MOCD must sign the Conflict Resolution Submission form and indicate they want to appeal	Immediately after the verbal appeal Phase 2 – Stage 1.
3	The NTC Chair will inform NSEC.	Immediately after the verbal appeal in Phase 2 – Stage 1.
4	As soon as 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 NSEC of an appeal
5	The signed Conflict Resolution Submission Form must be submitted to NSEC.	Immediately after the Competitor and MOCD sign the Conflict Resolution Submission Form in Phase 2.

3.8 Decisions of the Conflict Resolution Committee

3.8.1 Decision Process

The decision of the CRC shall be:

Stage	Description	Timeline
1 Verbal	All parties directly affected by the appeal may be asked to present their facts to the CRC. The MOCD may only attend as an observer when the competitor(s) meets with the CRC.	At the start of the consideration of an appeal
2 Verbal	Deliver the CRC decision verbally to the Competitor and MOCD	At the conclusion of the consideration of an appeal
3 Written	A written confirmation of the CRC decision, no longer than 1 page, shall be filed, by the Chair of the CRC, at NSEC on-site event office	Within 60 minutes of the verbal delivery of a decision of the CRC

3.8.2 Corrective Actions by CRC

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

3.8.3 Obtaining a Copy

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

3.8.4 Majority Vote Decision

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

3.8.5 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 NSEC, may be forwarded to any MO involved in the dispute upon request of the Executive Director of that MO or the MOCD.

3.8.6 Recommendations

Recommendations made by the CRC further to an appeal will be forwarded to 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 section of the Competition rules for more details on the process and timelines to be followed for a grievance and\or appeal. The competition rules are available at each skill area. It is the competitor's responsibility to abide by these rules and regulations.

A grievance can only be submitted by a Competitor.

GRIEVANCE INFORMATION

Please print the following information

Last Name: _____ First Name: _____

Date: _____ Province/Territory: _____

Skill Area Name and Number: _____

Verbal grievance given at: _____(time)

Please complete each of the following three sections:

Facts – clearly describe the facts about which you are making this Grievance. Also refer to any informal contacts you have had with judges or the National Technical Committee members during the competition relating to this grievance.

Breach – indicate the specific instruction(s), procedure(s), contest description, competition rules, skills specific rule that you believe has been breached. If possible, attach a written copy of that instruction, procedure, contest description, etc.

Request – state the specific corrective action you are requesting with respect to this matter.

Results of the Grievance

Accepted ☐   Denied ☐

Signature of the Chair of the NTC: _____ Time: _____

Competitor signature: _____ Time: _____

MOCD signature: _____ Time: _____

Received at NSEC by: _____Time: _____

Time deliberation started by the CRC: _____

Time deliberation ended by the CRC: _____

☐ **Appeal** – can be made only by a competitor from the indicated skill area who is directly affected by the decision made after consideration of the above grievance.

Competitor Signature: _____ Time: _____

MOCD Signature: _____ Time: _____

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 B – Breach of Code of Conduct Notice

Name of person submitting the notice

Last Name: _____ First Name: _____

Position: _____ Date: _____

Name of the individual who breached the Code of Conduct

Last Name: _____ First Name: _____

Trade/Committee Name: _____

Which 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, Sophie Courchene at
sophiec@skillscanada.com

Appendix C – Code of Ethics

1. The members of NSEC committees must conduct themselves in a professional manner with fellow NSEC members, trainers, competitors, Skills/Compétences Canada (SCC) partners/sponsors and the public.

2. 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 NSEC.

3. The members of NSEC committees will perform their duties without bias or prejudice.

4. The members of NSEC committees will not knowingly create an advantage f or competitors.

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

6. Excessive use of alcohol during SCC events will not be tolerated. This includes from the day the NTC member leaves his/her home to the day the NTC returns. It is not limited to event times; it also includes off times.

7. The members of 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 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 an endangerment to the physical, mental, or emotional health of a competitor regardless of how they 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: _____

Appendix D – Commercial Marks Policy

1. Introduction

This appendix provides details of 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.

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 allowed to bring equipment into the skill area if the equivalent equipment is 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

5.1 Clothing

Teams are allowed to place non-commercial marks on competition wear for SCNC, 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 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.

5.2 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 SCNC by teams or individuals is prohibited. This includes signs, brochures, leaflets, banners, audio/visual advertising, and any other forms of advertising.

8. SCNC Guidelines

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.