

Competition Policy & Procedures

***Skills Canada
Newfoundland and Labrador***

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1. Introduction

1.1 What is Skills Competence Canada?

Skills Competence Canada (SCC) is a National not for profit corporation composed of members from each province and territory. SCC consists of educators, students, employers, labour groups, and government representatives. Only one organization from each province and territory can be a member of SCC. The SCC National Secretariat is located in the National Capital Region.

SCC meets its objectives by sponsoring industry support skills competitions on a Canada-wide basis. Working with hundreds of young Canadians each year SCC has a direct impact on youth. The main program offered by SCC is the Skills Canada National Competition (SCNC). The SCNC ensures recognition of students in search of excellence in fields required by the Canadian labour market.

SCC is the owner and the coordinator for the Skills Canada National Competition. SCC also coordinates various activities to prepare Team Canada to participate in the WorldSkills International Competitions.

1.2 What is Skills Canada Newfoundland and Labrador?

Skills Canada Newfoundland and Labrador (SCNL) is a not for profit organization that works to encourage and support a coordinated Canadian approach to promoting skilled trades and technologies to the youth of Newfoundland and Labrador. SCNL promotes skilled trades and technologies as first choice career options throughout the province and offers many different regional programs such as the Intermediate Challenge, Provincial Competitions, Skilled Futures and Entrepreneurship Programming and Vale In- School Presentations.

Skills Canada Newfoundland and Labrador is represented by an elected Provincial Board of Directors. SCNL is represented on the SCC National Board of Directors by the SCNL President or appointed board delegate. SCNL is a member of WorldSkills International. SCNL also has 36 Provincial Technical Committees which are an integral part of the competition planning process.

1.3 Provincial Technical Committees (PTC)

For each Competition, SCNL will form a PTC. The purpose for each PTC is the preparation and implementation of their respective competition. Each PTC will select a Technical Chairperson (PTC Chair) by vote who will oversee the operations and be the point of contact between SCNL, the NTC representative in that category and the remaining PTC members. SCNL encourages the membership of persons from all sectors: public and private schools, government, labour and industry. Each Technical Committee should have a minimum of 3 and no more than 4 members.

1.4 National Technical Committee (NTC)

NTC serves as an operational and advisory committee to Skills/Compétences Canada (SCC). 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 current NTC model is in alignment with the WorldSkills model and consists of one representative from each contest area from each province/territory in Canada.

This allows each province/territory from across Canada an opportunity to be on the NTC to assist with standardization of Skills Canada National Competition (SCNC) contest descriptions, projects and judging criteria for each contest area. To be an NTC member, the member must be a member in good standing on your respective Provincial Technical Committee (PTC) to be considered.

2. Skill Canada Intermediate Challenge

2.1 When and Where

The Skills Canada Intermediate Challenge (SCIC) is held annually on a predetermined Saturday in November at our host site, College of the North Atlantic Prince Philip Drive Campus.

2.2 Competition Duration

SCIC is a 1 day competition that typically begins at 8:30am running until 4:30pm and is followed by an Awards Ceremony. Competition duration times may vary depending on the decision of the Provincial Technical Committee. Competitions are no longer than 6 hours plus a 1 hour lunch break.

2.3 Competition List

The list of SCIC competition will be determined in September of each year and will be based on the competition list offered at the preceding Provincial Competitions and the commitment of PTC volunteers.

2.4 Number of Competitors

SCNL will accept one competitor/team from each registered school in each contest area unless otherwise specified by the Provincial Technical Committee and approved by SCNL.

2.5 Competitor Eligibility

- One must be a registered student at an Intermediate level education institution or enrolled in a registered home school that is affiliated with Skills Canada and based in the Province of Newfoundland and Labrador.
- Competitors must be a resident of the province of Newfoundland and Labrador and have valid Canadian Citizenship or have been granted permanent residency.
- Have completed and submitted a signed release form by parent or guardian if under 18.

3. Skills Canada Provincial Competition

3.1 Where and When?

The Skills Canada Provincial Competition (SCPC) is held annually mainly in St. John's and the surrounding areas typically between late March and early May.

3.2 Competition Locations

SCNL will host as many competitions as possible at one location and will select offsite locations where necessary based upon several criteria, including but not limited to; proximity of the competition to competitors, past experience with prospective host campuses, ability to access materials and equipment etc.

3.3 Number of Competitors

SCNL will accept one competitor/team from each registered school in each contest area unless otherwise specified by the Provincial Technical Committee.

3.4 Competition Duration

The SCPC is a one-day competition that must not last more than 6 hours; excluding breaks and orientation. The competition orientation typically begins at 8:30am with the competition itself typically beginning at 9:00am and ending 4:30pm.

3.5 Provincial Competition List

SCNL must register competition areas for the National Competition one year in advance. The areas of competition will be selected by the Executive Director and is based on several elements including program offering at educational institutions, past performance, level of industry support, availability of volunteers and registration patterns of schools. Only the SCNL office may register the province for participation at the National level.

3.6 Competitor Eligibility

Intermediate Competitors

- Must be a registered student from a public or private recognized school (offering grade 7-9) or enrolled in a registered home school that is affiliated with Skills Canada Newfoundland and Labrador.
- Must be a registered Canadian Citizen or have acquired permanent residency status and be a resident of Newfoundland and Labrador. Competitors are responsible for verifying this information, if requested.
- Completed and submitted a signed release form by a parent or guardian, if under the age of 18.
- May qualify to compete at the provincial competition by winning a gold medal at SCIC

Secondary Competitors

- Must be a registered student from a public or private recognized secondary level educational institution, or enrolled in a registered home school that is affiliated with Skills Canada Newfoundland and Labrador.
- Must be a registered Canadian Citizen or have acquired permanent residency status and be a resident of Newfoundland and Labrador. Competitors are responsible for verifying this information, if requested.
- Completed and submitted a signed release form by a parent or guardian, if under the age of 18.

Post-Secondary Competitors

- Must be a registered Canadian Citizen or have acquired permanent residency status and be a resident of Newfoundland and Labrador. Competitors are responsible for verifying this information, if requested.
- To compete at the SCNL Provincial Competition, one must not be older than 35 years old on or before December 31st in the year of the competition.
- Students must have attended a registered and affiliated post-secondary educational institution between July 1st in the previous year and the competition date.
- Students must be able to show proof of enrollment in a post-secondary institution upon request of the Provincial Technical Committee (PTC) or Skills Canada of Newfoundland and Labrador.

Apprentice Competitors

- Apprentices must be able to show current apprenticeship status and/or proof of enrollment in a post-secondary institution upon request of the Provincial Technical Committee (PTC) or Skills Canada of Newfoundland and Labrador.
- Registered apprentices may compete at the Skills Canada Newfoundland and Labrador Provincial Competition with full support and consent from their employer.
- Competitors cannot be a certified journeyman in the area in which they compete.
- Must be a registered Canadian Citizen or have acquired permanent residency status and be a resident of Newfoundland and Labrador. Competitors are responsible for verifying this information, if requested.

NOTE: Medals will not be distributed to any competitors receiving less than 60% in their contest. Gold medal winners of the Provincial competitions may be invited to move on to the Skills Canada National Competition. Any competitor eligible for the Provincial will also be eligible for the Nationals. SCNL will invite those individuals following the provincial competition and provide a package of information on how to register and become a member of Team NL.

4. Registration Process

4.1 Intermediate Challenge Registration

- SEPTEMBER: Registration Packages mailed to schools
OCTOBER: Deadline to return Affiliation/ School Registration to SCNL
NOVEMBER: Deadline for Competitor Release Forms and Fees

The Intermediate Registration Process:

- The Principal of every Intermediate School with grade 7, 8 and 9 students within the Province will be sent a registration package.
- This registration package will include an informative letter with both a registration form and school affiliation form.
- Schools must appoint a school liaison to communicate with SCNL Competition staff throughout the registration process.
- Schools will return the registration form identifying areas in which they would like to compete and the affiliation to SCNL by the registration deadline, in early October.
- Please note that specific dates will be included in the registration package mailed in September.
- Affiliated schools will then receive a confirmation package with release forms for each competitor. The release forms and registration fee, which is \$10 per student, must be received by the identified deadline in November.
- Upon arriving at the competition, registered competitors and teams must check in at the registration desk and attend the orientation session for their contest area.

4.2 Provincial Competition Registration

- OCTOBER: Registration Packages mailed to secondary schools and college campuses
DECEMBER: Deadline to return Affiliation/ School Registration to SCNL
FEBRUARY: Deadline for Competitor Release Forms and Fees

Following the Intermediate Challenge, school liaisons for gold medal competitors will receive registration packages inviting them to move onto the Provincial Competition. Please note that specific dates will be included in the registration package mailed in October. SCNL will reserve a spot for each intermediate gold medalist until the final registration date.

The Provincial Registration Process:

- Will include a secondary school and college campus registration form, as well as a school affiliation form.
- In order to register with SCNL, schools must appoint a school liaison to communicate with the SCNL Competition staff throughout the registration process.
- Schools must fill out all required forms and return them to SCNL by the deadline, in early December.

- After selecting the areas in which they would like to compete, schools must then name a competitor for each area by filling out a competitor registration and consent form and forward them along with the registration fee, being \$25 per student, to SCNL by the final deadline which is typically February.
- Upon arriving at the competition, registered competitors and teams must check in at the registration desk and attend the orientation session for their contest area.

5. Competition Policy

5.1 Competition Rules and Regulations

- Competitors must compete in only one contest at the Provincial Skills Competitions.
- Competitors must attend the orientation meeting of their contest area.
- Competitors must wear an ID name tag at all times to be identified by name and school.
- A minimum score of 60% will be required to receive a medal, unless it is a demonstration competition.
- Competitors may not speak to spectators during their contest, this includes: teachers, advisors, parents or employers.
- During the contest, no one will have access to the contest site except the Technical Committee, Judges and Competitors.
- Competitors may be excused for washroom breaks; escorts may be required at the discretion of the Technical Committee Chair(s).
- Smoking will not be permitted in any buildings associated with the competition.
- Lunch breaks will be taken at a time determined by the technical committee.
- Books, notes, materials and assisted devices are permitted at the discretion of each technical committee chair(s). Approved items will be identified in the contest description and/or during orientation.
- Competitors must be on time for their contest. Late arrivals may be allowed but no “make up” time will be given. Penalty will be at the discretion of the Technical Chair(s) and Judges.
- Competitors must wear/bring appropriate clothing, safety equipment, tools or equipment as specified in the contest description.
- Cell phones and mobile devices are not permitted for use during competition, unless specified for use by the Provincial Technical Committee in the contest description or during orientation.
- If a complaint is filed with the Conflict Resolution Committee against the competitor and the committee determines that the rules and regulations of the competition have been violated, the Committee will determine the appropriate action that could result in a competitor being disqualified and stripped of their medal.
- Competitors in Demonstration Competitions do not automatically advance to the Skills Canada National Competition, ei: CBDC: The Pitch

5.2 Orientation Policy

Competitor orientation will occur at the contest site and will be facilitated by the Technical Committee Chair(s). Competitors requiring clarification of instructions during the contest should seek it from the Technical Committee Chair(s).

All competitors are required to attend the orientation at the beginning of their respective competitions in order to fully understand the rules and regulations of the competition. If orientation is missed the competitor may be ineligible to compete and deemed disqualified from competition.

5.3 Evaluation, Marketing and Results

All test/score sheet materials are to be submitted to one of the two Official Results Tabulators. The judges or the PTC Chair will place all materials in a SCNL envelope. All scores will be reviewed by the Official Tabulator to ensure no mistakes have been made. It is required that at least one committee member or judge present the results and wait through the validation process should there be any mistakes or grievances. Once validated, the results are final and will be announced during the awards ceremony.

The results are not to be disclosed to anyone; competitors included. No results are final until the Official Results Tabulators receive, check and re-check the results. Disclosure of the results prior to this point can jeopardize the integrity of the competition day. The results are to be disclosed at the medal presentation only.

SCNL does not provide marks to the competitors during or following the competitions. Gold medal winners will be provided with their contest marks as they will need them to train for the National Competition. SCNL will, upon request, send the Competitors Feedback Forms filled out by Judges for each competitor to their school liaison following the event.

5.4 Code of Conduct for Competitors and Coaches

Misconduct will not be tolerated from competitors, coaches or liaisons, Skills Canada Newfoundland and Labrador reserves the right to disqualify any participant. For a breach of this Code of Conduct, competitors may be cautioned for misbehavior with possible point deductions. Belligerence or disrespect towards SCNL and its volunteers and organizers will be considered grounds for dismissal from the competition. In situations where a competitor, coach, teacher etc. is rude or disrespectful to a volunteer or staff member whether verbally or written (such as an email or social media) SCNL will convene to the Conflict Resolution Committee to determine whether that competitor will be permitted to continue participation.

5.5 Cancellation Policy

In the event of a closure of the host site due to inclement weather or unforeseen circumstances the SCNL Provincial Competition will be cancelled at that site only. SCNL will make every effort to reschedule competitions.

5.6 Competitor Accessibility

The Provincial Technical Committee along with SCNL will ensure that allowances, accessibility options and support are available for all competitors with special needs where possible.

5.7 Conflict Resolution

- Should a competitor identify a breach of competition rules, procedures or protocol, they must request a Grievance Form from the Technical Committee Chair on the contest in question
- The student/competitor is the Official griever. Coaches, teachers, parents etc. cannot file an official grievance.
- The griever must complete the form by supplying all relevant information regarding the breach identified. The griever must submit the completed grievance form to the Technical Chair no later than one hour prior to the completion of the contest. (no later than 3:00pm)
- The technical chair will review the grievance with members of the committee and/or judges and make every effort to address or mitigate the effects of the issue, including taking corrective action if possible. If the issue is resolved at this point the committee will record the issue and resolution and forward it to the Executive Director.
- If the technical Committee cannot resolve the issue at that level the Chair will complete the recommendation section and forward to the SCNL Executive Director who will dispatch the Conflict Resolution Committee
- The Conflict Resolution Committee shall meet with event officials, gather and consider such input as they deem necessary and render a decision that shall be final.
- Grievances about the standings of students will not be accepted, unless the Technical Committee Chair or head judge identifies a discrepancy in the scoring of the contest.