



Technical Committee

# COMPETITION GENERAL RULES & REGULATIONS

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

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# Introduction

## What is Skills Canada – BC Chapter

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

SkillsBC provides trades and technology career promotion supported by business, government and labour to meet the needs of BC's diverse economy.

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

## Governance

The SkillsBC 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 SkillsBC. 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 SkillsBC. This document is SkillsBC policy. SkillsBC policy takes precedence over any other organization's policy within the province of BC with respect to events under SkillsBC's jurisdiction.

## Regional Coordination Committee

### Division of Regions

SkillsBC 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 post-secondary 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, 43
- North West Lower Mainland: 39, 44, 45, 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, 42, 75, 78
- North West: 50, 52, 54, 82, 87, 92
- Vancouver Island North: 47, 49, 69, 70, 71, 72, 84,
- Vancouver Island Central: 46, 68, 79
- Vancouver Island South: 61, 62, 63, 64

## Structure

There is one *Regional Coordination Committee* for each Region. 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 SkillsBC contests their region will participate in and the maximum number of students in each of their regional contest. 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 SkillsBC 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 SkillsBC 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, and
- SkillsBC staff representative, etc.

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

- Regional Junior Contest,
- Regional Secondary Contest,
- Regional Post-sec. Contest,
- Provincial Junior Contest,
- Provincial Secondary Contest,
- Provincial Post-sec Contest, etc

## Regional Technical Host Committee

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

## Provincial Technical Chairs

For each applied skill there is a Provincial Technical Chair. The person who sits as Chair is responsible for organizing and running the contest, meetings, conference calls, and correspondence. The Chair must keep everyone informed of the on-going organizing activities of the contest, meetings, deadlines, and ensuring that the contest 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 SkillsBC will appoint the Chair.

## National Technical Committee

The National Technical Committee members must be involved with their provincial or territorial competition as a Provincial Committee Member. The Provincial Technical Chair will take priority over other Provincial Technical Committee Members expressing interest when the SkillsBC 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 contests must be on site at the **location specified by SkillsBC.** Contests may 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 does not fulfill the SkillsBC mission.

**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 contest 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 completion is typically **6 hours** plus breaks and must be **over by 4pm.**

## List of Contests

### Categories

Contest categories are dependent on the existence of a volunteer Provincial Technical Committee. Contests 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 five Provinces/Territories are required to create a National category. Refer to the Canadian Skills Competition Regulations for requirements to make a locally developed contest into a National contest.

### Locally Developed Contests

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

## Eligibility

### Age & Contest Level

#### Secondary Level Competition Competitor Classification:

Attend a secondary-level school at any time between July 1st of the year of the last SkillsBC Competition, and the date of the SkillsBC Competition for which the competitor is registered AND be less than 22 years old on December 31st of the year of the SkillsBC Competition.

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

Competitors must not be a fully certified journeyperson (or equivalent) in the contest area in which they wish to compete at the time of the competition.

AND must attend a post-secondary school or accredited training institution that is affiliated with Skills Canada BC, between July 1st of the year of the last SkillsBC Competition and the date of the SkillsBC Competition for which the student is registered.

AND be less than 29 years old on December 31st of the year of the SkillsBC Competition.

### **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**

Only Canadian citizens and permanent residents have the right to; and, may compete in the Canadian National Skills 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 SkillsBC'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 SkillsBC 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 contest**

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

**Maximum:** The maximum number of competitors that a committee will accept into their contest 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. SkillsBC will make every attempt to inform the committee of the number of students participating, as early as possible. However, SkillsBC reserves the right to fill empty space up until the start of competitor orientation or, if not specified, the start of the contest, 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 SkillsBC staff at Provincials prior to identifying the replacement student.

## **Sponsorship**

### **Signage & Logos**

Sponsorship recognition is encouraged. Please refer to sponsorship regulation documentation provided by SkillsBC. In-kind sponsorship is recognized by SkillsBC at its fixed rates and/or equivalent rental value.

### **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 contest Scope document, competitors are expected to wear appropriate safety clothing and/or equipment to the standard of their level of contest. Volunteers are not covered under SkillsBC workers compensation as they are not employees.

## ***Contest Organization***

### **Documentation**

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

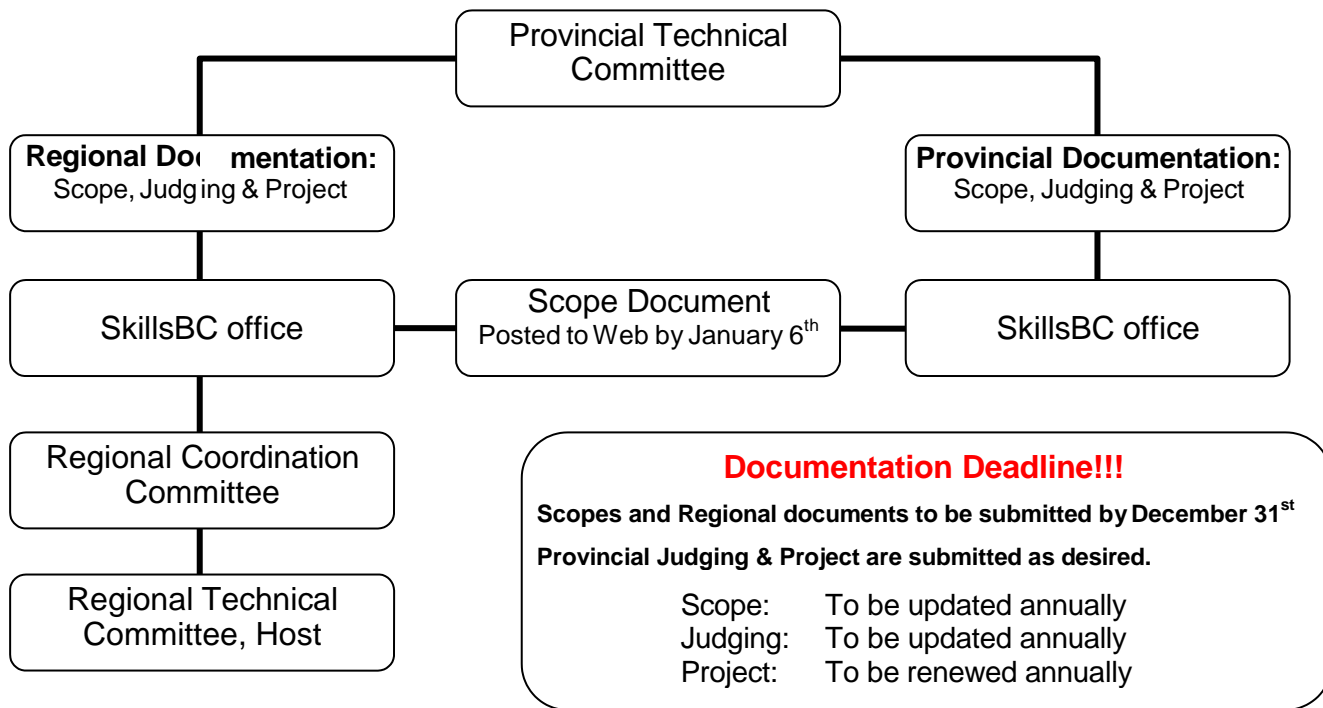
The Provincial Technical Committee will ensure the standardization of Regional (where applicable) and Provincial Skills Competition *Scopes, Projects* and *Judging Criteria* documentation and that there is a logical transition from Regional/Provincial through to National competition.

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 contests 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 contest is given. If students are to prebuild the project for the contest, 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 contest;
- category/level in which the contest 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;
- contest 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 SkillsBC on recommendation of the Provincial Technical Committee.

Information contained in and the punctuality of a scope document is very important because it may be the only information given to competitors in preparing for a contest.



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 SkillsBC office on request.

### **Judging Document**

The day before competition a list of Provincial Judges are to be approved by SkillsBC on recommendation of the Provincial Technical Committee.

The Regional/Provincial Technical Committee is responsible for coordinating contest evaluation, and that there are a sufficient number of Judges.

Were ever 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 judging process; and, the judge(s) evaluation will not be included as part of that competitors' 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 SkillsBC office by January 1<sup>st</sup> to be passed on to the Regional Technical Host Committees throughout BC.

As a guideline, a contest 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 SkillsBC'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.

### **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 SkillsBC 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 are not in the competition until their teacher has been notified by the SkillsBC office that they have been accepted into the contest.

### Process & Distribution

**School Affiliation:** Teachers (or school staff) are to affiliate their school with SkillsBC first. Following school affiliation, teachers may register students into contests in their Region at the appropriate secondary or post-secondary level. The affiliated school must be within the boundaries of the region that the student wishes to compete.

**Student Registration:** Teachers (or school staff) may register as many students into any given contest as they like in order of priority, prior to the registration deadline. Two scenarios will result. There will be either too many students registered into the contest, or there will be remaining space available by the deadline.

- **If Registration is full scenario:** The SkillsBC office will select the first priority student from each school. If space is still available, then a second from each school will be selected, then a third priority student until the maximum number of students is reached. In the event that there is an uneven number of students from each school, schools with a larger number of registrants will take priority; or if this number is equal, the school that registered students first will take priority. Teachers will be notified following the deadline of which students have and have not been accepted into the competition.

- **If Registration is not full scenario:** In this scenario all of the students that are registered prior to the deadline will be accepted into the competitions. Teachers with students already registered will be notified of their students' acceptance and will be notified that there is available space. The remaining available space will be given on a first come first registered basis.

### Direct Entry

Some Provincial Competitions do not have a Regional contest that is associated with it. The competitions that are Direct Entry are the competitions that do not have a Regional Scope document. The competitions that have a Regional Scope document posted on the SkillsBC website do 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 to check the SkillsBC website for a Regional Scope document in that subject area. If a Regional Scope document exists, there is a Regional qualifying event in that subject. If the Regional contest is not hosted in all regions, only students that have competed in a Regional contest to compete in will be eligible to qualify for the Provincial event.

### 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.

## Contest Administration

### Work Stations & Materials

Set up of workstations and the acquisition of equipment and materials is the responsibility of the Technical Committee for the contest 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.

It is recommended that workstations and materials be distributed to the competitors through random draw at the contest 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 contestants prior to the day of the competition. Equal access to information delivered from the Technical Committee to the competitors must be transmitted through the SkillsBC 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 contest. Competitors receive instructions through the Technical Committee or designate who will take into consideration the following points:

- Verifying attendance and competitor information.
- Rules of contest. Including the following that is at the discretion of the Technical Committee:
  - Competitors who need clarification on instructions during the contest must address their questions to a Technical Chairperson or designate.
  - During the contest, competitors are not allowed to talk to persons who are not located within the contest 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 contest site if previous arrangements have been made
  - Access to the site of a contest is allowed only to Technical Committee members, judges, competitors and people authorized by the Technical Committee.
- Contest schedule of events, especially, contest 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 contest.
- 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 contest, a judges' orientation should take place to ensure the judges know the rules of competition and specific rules that apply to their contest.

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

### Preparation of information

Judging criteria must be distributed in advance.

Each Technical Chair should discuss the following points:

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

### 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 contest. 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 Participation

SkillsBC only awards one gold, silver and bronze medal for each contest level.

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. No matter what their score, all competitors attending the competition will receive a certificate of participation from SkillsBC.

### 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 contest and will provide one list only with students in order of priority to qualify into the Provincial. The Regional Coordination Committee must notify SkillsBC early enough to get additional medals to the Region in time. Provincial contests will not have separate secondary categories.

### Candidates Not Reaching a Minimum Standard of Performance

All secondary students/teams, with the top three scores will 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

contest area, that a potential medal winner has not performed at the minimum acceptable industry standard for the SkillsBC 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 contest team member is found to have fully or partially completed the specified contest 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 contest immediately, and at the discretion of the Technical Committee, may be asked to leave the contest 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 contest task which is deemed to be contrary to the rules of the contest as specified by SkillsBC 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.

### **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. SkillsBC may demand that violators are not asked to participate in future events. During the awards ceremony, SkillsBC 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 SkillBC 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 contest to provide student feedback if they wish. It is recommended to provide student feedback on the spot following judging. Enquiries made to the SkillsBC office will be redirected to the Technical Committee Chairs' email.

# Grievance Process

## Composition of the Grievance Committee

### Regionals:

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

### Provincials:

The Grievance Committee shall be composed of (in order of priority) the following five members when available: all available representatives of the SkillsBC Board of Directors Competitions Committee; the SkillsBC Executive Board Members; SkillsBC Board Member; and/or SkillsBC 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 SkillsBC Competitions Committee Chair, will Chair the Grievance Committee or if not available an executive member of the SkillsBC 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 contest area, is eligible to make an Informal Protest, with respect to that particular contest, to the judge or judges of that particular contest.

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 contest and up to the actual time of the closing of the contest.

The judge or judges shall determine an Informal Protest at the site of the contest, 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 contest. A copy of the Grievance shall also be filed, by the Grievor, at the SkillsBC 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 contest.

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 SkillsBC 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 association.

SkillsBC 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: \_\_\_\_\_

Contest: \_\_\_\_\_

Please check one of the following:

**Informal Protest**

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

**Grievance**

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

**NO INFORMAL PROTEST  
CONTEST PROCEEDINGS  
ACCEPTABLE**

**INFORMAL PROTEST  
OF CONTEST PROCEEDINGS**  
- Verbal or Written

Protest to Contest Judge/s between contest start  
and Contest completion

Protest determined by Contest Judge/s  
within **30 minutes**

**NO GRIEVANCE  
JUDGE/S DECISION ACCEPTED**  
- Verbal Acknowledgement

**GRIEVANCE  
OF JUDGE/S DECISION OF INFORMAL. PROTEST**  
- In Writing

File Grievance with contest Technical Chair or designate  
and submit copy to Operations Centre within **1 hour** and within  
**30 minutes** from the end of the contest.

Technical Chair and relevant parties gather information.  
Decision and appropriate or corrective action taken.  
Decision communicated orally to grievor and  
all eligible parties.

Technical Chair files a **1 page** confirmation at Operation  
Centre within **15 minutes** of decision.  
Grievor and eligible parties may obtain a copy of the  
Confirmation from the Operation Centre.

**TECHNICAL COMMITTEE  
DECISION ACCEPTED**  
- Verbal Acknowledgement

**APPEAL  
OF TECHNICAL COMMITTEE DECISION**  
- In Writing

File Appeal with Grievance Committee at  
Operations Centre within **1 hour**.

Grievance Committee convenes.  
Decision and appropriate or corrective action taken.  
Decision communicated verbally to grievor and  
All eligible parties.

Grievance Chair files a **1 page** confirmation at  
Operations Centre within **60 minutes**.  
Grievor and eligible parties may obtain a copy of the  
Confirmation from the Operations Centre.

**AWARD PRESENTED AS ARBITED.  
ARBITRATION DECISIONS ARE FINAL AND BINDING.  
APPEAL PROCESS CONCLUDED.  
DECISIONS KEPT ON FILE FOR FUTURE REFERENCE.**