

**TEAM MANITOBA INFORMATION PACKAGE**  
**24th CANADIAN NATIONAL SKILLS COMPETITION**  
**Edmonton, AB (June 2-6, 2018)**  
Last update: March 2018

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**Team Manitoba Agenda**  
**24<sup>th</sup> Skills Canada National Competition**  
**Edmonton, AB June 2-6, 2018**  
*as of March 2018 – subject to change*

<b>Saturday – June 2, 2018</b>		
<b>Time</b>	<b>Event</b>	<b>Location</b>
12:30 PM	Arrive at airport	Westjet Terminal
2:30 PM	Depart for Edmonton	Winnipeg Airport Flight WS147
3:30 PM	Arrive in Edmonton	Edmonton International Airport
4:30PM (approx.)	Registration & Tool Box Drop off	Edmonton Expo Centre
5:00 PM	Hotel Check-In	The Sutton Place Hotel

<b>Sunday – June 3, 2018</b>		
<b>Time</b>	<b>Event</b>	<b>Location</b>
9:00AM	Team Meeting	The Rutherford Suite @ The Sutton Place Hotel
3:30 PM	Meet in Hotel Lobby to take LTR	The Sutton Place Hotel
4:30 – 5:45 PM	Competitor Orientation	Edmonton Expo Centre
5:45 – 6:45 PM	Welcome Reception	Edmonton Expo Centre
7:00 – 8:30 PM	Opening Ceremonies	Edmonton Expo Centre

<b>Monday – June 4, 2018</b>		
<b>Time</b>	<b>Event</b>	<b>Location</b>
8:30 AM - 4:00 PM <i>(contest times may vary)</i>	Competition Day 1	Edmonton Expo Centre
11:00 AM – 2:00 PM	Lunch	

<b>Tuesday – June 5, 2018</b>		
<b>Time</b>	<b>Event</b>	<b>Location</b>
8:30 AM - 4:00 PM <i>(contest times may vary)</i>	Competition Day 2	Edmonton Expo Centre
11:00 AM – 2:00 PM	Lunch	

<b>Wednesday – June 6, 2018</b>		
<b>Time</b>	<b>Event</b>	<b>Location</b>
11:00 AM	Check out & Meet in Lobby	The Sutton Place Hotel
11:00 AM	Board Chartered Buses	
12:00 – 2:30 PM	Closing Ceremonies	Edmonton Expo Centre
3:00 PM (approx.)	Board Bus for Airport	
7:15 PM	Depart for Edmonton	Edmonton Airport Flight WS304
10:10 PM	Arrive in Winnipeg	Winnipeg Airport

Team Photo	Date - TBD	Location - TBD
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**\*\* IT IS IMPORTANT FOR EACH COMPETITOR TO CHECK THE CANADIAN SKILLS COMPETITION WEBSITE FOR SCOPE AND TOOL LIST INFORMATION. CHECK IT REGULARLY FOR ANY CHANGES AND FOLLOW-UP WITH YOUR ADVISORS. \*\***

**[www.skillscanada.com](http://www.skillscanada.com)**

## **COST**

### **COMPETITORS**

The cost of team travel (for competitors) to the Canadian National Skills Competition being held in Edmonton, AB June 2-6, 2018 is \$1462.00. All competitors will be double/triple occupancy.

### **ADVISORS/DELEGATES**

The cost of team travel (for advisors/delegates) to the Canadian National Skills Competition being held in Edmonton, AB June 2-6, 2018 is:

- \$1877.00 for single occupancy or
- \$1500.00 for double occupancy

**NOTE:** If double occupancy, please advise as to who you will be sharing with.

Please confirm your attendance by **Friday, April 20, 2018**. Once confirmed, payment is required by **Friday, April 27, 2018**.

Please note that all costs include airfare, luggage fee(one bag only), bus transfers, hotel, registration fees, team building events and some meals. (Cost to transport extra luggage, Tool kits and some meals are not included)

**Please register using enclosed registration form** and send back to Skills Manitoba Office via fax: 204-927-0258 or email: [shawnao@skillscanada.com](mailto:shawnao@skillscanada.com).

## **ELIGIBILITY AND PROOF**

It is important for you to travel with proof of age and proof of contest eligibility.

Eligibility of age would include a birth certificate and student card or a driver's license.

Contest eligibility for apprentices may include a letter from your Apprenticeship Counsellor determining that you are not a journeyman and your level of apprenticeship.

Please check the National Competition Rules for further details at [www.skillscanada.com](http://www.skillscanada.com)

## **FLIGHTS**

**Please note Team Manitoba is flying to Edmonton via Westjet**

***Saturday, June 2, 2018***

Departs Winnipeg 2:30 pm. WestJet Flight WS147

***Wednesday, June 6, 2018***

Departs Edmonton 7:15 pm. WestJet Flight WS304

All passengers are required to be at the airport 1.5-2 hours prior to departure.

**You must travel with picture identification.**

All Westjet airline tickets will remain in the possession of Skills Manitoba. Boarding passes will be issued to each passenger at time of check-in.

## **LUGGAGE**

**\*Students and Advisors are responsible for all costs incurred for shipping toolboxes. If you can fit the toolbox items into your allowed luggage, ensure that you don't go over the allowed weight.**

**PLEASE check that your allowed luggage meets WestJet's standards. You are only allowed to take a maximum of 1 checked, 1 carry on plus a personal item:**

Westjet's luggage allowance permits one (1) checked pieces of luggage:

- Maximum size is 157 cm (62") (length+width+height=62" or less); and
- Weight not to exceed 23 kg per item (50 lbs)

In addition, Westjet allows one (1) carry-on pieces of luggage. Maximum size is:

- One (1) item at 53 cm (21") X 23 cm (9") X 38 cm (15") not to exceed 10 kg (22 lbs)

Plus one (1) personal item. Maximum size is:

- One (1) item at 41 cm (16") X 15 cm (6") X 33 cm (13")

Each piece of checked and carry-on luggage must have an identification tag with your name and address.

## **AIRPORT AND TRANSPORTATION**

(Airport Transportation is organized by Skills Manitoba)

### ***Arrival – Saturday, June 2, 2018***

Participants and delegates will register for the 24th Canadian National Skills Competition at the Edmonton Expo Centre. Golden Arrow Tours Bus Line will meet Team Manitoba at the airport and transfer all passengers to the Edmonton Expo Centre to register and drop off any toolbox items that you may have and then transport the team to the Sutton Place Hotel.

### ***Departure – Wednesday, June 6, 2018***

Golden Arrow Tours Bus Line will pick up Team Manitoba (and their luggage and toolboxes) at the Sutton Place hotel at approximately 11:00am and transport the team to Edmonton Expo Centre. Once the award ceremonies are done, we will board the same bus and depart for the airport.

## **REGISTRATION AND TOOL BOXES**

Participants and Delegates will register for the 24th Canadian Skills Competition at Edmonton Expo Centre immediately upon arrival in Edmonton. All large toolboxes must be checked in at Edmonton Expo Centre at the time of registering. Smaller tools can be brought to the contest area at orientation.

**Labels identifying competitor name, contest name, contest number and province must be on all toolboxes, please see attached template. Labels will be provided in electronic format and must be printed on letter size paper(8.5x11). The electronic template will be available on our website at [www.skillsmanitoba.ca](http://www.skillsmanitoba.ca). See sample attached.**

At the end of the competition, all toolboxes must be taken off the floor and brought back to the hotel.

Competitors are responsible for transporting their own toolboxes back to the hotel. There will be limited shuttle services available and you may have to use a taxi service.

## **HOTEL – The Sutton Place**

Team Manitoba will be staying at The Sutton Place Hotel. A rooming list will be provided prior to May 1, 2018. **Photo ID may be required to check-in.**

To the best of our ability we have accommodated all special requests. It is suggested that all advisors bring a copy of the rooming list so that they will know where their participants are staying.

Breakfast is included with the hotel rooms each day of our stay, vouchers will be given at the time of check in.

## **TEAM MEETING AND TEAM EVENT– MANDATORY**

Team Manitoba will hold a **mandatory** team breakfast meeting on Sunday, June 3, 2018 at 9:00 am. **All competitors** and their advisors/chaperones will be expected to participate. We will meet in The Rutherford Suite at the hotel.

## **DRESS CODE**

Unless informed otherwise for a specific trade, candidates may wear provincial Skills Manitoba T-shirts (issued at the Skills Manitoba Provincial Competition) during the competitions. However, **no** clothing with **commercial logos** that are incompatible with sponsors who have negotiated agreements with Skills Canada or the host province may be worn.

It is **not** acceptable to wear hats/caps at Skills events.

Team Manitoba team shirts are **black with white accents** and must be worn at Opening and Closing Ceremonies only. We suggest dark pants or skirts be worn with your team shirts.

## **EVENTS**

### **CONTEST ORIENTATION – MANDATORY**

Sunday, June 3, 2018 4:30 – 5:45 p.m.

Contest Orientation will take place at the Edmonton Expo Centre.

### **WELCOME RECEPTION - MANDATORY**

Sunday, June 3, 2018 5:45 – 6:45 p.m.

The Welcome Reception will be held at the Edmonton Expo Centre.

### **OPENING CEREMONIES - MANDATORY**

Sunday, June 3, 2018 7:00 – 8:30 p.m.

The Opening Ceremonies will take place at the Edmonton Expo Centre.

### **CLOSING CEREMONIES – MANDATORY**

Wednesday, June 6, 2018 12:00 p.m. – 2:30 p.m.

Closing Ceremonies will take place at the Edmonton Expo Centre.

### **CONTEST LOCATIONS**

Monday, June 4, 2018 and Tuesday, June 5, 2018 8:30-4:00pm(contest times will vary)

All Contests will take place at the Edmonton Expo Centre.

## **EVENT TRANSPORTATION**

(For Orientation, Opening Ceremonies and Competition Days)

Please note that event transportation is organized by host province and not Skills Manitoba.

You will be provided with an ETS Transit Pass. This will allow the holder unlimited travel on regular ETS bus and LRT routes within Edmonton only for the period shown (June 3 – 6, 2018). The pass will be provided upon registration check-in.

LRT Routes:

Hotel to Expo Center – Churchill-Colesium Station

Expo Center to Hotel – Colesium-Churchill Station

## **OPENING AND CLOSING CEREMONY**

Please note that access to Opening and Closing Ceremony will only be permitted to competitors and advisors. Extra Tickets will be available for purchase for guests through [www.skillscanada.com](http://www.skillscanada.com) for \$40.00 per event. The tickets will be available on a first come, first serve basis and will be general seating. The Opening Ceremony ticket does not include access to the Welcome Reception for guests.

## MEALS

The following meals will be provided:

### Sunday, June 3<sup>th</sup>

Breakfast – Team Meeting 9:00am- The Rutherford Suite (The Sutton Place Hotel)  
Welcome Reception – 5:45- 6:45pm

### Monday, June 4<sup>th</sup>

Breakfast Buffet- Hotel voucher needed - 6:00 am-9:00 am  
Lunch - Competition Site - 11:00 – 2:00pm

### Tuesday, June 5<sup>th</sup>

Breakfast Buffet- Hotel voucher needed - 6:00 am-9:00 am  
Lunch - Competition Site - 11:00 – 2:00pm

### Wednesday, June 6<sup>th</sup>

Breakfast Buffet- Hotel voucher needed - 6:00 am-9:00am

### Please Note:

Saturday, June 2nd-Lunch - there will be limited access to restaurants as we are travelling. Please bring snacks or purchase items at airport while in Winnipeg.

Wednesday, June 6th Lunch and Supper - there will be limited access to restaurants as we are at the ceremonies and travelling. Please bring snacks or purchase items at airport while in Edmonton.

## CHECK-OUT- Sutton Place Hotel

All Team Manitoba members are to check-out prior to departure on Wednesday, June 6, 2018.

You must settle all personal room charges by Tuesday, June 5, 2018.

## CONTACT

For more information please or if you have any questions, please contact Shawna Osadchuk at Skills Manitoba at (204) 927-0250 or by email to [shawnao@skillscanada.com](mailto:shawnao@skillscanada.com)

For Team Manitoba information **while in Edmonton**, please contact either:

Lori Royal (204) 798-7338  
Maria Pacella (204) 770-4287  
Shawna Osadchuk (204) 479-7652



# SCC ACTIVITIES REGISTRATION FORM

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Competitor    Delegate    Advisor    Judge    Volunteer    NTC  
 National Board Member    VIP    SCC Member Organisation Staff

Name: \_\_\_\_\_

What SCC activity are you attending: \_\_\_\_\_

Birthdate (d/m/y): \_\_\_\_\_

Gender:  M    F

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

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

Language Preference:  EN    FR

Classification:  Secondary    Post Secondary

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov.-Terr: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Health Card Number (optional): \_\_\_\_\_

Email: \_\_\_\_\_

Allergies: \_\_\_\_\_

Emergency Contact's Name: \_\_\_\_\_

Emergency Contact's Phone: \_\_\_\_\_

School/Employer's Name and Phone # (where applicable): \_\_\_\_\_

Chaperone's Name (where applicable): \_\_\_\_\_

Chaperone's Contact Number at Competition: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

List name(s) of competitor(s) under your supervision (advisors only): \_\_\_\_\_

Are you a Canadian Citizen or a Landed Immigrant?  No    Yes

## SELF IDENTIFICATION (Optional)

Do you consider yourself a member of a visible minority group in Canada?  No    Yes   Specify: \_\_\_\_\_

Do you consider yourself an Aboriginal person?  No    Yes   Specify: \_\_\_\_\_

Do you consider yourself a person with a disability?  No    Yes   Specify: \_\_\_\_\_

Optional: Please fill out our self-disclosure form for competitors that indicated they have a disability.

# CODE OF CONDUCT

Skills/Compétences Canada and all of its provincial/territorial Member Organization's are dedicated to ensuring that everyone who attends SCC activities has an enjoyable experience with maximum attention paid to safety and comfort. Therefore, SCC has established a mandatory "Code of Conduct". It is with this spirit of being a proud person that I/we agree to follow these rules of professional conduct.

1. My/Our conduct shall be exemplary at all times.
2. I/We will, at all specified times, wear my/our official identification badge.
3. I/We will, attend activities to which I/we am/are assigned and registered and will be on time.
4. I/We will, adhere to the dress code at all times as per the "Competition Rules".
5. I/We will, spend each night in the accommodation to which I/we may be assigned.
6. I/We will, respect all public and private property, including the accommodation to which I/we may be assigned.
7. I/We will, refrain from the use of drugs (except prescribed medication).
8. I/We will, refrain from the use of alcoholic beverages during all Skills/Compétences Canada activities.

The Competitor acknowledges that he/she will be responsible to his/her chaperone/advisor/provincial-territorial designated Team Leader to and from the identified point of provincial/territorial departure.

Advisors acknowledge that they are responsible to provide guidance and monitor the behavior of the competitor to and from the identified point of provincial/territorial departure and report any instances to the provincial/territorial organization.

It should be noted that your assignment is voluntary and, as such, you agree to abide by Skills/Compétences Canada and your provincial/territorial Member Organization's official rules and regulations and conditions of participation or forfeit your personal rights to attend and participate in SCC activities. Violators may be sent home at their own expense. Proper notification of the violation and action taken will be sent to the organization responsible for the Individual and a copy will be provided to the Skills/Compétences Canada's Board of Directors. In addition, the Individual shall be responsible for any costs incurred by SCC on behalf of the Individual.

## Liability Release

I/We hereby acknowledge that participation in SCC activities involves the use of inherently dangerous equipment, including, but not limited to, the use of tools, power tools, welding equipment and heavy appliances. I/We hereby acknowledge that the use of such inherently dangerous equipment has the potential to cause injury, death or dismemberment. I/We hereby acknowledge that I/we accept the risk that I/we may sustain injury, death or dismemberment as a result of participating in SCC activities.

I/We hereby acknowledge my/our agreement to make proper use of any and all reasonable personal protective equipment in order to minimize the risk of injury, death or dismemberment. Furthermore, I/we hereby acknowledge my/our agreement to take all reasonable steps to ensure my/our own safety, as well as the safety of any and all other persons while participating in SCC activities.

I/We, on behalf of myself/ourselves and my/our successors, heirs, executors, administrators, assigns, and on behalf of any party or parties who claim a right of interest through me/us (hereinafter collectively referred to as "the Releasers"), hereby agree to release Skills/Compétences Canada, its provincial/territorial Member Organizations, their representatives, insurers, agents, servants and employees (hereinafter collectively referred to as "the Releasees") from any form of liability arising from any injury, death or dismemberment to the Releasers, or any other person, resulting from any cause whatsoever, at any time while attending at or participating in SCC activities, including travel to and from these activities. The Releasers agree not to advance any claims, demands, actions, rights of action, and/or judgments against the Releasees for damages, loss or injury, howsoever arising. The Releasers also agree to indemnify the Releasees and hold the Releasees harmless for any claims, demands, actions, rights of action, and/or judgments brought against them by any party, which arise, or are alleged to arise, from my/our participation in SCC activities. The Releasers further agree not to advance any claims, demands, actions, rights of action, and/or

judgments against any other person who might claim contribution or indemnity as against the Releasees under the provisions of legislation that provide for joint and several liability.

## Medical Acknowledgement

I/We hereby acknowledge that I/we am/are responsible for my/our own health. I/We further acknowledge my/our responsibility to ensure that I/we protect myself/ourselves and any of my/our children from any allergies (food or otherwise) or health concerns.

I/We hereby acknowledge that I/we have no medical conditions, including, but not limited to, physical, mental, psychological or behavioural conditions, whether or not treatment is currently being received, that could affect, compromise or interfere with my/our attendance or participation in SCC activities. I/We acknowledge my/our responsibility to disclose any medical condition that could affect, compromise or interfere with my/our safety or the safety of others who attend or participate in SCC activities.

The Releasers hereby agree to release the Releasees from any liability arising from any injury, death or dismemberment to myself/ourselves, or any other person, resulting, in whole or in part, or alleged to have resulted, in whole or in part, from medical conditions, including, but not limited to, physical, mental, psychological or behavioural conditions, medications, allergies and disabilities, whether or not treatment is currently being received, and the like which may affect, compromise or interfere with my ability to attend or participate in SCC activities. The Releasers also agree to indemnify the Releasees and hold the Releasees harmless for any claims, demands, actions, rights of action, and/or judgments brought against them by any party, which arise, or are alleged to arise, from any injury, death or dismemberment to any person, and resulting, in whole or in part, or alleged to have resulted, in whole or in part, from medical conditions, including, but not limited to, physical, mental, psychological or behavioural conditions, medications, allergies and disabilities, whether or not treatment is currently being received, and the like which may affect, compromise or interfere with my ability to attend or participate in SCC activities. The Releasers further agree not to advance any claims, demands, actions, rights of action, and/or judgments against any other person who might claim contribution or indemnity as against the Releasees under the provisions of legislation that provide for joint and several liability.

## Medical Treatment

I/We hereby acknowledge that I/we may require medical treatment and procedures in the event that we sustain injury, death or dismemberment. The Releasers hereby agree to release, indemnify and hold harmless the Releasees for any and all claims, demands, actions, rights of action, and/or judgments that arise from, or are alleged to arise from, the administration of medical treatment and procedures rendered in good faith.

## Release of information/photos

I/We understand and agree that any information pertaining to my/our participation in SCC activities may be sent by the Releasees to other organizations, i.e. media, schools, organizations, my/our local Member of Parliament and/or Member of the Provincial Legislature, etc.

I/We agree that still photographs and videotapes taken during the course SCC activities become the property of Skills/Compétences Canada and its provincial/territorial Member Organization and may be used and reproduced by Skills/Compétences Canada and its provincial/territorial Member Organizations in promotional materials, advertising, bulletins, website, and social media (facebook, twitter, youtube etc.) and that these images would be subject to the terms and conditions of these social media sites.

The Releasers hereby agree to release the Releasees from any liability arising from the use of any information pertaining to the participation in the SCC activities, and the use of any still photographs and videotapes taken during the course of SCC activities. The Releasers further agree not to advance any claims, demands, actions, rights of action, and/or judgments against any other person who might claim contribution or indemnity against the Releasees under the provisions of legislation that provide for joint and several liability.

I/We also understand that Skills/Compétences Canada and its provincial/territorial Member Organization and their representatives may communicate with myself/ourselves.

**Having read and understood completely the included Code of Conduct, Liability Release, Medical Acknowledgement, Medical Treatment, Release of Information/Photos, and, by signing the Skills/Compétences Canada's Registration Form, I do hereby agree to follow the procedures and practices described.**

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Date

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Signature

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Signature of Witness

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Signature of Guardian  
(if Competitor is under the age of majority in their province/territory)

# Toolboxes

Toolboxes will be left at the Edmonton Expo Centre during registration. **Please ensure that all toolboxes are packaged in appropriate containers and are properly labeled.** The following label will be provided to all provincial/territorial offices and must be printed on letter size paper. Small tools can be brought to contest area at orientation.

## 2018 SKILLS CANADA NATIONAL COMPETITION

### OLYMPIADES CANADIENNES DES MÉTIERS ET DES TECHNOLOGIES 2018

<b>Competitor Name / Nom du candidat(e):</b>	
<b>Province-Territory / Province-territoire:</b>	
<b>Skill Area Number / Numéro du concours :</b>	
<b>Skill Area Name / Nom du concours:</b>	
Box/Boîte _____ of/de _____	