

Volunteer Handbook 2022

Welcome to the Skills Canada National Competition (SCNC), being held at the Vancouver Convention Centre in Vancouver, B.C.!

Thank you for joining the Skills/Compétences Canada volunteer team! Your participation is vital to the success of our event.

Our commitment to you:

To treat you as a valuable member of our team and provide you with the proper training and support to give you a fun and memorable experience.

Your commitment to us:

To serve as an ambassador and representative of the SCNC at the competition venue (on and off shift), to gracefully perform all your scheduled duties to the best of your ability, and to enjoy yourself!

To ensure that everyone has a great experience, we ask that you follow these guidelines:

- Show up on time and be ready for all of your assigned shifts
- Check in at the registration desk and report to the onsite volunteer coordinator
- Respect and maintain Skills Canada National Competition property
- Maintain the confidentiality and integrity of privileged information you may be exposed to while serving as a volunteer
- Sign the consent form

And that you do not:

- Share your accreditation with non-volunteers
- The presence of illegal substances during SCC events will not be tolerated.
- Excessive use of alcohol and cannabis during SCC events will not be tolerated and must adhere to the federal, applicable provincial/territorial and municipal legislation.
- Consume alcohol or cannabis while on shift, or attend your shift intoxicated
- Harass any Skills Canada National Competition competitors, delegates, volunteers, attendees or staff

IMPORTANT DATES

Set-up days: May 24-25

Opening Ceremony: May 25

Competition Days: May 26-27

Closing Ceremony: May 28

Tear down days: May 27 (After 6pm) & May 28

REQUIREMENTS

During the SCNC, we require that all volunteers register for a minimum of one (1) shift which consists of four (4) hours.

BENEFITS

Depending on how many shifts you register for, you will be receiving the following benefits.

	Lunch	T-Shirt	Delegate Bag	Opening ceremony	Closing Ceremony
1 shift		X	X		
2+ shifts	X	X	X	X	X

IMPORTANT INFORMATION

Check-in

You must check in at least 15 minutes in advance of your scheduled shift, at the registration desk, which is located on the 1st floor of the Vancouver Convention Centre. You will receive volunteer orientation before your shift begins.

Dress code/uniform

- Your T-shirt will be given to you upon check-in for your first shift
- T-shirts must be worn while on duty along with your accreditation badge
- Make sure to wear comfortable shoes
- If working in a skill area, make sure to have the proper personal protection equipment (PPE) that is necessary for that specific skill area. If you do not have your PPE with you, you will not be able to work your shift.

Personal Belongings

- Please leave your valuables at home.

Shift Cancellation Policy

- If you need to make any changes for your shifts these must be made as soon as possible using our online registration. The deadline for changes is **May 20th**.
- If after this deadline, you need to make changes, please email: volunteers@skillscanada.com.

Volunteering with a friend

If you want to work on the same shifts as your friends, both of you will need to register for the same shift on the same day. Keep in mind that some shifts only have 1 position available.

Consent form

A consent form must be filled out and electronically signed before you begin your first shift. A JotForm link will be provided to you by May 15.

ON-SITE EVENT DETAILS

Registration desk

- The registration desk is situated on Level 1 in the foyer.

Hospitality Suite

- Volunteers can access the hospitality suite during both competition days. Complimentary coffee and water are available in this suite and you will require your accreditation badge to access this room.

Meals

- A complimentary meal will be available on the day of your shift if applicable. Make sure to advise someone in your area when you take a break for lunch to ensure that another volunteer is available to cover for you. We also recommend you advise your onsite supervisor. Meals for set-up and take-down days will be provided in a form of a gift card. A map and available restaurant around the venue is provided prior to your arrival onsite. Your meal card will be provided to you at the registration desk, at the start of each day when onsite.

First Aid

- First Aid Stations are located on the E and 1st Floor. We will also have roaming first aiders in case of injury. The members of our safety committee will be stationed on the E floor in hall B show office.

Evacuation Procedure

- A plan in case of an evacuation of the competition site has been put in place and will be presented to you when you check in for your shift.

Parking

Vancouver Convention Centre – West Building
1055 Canada Place

Directions: Enter off of Canada Place, ½ block west of the Burrard Street intersection on the right-hand side.

Please note that transportation and parking is the responsibility of the volunteer.

