Rules and regulations

To be revised 2019

1. Organization

- Arctic Skills is a cooperative project between schools and colleges in Finnmark County, Murmansk Oblast, Lapin Lääni, and the county of Norrbotten, based on the agreement signed 17th of April 2018. Ultimate organizational responsibilities are held by an appointed board with 2 Representative from each of the participating countries. The tournament is to be arranged annually on a rotating basis determined by the Board. The practical responsibilities for each tournament will be executed by the Leadership Group in the host country.
- The Board is responsible to arrange financing for the arrangement of the Tournament. Each participating country will pay for its own participation.
- The Tournament language is English, but participants are allowed to use interpreters.
- In the future, the participating countries hope to include all Counties, Regions and Districts within the Barents Region and other Arctic areas in the Tournament. Participation will include the native peoples of the region.
- The tournament will be held annually in the weeks at the end of April or beginning of May.

2. Tournament Leadership

- The Leadership Group in the host country will lead the Tournament and have all practical responsibility for the arrangement.
- The Leadership Group will convene a committee of experts and/or trade professional or judges who have responsibility for writing the challenges, ratifying the evaluation criteria and the judging form.
- The Board has responsibility for all of the decisions of principle, and, as discussed below, the Appeals Process.

3. Tournament Skilled Trades

- By decisions in the Board, the partners have agreed that the following would be the Tournament Skilled Trades:

    1. Hairdressing
    2. Welding
    3. Car Body Repair Technician
    4. Car Painter
    5. Skilled Health Care Worker
    6. Light Vehicle Technician
    7. Operating Engineer/Heavy Equipment Operator
    8. Electrician
    9. Chef
    10. Waiter
    11. Framer/Carpenter
    12. Plumber
    13. Painter
    14. Sami Handicraft
    15. Reindeer Husbandry
    16. Tourism

- The Board is authorized to make changes among the competing skilled trades due to lack of available participants in the approved list of Skilled Trades.
- The Board is authorized to add Skilled Trades to the Tournament Program based on the recommendation of three participating bodies. The Skilled Trades must be common to each national curriculum.
- The Host Country is granted the privilege of adding one Skilled Trade to their year's program.

4. Who can participate?

- The Tournament will in the future offer competitions in two classes, decided by the participating countries' education systems.
- Student Class for students in the second year of formal/school-based training in the participating country.
- Apprentice Class for apprentices and skilled trades' trainee workers from Norway and students in the last portion of their formal school education in Russia and Finland.
- In the event that the Norwegians are unable to field participants in the Apprentice Class, this competition will be an Open Class.
- There is no age limitation in ArcticSkills. The criteria for participation is registration in the educational system of the country.

5. Registration of Participants

- Each country/county is responsible to qualify Candidate in each of the Tournament Skilled Trades, and submit relevant personal information to the Host Country's Leadership Group (or designee) by 15 March of the Tournament Year. Registration will be completed through a formal Registration Form.
- Only one Candidate Participant can be registered per Skilled Trade, except as Team Competitions or Expanded Participation is formally allowed by the Reference Group.
- The Host is responsible for invitations to the participants and other groups which have reason for a Visa, while the participants themselves are responsible for Visa Application fees and charges.

6. Participant Candidates Duties and Rights

A. Prior to the Tournament

Participant Candidates will have the following information a minimum of six weeks prior to the Tournament.

- Tasks/Challenges in English
- Evaluation Criteria and the Judging Form
- A Description of the equipment each Participant Candidate will be expected to provide for use during the Tournament
- A Description of the equipment which will be allowed in the Tournament
- Tournament Rules in English
- All relevant information will be available on the Arctic Skills web page.

B. At the Tournament

- Review of the tasks, evaluation criteria and the use of the judging form.
- Information about the equipment and safety requirements.
- Information about the completion of the tasks and the time table for the Tournament
- Review of the Tournament locale and equipment with the advisors/ judges.
- Participant Candidates will have the opportunity to test equipment in the presence of their advisors/judges
- Information about the consequences for violating the rules of the Tournament.
- Workstations will be distributed among the Participant Candidates by drawing of lots. The drawing of lots will occur the presence of the judges and participant candidates.
- Prior to the beginning of the Tournament, Participant Candidates will be allowed three hours to prepare their individual work stations, tools and materials. All work shall be completed by the participant candidates themselves individually, with the opportunity to ask questions of the judges. In the case that the task requires measuring devices which the Participant Candidates have with them, these instruments will be controlled and calibrated based on the judges' own instruments.

- Participant Candidates will be issued an ID card which will clearly state the Candidate's name, date of birth, nationality and Tournament Skilled Trade.
- Participating Candidates will be issued a Communication Cart with a Red and a Green side.

C. During the Tournament

- Missing or defective equipment or material will be reported to the Main Judge who will attend to replacement.
- Participant Candidates may request additional material if the original materials are lost or damaged, but it may result on a loss of points as decided by the judge and the Main Judge.
- The Tournament begins and ends with specific signals.
- Participant Candidates are forbidden from communicating with their judges during the competition itself. **This includes during breaks.** All communications will be directed through the Main Judge with the assistance of an interpreter.
- Participant Candidates will initiate communication with the Main Judges through the use of the issued communication card.

7. Judges/Experts

A. Requirements of the Judges

- Judges are people with recognized Skilled Trade Competency from the Participating Countries, who represent a Participant Candidate in the same Skilled Trade in the Tournament. Judges in the Apprentice Class must have High Competence and long experience in the Skilled Trade.
- Judges can explain the Tournament regulations and special rules which apply to the completion of the Tournament Skilled Trade which they represent.
- Judges will be very familiar with all of the relevant Arctic Skills documents.
- Judges must have absolute integrity. They will be honest, objective, fair and cooperative.
- Each participating country will name 1 judge for each Tournament Skilled Trade.

B. Responsibilities before the Tournament

- Complete their own Judge Profile on the provided form.
- Sign the Declaration of Objective Judgement
- Discuss the evaluation criteria and the use of the Judging Form with their fellow judges to ensure an agreed understanding of the judging process.
- Discuss the safety rules and protocols with the fellow judges and the main judge.
- Inform their own Participant Candidates about the rules and safety regulations and protocols
- Controll and check the Participant Candidates personal equipment and tool boxes.

C. Responsibilities during the Tournament

- Judges are prohibited from communicating with their own Participant Candidates during the Tournament. **Communication during the lunch break is permitted**.
- Communication with Participant Candidates will not occur outside the presence of another judge.

8. Main Judge

- The Main Judge is responsible for leading, advising and completion of the Tournament in each Skilled Trade..
- The Main Judge shall have high competency in the Skilled Trade.
- The Main Judge will be able to communicate in English
- The Host through the Leadership Group chooses the Main Judges.
- The Reference Group approves all judges and Main Judges.

9. Team Leader

- Each Part identifies a Team Leader who will represent the Participants' interests before, during and after the Tournament, and will act as intermediary with the Host.

10. Judgement

A. Judging Process

- The judges in each Tournament Skilled Trade will meet and discuss the evaluation criteria and establish a basis for fair judging within the Skilled Trade Tournament. Disagreement of understanding of the criteria will be decided by the Main Judge in the Tournament Skilled Trade, and judges will be bound by this decision.
- Following the judges' meeting, each judge will review the criteria with their respective Participating Candidates
- The judgement occurs in a separate meeting between the judges and Main Judge upon conclusion of the Tournament. The Main Judge will lead this meeting.
- The Judges Meeting makes its decisions based on the basis of the skilled trade and on the principles of fairness.

B. Evaluation Criteria

- The Judgement is based on the special criteria for each Tournament Skilled Trade, with the relevant Judging Form. The Criteria include both the requirements of the skilled trade, health and safety regulations and in some cases, subjective evaluations. The form will set a maximum score value for each criterion and criteria for possible point detraction or loss.

C. Completion of the Judgement

- When the Judging Decision is reached, each judge will submit her or his judging form. The form will be scanned and stored in the Leadership Group's digital archive.
- Participants have the right to view each judge's judging form.

11. Appeals

- Participant Candidates and their judges can appeal the judgement if they have reason to believe that a formal mistake was made in the judging process. Judges' evaluations themselves cannot be appealed.
- The Appeal will be directed to the Board which decides the process for further redress and/or appeals processing.

12. Awards Ceremony

Regulations of the awards and the Awards Ceremony will be added to the rules in April 2016?