

## Skills Club Guidelines

1. Skills Clubs funded by Skills Canada NWT must take place outside of regular school hours. They may be after school, evenings, weekends or even lunch hours. While we are supportive of in-school initiatives, our funding only covers extra-curricular programming.
2. Host facilities (high schools etc) may use tools and equipment funded by Skills Canada NWT for their daily programs. Consumables (ex. wood, food products, shampoo, etc) funded by Skills Canada NWT may only be used for Skills Canada NWT Skills Clubs.
3. No reimbursements will be made to any Skills Club unless purchases have received prior approval, either through a Skills Club Agreement or a Skills Club Requisition Form.
4. Registration forms must be completed for all participants and submitted to Skills Canada NWT. The registration form is a two page form where the second page outlines Participant Rules and Conditions; please ensure this is the form being distributed to the youth participants. We recommend that Skills Club coaches keep a copy of the registration forms for their own records so they have contact information for club participants. **Skills Canada NWT is not responsible for any participants in Skills Club activities where registration forms with the signed release/waiver have not been submitted.**
5. Receipts/invoices should be submitted in a timely fashion; receipts for expenses incurred prior to March 31 should be submitted no later than April 15 of the same year. If an instructor is reimbursed by a local District Education Authority, please ask that the DEA send invoices to Skills Canada NWT as soon as possible.
6. Skills Canada NWT will endeavour to reimburse all expenses within 20 days of receiving receipts/invoices.
7. In situations where a facility/school/community/instructor is working with more than one Skills Club, receipts/invoices should clearly indicate which expenses apply to which Skills Club.
8. Tools and equipment funded by Skills Canada NWT remain the property of Skills Canada NWT, regardless of where they are used. In cases where the tools/equipment have significant value, descriptions of the items plus serial numbers (if applicable) should be provided to Skills Canada NWT. In turn, Skills Canada NWT will provide numbered, tamper-proof Property ID tags for these tools and equipment; the Property ID tags must be attached to the tools/equipment once the tags are received by the instructor/host facility.
9. Instructors/host facilities are asked to periodically photograph the youth participants and items built/created by Skills Club participants. Copies of these photographs should be submitted to Skills Canada NWT no later than May 15 each year.

10. The budget for Skills Clubs is determined by the Skills Club Application for Funding and Skills Club Agreement. If no budget agreement was established, Skills Clubs must submit requisition forms for any purchases they wish to make before the materials/supplies are ordered. If instructors/host facilities expect to use less than the budgeted amount, please advise Skills Canada NWT by March 1 so the money can be made available to other clubs. If more funds are needed than what is specified in the Skills Club Agreement, clubs may request additional funding using a Requisition Form.
11. If an instructor feels that the \$20 registration fee is a barrier to participation for some youth, the instructor may waive that fee at their own discretion. Please keep in mind that registration fees help to cover our costs so the more we receive, the better. Registration forms must be completed regardless of fee payment.
12. Club descriptions must be completed and copies submitted to Skills Canada NWT before a Skills Club begins operations. Skills Canada NWT can provide a template description in Microsoft Word format.
13. Skills Canada NWT will happily provide scope documents for any past territorial or national competition area upon request. Some of these documents are also available on our website, [www.skillscanadanwt.org](http://www.skillscanadanwt.org), and on the national website, [www.skillscanada.com](http://www.skillscanada.com).
14. Instructors must track participant attendance. A template attendance form in Excel format is available through Skills Canada NWT. Records can be electronic or paper, so long as the information is provided to Skills Canada NWT at the end of the Agreement period.
15. Skills Canada NWT is still assessing ways to track software purchased for Skills Clubs. Information about this will be sent separately to relevant instructors once it is available.
16. Participants in Skills Clubs are encouraged to compete in the Territorial Skills Competition. However, this is not a requirement for participation.
17. Skills Clubs participants do not have to be actively attending school. Participants must be under 30, but youth who are not attending school may participate at the discretion of the instructor.