

# Workshop Manager (WM)

The Workshop Manager is a person with qualifications and experience in their accredited skill who is responsible for

- Workshop installations
- Preparation of materials
- Workshop security
- Health, Safety, and Environment
- General tidiness and neatness of the workshop area

## Appointment

The Competition Organizer appoints a Workshop Manager for each skill. These may be appointed from Global Partners or event sponsors. They cannot be appointed if they work for a company or agent in conflict with a Global Partner or event sponsor.

## Reporting

Workshop Managers report to the Competition Organizer. For technical matters, Workshop Managers also report to their Chief Expert.

## Special arrangements

Workshop Managers are briefed by the Board members responsible for Competitions Committee leadership and the Director of Skills Competitions about any special arrangements and/or circumstances relating to the conduct of their competition.

## Presence

The Workshop Manager must be present in the workshop area from the time that the Experts start their preparation for the Competition, throughout the Competition and until all assessments and the Experts' other tasks have been completed (normally **C-4 to C+1**).

## Neutrality

The behaviour of the Workshop Manager towards Competitors must be neutral. They may not participate in discussions on Test Project selection and assessment and, where practical, should be absent when marking takes place. The Experts may consult with the Workshop Manager if the need arises.

## Contact with national organization and Competitors

Workshop Managers can participate in all activities with their national organization **until the announcement of the Competitors (or squad), or C-12 months**, whichever comes first. At that point, the Workshop Manager must cease all skill-specific training of the Competitor or squad. Participation in team building and team development – such as developing mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists – is permitted.

Workshop Managers may remain on committees and boards for their national organization and may participate in judging at provincial and/or state competitions for the following round of competitions.

Workshop Managers invited to assist in skill-specific training of Competitors for other national organizations should decline the invitation **after the announcement of the Competitors (or squad) for the WorldSkills Competition, or C-12 months**, whichever comes first. The same applies if they are invited to judge at a national or regional competition in a different country/region.

This definition is part of the [WorldSkills International Competition Rules Section 6.14](#)

# Workshop Manager Assistant (WMA)

With the agreement of the Board members responsible for Competitions Committee leadership and Director of Skills Competitions, the Competition Organizer may appoint one or more assistants who will comply with the same rules as the Workshop Manager. The Workshop Manager Assistant reports to the Workshop Manager.

This definition is part of the [WorldSkills International Competition Rules Section 6.15](#)