



Vancouver Island Region Test Chair Manual 2017-2018



So ...

you've taken on the job as **test chair** and now ...
you're wondering what to do next.

This is a manual that will hopefully help you understand the differences in tests, the process for hosting a club or centralized test day and your role as test chairperson.

This manual outlines the correct procedures and forms to use in planning, conducting and reporting your club's test day, whether it is a “small test session” or a “Centralized test day(s)”. You need to become familiar with the Skate Canada Info Centre website to access the various test sheets and forms. The VI Judges Bureau will provide additional forms and you should save them to your computer or print a supply for your club. Your correct use of these forms in reporting tests and statistics will make less work for everyone concerned.



Every Test Chair should have:

- access to the Skate Canada Rulebook (may be found on line from Skate Canada Info centre at <https://info.skatecanada.ca/hc/en-ca>)
- an up-to-date Test Chairperson’s Handbook (available from Region Judges Chair – Colleen Norton-Jones)
- access to the Star 1 – 5 Resource Kit on the Skate Canada Info Centre <https://info.skatecanada.ca/hc/en-ca/categories/201557706-STAR-1-5-Resource-Toolkit>

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Region Addresses and Form Distribution Summary

North & Mid Island Region Test Day Coordinator

Peter Gibbons

Email: visk8tests2@gmail.com

South Island Region Test Day Coordinator

Colleen Norton-Jones

Email: vanislandjb@gmail.com

**contact for judges/evaluators for local and centralized test sessions
send test day lists and lists of pulls**

Skate Canada

261 –1200 St. Laurent Boulevard (Box 15)

Ottawa, Ontario K1K 3B8

Fax 613-748-5718

Tel: (888) 747-2372 Fax: (877) 211-2372

Email skatecanada@skatecanada.ca

Test Summary Sheets – (original copy(s))

Required Test Fees

& Test Fees Summary Sheet

VI Region Treasurer

Judy Burwash

1149 Robertson Blvd

Parksville, BC V9P 2G9

Phone 250-586-5224

email jaburwash@shaw.ca

Cheques for Region Judges Bureau Fees

\$4/test (\$2.00 each part of Freeskate test)

made out to “VI Region Judges Bureau”

Copy of Report of Tests Taken (Form page 39)

VI Region Judges Chairman

Colleen Norton-Jones

3114 Colman Road,

Cobble Hill, BC V0R 1L6

Phone 250- 510-8720

Cell 250- 510-8720

Email: vanislandjb@gmail.com

contact for Chief Referee for Region competitions

Original Report of Tests taken

(you can scan and email the report)



VI Region Evaluated Test Days

(Sr. Bronze (Star 6) and higher)

The task of coordinating all evaluated test days **at your club** lies completely with the coordinator for your area (North & Mid – Peter Gibbons and South – Colleen Norton-Jones) and they will ensure suitable Evaluators are present. Please send a cc. to the Judges Bureau Chair (Colleen Norton-Jones) when arranging these test days so she can keep track of the test days in the Region. We have asked all clubs to try to work together to prearrange test day dates, so that at the September meeting of the VI Region, a winter schedule can be compiled. Please notify the Judges Bureau Chair as soon as you have dates for all levels of tests to try to avoid conflicts with other clubs. We also ask clubs that are in close proximity to each other to try to work together as much as possible – this will greatly help with the heavy workload that many judges/evaluators are faced with (especially during the busy winter season) and will also ease the workload of male dance partners.

BEFORE A TEST DAY – RESPONSIBILITIES OF HOME TEST CHAIRPERSON:

- Tentative dates are to be submitted to your Judges Bureau Chair (with a cc to your area coordinator or North, Mid or South) immediately, it will also be helpful to include the ice times and arena location.
- Note for the **Star 1 to 5 tests** your club arranges you do not need to contact the area coordinator. The coach will simply evaluate the test during the skater's regular session (i.e. private lesson time slot), the test chair should have the appropriate paper work available for the coach to access as needed.

Once a date for the Senior Bronze (Star 6) and higher tests has been arranged with your Area Coordinator, the Home club Test Chair is responsible for:

1. Telling the coach(es) and skaters of the date and location of the test day. Put a deadline of four weeks before the test day. Remind Coaches that you need the proposed test list shortly. It is recommended that you ask skaters in your club to fill out the Application for Skate Canada Test Form (see sample on next page).

**B.C. Judges Bureau (Vancouver Island)
Application for Skate Canada Test**

Date and Location of Test _____

Name of Applicant _____ **Phone#** _____

Skate Canada # _____ **Home Club** _____ **No.** _____

Coach _____ **Phone#** _____

Test Applied for: **Skating Skill** _____

Freeskate _____ **Part 1** _____ **Part 2** _____

Interpretive _____ **Single** _____ **Couple** _____

Dance Category: _____

Dances: _____

Partners Name _____ **(if applicable)**

Signature of Applicant's Coach

Signature of Applicant or Parent (if applicant is under 14)

***Please check Skate Canada Rules for Applicable Test Fee. 2017-2018 Season Test Fee is \$16 for Skating Skills, Interpretive, and Dance tests; \$16 per part for Freeskate Tests if taken separately \$28.00 Freeskate Tests taken together *Note* These numbers include the Judges Bureau Fees as well as the Test fee)**

Home Club Certification:

The _____ SC hereby certifies that the above candidate is eligible to try tests applied for _____

Signature of Test Chairman _____ **phone #** _____

Or you may use an envelope with the information on it which they can then use to return to you with the test fees included in the envelope. (See sample on next page).

VANCOUVER ISLAND SKATING CLUB

Name of Skater: Jessie Canskate Skate Canada # AB24587J2CA Home Club # Island Skate Club
 Coach Mary Yoga

Tests:

Skills: <u>Jr. Silver</u>	Test Fee: <u>\$12.00</u>	Judges Bureau: <u>\$4.00</u>
Freestyle: <u>Gold Part I</u>	<u>\$12.00</u>	<u>\$2.00</u>
Interpretive: <u>Silver</u>	<u>\$12.00</u>	<u>\$4.00</u>
Dance: <u>Westminster</u>	<u>\$12.00</u>	<u>\$4.00</u>

Test Fee Total	\$ <u>\$48.00</u>	Judges
Bureau Total	\$ <u>\$14.00</u>	
Test Day Expense	\$ <u>\$20.00</u>	(Food/Ice costs) Judges
Expenses:	\$ <u>\$ 4.00</u>	

TOTAL PAYMENT TO CLUB: \$ 86.00

2. Ensuring that all candidates are eligible for the test(s) they wish to take. (ie. Test candidate is a member in good standing of Skate Canada,* has no outstanding test /coaching/partnering fees, has passed previous level of test.)

3. Three weeks (21 days) prior to the test day:

Contact your Area Coordinator (North, Mid or South), and give him/her an accurate list of all test requested including the names of the skaters taking the tests. When you send your list of tests to the Area Coordinator you list the requests in the order they would be taken, prepare your list as follows:

- Sr. Bronze Dances Ten Fox
- Skater Smith
- Skater Jones
- Sr/ Bronze Dances Fourteenstep
- Skater Katz
- Skater Smith
- Sr. Bronze (Part 1) Elements
- Skater Thompson
- Skater Wilson

Your Area Coordinator will prepare the schedule and arrange for the necessary evaluator(s). **You cannot arrange for your own evaluator.**

5. Two weeks (14 days) before test day:

Coaches will give you their “pulls” (“scratches”) and or additional tests - this is the final test list and is to be emailed to the coordinator so they can finalize the schedule. Any scratches after this point, except for medical reasons, must be entered on the summary sheet as a “Retry” and the fees must be paid. Any pull for medical reasons will be given a refund for their test fees only (**all other costs will have to be paid by the skater (or home club) for ice costs, food and the evaluators expenses**). A medical certificate is no longer necessary, as long as the Club Test Chair believes that there is a medical reason for the test being “pulled”.

6. Collect all test fees from skaters. Have them make out their payment to your club.

The Test Chairperson is responsible for the reporting and submission of the required fees. Your club may also charge the skaters for the additional expenses for the test i.e. food, evaluator expenses, ice costs etc. Your club will have to give you direction on how each club handles these expenses. Some clubs include those costs in their budget and do not pass them on directly to the skaters, while some clubs pass on all expenses or a combination of the two methods. It is a good idea to collect all the test day expenses and fees prior to the test day and to require payment prior to the skater taking their test, this ensures you have the fees prior to the day. It is only at the discretion of the Area Coordinator/South, Mid, North and the Host Club Test Chairman whether late entries be accepted (and only with respect to the availability of time).

Skate Canada Test Fees:

- Freeskating \$12.00 per test
- Dance \$12.00 per individual dance
- Interpretive \$12.00 per test
- Skating Skills \$12.00 per test

Gold Test Challenge Fees: \$60.00 per part (i.e. \$60.00 for Part A and for Part B of a freeskating test and \$60.00 for each pattern dance).

7. Judges Bureau Fees: Add these fees to the skater's total fees.

Fee is \$4.00 for all tests except Freeskate Tests, which are \$2 per part. Cheques should be made out to the "VI Region Judges Bureau", (not Skate Canada or BC Section). This money is sent directly to the VI Region Treasurer (Judy Burwash). The fee is used for operating expenses and for Officials' training within our region. Officials' training is funded through the VI Region Judge's Bureau. This money is used for funding training seminars and to reimburse (reasonable) out of pocket expenses for judges/data specialists who must travel for training and/or to trial judge skaters/events not available here.

When you send the judges bureau fees, also send a copy of the Statistics of Tests taken so that the Treasurer can double check the tests taken compared to the fees submitted.

8. Providing all necessary paperwork when your club's skaters are attending other club's test days.

Please ensure that the most current forms are used. These are available on the Skate Canada website. Check the Skate Canada Info Centre site (<https://info.skatecanada.ca/hc/en-ca>), and follow the following links to the appropriate test sheets and summary sheets. If you have access to a computer at the rink it may be helpful to download the Rules and Test Chairs from the Skate Canada website onto a USB stick to take with you to the arena.

Test Sheets

Print off all of the sheets you will need for the test day. *You can fill in the summary sheets on line.*

9. 1 week (7 days) before test day;

- circulate your schedule 10 days before the test day
- the Area Coordinator will email you with a list of judges with the schedule - sometimes there are problems contacting judges or other difficulties that hold things up .
- post the schedule (without names of the Judges on the list) and tell skaters what time they need to be at the arena (usually one hour before their test is scheduled) unless they are the first test of the day then one half hour.

On the pull date or as soon as you have sent in your pulls:

- prepare all test papers and summary sheets, filling in all information (**remember to put summary sheet # on each test paper**)

- use a separate summary sheet for each club - any other clubs attending your test day should have filled out test papers and summary sheets for their skaters

-if you do have skaters coming from another club make arrangements to get their test papers (and summary sheets) well in advance of the test day – It is confusing and stressful to have the skaters bring their own papers the day of the tests (this will give you time to review the papers, correct any mistakes and put the papers in their correct order on the judge's clipboard).

Test sheets should be completely filled in including the evaluator's name. Test sheets should be typed or printed clearly and legibly with no errors crossed out or written over. Please include the candidates' Skate Canada number (10 digits) after his/her name on the test sheets. Cross out portions of the test that are not being tried (e.g. other dances, part 1 or 2 of freeskate test), use a highlighter to test being taken on each test sheet. Be sure to mark sheets with **Conditional** if it is a conditional test.

The Summary sheet should be filled in as much as you can before the day of the tests an example is shown on the next page. (NOTE – you can submit the tests online on the Membership Site by clicking On Org Management > **Submit Skating Test Results** [RECOMMENDED]- **please do not submit the paper test summary sheets for tests that are submitted online as doing so will result in duplicate records and duplicate invoices.** Please keep the originally signed summary sheet for your records for a couple of years (and confirmation that the test has been granted to appropriate skaters).

TEST SUMMARY SHEET



Organization #: 6000890	Organization Name Island Skating Club	City Coombs	Test Day # 1	Sheet # 2017
Address PO Box 23	Province BC	Postal Code V0R 1B0		

Official 1	Skate Canada # 30008965	Name Sara Judge
Official 2	Skate Canada #	Name
Official 3	Skate Canada #	Name
Official 4	Skate Canada #	Name

Test Chair	Name Joan Skate
	Skate Canada # 45589651
	Telephone # 250-724-7777
	Email joan.skate@gmail.com
Date of Test	11/10/2017

Skate Canada # 45KD000CA	Name Jessie Canskate	Home Club # 6000890	Home Club Name Island Skating Club	Test Code SBE1
	Authority to Test Mary Yoga	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$ 12.00
Skate Canada # 45KD000CA	Name Jessie Canskate	Home Club # 6000890	Home Club Name Island Skating Club	Test Code SBP2
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$ 12.00
Skate Canada #	Name	Home Club #	Home Club Name	Test Code
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$
Skate Canada #	Name	Home Club #	Home Club Name	Test Code
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$
Skate Canada #	Name	Home Club #	Home Club Name	Test Code
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$
Skate Canada #	Name	Home Club #	Home Club Name	Test Code
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$
Skate Canada #	Name	Home Club #	Home Club Name	Test Code
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$
Skate Canada #	Name	Home Club #	Home Club Name	Test Code
	Authority to Test	Official's Initials	Pass <input type="radio"/> Retry <input type="radio"/>	Fee \$

Total For Sheet **\$24.00**

See page 2 for instructions.
Test Day # refers to the number of the test day held by the club during the year (starting in September).
Sheet # is the sequential numbering of sheets during a given test day.
 Distribution – Original - Skate Canada National Office; Copies - Section Judges' Chair; Club Records
 Skate Canada – 261-1200 St. Laurent Boulevard (Box 15), Ottawa, Ontario K1K 3B8

Line up helpers for the test day – if it is a very large test day you may need:

- a runner for test papers, coffee, messages, etc.
- a stop watch (and maybe a timer) if the evaluator requires one for any tests that need to be checked for the correct times
- an ice captain (works at the gate getting skaters on and off the ice etc.)
- music player(s) - one to watch the judges and skaters and one to operate the CD player or MP3 player, if necessary. **Arrange for parents who will be attending the test day to play Dance and Freeski music**
- food person - responsible for arranging food for the officials and workers - check with the evaluators for food requests, as some of them may have food allergies.
- if the day will be a long one it may be wise to schedule your workers in shifts

Any questions: Call your Area Coordinator or Judges Bureau Chairman. If you have the correct information, you will probably save the Area Coordinator and yourself hours of work correcting unintentional errors.

- supplies you will need for your test day are such things as: pencils, pens, stapler, scissors, photocopier, Club Test Record Sheets.

THE DAY OF YOUR TEST DAY – RESPONSIBILITIES OF HOME TEST CHAIRPERSON:

1. Try to arrive at the arena one half to one hour before your evaluators arrive.
2. Ask that skaters be at the arena at one half hour prior to their scheduled test times if they are the first test of the day all others should be at the arena one hour prior.
3. Make sure that the evaluator/test chair room is easy to find - you may need to post signs
4. Put each evaluator's test papers, a copy of the schedule (if more than one evaluator highlight on the schedule the tests they are responsible for), and two sharp pencils on a clipboard ready for them to pick up when they arrive
5. Put the coffee/tea/hot chocolate on.
6. Confirm that your workers have arrived and they know what their jobs are - each of them should have a schedule too

runner (if needed)- stands near the evaluator to carry completed test papers to the audit room, relay information to or from the evaluator etc.

timer (if needed) - sits near the evaluator with a stop watch to time free skate programs

ice captain - is in charge of getting the skaters on the ice, making sure the next skater is ready, keeping order at the gate, relaying information or requests to or from the evaluator, answering questions etc.

7. **If necessary, pick up and return judges/evaluators to bus depots, airports, etc.** Provide transportation to and from the arena if the evaluator is not driving. Book and arrange payment of accommodation if applicable.

8. **Arrange for evaluators to be fed.** - You may also need a separate room (which should **not** be a dressing room) where the judges/evaluators can eat. Consider traveling time in deciding whether or not to provide lunch or dinner. A guideline for per diems for food not provided are: \$15 Breakfast, \$20 Lunch, \$25 Dinner

Some clubs provide snacks and coffee for coaches and volunteers. This is not mandatory but is always appreciated as both groups spend long hours at the arena (sometimes with very few breaks).

9. **Provide a clearly marked evaluators room** – Only the following people are allowed in the room:

- Evaluator and Trial Evaluators who are evaluating on that day
- Persons who are serving food (only during meal times)
- Host Test Chair

*No one else (skaters, coaches, parents) should be allowed in without permission.

10. Once a test is complete you can take the test sheet and copy it. You CAN NOT cut it until the judge has signed the summary sheet. Once the judge signs the summary sheet cut the test paper. Give the coach the bottom copy and keep the top copy for the club records along with the photocopy. **Results of tests** are only to be made available first to the coach/skater if available and then the parent. **It is up to you to keep these results confidential.**

11. Try to start the tests on time

Your main job on test day is to make sure that things are running smoothly - being visible in the arena and making yourself available to answer questions can head off trouble before it starts - remember after the Evaluator/judge **YOU** are in charge of the test day and what you say, goes

12. Test Day Expenses - Evaluators expense forms

Have these forms in the evaluator's room.

Request that your evaluator completes an expense form for your records. Please ensure that the Treasurer has the required number of signed cheques available at the arena in order to pay all expenses. (If you are unable to get blank cheques then arrange for someone with signing authority to attend the arena to bring and sign the required expense cheques for the day). Be sure the evaluator has received their expense cheque prior to their leaving the arena. Thank the evaluator(s) and trial judges for attending. A thank you note and a gift card are appropriate as thank yous for your Evaluators. (A guideline for a gift card would be \$5.00 per hour for a test day or a minimum of \$15.00 or \$20.00 for a short test day)

Babysitting costs and evaluator gifts are strictly voluntary expenses. Mileage rates are listed in the Skate Canada Rulebook under notice board –48 cents per kilometer.

VI Region Evaluators Expense Form

Date of Tests: _____

Mileage (return) _____ **km x 48 cents**

Other Expenses: (attach receipts) _____

Amount Paid _____

Signature of Judge/Evaluator

13. Have the evaluator make the draws for skating direction/edge and post the draw for all skaters to see.

SENIOR BRONZE FREE SKATING TEST EVALUATION SHEET



11 10 2017
Day Month Year

HOME CLUB COPY

Club Holding Test Island Skating Club
 Candidate Jessi Canskate Coach Mary Yuga
 Home Club of Candidate Island Skating Club Evaluator Sara Judge
 Signature of Evaluator _____

PART 1: ELEMENTS	
Pass <input type="checkbox"/>	Retry <input type="checkbox"/>

SENIOR BRONZE FREE SKATING TEST EVALUATION SHEET

11 10 2017
Day Month Year

Candidate Jessi Canskate Evaluator Sara Judge

E = EXCELLENT G = GOOD S = SATISFACTORY NI = NEEDS IMPROVEMENT

PART 1: COMPULSORY ELEMENTS IN ISOLATION (14) A maximum of four elements can be reskated if necessary.

CANDIDATE'S COPY

		E	G	S	NI	COMMENTS
Stroking <small>(minimum one complete circuit of the rink for each exercise)</small>	*Russian Stroking (draw for direction)					There are 2 parts to a freeskate test make sure both are
	*Forward Crosscut - Outside - Inside Change of Edge					
	*Backward Crosscut - Outside - Inside Change of Edge					
Jumps	Axel					filled in if skater is taking both parts of the test
	Double Salchow					
	Double Toe Loop					
	Split Jump					
Jump Sequence	3 or more jumps at least 2 of one rotation or more					
Jump Combination	single Lutz plus single or double Toe Loop or Loop jump					
Spins (min. 3 rotations) <small>(min. 3 rotations on each foot; min. 2 rotations in each position)</small>	Flying Camel					
	Layback or Sideways Leaning or Camel/Sit					
Field Movements	Sequence of 2 positions - 1 change of foot					
Step/Spiral Sequence	Sequence of 2 moves chosen by the candidate (Straight line, circular, serpentine or spiral)					

Passing Requirement: 12/14 Elements including
 *Stroking Exercises must be Satisfactory or better

Total /14
 RESULT

↑
 double check correct results

SENIOR BRONZE FREE SKATING TEST EVALUATION



2017-#1

HOME CLUB COPY

Club Holding Test Island Skating Club
 Candidate Jessi Canskate
 Home Club of Candidate Island Skating Club
 Signature of Evaluator _____

SKATE CANADA
 11/10/2017
 Coach Mary Yoga
 Evaluator Sara Judge

PART 2: PROGRAM
 Pass Retry

SENIOR BRONZE FREE SKATING PROGRAM EVALUATION

Candidate Jessi Canskate Evaluator Sara Judge

11/10/2017
 Day Month Year

PROGRAM (2:00 or 2:30 minutes ± 10 seconds)

Technical Criteria	E (+)	G (0)	S (-1)	NI (-2/-3)	COMMENTS
JUMPS Maximum of six jump elements. Must include at least one Axel type jump (waltz or Axel) and one double jump. Max three combinations or sequences. Jump combinations may contain no more than two jumps. No jump included more than twice and if a jump is repeated it must be in combination or sequence.	1.				There are 2 parts to a free skate test make sure they are both filled in if the skaters is taking both parts of the test
	2.				
	3.				
	4.				
	5.				
	6.				
SPINS Maximum of three spins. One combination spin, change of foot mandatory (min three revs/foot and min two revs/position) One flying spin (min three revs in basic position) One spin of any nature (min four revs total)	1.				
	2.				
	3.				
STEP/ SPIRAL /CHOREO SEQUENCE					

Mandatory Pass Element: The program must include at least one double jump evaluated at Satisfactory or better [†]	<input type="checkbox"/> YES <input type="checkbox"/> NO
Passing Requirement: 8/10 criteria must be Satisfactory or better including (6/8 if program contains 5 jumps, 2 spins); *5 jump criteria (4 jump criteria if 5 jumps in program); *2 spin criteria (combination spin must be satisfactory or better if only 2 spins in program)	/10 (if 6 jumps, 3 spins) <input type="checkbox"/> YES <input type="checkbox"/> NO /8 (if 5 jumps, 2 spins)

Program Component Criteria	E 2.25+	G 2.00+	S 1.50+	NI <1.50	COMMENTS
*Skating Skills					
Transitions					
*Performance/ Execution					
Choreography					
Interpretation					

Passing Requirement: 3/5 criteria must be Satisfactory or better including: *Skating Skills and *Performance/ Execution /5 YES NO

FINAL TEST RESULT: 11/15 criteria must be Satisfactory or better and all three passing requirements must be successfully attained to pass the test if 6 jumps and 3 spins are in the program	/15 (6 jumps, 3 spins)	<input type="checkbox"/> PASS <input type="checkbox"/> RETRY
FINAL TEST RESULT: 9/13 criteria must be Satisfactory or better and all three passing requirements must be successfully attained to pass the test if 5 jumps and 2 spins are in the program	/13 (5 jumps, 2 spins)	

[†] Note – a double jump executed (with no more than X rotation lacking) as the first jump in a combination or sequence with errors on the second jump will count as meeting the requirement of the double jump evaluated at satisfactory or better regardless of the evaluation of the element

DRAFT (July 2015)

EVALUATOR IS EXPECTED TO MAKE COMMENTS

↑
 check to be sure this correct and matches top half

Qualifying (Conditional) Dance Tests – A skater who takes a dance test but does not qualify for the higher dance test will be charged only for the dance test taken. Test fees will be refunded to skater for the test they did not qualify for.

On the Test Summary sheets, the lower test that did not pass will be marked as RETRY and the next level test that the skater was to have taken but now does not qualify to take, is marked as NOT ELIGIBLE and there is no test fee charged for the ineligible test.

Should a skater taking any test not show up, the test is marked as NOT SKATED and is marked as RETRY (test fees are charged).

AFTER TEST DAY – RESPONSIBILITIES OF HOME TEST CHAIRPERSON

14. Fill out the appropriate forms/results and reports. We thank you in advance for your full cooperation in this reporting procedure. There is nothing to be gained by holding onto the paper work and **Skate Canada is saying that it will not credit skaters with tests if the information is not received within three weeks.**

15. Be sure that the evaluator has initialed all necessary forms prior to leaving the arena. Indicate a Pass or Retry for each judge as well as a Pass or Retry for the complete test. Skate Canada will not process the test if this is not done and the skaters will not receive credit for their test. As the completed **test papers** come into the Test Chairperson's room you and/or your helpers check the results on the test paper - i.e. addition, incorrectly marked boxes (if there is a mistake refer back to the evaluator, no one can change a paper except the evaluator). If the evaluator will be looking at tests for quite a while some of them are willing to sign summary sheets during skater's warm ups so that those skaters who are waiting for results can leave - ask your evaluator if this is okay. Some evaluators prefer to sign summary sheets during a flood or when they have finished a complete discipline (Freeskate, Skills, Dance).

16. When the evaluator has signed the summary sheet the results of the test may be released to the skater/coach - this is done by handing out the bottom part of the test paper with the results clearly written on it - either a Pass or a Retry. Be sure all writing on the summary sheet form has been done in pen, not pencil. **Do not hand test sheets back before you get permission from the Evaluator/Referee.** Be sure that the Referee of the panel of Judges/single Evaluator checks the test papers and initials each summary sheet before separating the top portion of the test paper from the bottom portion and prior to giving out the test papers to the skater/coach. *Some Evaluators/Referees prefer to hand the test papers back to the skaters themselves.

17. Any candidate who has to "Retry" a test may attempt the test again at the next convenient test day.

18. Please make sure that no one "leaks" results or allows anyone to see the test papers before the evaluator has checked the results and signed the summary sheet - there is too much room for error if all of the checks and balances are not carried out and skaters could be given the wrong information - this is why you need to keep everyone out of the Test Chair room. *Do not post test results on bulletin boards (Privacy Act). Only release the test papers to the appropriate people - no one has any business looking at them unless the skater/coach allows it.

20. Pay your club's share of test day expenses as soon as possible. It is important for all Test Chairmen to notify the Area Coordinator and the Judges Bureau Chairman when there are outstanding bills by either a particular skater or entire club.

ONE TEST SUMMARY SHEET PER INDIVIDUAL CLUB. Do not combine different clubs on one summary sheet. All information requested to be completed includes the judges'/evaluators' Skate Canada #s, Skaters' Skate Canada #s (10 digit) and home club #s and names. Required codes for Skate Canada Tests are found on the back of the Summary Sheets.
Do not use "ditto" marks for the same Skater trying one or more tests.

Following the completion of the test day, the following forms must be completed as required and forwarded together with the appropriate fees:

Each participating club's test papers - the top half of each skater's test paper and the summary sheets signed by the evaluator are returned to their home club. Please note the summary sheet number on each test paper. The host club then bills each participating club for its share of the expenses using a standard expense form provided by the judges bureau (see form on page 19).

20. Test Summary Sheets

After summary sheets are signed and completed the distribution is as follows :

- i) **Original copy** of the Test summary sheet* is sent **to Skate Canada** with the appropriate test fee. * *note cross out sections not being used on the Test – so Evaluator is assured that nothing will be added after fact.*
- ii) Retain **one photocopy of each sheet for your club** records. The host club always retains a copy of all Test Summary Sheets.
- iii) **One photocopy of the appropriate summary sheet for each participating club** along with the top portion of the actual test papers.

Skate Canada requires the Test Summary Sheet is to be received at the National office **no later than 3 weeks** after the test day. **It is preferable that it be done and all reporting completed within 7-10 days.** This is to ensure that a skater has their previous records on file at the National office and thereby does not have the second test disqualified for not being eligible. **Remember you can enter the tests online for your club's skaters and I encourage you to do that so the skaters records are as current as possible.**

If your skaters have been to a Test day not at your club, ensure that your club receives its copy of the Skate Canada Test Summary Sheets and that all skaters have received their test papers.
For the person doing the paperwork at the host club - **if a skater is pulled for whatever reason, draw a line through their name and test on the Summary Sheet and indicate the reason for not taking the test. If the skater's information has been transferred to another summary sheet, draw a line through and indicate the new Summary Sheet number. If the skater did not pass a qualifying test, draw a line through the higher level test information and indicate "Did not qualify". Do not send in any fee for that test.**

Skate Canada Test Submission Information

This is a form sent by Skate Canada to each club. They have requested that you complete one Test Submission Information and attach it to the test Summary Sheet(s) to be forwarded to Skate Canada if you don't record the tests online. (sample on next page)

Test Submission Information

Organization #	
Organization Name	

Test Day	DD-MM-YYYY
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Please list all officials and/or coaches who have evaluated the submitted tests

Evaluator (Official/Coach)		
#	Skate Canada #	Name
1		
2		
3		
4		
5		

Test Chair	
Skate Canada #	
Name	
Telephone #	
Email	

Please enter fees for each test summary sheet submitted

Summary of Test Fees					
Sheet 1	Fees \$		Sheet 11	Fees \$	
Sheet 2	Fees \$		Sheet 12	Fees \$	
Sheet 3	Fees \$		Sheet 13	Fees \$	
Sheet 4	Fees \$		Sheet 14	Fees \$	
Sheet 5	Fees \$		Sheet 15	Fees \$	
Sheet 6	Fees \$		Sheet 16	Fees \$	
Sheet 7	Fees \$		Sheet 17	Fees \$	
Sheet 8	Fees \$		Sheet 18	Fees \$	
Sheet 9	Fees \$		Sheet 19	Fees \$	
Sheet 10	Fees \$		Sheet 20	Fees \$	
			Sheet 21	Fees \$	
			Sheet 22	Fees \$	
			Sheet 23	Fees \$	
			Sheet 24	Fees \$	
			Sheet 25	Fees \$	
			Sheet 26	Fees \$	
			Sheet 27	Fees \$	
			Sheet 28	Fees \$	
			Sheet 29	Fees \$	
			Sheet 30	Fees \$	
Total Fees					
Cheque number					

Test Fees

STARSkate test fees are \$12.00 per individual test

Additional Fees

Gold Challenge Tests (Dance and Free Skate): \$60.00 per individual test
 Gold Interpretive Challenge: \$12.00 for any lower level Interpretive test not previously achieved
 Foreign Skaters: \$30.00 per individual test

Office use only		
Received:		Number of Individual Tests
Data Entered:	Initials: _____	Number of Foreign Fees
		Number of Gold Challenge Tests

Send to **Skate Canada's Ottawa Service Centre** at 261 – 1200 St. Laurent Blvd., Box 15, Ottawa, Ontario K1K 3B8

*Please keep a copy for your club records. Test summary sheets sent to Skate Canada will only be kept up to 90 days after the end of each fiscal year.



September 2016

VI REGION JUDGES BUREAU TEST DAY EXPENSE FORM

Ice Palace Skating Club	Irene Johnson
1234 Snowflake Drive	Test Chair
Victoria, B.C.	(250) 877-1252
V8Z 2X2	Irene@shaw.ca

To: Club Name Juan de Fuca

Test	Total Time Taken	Total Cost of Ice	Total # of Tests	Cost per Test	Number of Club Tests	Cost of Clubs Tests
Dance						
Preliminary	20mins	\$32.10	7	\$4.55	2	\$9.16
Skills						
Interpretive						
Intro/Bronze						
Silver						
Gold						
Freestyle						
Competitive Singles						
Juv/Pre-novice						
Novice/Junior						
			Number of Clubs	Cost Per Club		Your Club Costs
Flood Time	15mins	\$24.07	3	\$8.02		\$8.02
			Number of Tests	Cost Per Test	Number of Club Tests	Your Club Costs
Judges Expenses						
Travel						
Accommodations						
Meals		\$10.00	20	.50	2	\$1.00
			Payment Due			
Ice Cost ___/hr						Total Expense For Your Club
\$96.30						\$18.18

If you have any questions – remember that there are lots of knowledgeable people on your Region Board and the Judges Bureau – they will be glad to help at any time

Report of Tests Taken

One set of report forms to be completed for each test session held, regardless of the number of tests that were tried. Only one form per test day regardless of the number of clubs at the test session. Be sure to double check that you have entered the tests in the correct area.

Make sure the total number of tests equals the total number of tests taken on the Skate Canada Test Summary sheets and the Report of Tests taken sheet.

Send this form to the Judges Bureau Chairman.

Send a copy of this form and a Test Submission Information along with a cheque made out to the “VI Region Judges Bureau”, (not Skate Canada or BC Section), for Judges Bureau test fees (\$4 per test - Dance, Skills, Interpretive and \$2 per part Freeskate) to the VI Region Treasurer (Judy Burwash).

Sample form on next page.

JUDGES/EVALUATORS AND TRIAL EVALUATORS

To avoid the possibility of having to cancel tests or test days due to the lack of qualified and available evaluators, it is each club’s responsibility to promote and encourage people to become evaluators. At the present time, potential judges have to have a skating background – Junior Bronze level in 2 disciplines (Figures, Freeskate, Dance, Skills) or Senior Bronze level in one discipline. If your club has qualified candidates, please contact the Region Judges Training Coordinator (Judy Burwash) or Judges Bureau Chairman (Colleen Norton-Jones) for an information package and possible training sessions.

Please treat all evaluators equally and fairly, regardless of whether they come from outside the Region or from your own area. Trial judges/evaluators are to be encouraged to trial judge at all test day where their mentor has been asked to attend. These are your future judges and evaluators. Remember, these people are also volunteers giving their time to the sport of figure skating. They will require copies of test papers they wish to trial evaluate/judge. The trial judge/evaluator should arrive with the appropriate test papers but if for some reason do not have them if possible make copies for them please. You should also provide food for them while they are at the arena.

Checklist of host clubs:

Be sure you have the following for every test day:

- ✓ Access to a Skate Canada Rule Book online
- ✓ Clipboards for all officials
- ✓ Sharpened pencils (at least 3 per official) and Electric or Battery operated Pencil Sharpener
- ✓ Paperwork for the test day in order
- ✓ Music players and announcers
- ✓ Ice captains if the test day is large
- ✓ Copy of schedule posted at each dressing room, at ice level and one copy of each official's schedule attached to their clipboards along with the test papers for the tests being done.
- ✓ Current Skate Canada music
- ✓ Additional copies of test papers on hand for trial evaluators and in case of errors/omissions
- ✓ If a small test day (2 hours) have coffee/juice. If a large test day, provide meals and snacks throughout the day. It is not always possible to have a "scheduled" break, so be prepared to have an extended lunch with snacks, fruit and refreshments available for the entire test day(s).
- ✓ Be sure all forms, especially the Summary Sheets, are completed and the evaluator(s) have signed them before they leave the arena.
- ✓ A room set aside for officials
- ✓ Have the cheques available for officials and dance partner for their expenses ready for them prior to their leaving the arena
- ✓ If possible, have a photocopier on site.

Coach Assessed Test Procedures

Coaches who have completed the online course with Skate Canada may assess tests for skaters in the Star 1 to 5 level. By September of 2017 all tests in the Star 1 – 5 level will be done by the Coaches. Coaches may only test their own students – i.e. they cannot assess another coach's skaters.

The coach is assessing during their lessons on a skaters' regular session. The assessment essentially becomes part of their job description. Coaches will use existing lesson time to assess their skaters. This means there are no additional fees for assessment. The test chair should ensure that the appropriate assessment sheets are printed and available for coaches to use. Each club will decide the process that works the best for them. The test chair will ultimately be responsible for setting up this process and for ensuring the results are submitted to Skate Canada.

There are no minimum test requirements for the STAR 1-5 event structure. The coach and skater choose the level that best suits them in their development at that time.

STAR 1-5 freeskate events and assessments have been designed to align with each other. The STAR 2-5 Program assessments will be exactly the same as the event criteria.

Do we have to submit a summary sheet after every assessment? This could mean submitting summary sheets multiple times a week or month. We are suggesting that a summary sheet be left "open" for a month. At the end of each month the summary sheet and all fees collected will then be submitted to Skate Canada National Service Center.