

SASKATOON FIGURE SKATING CLUB

ASSESSMENT POLICY & PROCEDURE MANUAL

REFERENCES

1. Current Skate Canada Assessment Coordinator Resource Guide
2. Current Rules of Sport – STAR Assessments, located on Skate Canada Info Centre
3. Current Skate Canada – Saskatchewan Assessment Procedure Manual

Note: Members of the assessment committee are expected to be familiar with the structure and format of STAR assessments in the four disciplines of Freeskate, Skills, Dance, and Artistic.

POLICIES

1. **SKATER WITHDRAWAL:** If a skater withdraws for any reason other than illness or injury within 14 days of the assessment date, the assessment ticket will be redeemed and the result will be submitted as a “retry.” This rule does not apply if the skater is unable to skate due to illness or injury. A note from a licensed medical professional is mandatory for a withdrawal due to illness or injury and must be received by the Executive Director within 7 days after the assessment date. If it is not received by this date, the assessment ticket will be redeemed and the assessment will be considered not tried.
2. **CONDITIONAL TESTS:** If a skater is trying a higher assessment that is conditional on passing a lower assessment and the skater did NOT pass the lower assessment, an assessment ticket will not be redeemed for the higher assessment.
3. **WEATHER:** If a skater is unable to try an assessment because of inability to travel to an assessment day due to inclement weather, an assessment ticket will not be redeemed. A note should be made on the assessment sheet to indicate the reason the test was not tried.
4. **ASSESSMENT CONSENT:** If a skater wishes to try an assessment at a club other than his/her home club, the skater must secure consent from the assessment coordinator of his/her home club. The consent must be received at the host club on or before the assessment day registration deadline. This consent will ensure the candidate is a registrant in good standing with the home club and has met all the requirements including any pre-requisites for the assessment being tried. After the assessment day, the host club must inform the visiting skater’s home club of the result so that it can be recorded on the master record-keeping tool at the home club.
5. **TYPES OF ASSESSMENTS:** STAR 1-5 assessments will be conducted by qualified coach assessors on regular training sessions. STAR 6-Gold assessments will be assessed by a qualified evaluator, normally at designated assessment days. Note that qualified coaches are permitted to assess STAR 6-Gold *Skills* on regular training sessions (with other skaters stepping off the ice surface) or on clear ice during designated club time.

6. **ASSESSMENT TICKET FEE PRICING:** As a non-profit organization, the club cannot earn profit through assessment ticket fees. Skate Saskatoon assessment ticket fees are set by the Skate Saskatoon Board of Directors. The Board bases the pricing of the assessment ticket fee based upon consideration of the following in relation to assessment day: Skate Canada assessment fee (determined by Skate Canada), facilities/ice cost, evaluator expenses, and administration expenses.

POINTS TO REMEMBER

1. Skate Canada – Saskatchewan’s protocols for requesting permission to host an assessment day and for securing evaluators must be followed.
2. Requests for an assessment day to be scheduled on the same weekend as Sask Skate, Sectionals, Winter Classic, Saskatchewan Winter Games, or the Section AGM will not be approved. Please refer to the calendar of events posted on the Section website to avoid any conflicts.
3. If ice time is limited, the highest tests (STAR 8-Gold assessments of skaters in Region 9) will take priority in the scheduling. Arrangements will have to be made for the lower tests to be evaluated at another time. Priority (from highest to lowest): STAR 8-Gold assessments of skaters in Region 9; STAR 8-Gold assessments of skaters outside Region 9; and STAR 6-7 assessments of skaters inside or outside Region 9.
4. Requests for a Diamond Dance assessment must be forwarded to the Section Evaluator/Judges’ Chair immediately. Special scheduling may be required.
5. Skate Saskatoon assessment days must be open to all clubs and skaters within the region (i.e. Skate Saskatoon and Anne Collingridge Club for Region 9).
6. A skater may register only once for the same assessment at any one assessment day (which may run over more than one calendar date).
7. Evaluators are Skate Canada volunteers. They are not paid; however, they receive reimbursement for any expenses incurred. Evaluators have other commitments; thus, the time they can give is subject to their family and work schedules.
8. All evaluators must “trial evaluate” a certain number of assessments as part of their certification process. A trial evaluator may contact the club directly to request the opportunity to trial evaluate at an upcoming assessment day. The trial evaluator should be supplied with a set of assessment sheets for the assessments they will be trial assessing. The supervising evaluator and the trial evaluator will discuss the procedures with the skaters and coaches before the assessments in order to put the skaters at ease. Trial evaluators are not reimbursed for mileage or expenses. However, it is a gesture of goodwill to provide food to the trial evaluator if it is also being offered to the supervising evaluator.
9. Partners are not required for ice dance assessments. Skaters trying dance assessments up to the Gold level have the option skating the assessment solo.
10. The music room serves as the assessment room. Access to the assessment room should be limited to the assessment volunteers and the evaluator. Skaters are not permitted entry into the assessment room.

COACH-ADMINISTERED ASSESSMENT PROCEDURES (STAR 1-5 & STAR 6-Gold Skills)

The following is a checklist of procedures that coaches will follow when assessing skaters on regular training sessions. These procedures apply to coach-administered assessments for STAR 1-5 in all disciplines as well as STAR 6-Gold Skills.

Procedures for coach assessors:

- Q Complete the online training to become a coach assessor. Once certified, coaches are required to email the certificate of completion to office@skatesaskatoon.com and clubmanager@skatesaskatoon.com. Coach assessors must have the appropriate qualifications in order to assess at the level and in the discipline of the assessment being performed.
- Q Ensure that the skater has completed all the corresponding preceding assessment levels (per disciplines) for the assessment to be tried.
- Q Inform the skater and parent(s) of the assessment and provide them with (a) the “STAR 1-5 Assessment – Information for Parents” form letter and (b) an assessment envelope.
- Q Instruct the parent(s) to purchase a “Coach-Administered Assessment Ticket” ticket through the Skate Saskatoon website. The parent will place the assessment ticket in the assessment envelope and return the envelope (containing the assessment ticket) to the coach **before** the assessment is tried.
- Q Select the appropriate assessment sheet from the filing cabinet, fill in the information required, and conduct the assessment. The assessment sheet must be completed in its entirety.
- Q Review the results with the parent and/or skater and give the skater the bottom portion of the assessment sheet. Advise the family to keep the assessment sheet for future reference and inform them that tests will be done in sequential order (per discipline). Encourage the family to keep track of their skater’s assessments on a “STAR Assessment Record” (available on the club website).
- Q Place the assessment ticket and the TOP portion of the assessment sheet in the assessment envelope, seal it closed, and deliver it to the club office within the first three business days of the following month, using the mail slot if necessary. The assessment committee will submit results and assessment fee payment to Skate Canada within 30 days of the end of the month in which the assessment was conducted.
- Q Maintain a record-keeping system on which to log each skater’s progress through the STAR assessments. The coach will keep a record for each skater whom he/she coaches and assesses. For simplicity, the coach may choose to complete a “STAR Assessment Record” (available for download on the club website). These records are to be retained on file by the coach for reference when planning future lessons and assessments.

STAR 6-GOLD ASSESSMENT DAY PROCEDURES

The following is a checklist the assessment coordinator/committee will follow in order to host a traditional assessment day with evaluators.

Procedures for Assessment Coordinator/Committee:

- Q Review Skate Canada – Saskatchewan’s event calendar to avoid possible conflicts for evaluator and skater availability.
- Q Determine potential ice times and follow up evaluator secondment. Once evaluator secondment is finalized, book the ice.
- Q Notify coaches approximately 35 days ahead that registrations are open and establish a “pull date” two weeks ahead of assessment day.
- Q Accept registrations from coaches and determine approximate number of assessments, levels, and disciplines to be included. For dance assessments, coaches should include the number of the dance music selection. Before registering skaters for assessment day, coaches must ensure that their skaters have completed all pre-requisites for the assessments to be tried. Skaters from a home club other than Skate Saskatoon must secure consent from the assessment coordinator of their home club by the assessment day registration deadline. This consent provides assurance that all requirements (including pre-requisites) have been met for the assessment(s) being tried. This step is necessary because Skate Saskatoon is unable to check pre-requisites on the Skate Canada website for skaters from a different home club. It is the coaches’ responsibility to inform parents that consent from the home club’s assessment coordinator is to be emailed directly to office@skatesaskatoon.com on or before the assessment day registration deadline.
- Q Liaise with evaluator to plan scheduling needs. Determine ideal evaluating format (single panel, double panel).
- Q Connect with the evaluator directly to communicate details including schedule, timing, travel and accommodations, dietary restrictions, etc. Ask the evaluator to approve the schedule before it is distributed to coaches and skaters. When establishing the schedule, consider the following:
 - Available ice time
 - Ice resurfacing needs
 - Breaks for evaluators
 - Dance music choice
 - Dance partner breaks
- Q Ensure all assessment fees are collected from skaters through purchase of the required assessment ticket(s) online.
- Q Confirm that skaters are eligible for the assessment. Skaters must have a current Skate Canada registration number, must be registered for the current season, and must have passed the corresponding preceding assessment level (per discipline). On the assessment day registration deadline, if pre-requisites are found to be incomplete according to the skater’s online Skate Canada

Achievement Record, or if consent has not been received from the skater's home club (as outlined above), the assessment committee will pull the assessment and the coach will be notified.

- Q Communicate the detailed, final schedule to coaches one to two weeks before assessment day. Coaches will distribute the information to the skaters and families in a timely manner. The office will post the assessment schedule on the club website.
- Q Inform arena staff of ice resurfacing schedule.
- Q Ensure assessment sheets are prepared in advance and are placed in order on a clip board for the evaluator.
- Q Provide the evaluator a warm room to complete any paperwork. Offer hot beverages, snacks, or a meal, depending on timing or length of the assessment day.
- Q Assign a volunteer to assist with logistics such as ensuring skaters are on the ice for their warm-up time, keeping arena staff informed of any adjustments to ice resurface times, etc.
- Q Assign a volunteer to announce and play music (background music is acceptable for elements and skills).
- Q Thank evaluators and other personnel/volunteers who assisted at the assessment day. Ensure the evaluator's expenses are paid. As a token of appreciation, provide an additional gift of thanks to the evaluator based on the current approved amount.
- Q Submit results online to Skate Canada within 30 days.
- Q Keep the top portion of the assessment sheets and a printed copy of the online submissions. File both by date.
- Q Remit payment for assessment fees to Skate Canada upon receipt of an emailed invoice.
- Q Maintain an assessment record keeping system for skaters in the club.