

# SASKATOON FIGURE SKATING CLUB

## TEST DAY POLICY & PROCEDURE MANUAL

### SUPPLIES

1. Current Skate Canada Rulebook – Section 4000 pertains to Test Days.
2. Current Skate Canada – Saskatchewan Test Day Procedure Manual.

### PAPERWORK

1. **SKATER WITHDRAWAL:** If a skater withdraws for any reason other than illness or injury within 14 days of the test date, the test ticket will be redeemed and the skater's name entered on the Summary Sheet as "Not Tried." The test is considered a retry. This rule does not apply if the skater is unable to skate due to illness or injury. A physician's or physiotherapist's note is mandatory for a withdrawal due to illness or injury and must be received by the Test Chair within 7 days after the test date; if it is not received by this date, the test ticket will be redeemed.
2. **CONDITIONAL TESTS:** If a skater is trying a higher test that is conditional on passing a lower test and the skater did NOT pass the lower test, no test ticket will be redeemed for the higher test. Cross out the higher test and write in "Conditional."
3. **WEATHER:** If a skater is unable to get to a test session due to inclement weather, no test ticket will be redeemed and a note should be made on the summary sheet to indicate the reason.
4. **TYPES OF TESTS:** Low tests are those at the Senior Bronze and Junior Silver levels. High tests include all Senior Silver and Gold tests as well as Interpretive tests and Diamond Dances. Low and high tests are evaluated by evaluators. STAR 1-5 tests are assessed by the skater's coach and are completed on a regular session in his/her home club. STAR 1-5 tests are not to be scheduled with any test day.
5. **TEST CONSENT:** If a skater wishes to try a test at a club other than his/her home club, the skater must present written consent from the Test Chair of his/her home club prior to taking the test. When sending skaters to another club to test, the Test Chair shall prepare a letter and send this permission with the test sheets to arrive 7 days in advance of the test day, if required.
6. **SUMMARY SHEET PREPARATION:** Ensure all data is correctly entered on the summary sheets prior to the test day. If completing summary sheets online, ensure all information is entered correctly. Test results will be submitted online by Skate Saskatoon office staff.
7. **TEST CODES:** Use only the coding system for tests as indicated on the back of the summary sheet or the STARSkate Test Codes documented on the Skate Canada Info Centre in the STARSkate Program section.
8. After completion of the test day, Skate Saskatoon office staff will submit test results online through the Skate Canada Membership website. Skate Canada will e-mail an invoice for test fees to the Executive Director of Skate Saskatoon, and payment will be made to Skate Canada.

## **POINTS TO REMEMBER**

1. No test days at any level will be allowed on the same weekend as Sask Skate, Sectionals, Jean Norman, Saskatchewan Winter Games, or the Section AGM.
2. Partners are not required for ice dance tests. All ice dance tests up to the Gold level have the option of being skated as a solo.
3. Evaluators are Skate Canada volunteers. They are not paid; however, they receive reimbursement for any expenses they incur. The majority of evaluators work outside the home or go to school, so please remember that the time they can give is subject to their family and work schedules.
4. A test session is a period of time during which tests are evaluated. A test session can be a few hours on the same day in one rink or it can be divided over several days and different ice surfaces. Regardless of the format, skaters may register only once for the same test at one test session.
5. A separate summary sheet must be used for each test session. This is necessary for Skate Canada record keeping. Summary sheets are to be numbered by the club in order to keep track of the tests taken at the various test days held throughout the year. For example, if a club were to host three test days (December 15<sup>th</sup>, January 30<sup>th</sup>, and March 21<sup>st</sup>), then the December 15<sup>th</sup> test day would be numbered as "1," the January 30<sup>th</sup> test day would be numbered as "2," and the March 21<sup>st</sup> test day would be numbered as "3."
6. The Test Room should not be the Registration Room. Access to the Test Room should be limited to the Test Chair, his/her assistant, and the evaluator(s). Skaters are not allowed in the Test Room.
7. Refer to the Skate Canada Test Chair Handbook for the allowable time for each test. Depending on your evaluator, this time may be longer or shorter. Keep in mind that you will need to schedule time for floods. It is a good idea to have your evaluator look over the schedule prior to distributing it.
8. Test day schedules are to be provided to the evaluator as well as the ice captain and music player/announcer on the test day. A schedule should be posted at the entrance to the ice surface for easy accessibility to the coaches and skaters.

## **TRIAL EVALUATORS AND SUPERVISED TRIAL EVALUATORS**

All evaluators must “trial evaluate” a certain number of tests as part of their training for promotion to higher levels. “Supervised Trials” are the final step for an evaluator in training to complete the requirement for appointment or promotion. Evaluators wishing to trial may contact you directly prior to the test day.

- Trial Evaluators are not reimbursed for any mileage or expenses. However, it is a gesture of goodwill to offer to feed the Trial Evaluator as he/she is giving up his/her own time to become a future Evaluator.
- Trial and Supervised Trial Evaluators should be supplied with a complete set of test sheets for the tests they are trialing. They will take care of all other paperwork required.
- For Supervised Trials, the Supervising Evaluator and the evaluator in training will discuss the procedures with the skaters and coaches before the tests and will ensure they understand what is happening so that everyone is put at ease.

## **TEST FEE GUIDELINES**

### **Skate Saskatoon Test Ticket Fees**

Skate Saskatoon test ticket fees shall be set by the Skate Saskatoon Board of Directors. The Board will approve the test ticket fee to be charged to each skater based on the following criteria:

1. Skate Canada Test Fee (determined by Skate Canada)
2. Facilities/Ice Costs  
*example: ice rental fees*
3. Officials’ Expenses (may be estimated)  
*example: mileage, meals, accommodation, etc.*
4. Administration Expenses (as applicable, but must be explained)  
*example: employee wages, printing, postage, etc.*

Remember, the host club is a non-profit organization and cannot earn profit through test ticket fees.

## **STAR 1-5 ASSESSMENT TESTS**

- Effective September 1, 2017, Preliminary and Junior Bronze tests will be replaced by STAR 1-5 tests.
- These tests will be assessed by the skater's coach (not evaluators).
- All STAR 1-5 tests should take place on regularly scheduled skating sessions during the season.
- For complete details and guidelines to organize and manage STAR 1-5 Assessment Tests during the season, please refer to the Test Chair Guidelines posted on the Skate Canada Info Centre. Info Centre > STAR 1-5 Resource Toolkit > Assessment Resources.
- For details about Skate Saskatoon's STAR 1-5 testing procedures and information for parents, please see attached addendum.

## **TEST DAY PLANNING**

- Test days include low tests (Senior Bronze and Junior Silver) and high tests (all Senior Silver and Gold tests as well as Interpretive tests and Diamond Dances).
- A maximum of three High Test Days are permitted per region during the Winter Season (October 1<sup>st</sup> to March 31<sup>st</sup>). High tests must be open to all clubs and skaters within the region (i.e. Skate Saskatoon and Anne Collingridge Club for Region 9).
- The skating season is divided into three timeframes for organizing test days within the region. The club must submit dates for test day requests to the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator) as follows:

<b>Timeframe</b>	<b>Dates</b>	<b>Submission Deadline</b>
Qualifying Season	September 1 to September 30	August 1
Winter Season	October 1 to March 31	October 1
Off Season	April 1 to August 31	March 1

Late submissions may not be approved.

Ensure there is some flexibility with respect to the selected dates as you may need to work around the availability of evaluators. Week days may be considered; however, it cannot be guaranteed an evaluator will be available. Have an alternate weekend date ready.

- It is recommended to not schedule test days near competition dates as many evaluators will also be officiating at these events. Please refer to the Calendar of Events posted on the Section website to avoid any conflicts. High Test Days scheduled for the same weekend as Sask Skate, Sectionals, Jean Norman, Saskatchewan Winter Games, or the Section AGM **will not** be approved.
- Evaluators for all high tests, regardless of season, will be assigned by the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator).

- A master list for High Test Days will be posted and regularly updated on the Section website.
- When scheduling High Test Days, test priority is as follows:
  - Accept high test requests from all skaters in the region
  - Accept high test requests from skaters outside the region
  - Accept low test requests from skaters inside or outside the region

If the host club chooses to run a combined Low-High Test Day and ice is limited, the high tests must take priority in the scheduling. Arrangements will have to be made for the low tests to be evaluated at another time.

- If clubs decide to host a combined Low-High Test Day and have a High Test official assigned, do not assume he/she will do all the tests. Confirm with the evaluator if he/she is available to also do the low tests. If not, it is the host club's responsibility to find an evaluator to do low tests.
- If there is a request to add any tests within 14 days of the test day, you MUST get permission from your evaluator before accepting them. Evaluators are under no obligation to officiate extra tests that have been added without prior permission.
- It is the host club's responsibility to inform the Section Evaluator/Judges Chair as soon as a request for a Diamond Dance test is received. Currently the Saskatchewan Section has only one evaluator qualified to evaluate Diamond Dance tests and special scheduling may be required.

## TEST DAY CHECKLIST FOR OFFICE STAFF

Date	Task	Completed
<b>Qualifying High Test Days (September 1 to September 30)</b>		
<b>July</b>	Choose date for Qualifying Season Test Day (i.e. September Test Day). Submit date no later than <b>August 1</b> to the Section Evaluator/Judges Chair or designate.	
<b>Winter Test Days (October 1 to March 31)</b>		
<b>September</b>	Choose date(s) for Winter Season Test Days (maximum 3). Submit Winter Season Test Day dates no later than <b>October 1</b> to the Section Evaluator/Judges Chair or designate.	
<b>Off Season Test Days (April 1 to August 31)</b>		
<b>February</b>	Choose date(s) for Off Season High Test Days. Submit Winter Season Test Day dates no later than <b>March 1</b> to the Section Evaluator/Judges Chair or designate.	
<b>All Test Days</b>		
<b>2 months ahead of Test Day</b>	Book and confirm ice. Determine timeline for the test day, including availability of online test tickets. Test days in July and August will have an accelerated timetable.	
<b>Four weeks ahead</b>	Submit list/type of tests and clubs participating in your test day to the Section Evaluator/Judges Chair. Section Evaluator/Judges Chair will inform host club of approved evaluator(s) for the test day.	
<b>Two weeks ahead</b>	Finalize the list of tests and contact assigned evaluator to review and approve the schedule. <b>No pulls are allowed after this date.</b>	
	E-mail the approved schedule to coaches and participating out-of-club skaters. Post copies of the schedule on the Test Information bulletin board and beside the coaches' room door in the ice area.	
<b>One week ahead</b>	Confirm the date, starting/ending time and arena location with evaluator.	
<b>End of Test Day</b>	Pay mileage and any expenses to evaluator.	
<b>Within one week after Test Day</b>	File original copy of all summary sheets in the Skate Saskatoon office.	
	Submit test results online and submit fees to Skate Canada.	

# TEST DAY CHECKLIST FOR TEST CHAIR

Test Day Date: \_\_\_\_\_

## Part 1 – Prior to Test Day

Date	Task	Completed
<b>2-3 weeks ahead of Test Day</b>	Arrange for volunteer announcer(s), ice captain(s), and runner(s).	
<b>4-5 days ahead of Test Day</b>	Ask office staff to give copy of schedule to Zamboni drivers & inform them of flood times.	
	Contact coaches for Interpretive program titles.	
	Print test sheets.	
	Print and complete test summary sheets.	
	Ask office staff to print 6 copies of the schedule.	
	Assemble clipboards for evaluator(s): <ul style="list-style-type: none"> <li>- draw sheet (if needed)</li> <li>- expense claim form</li> <li>- schedule</li> <li>- test sheets (including Skills Standards sheets)</li> <li>- pen &amp; 2 sharp pencils</li> </ul>	
	Confirm meal preferences for evaluator(s) via e-mail.	
	Assemble clipboards for announcer and ice captain (with a schedule).	
	Purchase snacks for evaluator(s).	
	Purchase gift cards (honoraria) for evaluator(s).	

# TEST DAY CHECKLIST FOR TEST CHAIR

Test Day Date: \_\_\_\_\_

## Part 2 – Test Day & Follow-up

Date	Task	Completed
<b>On Test Day</b>	Arrive 30-60 minutes ahead of start time. <ul style="list-style-type: none"> <li>- Set out snacks for evaluator(s)</li> <li>- Set out expense reimbursement form for evaluator(s)</li> <li>- Plug microphone into the audio console</li> <li>- Post schedule in coaches' corner</li> <li>- Post schedule on wall in music room</li> <li>- Post "do not enter" signs on music room door &amp; evaluators' door</li> <li>- Call Zamboni drivers to remind them of flood times</li> <li>- Confirm supper order</li> </ul>	
	Ask evaluator(s) to draw for stroking direction for FS Part I Elements (Sr. Br to Gold): clockwise vs. counterclockwise.	
	Collect and record test sheets as they are completed in groups. Once recorded, bottom portion of test sheet results are distributed to the skater or coach.	
	Provide meal to evaluator(s) at break time (during flood).	
	Prepare thank-you cards for evaluators.	
<b>End of Test Day</b>	Pay mileage and any expenses to evaluator(s). Coordinate with office staff.	
	Give thank-you cards to evaluators.	
	Photocopy summary sheets and file copies in Test Chair's binder.	
	Place original summary sheets in Executive Director's mailbox.	
	File test sheet tops in bottom drawer of black filing cabinet.	
	Submit expense reimbursement form for Test Chair's expenditures. Make a copy of the form and receipts. File in Test Chair's binder.	
Return microphone to the filing cabinet in the office.		
<b>Within one week</b>	Complete summary table (# tests, passes, retries, etc.) in Test Chair's binder.	



## **ADDENDUM**

### **SKATE SASKATOON** **STAR 1-5 TESTING PROCEDURES**

1. Coaches must complete online training to become certified to assess STAR 1-5 tests. Once certified, coaches are required to e-mail the certificate of completion to [office@skatesaskatoon.com](mailto:office@skatesaskatoon.com) and [clubmanager@skatesaskatoon.com](mailto:clubmanager@skatesaskatoon.com).
2. When a skater is ready to try a STAR 1-5 test, the skater's coach will inform the skater and parent(s) of the test and will provide them with (a) the "STAR 1-5 Testing – Information for Parents" form letter (see below) and (b) a test envelope.
3. The parent(s) will purchase a STAR 1-5 test ticket through the Skate Saskatoon website. They will place the test ticket in the test envelope and return the envelope (containing the test ticket) to the coach **before** the test is tried.
4. The coach will select the appropriate assessment sheet from the filing cabinet, fill in the information required, and conduct the test. The assessment sheet must be completed in its entirety.
5. The coach will review the results with the parent and/or skater and give the skater the bottom portion of the assessment sheet.
6. The coach will then place the test ticket and the TOP portion of the assessment sheet in the test envelope, seal it closed, and deliver it to the Club Office (using the mail slot if necessary).

#### **NOTES:**

- Test envelopes and evaluation/assessment sheets are located in the STAR 1-5 file cabinet in the coaches' room.
- It is the responsibility of the coach to clearly fill out the test envelope and assessment sheet.
- Office staff will collect the completed test results from the Office on the 1<sup>st</sup> of every month (or next business day).
- If assessment sheets are running low, please notify the Office staff or Test Chair.
- Since some tests can be completed with other skaters on the ice, we will not be asking skaters to "clear" the ice for a test. If there is a desire for clear ice, the coach/skater/parent will work out a time that is mutually agreeable. If extra ice is required for the test, skaters will be required to purchase an ice ticket (or log the session switch in the binder).
- During the winter season, the Club will designate some Saturday Club Development Time for holding tests. The skaters will not be charged for this designated time.
- The fees that you charge your students for testing will be within the Skate Canada guidelines, and will be an arrangement between you and your skating clients.

# STAR 1-5 TESTING

## Information for Parents

Dear Parent/Caregiver:

Congratulations! Your skater is ready to take one of the STAR 1-5 skating tests.

STAR 1-5 tests are conducted by the skater's coach and usually take place during the skater's lesson time. Your coach may decide to administer the test within a group, semi-privately, or privately, depending upon the situation.

**There is a test fee for each test.** You will need to purchase your test fee in the form of a "test ticket" through the Skate Saskatoon website. **The test ticket must be submitted to your coach before the test is conducted.**

### How to Purchase Test Tickets:

1. Access the Skate Saskatoon website at **www.skatesaskatoon.com**.
2. Log in to your Skate Saskatoon account with your e-mail address and password.
3. Click on *Shopping Cart*.
4. Go to *Purchase Products*.
5. Find the **STAR 1-5 test ticket**. Enter *quantity* of tickets (purchase one ticket per test).
6. *Add to Cart. Shopping Cart. Confirm & Register. Read and Accept Terms and Conditions.*
7. **In comments section, type your skater's name, Skate Canada number, and test being taken (example: Sally Jones, #3002123987, Star 2 Skills test).**
8. *Pay by Credit Card.*
9. In your invoice, click *Print* on your test ticket.
10. Place the test ticket in the test envelope that your coach provided.
11. **Return the envelope (containing the test ticket) to your coach before the test takes place.**

Skater's Name:	Test:	Date & Time of Test:

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Coach's Name