

### Policy and Procedure for Test Day

#### **Purpose:**

To provide opportunities for Skate Saskatoon members to progress in their Skating Skills in accordance with Skate Canada accreditation systems. This opportunity is extended to non-members at cost.

#### **Procedure:**

- 1) Test Chair will determine date for test day. This is coordinated with the Club Manager.
- 2) Test Chair to contact Section Representative with Skate Canada Saskatchewan to get High Test Evaluator(s) for the specific test day. This must be initiated at least one month prior to the event. Should no response be given, Skate Saskatchewan/Canada must be contacted to make them aware of the situation.
- 3) Test Day Chair to arrange Low Test Evaluator for low tests (this is usually on a different day than high test) depending on the number of testing applicants.
- 4) Test Chair to send out an email approximately 1 ½ months (6 -7 weeks) prior to test day to all the coaches. This email will have a pre-test form attached so that the coaches can determine approximately how many tests they will have for evaluation. This will give the Test Day Chair an idea on how many tests are up for testing and will determine how many evaluators are required.
- 5) A preliminary schedule will be sent to the coaches to let them know what day high test day is, low test day is and what tests are being taken on each day and approximately how many tests in each category.
- 6) Test Chair will contact the coaches approximately 1 month prior to test day to get a list of the skater's names to test.
- 7) Another draft schedule will be sent out to the coaches so that they can inform their skaters what day and approximate time they will be testing.
- 8) Two weeks (14 days) prior to test day, coaches can still pull skaters that are not ready without any financial commitment.
- 9) Eight days prior to test day will be the last day coaches can pull their skater without any financial commitment.
- 10) At least 8 days prior to test day, all skaters fees need to be paid online through purchase of a current test day "ticket" appropriate to Skate Saskatoon members or non-members. If the fees are not paid prior to this 8<sup>th</sup> day before test day, the skater's tests will be pulled from the list and will not be allowed to test. Summer Season may have exceptions to the 8 day purchase policy to accommodate preparation time for out of town skaters.<sup>1,2</sup> Unused test day tickets will expire on June 1 of the current fiscal year.

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<sup>1</sup> If a skater withdraws from a test one week or less to the test day, they will forfeit their test day fees. If for medical reasons they need to withdraw their test, a medical doctor's note will be required and the skater's test day fees will be applied to their next test day fees.

11) One week (7 days) prior to test day, a final schedule will be emailed out to all the coaches and copies will be posted in the arena.

**Responsibility:**

Test Day Chair and Club Manager shall ensure the Policy procedures are followed.

The Fee Committee will set the Test Day fees annually.

The Club Manager or Board of Executive maintain the right to cancel any Test Day within 2 weeks of the scheduled event.

**Exceptions:**

Exceptions may be implemented by the Club Manager with support of the Executive.

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<sup>2</sup> Summer test day procedure may be planned similarly with an exception of the pre-test sheets. A list of skaters are given to the Test Day Chair approximately 2 weeks prior to the test day and a schedule is comprised based on the estimate of tests.