



Skate Canada - Saskatchewan Test Day Procedure Manual

As of July 1, 2017

TABLE OF CONTENTS

GENERAL INFORMATION FOR ALL TEST SESSIONS.....	2
TRIAL EVALUATORS AND SUPERVISED TRIAL EVALUATORS.....	4
TEST FEE GUIDELINES	4
STAR 1-5 ASSESSMENT TESTS.....	6
LOW TEST DAY PLANNING.....	6
LOW TEST DAY CHECKLIST	7
HIGH TEST DAY PLANNING	9
HIGH TEST DAY CHECKLIST	11

These procedures may be amended by Skate Canada – Saskatchewan as necessary in accordance with Skate Canada rules, policies, and procedures.

GENERAL INFORMATION FOR ALL TEST SESSIONS

SUPPLIES

1. Current Skate Canada Rulebook – Section 4000 pertains to Test Days.

Current Test Sheets and Summary Sheets available by download from the Skate Canada Info Centre website www.info.skatecanda.ca. It is recommended that clubs download the appropriate sheets needed for each test day and do not keep a supply on hand. This will ensure the most current and correct sheets are always being used.

[Info Centre > Figure Skating > STARSkate Program](#)

2. Current Skate Canada – Saskatchewan Test Day Procedure Manual.

It is advised that Test Chairs refer to the Skate Canada – Saskatchewan website as test day information including a schedule of confirmed test days within the Section, contacts and other resource materials will be available.

PAPERWORK

1. **SKATER WITHDRAWAL:** If a skater has to withdraw for any reason other than illness or injury within 14 days of the test date, the test fee **must** be paid 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 doctor's note for a withdrawal is not mandatory if the Test Chair is satisfied the illness or injury is legitimate. Test Chairs are permitted to ask for a medical note if they feel there are questionable circumstances. The evaluator should be notified if such situations arise. If an injury occurs during the warm up on the test day and prevents the skater from testing, the test should be crossed out on the summary sheet and marked "Injured". No Skate Canada Test Fee should be charged, but the skater is still responsible for their portion of the test day expenses.
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 fee is paid 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 poor weather conditions, no test fees should be charged and a note should be made on the summary sheet to indicate why. The skater is still responsible for their portion of the test day expenses.
4. **TYPES OF TESTS:** Low tests are those at the Senior Bronze and Junior Silver level. High tests are those at the Senior Silver, Gold, and Diamond levels, as well as levels of Interpretive. Low and High tests are evaluated by Evaluators. STAR 1-5 tests are assessed by the skater's coach and completed on a regular session in their home club. STAR 1-5 tests are not to be scheduled with any test day.
5. **REGISTERING IN MULTIPLE TEST SESSIONS:** If a skater registers for the same test at more than one test session, they are responsible for the test fee and their share of the budgeted test day expenses if they cancel after the pull date (14 days prior to the Test Session).
6. **TEST CONSENT:** If a skater wishes to try a test at a club other than their Home Club, the skater must present written consent from the Test Chair of their 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 in advance of the test day.
7. **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. Summary sheets only need to be submitted in hard copy (mail) or online, not both.

8. **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.

[Info Centre > Figure Skating > STARSkate Program](#)

9. After completion of the test day, Summary Sheets must be submitted as follows:

ORIGINAL Mailed to Skate Canada within 1 week following the test day. A cheque for the test fees must be included with the Summary Sheets.

Skate Canada
261 - 1200 St. Laurent Blvd.
Ottawa, ON K1K 3B8

OR

Submit summary sheets online through Skate Canada Membership site. A cheque for the test fees must be sent by mail for test results entered online.

COPY 1 The Host Club must retain a copy of **All Summary Sheets** for the test day.

COPY 2 It is recommended to provide a copy of the applicable Summary Sheet(s) to each Home Club(s) of the participating skaters.

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 from Junior Bronze to Gold have the option of being skated as a solo.
3. Like club executive members, Evaluators are Skate Canada volunteers. They are not paid and only 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. Try **NOT** to use High Test Evaluators for Low tests. Using available Low Evaluators gives them the opportunity for more experience and promotion. High Test Evaluators should only be used as a last option. Please keep in mind that High Test Evaluators are asked to do a lot of test days and the Section Evaluator/Judges Chair has priority on their services.
5. 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 only register once for the same test at one test session.
6. 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 through the year. For example, if a club hosts three test days (Dec. 15, Jan. 30, and March 21) then the Dec. 15 test day would be numbered as "1", the Jan. 30 test day would be numbered as "2" and the March 21 test day would be numbered as "3".
7. If you have more than one club testing at your Test Day, separate Summary Sheets should be used for each club that has skaters testing (the Home club keeps a copy and the Host Club keeps a copy). – *See Item 8 under previous section "Paperwork"*.
8. 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.

9. 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.
10. Please discuss with your Evaluator who will be responsible for timing the warm-up periods so that the test day remains on schedule (i.e. the music person or the Evaluator).
11. Test Day Schedules are to be provided to the Evaluator as well as the ice captain and music person 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 requirements 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 nice gesture to offer to feed the trial evaluator as they are giving up their own time to become future evaluators.
- 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, both 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 everyone is put at ease.
- If you are hosting a combined Low-High Test Day, try to set up your schedule to allow for your Low Evaluator to evaluate the lower tests and remain to trial the high tests with the Senior Evaluator.

TEST FEE GUIDELINES

These guidelines are to ensure that Skate Canada – Saskatchewan clubs are fully aware of the Skate Canada rules regarding test fees and the definition of “fee for service” as well as to clarify the application of the rules. Proper application of the rules will ensure that the skater is assessed a fair and reasonable test fee and that the Host Club is able to recover its costs of running a test day. A “fee for service” is **NOT** to be used to reap a profit for the host club and may not include remuneration for volunteer time. These guidelines apply to all skaters including skaters who are guests at another club’s test day. The only exception would be in the circumstance where service fees are paid up front as part of the registration fees for home club skaters. In that case, it would not be acceptable to charge any additional “fee for service”.

The Skate Canada rule in regards to “fee for service” is as follows:

Section 4000 (G) 2.0 (7) ADDITIONAL CLUB OR SKATING SCHOOL LEVY: Member clubs and skating schools are not permitted to charge a skater more than the official Association test fee as determined according to this regulation for taking a test except that an additional administrative charge may be levied where necessary to recover the actual expenses of conducting the test day, provided no profit is made in the process and provided the skater is advised of the estimated cost prior to the Test Day.

TEST FEES

The Skate Canada Test fees as of October 1, 2015 are as follows:

Test	Fee
Free Skating	\$12.00 per part
Dance	\$12.00 per individual dance
Interpretive	\$12.00 per test
Skating Skills	\$12.00 per test
Gold Test Challenge Fees	\$60 per part (i.e., \$60 for part A and \$50 for part B of a free skating test and \$60 for each pattern dance).

Components to Test Fees

1. Skate Canada Test Fee
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: printing, postage, etc.

Procedure to Calculate Test Fees

- The Test Chair shall calculate the Test Fee to be charged to each skater based on the above criteria. Items 2 through 4 as listed above are each skater's share of the total cost of that particular item. For centralized test days, a budget should be given to each participating Club and shall detail the revenue (skater test fees) and expenses for that Test day.
- Prior to the test day, each skater shall be given an invoice or bill detailing all components to the Test Fee.

SAMPLE Skater Test Fee

Skate Canada Test Fee	\$12.00
Facilities/Ice: <i>Total ice cost ÷ # of tests = cost per test</i>	\$2.00
Officials expenses: <i>Total officials expenses ÷ # tests = cost per test</i>	\$3.50
Administrative cost: <i>(i.e. copying) Total admin costs ÷ # tests = cost per test</i>	\$0.50
TOTAL TEST FEE	\$18.00

REMEMBER: The Host Club **CANNOT** earn any profit through the process of charging fees during test days. All skaters must be advised of the estimated cost prior to the Test Day.

STAR 1-5 ASSESSMENT TESTS

- Effective September 1, 2017, Preliminary and Junior Bronze tests will be replaced with 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.
- Only the \$12 test fee should be charged to the skater. No additional fees such as ice rental, evaluator expenses, or coaching fees for test day attendance are to be charged as the test is part of the regular skating session.
- 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](#)

LOW TEST DAY PLANNING

- Low Test Days include all Senior Bronze Free Skate, Skating Skills and Dance tests. STAR 1-5 tests are ONLY to be assessed at their home club by the skater's coach on a regular skating session.
- Clubs are encouraged to contact neighboring clubs in your region or area and work together to host Test Days. Dates should be coordinated and confirmed at the Regional Fall Meeting.
- Select several dates for your test day – this flexibility may be needed to work around the availability of Evaluator.
- Clubs wishing to hold Low Test Days are required to arrange for their own evaluator. Consult the current Officials List available from the Section Office. It is highly recommended that Clubs use Low Test Evaluators for Low Tests and **NOT** High Test Evaluators. Using available Low Test Evaluators gives them the opportunity to gain experience and work towards promotion. High Test Evaluators should only be used if you have not been able to secure any Low Test Evaluators. Please keep in mind that High Test Evaluators are asked to do a lot of test days and the Section Evaluator/Judges Chair person has priority on assigning their services.
- Contact Evaluators well in advance of your Low Test Day. Please confirm with your evaluator the length of time they are willing to commit to and work within that time frame. Depending on the start or finish time of the test day, the evaluator may require accommodations. It is not reasonable to expect the evaluator to drive considerable distances early in the morning or late at night, especially in winter or poor weather conditions. Please confirm any accommodation requirements with the evaluator and make the necessary arrangements.
- A few days before the test day contact the evaluator to remind them and confirm dates, times and locations. Check for any food allergies or special requests that they may have. It is important to note that if tests are going over a meal time or after work, a hot meal should be provided. Make sure arrangements have been made to pay your official for mileage and other expenses prior to their departure at the end of the day.
- If there is a request to add any low tests within 14 days of the test day, you MUST get permission from your Evaluator before accepting them.
- The Section Evaluator/Judges Chair is available to answer questions, concerns or address any issues that arise regarding High Test Days.

LOW TEST DAY CHECKLIST

Part 1 – Prior to Test Day

DATE	TASK	COMPLETED
Fall	Decide on your Low Test Days for the winter season	
	Book and confirm ice	
	Notify the Regional Coordinator and Section Evaluator/Judges Chairperson of date and location	
Four weeks before the Test Day	Contact a Low Test Evaluator using the current Officials List provided by the Section Office	
	Determine the number and level of tests to be taken. Consult Coaches and Clubs participating in the Test Session	
Two weeks before the Test Day	Finalize the list of tests and contact Evaluator to review and approve the schedule. <u>No pulls are allowed after this date</u>	
	Provide the approved schedule to the participating Skaters, Coaches and Dance Partners (if Dance Partner used)	
	Book/arrange a room at the arena for the Evaluator	
	Organize Food/Hospitality for the Evaluator	
	Arrange volunteer team for Test Day. Volunteers needed for: <ul style="list-style-type: none"> • Registration • Ice Captain • Music Player/Announcer • Runners • Hospitality 	
One week before the Test Day	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed	
	Confirm the date, starting/ending time and arena location with Evaluator and Dance Partner	

LOW TEST DAY CHECKLIST

Part 2 – Test Day and Follow-up

On the Test Day	<p>Arrive at the arena at least 1 hour before your scheduled start time to set up. Ensure volunteer all volunteer areas are looked after:</p> <ul style="list-style-type: none"> • Registration Table set up close to arena entrance to check skaters in, collect test fees and music • Music and announcing system is working • Hospitality in Evaluator Room includes hot/cold drinks and snacks/meals 	
	<p>Set up Evaluator’s Room. Provide supplies such as sharp pencils with erasers, clipboard, and copy of schedule. Ensure all test sheets are in order before being given to Evaluator</p>	
	<p>Collect and record test sheets as they are completed in groups. Once recorded, bottom portion of test sheet results are returned to the skater or coach</p>	
End of Test Day	<p>Pay mileage and any expenses to Evaluator</p>	
Within one week after the Test Day	<p>Send original Summary Sheet and fees to Skate Canada. Keep a copy of all summary sheets at the host club</p> <p><u>OR</u></p> <p>Submit test results online and submit fees to Skate Canada</p>	
	<p>Send duplicate copies of the Summary Sheets along with the corresponding Test Sheet Tops to the appropriate Home Club(s)</p>	
	<p>Update Club Test Records Book with the results from the top half of the Test Sheets for your clubs’ skaters</p>	

HIGH TEST DAY PLANNING

- High Test Days include all Senior Silver and Gold Free Skate, Skating Skills and Dance, Diamond Dances, and all Interpretive tests. Senior Bronze and Junior Silver tests may be included at the discretion of the assigned High Test Evaluator should time permit.
- Each Region in the Section must centralize all high tests. A maximum of three (3) high test days are permitted per Region during the Winter Season (October 1st to March 31st). High Test Days must be open to all clubs and skaters within the region.
- The skating season is divided into three time frames for organizing test days within the Region. Regions must coordinate and submit dates/locations for High Test Day requests to the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator) as follows:

Time Frame	Dates	Submission Deadline
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.

Dates and locations should be coordinated and confirmed at either the Regional Spring or Fall Meeting.

Ensure there is some flexibility with respect to the selected dates as you may be needed to work around the availability of Evaluators. Week days may be considered; however it cannot be guaranteed an evaluator will be available. Clubs should 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 Test Days, 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 they will do all the tests. They must confirm with the evaluator if they are 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.

- Once the Host Club has been informed who their assigned Evaluator is, they may contact them to make arrangements with respect to the schedule and travel. Depending on the start or finish time of the test day, the evaluator may require accommodations. It is not reasonable to expect the evaluator to drive considerable distances early in the morning or late at night, especially in winter or poor weather conditions. Please confirm any accommodation requirements with the evaluator and make the necessary arrangements.
- A few days before the test day contact the evaluator to remind them and confirm dates, times and locations. Check for any food allergies or special requests that they may have. It is important to note that if tests are going over a meal time or after work, a hot meal should be provided. Make sure arrangements have been made to pay your official for mileage and other expenses prior to their departure at the end of the day.
- The Section Evaluator/Judges Chair is available to answer questions, concerns or address any issues that arise regarding High Test Days.

Skate Canada rules stipulate that the Section Evaluators/Judges Committee is responsible for selecting Evaluators/Judges for all High/Interpretive and Diamond Dance Test Days (Skate Canada Rulebook - Policies and Procedures - Duties of Officials 3.2). The Section Evaluator/Judges Chair will survey qualified evaluators for the test sessions and ask for volunteers. The Section Evaluator/Judges Chair will assign evaluators based on availability and proximity to the location of the test day.

Under **NO** circumstances may a Test Chair or coach contact an evaluator directly to do a high test without prior permission from the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator). This could put the evaluator in a difficult situation and in a potential violation of the Officials Code of Conduct should they agree to do the tests.

Skate Canada – Saskatchewan is committed to providing the membership with test day opportunities. Every effort will be made to approve an evaluator who is qualified to cover all requested tests for test days but there is no guarantee that every High Test Day request will be fulfilled. In some cases, an evaluator who is qualified to do only some of the tests may be available. You will have to determine whether or not to proceed with only some of the tests in these cases. If no evaluator is available for any of the high tests, the Test Chair will be notified a minimum of two (2) weeks prior to the test day. Regions/Clubs can then begin to make alternate arrangements for affected tests. Skate Canada – Saskatchewan is not in any position, legal or otherwise, to force evaluators to volunteer, and therefore cannot be held responsible when high test days are cancelled due to lack of an evaluator.

HIGH TEST DAY CHECKLIST

Part 1 – Prior to Test Day

DATE	TASK	COMPLETED
Qualifying High Test Days (September 1 to September 30)		
Region Spring Meeting or July	Decide on dates/locations for Qualifying Season High Test Days for your region. Regional Coordinators are required to submit their Qualifying Season High Test Day dates no later than August 1 to the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator)	
Winter High Test Days (October 1 to March 31)		
Region Spring or Fall Meeting	Decide on dates/locations for Winter Season High Test Days (maximum 3) for your region. Regional Coordinators are required to submit their Winter Season High Test Day dates no later than October 1 to the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator)	
Off Season High Test Days (April 1 to August 31)		
February	Decide on dates/locations for Off Season High Test Days for your region. Regional Coordinators are required to submit their Off Season High Test Day dates no later than March 1 to the Section Evaluator/Judges Chair or designate (i.e. High Test Coordinator)	
All High Test Days		
2 months before Test Day (or earlier)	Book and confirm ice	
Four weeks before the Test Day	Submit list/type of tests and clubs participating in your High Test Day to the Section Evaluator/Judges Chair. Section Evaluator/Judges Chair will inform host club of approved evaluator(s) for the High Test Day.	
Two weeks before the Test Day	Finalize the list of tests and contact assigned Evaluator to review and approve the schedule. <u>No pulls are allowed after this date</u>	
	Provide the approved schedule to the participating Skaters, Coaches and Dance Partners (if Dance Partner used)	
	Book/arrange a room at the arena for the Evaluator	
	Organize Food/Hospitality for the Evaluator	
	Arrange volunteer team for Test Day. Volunteers needed for: <ul style="list-style-type: none"> • Registration • Ice Captain • Music Player/Announcer • Runners • Hospitality 	
One week before the Test Day	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed	
	Confirm the date, starting/ending time and arena location with Evaluator	

HIGH TEST DAY CHECKLIST

Part 2 – Test Day and Follow-up

On the Test Day	<p>Arrive at the arena at least 1 hour before your scheduled start time to set up. Ensure volunteer all volunteer areas are looked after:</p> <ul style="list-style-type: none"> • Registration Table set up close to arena entrance to check skaters in, collect test fees and music • Music and announcing system is working • Hospitality in Evaluator Room includes hot/cold drinks and snacks/meals 	
	<p>Set up Evaluator’s Room. Provide supplies such as sharp pencils with erasers, clipboard, and copy of schedule. Ensure all test sheets are in order before being given to Evaluator</p>	
	<p>Collect and record test sheets as they are completed in groups. Once recorded, bottom portion of test sheet results are returned to the skater or coach</p>	
End of Test Day	<p>Pay mileage and any expenses to Evaluator</p>	
Within one week after the Test Day	<p>Send original Summary Sheet and fees to Skate Canada. Keep a copy of all summary sheets at the host club</p> <p><u>OR</u></p> <p>Submit test results online and submit fees to Skate Canada</p>	
	<p>Send duplicate copies of the Summary Sheets along with the corresponding Test Sheet Tops to the appropriate Home Club(s)</p>	
	<p>Update Club Test Records Book with the results from the top half of the Test Sheets for your clubs’ skaters</p>	