



CNCR Test Chair Manual

Revised September 11, 2018

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INTRODUCTION

This manual will hopefully help you understand the differences in tests, the process for hosting a test day (Centralized or otherwise), and your role as a test chair. It outlines the correct procedures and forms to use, and specific instructions on how to complete them in planning, conducting, and reporting test days. PLEASE READ THEM CAREFULLY AND BECOME FAMILIAR WITH ALL OF THEM. Your correct use of these forms in reporting tests and statistics will make less work for everyone concerned. It will also ensure that proper statistics, both for tests and judges/evaluators participation, are recorded in the CNCR, the BC/YK Section, and at SkateCanada.

Please note: As revised versions appear, the revision date will be noted on the cover page as well as in the footer, and all additions or changes will be highlighted.

EVERY TEST CHAIR SHOULD HAVE:

- A current SkateCanada rulebook (may be accessed online and/or printed off from the SkateCanada website: <https://info.skatecanada.ca/index.php/en-ca/rules-of-sport.html>)
- An up-to-date CNC Region Test Chair Manual (available from your Judges Bureau Rep or from the CNCR website). Check the revision date on the front of the manual to ensure you have the most recent version.
- The current STAR 1-5 Assessment Test Chair Guidelines (may be accessed online and/or printed off from the SkateCanada Info Centre website)

IMPORTANT CONTACTS

Judges Bureau & Statistics

Angela Tremblay (Kang)

P.O. Box 121

Valemount, BC V0E 2Z0

Phone: 250-572-6840

Email: yomisskang@hotmail.com

CC when inviting clubs to your test day.

Email your test day lists and list of pulls.

Send the following (mail/email):

- **CNCR Administrative fees**
- **Copy of summary sheets**
- **Statistics of tests taken**
- **Copy of the test day expense form**

Skate Canada

261-1200 St. Laurent Blvd., Box 15

Ottawa, ON K1K 3B8

Phone: 1-888-747-2372

Fax: 1-613-748-5718

Website: www.skatecanada.ca

Send the following:

- **Original copy of summary sheets**
- **Summary of test fees form**

Judges Training

Angela Tremblay (Kang)

P.O. Box 121

Valemount, BC V0E 2Z0

Phone: 250-572-6840

Email: yomisskang@hotmail.com

CC when inviting clubs to your test day

Forward names & information of any interested trial evaluators

CNCR Treasurer

Cheryl Walters

1540 Hodgson Road

Williams Lake, BC V2G 4X8

Phone: 250-398-5806

Email: kcwalters@shaw.ca

Send the following:

- **Copy of CNCR test day expense form for Centralized Test Day Subsidies**

CNCR Area Liaisons

West Area Liaison

Cynthia Medeiros

Email: fcmedirosfamily@gmail.com

CC when inviting clubs to your test day

South/Central Area Liaison (acting)

Gail Weber

Email: gmweber@shaw.ca

CC when inviting clubs to your test day

North Area Liaison

Gail Weber

Email: gmweber@shaw.ca

CC when inviting clubs to your test day

TEST CHAIR CONTACT INFO

	Club	Test Chair	Phone Number	Email Address
North Area	Fort St. John FSC	Holly Stone	250-785-3222	shawn.holly@telus.net
	Little Giant FSC	Currently vacant – contact Trisha McTavish		trishamctavish@hotmail.com
	Mile 300 FSC	Diane Ens		diane_ens@hotmail.com
	Mile Zero FSC	Lisa Conroy	250-784-7835	rlconroy@me.com
	Peace Passage SC	Niki McAvany	250-263-7749	nikimcavany@hotmail.com
South/Central Area	Mackenzie FSC	Trish Cote		lilbuddie4life@hotmail.com
	McBride SC	Sarah Onischak & Elizabeth Trask		sonischak@gmail.com AND eliz_kido@hotmail.com
	Nechako FSC	Jeannie Garrett	250-567-2203	jeannie-2@hotmail.com
	NBCCS	Debbie Ward	250-612-1150	test@skateprincegeorge.com
	Prince George SC	Julia Shaddick		julia_shaddick@hotmail.com OR pgfsc@telus.net
	Quesnel FSC	Lisa Kronebusch		lisakronebusch@hotmail.com
	Williams Lake SC			
West Area	Hazelton FSC			
	Houston FSC	Jenny Rodway	250-845-2535	jcv_r@hotmail.com
	Mount Raine FSC			
	Prince Rupert SC			prskatingclub@hotmail.com
	Smithers FSC	Jeanien Carmody-Fallows	250-847-5588	Jeanien.CarmodyFallows@gov.bc.ca
	Snow Valley SC	Bev Gibaldi	250-632-4050	tbgibaldi@telus.net
	Stuart Lake FSC			slfsc10@yahoo.com
	Terrace SC	Elaine Sanchez	250-635-0148	sanchez.terrace@gmail.com

GENERAL INFO FOR CNCR EVALUATED TEST DAYS

AUTHORITY TO TEST

Typically skater's coaches put their tests up for testing, as they have the technical background and expertise to do so. However, another coach not affiliated with a skater's home club, a parent, or even an adult skater may also put a test up at a test day if they wish to do so. Skate Canada does not have an official rule in this area, but please note from the Skate Canada rulebook, "The Test Chair shall not permit a skater to participate in a test session unless the skater has a current registration number and all eligibility requirements have been verified prior to test day. The registration card or receipt for the application for registration shall be shown to the Test Chair and the registration number shall be recorded on all test and summary sheets" (Rule 4301(2)).

PERMISSION TO TEST FORMS

The Region asks **ALL** clubs to use a standard CNCR Permission to Test Form (available on the CNCR website). These signed forms will need to be returned to each club's test chair by the first pull date. Clubs **MUST** retain the forms in all their records for a **minimum of 2 years**.

TEST FEES

Administration fees include the following:

- **The Skate Canada Fee:** \$12.00 per test part. Recorded on the right side of the summary sheets.
- **The CNCR Administration Fee:** \$5.00 per test part. These fees are to assist the Region with administrative expenses.
 - **Please note:** When taking both part 1 (elements) and part 2 (program) in the same test session, the administration fee is only charged once on the combined test parts. When part 1 or part 2 is taken at two different test sessions, the \$5.00 fee is charged on both parts.
 - **THERE IS NO CNCR ADMINISTRATION FEE FOR TESTS DONE DURING COMPETITION.**
 - **STAR 1-5 TESTS: THERE IS NO CNCADMINISTRATION FEE FOR THESE TESTS.**
 - **Make a club cheque payable to the CNCR when paying these fees and submit with the Statistics Form to the Judges Bureau Rep.** Alternatively, you can confirm the total payable with the Judges Bureau Rep and – once confirmed – forward the cheque directly to the Treasurer.

OUT OF REGION TESTS

Skaters wishing to test out of Region or Province **MUST**:

- Seek permission from their home club.
- The home club test chair must verify in writing that the skater is eligible for the test(s) the skater wishes to try. The test chair will also verify that the skater is in good standing with the club.
- A letter **MUST** be sent to the host club test chair with the above verifications, **with a copy going to the CNCR Judges Bureau Rep.**

TESTING BEFORE & DURING COMPETITION

- **Test requests can be made with competition registration and will be accommodated during/prior to the competition at the discretion of the Competition Tech Rep.** The BC Section Judges Committee Chairperson appoints Tech Reps for each competition. If you do not know who the Tech Rep is for your competition, please contact the CNCR Judges Bureau Rep.

CHALLENGING GOLD TESTS

There is the opportunity for a challenge of the Gold Freeskate, Gold Dance, and Gold Interpretive tests. The Gold Skills test may not be challenged.

Gold Freeskate Challenge Skaters who apply to take a Gold Freeskate test without having passed previous tests must pay the applicable test fee plus a challenge fee of \$60 per part (i.e., \$60 for part 1 and \$60 for part 2).

Gold Dance Challenge Skaters may try the Gold Pattern Dances without passing previous pattern dance tests. The fee for this is \$60 for each Gold Pattern Dance tested. The skater will be given credit for previous dance tests not yet taken when they successfully pass 4 out of the 6 Gold dances.

Gold Interpretive Challenge This differs substantially from challenging Gold Freeskate or Dance. A skater may try the Gold Interpretive Test without passing the previous Interpretive tests **only if the skater has achieved his/her Gold certificate in either Freeskate, Dance, or Skating Skills and has made a specific request to Skate Canada before the test is tried.** The Club Test Chair must send the request to the National office in writing (copying the Section Office) and must include the skater's name, Skate Canada membership number, test passed, and rational/circumstances surrounding the request. The Member Services Department will verify the skater's test levels and communicate the results of the request directly to the club test chair. These requests will be treated on a case-by-case basis. If the request is approved, the skater will skate one performance of his/her interpretive program and it will be evaluated at the Gold level.

The skater will be responsible for the test fees for any of the lower level Interpretive tests not previously passed. For example, if the skater has passed Introductory, the fees must be paid for Bronze, Silver, and Gold.

There are specific codes to be used on the summary sheet for Gold tests that are to be challenged. This document is posted on the club page of the Skating in BC website.

STAR 1-5 TEST PROCEDURES

Testing

- **As of September 1, 2017, STAR 1-5 tests are evaluated by the skater's coach.** These tests can be evaluated on regular practice sessions at the discretion of the coach. The only test requiring “clear ice” (still not a traditional test day) are the STAR 5 Freeskate Program and STAR 5a Willow Waltz.
- **Skaters must only be evaluated for STAR 1-5 tests by his/her own coach(es).** Test chairs are reminded to ensure that the coach providing the assessment to the skater has completed the necessary training AND is the coach of the skater in the discipline being assessed.
- **All resources for the STAR 1-5 program and assessments are located in the SkateCanada Info Centre.** This includes test chair guidelines as well as program and assessment training.

After STAR 1-5 Testing Session(s)

- **SUMMARY SHEETS CAN BE SUBMITTED ON A MONTHLY BASIS, RATHER THAN EACH TIME SKATERS ARE TESTED.** Because these tests are coach-evaluated during regular ice time, it is highly likely that they occur more frequently. To reduce “paper shuffling” and postage, you may submit monthly.
 - ❑ **Send the original copy of the summary sheets as well as the Summary of Test Fees form (available on the CNCR website) to Skate Canada with the test fees in the form of a host club cheque made payable to Skate Canada.** Skate Canada requires these forms be received at the National office **at the end of every month if assessments took place in that month.** This is to ensure that a skater has his/her previous records on file at the National office and thereby does not have the second test disqualified for not being eligible.
 - ❑ **Send a copy of the summary sheets along with a completed Skate Canada BC/YK Section Judges Committee Statistics Form (available on the CNCR website) to the Judges Bureau Rep. These can be scanned and emailed (as opposed to mailed) to the Judges Bureau Rep. THERE ARE NO ADMINISTRATION FEES FOR STAR 1-5 TESTS.**
 - Be sure to double check that you have entered the tests in the correct area.
 - Fill in the Statistics Form with the total number of tests in each box. Please do not put a check mark for each test.
 - Make sure the total number of tests equals the total number of tests taken on the Skate Canada Summary Sheets and the Summary of Test Results sheet.
 - ❑ **Retain one copy of the summary sheets for you club records.** The host club always retains a copy of ALL summary sheets for a period of at least 2 years as per Skate Canada Rule 6.0(3)(a).

HOSTING TEST DAYS IN THE CNCR

WHEN CONSIDERING HOSTING A TEST DAY

- **All test days for the next season are organized in January at the SAGM during the Regionals competition.** Test chairs, presidents, and head coaches are encouraged to come and help organize next season's test days (including spring and summer/fall), seminars, and competitions within the CNCR. **Clubs are expected to have potential dates ready for proposal at the SAGM. If your club is unable to attend the SAGM, contact your Area Rep or the Judges Bureau Rep.**

- **Keep in mind:**
 - Judges/evaluators may not be available close to Christmas and Spring Break holidays as well as on long weekends.
 - Judges/evaluators may not be able to take time off their regular jobs during the week; therefore, clubs are asked NOT TO REQUEST TEST DAYS ON WEEKDAYS (except Fridays).
 - Dates that correspond to BC/YK Super Series competitions may be denied due to lack of available officials.
 - **No tests days will be allowed with 2 weeks of competition or another test day in your area.**
 - **NO TEST DAYS** will be approved on Region Competitions with the decision being made every year whether the CNCR AGM is on the final Centralized Test Day.

- **After all the test dates and who is hosting has been organized, they will be sent to the Section for final approval.** Some dates may have to be changed, but clubs will be notified if this happens. **NO TEST DAYS** will be approved on Section AGMs as per Section Policy.

- **All organization of judges/evaluators MUST go through the CNCR Judges Bureau Rep.** You may talk to your local judge/evaluator about evaluating your test day. However, you may only ask about their availability and then pass this information on to the Judges Bureau Rep. Judges/evaluators will receive confirmation and permission to accept the test day assignment ONLY through the Judges Bureau Rep (Skate Canada Official Rules – Section 2000 – Duties of Officials 3.6, as well as CNCR Policy and Procedures Manual, Section – Tests Days, point 2). If any out-of-region judge/evaluator has expressed an interest in evaluating at your test day, you must follow the same procedure as above. Any out-of-region judges/evaluators MUST be obtained through your Judges Bureau Rep who must go through the BC Section. **UNDER NO CIRCUMSTANCES ARE YOU ALLOWED TO ARRANGE FOR YOUR OWN JUDGE/EVALUATOR.**

SPRING & SUMMER/FALL SCHOOL TEST DAYS

- **Applications for Spring School (April 16 – June 30) and Summer/Fall School (July 1 – October 15) test days MUST be submitted at the January SAGM.** Every effort must be made to coordinate test days among schools in the same area, particularly when high tests are involved. The school test chairperson submits all paperwork and fees to the appropriate places following the same procedure as any winter test day.

CENTRALIZED TEST DAYS

- A \$500.00 subsidy is available to clubs hosting a Centralized Test Day to help cover the costs of judges/evaluators' expenses and/or test ice costs (not to include practice ice costs).
- **To apply for the subsidy, the host club must use the CNCR Judges Bureau Test Day Expense Form (available on the CNCR website).** Test chairs must submit one copy of this form to the CNCR Treasurer (see address under Contacts in this manual), and one copy along with the summary sheets and statistics to the Judges Bureau Rep (see address under Contacts). The Region will then use this form to reimburse the subsidy to the host club.
- **Only after final approval from the Judges Bureau Rep and Treasurer do you send out the bills to the participating clubs.** Host clubs should subtract the \$500.00 from the total judge/evaluator and ice testing expenses when billing out to clubs. A copy of the test day expense form must also be included with the host club's billing to participating clubs.

RESPONSIBILITIES OF THE HOST TEST CHAIRPERSON

BEFORE A TEST DAY

- ❑ It is the host club's responsibility to secure ice for a test day. This is not something that the CNC Region does.

7-8 WEEKS BEFORE THE TEST DAY

Inviting Clubs

- ❑ **Email clubs inviting them to your test day.** The email should indicate what level of tests will be accepted, the date of the test day, and the 6-week tentative test list date along with your 5-week, 4-week, and 2-week pull dates. Lists must include the skaters' first and last names or the tests will not be accepted. **You may ask that participating clubs identify which skaters will require a partner.**
 - For Centralized Test Days you **MUST** email **ALL** clubs with the CNCR (see CNCR Policy and Procedures Manual, Section – Test Days, point 5).
 - For all other Test Days you **MUST** email **ALL** clubs within your area.
 - A carbon copy of this email **MUST** be sent to the **CNCR Judges Bureau Rep, as well as your Area Liaison, and the Judges Training Rep.** This way your Area Liaison knows what is happening within the area and the Judges Training Rep can organize trial evaluators within the area and any judges/evaluators working on promotions.

Helpful info at this stage:

- For Centralized Test Days, all tests (intermediate and high) may be sent in with the tentative test list; however, the Intermediate tests will ONLY be accepted after the 5-week pull date and it is determined that there is extra ice to accommodate the Intermediate tests.
- All tests (intermediate and high) may be sent in with tentative test lists (MUST include skaters' first and last names to be accepted). However, the high tests (not diamond dances) will ONLY be accepted if time allows after the 5-week pull date and if a CNCR judge/evaluator is evaluating the test day.
- When accepting extra tests to your test day, it must be done in the following order: Freeskate, Interpretive, Dance, and then Skills level by level.
 - For Centralized Test Days, start with Jr. Silver Freeskate, then Jr. Silver Dance, and Jr. Silver Skills. After all of these have been added, you may add the Sr. Bronze tests in the same manner.
 - For all other Test Days, start with Sr. Silver Freeskate, then Silver Interpretive, then Sr. Silver Dance, and lastly, Sr. Silver Skills. After all of those tests have been added to your test day, you may then start adding Gold tests in the same manner.
- In both cases, the Host Club Test Chair will notify participating clubs if time allows and they are accepted.

6 WEEKS BEFORE THE TEST DAY

Ensuring Eligibility of Skaters and Securing a Dance Partner

- ❑ **Send the TOTAL tentative test list (first & last names) to the Judges Bureau Rep.** Compile the tentative lists from each club into one document or spreadsheet. **PLEASE DO NOT FORWARD INDIVIDUAL LISTS FROM EACH CLUB.**

- ❑ **It is recommended to send a courtesy email to surrounding clubs 1-week before your pull date reminding them of the pull date.** We all have very busy lives and things sometimes slip our minds.

- ❑ **Secure a dance partner if needed.** DANCE PARTNERS ARE NO LONGER REQUIRED for any dances; however, clubs may choose to secure them for higher dances. **See Dance Partner List on page 25 of this manual.** If you are hosting a Centralized Test Day, it is a good idea to book your dance partner early as they get very booked up during the skating season.
 - The test chair from each club should contact the host test chair with their list of skaters requiring a partner. Participating clubs **MUST** let host clubs know whether they will be supplying their own female dance partner for male skaters. If participating clubs don't bring their own female dance partner, it is then up to the host club to supply one.
 - Participating clubs may provide their own dance partner at their own expense **BUT** the host club must be notified beforehand.
 - **The Test Chairperson will complete any partnering schedules.**
 - **The cost of the dance partner's expenses is equally distributed amongst those skaters utilizing his/her availability.** This includes travel costs, meals, accommodation, and dance-partnering fees.
 - **The cost of dance partner practice is equally distributed amongst only those skaters who are scheduled for the practice session.** The cost will include ice time and the partner's lesson fee.

5 WEEKS BEFORE THE TEST DAY

- ❑ **Clubs will send you their pulls and/ or any additional tests (if ice time allows) that they may have.** The Host Test Chair along with the Judges Bureau Rep will make the decision as to whether ice time will allow any more tests to be added.
 - Note that newly added tests will be subject to the same final 4-week pull date deadline as all other tests.

- ❑ **Email the pull list to the Judges Bureau Rep.** Failure to do so may result in the test day being denied.

4 WEEKS BEFORE THE TEST DAY

Final Pulls!

- ❑ This is the final pull date for clubs to send you their pulls.
- ❑ **Email final tests pulled to the Judges Bureau Rep.** Failure to do so may result in the test day being denied.
 - **A judge/evaluator will be obtained based on the 4-week deadline.** Therefore, everyone involved should be aware of the fact that judges/evaluators expenses will be billed out based on the 4-week deadline.
 - The CNCR has decided that skaters will also be charged test day expenses for any tests pulled after this date (see CNCR Policy and Procedures Manual, Section – Test Days, point 6).

Helpful info at this stage:

- **As per Skate Canada Rule 4.0(1), tests may be pulled up to 2 weeks prior to a test day.**
 - CNCR has decided if clubs pull tests after the CNCR 4-week deadline, but before the permitted Skate Canada 2-week deadline and this action results in extra ice that the host club cannot hand back, that club or clubs will be responsible for the expense of that ice time. This extra ice time WILL NOT be distributed amongst all skaters at the test day NOR will it be the responsibility of the host club.
 - The CNCR does expect host clubs to make every effort to return the extra ice not required for the test day to their City without ice fees being charged. In the event this is not possible, participating clubs will be liable for those unused ice costs.
- **Any tests pulled after the 2-week pull deadline MUST be marked on the Summary Sheet as “Not Tried” and test fees (Skate Canada and CNCR admin) will be charged.**
- **Conditional tests that are not attempted due to “Retry” of previous test should be marked as “Did Not Qualify” and test fees (Skate Canada and CNCR admin) charged.**
- **The EXCEPTION being any tests pulled for a medical reason as per Skate Canada Rule 4.0(3).** A medical note is no longer required as long as the Host Test Chair is satisfied that a medical reason exists. **Any tests pulled for medical reason would be marked “Medical” on the Summary Sheet, a refund for test fees would be given, and no test day expenses would be charged.**

2-3 WEEKS BEFORE THE TEST DAY

Test Day Scheduling Tips, Collection of Forms & Fees, and Arranging for Volunteers

- ❑ **Prepare the schedule for the test day as soon as possible after the closing date for entries and the 2-week pull date has passed.**
 - Remember that any skater taking a conditional test **MUST** test and pass their previous level test before then can test their conditional test. Failure to pass will result in the conditional test not being allowed to be tested.
 - When preparing the order of a test schedule, any skater that is already scheduled to test on the Test Schedule must then be scheduled first before a skater that has not previously been scheduled. For example:
 - E.g., Ten Fox - Sarah Jones
Jessica Blue
Abby Johnson
 - Fourteenstep - Jessica Blue
Abby Johnson
 - European Waltz - Sarah Jones
Jessica Blue
Katie Carlson
 - Generally tests should be scheduled in the Skate Canada order from the lowest to highest level (i.e., Sr. Bronze to Gold) to accommodate tests which are conditional upon passing a prerequisite test.
 - The exception may be when scheduling dances requiring a male partner. Then you may want to start with your highest dances and work your way down to help the partner out as he starts to tire towards the end of a test day. (For example, starting with the Viennese, Westminster, Quickstep, and Argentine for the Gold tests. Then moving to the Paso, Starlight, Blues, and then Kilian for Sr. Silver.) You may have to schedule a conditional test alone with this form of schedule.
 - If adjustments have to be made to the Skate Canada order when scheduling, then it would be helpful to schedule in a break at that time to provide the official time to adjust to the differing test standard required.
 - Try to avoid scheduling tests out of order when a trial evaluator is attending. It is too difficult for them to change their level of progression back and forth when they are just learning.

- Summary sheets **MUST** be written up following the test schedule and thus when schedules are made up not following Skate Canada's chronological order the result may cause Skate Canada to put tests passed into suspension until such time as they can verify that the tests have been passed in chronological order and all requirements have been met.
- You may **NOT** schedule more than 8 skaters (or 4 pair teams) to warm up at the same time.
- You are **NOT** allowed to combine different levels of skills or dances together.
 - Different levels of Interpretive tests may be warmed up together.
 - Different levels of Freeskate Part 2 (programs) may be warmed up together.
- **The following is a list of approximate times from Skate Canada. Please use this as a guide when preparing your schedule. Times (warm-up and test) are per 1 skater unless otherwise specified.**

<u>Skills Tests</u>	10 min. warm-up (all levels)
	If multiple skaters on same warm-up, still 10 min. warm-up time.
	Sr. Bronze – Sr. Silver 6 min. per test
	Gold 7 min. per test

<u>Freeskate Tests</u>	Part 1 warm-up 10 min. Part 2 warm-up 5 min. (all levels)
	Part 1 Test – Elements Part 2 Test - Program
	Sr. Bronze 18 min. 4.0 – 4.5 min.
	Jr. Silver 20 min. 5.0 – 5.5 min.
	Sr. Silver 20 min. 5.0 – 5.5 min.
	Gold 15-20 min. 5.5 – 6.0 min.

*When more than one skater is taking a Part 1 test at the same time, testing time may not be 18 min per skater (can be shortened).

Dance Tests 2 min. warm-up (all levels). Warm-up times may be shortened if there is more than one partner on the ice at the same time (I.e., 3 skaters testing with 2 different partners may only require a 4-min. warm-up, rather than 6-min.)

Sr. Bronze – Diamond	2 min. per test
Bronze Creative	3.5 min. per test
Silver Creative	4 min. per test
Gold Creative	4.5 min per test

<u>Interpretive Tests</u>	3-min. warm-up (all levels). No music to be used during warm-up.
	Introductory – Gold 4 min. per test

- In an effort to keep travel and hotel costs down for skaters, please try to schedule the same level of tests on the same day.
 - If you have 2 judges/evaluators, they may “double-panel”. One would be observing a test while the other is writing comments and then they would switch. This form of scheduling would also reduce the amount of ice time required for a test day.
 - Allow 15 minutes for resurfacing the ice (a double flood prior to testing is appreciated). Give arena staff a copy of your schedule so that they know when your scheduled floods are.
 - If judges/evaluators are to be judging/evaluating from the player’s box were standing for long periods makes on really cold, there should be warming breaks.
 - Don’t forget to add in lunch and/or dinner breaks in your schedule.
 - Please ensure that there is extra ice booked at the end of a test day in the event that there are a lot of re-skates and to provide adequate time for judges/evaluators to provide written feedback and foster positive interactions with skaters. This is especially important when trial evaluators are attending, as they require time to consider, write comments, and interact with the judge/evaluator.
- Contact the Judges Bureau Rep for the name of the judge/evaluator(s) that will be running your test day and obtain their email address as well as Skate Canada number.**
 - Email the draft schedule to the judge/evaluator and dance partner for approval.**
 - Arrange for travel, pick-up, accommodations, and meals for judges/evaluators, trial judges, and the dance partner.**
 - Coordinate with judges/evaluators and partners how they will be arriving at the test day and if they will book travel individually or if the host club will book it.
 - Provide transportation between airports, hotels, and the arena as required.
 - Book accommodation if required.
 - Be sure to arrange for breakfast if required. As well, consider travelling time in deciding whether or not to provide lunch and/or dinner.
 - Guidelines within the Section for per diems for food not provided are:
 - Breakfast - \$12.00
 - Lunch - \$15.00
 - Dinner - \$23.00
 - Email the draft schedule to the Judges Bureau Rep.**
 - Once approved, email the schedule to all clubs attending the test day.**

- ❑ **Collect all test sheets, summary sheets, and administration fees from clubs.** Have them make their cheque payable to your host club.
 - It is your choices as to how you want to make arrangements to get skaters from other clubs' test papers, summary sheets, and club cheque for a test day. Having them in advance may give you time to review the papers, correct any mistakes, and put the papers in their correct order on the judge's clipboard. Let clubs know in advance how you would like this done.
 - All Host Test Chairs **MUST** assign a test day number to each summary sheet for each test day hosted by their club during the membership year, starting with 1 for the first test day your club holds after April 16th, 2 for the second, and so on. A sheet number must also be assigned in sequential numbers to each summary sheet used by any given test session. Remember: if a test day runs over two or three days, the test day number remains the same for the whole testing session.
 - **Any participating club not filling out Summary Sheets and Test Papers properly will be subject to a \$5.00 charge for every incorrectly filled out paper (CNCR Policy and Procedures Manual, Section – Test Days, point 13).** This money will go to the Host club. Club. Postage expenses will also be incurred to send any incorrectly filled out papers back, unless paperwork is returned and corrected either by fax or email.

- ❑ **Arrange for helpers/volunteers for the test day.** You may need the following:
 - **A runner** – for test papers, coffee, messages, etc.
 - **A stop-watch and/or timer** – to time warm-ups.
 - **An ice captain** – works at the gate getting skaters on and off the ice, etc.).
 - **Music player(s)** – one to watch the judge/evaluator and skaters, and possibly one to operate the CD player if necessary. **Arrange for parents that will be attending the test day to play Interpretive, Dance, and Freeskate music** (Skating Skills music is now optional).
 - Remember to test music equipment prior to the test session
 - It is also recommended to check with each participating club as to which version of dance music (Skate Canada or ISU) they use so that you have the correct music on hand for you test day. If they are using a different version than your club, you may want to have them bring a copy of their music for testing.
 - **Food person** – responsible for arranging food for the officials and workers. Often soup and sandwiches are enough with some sweets. Also have coffee, tea, hot chocolate, water, juice, and muffins, etc. ready for when they first arrive. **Check with the judges/evaluators for food requests as some may have food allergies.**
 - If the day will be a long one, it is wise to schedule your workers in shifts.

THE DAY OF YOUR TEST DAY

- ❑ **Try to arrive at the arena 45 minutes to 1 hour before your judges/evaluators arrive.**
- ❑ **Have a good supply of test papers and summary sheets on hand.** It is also recommended to have extra copies for trial evaluators. **If possible, have a photocopier on site.**
- ❑ **Make sure the judge/evaluator/test chair room is warm and easy to find.** Only the following people are allowed in the room: judges/evaluators, trial evaluators, dance partner, host test chairperson, and persons who are serving food (only during meal times). No one else (skaters, coaches, parents) should be allowed in without permission.
- ❑ **Put each judge's/evaluator's and trial judge's test papers, a copy of the schedule, and sharp pencils on a clipboard ready for them to pick up when they arrive.** Make sure that you have a pencil sharpener on hand as well.
- ❑ **Put the coffee on and place a Kleenex box at ice level as well as one in the officials' room.**
- ❑ **Post a copy of the schedule in each dressing room, at ice level, and provide one to each the ice captain, announcer, and dance partner.**
- ❑ **Confirm that your workers have arrived and that they know what their jobs are.**
 - Runner (if needed) – carry completed test papers to the test chair
 - Timer (if needed) – time warm-ups and/or freeski program times
 - Ice Captain – get skaters on the ice, make sure the next skater(s) is/are ready, relay information or requests to or from the judge/evaluator, etc.
 - Music Player/Announcer – communicate with the evaluator, announce skaters, play music
- ❑ **Try to start the tests on time.** Make sure that things are running smoothly. Be visible in the arena and make yourself available to answer questions.
- ❑ **Complete the required paperwork:**
 - 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 a skater is not able to take a conditional test due to a “Retry” on the previous test, mark “DID NOT QUALIFY” on the Summary Sheet for the conditional test (test fees – both SC and CNCR – as well as test day expenses are still charged).
 - Should a skater taking any test not show up, the test is marked as “NOT TRIED” and is marked as a “RETRY” (test fees as well as test day expenses are still charged).
 - Should a skater not be able to take a test due to medical reason, the test is marked “MEDICAL PULL” (test fees are refunded and test day expenses are not charged).

- If the skater's information has been transferred to another Summary Sheet, draw a line through and indicate the new Summary Sheet number.
- 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 judge/evaluator. No one can change a paper except the judge/evaluator.
- When the results are confirmed, enter the results on the Summary Sheet. Keep the test paper with the Summary Sheet until the judge/evaluator is available to sign it.
 - If the judge/evaluator will not be looking at tests for quite a while, some of them are willing to sign Summary Sheets during skaters' warm-ups so that those skaters who are waiting for results can leave. Ask your judge/evaluator if this is okay. Some judges/evaluators prefer to sign Summary Sheets during a flood or when they have completed a discipline (Freeskate, Skills, Interpretives, or Dance).
- When the judge/evaluator has signed the Summary Sheet, the results of the test may be released to the skater/coach. Hand out the bottom part of the test paper with the results clearly written on it.
 - Do not hand test sheets back before you get permission from the evaluator. Be sure that the evaluator checks the test papers and initials the Summary Sheet before they leave the arena and before separating the top portion of the test paper from the bottom portion, and prior to giving out test papers.
 - Some evaluators prefer to hand test papers back to the skaters themselves.
 - The home club keeps the top tear-off portion for their records.
- **Only release the test papers to the appropriate people.** This could be the skater, coach, or the skater's parents only. Make sure that no one gives out the results or allows anyone to see the test papers before the judge/evaluator has checked the results and signed the Summary Sheet.

AFTER A TEST DAY

Reporting of Paperwork, SkateCanada Summary of Test Fees, Statistics of Tests Taken

- ❑ **Send the original copy of the summary sheets as well as the Summary of Test Fees form (available on the CNCR website) to Skate Canada with the test fees in the form of a host club cheque made payable to Skate Canada.** Skate Canada requires these forms be received at the National office **no later than 3 weeks after** the test day or competition. This is to ensure that a skater has his/her previous records on file at the National office and thereby does not have the second test disqualified for not being eligible.

- ❑ **Send the photocopied summary sheets along with a completed Skate Canada BC/YK Section Judges Committee Statistics Form (available on the CNCR website) and a copy of the CNCR Test Day Expense Form (available on the CNCR website) to the Judges Bureau Rep with the appropriate administration fees in the form of a host club cheque made payable to the CNCR.** This should also be done **no later than 3 weeks after** the test day or competition. Statistics forms and summary sheets may be scanned and emailed (as opposed to mailed) to the Judges Bureau Rep.
 - One set of statistic forms is to be completed for each test session held, regardless of the number of tests that were tried. Use only one form per judge/evaluator per test day regardless of the number of clubs at the Club or Centralized Test Day.
 - Be sure to double check that you have entered the tests in the correct area.
 - Fill this in with the total number of tests in each box. Please do not put a check mark for each test.
 - Make sure the total number of tests equals the total number of tests taken on the Skate Canada Summary Sheets and the Summary of Test Results sheet.

- ❑ **Send a copy of the appropriate summary sheets for each participating club, the top portion of the actual test papers, along with a bill for each club's expenses (form available on the CNCR website).** This should be done **no later than 3 weeks after** a test day or competition.

- ❑ **Retain one copy of the summary sheets for you club records.** The host club always retains a copy of ALL summary sheets for a period of at least 2 years as per Skate Canada Rule 6.0(3)(a).

RESPONSIBILITIES OF PARTICIPATING CLUBS

7-8 weeks before the test day:

- After receiving the invitation to the test day, tell coaches and skaters:**
 - **The exact date of the tentative test list** (Monday of the 6th week prior to the test day)
 - **The first pull date and absolute last chance to add tests** (Monday of the 5th week prior to the test day)
 - **The final pull date** (Monday of the 4th week prior to the test day and the point at which judge/evaluator expenses will be based) with the allowance of tests to be pulled up to 2 weeks without paying test fees. However, any extra ice incurred by tests pulled between the 4-week and 2-week pull dates will be paid by the club or clubs that have caused the extra unused ice time.

6 weeks before the test day

- Email the host test chairperson with an accurate list of tests requested, along with the first and last names of all candidates for each test.** First and last names must be included or the tests will not be accepted. **Please indicate which dance tests will require a partner.**
- Have skaters wishing to test fill out a CNCR Permission to Test Form (available on the CNCR website).** These signed forms need to be returned to each club's test chair by the first pull date. Clubs **MUST** retain the forms in their records for a minimum of **2 years**. This way it will be more efficient in organizing the requested tests. This will also help ensure a parent is fully aware of what tests their son/daughter is taking.

5 weeks before the test day

- Email the host test chairperson with any cancellations/pulls of tests and/or any added tests.** This will be the **absolute last day** that you can add tests to a test day and that will be based on availability of ice and if a CNCR judge/evaluator is evaluating the test day. The host test chairperson along with the Judges Bureau Rep will make this decision.

4 weeks before the test day

- Email the host test chairperson with any final pulls.** Tests may be pulled up to the Skate Canada pull date 2 weeks prior to a test day; however any club doing so will be responsible for the unused ice time that is incurred by the host clubs.

2-3 weeks before the test day

- ❑ **Inform the host test chairperson IMMEDIATELY if any tests must be pulled within the 2-week period so that the schedule may be changed.** This is the final chance to pull tests without being charged the Skate Canada and CNCR Administration fees, as well as test day expenses. At Centralized Test days, any Diamond Dance pulls should be sent in as soon as they are known because special arrangements will have to be made to bring in a judge/evaluator from out of Region for these levels.

- ❑ **Complete the necessary paperwork for the host club test chairperson.** Check with the host club test chairperson for arrangements in sending test papers and summary sheets ahead of schedule. The host test chairperson will be responsible for putting the papers in the proper order for the officials.
 - **Please ensure that the most current forms are used.** These are available on the Skate Canada info centre. Please destroy all outdate forms and use only updated ones.
 - **TEST SHEETS:**
 - Should be completely filled in with a pen (not a pencil), including judge's/evaluator's and dance partner's name (if known).
 - Type or print clearly and legibly with no errors crossed out or written over.
 - Cross out portions of the test that are not being tried (I.e., other dances, part 1 or 2 of a Freeskate test)
 - **SUMMARY SHEETS:**
 - ONE summary sheet per individual club. Do not combine different clubs on the same summary sheet. If a skater from another club tests under one of your coaches, please make sure you use a separate summary sheet for that skater.
 - Skate Canada recommends ONE summary sheet PER JUDGE/EVALUATOR. It is advisable if there are a large number of tests being taken. It can become very confusing for judges/evaluators to initial the correct box if the tests they evaluated are mixed between other tests evaluated by another judge/evaluator.
 - Should be filled in with as much information as possible: skaters, test chairs, and judge/evaluator Skate Canada numbers; club numbers, skater, test chair, and judge/evaluator names; Skate Canada codes; and fees.
 - The top portion of the Summary Sheet needs to have the host club's information as well as the host test chair information on it, not the participating club's information.
 - Do NOT use "ditto" marks for the same skater trying more than one test.
 - **Make sure you have filled out all forms correctly.** Incorrectly filled out summary sheets may result in Skate Canada disallowing a test. **There will be a \$5.00 charge for every test paper or summary sheet not filled out properly.** The money will go to the host club (CNCR Policy and Procedures Manual, Section – Test Days, point 13).

- ❑ **Send the completed test papers and summary sheet with ONE club cheque made out for all Skate Canada fees (\$12.00/test) and CNCR administration fees (\$5.00/test).** The cheque should be made payable to the host club and should cover all test fees incurred by the home club on behalf of the skaters. If a club cheque does not accompany the completed forms, the skaters may be considered as not in good standing and denied testing.
- ❑ **If you are personally at the test session, offer your help to the hosting test chairperson.**

After the Test Day

- ❑ **Ensure your club receives a COPY of the Skate Canada Test Summary Sheets and that all skaters have received their test papers.** Any skater who has to “Retry” a test may attempt the test again at the next convenient test day. Skaters should only be encouraged to retry the test when they are completely prepared. Retrying a test within two weeks of a test day does not give them time for adequate preparation.
- ❑ **Pay your club’s share of the test day expenses no later than 45 days after a test day or competition.** Do so by club cheque immediately after receiving your invoice. Failure to do so will result in your club not being in good standing with the CNCR.
- ❑ **Notify the Judges Bureau Rep when there are outstanding bills by either a particular skater or an entire club.**

Any questions can be directed to the Judges Bureau Rep. If you have the correct information, you will probably save the Judges Bureau rep and the Host Test Chairperson hours of work correcting unintentional errors.

JUDGES/EVALUATORS AND TRIAL JUDGES/EVALUATORS

- To avoid the possibility of having to cancel tests or test days due to the lack of qualified judges/evaluators, it is each club's responsibility to promote and encourage people to become evaluators. At the present time, potential judges/evaluators must have a skating background – having achieved Jr. Bronze level in 2 disciplines (Freeskate, Dance, Skills, Interpretive) or Sr. Bronze level in 1 discipline. If your club has qualified candidates, please contact the Judges Training Rep (see page 4) for more information.
- Please treat all judges/evaluators equally and fairly regardless of whether they came from outside the Region or from your own area.
- Trial judges/evaluators are to be encouraged to trial judge at all test days. 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 judge/evaluate. You will provide food for them while they are at the arena.
- Extra time should be added to the schedule to accommodate trial judging/evaluating and supervised tests (tests that a trial evaluator must conduct, but a qualified evaluator must supervise and then go over the results with the trial evaluator).
- It is the responsibility of the trial judge/evaluator to keep a record of his/her trial evaluating. The trial judge/evaluator keeps the test paper for their records and makes sure the test evaluator signs their Record of Trial Evaluating Form. It is not the test chairperson's responsibility to do the reporting for the Trial Judge.

REPORT OF THE SUPERVISED TRIAL EVALUATION

- Before an evaluator can be promoted to the next level, he/she must have a Supervised Trial Evaluation done on them by a senior evaluator. Your Judges Bureau Rep will inform you if there is to be a supervised trial test at your test session. The candidate for promotion conducts the test, but the supervising evaluator's papers are used for the result of the test.
- It is the responsibility of the trial evaluator to provide the supervising evaluator with the appropriate document for recording the supervised test(s) and keep his/her test paper(s) for promotion submission. It is not the test chairperson's responsibility to do the reporting for the trial evaluator.
- Have two (2) sets of test papers and schedules ready – one for the candidate and one for the supervising evaluator.

