

**CARIBOO-NORTH CENTRAL REGION**  
**POLICY PROCEDURE MANUAL**

SUBJECT: TEST DAYS

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DATE APPROVED: April 20, 2002      AMENDED: **APRIL 5, 2003**

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1. All requests for Club Test Days (all levels of tests) MUST be approved by the CNCR Judges Bureau.
2. When planning a Test Day, the club test chairperson may contact local judges to see if they are available and then must pass this information on to the CNCR Judges Bureau Chairman. Judges will receive confirmation and permission to accept the club day assignment ONLY through the CNCR Judges Bureau Chairman. If any out of Region judge has expressed an interest in evaluating at your test day they must inform and receive permission from the BC Section Judges Bureau who will in turn advise the CNCR Judges Bureau.
3. For ALL levels of test days neighbouring clubs must be notified and enough ice time secured for all interested tests.
4. On call test days may be permitted only with good reason. (An on call test day is for one or two skaters who are required to be tested (Qualifying) and there are no test days available) If there are any test days already scheduled within a reasonable time, as the requested on call test then the on call test will be denied and the on call test will be required to attend the scheduled test day.
5. High Tests at low/intermediate Club test days MAY be approved ONLY IF:
  - a. the test day is centralized, with all neighbouring clubs tests being accommodated
  - b. there is sufficient ice time after accommodating all low/intermediate tests
  - c. the attending judge has been advised beforehand of the possibility and is willing to do the extra testing.
  - d. the attending judge is qualified to do the higher tests; and
  - e. all neighbouring clubs have also been given the opportunity to submit high tests;Then (and only then) may the CNCR Judges Bureau grant approval for any evaluated high tests to be tested. Local area judges will be given priority to do these test days.
6. Skaters are permitted to attend 4 high test sessions during a winter season ( there is no limit for competitive tests ) A test taken at a competition will be considered to be one of the 4 sessions the skater is permitted.
7. Skaters should not be tested consistently by the same evaluator. Suggested maximum is twice per skating season.
8. When a "Centralized High Test Day" is assigned in the CNCR Schedule of Events; the area indicated will host all High/Intermediate tests as well as all tests requiring a panel of judges (ie; competitive etc) The area hosting the Centralized High Test Day will accept all high tests from ANY club within the region.
9. As the region is allotted 4 "Panelled" test sessions per winter season; these will be allocated as follows: November- Central Area; January and February to rotate between North and West; March- Central Area.
10. Competitive and or High tests will be allowed at Competitions, with the exception of the CNCR Qualifying Competition. Only if time and qualified judges are available. See Policy Procedure for Tests at Competitions.
11. When the test day schedule is finalized, a copy should be forwarded to the attending judges. This is to ensure that the tests are scheduled in the correct order and also so that no further tests are added after the deadline.

It is critical that everything goes through the CNCR Judges Bureau- this is to ensure that test results are received, that a variety of judges are utilized and that our "new" judges, our trial judges and those seeking promotions are advised of trial judging opportunities at the test days. It is also important to remember that it is in the best interests of your skaters for them to be seen/tested by a variety of judges (and judge/evaluators do not like to see the same test repeatedly.) Judges will Not be permitted to officiate at any test days unless they receive their confirmation from the CNCR Judges Bureau. Tests that have not followed the scheduling and testing rules/restrictions will be disallowed as per Rule 4601. Please note: Summary Sheets and Cheques for test day fees must be forwarded within 60 days to the Judges Bureau. Failure to do so will result in the test becoming nullified and the skater having to retake the test. Bills to participating clubs must be sent out within 60 days of the test day. Failure to do so could result in the visiting clubs not being responsible for their share of the test day expenses.