



TEST DAY GUIDELINES

Welcome – to all new test chairs and thank you to those veteran test chairs who are returning! Test days don't happen without you. This page will give you the information you need to organize and run test days.

CONTACTS

1) SKATE ONTARIO TEST DAY SUPPORT

testdays@skateontario.org

2) SKATE ONTARIO OFFICE

skateontario.org

905-212-9991

2505 Skymark Ave. Unit 100

Mississauga, ON L4W 4L5

3) SKATE CANADA NATIONAL OFFICE

info@skatecanada.ca

1 (888) 261-747-2372

Box 15, 261-1200, St Laurent Blvd.

Ottawa ON K1K 3B8

Resources and Supplies

1. All test day related information and resources for Skate Ontario is posted on the section website under Clubs > Test Day Information:
<http://skateontario.org/test-day-information/>
2. Test Day information provided by the Skate Canada office is located on the Skate Canada Info Centre at <http://info.skatecanada.ca/> under Figure Skating Programs > STARSkate program.
3. NEW STAR 1-5 Resource Toolkit with program delivery and test planning information for coach evaluated assessments is located on the Skate Canada Info Centre at <http://info.skatecanada.ca/> > STAR 1-5 Resource Tool Kit.
4. Skate Canada Rulebook (Info Centre) <http://info.skatecanada.ca/> > Rule Book.
5. Test Sheets and Summary Sheets (Skate Ontario website – under Clubs > Test Day Information or on the Skate Canada Info Centre). Test sheets for STAR 1-5 assessments are available in the Figure Skating Programs & STAR 1-5 Resource Toolkit tabs.
6. Calendars of test days in the section are located on the Skate Ontario website under Clubs > Test Day Information.

IMPORTANT DATES & INFORMATION FOR REQUESTING TEST DAYS

NOTE: For this year, most clubs are aware that Skate Ontario has requested that all Test Days for 2018 -2019 be submitted by August 31, 2018.

Going forward, the dates below will be the deadlines for requesting Test Days.

WINTER SEASON (NOVEMBER 1 – MARCH 31)	Deadline Date: October 1
SPRING SEASON (APRIL 1 – JUNE 31)	Deadline Date: March 1
SUMMER SEASON (JULY 1 – AUGUST 31)	Deadline Date: June 1
FALL SEASON (SEPTEMBER 1 – OCTOBER 31)	Deadline Date: September 1

Please note that extensions may be considered if there are delays related to ice scheduling, however, requests for a delay should be communicated to Skate Ontario prior to the deadline date. Early receipt of test day dates is greatly appreciated.

REQUESTING TEST DAY EVALUATORS

Evaluators for all test days will be assigned by Skate Ontario. Evaluators are notified of test days by Skate Ontario and asked to volunteer. Skate Ontario will monitor this process, validate that the evaluator is qualified for the tests requested and confirm with the Test Chair the assignment of the evaluator(s).

TEST DAY BILLING

All clubs will be invoiced for test day evaluators at the end of each month in which a test day took place. A charge of \$20.00 for one evaluator and \$10.00 for each additional evaluator will be applicable.

Most clubs are familiar with this process; however, this may be new for other clubs. The purpose of the fee is to help fund ongoing evaluator development and recruitment.

TYPES OF TEST DAYS CLUBS CAN OFFER:

INTERMEDIATE TEST DAYS: Senior Bronze and Junior Silver: dance, skills, and free skate

HIGH TEST DAYS: Senior Bronze, Junior Silver, Senior Silver, and Gold: dance, skills, free skate, ALL Interpretive levels and Diamond Dances.

Please note clubs can submit requests for Diamond Dances at high test days and we will do our best to service them. If we are unable to provide a Diamond Dance Evaluator, we will work to ensure other opportunities are made available to the skater(s).

INTERMEDIATE TEST DAYS

All clubs and skating schools may schedule **INTERMEDIATE TEST DAYS** in addition to **HIGH-TEST DAYS** already scheduled with Skate Ontario.

INTERMEDIATE TEST DAYS can include: Senior Bronze and Junior Silver Free Skate, Skills and Dance tests.

Clubs wishing to hold **Intermediate test days** will make their own arrangements for those test levels and the Test Chair can contact and schedule evaluators as needed.

Dates for **Intermediate test days** must still be sent to and approved by Skate Ontario.

Once you have confirmed the Intermediate-test date please forward the date to William Lindsay for publication on the Section website. A list of Intermediate test dates helps evaluators in training access test days to complete their trial requirements for promotions.

- Contact evaluators well in advance of your test day
- Please confirm with your evaluator the length of time they are willing to commit to and work within that time frame
- A few days before the test day contact the evaluator to remind them and confirm dates, times and locations. At this time check for any food allergies or special requests that they may have.

Please note: 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 you have a request to add tests within 14 days of the test day, you **MUST** get permission to do so from your Evaluator before accepting them.

HIGH TEST DAYS

High Test Days may include any Skate Canada test.

WINTER SEASON HIGH TEST DAYS (November 1 – March 31):

Clubs are entitled to request **two high test days** during **Winter season** when testing on their own as the sole club.

Clubs testing with one or more other clubs are entitled to request **three high test days** during **Winter season**.

Off SEASON HIGH TEST DAYS (Spring, Summer and Fall)

Clubs are entitled to at least one high test day during any off-season programs.

It's always a good idea to communicate with dance partner(s) and let them know possible dates. Many partners work with other clubs and you will want to avoid partnering conflicts or evaluator restrictions.

It's best not to schedule your test days near any competition. Many of the evaluators will be officiating at these events. If you are unsure of the dates of these competitions, check the Events Calendar as posted on the Section website: www.skateontario.org before you submit any dates.

Requests for High Test Day Evaluators must go through Skate Ontario. Evaluators are notified of test days by Skate Ontario and asked to volunteer.

Skate Ontario Evaluator Coordinator, will monitor this process, validate that the evaluator is qualified for the tests requested and confirm with the Test Chair the assignment of the evaluator(s).

Every effort will be made to approve an evaluator who is qualified to cover all requested tests for these 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 and you will have to determine whether to proceed with only some of the tests.

The Section is committed to providing the membership with test day opportunities. If, after best efforts have been made to find an evaluator and no evaluator is available, in consultation with club Test Chair, Skate Ontario will work to reschedule where possible.

Any request to add tests within **14 days** of any the test day requires the permission of the scheduled evaluator. Evaluators are under no obligation to officiate extra tests that have been added without prior permission.

TEST DAY PLANNING FOR CLUBS/SCHOOLS

TEST DAY COMMITTEE

In larger clubs or centralized test days, it may be helpful to form a Test Day Committee. The Test Chair should head the committee and delegate responsibilities. The committee would also serve to:

- Lighten the workload of the Test Chair
- Have someone trained in the event you become ill or detained by an emergency
- Ensure continuity in the club/succession planning when you decide to leave the position

The following are some suggestions for committee member positions.

Test Chair

- Responsible for paperwork
- Ensures the test day runs smoothly
- Looks after evaluator needs at ice level

Hospitality

- Responsible for TLC to evaluators
- Ensures hot drinks, meals are available
- Thank you card to evaluator/gift (optional)

Ice Captain

- Used at entrance to ice level
- Makes sure all skaters have checked in and ready for the test
- Gets skaters on and off the ice quickly

Dressing Room Captain

- All skaters should know how to identify this person to advise that they have arrived
- Responsible for ensuring skaters are together and ready to go on ice when scheduled

Music Personnel

- Responsible for playing music for tests
- Announce the skater
- Watch for the evaluator's signals to start and stop music

Runner

- A responsible person to collect the test sheets periodically from the evaluator and bring them to the test chair. The person running completed test papers to the test chair must keep confidentiality and not show test results/papers to anyone.

TEST CHAIR RESPONSIBILITIES

To ensure that the operation of computerized recording of tests runs smoothly, the Club Test Chair should:

- Check the accuracy of the skater's name (ensure name spelled correctly) and the skater's registration number is on the Test Summary Sheet.
- Make certain that each skater has his/her Home Club number recorded on the Summary Sheet. It is strongly recommended that skaters from different clubs be grouped together by club number on separate Summary Sheets. Contact the Skate Ontario if you require a club number within the Section.
- Ensure that the test information and results recorded on each summary sheet are accurate.
- Do as much of the paperwork prior to the test day as possible.

RECORD KEEPING

An important responsibility of the Test Chair is to maintain records on each skater in their Club. Sometimes Skate Canada National Office needs verification of a passed test. It will make your job easier if you keep accurate records from the start.

Each skater should have a Skaters' Test Record Card. Keep these in a binder or file system. When you receive test day results, record the test that was passed for each skater. Include the date passed.

- Keep all summary sheets indefinitely (consider saving electronically for easy access). Some tests need to be checked years after they have been taken.
- Keep the test tops indefinitely (consider saving electronically).
- Skaters should be reminded to keep their test papers as well for TEST RECORDS INQUIRIES

TEST RECORDS INQUIRIES

When a skater or club needs locating a copy of a test record, every effort should be made to contact the skater's home club, as the home club should have a copy on file. If you find it necessary to contact Skate Canada National Office regarding a skater's test record, please make sure that you quote the skater's individual registration number. It is helpful to also quote the skater's Home Club. If you refer to a specific Test Summary Sheet, please have that available to quote from.

Remember, the National Office only receives Test Summary Sheets – the original top portion of the Test Sheet is retained by the Home Club. Information on test records is only made available to the skater, the Club President or Test Chair. Skate Canada may charge you for a record search – please contact Skate Canada Member Services and they will advise you of what charges will be. Contact Member Services at 1-888-747-2372 or email at: info@skatecanada.ca

Please Note - Member Services at Skate Canada will only be retaining the paper version of the test summary sheet result records for 60 to 90 days after submission. Clubs/skating schools must go into

club registration files to check that correct information has been entered and if incorrect, notify Skate Canada promptly. Skaters should also check information.

POINTS TO REMEMBER WHEN PLANNING A TEST DAY

1. No test days at any level (Intermediate or High) allowed on the weekends of Sectionals, STARSSkate Provincials & and the Section AGM.
2. Like club executive members, evaluators are Skate Canada volunteers and are not paid, only their expenses are reimbursed. Most 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.
3. Try NOT to use just senior evaluators for Intermediate tests. Using all evaluators gives them the opportunity for more experience/promotion. If you have no luck obtaining the services of an intermediate evaluator (senior bronze – junior silver), then please request a high evaluator through Skate Ontario. Please keep in mind that the high evaluators priority is servicing high tests. Skate Ontario has priority on their services.
4. **TEST SESSION:** 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 ice surfaces. Regardless of the format, skaters register only once for the same test at one session.
5. The test room is not the registration room – access to the test room should be limited to the Test Chair, his/her assistant and the evaluator(s).
6. Suggested scheduling times – see “Test Scheduling Page”. Keep in mind you may need to schedule time for floods. It is a good idea to have your evaluator look over the schedule prior to distributing it.
7. 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 skater.
8. **Evaluator Gift** – Does the club need to give a gift to the evaluator? That is the club's decision, generally a token of appreciation (i.e., gift certificate) is a nice way to say thank you to the evaluator for volunteering their time for your test day.

TRIAL EVALUATORS AND SUPERVISED TRIAL EVALUATORS

Evaluators must “trial evaluate” a certain number of tests as part of their training as new evaluators or 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.

There is no expectation for trial evaluators to be reimbursed for any mileage or expenses. It is, however a nice gesture to offer to feed the trial evaluator as they are giving up their own time to become future evaluators.

Please provide both trial and supervised trial evaluators with a complete set of test sheets if possible for the tests they are trialing. They will take care of all other paperwork required.

Both the supervising evaluator and the evaluator in training will discuss the procedures with the skaters and coaches before the test and will ensure they understand what is happening so everyone is put at ease.

If you are hosting a High-Test Day where an Evaluator may be trialing higher level tests, try to set up your schedule to allow for your lower evaluator to evaluate your lower tests and yet remain to trial the high tests with the senior evaluator.

TEST FEE GUIDELINES

These guidelines are to ensure that section clubs are fully aware of the rules regarding test fees and the definition of "fee for service" and the application of the rules. The Skate Canada rule regarding "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 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.

SKATERS WITH A DISABILITY

If a skater has a physical disability that may preclude them from various aspects of the test, the skater may request exemption from certain technical rules. A discussion with the Test Chair and evaluator needs to take place prior to test day to make sure we can provide the best possible setting for the skater.

ADULTS SKATERS TAKING DANCE TESTS

If clubs have adult skaters taking dance tests, the skaters should identify this to the Test Chair, who in turn will advise the evaluator.

As per Skate Canada rulebook, adult skaters who are 25 years or older are exempt from an evaluator requesting a solo on a dance test

It is helpful for the Test Chair to identify this to the evaluator as the evaluator may not be able to determine that the adult is 25 or older.

INTERMEDIATE TEST DAY PLANNING CHECKLIST

DATE	TASK	COMPLETED
Fall	Decide on your Intermediate Test Days	
	Book and confirm ice	
Three-Four weeks before the Test Day	Contact Evaluators using the current Evaluators List provided by the Section Office.	
Three weeks before Test Day	Determine number and level of tests to be taken (consult coaches)	
Two weeks before the Test Day	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date	
	Provide approved schedule to partner, coaches and skaters testing	
	Book/arrange for and Officials' room at the arena, arrange for ice captain, music player	
	Organize Food/Hospitality for the Officials	
One week before the Test Day	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed.	
	Confirm date, starting/ending time and location with Evaluator and Dance Partner	
On the Test Day	Arrive at the arena to set up at least one hour before your scheduled start time	
	Set up your Registration Table close to the entrance to the arena and have the Registration Person check skaters in, collect test fees and music	
	Make sure that the evaluator has sharp pencils with erasers, clipboard, snacks, hot/cold drinks and a hot meal if over mealtime	
	Check results on the Test Sheets and Summary Sheets after the Evaluator has finished for accuracy and completeness. Compare top and bottom portions of Test Sheet to ensure that the result is the same. If it is not, then wait until the Evaluator has a break and ask them to complete the Test Sheet. You cannot complete it!	
	Hand out the bottom half of the Test Sheet to the coach	
	Pay mileage and any expenses to Evaluator	
	Update your Test Records Book with the results from the top half of the Test Sheets for your clubs' skaters	
Within one week after the Test Day	Send original completed Summary Sheet and fees to Skate Canada. Test chairs who have administrative access to the Membership Site can now submit test results online.	
	Keep a copy of all summary sheets at the host club	
	Send a copy of the Summary Sheets along with the corresponding Test Sheet Tops to the Home Club(s) Final Verification Step - Clubs/skating schools must go into club registration files to check that correct information has been entered and if incorrect, notify Skate Canada promptly. Skaters should also check information.	

HIGH TEST DAY PLANNING CHECKLIST

DATE	TASK	COMPLETED
Aug/Sept/ Oct	Decide on dates for Winter Season High Test Days and submit the High Test Day Application Form by October 1	
February	Decide on dates for your spring season High Test Days and submit the High-Test Day Application Form prior to March 1 for Spring Season to Skate Ontario	
May	Decide on dates for your summer season High Test Days and submit the High-Test Day Application Form prior to June 1 for Summer Season to Skate Ontario	
July	Decide on dates for your Fall High Test Days and submit the High Test Day Application Form prior to August 1	
	Book Ice	
	Consult Dance Partners re test dates	
Three -Four weeks before the Test Day	Submit list/type of tests and clubs participating in your High-Test Day to Skate Ontario	
Two weeks before the Test Day	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date	
	Provide approved schedule to partners, coaches, and skaters being tested	
	Book/arrange for an Officials room at arena	
	Organize Food/Hospitality for the Officials; arrange for ice captain and music player	
One week before the Test Day	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed	
	Confirm date, starting/ending time and location with Evaluator and Partner	
On the Test Day	Arrive at the arena to set up at least one hour before your scheduled start time	
	Set up your registration table close to the entrance to the arena and have the Registration Person check skaters in, collect fees and music	
	Make sure that the evaluator has sharp pencils with erasers, clipboard, snacks, hot/cold drinks, and a hot meal if over mealtime	
	Check results on the Test Sheets and Summary Sheets after the Evaluator has finished for accuracy and completeness. Compare top and bottom portions of Test Sheet to ensure that the result is the same. If it is not, then wait until the Evaluator has a break and ask them to complete the Test Sheet. You cannot complete it!	
	Hand out the bottom half of the Test Sheet to the coach	
	Pay mileage and any expenses to Evaluator	
	Update your Test Records Book with the results from the top half of the Test Sheets for your clubs' skaters	
Within one week after the Test Day	Send original completed Summary Sheet and fees to Skate Canada. Test chairs who have administrative access to the Membership Site can now submit test results online.	
	Keep a copy of all Summary sheets at the host club. Send a copy of the Summary Sheets along with the corresponding Test Sheet Tops to the Home Club(s)	
	Final Verification Step - Clubs/skating schools must go into club registration files to check that correct information has been entered and if incorrect, notify Skate Canada promptly. Skaters should also check information.	

HIGH TEST DAY APPLICATION FORM

High Test Day Application Forms must be filled out and must be received by Skate Ontario Test Day Support, by the dates specified below. One form per season is to be submitted. Please print clearly.

Select which season you are applying for:

Season Application Deadline Dates

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Winter Season (November 1 – March 31) | Deadline Date: October 1 |
| <input type="checkbox"/> Spring Season (April 1 – May 31) | Deadline Date: March 1 |
| <input type="checkbox"/> Summer Season (June 1 – August 31) | Deadline Date: June 1 |
| <input type="checkbox"/> Fall Season (September 1 – October 31) | Deadline Date: September 1 |

HIGH TEST DAY – Please print preferred date and alternate date (min. 1 required)

DATE LOCATION	TIME	ARENA
--------------------------	-------------	--------------

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

INFORMATION:

CLUB

LOCATION

CLUB EMAIL

TEST CHAIR _____ **PHONE ()** _____

EMAIL _____

TEST SCHEDULING

The following are estimates of time required for each test. These times include evaluating time but do not include warm-up time.

SKATING SKILLS	LENGTH
Sr. Bronze	6 minutes
Jr. Silver	6 minutes
Sr. Silver	6 minutes
Gold	7 minutes

DANCES	LENGTH
Sr. Bronze to Diamond	4 minutes per dance
Preliminary Creative Dance	3.5 minutes per dance
Bronze Creative Dance	3.5 minutes per dance
Silver Creative Dance	4 minutes per dance
Gold Creative Dance	4.5 minutes per dance

FREE SKATING	PART 1: ELEMENTS	PART 2: PROGRAM
Sr. Bronze	18 minutes	4 – 4.5 minutes
Jr. Silver	20 minutes	5 – 5.5 minutes
Sr. Silver	20 minutes	5 – 5.5 minutes
Gold	20 minutes	6 minutes

INTERPRETATIVE TESTS (singles or couples)	LENGTH
Introductory	4 minutes
Bronze	4 minutes
Silver	4 minutes
Gold	4 minutes