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Information for the Skate Canada Manitoba Test Day Handbook was adapted from the Skate Canada Test Chair's Handbook (2001).(updated May 30, 2007)

Thank you to the following persons for their contribution to this first edition of the Skate Canada-Manitoba Test Chair Handbook. It is hoped that this handbook can be updated yearly and passed on to assist new (and old) test chairman in the Manitoba Skating community.

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Note: The Skate Canada Rules and Technical Handbook regulations referred to in this handbook are correct at the time of distribution. The current Skate Canada Rulebook and Technical Handbook override any rule or regulation references in this book.

INTRODUCTION

The Test Chairman has a vital role to play in a skating club – a club cannot function without a Test Chairman. One person needs to be responsible for setting up test days, preparing test sheets, and forwarding test results to Skate Canada. It is a job that is demanding but rewarding.

Thank You for volunteering to be your club's test chairman !!!!

The Test Day Working Group recommended that a handbook to help Test Chairman in the Manitoba Section be introduced. This should help with the administration of the STARSkate test program. All of the procedures in this handbook are explained for a newcomer to easily follow.

The following topics will be discussed to help prepare club Test Chairman to function efficiently:

Responsibilities of the Club Test Chairman

Skate Canada Rules and Technical Guidelines regarding Test Sessions

Skate Canada Manitoba Test Day Regulations

The Skate Canada – STARSkate Test Program

Prerequisites for Skate Canada Tests

Important Rules to be noted by the Test Chairman

Procedures for setting up a Test Session

Obtaining Judges / Evaluators for Tests

Scheduling a Test Session

Test Sheets and Test Summary Sheets

Procedures for Reporting Tests to Skate Canada

Appendices:

RESPONSIBILITIES OF THE TEST CHAIRMAN

The following is a list of the major responsibilities of a Club Test Chairman:

- ❖ Know Skate Canada Rules and Technical Guidelines regarding procedures for test sessions
- ❖ Know any local rules established by the Section that are applicable to test day organization / management (Test Day Regulations)
- ❖ Determine the need for tests via the club coaches. Make requests to the Region Judges Bureau Representatives by June 1.
- ❖ Set up test day schedule
- ❖ Collect test applications and test fees
- ❖ Ensure that skaters are eligible for the tests (age and prerequisite test requirements have been met)
- ❖ Ensure time lines for submitting tests are met. Communicate deadlines to club and coaches
- ❖ Prepare test sheets and test summary sheets
- ❖ Provide a room for officials with refreshments
- ❖ Keep comments (both written and spoken) confidential
- ❖ Arrange for payment of evaluators / judges expenses for travel, accommodation, and meals (as applicable)
- ❖ Encourage club members to trial judge/evaluate
- ❖ Liaise with the club coaches and the club executive
- ❖ Maintain a record keeping system for test records of skaters in your club
- ❖ Sign competition entry forms for skaters in your club verifying skaters' test records (if the club has assigned this duty to the Test Chairman)
- ❖ Communicate issues / concerns with your Region Judges Bureau Rep

The Test Chairman should have a copy of the current:

- ❖ Skate Canada Rulebook (know the sections pertaining to Test Days & Officials)
 - Official Rules (green section) – Officials - 2500
 - Official Rules (green section) – Test Program – 4000
 - Technical Handbook (blue section) – Test Program – 4000
 - Technical Handbook (blue section) – Competitive Program – 5000
- ❖ Skate Canada – Manitoba Test Chair Handbook
- ❖ Verification of Evaluator / Judges qualifications (for the test day) from the Region Judges Bureau Representative
- ❖ Skate Canada Club Registration list with skaters names and their Skate Canada number
- ❖ Skate Canada Catalogue of Supplies (or access to it)
- ❖ 2008-2009 Skate Canada Manitoba Test Day Regulations.

Test Chair File Box

The Test Chair's file box should contain items need for test days:

All test sheets made for that day (make sure they are the current edition)

Test Summary Sheets for that day

- Summary of Test Fees form
- Clipboards
- Pencils and Sharpener
- Pens for recording results
- Several copies of the day's schedule
- Current Skate Canada Rule Book
- Skate Canada Manitoba Test Chair Handbook (2008)
- File Folder to put "permission letters" and "medical certificates"
- File Folder for any other papers (i.e. Expense Forms)

Extra items to have on hand:

- File Folder containing set of Original test sheets from Skate Canada
 - File Folder or two containing at least 3 to 5 test sheets for every test level (in case papers do not arrive).
 - File Folder containing at least 5 blank Test Summary Sheets
- File Folder with blank Test Summary Fees Forms
Envelopes already addressed to Skate Canada
Letter size envelopes to mail info back to clubs

Other items you may need:

- Stapler
- Paper clips
- Ruler
- Liquid Paper
- Scissors
- Post it notes

TEST DAY COMMITTEE

In larger skating clubs it may be helpful to form a Test Day Committee. The Test Chairman would head the committee and delegate responsibilities. The Test Chairman should ensure that jobs get done if he or she is not personally responsible. This committee would also serve to:

Lighten the workload

Have someone else trained in case you become ill or are detained by an emergency

Ensure continuity in the club when you feel it is time to leave that position

- 1) Test Chair
 - responsible for all paperwork
 - ensures day is running smoothly
 - looks after evaluator/judge needs at ice level

- 2) Hospitality
 - responsible for TLC to evaluator
 - provides hot meals, hot drinks, etc.
 - Thank You card to evaluator / gift is optional

- 3) Ice Captain
 - used at entrance to ice surface
 - makes sure all skaters are there for that test
 - gets skaters on and off the ice quickly

- 4) Dressing Room Captain - all skaters should let this person know they are there.
 - responsible for getting test groups together inside before they are scheduled for their test (usually one test of what's ahead on the ice).

- 5) Music People
 - responsible to play music for the tests
 - also announces skater / test etc

- 6) Spotter
 - works with the music person
 - main responsibility – to watch evaluators for signals to start and stop music.

- 7) Runner
 - a responsible person to collect the test sheets and bring them back to the test chair (is sometimes the test chair)
 - person must keep confidentiality

SKATE CANADA RULES AND TECHNICAL INFORMATION REGARDING TEST SESSIONS

The Section 4000 – Test Program of the Skate Canada Rulebook contains important rules for test sessions. Section 5000 – Competitive Program outlines all competitive tests. Additional required information is found in the Technical Handbook under Test Program and Competitive Program.

Rules

Subject

Test Rules

Eligibility for Tests

Test Fees

Order of Tests

Requirements to Pass

Reskating a Portion of a Test

Retrying an Unsuccessful Test

4501	Evaluator / Referee Rulings
4502	Requirements for a Panel of Three Evaluators
4601	Scheduling of Tests
4602	Test Chair Duties and Responsibilities
4603	Reporting of Tests
4604	Test Emblems

Competitive Test Rules

5501	Competitive Singles Tests
5502	Competitive Pairs Tests
5503	Competitive Dance Tests
5601	Eligibility
5602	Test Fees
5603	Order of Tests
5604	Requirements to Pass
5605	Reskating a Test or Portion of a Test

Technical Handbook Information

4000 G-1.0	Eligibility for Tests
4000 G-2.0	Test Fees
4000 G-3.0	Order of Tests
4000 G-4.0	Requirements to Pass
4000 H-1.0	Conduct of Tests in General
4000 H-2.0	Reskating a Portion of a Test
4000 H-3.0	Evaluator / Referee Rulings
4000 H-4.0	Requirement for a Panel of Three Evaluators
4000 I-1.0	Test Chair Duties and Responsibilities
4000 I-2.0	Locale of Tests
4000 I-3.0	Scheduling of Tests

4000 I-4.0	Withdrawal of Candidate
4000 I-5.0	Results of a Test
4000 I-6.0	Reporting of Tests
4000 I-7.0	ISU Emblems
4000 I-8.0	Test Emblems

Tests in the Test Program

Interpretive Tests

4000 C-3.1

Dance Tests

4000 D-3.1	Competitive Test Equivalencies in the Test Program
4000 D-3.2	Dances Passed Prior to July 1, 1990
4000 D-3.3	Dances Passed Prior to July 1, 1992
4000 D-3.4	Order of Tests
4000 D-3.5	Partners for Dance Tests
4000 D-4.1	Conduct of Compulsory Dance Tests

Free Skating Tests

4000 E-3.1	Equivalencies for Competitive Singles Tests in the Test Program
4000 E-4.2	Conduct of a Free Skating Test
4000 E-4.3	Reskating a Portion of a Test

Skating Skills Tests

4000 F-3.1	Competitive Test Equivalencies in the Test Program
4000 F-3.2	Skating Skills Equivalencies Based on Other Tests Passed
4000 F-4.1	Conduct of Skating Skills Tests
4000 F-4.2	Reskating a Portion of a Skating Skills Test

Tests in the Competitive Program

Competitive Singles Tests

5000 C-5.2	Qualifications for Competitive Singles Tests
5000 C-5.3	Conduct of Competitive Singles Tests

Competitive Pairs Tests

5000 D-6.6	Qualifications for Competitive Pairs Tests
5000 D-6.7	Conduct of Competitive Pairs Tests
5000 D-6.8	Reskating a Test or Portion of a Competitive Pair Test

Competitive Dance Tests

5000 E-6.2	Qualifications for Competitive Dance Tests
5000 E-6.3	Conduct of Competitive Dance Tests
5000 E-6.4	Reskating a Portion of a Competitive Dance Test

Competitive Tests in General

5000 F-1.0	Eligibility (Rule 5601)
5000 F-2.0	Test Fees
5000 F-3.0	Order of Tests (Rule 5603)
5000 F-4.0	Requirements to Pass (Rule 5604)
5000 G-1.0	Conduct of Tests - General
5000 G-2.0	Reskating a Portion of a Test
5000 G-3.0	Marking of Tests

SKATE CANADA STARSKATE (TEST) PROGRAM

A basic understanding of the Skate Canada test system is an asset to a Test Chairman. It is not necessary to know the detailed procedures for conducting tests since this is the responsibility of the evaluators / judges. However, an understanding of the different types of tests and their general requirements is helpful particularly to the new Test Chairman.

The Skate Canada test system include tests in skating skills, free skating, dance, and interpretive skating as well as separate qualifying tests for competitive singles skaters, pair and dance couples. The following is a summary of the Skate Canada test system:

STARSSkate Test Program (Regular Test Stream) – Evaluated Tests

Skating Skills	Free Skating	Dance	Rhythm / Interpretive Dance	Interpretive (Singles and Couples)
Preliminary	Preliminary	Preliminary	Dance Variation	Introductory
Junior Bronze	Junior Bronze	Junior Bronze	Bronze Rhythm	Bronze
Senior Bronze	Senior Bronze	Senior Bronze	Silver Interpretive	Silver
Junior Silver	Junior Bronze	Junior Silver	Gold Interpretive	Gold
Senior Silver	Senior Silver	Senior Silver		
Gold	Gold	Gold		
		Diamond		

Competitive Program (Competitive Test Stream) – 0.0-6.0 marking scale

Singles	Pair	Dance
Juvenile	Juvenile	Pre-Novice
Pre-Novice	Pre-Novice	Novice
Novice	Novice	Junior
Junior	Junior	Senior
Senior	Senior	

TEST PROGRAM

Skating Skills Tests

Skating Skills are exercises containing edges, turns, and field movements skated on a pattern designed to teach fundamental movements to skaters of all levels. The Skating Skills Program consists of six levels in total, commencing with Preliminary and progressing in difficulty to Gold for advanced skaters. Each level included three exercises and each exercise is skated to prescribed music.

Free Skating Tests

Free skating tests consist of two parts:

- Part 1: Elements in Isolation
- Part 2: Program to Music

Each part of the test is evaluated separately and if a skater is unsuccessful on one part of the test, he/she need only retry the part that was unsuccessful.

Effective July 1, 2002, free skating tests may now be taken in parts, allowing a skater to progress separately in each.

Dance Tests

There are two main types of dance tests in the StarSkate test program:

- Compulsory Dance Tests
- Rhythm / Interpretive Dance Tests

Compulsory dances are dances which have prescribed steps, tempo, and pattern and they are skated to the Skate Canada or ISU (International Skating Union) music. The Dutch Waltz is an example of a compulsory dance. Although the candidate skates with a partner on the test, only the candidate is evaluated. One test sheet is required for each skater trying a test since each candidate is evaluated individually. If both partners are trying a compulsory dance test, the dance needs to be skated twice.

As of April 2002, Skate Canada approved the following Regulation changes:

4000-D-3.5 (3) Special Qualifications for Dance Tests – Partners for Dance Tests

- (3) **Partner Composition:** A couple shall be comprised of a lady and a man, each skating their own steps. In the event, that a lady candidate is unable to secure a male partner, she may be partnered by another lady skating the man's steps. (The latter does not apply to the competitive test stream). It is also possible for the lady to execute the man's steps and receive credit for the test apart from the credit received for performing the lady's steps (i.e. dance tests may be taken more than once).

This creates an opportunity for test skaters to receive credit for expanding their skill base.

Rhythm / Interpretive Dances are dances in which a couple can create its own steps according to the rules for the specified test. The following tests are classified as Rhythm / Interpretive Dance tests:

- Dance Variation
- Bronze Rhythm Dance
- Silver Interpretive Dance
- Gold Interpretive Dance

Because skaters are evaluated as a couple for Rhythm / Interpretive Dance Tests, the test is skated once and only one test sheet is needed. If both skaters are trying the test, both skaters' names should appear on the Test Summary Sheet in order to receive credit for the test. A female may partner another female on these tests if necessary. If both females are candidates, they still need only to perform the dance once.

Interpretive Skating Tests

The Interpretive Skating program was introduced in July 2002. This program provides an avenue for skaters to develop their ability to interpret music without the pressure created by the demand for technical difficulty in other programs. Skaters can take tests as individuals or as a couple (male/female, female/female, and male/male) at the following levels:

- Introductory
- Bronze
- Silver
- Gold

COMPETITIVE TEST PROGRAM

A separate test stream has been established for competitive skaters. Skaters must pass these tests in order to be eligible to compete in qualifying events in Canada (Sectionals, Challenge, Canadians, etc). There are competitive tests for single skaters, pair skaters, and dance couples. Only "eligible" skaters (not professional coaches) are allowed to take competitive tests although pair test candidates may be partnered by an ineligible skater.

Competitive Singles Tests

The Juvenile, Pre-Novice, Novice, Junior, and Senior Competitive Singles Tests consists of a Free Skating Program.

Skaters passing competitive singles tests will receive credit in the Skate Canada test system as follows:

- | | | |
|------------|---|---------------------------------|
| Juvenile | = | Senior Bronze Free Skating Test |
| Pre-Novice | = | Junior silver Free Skating Test |
| Novice | = | Senior Silver Free Skating Test |
| Junior | = | Gold Free Skating Test |

This does not apply in the reverse.

Competitive Pairs Tests

The Juvenile, Pre-Novice, Novice, Junior, and Senior Competitive Pairs Tests consists of a Free Skating Program.

Competitive Dance Tests

A separate test stream has been designed for competitive dance couples.

The Pre-Novice Dance Test consists of one part:

Part 1: Stroking Exercises

The Novice, Junior, and Senior Dance Tests each consists of one part:

Free Dance

PREREQUISITES FOR SKATE CANADA TESTS

Regulation G-1.0 (1) of Section 4000 of the Technical Handbook states that the Test Chair shall not permit a skater to participate in a test session unless:

the skater has a current registration number.

all eligibility requirements have been verified prior to the test day.

Rule 4403 Order of Tests states that a candidate for a test must have passed all of the preceding tests in the same category in all disciplines except:

- **Credit for Tests Taken:** Any test including a single compulsory dance, which has been completed according to the rules in force at the time of completion, will be credited to the candidate regardless of any subsequent changes in the test system.
- **Dance Tests:** The dances can be tried in any order. A candidate must pass all the dances in the dance tests before progressing to the next level, except as noted in Rule 4303 and the Technical Handbook.
- **USFSA Gold Test Skaters:** USFSA members who have passed the USFSA Eighth or Gold Test, Gold Pair Test or Gold Dance Test may apply to take the Gold Free Skating Tests, Gold Dance Test or Gold Interpretive Test respectively without further qualification.

IMPORTANT RULES TO BE NOTED BY THE TEST CHAIR

Skate Canada Test Fees: There are test fees for each part of a test.

\$ 10.00 for each part of a free skating test

\$ 10.00 for each individual dance / part of a dance test (including Competitive Dance Test)

\$10.00 Interpretive Test, and Skating Skills Test

\$ 20.00 for a Competitive Singles Test, Competitive Pair Test,

Refer to Regulation G-2.0 Section 4000 of the Technical Handbook or Skate Canada Notice Board for the current test fees.

In addition to the Skate Canada Test Fee, skaters taking tests should be charged:

Ice Fee – per test taken. The ice fee may vary depending upon the hourly ice rental rate and number of tests. However, the test day working group made the following recommendations for ice fees:

- Dance, Free Skate (Part B), Interpretive, Competitive Tests = Ice Fee x 1
- Skating Skills, Free Skate (Part A) = Ice Fee x 2

Example, if the ice fee for the test day is \$7.00 / test) and a skater takes a dance and a skating skills test, total ice fees would be \$7.00 + \$14.00 = \$21.00

Administration Fee – This fee should cover all administration expenses for the test day (i.e. evaluator / judge mileage, meals, photocopying, postage, etc). The fee should be charged to each skater only once per test day, and will vary from test day to test day or region to region.

Example: Administration Fee per skater = \$ 6.50

3. Taking Test Out of Region -

- Test Chair must contact Region Judges Bureau Representative
- Provide skaters' name, test to be taken, and test location
- Club will be notified when okay or denial is given
- Do not contact other Regions yourself.
- See Appendix A for "Permission to Try Test Outside of Home Club"
- **Process for Submitting Tests:**

A/ Test Day location in skater's Home Region:

- Register tests through skater's home club test chairman

B/ Test Day location in another Region:

- Skater's home club test chairman contacts their Region Judges Bureau Rep. to make request. Region Judges Bureau Rep contacts Judges Bureau Rep in region where test day is to be held; will confirm space and communicate approval of request back to test chairman.

- Home club of skater must supply all paperwork.

C/ Skater belongs to home club in one region and skates full time elsewhere:

- Home club test chairman provides a blanket permission letter (in writing) for the

current season to the test chairman and Region Judges Bureau Rep where the skater trains. A copy of the letter must be provided to the home Region Judges Bureau Rep.

- The home club of the skater must agree to provide paperwork for the skater **OR** other arrangements must be made **prior** to the test day.

D / Test Summary Sheets:

- A copy of the test summary sheets should be provided to both Region Judges Bureau Reps. The test paper tops must be sent to the skater's home club test chairman.

- **Draws** – The evaluator will make the draws for Preliminary Skating Skills (direction, edge, forward/backward), and direction for stroking in Free Skating tests.

When both partners in a Rhythm / Interpretive Dance, Competitive Dance Test, or Interpretive Test are taking the test, they are marked at the same time (as a couple) (Technical Handbook 4000 H-5.0 (7)). Therefore, only one set of test sheets needs to be completed and the test only needs to be scheduled once. However, both names must appear on the appropriate Test Summary Sheet. In these cases, the result will be the same for each skater.

The evaluator must initial the results on each Test Summary Sheet for Evaluated Tests (A separate Test Summary Sheet can be used for each evaluator). The referee must sign the Test Summary Sheet for Competitive Tests. The Test Chairman needs to remind evaluators and referees not to leave before initialing or signing the test summary sheets. These signatures are necessary to validate the test results. The test chair must not correct the test sheet, rather inform the evaluator / judge of the error (i.e. adding errors, checking appropriate boxes).

All Competitive Singles, Pair, and Dance Tests are to be judged by a panel of three judges or one single panel judge (with prior approval from the section Evaluators / Judges Chairman only).

PROCEDURES FOR SETTING UP TEST DAYS

The following information should help you to organize yourself and plan efficient test days.

Tests can be conducted in two ways:

Individual club test days or
Centralized test days

One club holds individual club test days for their own members. A centralized test day is held when two or more clubs in an area hold a joint test day. Because of the increasing numbers of tests, clubs usually need to get together and run “centralized” tests to pool resources. Centralized tests reduce the cost of ice rental and expense of officials.

Test Dates

Are set at a meeting held in June by the Section Evaluators/Judges/ Chairman with the Region Judges Bureau Representatives.

Clubs generally submit their test day requests by their Annual Region Spring meeting

Test days in each region are open to all clubs within that region provided skaters meet eligibility requirements. Special permission is required for skaters to test out of region / and Section.

Test days must not be held on Competition or AGM dates.

Local Rules: Any rules set up by a Section and approved by the Chair of the Skate Canada National Judges Subcommittee with respect to the scheduling of test, shall be binding on the clubs and skaters of that Section providing they do not interfere with the intent or application of Skate Canada Rules and Policies. Rule 4601

HOW TO SET UP A TEST SESSION

At the Start of the Season:

When you receive the Skate Canada Manitoba Approved Test Day Calendar from your Region Evaluators/Judges Representative, take time to do the following:

- Pull out a big calendar
- Mark down all test days in your region, their locations, and type (i.e. low, intermediate, high, competitive, interpretive)

Work on time deadlines for each test day:

- Mark down the actual test day date
- Go back 2 weeks – this is your final pull deadline –final test list must be given to your Region Judges Bureau Rep.
- Go back 3 weeks – this is your deadline for tentative test list – tests can only be deleted, not added after this date. Give this list to your Region Judges Bureau Rep.
- Go back 1 week – notify your coaches about upcoming test day with deadlines.

This gives you an established timeline for your skating year.

Distribute copies of the Skate Canada Manitoba Test Day List Forms (Appendices B - G) to all coaches at the beginning of the season. These are the forms use to submit **all test lists**.

TEST DAY PREPARATION

4 Weeks before scheduled Test Day:

Post a notice listing advising test day date, location, and pull date

- Advise coaches. Ask for a tentative test list. Post the deadline for all tests (i.e. two days before your tentative list is due). Remind the coaches of the final pull date (two weeks before the test day). Each coach must submit their tests on the Skate Canada Manitoba Test List forms (Appendices B - G) with test envelope (if applicable) with the skaters' name, Skate Canada number, and test to be tried.
- Order test sheets and summary sheets from the Skate Canada National Office or print Test sheets off from the Skate Canada Web Site : www.skatecanada.ca
Appendix H is a copy of a Test Sheet Order Form.
Test Chairpersons are not responsible for obtaining dance partners.

3 Weeks before scheduled Test Day:

- Compile your test list forms.

- Phone / Email / Fax your lists to your Region Judges Bureau Rep.
- During this week, check with your coaches for any pulls.

2 Weeks before scheduled Test Day:

- Confirm final list of tests & skaters to your Region Judges Bureau Rep.
- Any skaters withdrawing after this date (14 days prior to the test day) are subject to Skate Canada Technical Handbook – Section I – 3.0 unless a medical certificate is produced. The skater shall be liable for the test fee and the skater’s name entered on the Test Summary Sheet as “not tried”. The test is considered as a retry or a failed test.
- Do all necessary paperwork:
 - 1) letter of permission (Appendix A)
 - 2) test sheets
 - 3) test summary sheets
- If required, hand out test envelopes to skaters and collect fees.
- If required, collect fees for any partnering expenses and send a club check with a coach or parent to be given directly to the partner.
- Mail or send with a coach, all necessary paperwork and fees.
- These papers **must** arrive at the host club at least four days before the scheduled test date.

By communicating in the same manner for each test day, your coaches can only blame themselves if they miss submitting or withdrawing a test.

Relax. You are done until the results are mailed back to your club.

DUTIES WHEN HOSTING A TEST DAY

- Follow the previous outline but **add** the following:

3 Weeks before the scheduled test day:

- Phone your Region Judges Bureau Representative for the tentative test numbers and types of tests. Also let your Judges Bureau Rep know the specific ice time available, and whether there is a specific time the dance partner is available.

Plan a tentative test day. Allow for flood breaks and coach / official breaks.

Discuss with your Judges Bureau Representative of possible number of evaluators needed (keep in mind that any evaluator should not be expected to evaluate more than four hours per day as well as travel).

2 Weeks before the scheduled test day:

- All clubs should have informed your Region Judges Bureau Rep of their pulled tests.
- Get a copy of the final test lists from your Region Judges Bureau Representative.
- Review your tentative schedule and decide in consultation with your Judges Bureau Representative how many evaluators are needed.
- Make a final test day schedule – Make sure the evaluators have been confirmed prior to posting your test day schedule; verify evaluators' qualifications with Judges Bureau Representative.
- If you need help finalizing your test day schedule, do not hesitate to ask your Region Judges Bureau Representative.
- Confirm that your ice has been booked.

1 Week before the scheduled test day:

- Once you have received the names of your evaluators, call them and re-confirm their attendance, date of tests, time required, location of rink. Inform the evaluators / judges of the test to be taken outlining the number of tests at each level.
- Find out any food allergies, or medical needs.
- Plan your evaluators' hospitality and ask someone to look after them.
- Find all volunteers needed for the day – music, ice captain, runners, etc.

3 or 4 Days before the scheduled test day:

Upon receipt of all test papers and summary sheets, set up each evaluator's clipboard. Include a test day schedule.

Make sure you have all necessary supplies – clipboard, pencils, etc.

Ensure you have all paperwork from clubs including letter of permission.

On Test Day:

Arrive at the rink 2 hours before the scheduled start. This gives you plenty of time to set everything up and to have some time to relax.

Have all paperwork and ready to be signed following the tests.

Greet evaluators and tend to their needs. Arrange for a warm room for officials with refreshments (without coaches and parents, if possible).

Start your test day on time.

Make sure rink attendants are prepared to flood when scheduled and when asked.

Check with your evaluator when you can hand out test results. Hand results to skater or coach only.

At end of day, make sure evaluators have signed off on all the Test Summary Sheets. Have a copy of the final test lists available for them also.

Forward Test Summary Sheets to the appropriate places:

**White copy – to Skate Canada office: 865 Shefford Road
Gloucester, Ontario, K1J 1H9**

**Yellow copy or Photocopy to Diane Harder-Test Day Coordinator Manitoba Section
Box 1058
Souris,Manitoba, R0K 2C0**

- Pink copy (with test tops) - to Home club of skater.
- Make a photocopy of all Summary Sheets for your records.

Make a photocopy of all Summary Sheets and mail to your Region Judges Bureau Representative

- Prepare Summary of Test Fees and mail with payment and Summary Sheets to Skate Canada National Office. You are under a time limit – results must be submitted within three weeks of the test date.
- Take the time to thank the evaluators. Be sure to pay their expenses (i.e. mileage, accommodations, meals). Some clubs like to give the evaluators a small gift or a thank you card – this is up to your club. Appendix I– Expense Form

Complete the Skate Canada-Manitoba Test Day Post Event Report (Appendix J). Submit copies to your Region Judges Bureau Rep. and Regional Supervisor

- Complete a region test report (if applicable) –Send one copy to your Region Judges Bureau Rep Representative and one copy to your Regional Treasurer.

OBTAINING EVALUATORS / JUDGES FOR TESTS

Skate Canada Manitoba has a Judges Bureau which is under the control of the Section Evaluators / Judges Committee and has been set up primarily to make it easier obtain officials for test days. The Region Judges Bureau Rep is responsible to contact evaluators for:

Low Tests – includes Preliminary & Junior Bronze Dances, Free Skate, and Skating Skills

Intermediate Tests – includes Senior Bronze & Junior Silver Dances, Free Skate, Skating Skills, and Dance Variation

For all **High Tests** (includes Senior Silver & Gold Dances, Free Skate, and Skating Skills, Bronze Rhythm Dance, Silver /Gold Interpretive Dance, and Interpretive Tests. Evaluator requests will be made through the Region Judges Bureau Rep. The JBR will consult with the Evaluator/Judges Chairman as to which evaluators to contact.

For all **Competitive and Diamond Dance Tests**: Evaluator/Judge requests will be made through the Region Judges Bureau Rep to the Evaluator/Judges Chairman. The Chairman will assign all evaluators/judges for these tests.

One evaluator is required for evaluated tests and three judges are normally required for competitive tests. All officials must be selected from the Skate Canada Officials List. Two members of the same family may not be employed on a panel without the prior permission of the Skate Canada National Judges Sub-Committee and may not be used for competitive tests at any time. Single panel judges may only accept an assignment from the Section Evaluators / Judges Chair. For more detail regarding Judges / Evaluators for tests refer to Rule 2505 and to Skate Canada Policies and Procedures (Duties of Officials).

There exists a program whereby skaters may try competitive tests, free skating, and compulsory dance tests at invitational competitions (depending upon the type of competition and events). Skaters would have to be eligible to compete without having passed the particular test. Skaters are judged by a panel independent of that judging the event but are only required to skate their program once. The benefits are many including cost-effectiveness for athletes, parents, coaches, clubs, and Sections, officials' development and skater development (i.e. testing in a competitive environment). Contact the Section Evaluator / Judges Chair for more information about this testing format.

SCHEDULING A TEST SESSION

The Test Chairman should have all test applications at least two weeks before the test day. At this time, the schedule should be finalized and posted in the club. It is your responsibility to inform the test chairman of all clubs attending the test day, skaters, officials, and coaches of the schedule. Phone each test chairman directly. If you can, fax or email the schedule. Do not ask a coach to deliver this information.

Following are estimates of the times required for each test. These times do not include warm-up times or reskates but do include evaluating / judging time.

Skating Skills Tests	Length
Preliminary	5 minutes
Junior Bronze	6 minutes
Senior Bronze	6 minutes
Junior Silver	6 minutes
Senior Silver	6 minutes
Gold	7 minutes

Note:

One skater performs all three exercises before the testing of another skater begins.

The warm-up for Skating Skills should consist of a warm-up for the specific level with the music played for all the exercises. A skater may go on the ice immediately prior to being tested (at the same time as the skater being tested) to get the feel of the ice since skaters may be off the ice for a considerable period between the warm-up and their test. The skater warming up should be careful as to keep out of the way of the skater on test.

An example of a schedule for Skating Skills may be found in Appendix M.

Free Skating Tests	Part 1: Elements	Part 2: Program
Preliminary	15 minutes	3.5 – 4.0 minutes
Junior Bronze	15 minutes	3.5 – 4.0 minutes
Senior Bronze	18 minutes	4.0 – 4.5 minutes
Junior Silver	20 minutes	5.0 – 5.5 minutes
Senior Silver	20 minutes	5.0 – 5.5 minutes
Gold	20 minutes	6.0 minutes

Dance Tests	Length
Preliminary / Junior Bronze	2 minutes per dance
Senior Bronze to Diamond	4 minutes per dance

Note:

- As of July 1, 2002 **no** Mandatory Solos are required. However, solos may be requested by the evaluator in tests from the Junior Bronze to the Gold level as outlined in Regulation D-4.2 of Section 4000 of the Technical Handbook. An evaluator cannot ask for a solo of a Diamond Dance test.

Soloing / Partnering of Compulsory Dances changes effective July 1, 2002:

Level	With a Partner	Solo or With a Partner
Senior Bronze	Ten Fox Fourteenstep European Waltz	
Junior Silver	Harris Tango Rocker Foxtrot	American Waltz Keats Foxtrot
Senior Silver	Paso Doble Starlight Waltz Cha-Cha Congelado	Blues Killian

Gold	Viennese Waltz Westminster Waltz Argentine Tango	Quickstep Silver Samba
Diamond	Rhumba Golden Waltz Austrian Waltz Ravensburger Waltz Tango Romantica Yankee Polka	

Rhythm / Interpretive Dance Tests	Length
Dance Variation	5 minutes
Bronze Rhythm	5 minutes
Silver Interpretive Dance	5 minutes
Gold Interpretive Dance	6 minutes

Interpretive Tests (Singles or Couples)	Length
Introductory	5 minutes
Bronze	5 minutes
Silver	5 minutes
Gold	5 minutes

Competitive Singles Tests	Length
Juvenile to Senior	5 minutes

Competitive Dance Tests	Length
Pre-Novice – Stroking	10 minutes
Novice – Free Dance	4 minutes
Junior – Free Dance	5 minutes
Senior – Free Dance	6 minutes

Competitive Pair Tests	Length
Juvenile Free Skate	4 minutes
Pre-Novice Free Skate	5 minutes
Novice Free Skate	5 minutes
Junior Free Skate	6 minutes
Senior Free Skate	6 minutes

Test Day Scheduling Tips

- Use Appendix K “Scheduling A Test Day” or Appendix L “Test Day Workbook” package to help with scheduling.

- Some of the times listed are on the high side, especially the dances. Some can be decreased by at least 1 minute.
- Depending upon the evaluator assigned, the skating skills tests can take longer than recommended or may be shorter (**it may be best to schedule 10 minutes per skill**).
- Keep in mind there may be some re-skates.
- Try and have your last test off the ice 15 minutes before your ice time is up. This gives us a little leeway if you should run over.
- Allow 5 – 10 minutes for warm-up for each dance. If one partner is skating with many candidates, allow more warm-up time. Free skaters may warm-up together for 5-10 minutes (not more than 8 skaters on the ice at the same time). Elements in isolation must be skated prior to the skating of the free programs. Allow 5-10 minutes for the pair free skating warm-up (not more than 4 pair teams on the ice at the same time).
- Two skaters may be tested at the same time by one Evaluator for the primary free skating elements in isolation. This should be used only when there is an even number of skaters trying the test. One skater performs on test while the other skater practices and so on. The skaters and coaches should be advised in advance if this procedure is to be followed. Make sure ask the evaluator for their preference.
- Allow enough time for resurfacing the ice. Coffee, tea or hot chocolate and soup / sandwiches should be available to officials during the breaks. If an evening session is being run, with officials coming in over the supper hour, a meal should be provided.
- Tests should generally be scheduled from lowest to highest level (e.g. Preliminary to Gold) to accommodate tests which are conditional upon passing a prerequisite test. There is no rule requiring this and a club may set up the schedule to meet its needs. Adjustments may be required when a panel is needed for tests.
- Two or more evaluators on the ice at the same time will reduce the required time and are recommended where there are several skills or free skating tests being taken.
- Two evaluators may be used alternately for dance tests to save time. Evaluator #1 observes Skater # 1 and writes comments. While Evaluator # 1 is writing comments, Evaluator #2 observes Skater # 2. This allows for one skater to go to right after another, resulting in less time for the test session. Two evaluators may be used simultaneously for dance tests (“double panel”) but careful planning is necessary or you may find the same person required as a partner at both ends of the rink at the same time !
- Two evaluators may be used for a large number of Skating Skills Tests. Evaluator #1 would observe Skater #1 and then write comments while Evaluator #2 observes Skater #2 and so on. Only one skater would be tested at a time with the other skater warming up (being careful to keep clear of the skater being tested).

Evaluator(s) Schedule

Find out if any evaluator has a conflict with any of the scheduled tests (e.g. their child is a coach of a skater taking a test). Assign those tests to another evaluator.

Rotate tests from one evaluator to another.

Some lower tests may be double paneled (i.e. two tests on the ice at the same time) when there are two evaluators present. This works as long as the skaters are partnered by different people.

Your Judges Bureau Representative may provide you with suggestions in determining the evaluator schedule (i.e. specific time available).

Periodically, there may be trial evaluators wishing to complete trial evaluating or a Supervised Trial Assessment at the test day. A Supervised Trial Assessment is a final test to be completed by an evaluator-in-training. The evaluator-in-training conducts the test under the supervision of a specified qualified evaluator. The Section Evaluators / Judges Chair or a member of the Judges Committee may contact you about the possibility of trial evaluators or supervised assessments conducted at your test day. The trial evaluator may contact you directly or contact the Region Judges Bureau Rep. Please accommodate these requests as they occur. The test day is not responsible to pay trial evaluator expenses.

PROCEDURES FOR REPORTING TESTS TO THE NATIONAL OFFICE

Once the test session is completed, some administrative follow-up is required to ensure that skaters are credited with their tests on the database at the Skate Canada National Office. The white copy of the Test Summary Sheet and the test fees must be sent within three weeks to the National Office. The Summary of Test Fees form (ex. Appendix N) is to be attached with each batch of Test Summary Sheets.

TEST SUMMARY SHEETS

A Test Summary Sheet must be completed for all tests. The official must initial the results of each test in order to validate the summary sheet. It is advisable to use a separate summary sheet for each evaluator's tests if there are a large number of tests being taken.

Competitive Tests – The Test Summary Sheet contains boxes for the judges marks for Competitive Singles, Pairs, and Dance Tests. The referee must initial the results of each test in order to validate the test results.

Interpretive Tests – It is important that the box "Title of Interpretive Program" be completed as a skater may pass an Interpretive Test at the same level more than once using a different theme.

Please see a sample Test Summary Sheet in Appendix O. Revised codes are included on Appendix P.

PROCEDURES FOR CENTRALIZED TESTS

For accounting purposes, Skate Canada needs to receive from the host club a cheque that covers all tests listed in the summary sheets prepared by this host club. If at a regionalized or centralized test day, all summary sheets indicate club XYZ as the host club, Skate Canada expects to receive a cheque from club XYZ for all tests of the test day. However, if the summary sheets indicate clubs A, B, and C as the host clubs, Skate Canada expects to receive a cheque from club A for tests listed on summary sheets showing club A as the host club, another cheque from club B for tests listed on summary sheets showing club B as the host club and a third cheque from club C for tests listed on summary sheets showing club C as the host club.

The host club is responsible for forwarding the top portion of the original evaluator / judge's sheet to the home club of the skater and notifying the home club of the number of the summary sheet upon which the marks are entered (see Technical Handbook 4000 I-6.0).

HOW TO OBTAIN TEST SHEETS AND TEST SUMMARY SHEETS

Test sheets and Test Summary sheets are available from the National Office for a small fee. Test sheets are now available free of charge on the Skate Canada Website for clubs. Appendix H contains a sample Test Sheet order form.

INQUIRIES REGARDING TEST RECORDS AT THE NATIONAL OFFICE

If you find it necessary to contact the 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 if you know the skater's home club. If you refer to a specific Test Summary Sheet, please have the serial number of the summary sheet available. Remember that the National Office only receives Test Summary Sheets – the original top portion of the evaluator / judge test sheet is retained by the home club. Information on test records is only available to the skater, the club president or test chair. There is a \$15.00 charge for record searches for members and a \$25.00 charge for non-members.

HOW CAN THE CLUB TEST CHAIR HELP ?

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

- ❖ Check the accuracy of the skater's name (it must be spelled correctly) and the skater's registration number of the Test Summary Sheet;
- ❖ Make certain that each skater has his home club number recorded on the Summary Sheet. This number appears on the skater's Skate Canada registration card. It is

strongly recommended that skaters from different clubs be grouped by club number on separate Summary Sheets.

- ❖ Ensure that the test information and results recorded on each summary sheet are accurate. Do as much paper work prior to test day as possible.

RECORD KEEPING

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

- Each skater should have a Skaters' Test Record Card. Keep these in a binder. When you receive test day results, record the passed test for each skater. Include the date passed, and also the number of the Test Summary Sheet. If there is a question about the test, you then know which sheet to look on.

See Appendix Q for a sample "Skater's Test Record Card"

- Keep all test summary sheets (pink copy) for at least two years. Keep them longer if you have the space. Some tests are checked years after they have been taken.
- Keep the test sheet tops for at least two years. On top of each one, record the number of the test summary sheet. This also gives you a second place to confirm the results.
- Also be sure that: the skaters' name has been spelled correctly, that the Skate Canada registration number is correct, that the home club number is accurate. This will also help to ensure that tests are recorded accurately

APPENDICES

- A. Permission to Try Tests Out of Home Club**
- B. Low – Intermediate Dance Test List**
- C. High Dance Test List**
- D. Skating Skills Test List**
- E. Free Skate Test List**
- F. Additional Test List**
- G. Competitive Test List**
- H. Test Sheet Order Form**
- I. Expense Form**
- J. Game Plan Post Event Report**
- K. Scheduling a Test Session Worksheet**
- L. Test Day Workbook Package**
- M. Example of a Skating Skills Schedule**
- N. Sample Summary of Test Fees Form**
- O. Sample Test Summary Sheet**
- P. Skate Canada Memo – Revised Test Sheets and Codes (July 2002)**
- Q. Sample Skater’s Test Record Card**
- R. Test Chair Checklist**

APPENDIX R

TEST CHAIR'S CHECKLIST	Check When Done
Beginning of Skating Season	
Receive approved test day calendar from Region Judges Bureau Rep	<input type="checkbox"/>
Make calendar with dates and deadlines	<input type="checkbox"/>
Check supplies of test sheets and test summary sheets – order from Skate Canada	<input type="checkbox"/>
Four Weeks Prior to Test day	
Post a notice advising of test date, location, and deadlines	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Advise coaches; Ask for a tentative test list 	<input type="checkbox"/>
Three Weeks Prior to Test Day	
Compile your tentative test lists	<input type="checkbox"/>
Phone / Email / Fax lists to your Region Judges Bureau Rep.	<input type="checkbox"/>
Discuss tentative test numbers, types of tests, specific ice time available, specific time dance partner may be available.	<input type="checkbox"/>
Discuss possible number of evaluators / judges that will be required for the day	
Draft a Tentative Schedule	<input type="checkbox"/>
Post notice for deadline for final test lists from coaches	<input type="checkbox"/>
Two Weeks Prior to Test Day	
Get a copy of final tests from your coaches and Judges Bureau Rep	<input type="checkbox"/>
Review your tentative schedule; revise; finalize	<input type="checkbox"/>
Confirm your evaluators / judges with your Judges Bureau Rep; make sure you have their Skate Canada number and correct qualifications	<input type="checkbox"/>
Confirm your ice has been booked	<input type="checkbox"/>
Distribute schedule to clubs and coaches	<input type="checkbox"/>
Book / arrange room for officials at arena	<input type="checkbox"/>
Collect test fees from candidates	<input type="checkbox"/>
One Week Prior to Test Day	
Call your evaluator / judges; confirm their attendance; date; time required; location of rink; food allergies; medical needs	<input type="checkbox"/>
Complete all paperwork, including letters of permission, test sheets, summary sheets	<input type="checkbox"/>
Finalize your volunteers for the day (music, ice captain, runners, officials' hospitality)	<input type="checkbox"/>
Three or Four Days Before the Test Day	
<ul style="list-style-type: none"> ▪ When all test papers are completed / received – set up your evaluators clipboard 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Include a Test Day Schedule 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Check your supplies (test chairman's box) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Ensure you have all paperwork completed 	<input type="checkbox"/>
During Test Day	
<ul style="list-style-type: none"> ▪ Oversee tests and all arrangements 	<input type="checkbox"/>
Pay expenses to evaluators / judges	<input type="checkbox"/>
Make sure evaluator / judges have signed off on all Test Summary Sheets	<input type="checkbox"/>
After Test Day	
<ul style="list-style-type: none"> ▪ Send completed Test Summary Sheets, Test Fee Summary, and fees to Skate Canada National Office within 3 weeks). 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Send copies of completed Test Summary Sheets and reports to appropriate individuals 	<input type="checkbox"/>

