



TEST CHAIR MANUAL

October 2016

TABLE OF CONTENTS

General Information	3
Resource and Supplies	3
Section Contacts	3
Test Day Compliance Procedure	3
Granting a Test day	4
Number of Test days	4
Club/School Test Day Committee Roles	5
Test Day Paperwork- Q & A	5
How Can the Test Chair Help	6
Record Keeping	7
Test Records Inquiries	7
Points to remember when planning a Test Day	7
Adult Skaters Taking Dance Tests	8
Test Fee Guidelines	8
Skaters with Disabilities	8
ANNEX A -Low Test Day Planning	9
Low Test Day Planning Checklist	10
ANNEX B - High Test Day Planning	11
Diamond Dance Test Days	12
High Test Day Planning Checklist	13
Test Scheduling	14
Test Retry Policy	15
Judge/Evaluator Test Chair list	15
ANNEX C - Test Day Groupings	16

These procedures may be amended by Skate Canada- Eastern Ontario as necessary in accordance with Skate Canada Rules, policies, and procedures.

GENERAL INFORMATION FOR ALL TEST DAYS - CONTACTS AND RESOURCES

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 booklet will give you most of the information you need to organize and run test days and there are many on line resources to reference as well.

Skate Canada-Eastern Ontario is referenced throughout this manual as the "Section".

RESOURCES AND SUPPLIES REQUIRED TO CONDUCT A TEST DAY, WHERE TO FIND THEM:

- All test day related information and resources for the Section is posted on the Section website at www.skate-eos.on.ca under About Us>Test Day.
- Test Day information provided by the National Skate Canada office is located on the Skate Canada Info Centre at <http://info.skatecanada.ca/> under Figure Skating Programs>STARSkate program.
- 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.
- Current Skate Canada Rulebook (Skate Canada Info Centre) <http://info.skatecanada.ca/>>rule book.
- Current Test Sheets and Summary Sheets on the Skate Canada Info Center *NEW test sheets for STAR 1-5 assessments are available in the Figure Skating Programs & STAR 1-5 Resource Toolkit tabs.
- Current Evaluators Contact Listing – request list from the Section Office by email: eos@bellnet.ca
- Calendars of test days in the Section is located on the Section website Front Page

SECTION CONTACTS REGARDING TEST DAYS:

Section Judges Bureau: Barbara Hough: eos@bellnet.ca

Section Evaluator/Judges Representative: Rhonda Vanderveen: rhondavanderveen@gmail.com

Section Office: eos@bellnet.ca or 1. 613.925.1441

TEST DAY COMPLIANCE PROCEDURE

All clubs/schools in the Section shall follow the rules, timelines, guidelines, checklists and procedures for test days as they are described in the Skate Canada Rule Book and the Section Test Chair Manual.

Every effort will be made to educate and inform the club/schools volunteers regarding test day practices and procedures. Test Days cannot take place without the assistance of volunteers in our clubs/schools, and the Section Office and the Officials Committee representatives are available to provide assistance on test day procedures.

Any concern regarding a compliance issue with the Skate Canada rules and procedures and as outlined in the Section Test Administrative Procedures, shall be handled in the following manner:

1. Test Day concerns may be submitted in writing to the Section Judges Bureau. Concerns may be submitted by any Skate Canada member. For example: Evaluator, Club Test Chair, Coach, club/school member.
2. The Section Judges Bureau reviews the details and determines the type of follow-up required. This step may include, contacting the respective club test chairs for information and ensuring that the club has the most current version of the Section Test Chair Manual. Consultation with the Officials Coordinating Committee may be required as a resource.
3. Upon review of any compliance issue or rule violation, the Section Judges Chair may forward the concern to the Section Officials Chair for follow-up. Depending on the severity of the compliance issue or rule violation, clubs may be in jeopardy of having future test days restricted. A compliance issue or rule violation may only be determined by the Section Test Administrator in coordination with the Evaluator/Judges Representative.

GRANTING A TEST DAY

In order to be granted a Test Day Sanction, a club must agree to the following:

- Delinquent Fees - The Judges Bureau will not assign Evaluators to clubs who have been over 90 days delinquent in paying their Judges Bureau fees.
- All EO Section clubs must apply to the Judges Bureau using the Test Day Sanction Application by the closing date specified. Off-Season and Winter Season are separate applications.
- All skaters should have equal access to testing opportunities within their Test Grouping (Appendix A).
- Although a test day is sanctioned it is subject to availability of Evaluators. (i.e. if a Gold Evaluator is not available the skaters will have to test at the next test day or at a different location.)
- If a test day is cancelled or the date changed the Judges Bureau must be contacted immediately. All requests for changes must be in writing.

Note: If the test day is a High Test day that is cancelled for any reason, due to the lack of availability of Judges, the Test Day will not be rescheduled. The test (s) may be moved to another sanctioned test day by the club or to another club with their permission as long as the additional skaters – ice time can be accommodated.

All test days will not begin before 8:00 am and no test will be scheduled to be completed later than 10:00 pm.

GROUPINGS

Skaters are only permitted to skate within their grouping assigned by the Section, unless written permission is granted from the Test Chair of the skater's home club. *(i.e. it is strongly recommended that skaters not test the same discipline in two different groupings)*

NUMBER OF TEST DAYS

Winter Sessions	Off Season Sessions
(September 1 to March 31)	(April 1 – August 31)
Low Test Days – maximum of 3 test sessions	***Important Note: Maximum of 1 test
High Test Days– maximum of 3 test sessions	session (high or low) per six week skating
within designated grouping.	session.

****Where the Test Chair is not available to administer or co-ordinate a Test Day, another named volunteer shall be utilized to act as a substitute, preferably another Club Board Member of the host club or Test Chair from within the grouping where High Tests are being conducted. The name and contact information of the substitute Test Chair shall be provided to the Judges Bureau from the earliest point of substitution.****

OUT OF SECTION EVALUATORS

Clubs are not permitted to contact out of section Evaluators without the permission of both the EO Section and the associated Section Judges Bureau.

OUT OF SECTION SKATERS

Every effort will be made to accommodate out of section skaters; however, if space is limited, EO Section skaters will take priority.

BUDGET

Applicable to high test days only. To submit an explanation of the cost sharing process signed by each club in the grouping.

SCHEDULING

When applying for test days, consider special events and schedule around them, (*i.e. local school exams schedules, competitions including Section-partnered events, holidays, EO Section AGM, etc.*)

CLUB/SCHOOL TEST DAY COMMITTEE ROLES

In larger clubs or large/centralized test days it is helpful to form a Test Day Committee. The Test Chair should head the committee and delegate responsibilities (the Test Chair can't do everything). The Test Chair should ensure that jobs get done that she/he are not personally responsible for. The committee would also serve to:

- Lighten the workload,
- Have someone trained in the event you become ill or detained by an emergency, and
- 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

TEST DAY PAPERWORK – Q&A

1. **SKATER WITHDRAWAL:** If a skater has to withdraw **for any reason other than illness or injury within 14 days of the test date**, the test fee must be paid and the skaters are still responsible for their portion of the test day expense. The skater's name must be entered on the Summary Sheet and marked as **NOT TRIED** and the test is considered a **RETRY**.

If the skater is unable to skate due to illness or injury, the above rule does not apply. The need for a doctor's note for a withdrawal for these reasons is no longer required if the Test Chair is satisfied the illness or injury is legitimate. Test Chairs are within their rights to still ask for a medical note if they feel there are questionable circumstances. Please let the evaluator know if these situations arise.

If an injury occurs during the warm up and prevents the skater from testing, cross out the test on the summary sheet and write **injured**. No Skate Canada Test Fee should be charged but the skaters are still responsible for their portion of the test day expenses.

2. **CONDITIONAL TESTS:** If trying a higher test was conditional on passing a lower test and the skater did NOT pass the lower test, **no fee is paid for the higher test.** Cross out the higher test and write in “CONDITIONAL”.
3. **WEATHER:** If skaters are unable to get to a test day due to inclement weather, no test fee should be charged and a note should be made on the summary sheet to indicate why (i.e. inclement weather). The skaters are still responsible for their portion of the test day expenses.
4. **REGISTERING IN MULTIPLE TEST DAYS:** If a skater registers for the same test at more than one test day they are responsible for the test fee and their share of the budgeted test day expenses if they cancel after the pull date (within 14 days prior to the Test Day).
5. **TEST CONSENT:** If a skater wishes to try a test at a club other than his/her ‘home club’ he/she must present written consent from the Test Chair of their home club prior to taking the test. When sending skaters to another club to test, **the Test Chair shall prepare a letter and send this permission with the test sheets in advance of the test day.**
6. **SUMMARY SHEET PREPARATION:** Ensure all data is correctly entered on the Summary Sheets **prior to the test day** and before having the Evaluator initial the results. If there is more than one Evaluator, make sure that the initials are legible or the sheets will be returned to the club to verify who did the test. Any errors or omissions will result in the sheets being returned to the Test Chair.
7. **AUTHORITY FOR TEST:** “Authority for Test” column: This is usually the coach but may also be the parent or the skater themselves. **Do NOT write in the Test Chair’s name here.**
8. **TEST CODING:** Use only the coding system for tests as indicated on the back of the summary sheet. If uncertain of the coding, please verify prior to having the evaluator initial the result.
9. **AFTER COMPLETION OF THE TEST DAY, YOU WILL REQUIRE FOUR (4) COPIES OF THE SUMMARY SHEETS.**

Copy #1 – The Original Summary Sheets must be mailed to National Office **within one (1) week of your Test Day with the cheque for the test fees.** (Skate Canada National Office, Box 15, 261-1200 St. Laurent Blvd. Ottawa, ON K1K 3B8)

NEW THIS YEAR: *Test chairs who have administrative access to the Membership Site can now submit test results online.*

Copy #2 – A copy of the test summary sheet must be sent to the Section Office within one week of the test day (Skate Canada Eastern Ontario Section, 111 Churchill Rd. East, Prescott ON K0E 1T0)

Copy #3 – An **additional copy of the Summary Sheet** should be sent to the Home Club(s) of participating skaters

Copy #4 – The Host club must retain a copy of **ALL the summary sheets**, from all the Clubs attending the test day.
10. **TEST FEE INCREASE:** On October 1, 2015, the fee for taking a Skate Canada test increased to \$12 per test (from the previous fee of \$10 per test).
11. **TEST SHEETS ON THE SKATE CANADA INFO CENTRE:** All test sheets for Free Skate, Ice Dance, Skating Skills and Interpretive Skating are available on the Skate Canada Info Centre. STARSkate program information is now located on one convenient location on the Info Centre.

HOW CAN THE TEST CHAIR HELP?

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 is spelled correctly) and that 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. This number appears on the skater's Skate Canada registration card. It is strongly recommended that skaters from different clubs be grouped together by club number on separate Summary Sheets. Contact the Section Office 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 (if possible and if you have space). Some tests need to be checked years after they have been taken.
- Keep the test tops indefinitely (if possible).
- Skaters should be reminded to keep their test papers as well.

TEST RECORDS INQUIRIES

When a skater or club is in need of 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 of 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 Evaluator 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

NEW THIS YEAR - 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 (Low or High)** will be permitted on the weekends of Sectionals, STARSkate & Adult Championships and the Section AGM.
2. 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. **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.

4. The Test Room is not the Registration Room – access to the Test Room is limited to the Test Chair, his/her assistant and the Evaluator(s). Skaters, coaches, dance partners, parents are not permitted in the Test Room.
5. Suggested scheduling times are included at the end of this manual. Keep in mind you may need to schedule time for floods. The Evaluator must review the final schedule prior to distributing it.
6. 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.

All test days will not begin before 8:00 am and no test will be scheduled to be completed later than 10:00 pm.

7. 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.

ADULTS SKATERS TAKING DANCE TESTS

If a club has 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.

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 in regard to "Fee for Service" is as follows:

Section 4000 (G) 2.0 (7) Additional Club or Skating School Levy: Member clubs and skating schools are not permitted to charge a skater more than the official Association Test Fee as determined according to this regulation for taking a test **EXCEPT** that an administrative charge may be levied where necessary to recover the actual expenses of conducting the test day, provided no profit is made in the process and provided the skater is advised of the estimated cost prior to the test day.

Test Fee Increase as of October 1, 2015

On October 1, 2015, the fee for taking a Skate Canada test will be \$12 per test.

SKATERS WITH 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 on the basis that such rule penalizes them in the marking of the test and that such rule is peripheral to the skating skill to be demonstrated.

As per Skate Canada Rulebook, such application shall be made in writing to the Section Evaluator/Judges Representative on behalf of the skater by the skater's home club and must be supported by suitable medical or other testimony that specifically relates to the nature of the disability to the rule (s) in question.

If this exemption is approved, the skater should show the letter to the Test Chair, the Test Chair will need to show the Evaluator prior to the skating of the test.

No exemptions may be made by the Evaluator without this approved exemption being documented.

ANNEX A – LOW TEST DAY PLANNING

ANNEX B – HIGH TEST DAY PLANNING

ANNEX C – TEST DAY GROUPINGS

ANNEX A - LOW TEST DAY PLANNING:

This is a transition year and there are two potential Low Test Day scenarios:

- Starting September 1, 2016 - STAR 1-5 tests may be coach assessed. Club Test Chairs will work directly with the coaching staff on the planning, delivery and paperwork for STAR 1-5 tests. Please reference the STAR 1 - 5 Resource Toolkit for up to date information.
- During the 2016-2017 season clubs can continue to offer Preliminary and Junior level tests using Section Evaluators if the Club Coaches are not yet trained to assess the STAR 1-5 levels. Coaches have until September 1, 2017 to complete the training as STAR 1-5 tests will be in full implementation next fall and will replace Preliminary and Junior Bronze level tests. Section Evaluators will no longer evaluate Preliminary and Junior Bronze levels after September 1, 2017.

NEW LEVELS NOW INCLUDED FOR LOW TESTS: Low Test Days include STAR 1-5, Preliminary, Junior Bronze FreeSkate, Skills and Dance tests.

Clubs wishing to hold Low Test Days will make their own arrangements for those test levels.

Scenario #1 - STAR 1-5 tests - the Test Chair and Coaches work out test arrangements. Consult STAR 1-5 Resource Toolkit for suggestions and recommendations on planning and delivery of these test levels.

Scenario #2 - Preliminary, Junior Bronze tests.-Test Chair arranges for their own Section evaluators. A current Evaluators List is available to Test Chairs from the Section Office.

Contact neighboring clubs in your region or area and work together to host Test Days.

Select several dates for your test day – this flexibility may be needed to work around the availability of Evaluators and dance partners. Once you have a confirmed the low test date, please forward the date to eos@bellnet.ca for publication on the Section website. A list of low 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 Low tests within 14 days of the test day, you **MUST** get permission to do so from your Evaluator **before** accepting them.

In rural locations or for smaller test days a Low test day can be held in conjunction with a High test day in order to make efficient use of ice time and evaluators available. Priority on scheduling for the test day remains with the High tests. Any remaining ice time not used for High tests can be used to add in Low tests. You can ask the High test evaluator assigned if they would also be willing to evaluate the Low tests. Keep in mind that depending on the length of the test day it may be necessary to secure an additional evaluator for the Low tests.

LOW TEST DAY PLANNING CHECKLIST

DATE	TASK	COMPLETED
<i>Fall</i>	Decide on your Low Test Days	
	Book and confirm ice	
<i>Four weeks before the Test Day</i>	Contact Evaluators using the current Evaluators List provided by the Section Office.	
<i>Three weeks before Test Day</i>	Determine number and level of tests to be taken (consult coaches)	
<i>Two weeks before the Test Day</i>	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date	
	Provide approved schedule (as per guidelines provided in this document) to	
	Book/arrange for and Officials' room at the arena, arrange for ice captain, music player	
	Organize Food/Hospitality for the Officials	
<i>One week before the Test Day</i>	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	
<i>On the Test Day</i>	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	
<i>Within one week after the Test Day</i>	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 to the Section Office 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.	

ANNEX B - HIGH TEST DAY PLANNING

High Test Days include Senior Bronze to Gold Free Skate, Skating Skills and Dance and all levels of Interpretive Tests, Intro to Gold.

Note: Only tests that are ready to be tried should be submitted for the preliminary list, not a 'wish list', this allows both the test chair and the Judges Bureau to better organize their test day.

GROUPINGS

Skaters are only permitted to skate within their grouping assigned by the Section, unless written permission is granted from the Test Chair of the skater's home club. *(i.e. it is strongly recommended that skaters not test the same discipline in two different groupings).*

You must use the appropriate High Test Day Application Form for the session that you are applying for. Late or incomplete forms will not be accepted. Please note that extensions may be considered if there are delays related to ice users meeting, however, requests for a delay must be received in writing prior to the deadline date. No exceptions. Early receipt of High Test Day Application Forms is greatly appreciated.

Talk to your dance partner(s) and let them know possible dates. 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 Section website: www.skate-eos.on.ca before you submit any dates.

Test chairs must provide the Judges Bureau 4 weeks prior to their test day with their preliminary numbers and final numbers 2 weeks prior to their test day.

The Judges Bureau is responsible for securing Evaluators/Judges for these tests.

Skate Canada rules stipulate that the Section Evaluators/Judges Committee is responsible for selecting Evaluators for all High tests/Interpretive and Diamond Dance Test Days. (Skate Canada Rulebook-Policies and Procedures-Duties of Officials 3.3.) The Section uses a process where evaluators are notified of test days and asked to volunteer. The Section Test Administrator monitors this process, validates that the evaluator is qualified for the tests requested and approves the selection of the evaluator.

Under NO circumstances may a Test Chair contact an Evaluator directly to do a high test without prior permission from the Section Test Administrator as this could put the evaluator in a difficult situation and a potential violation of the Officials Code of Conduct should they agree to do 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, the Judges Bureau Test Coordinator will notify the club test chair a minimum of two (2) weeks prior to the Test Day. You can then begin making alternate arrangements for the tests which are affected. The Section is not in any position, legal or otherwise to force evaluators to volunteer and therefore cannot be held responsible when high test days are cancelled due to lack of an evaluator.

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 or not to proceed with only some of the tests.

As soon as your Evaluator is assigned, please contact them immediately to confirm their attendance and availability. Once the test day schedule is in place, the test chairperson should contact the Evaluators again to confirm the specific details. Please contact and confirm the final schedule with the Evaluators at least 1 week prior to the test day. If the Evaluator does not receive contact from the club they will assume they are not needed.

A charge of \$10.00 for each Evaluator/Judge that attends a High test day is applicable. The Section will issue the host club an invoice with the Evaluator/Judges names and amount owing for the designated test day.

The Section office will invoice the club for test days with the exception of Low Test Days. The Judges Bureau will not assign Judges to clubs who have been over 90 days delinquent in paying their Judges Bureau fees.

Clubs who plan other events such as seminars and clinics in conjunction with their high test days must do so with the understanding that there is no guarantee that a high test Evaluator will be available to volunteer for that particular test session. The events should be planned separately in case one or the other cannot be held. Clubs must also be careful to ensure that the finances of the two events are not co-mingled.

Keep in mind that finding an evaluator to do your low tests is your responsibility. If you are running a combined low-high test day and have a high test official secured, don't assume that they will do all your tests. If you are running a combined low to high test day and ice is limited the High tests will take PRIORITY in the scheduling and arrangements will have to be made for the Low tests to be evaluated at another time.

Any request to add tests within fourteen days of the test day requires the permission of the Section Test Administrator. If the request is approved, then permission must also be obtained from the approved evaluator. Evaluators are under no obligation to officiate extra tests that have been added without prior permission.

Diamond Test Days

As per the grouping chart, the Section has designated Ottawa and one (1) of either Whitby, Oshawa or Bowmanville to host diamond test days twice (2) during the regular season in conjunction with a high test day and once (1) during the off-season summer sessions .

Mutual dialogue is encouraged between clubs (host and non-host clubs) in order to proactively determine dates for Diamond tests.

As with all Test Days, a test day is sanctioned it is subject to availability of Evaluators-

HIGH TEST DAY PLANNING CHECKLIST

DATE	TASK	COMPLETED
<i>January/ February</i>	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 your Region High Test Coordinator	
<i>May</i>	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 your Judges Bureau	
<i>June</i>	Decide on dates for your Fall and Winter High Test Days and submit the High Test Day Application Form found on the Section website and forward to the Judges Bureau	
	Book Ice	
	Consult Dance Partners re test dates	
<i>Four weeks before the Test Day</i>	Submit list/type of tests and clubs participating in your High Test Day to the Judges Bureau	
<i>Two weeks before the Test Day</i>	Finalize your list of tests and contact Evaluator to review and approve schedule(as per guidelines provided in this document) . 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	
<i>One week before the Test Day</i>	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	
<i>On the Test Day</i>	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	
<i>Within one week after the Test Day</i>	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 Sheet to Section Office. 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.	

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
Preliminary	5 minutes
Jr. Bronze	6 minutes
Sr. Bronze	6 minutes
Jr. Silver	6 minutes
Sr. Silver	6 minutes
Gold	7 minutes

DANCES	LENGTH
Preliminary/Jr. Bronze	2.0 minutes per dance
Sr. Bronze to Diamond	4.0 minutes per dance
Preliminary Creative Dance	3.5 minutes per dance
Bronze Creative Dance	3.5 minutes per dance
Silver Creative Dance	4.0 minutes per dance
Gold Creative Dance	4.5 minutes per dance

FREE SKATING	PART 1: ELEMENTS	PART 2: PROGRAM
Preliminary	15 minutes	3.5 – 4.0 minutes
Jr. Bronze	15 minutes	3.5 – 4.0 minutes
Sr. Bronze	18 minutes	4.0 – 4.5 minutes
Jr. Silver	20 minutes	5.0 – 5.5 minutes
Sr. Silver	20 minutes	5.0 – 5.5 minutes
Gold	20 minutes	6.0 minutes
INTERPRETATIVE TESTS (singles or couples)	LENGTH	
Introductory	4 minutes	
Bronze	4 minutes	
Silver	4 minutes	
Gold	4 minutes	

TEST RETRY POLICY

The following guidelines have been instituted to assume control and fairness over the availability of testing for our Skaters in Eastern Ontario.

EVALUATED TESTS

Evaluated tests may not be tried more than once in a test session (one test session may be 2-3 days in length).

The 2 week pull date rule still applies. As such, if a skater registers for a number of different test dates within a 2-week period, they are still liable for the test fee on subsequent test days if they pass the test on the first test day. All tests must be submitted as per the club hosting the test day's guidelines.

Home club permission is required if trying a test outside of clubs which have been grouped together. Home club permission is also required for tests taking place at a competition.

An evaluated test can only be tried once during a test session.

A freeskate or dance test may be retried within a test session in order to qualify for Sectionals **ONLY** when the following criteria are met: ***

It is the last test day available in the section prior to the cut-off date identified for Sectionals and the skater intends to compete at Sectionals.

The closing date for Sectionals has not lapsed and the passing of the test would result in the skater's eligibility to compete in the desired category.

The Evaluator determines the request to be reasonable and that the skater would reasonably be capable of passing the test with the second attempt.

******Note that the discretion in permitting or denying the request is left to the assigned Evaluator who conducted the first attempt and is final. As the opportunity is considered to be a privilege and not a right, the Evaluator's decision is not able to be appealed.***

Judge/Evaluator and Test Chair List

The contact lists are confidential and are not to be distributed. For replacement lists please contact the Judges Bureau – Barbara Hough at 613.925.1441 or email eos@bellnet.ca

CONTACT AFTER HOURS: During a test day if an emergency arises, after business hours please contact the Judges Chair or Section Chair (in that order).

SECTION CONTACT INFORMATION REGARDING TEST DAYS:

Judges Chair

Rhonda Vanderveen

Phone: 613-661-7872

Email: rhondavanderveen@gmail.com

Judges Bureau - Section Office

Barbara Hough

Phone: 613-925-1441

111 Churchill Rd. East, PO Box 2209, Prescott, ON K0E 1T0

Email: eos@bellnet.ca



TEST DAY GROUPS

Revised - October 2016

**Group 1 - Region 2	**Group 2 - Region 2	Group 3 - Region 2	Group 4 - Region Mix ()	Group 5 - Region 1	Group 6 - Region 2
Bowmanville FSC Orono FSC Inc. Oshawa SC	Whitby FSC	Beaverton FSC Blackstock FSC Port Perry SC Sunderland SC Uxbridge SC	Bobcaygeon SC (1) Cannington FSC (2) Fenelon Falls FSC (1) Lindsay FSC (1) Little Britain FSC (1) Manvers FSC (2) Minden SC (1) Woodville FSC (1)	Bancroft SC Ennismore FSC Havelock FSC Lakefield SC Millbrook FSC Norwood and District SC Otonabee SC Peterborough FS Warsaw & District SC	Baltimore FSC Skate Canada Brighton Inc. Colborne-Cramahe FSC Hamilton-Hope SC Bewdley Port Hope FSC
<i>NOTE 1 ... Diamond Test: Groups 1 & 2 clubs to jointly host Diamond Tests for western end of Section comprising of Groups 1-8</i>					
Group 7 - Region Mix ()	Group 8 - Region 3	Group 9 - Region 4	Group 10 - Region 4	Group 11 - Region Mix ()	Group 12 - Region Mix ()
Campbellford FSC (1) Frankford FSC (3) Tweed & District FSC (3) Napanee & District SC (3) Prince Edward SC (3) Quinte FSC (3) Stirling FSC (3) Trenton FSC (3)	Fort Henry Hts SC Gananoque SC Loyalist WC Skate Kingston Westport Area SC	Athens FSC Brockville FSC Morrisburg & District SC Prescott FSC Spencerville SC	Char-Lan FSC Cornwall FSC CPA Hawkesbury	CPA D'Embrun/Embrun SC (5) Kemptville SC (4) Metcalf SC (5) Ontario Russell SC (5) Winchester SC Inc. (4)	Almonte FSC (5) Carleton Place SC (5) Goulbourn SC (5) Lanark FSC (4) Perth FSC (4) Rideau Lakes FSC (5) West Carleton SC (5)
Group 13 - Region 5	Group 14 - Region Mix ()	Group 15 - Region 5	Group 16 - Region 5	Group 17 - Region 5	Group 18 - Region 6
Glen Cairn SC March-Kanata SC	Casselman SC (5) CPA Canton De Clarence (5) Rockland FSC (5) Vankleek Hill SC (4) <i>One high test in Group 14</i>	Gloucester FSC <i>Two high tests in Group 15</i>	Minto SC	Nepean SC, Inc. Rideau SC	A Barry's Bay Figure Eights Petawawa SC Deep River SC B Eganville FSC Pembroke SC C Arnprior FSC Renfrew SC
<i>NOTE 2 ... Diamond Test: Groups 15, 16, 17 clubs to jointly host Diamond Tests for eastern end of Section comprising of Groups 9-18</i>					

EO Section Skaters must have 1st priority of EO Section Test Days

Off Season: April 1 to August 31 ➔ Winter Season: September 1 to March 31

Clubs may hold up to 3 Low and 3 High Test Days per test grouping per season ➔ For Diamond Tests please see NOTES 1 & 2.

Low Test: Preliminary to Senior Bronze ➔ **High Test: Junior Silver to Gold and all Interpretive Tests **Judges assigned by Section Judges Bureau

Low Tests: 3 Test dates
within Group 18
High Tests: 3 centralized
Test dates within Group 18

