



Tests Chair Handbook

2017-2018 Saison

.....
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REGIONAL TEST CHAIR

2017-2018 SEASON

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TEST STRUCTURE

Centralized Tests

- Challenge test for Dances and Free Skating
- Diamond Dances
- Senior Silver and Gold Free Skating
- Senior Silver and Gold Skating Skills
- Senior Silver and Gold Dances
- Interpretative – All levels
- Junior Silver Tests (at the regions' option)

Sanction: Applications to the Patinage Québec Office.

Organization: Regional test chairs in cooperation with the Patinage Québec Office.

Assignment of judges/evaluators: Patinage Québec Office.

Intermediary Tests

- Senior Bronze and Junior Silver Free Skating
- Senior Bronze and Junior Silver Skating Skills
- Senior Bronze and Junior Silver Dances
- Interpretative - introductory and bronze (optional)

Sanction: Application to the Patinage Québec Office. through the regional test chair

Organization: Club/skating school test chairs

Assignment of judges/evaluators: Club/skating school test chairs

STAR 1 to 5 Tests

STAR 1 to 5 Free Skating
STAR 1 to 5 Skating Skills
STAR 1 to 5 Dances

Sanction: None

Organization: If necessary for the STAR 5 dance Willow and free style program
organisation for free ice with collaboration of the club

Assignment of judges/evaluators: evaluating by coaches

Coach evaluation procedure see page 27

RESPONSIBILITIES OF THE REGIONAL TEST CHAIRS

Determine the dates for the centralized tests days after consulting the clubs.

Receive the dates of the intermediary tests days for the whole region, from the club/skating school test chairs of the region.

Ensure that the dates chosen by the clubs of the region do not fall within the prohibited dates.

By using the forms to that effect, submit such tests dates to the Patinage Québec Office for approval according to the following:

Period	Dates	Sanction Applications to the FPAQ
1	From October 1st to December 31	No later than August 31st
2	From January 1 st to March 31	No later than November 1 st
3	From April 1 st to June 30	No later than February 1 st
4	From July 1 st to September 30	No later than May 1st

- Receive, from the club test chairs and skating schools, the test applications, **21 days** before the date for centralized tests, and **within the same period**, contact Patinage Québec in order to confirm the holding of tests, the location, the available ice time and indicate the number of tests scheduled in the session.
- The skater has the opportunity to withdraw, without penalty (with reimbursement) 14 days before the date determined.
- Look after the financing of centralized tests. (It is suggested to collect the fees of the test applications at the same time as the application in order to avoid “run for money”).
- Prepare the scheduling of centralized test sessions and advise Patinage Québec.
- Assist the clubs in finding evaluators (if necessary).
- Communicate to clubs, skating schools and coaches of the region the appropriate information received from the Patinage Québec.

Note: *The regional test chair may delegate the organizing of a centralized test session to the test chair of a skating school or any other test chair of the region. In the event of such a case, please advise the Patinage Québec.*

RESPONSIBILITIES OF THE CLUB/SKATING SCHOOL TEST CHAIR

- Forward to the regional test chair the dates of the test sessions chosen by the club for the current season for approval and this, within the required period :

Period	Dates	Send to the Regional Test Chair
1	From October 1 st to December 31	No later than July 15
2	From January 1 st to March 31	No later than October 15
3	From April 1 st to June 30	No later than January 15
4	From July 1 st to September 30	No later than April 15

Post a notice requesting the skaters to apply, if they wish to try a test, at least **2 weeks before the closing date for application**. The closing date for a test application must be 21 days before holding such tests. This notice must state:

1. the categories of tests provided
 2. the dates and location for each type of tests
 3. the closing date for application (21 days before the start of tests)
 4. the closing date for withdrawal (14 days before the start of tests)
 5. the test fees
- When the skaters' application period is terminated, post as soon as possible the test schedule with the skaters' skating order.
 - Look after the financing of intermediary and primary tests.
 - Find evaluators.
 - Organize the intermediary and primary test days.
 - Receive skaters' applications from your club for the centralized tests.
 - Forward applications and money for the centralized tests to the regional test chair **21 days** before the date planned for centralized tests.
 - Keep up to date the record of each club skater regarding the passed tests (see appendix)

REQUIREMENTS FOR GRANTING TEST SANCTIONS

- Sanctions are divided into 4 distinct periods in accordance with the effective judges'/evaluators' assignment system for centralized tests.
- Competitive test and STARSkate test sessions may be organized together but this is not an obligation.
- A test sanction may not be more than 7 days unless an agreement has been concluded with Patinage Québec.
- A maximum number of sanctions is determined for each of these periods as follows :

Organization Period	Number of STARSkate tests sessions (Clubs, schools, centralized)
Period 1 (October 1 st to December 31)	1 or 2 (maximum of 3 test sessions for the periods 1 et 2)
Period 2 (January 1 st to March 31)	1 or 2 (maximum of 3 test sessions for the periods 1 et 2)
Period 3 (April 1 st to June 30)	1
Period 4 (July 1 st to September 30)	2

Granting of Sanctions for Additional Tests

In some cases, Patinage Québec shall allow an additional number of test sanctions to regions presenting some specific characteristics. The volume of tests tried, skating schools located on the region territory and region geographical location will be considered. For any questions in that respect, please refer to Patinage Québec.

Diamond Dance Tests

Patinage Québec, with the regions, shall organize each year six (6) sessions of diamond dance tests divided as follows:

Greater Montréal Area:	4 sessions per year
Québec City Area:	2 sessions per year

Such test sessions shall be opened to all skaters wishing to try diamond dance tests. For each test session, a notice shall be posted on the Patinage Québec website and forwarded to each regional test chair.

CHRONOLOGY OF TASKS FOR A TEST SESSION

Before a test session

- Confirmation of ice time and posting of notice
- Contact the club to obtain the available ice time for your tests.

Note: *Always keep in mind that reasonable time allows the skaters to perform to their full potential.*

- Post the notice of tests which must include:
 - The categories of tests
 - The dates
 - The locations
 - The closing date for application

Note: *A club or skating school test chair may also request that a list of planned tests be given before the determined closing date.*

- Search for evaluator(s) (intermediary and primary tests only)
- Contact the number of evaluators needed for your ice time and mention the following information:
 - The location (City, Arena and Region)
 - The time the tests will begin and end.
 - The approximate number and level of tests to be evaluated.

Note: *In all communications with the officials, courtesy is the utmost. Please avoid if possible having an official judge more than four (4) hours per day. If that is the case, please ask the official if this is possible for him/her.*

<p>IMPORTANT: Requests for an evaluator from another section (province) must be made only to the Officials Coordinator of Patinage Québec. He will get in touch with the concerned Section Bureau. (See Rulebook: <i>Politiques and Procedures, Section 2000, Officials, Duties of Officials, 3.7</i>)</p>

- Compile applications received
- Verify that application forms are complete and only the applications including the payment requested for the test fees should be accepted.
- Compile the number of tests taking into consideration the disciplines and the various levels.
- A candidate wishing to try a test in a location other than his/her own home organization must, prior to, obtain a **written authorization** from his/her home organization (*See Appendice A*).
- For centralized tests only: Please inform the Officials Coordinator of the number of tests to be tried.
- Prepare the schedule
- Determine the time required for the test session

Example			
Test	Number	Time required	Warm-up time
Sr. Bronze Dance	10 dances	20 minutes	2 X 3 minutes
Sr. Bronze Skating Skills	3 tests	30 minutes	6 minutes

Note: The warm-up periods are determined by the evaluator.

- Determine the schedule by placing the tests in order. The following should be considered:
 - Skaters' age
 - Skaters trying more than one test
 - The partner for dance tests (if more than one (1) partner, encourage the rotation between partners in the dance skating order).
 - If there are two panels or two evaluators, odd numbers may be allowed to the first panel or evaluator and even numbers to the second panel or evaluator.
- Determine the skaters' skating order :
When more than one candidate is present at a given test, the skating order is done by random draw by the test chair. This order will remain the same for all parts of tests (Technical Handbook, Tests, Section H, (General Conduct and Evaluation of STARSSkate Program, 1.0 Conduct of tests in general)
- Confirmation of schedule to judges/evaluators.
- Confirm to judges or evaluators the accurate test schedule.
- Ensure the judges or evaluators know the route to get to the arena.
- Discuss with the judges or evaluators regarding their preferred refreshments and meals. This will avoid you troubles and useless costs.
- Post the schedule for skaters and coaches
- Preparing of documentation (test sheets and test summary sheets)
- Obtain the following documents at Skate Canada:
 - The UP-TO-DATE Skate Canada Rulebook (a version is available on line at www.skatecanada.ca)
 - Test Chair Handbook (optional);
 - **Up-to-date test sheets** (Available on line free of charge under "Members only" at www.skatecanada.ca)
 - Test summary sheets.

Note: Electronic versions of test sheets, of Skate Canada Rulebook as well as the test summary sheets (new this year) are available on line under "Members only" at www.skatecanada.ca

- Review rules and procedures of Skate Canada Rulebook.
- Prepare the test sheets **before** the test session.
- Prepare the test summary sheets.
- The test chair (or his/her delegate) must write ALL THE INFORMATION concerning the club, judges or evaluators (including their Skate Canada registration number) and the test chair's name. Please ensure that there is no confusion between the date of the day and the month (MM/DD/YYYY).
- In the event that a candidate tries two dances of the same level, it would be more practical for the person preparing the summary and for the judges, to write down the dances on consecutive lines. Candidates should be in the order that they will try their dances.

- Information concerning skaters and tests to be tried must also be clearly written down, by following the instructions accompanying the test summary sheets. Please use only the **standardized abbreviations** included in the test summary sheets. In the case of interpretative tests, the theme of the program must be written on the test summary sheet.
- A candidate wishing to try a test at a location other than his/her home organization must, prior to, obtain a **written authorization** from his/her home organization. (See *Appendix A*)
- The test chair shall prevent a skater to try a test, if the skater does not have a current valid Skate Canada registration number. In addition, the test chair shall ensure, before the test day that the candidate meet all the eligibility requirements. The registration card or receipt must be presented to the test chair and the registration number must be written down on all test sheets and test summary sheets.
- Writing the judges' or evaluators' name
- In order to avoid any confusion, write the first and the whole name of the judge/evaluator. It is not necessary to write madam or mister.
- Proceed alphabetically for the judges of competitive tests.
- Also write their Skate Canada number.

IMPORTANT: Ensure that your writing is readable on both (2) copies of the test summary sheet.

Provide the material for the day

Necessary material for a test day:

- Room for the officials (2 tables if possible)
- Room for the skaters
- Clipboard, 1 per judge/evaluator
- Expense form for the officials (placed on the clipboard)
- Test sheets
- Test summary sheets
- Pencils with eraser
- Pencil sharpener
- Ball pens
- Stapler
- Stopwatch
- Scissors
- Paper clips Skate Canada Rulebook (for consulting) (paper version optional)

Plan the evaluators' welcome

- Make the necessary purchases according to your agreement with the judges or evaluators.
- Ensure that a hot beverage and water are offered to the judges/evaluators.
- Provide refreshment, meal or order a meal (if necessary).
- Have on hand the number of expenses reports necessary and an extract of the officials' expense policy for consulting.
- Ensure to have enough cash in your possession to pay the officials' expense reports before they leave.

TEST DAY

1) Organization at the arena

- Ensure that all volunteers know their role (ex. Music operator, ice captain, etc.)
- Ensure that an arena employee will be available when you will need ice floods.
- Verify the music to make sure that the sound system runs well and that you have all the music necessary for the test session.
- Have a room where the judges may benefit from a calm and peaceful atmosphere.
- Ensure that all the necessary material is in place before the judges or evaluators arrive.

2) Judges' and evaluators' welcome

- Try to welcome judges and evaluators with the same courtesy as for your best guests. Please remember that very often they have worked all day and they have evaluated or judged 2 or 3 times during the week.
- Determine with them when and who shall collect the test sheets to be given to the skaters.
- Determine with them at what time will be the warm-ups and the ice floods.

3) During the tests

- Supervise the smooth running of the tests

4) End of test session

- Ensure that the test summary sheet is well completed.
- THE REFEREE (or the evaluator) must draw a horizontal line under the last name and a diagonal line in the remaining space at the bottom of the form. The referee must also verify the total cost and make the necessary corrections.
- For the **competitive** test, THE REFEREE shall verify the DATE WRITTEN, write himself the judges' marks and indicate CLEARLY the test results. He shall sign the form after making sure that all the information are written down.
- For **STARSkate** tests, THE EVALUATOR shall verify the DATE WRITTEN then CLEARLY write the test results and his initials in the provided boxes. Finally, he shall ensure that all information is written down. The original test sheets used by the evaluators or judges must be given to the candidate.
- When a candidate tries a test at a location other than his home club, the club, or skating school, organizing the tests must send the original test sheet used by the evaluators/judges to the skater's home club and advise the club of the number of the test summary sheets on which the results are written down. The test sheets used by the evaluators/judges may be given to the candidate. This regulation applies to all test that the candidate has passed or failed. (Skate Canada Official Rules and Regulations (Technical Handbook) STARSkate Program PAGE 4000 – 50)
- The skater may withdraw his application without penalty, 14 days before the date determined for the test. On the contrary, the tests applied for, shall be considered as a retry and the words "not tried" shall be written on the test summary sheet. In addition, the fee of such tests shall be paid by the skater and submitted to Skate Canada. A candidate who withdraws within 14 days before the date determined

for the test shall be liable to pay the application fee. The fee collected shall be submitted at the same time as the application fees for the tests tried. This applies to all tests including the competitive tests.

- The candidate's name shall be written on the test summary sheet with the words "not tried". The test shall be considered as a retry. Please note that this does not apply if the test chair at the relevant test session is satisfied that illness or accident necessitated the skater's withdrawal. Please write the word ILL or INJURED, as the case may be.
- It may happen that forms be prepared more than 14 days before the tests are held and that a candidate withdraws within the period provided by the regulation. In such a case, the candidate's name and test should be crossed off and the words "WITHIN THE PERIOD" written and initialized by the test chair in the space provided for in the judges' marks (*Technical Handbook of Test Management, Section I, 4.0*).

Thank the judges/evaluators and arrange for payment in cash or by cheque for their expenses. For additional information, please consult the Official's Expense Policy (See Appendix B).

5) After the tests

Forward the original test summary sheets accompanied with the application fees related thereto to Skate Canada :

**Skate Canada
261 – 1200 St. Laurent Blvd
Box 15
Ottawa, ON K1K 3B8**

Keep one copy for your files in order to ensure a follow-up eventually.

Send a copy of the test summary sheet to the candidate's home club, if necessary, in order that the test chair may ensure the follow-up of tests passed by their members.

Note:

Summary sheets may also be entered via Digital Entry. (at the time of printing the digital test entry is not available to all clubs)

ACCOUNTING AND TEST SUMMARY

- For accounting control purposes, here is the way to proceed with respect to the payment of tests. Make a cheque for the tests tried in accordance to the number of tests mentioned by the host club.
EXAMPLE: At a centralized test session, all the forms indicating *XYZ Skating Club* as the host club must be accompanied by one cheque of the *XYZ Skating Club* made payable to the order of Skate Canada.
- In the event that test summary sheets would have been prepared for each club mentioning the skaters' home club as the host club, Skate Canada must receive **a separate cheque** for each of the host clubs according to the test summary sheets.

IMPORTANT: You must absolutely accompany your test summary sheets with a cheque in the amount corresponding to the total amount of the tests tried. Skate Canada will not send an invoice for the tests and such tests will not be accounted in the skaters' file if they are not paid.

- At the time of centralized tests, we suggest the following procedure with respect to the preparation of the test summary sheets:
- Write on the sheet the information concerning the skaters and the tests to be tried and forward same to the person in charge of the centralized tests with the money. That person will complete the upper part of the sheet (number, name and address of the host club, name and number of the judges, etc.) and after the tests, will forward the original sheet with the application fees to Skate Canada,
- The word "**CENTRALIZED**" must be written beside the host club name and the home club prepares the judges' sheets.
- It is **ESSENTIAL** to contact the person in charge of the centralized tests in order to coordinate your actions.

COMPLEMENTARY INFORMATION OR FOLLOW-UP

- Primary tests may be held at the clubs' discretion during the whole year and this, without any sanction.
- If in doubt, it is important to refer to the Skate Canada Rulebook or contact the FPAQ Officials' Coordinator.
- All tests including more than one part may be tried in part during different test sessions.
- No one may appeal from a decision rendered by the evaluator/referee during a test.
- You may download directly from Skate Canada website, Section 4000 of the Rulebook and this without any charge. (see "Members only")
- A written authorization from the home club test chair of a candidate to a test **is absolutely necessary** in order that a test be tried outside of the club or region. (See Appendix A)
- An application to a test received less than 14 days from a test session may in no way be accepted by the test chair. If for an **extraordinary** reason it would be necessary to write a test within this period, you must refer to your referee or evaluator. The latter is the only person able to accept an application for a test after the 14 day period.

APPENDIX A

Authorization Form for Tests to Be Tried Outside the Home Club

SKATER'S NAME : _____

SKATE CANADA : _____

HOME CLUB NAME : _____

SKATE CANADA : _____

DATE OF TESTS : _____

NAME OF THE HOST CLUB :

TEST(S) TO BE TRIED :

I, _____, AUTHORIZE, _____
(Home Club Test Chair) (Skater's Name)

TO TRY THE ABOVE-MENTIONED TESTS. THIS MEMBER MEETS ALL THE REQUIREMENTS, IS A MEMBER OF OUR CLUB AND OF SKATE CANADA.

SIGNATURE: _____

DATE: _____

THIS FORM MUST BE SIGNED BY THE PERSON IN CHARGE OF THE TESTS AT THE SKATER'S HOME CLUB BEFORE THE DEADLINE FOR WITHDRAWING FROM THE HOSTING CLUB SESSION.

APPENDIX B

PATINAGE QUÉBEC

OFFICIAL'S EXPENSE POLICY

NOT AVAILAIBLE IN ENGLISH

Note: Le masculin est utilisé sans discrimination et dans le seul but d'alléger le texte.

I. OBJECTIF

L'objectif de la présente politique est donc d'établir les règles appropriées pour la reddition des dépenses des intervenants lors des activités de PATINAGE QUÉBEC.

(...)

IV. FRAIS AUTORISÉS

A. Frais de déplacement

PATINAGE QUÉBEC rembourse les frais de déplacement, tout en favorisant le covoiturage, conformément à la politique en vigueur à Patinage Canada : 0.48 \$ / km (révisée le 1^{er} juillet 2013 par Patinage Canada). Les intervenants qui utilisent leur voiture privée assument la responsabilité pour tout dommage au véhicule et sont responsables du paiement de la franchise en cas de réclamation auprès de leur assureur.

Les frais de stationnement lors des déplacements sont remboursés sur présentation des pièces justificatives.

Les intervenants demeurant dans un même secteur sont fortement encouragés à covoiturer. L'intervenant utilisant sa voiture pour le covoiturage reçoit un montant supplémentaire correspondant à 10 % de l'indemnité. L'intervenant qui n'utilise pas sa voiture et qui fait du covoiturage reçoit un montant correspondant à 20 % de l'indemnité. Ces montants supplémentaires de 10 % ou de 20 % sont calculés à partir de l'endroit où le covoiturage commence.

Le remboursement de frais de déplacement ne peut dépasser le prix d'un billet d'avion aller-retour en classe économique. Les intervenants qui doivent parcourir une longue distance peuvent prendre l'avion si ce moyen de transport s'avère le plus avantageux. La réservation est faite par PATINAGE QUÉBEC.

(...)

C. Frais de repas

Les montants forfaitaires suivants sont accordés aux intervenants du Canada lorsque le repas n'est pas fourni par PATINAGE QUÉBEC : Déjeuner 10\$; Dîner 15\$ et Souper 25\$. Tout excès de ces montants est assumé par la personne elle-même.

(...)

Aucuns autres frais de repas ne sont remboursés.

(...)

i. Autres frais

Tous les autres frais doivent faire l'objet d'une entente préalable avec l'employé de PATINAGE QUÉBEC responsable de l'activité avant d'être réclamés

(...)

ii. ENTRÉE EN VIGUEUR

La présente politique sur le remboursement des dépenses pour les intervenants lors d'activités de PATINAGE QUÉBEC entre en vigueur ce 1^{er} juillet 2013. Et bien qu'elle puisse être modifiée par écrit de temps à autre, elle fait l'objet d'une révision annuelle.

APPENDIX C

EXPENSE REPORT FORM

Date: _____

Name of the skating club: _____

Name of the official: _____

Reason for expenses

Transport

Nb of kilometers:	x 0,48 \$ / km	Total :
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Meals

Nb of breakfasts:	x 10 \$	
Nb of lunches:	x 15 \$	
Nb of suppers:	x 25 \$	
		Total:

Hotel

	Total:
--	--------

Telephone

	Total:
--	--------

Other expenses

	Total:
	Grand Total:

APPENDIX D

APPLICATION FORM Regular test

NAME : _____

SKATE CANADA : _____ CLUB'S NAME : _____

STARSKATE PROGRAM TESTS

DANCES

NAME OF THE DANCE :

SKATING SILLS

FREE SKATE

- ☐ Senior bronze
☐ Junior silver
☐ Senior silver
☐ Gold

1. _____
 2. _____
 3. _____

- ☐ Senior bronze
☐ Junior silver
☐ Senior silver
☐ Gold

- ☐ Senior bronze
☐ Junior silver
☐ Senior silver
☐ Gold

CREATIVE DANCES

- ☐ Bronze
☐ Silver
☐ Gold

INTERPRETATIVE TESTS

- ☐ Introductory
☐ Bronze
☐ Silver
☐ Gold

THEME OF PROGRAM :

COACH : _____

SIGNATURE : _____

PLEASE RETURN THE APPLICATION **TO THE CLUB TEST CHAIR**

BEFORE : _____

CONFLICTS OF INTEREST

_____ has a conflict of interest with _____
 (Skater's name) (Evaluator's/Judge's name)

Due to provincial competitions, it is not possible to obtain a sanction for (intermediary and centralized) test sessions at the following dates:



PROHIBITES DATE CALENDER 2017-2018

PERIODE « A »	
Month	Dates
AGA de Patinage Québec	May 4 au 6 2018
December 2017	December 18 to January 2 : reserves dates for christmas vacation
January 2018	January 12 au 28 2018 are dates reserves for the regioanl competition for Jeux du Quebec and patinage Star/Michel Proulx
PERIODE « B »	
And the provincial competition dates:	
Championnats A de section Québec – Patinage Canada 2018 (Pré-Novice à Senior)	November 3 au 5 2017
Championnats B de la section Québec – Patinage Canada 2018 (Sans Limites, Pré-Juvenile et Juvenile)	Feburary 1^{er} au 4 2018
Championnats régionaux de patinage synchronisé – Québec 2018	February 2 au 4 2018
Finale des Jeux de la participation 2018	March 1^{er} au 4 2018
Championnats de patinage STAR/Michel-Proulx 2018	March 1^{er} au 4 2018
Championnats québécois d'été présenté par Kloda Événements 2018	August 9 au 12 2018
Souvenir Georges-Ethier 2018 et Championnats de sous- section Québec – Patinage Canada 2019	September 20 au 23 2018

Apply for sanctions	Regional Tests Chair		
	Steps	Tasks	Timeline
	1	Apply for your test sanctions to Patinage Québec	2 months before starting the period *Period 1 (Oct-Nov-Dec) August 15 (*1 1/2 months) Period 2 (Jan-Feb-March) November 1 Period 3 (Apr-May-June) February 1 Period 4 July-August-Sept) May 1
	Patinage Québec		
	Steps	Tasks	Schedule
	2	Check the sanction applications	Upon receipt of the applications
Followed for centralize tests session	3	Prepare the test schedules - Post on the Website	4 weeks before the concerned period
	4	Ask the judges-evaluators their availability for all sanctioned centralized test sessions. General sending	4 weeks before the concerned period
	Regional Tests Chair		
	Steps	Tasks	Timeline
	1	Publish the test announcement	5 weeks before the tests
	2	Confirm the holding of the test session with Patinage Québec and specify: location of the tests and available ice time	4 weeks before the test session
	Patinage Québec		
	Steps	Tasks	Schedule
	3	Confirm the judges-evaluators' availability	Upon receipt of the confirmation for holding the centralized tests session
	4	Look for judges-evaluators if no availability was received for this tests session	Upon receipt of the confirmation for holding the centralized tests session
	Regional Tests Chair		
	Steps	Tasks	Timeline
	5	Compile the number of tests provided for each discipline	21 days before holding the tests
	6	Forward the test compilation document to Patinage Québec	18 days before holding the tests
	Patinage Québec		
	Steps	Tasks	Schedule
	7	Inform the test chair of the "picture" of the tests session to come	17 days before holding the tests <i>* If every steps were completed within the indicated deadline.</i>
	8	Assign judges-evaluators	Upon receipt of their availability confirmation
	Regional Tests Chair		
	Steps	Tasks	Timeline
	9	Reimburse any withdrawal	14 days before holding the tests
	10	Inform Patinage Québec only if there are several withdrawals	14 days before holding the tests
	11	Determine the skating order for each discipline	13 days before holding the tests
	12	Contact the judges-evaluators assigned by Patinage Québec	Upon receipt of the assignment from Patinage Québec
	13	Post the schedule and the skaters' skating order	Upon confirming everything with the judges-evaluators assigned to your tests session.

PROCEDURES FOR CHALLENGE TEST

It is possible for a skater to try the Gold test without having passed all the previous tests. We call that challenge test. It is possible to do the challenge test only with the free skating and the Dance.

The cost for those tests are:

60\$ per portion or per dance.

12\$ per portion or dance + extra if the region have fees

If the skater is from another country you have there is an additional charge of **50\$** per test portion or per dance.

Note: If a skater trying the Gold dance fail one of the 4 dances, he/she will have to retry all four dance and pay the entire fee again.

If a skater fail a portion of the free skating test, he/she will have to try again and pay the entire fee.

When entering the summary it is important to write challenge test code that which you can find on the Summary Form.

QUESTIONS AND ANSWERS

Question: A skater wishes to try a test at a location other than his own club. Can he do so?

Answer:

A candidate wishing to try a test at a location other than his own home organization must, prior to, obtain a **written authorization** from his home organization. See Authorization Form annexed hereto.

The test chair must prevent a skater to try a test, if the skater does not have a current and valid Skate Canada registration number. In addition, the test chair must ensure, before the test day that the candidate meet all the eligibility requirements. The registration card or receipt must be presented to the test chair and the registration number must appear on all forms and test summary sheets. Also, the test chair of a skater's home club is the resource person with respect to the eligibility of a skater wishing to try a test.

When a candidate tries a test at a location other than his home club, the club, or skating school, organizing the tests must send the original test sheet used by the evaluators/judges to the skater's club and advise the club of the number of the test summary sheets on which the results are written. The test sheets used by the evaluators/judges may be given afterwards to the candidate. This regulation applies to all tests that the candidate has passed or failed. (Skate Canada *Official rules and regulations (Technical Handbook) STARSkate Program PAGE 4000 – 50*)

Question: What do you do if a skater decides not to skate his test?

Answer:

- A) A candidate who withdraws within the 14 days preceding the date provided for the test will be liable to pay the test fee. The fee collected will be given at the same time as the test fees for the tests tried. This applies to all tests including the competitive tests.
- B) The candidate's name must be written on the test summary sheet with the words "not tried". The test must be considered as a retry. Please note that this will not apply if the test chair at the relevant test session is satisfied that the illness or accident necessitated the candidate's withdrawal. Please write the word **ILL** or **INJURED**, as the case may be.
- C) It may happen that test summary sheets be prepared more than 14 days before the test days are held and that a candidate withdraws within the period provided by the regulation. In such a case, the candidate's name and test should be crossed off and the words "**WITHIN THE PERIOD**" are written and initialized by the test chair in the space reserved for the judges' marks (*Technical Handbook of Test Management, Section I, 4.0*).

Question: A skater has failed his test. When can he try it again?

Answer:

The period of 26 days to retry a STARSkate test or a competitive test is no longer effective since July 2002.

a) In the case of a competitive test, it is possible to ask the judges to retry immediately. The judges has the final decision.

b) In the case of a STARSkate test (evaluated), it is not authorized to retry within the same sanction.

Question: Can a skater appeal from a judge's or evaluator's decision?

Answer:

No one may appeal from a decision rendered by the evaluator or judge during a test. ("Field of play")

Question: After posting the schedule, is it possible to change the test skating order?

Answer:

Managing the test schedule is the responsibility of the test chair in charge of the test session. However, you are requested to confirm any change with the officials assigned for your tests.

Question: What is the period required for obtaining and submitting the authorization form for a test outside his/her home club or region?

Answer:

The test authorization must be submitted to the test chair in charge of the test session prior to the skater trying his/her test. The test authorization must be obtained from the test chair of the skater's home club and requested from this test chair within a reasonable time period.

STAR 1-5 ASSESSMENT

TEST CHAIR GUIDELINES

Introduction:

The test chair has a vital role to play in a skating club/school. The test chair is responsible for preparing assessment sheets and forwarding all results and payment to Skate Canada National Service Center.

Responsibilities:

The following is a list of responsibilities that must be fulfilled:

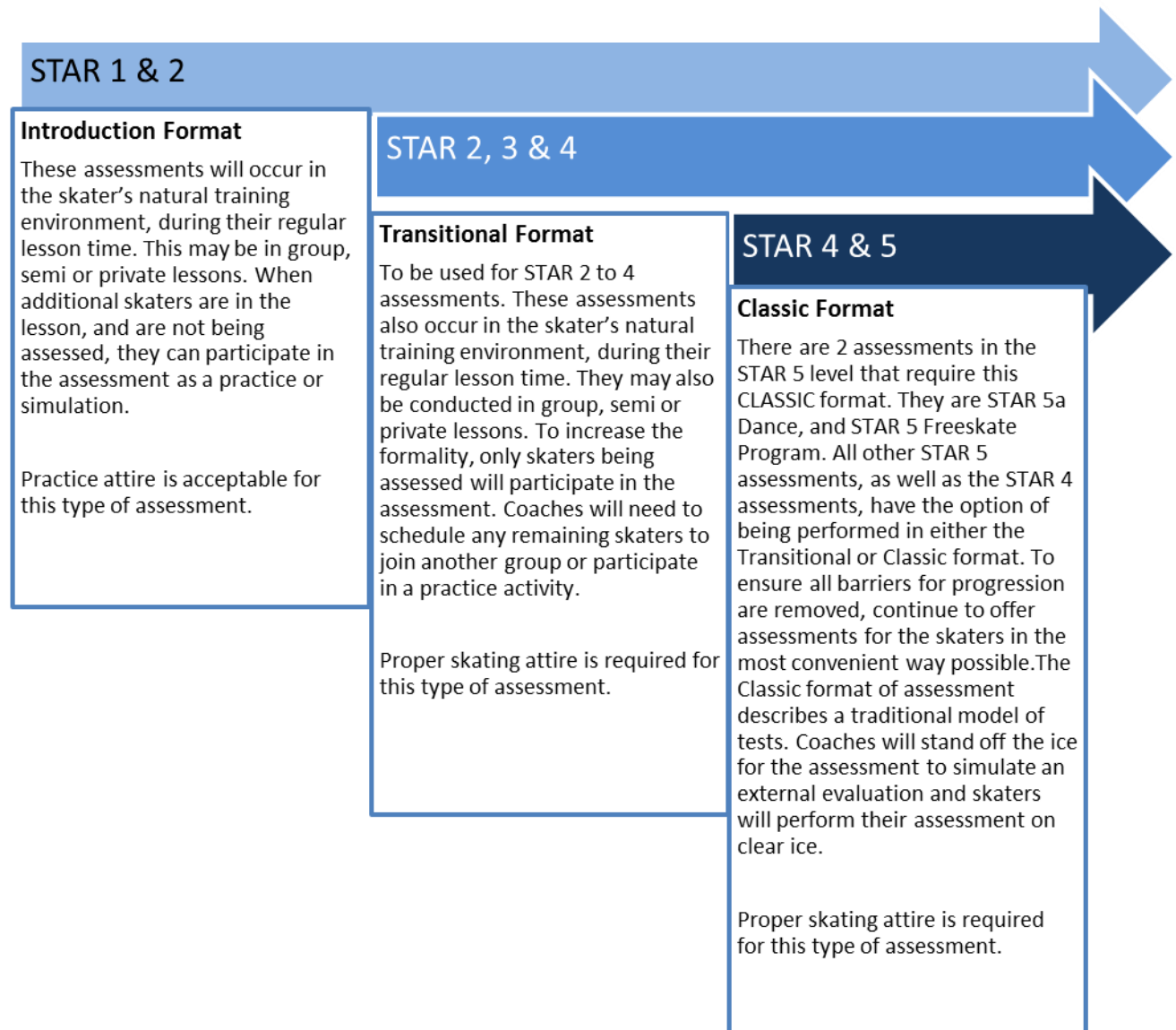
- Establish assessment procedures with coaching staff.
- Communicate process to parents and skaters
- Collect applicable fees for each assessment
- Ensure skaters are eligible for the assessment or test (pre-requisites must be met). The test chair shall not permit a skater to participate in an assessment unless that skater has a current registration number and all eligibility requirements have been verified prior to the assessment.
- Ensure coaches doing assessment are eligible to assess the skater (work with your coach representative on how to monitor this. Be sure to cover “out of club” assessments criteria as well).
- Prepare assessment sheets (may be done by the coach) and summary sheets (available as digital test entry or downloadable sheet from Info Center).
- Liaise with the club/school coaches and executive
- Maintain a record keeping system for skaters in your club
- Ensure all results and payments are submitted to Skate Canada (for skaters from your club only)

General information: STAR 1-5 program

- Assessment fees are set by Skate Canada and are currently \$12 per assessment.

Assessment scenarios

Assessments in the STAR 1-5 program are designed to be introduced in a semi-formal format and progress in formality to prepare the skaters for external evaluation in the Learn to Compete stage of development.



Coaches and skaters have an option to use a STAR 4 or STAR 5 event to assess a Freeskate Program. For this option, all assessment procedures must be complied before the event.

NOTE: All STAR 5 assessments require the coach to be off the ice. Coaches may stand in a player's box, doorway or other designated area.

Assessment Procedure Examples:

Every club will establish an "Assessment Procedure" that meets the needs of the club, skaters and coaches. To establish this procedure, it is recommended that Test Chair and coaches work together to find appropriate solutions. Some suggestions are listed below.

- Establish a system to inform skaters and parents when assessment readiness has been identified. Ensure all paperwork, letters, assessment sheets, etc. are accessible when needed.
- Ensure a procedure is in place to collect assessment fees PRIOR to the actual assessment.
- Ensure a procedure is in place for the Test Chair to collect the top portion of the assessment sheet for records and summary sheet purposes.
- Assessment summary sheets are to be submitted at the end of each month. A summary sheet may remain "open" for one month to enable assessments to be added as necessary for a maximum 31-day period. All fees must be submitted with the summary sheet.

ADDITIONAL FEES: Due to assessments being incorporated into the regular lesson schedule of the skaters, no additional fees will need to be billed to the parents. These include:

- Additional test day ice
- Evaluator's travel expense or meals
- Additional coach fees for test day attendance

The only fees for assessments being conducted on a regular session should be:

- The Skate Canada Assessment Fee (to be collected before the assessment)
- The regular coach lesson fee, paid by the previously existing arrangement (Club or Coach directed)

STAR 1- 5 Assessments

The STAR 1-5 program consists of assessments in Dance, Freeskate and Skills. The chart below is a brief over of the assessments available to skaters at this level.

Skills	Freeskate Elements	Freeskate Program	Dance	
STAR 1	STAR 1		STAR 1	
STAR 2	STAR 2	STAR 2	STAR 2a	STAR 2b
STAR 3	STAR 3	STAR 3	STAR 3a	STAR 3b
STAR 4	STAR 4	STAR 4	STAR 4a	STAR 4b
STAR 5	STAR 5	STAR 5	STAR 5a	STAR 5b

Checklist for Skate Canada assessments

Before approving skaters for assessment:

- Ensure the skater is a registrant for the current season
- Ensure skater meets all eligibility requirements
 - Must have passed the corresponding preceding level (per discipline)
 - In dance, skaters may be assessed on STAR 2b prior to STAR 2a, however must pass the complete STAR 2 before being assessed on either STAR 3 assessment
 - In freeskate, skaters may be assessed on the element portions separately from the program assessments. To achieve a full STAR level, both portions must be passed.
- Ensure coach assessing the skater is eligible
 - Coach must have completed STAR 1-5 Program Training & STAR 1-5 Assessor Training
 - Coach must be currently teaching the skater in the discipline of assessment
 - Coach must be accredited at the appropriate level (Primary STAR/Regional Coach Trained or higher)

Draw for direction

Some elements will require the coach to facilitate a “draw for direction” for clockwise (CW) or counter-clockwise (CCW) starting direction. This is done to encourage skaters to practice skills in both directions. The assessment of the skill will only require one direction to be performed.

The skills requiring a draw are:

STAR 4 – Skills: Bwd Circle on Circle

STAR 5 – Skills: Stroking 1

Strategies for facilitating a draw may include:

- Flip a coin, short straw/long straw
- Prepare paper chits with CW or CCW on one side. Skater can then choose one.

Coaches will ask the skater to perform the draw. The coach may then use that draw for all skaters being assessed on that skill or allow each skater to perform their own draw.

Preparation for Assessments:

1. Determine assessment sheet availability

- a. Decide with the coaches how many assessment sheets are needed each month per discipline and STAR level
- b. Have available copies of the assessment sheets of each discipline for coach use
- c. Coaches may prepare assessment sheets (if identified in your club/school assessment procedures)

2. Collection of fees:

- a. Collect all fees prior to the assessment (exact procedure to be determined by the club/school)

3. Summary Sheet:

- a. Set up a summary sheet for each month of the skating season
- b. Submit summary sheet to Skate Canada National Service Center (downloadable form or digital entry) at end of each month

- c. Submit assessment fees to Skate Canada National Service Center
- d. Coaches may complete summary sheets (if identified in your club/school assessment procedures)

Out of club assessments:

A candidate wishing to be assessed at a club/school other than his/her home organization must secure consent from the home club/school test chair prior to the assessment taking place. This consent will ensure the candidate is a registrant in good standing and has met all of the requirements. The coach who is assessing the skater must inform the test chair of the results to be recorded on the master record keeping tool at the club/school.

Test chairs will need to verify that the coach assessing the skater (if different from their home club/school coaching staff), is eligible to do so. All coaches involved with this skater's assessment discipline, must communicate regarding assessment readiness of the shared skater(s).

The skaters or coaches must give to the home club of the skater the necessary paperwork and fee of \$12,00 for each test tried.

The out of season club or school (spring, summer and fall) is not responsible for entering tests of skaters that are not members of their club. They must however make sure that these skaters are members of Skate Canada

Assessment at Events:

Skaters at the STAR 4 and 5 Freeskate level have the option of being assessed during an event. While the skater performs at the event, the coach will assess the skater as per the assessment sheet designated for STAR 4 or 5 Freeskate Program. The skater's home club/school test chair must be advised that the assessment will be taking place prior to the event. The assessment fee must be paid prior to the event.

Note: The coach will be responsible for ensuring the proper assessment sheet is available at the event for assessment.

Approximate assessment times needed for STAR 5 assessments requiring clear ice:

The following time allotments are estimated time needed to assess 1 skater in each area.

Freeskate:

Program – 3 minutes

Dance:

5a Willow Waltz – 2 minutes

If scheduling an assessment day with clear ice, test chairs may allocate a 5 min warm up period for skaters. This warm up period may be extended if there are multiple skaters or partners. Freeskate and dance may share a warm up.

Multiple skaters with different coaches may be assessed on the same ice. There are two main strategies for this:

- **Double Panel:** This may be used for dance or stroking patterns in skills. Skaters with different coaches start at opposite ends of the ice and commence their full ice pattern at the same time.
- **Alternating Panel:** One skater performs a program or dance. While the coach is making notes for the skater that just performed, the next skater will perform their program or dance and be assessed by the other coach.

Obtaining assessment sheets and summary sheets:

The sheets required for STAR 1-5 assessments are available on Skate Canada/Info Center/Figure Skating Program/STAR 1-5 Program

Summary sheets may also be entered via Digital Entry. (at the time of printing the digital test entry is not available to all clubs)

Reporting of tests:

Regardless of assessment results (Pass with honours, pass, or retry), all assessments must be recorded on the summary sheets and submitted with fees. STAR 1-5 assessment summary sheets must be submitted at the end of every month if assessments took place in that month.