



# TEST CHAIR HANDBOOK

## 2023-2024

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# REGIONAL TESTS CHAIR

## 2023-2024

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# TESTS STRUCTURE

## Centralized Tests

- Diamond Dances
- STAR 9 to Gold Free Style
- STAR 9 to Gold Skating Skills
- STAR 9 to Gold Dances
- STAR 7, 9, Gold Artistic
- All STAR 8 Tests (at the regions' option)

**Sanction:** Requests to Patinage Québec.

**Planning:** Regional test chairs in collaboration with Patinage Québec.

**Assignment of judges/evaluators:** Patinage Québec.

## Intermediate Tests

- STAR 6 to 8 Free Style
- STAR 6 to 8 Skating Skills
- STAR 6 to 8 Dances

**Sanction:** Requests to Patinage Québec through the regional tests chair

**Planning:** Club/skating school tests chairs

**Assignment of judges/evaluators:** Club/skating school tests chairs

## STAR 1 to 5 Tests

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

**Sanction:** None. Tests evaluated by coaches.

**Planning:** If necessary, for STAR 5 Willow Dance, STAR 5 Free Style Program and STAR 5 Artistic in collaboration with the club tests manager

**Assignment of judges/evaluators:** Clubs / Skating school tests Chair

**Procedure for assessment of STAR 1 to 5 tests by coaches, see page 27**

**It is possible to do virtual tests sessions for all levels. The request must be sent to Patinage Québec for all levels. See Patinage Québec Web site for procedure.**

## **RESPONSIBILITIES OF THE REGIONAL TESTS CHAIR**

- Set the dates for centralized tests days after consulting with the clubs.
- Receive, from the club/skating school test Chairs of the region, the dates of the intermediate tests' days for the region.
- Ensure that the dates chosen by the clubs of the region are not within the prohibited dates.
- Using the Forms for this purpose, submit such tests dates to Patinage Québec for approval according to the following timeline:

Period	Dates	Sanction requests to Patinage Québec
1	From October 1st to December 31	No later than August 31st
2	From January 1 <sup>st</sup> to March 31	No later than November 1st
3	From April 1 <sup>st</sup> to June 30	No later than February 1 <sup>st</sup>
4	From July 1 <sup>st</sup> to September 30	No later than May 1st

- Receive dates from clubs and skating schools' tests Chair, contact Patinage Québec to confirm the tests session, location, time, and ice available and indicate the number of tests planned for the session.
- The skater has the possibility to withdraw, without penalty (with refund).
- Take care of the finance of centralized tests. (It is suggested to collect the tests registration fees at registration of before the skater step onto the ice, to avoid having to chase after your money).
- Prepare the schedule of centralized test sessions and inform Patinage Québec.
- Assist the clubs in finding evaluators (if necessary).
- Communicate to clubs, skating schools and coaches of the region, the relevant information received from Patinage Québec.

**Note:** *The regional tests chair may delegate the planning of a centralized test sessions to the tests chair of a skating school or club. In this case, please advise Patinage Québec.*

## RESPONSIBILITIES OF THE CLUB/SKATING SCHOOL TESTS CHAIR

- Send to the regional tests chair, the dates of the test's sessions chosen by the club for the current season for approval, within the required period:

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

Post a notice asking the skaters to register if they wish to try a test.

The notice should include:

1. the categories of tests planned.
  2. the dates and location for each type of tests
  3. the tests fee.
- 
- When the registration period is over, post the test schedule with the skaters' skating order, as soon as possible.
  - Take care of the finance of STAR 6 to 8 and STAR 1 to 5 tests.
  - Find evaluators for STAR 6 to 8 tests.
  - Organize the STAR 6 to 8 and artistic STAR 5 tests and STAR 5 Free Style program **(if needed)**.
  - Collect skaters' registration from your club for the centralized tests.
  - Keep an updated record for each skater from your club regarding the tests passed.

## CRITERIA FOR AWARDING TESTS' SANCTIONS

Sanctions are divided into 4 distinct periods in accordance with the judges/evaluators assignment system in force for centralized tests.

<b>Planning Period</b>	<b>Number of STARSkate tests sessions (Clubs, schools, centralized)</b>
<b>Period 1</b> (October 1 <sup>st</sup> to December 31)	<b>No limit</b>
<b>Period 2</b> (January 1 <sup>st</sup> to March 31)	<b>No limit</b>
<b>Period 3</b> (April 1 <sup>st</sup> to June 30)	<b>No limit</b>
<b>Period 4</b> (July 1 <sup>st</sup> to September 30)	<b>No limit</b>

## **DIAMOND DANCE TESTS**

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

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

Such tests sessions will be opened to all skaters wishing to try diamond dance tests.

For each tests session, a notice will be posted on Patinage Québec website and forwarded to each regional tests chair.



# TIMELINE OF TASKS FOR A TESTS SESSION

## Before a tests session

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

**Note:** *Please, always keep in mind that reasonable hours allow skaters to perform to their full potential. (8:00am to 10:00pm is a reasonable time frame).*

Post the notice of tests which must include:

- The categories of tests
- The dates
- The locations

**Note:** *The tests Chair of a club or skating school may also request that test forecast is submitted to him/her before the set deadline.*

Search for evaluator(s) (STAR 6 to 8 tests only)

Contact the number of evaluators necessary for your ice time mentioning the following information:

- The location (name of the city, name of the arena and the region)
- The start and end time for the tests.
- The approximate number and level of tests to be evaluated.

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

**IMPORTANT:** Requests for an evaluator from another section (province) must be sent to the Officials Coordinator of Patinage Québec only. He/she will get in touch with the concerned Section Bureau.

- Verify that registration Forms are complete and only the registration including the requested payment for the test fees should be accepted.
- Compiling the registration received according to the disciplines and different levels.
- A candidate wishing to try a test in a location other than his/her own home organization must, first, obtain a **written authorization** from his/her home organization (*See Appendice A*).
- For centralized tests only: Please inform Patinage Québec of the number of tests to be tried.
- Preparing the schedule

- Determine the time required for the tests session.
- Warm up period.

This table will give you the recommended warm up period for each discipline regardless of the format.

(During a training period or a traditional assessment).

Discipline	Temps
Habilités	5 minutes
Éléments et programmes de style libre	5 minutes
Danse*	3 minutes
Artistique	4 minutes
Patinage synchronisé	5 minutes
*30 secondes sans musique, 2,5 minutes avec musique. Plus de temps est autorisé si le partenaire en a besoin pour voir tous les patineurs.	

**Note:** when deciding the number of skaters during a warmup, keep in mind the time skaters can wait between their warmup and the assessment. The goal is to keep this time as short as possible (10-15 minutes). The evaluators are encouraged to use discretion and flexibility, when possible, regarding the warmup to make sure that the dance partner has seen all the skaters or need a short break before the start of the assessment.

### Estimated assessment time

Here are the estimated times required for each assessment. These times do not include the warmup period.

Discipline	Temps
Habilités	10 – 20 minutes par niveau
Programme de style libre	4 – 5 minutes par programme
Élément de style libre	15 – 20 minutes par niveau
Danse	3 – 5 minutes par danse
Artistique	3 – 5 minutes par programme
Patinage synchronisé	10 -20 minutes par niveau

**Note:** The number of periods as well as the number of skaters in each warmup are determined by the evaluator.

## TASKS TO DO

Determine the schedule by placing the tests in order. The following points 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, we can allocate odd numbers 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 tests chair. This order will remain the same for all parts of tests.

Logistics

- Confirmation of schedule to judges/evaluators.
- Confirm to judges or evaluators the exact test schedule.
- Make sure that the judges or evaluators know the route to the arena.
- Ask the judges or evaluators what he/she prefers for snacks and meals. This will avoid unnecessary hassle and costs.
- Posting of schedule for skaters and coaches

Preparation of documents

- Preparing of documentation (test sheets and test summary sheets and expense sheets for judge or evaluators)
- Get the following documents from Skate Canada: Assessment Guide (an electronic version is available in Info Skate Canada) : <https://info.skatecanada.ca/index.php/en-ca/guides/338-assessment-guide.html>

**Note:** *Electronic versions of test sheets, of Skate Canada Rulebook as well as the test summary sheets are available online under "Members section" at [www.skatecanada.ca](http://www.skatecanada.ca)*

Prepare the tests sheets **before** the test's session.

- For Dance tests, indicate on the test sheet if the skater will do the leader or the follower steps (new).
- Prepare the test summary sheets.
- The test chair (or his/her representative) must write all the information about the club, judges, or evaluators (including their Skate Canada membership number) and the test chair's name. Make sure that there is no confusion for the date between the day and the month (MM/DD/YYYY).

## Other

- In the event that a skater 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 to be tried on consecutive lines. Skaters should be written in the order that they will try their dances. If a skater tries several dances or Free Style part, make a separate sheet for each part or dance.
- 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 skater wishing to try a test at a location other than his/her home organization must, **first**, get a **written authorization** from his/her home organization. (See *Appendix A*).
- The test chair shall prohibit 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 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 on all test sheets and test summary sheets. **(Refusals should only exist in the cases mentioned in this section)**.
- Writing the judge or evaluator name, if know beforehand, avoid corrections on the sheets. In order to avoid any confusion, write the first and the surname of the judge/evaluator. It is not necessary to write Mrs. or Mr.
- 
- Also write their Skate Canada membership number.

**IMPORTANT:** Make sure that your writing is legible on both (2) copies of the test summary sheet.

## **BEFORE THE TESTS DAY**

### **Plan the material for the day.**

Material necessary for a test day:

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

### **Plan the evaluators' greeting.**

- Make the necessary purchases according to your agreements with the judges or evaluators.
- Make sure that a hot beverage and water are offered to the judges/evaluators.
- Provide snacks, meal or order a meal (if necessary) after agreement with the judge/evaluator.
- Have on hand the number of expenses sheets necessary and a copy of the officials' expense policy for consulting.
- Make sure to have enough cash money to reimburse the expenses sheets of the officials before they leave. The reimbursements may also be made by cheque.

# TEST DAY

## Organization at the arena

- Make sure that all volunteers know their role (ex. Music operator, ice captain, etc.)
- Make sure that the arena employee will be available when an ice flood is needed.
- Verify the music to make sure that the sound system works well and that you have all the music necessary for the test session.
- Provide a room for the judges so that they can enjoy a calm and peaceful atmosphere.
- Make sure that all the necessary material is in place before the judges or evaluators arrival.

## Judges' and evaluators' greeting

- Try to welcome judges and evaluators with the same courtesy as you would welcome your favorite guests. Don't forget 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 when will the warmups and ice floods take place.

## During the tests

- Supervise the smooth running of the tests.

## End of tests session

You must do the necessary follow-ups.

### Summary sheets

- Summary sheets are used to record results of tests for all clubs or skating school. Traditionally, one summary sheet was completed after each assessment day. With the possibility to perform assessment day during regular training sessions, the summary sheets can be left "open" for a period of 30 days to add all assessments performed during that period.
- Once the 30-day period has elapsed, the assessment coordinators will send the summary sheets to the National Service Center of Skate Canada with the assessment fee collected for each assessment. If you do not pay through the online submission process, the assessment fee must be sent to Skate Canada only by club or skating school cheque (personal cheques are not accepted).
- Information pertaining to the skaters' results, must be included with the coordinates of the assessment coordinator and the club/school information.

Formulaire de récapitulation des évaluations														
Nom de l'organisation														
# Organisation														
		<table border="1"> <thead> <tr> <th colspan="2">Coordonatrice des évaluations</th> </tr> </thead> <tbody> <tr> <td># Patinage Canada</td> <td></td> </tr> <tr> <td>Nom</td> <td></td> </tr> <tr> <td># de téléphone</td> <td></td> </tr> <tr> <td>Courriel</td> <td></td> </tr> </tbody> </table>			Coordonatrice des évaluations		# Patinage Canada		Nom		# de téléphone		Courriel	
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- The summary sheets can be downloaded via the members site, Organization management. Submit the assessments results. This document will also include all the STAR codes to be added to the summary sheet.
- The assessments coordinators can choose to submit the results of all assessments online. When exercising this option, a summary sheet is not required since all information will be entered electronically. This is the preferred option for submitting the assessments results.
- Online assessments submissions can be made through the members organizational management site. Specific instructions are available on each screen to guide the assessments coordinators throughout the online submission process.
- Please note that Challenge assessments and coaches' assessments can't be submitted through the online tool. For more information on the online submission of assessments results, please refer to assessments coordinator Resources Guide, available on the information Center.

**NOTE:** Coaches may be designated to help complete the top portion of the assessment's sheets or the summary sheets if they are identified in assessment procedure for the club or skating school.

#### Tips for submitting summary sheets.

- Make sure that all assessments have been accurately recorded and entered online (preferably).
- Make sure that the calculation of fees collected is exact based on the number of assessments.
- Complete the process within 30 days following the assessment day or the 30-days "open" period for monthly collection.

## RECORDS KEEPING

Record keeping for all assessments is strongly recommended as it serves as back-up process for these data. The strategies include:

- Inform / educate the skaters to keep their assessments sheets for future reference, if necessary.
- Keep copies of summary sheets.
- Keep the top portion of the assessment sheets, sorted by date.
- Create a database with the details of the assessments.
- Print copies of the online submissions.

When a candidate tries a test elsewhere than his home club, the club or skating school who is organizing the tests must send the original assessment sheet for the use of the evaluator of the candidate home club and inform the latter of the number of the summary sheet on which marks are noted. The assessments sheets used by the evaluators can then be given to the candidate. This rule applies to all tests, whether the candidate has passed or failed.

The skater can withdraw his registration without penalty, 14 days prior to the scheduled date. Otherwise, the tests entered will be considered as retake and the mention “not tried” will have to be entered on the Summary sheet. In addition, the costs for these tests will have to be paid by the skater and sent to Skate Canada. A skater who withdraws within 14 days preceding the scheduled date will be required to pay the registration fee. The fee collected will be remitted at the same time as the registration fees for the tests tried. This applies to all tests.

The name of the skater must be entered on the Summary sheet with the mention “not tried”. The test should be considered as a retake. Please note that this does not apply if the Tests Chair at the relevant tests’ session is satisfied that the illness or accident was such as to necessitate the candidate withdrawal. Enter the word SICK or INJURED, as the case may be.

It may happen that forms are prepared more than 14 days before the test date and that a candidate withdraws within time limit provided for by the Rule. In this case the candidate’s name and test are crossed out and the words “ON TIME” is entered and initialed by the tests chairman in the space reserved for judge’s notes.

Thank and remit in cash or by check the reimbursement of expenses to the evaluators. For more information, see the Officials Expense Policy (see appendix B).

### AFTER THE TESTS

**Please note that you do not need to submit your Summaries to Patinage Québec.**

Keep a copy for your records so that you can follow up later.

Send a copy of the Summary Sheet to the candidates’ home club, if applicable, so that tests directors can follow up on tests passed by their members.

The Summary Sheets must be entered electronically at Skate Canada

Test chair handbook 2023-2024AT



## ACCOUNTING AND TESTS SUMMARY

For accounting control purposes, here is how to proceed in regard to tests payment. Issue payment for tests tried in accordance with the number of tests given by the host club.

EXAMPLE: During a centralized tests session, all forms listing the CPA High Success Level as the host club, must be accompany by a single cheque from the *CPA High Success Level* made payable to Skate Canada.

In the event that test summary sheets would have been prepared for each club present 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 send a cheque corresponding to the total amount of tests tried. Skate Canada will not send an invoice for the tests and such tests will not be counted in the skater's file if they are not paid.**

## ADDITIONAL INFORMATION OR REMINDERS

If in doubt, it is important to refer to the Evaluation Coordinator Resource Guide of Skate Canada or to communicate with the Official Coordinator at Patinage Québec.

All tests with more than one part can be tried in parts during different tests sessions.

No one can appeal the decision made by the evaluator during a test.

You can download the Skate Canada rules, directly from Skate Canada website, Info Center.

<https://info.skatecanada.ca/index.php/en-ca/guides/338-assessment-guide.html>

Authorization by email or telephone from the test's director of the skater's home club is absolutely necessary for a test to be attempted outside of his or her club or region (See appendix A).

**NOTE:** Free Style and Artistic programs and Dances may be evaluated during regular training sessions, provided that it is possible to have an empty ice.

## 2023-2024 PROHIBITED DATES SCHEDULE

<b>PERIOD « A »</b>	
<b>Month</b>	<b>Dates</b>
Patinage Québec AGM	May 5 – 6, 2023
Ice Summit Skate Canada	May 25 to 28, 2023
December 2023	December 20 to January 2, 2023, <b>Holidays Period</b> December 1,2 and December 8, 9, 2023. Regionals
January 2024	January 5 to 28, 2024 are dates reserved for the Regional Finals of Jeux du Québec and STAR Skate. All Inter-Regional competitions are prohibited during this period.
<b>PERIOD « B »</b>	
<b>Provincials competitions dates</b>	
Championnats québécois d'été Événement 2023	<b>August 10 to 13, 2023</b>
Souvenir Georges-Ethier 2023	<b>September 21 to 24, 2023</b>
Championnats de la section Junior et Senior et sous-section	<b>November 2 to 5, 2023</b>
Championnats de section Sans-Limites à Novice	<b>December 14 to 17, 2024</b>
Finale des Jeux du Québec 2024	<b>March 1 to 4, 2024</b>
Mondiaux 2024 - Montréal	<b>March 15 to 24, 2024</b>
Championnats de patinage STAR	<b>April 4 to 7, 2024</b>

# CENTRALIZED TESTS SESSIONS PROCEDURES

<b>Sanction requested</b>	Regional tests Chair		
	Steps	Tasks	Due Date
	1	Request your tests sanctions to Patinage Québec	<b>2 months</b> prior to the start of the period* Period 1 (Oct-Nov-Dec) August 15 (*1 month and a half) period 2 (Jan-Feb-March) November 01 period 3 (Apr-May-June) February 01 period 4 (July-August-Sept) May 01
	Patinage Québec		
	Steps	Tasks	Work schedule
2	Verify sanctions requests received	<b>Upon receipt</b> of requests	
3	Prepare the tests schedule – Post on Website.	<b>4 weeks</b> before the start of the period covered.	
4	Request availability of judges-evaluators for all sanctioned centralized tests. General mailing.	<b>4 weeks</b> before the start of the period covered.	
<b>Follow up for centralized tests session</b>	Regional tests Chair		
	Steps	Tasks	Timeline
	1	Publication of the test announcement	<b>5 weeks</b> before the tests
	2	Confirm the holding of the test's session with Patinage Québec and specify place of holding of the tests and hours of ice available.	<b>4 weeks</b> before the tests session
	Patinage Québec		
	Steps	Tasks	Work schedule
	3	Confirm availability of judges-evaluators	<b>Upon receipt</b> of the confirmation of the holding of centralized tests session
	4	Search for judges-evaluators if we have not received the availability for this test's session.	<b>Upon receipt</b> of the confirmation of the holding of centralized tests session
	Regional tests Chair		
	Steps	Tasks	Timeline
	5	Compile the number of tests planned for each discipline.	<b>21 days</b> before the test session
Patinage Québec			
Steps	Tasks	Work schedule	
6	Inform the tests Chair of the overview of the upcoming tests session.	<b>17 days</b> before the test session <i>** If all previous steps have been followed within the time limits indicated.</i>	
7	Assignment of judges-evaluators	<b>As soon as</b> we have confirmation of their availability.	
Regional tests Chair			
Steps	Tasks	Timeline	
8	Refund withdrawals		
9	Determine the skating order for each discipline.	<b>13 days</b> before the test's session.	
10	Communicate with the judges-evaluators assigned by Patinage Québec.	<b>As soon as</b> you receive the assignment from Patinage Québec.	
11	Post the schedule and skating order of the skaters.	<b>As soon as</b> you have confirmed everything with the judges-evaluators assigned to your tests session.	

# CHALLENGE TEST PROCEDURE FOR DANCE AND FREE STYLE ONLY

It is possible for a skater to try a Gold test in Free Style or Dance without having passed the other tests first. This test is called the Challenge test.

The costs for the tests are:

- **\$60** per portion of Free Style or Dance **not tried**.
- **\$12** per portion of Free Style or Dance + extra if regional fees for tests that **will be attempted**.

If the skater is from another country, additional fees of **\$50** per Free Style portion or Dance will be added.

**Note:** If a skater tries the Gold Dances and fails one of the 4 dances, he/she will have to try the 4 dances again with the associated costs.

If a skater fails a portion of the Free Style test, he/she will have to try the portion again with the associated costs.

When you will complete the summary, it is important to write **Challenge Test Code** which can be found on the Summary Form. The Challenge test Summary must be completed by hand and mailed with payment.

# 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 Appendix A).

The tests Chair can prohibit a skater from trying a test, unless the skater has a valid Skate Canada registration number. In addition, he must ensure, before the day of the tests, that the candidate meet all the eligibility conditions.

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. (Refusals should only exist in the cases mentioned in this section).

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.

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

**Answer:**

It is strongly recommended to wait 24 hours to retry a test, but this is a recommendation only. The test may be repeated if time permits, on the same day.

**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.

## **QUESTIONS AND ANSWERS (CONTINUED)**

**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 that the evaluating coaches have the qualifications to evaluate skaters (you can contact the coaches' representative to verify qualifications for coaches and be sure to verify the criteria for coaches from other clubs 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.

**NOTE:** In STAR 1-5, coaches may choose to evaluate their own skaters or designate another coach to evaluate their skaters. If another coach is the chosen option, the coach is encouraged that there has been some interaction with the designated coach to provide a comfortable and "at home" environment to the skater.



## General Information:

### STAR 1-5 Program

Assessment fees are set by Skate Canada and are currently \$12,00 per assessment.

### Evaluation 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.

Format	Niveau	Description
Introduction	STAR 1	Les patineurs sont évalués dans un cadre informel lors de leur leçon régulière avec tous les autres patineurs présents. Cela peut être en cours de groupe, semi-privé ou privé. Lorsque d'autres patineurs participent à la leçon et ne sont pas évalués, ils peuvent participer à l'évaluation en tant que pratique ou évaluation simulée.  La tenue de pratique est acceptable pour ce type d'évaluation.
Transitionnel	STAR 2 à 5	Pour augmenter la formalité, seuls les patineurs qui sont évalués sont avec l'entraîneur évaluateur. Cette évaluation a lieu sur une glace d'entraînement régulière.  Une tenue de patinage appropriée est requise pour ce type d'évaluation.
Classique*	STAR 4 à 5	Ce format offre une situation plus formelle pour une évaluation et est similaire à celui utilisé lors d'une journée traditionnelle d'évaluations. L'entraîneur évaluateur est hors glace (peut être dans la zone des joueurs / des pénalités).  Une tenue de patinage appropriée est requise pour ce type d'évaluation.

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

Some clubs/schools may assign one of their coaches to evaluate their skaters on STAR 1-5 content. Please consult with your coaching staff to identify which method to us in your club/school.

For 1-5 Dance evaluation, the evaluating coach cannot be the partner or shadow of the evaluated skater.

**NOTE:** Coaches must stand off the ice for all STAR 5 assessments. Coaches may stand in the players box, in front of the door or other designated area.

## Examples of evaluation procedures:

Each club will establish an « assessment procedure » that meets the needs of the club, skaters, coaches. To establish this procedure, it is recommended that the test chair and coaches work together to find appropriate solutions. You will find some suggestions below:

- Implement a system to notify skaters and parents when they are deemed ready for evaluation. Make sure that all the documents, letters, assessment sheets, etc. are available as needed.
- Ensure a procedure is in place to collect assessment fees BEFORE the assessment.
- Ensure that a procedure is in place for the test chair to collect the top portion of the assessment sheet for record and summary sheet purposes.
- The assessment summary sheets must be sent at the end of each month. A summary sheet may remain « in progress » for a month so that assessment may be added if necessary for a maximum period of 31 days. All fees must be sent with the summary sheet.

**ADDITIONAL FEES:** Since the evaluations are incorporated into the skaters' regular sessions, no additional fees will be charged to parents. Puisque les évaluations sont incorporées durant les sessions régulières des patineurs, aucun frais additionnel ne sera facturé aux parents. These include:

- Additional ice rental fees for test day.
- Travel and meal expenses fees for evaluators.
- Additional fees to attend the test session.

The only assessment fees that occur during a regular session should be:

- Skate Canada assessment fee (to be collected before the assessment)

## Assessment STAR 1- 5

The STAR 1-5 program include assessment in Dance, Free Style, Skills and STAR 5 Artistic.

The table below is a brief overview of the assessment available for the skaters at that level.

Skills	Free Style Element	Free Style program	Dance		Artistic
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	STAR 5

Checklist for Skate Canada assessment.

## Before approving skaters for assessment

- Ensure the 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 they 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 have the qualification.
  - 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 counterclockwise (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: Backward Circle on a Circle  
STAR 5 – Skills: Stroking 1

Strategies for facilitating a draw may include:

- Flip a coin, short straw/long straw
- Prepare pieces of paper 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:

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

**Collection of fees:**

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

**Summary Sheet:**

- Set up a summary sheet for each month of the skating season.
- Submit summary sheet to Skate Canada National Service Center (downloadable form or digital entry) at end of each month.
- Submit assessment fees to Skate Canada National Service Center
- Coaches may complete summary sheets (if identified in your club/school assessment procedures)

**Out of club assessments:**

- A skater 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 skater 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 disciplines, 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 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 Free Style 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 Free Style 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.

## STAR 5: Specific aspect

The following assessments must be done on a clear ice. Skaters trying the following tests must be alone (or with the dance partner).

- STAR 5 Artistic
- Dance: 5a *Willow* Waltz
- STAR 5: Free Style program

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

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 taking 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.

### 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.

# MENTOR-COACH EVALUATION

## SKILLS STAR 6 TO GOLD

Some coaches are certified coach-evaluator for Skills STAR 6 to Gold. Others want to become certified.

If a coach is being evaluated to become a coach-evaluator, this will be done on a regular skating session, and the Mentor will have already ensured that the evaluating coach has their own sheets.

**Note:** Assignments for evaluations to become a coach-evaluator will be made by Patinage Québec.

Skills evaluations for skaters are done during a regular skating session by the coach-evaluator.

Ensure that the coaches have the coach-evaluator qualifications.

For the STAR 6 to Gold Skills tests, the process for returning money and complete tests sheets is the same as STAR 1-5.

Summary sheets can also be entered electronically.

### **Recording of tests:**

Regardless of assessment results (pass with honors, pass or retake), all assessments must be recorded on the summary sheets and submitted with the fees.

**NOTE:** Evaluation coordinators are responsible to verify the qualifications for all coach-evaluators to ensure their eligibility and following Section protocols regarding verification of evaluators qualifications.

# OFFICIALS EXPENSES POLICY

For the Officials expenses policy please refer to the expense policy for your region.

## 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 MEMBER OF OUR CLUB AND OF SKATE CANADA.

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

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

