



**SKATE**CANADA  
CENTRAL ONTARIO

# **TEST DAY GUIDELINES**

**SKATE CANADA – CENTRAL ONTARIO**

**2011-2012**

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**Welcome - to all new test chairmen and a thank you to those veterans who are returning as test chairmen yet another year. Test days don't happen without you! This booklet will give you most of the information you need to organize and run a test day during the year. If you require further details, please contact:**

**Patrick**

905-760-9100 x227

[patrick@skatecanada-centralontario.com](mailto:patrick@skatecanada-centralontario.com)

**Updated Judges List** – email Patrick to receive the most recent excel version of the 2011/2-12 Evaluators List.

## Contacts

The Skate Canada–Central Ontario (COS) Office is your main contact for any questions related to conducting test days in your club. At times, you also may need to contact someone at the Skate Canada national office in Ottawa.

### Skate Canada – Central Ontario Office

Judges Bureau  
111 Snidercroft Road, Unit A  
Concord, Ontario L4K 2J8

(905) 760-9100 x 227  
1-877-267-0081 x 227 (Toll Free)  
(905) 760-9104 (Fax)

[patrick@skatecanada-centralontario.com](mailto:patrick@skatecanada-centralontario.com)

### Skate Canada – National Office

865 Shefford Road  
Ottawa, ON  
K1J 1H9

(613) 748-5635  
1-888-747-2372 (Toll Free)  
(613) 748-5718 (Fax)  
1-877-211-2372 (Toll Free Fax)

[skatecanada@skatecanada.ca](mailto:skatecanada@skatecanada.ca)

## Supplies

The following is a list of supplies that you will need to conduct test days at your club and where you can obtain them.

<b>Supplies</b>	<b>Order from:</b>	<b>Contact:</b>
Current Club Test Chair Handbook	Skate Canada-Central Ontario Office	(905) 760-9100 x 227
Current Skate Canada Rulebook	Skate Canada	<a href="http://www.skatecanada.ca">www.skatecanada.ca</a>
Guide to Skating Skills Program	Skate Canada	<a href="http://www.skatecanada.ca">www.skatecanada.ca</a>
Current Test Sheets	Skate Canada	<a href="http://www.skatecanada.ca">www.skatecanada.ca</a>
Summary Sheets	Skate Canada	<a href="http://www.skatecanada.ca">www.skatecanada.ca</a>

## **The Skate Canada-Central Ontario Website**

The Skate Canada-Central Ontario website has a dedicated web page for Test Chairs. Please bookmark this page on your computer and visit it often throughout the year.

Please go to:

[www.skatecanada-centralontario.com](http://www.skatecanada-centralontario.com)

Select “Test Chairman Page” from the Main Menu.

On this website, you will find the following information:

- Electronic copy of Test Chair Handbook
- Forms for applying for Test Days
- Sample forms for maximum and minimum lists
- Applications for Centralized Test Days
- Monthly calendars of High & Low Test Days throughout the section
- Dates and schedules for Centralized Test Days

## **General Information on Test Days**

The following types of test days occur in Skate Canada - Central Ontario (COS):

- **High Test Days**

- Junior Silver, Senior Silver and Gold tests in Freeskate, Dance and Skating Skills
- Interpretive tests: Introductory to Gold
- Diamond Dances

These tests are evaluated by one Evaluator obtained by the COS Judges Bureau

- **Low Test Days**

- Preliminary, Junior Bronze and Senior Bronze tests in Freeskate, Dance and Skating Skills

These tests are evaluated by one Evaluator obtained by the Club Test Chair or Skating School Director

- **Competitive Test Days**

- Singles, Pairs and Dance Tests – Juvenile to Senior
- Diamond Dances (when unable to be serviced at High test days)

# Low Test Days

## Planning

### 1. How many Test Days can we have?

Your club should provide skaters the opportunity to try tests at regular intervals. **A minimum of two opportunities per discipline per winter season must be provided.** You and the club coaches will need to establish a system whereby the candidates' names will be submitted for low tests. *Two weeks notice of a test request is generally a good time frame, allowing you to prepare tests sheets and obtain Evaluators.*

### 2. Do we have to let the COS Office know when we are having a Low Test Day?

**We request that you please let the COS Judges Bureau know the dates of your winter season low test days.** Often your club will know these dates when their season starts. We publish these dates on a monthly calendar that goes out to all Evaluators, helping them plan for upcoming evaluating sessions. Our Trial Evaluators also depend on this calendar to find low test days where they may trial evaluate tests as required for promotion.

### 3. Can we hold a Low Test Day on a regular club session?

You may hold a low test day on regular session ice or on special time set aside. Freeskate tests can easily be held on session ice – simply clear the ice at the time when the programs are being performed so the skater can be evaluated without interruption. However, be sure you can find an Evaluator who is willing to come in for just a few tests.

### 4. When is it best to plan a Low Test Day?

We understand that for many clubs, it is easiest to find ice during the day for your Low Test Days. **However – we ask that whenever possible, please try to schedule at least one of your winter Low Test Days in the evening or the weekend.** Our Evaluators are volunteers and most of them hold full-time jobs or are full-time students. It is difficult for them to attend tests during the daytime. If your low test days are booked at the beginning of your season and included in your brochure, then parents know when evening ice is cancelled for test days and can plan accordingly.

### 5. How do I know how many skaters will want to take tests?

Three weeks before your Low Test Day, your coaches should submit their **MAXIMUM** list of skaters who would like to take a test. Your coaches then have until two weeks before the Test Day to withdraw any of these names. This means two weeks before the Test Day, you should have a very good idea of the number of tests that will be tried.

## **Evaluators**

### **1. Who is responsible for obtaining Evaluators for Low Test Days?**

It is the responsibility of the Club Test Chair or Skating School Director to obtain Evaluators for your Low Test days.

### **2. Which Evaluators can I call for my Low Test Day?**

For Low Test Days, you may call Evaluators who are qualified up to the Senior Bronze level in Freeskate, Dance or Skating Skills. **Should you wish to call Evaluators above this level, you must contact the COS Judges Bureau first.** We just need to ensure that these Evaluators are not needed for a High Test day on the same date.

It is important that the low level Evaluators receive experience at this level, as it is a requirement for promotion. Your assistance in using our low test Evaluators and building the volunteer base is appreciated.

### **3. Where can I get a current list of Evaluators?**

If you do not have a current list of Evaluators, please contact the COS Judges Bureau for the latest list.

### **4. How many Evaluators do I need for my Low Test Day?**

For the average low test day, it is recommended that you obtain two Evaluators, so they can alternate the evaluating of dances, skating skills and freeskate. If you have a smaller test day, only one Evaluator may be necessary.

### **5. Which Evaluators should I call?**

Try to use different Evaluators at each test day. This gives your skaters a wider range of feedback and also allows new Evaluators to gain more experience. Understandably, this is becoming increasingly difficult with daytime test days.

### **6. What are Trial Evaluators, and what do I need to do for them?**

As Test Chair, you may receive a call from an Evaluator who wishes to trial evaluate at your test day. Please welcome these Evaluators – they are showing initiative to elevate their level of qualification and need our support. We ask that you let them know the times and number of tests that you have and provide them with blank test sheets as required.

If you know of anyone in your club who is trying to be promoted as an Evaluator we encourage you to give them a call and suggest they come out and trial evaluate at your next Test Day.

## **The Test Day**

### **1. When should I collect test fees?**

Test fees should be collected once your finalized number of skaters is ready, which is 14 days before the test. The test fees are submitted with the summary sheet to Skate Canada.

### **2. How do I prepare test sheets and summary sheets?**

Test sheets and summary sheets can be obtained from the Skate Canada website ([www.skatecanada.ca](http://www.skatecanada.ca)). Please try to use the most recent test sheets as rule changes make old test sheets obsolete. The top portion of the test sheets should be filled out in advance. Summary sheets can also be filled out in advance listing the skaters and their test to be tried. Please ensure that every skater's Skate Canada number is included, or they will not be given credit for the test.

The original summary sheet is returned to Skate Canada with the test fees. A copy of the summary sheet should be sent to the COS Office for our statistics. You should keep a copy of the summary sheet and the top portion of each test sheet in your club files. Any skaters from other clubs will need the top portion of the test sheet and a copy of the summary sheet returned to their home club.

### **3. How do I prepare the Test Day Schedule?**

Fourteen (14) days before the test, you should know the final number of skaters trying tests. At this point, you can prepare a test day schedule and post it in the club for skaters, officials and coaches. You will gain experience in scheduling test days as you go, but below is a guideline, which you may find helpful.

Skating Skills Tests	
Preliminary	5 minutes
Junior Bronze	6 minutes
Senior Bronze	7 minutes
Free Skating Tests	
Preliminary – Elements	15 minutes
Junior Bronze – Elements	15 minutes
Senior Bronze – Elements	18 minutes
Preliminary – Program	4 minutes
Junior Bronze Program	4 minutes
Senior Bronze Program	4.5 minutes
Dance Tests	
Preliminary Dance Tests	2-3 minutes
Junior Bronze Dance Tests	2-3 minutes
Senior Bronze Dance Tests	2-3 minutes

Please note that these times include the time for the test to be skated and the time for the Evaluator to write comments. They do **NOT** include warm-up times (approx. 5 minutes) or floods (approx. 10 minutes), which should be added to your schedule as required.

### **The Test Day cont'd**

#### 4. What do I need to provide for the Evaluator(s)?

You are responsible to pay the Evaluator for his/her mileage to the arena and also provide meals and hospitality, as appropriate. Remember, our Evaluators are volunteers too and often rush to arena after work or on their lunch hour to evaluate tests. A hot meal is really appreciated, whether provided at the rink or at a local fast food restaurant.

#### 5. Does the club need to give the Evaluator(s) a gift?

Generally - a token gift of appreciation (i.e. a gift certificate), is a nice way to say thank you to the Evaluator for volunteering their time for your test day.

#### 6. What do I do if an issue or situation arises at the Test Day?

If a situation arises at a test day that concerns you, please do not hesitate to let us know. This must be done in writing using the **Expression of Concern form** found on the COS website. The completed form can be forwarded to the COS Office Attention: Judge/Evaluator Chairman.

## LOW TEST DAY TEST CHAIR CHECKLIST

DATE	TASK	COMPLETED
<i>Spring</i>	Apply for your winter season test days using form available on website	
<i>Three Weeks Before Test Day</i>	Determine maximum number and level of tests to be taken (consult coaches)	
<i>Two Weeks Before Test Day</i>	Finalize your list of tests (consult coaches)	
	Book/arrange for an Evaluator's room at the arena	
	Organize Food/Hospitality for the Evaluators	
	Collect test fees from skaters	
	Prepare test day schedule	
<i>One Week Before Test Day</i>	Arrange for all test sheets and Summary Sheets to be neatly printed or typed.	
	Call Evaluators to confirm the time required, date, location and tests being tried.	
	Draw for skating order where there is more than one candidate for a test. Post this list at the arena.	

## LOW TEST DAY TEST CHAIR CHECKLIST

DATE	TASK	COMPLETED
<i>On the Test Day</i>	Oversee test day and all arrangements	
	Make sure that the Evaluator has sharp pencils with erasers, a clipboard, snacks, hot drinks and a hot meal if over mealtime.	
	Pay mileage and any expenses to Evaluators	
	Once the Evaluators have finished, check the results on the test sheets and summary sheets for accuracy and completeness. Compare the top and bottom portions of each test sheet to ensure that the results are the same.	
	Hand out the bottom half of the test sheet to the skater, coach or parent.	
	Update your test records book with the results from the top half of the test sheets	
<i>After the Test Day</i>	Send completed Summary Sheet and fees to Skate Canada within 3 weeks (white copy)	
	Send duplicate of the Summary Sheet to the COS Office for our statistical records (yellow copy)	
	Keep a copy of the Summary Sheet and the top half of the test sheet in your Club Files (pink copy)	
	Return the top portion of the test sheet to the Home Club for any visiting skaters. Also send a photocopy of the summary sheet.	

# High Test Days

## Planning

### 1. How do I book a High Test Day?

Clubs should apply to Skate Canada-Central Ontario for their high test days in the spring preceding the winter season (i.e. in April 2009 for the Winter 2009/10 season). This is often done at the spring Area Meetings.

The Test Day Application can be found on the Test Chair Page of the COS website. This form should be downloaded, completed and faxed to: COS Judges Bureau at (905) 760-9104.

Please be prepared that if your numbers are quite low for your High Test Day, we may need to move your tests to a nearby club who is hosting a larger test day in the same week.

### 2. Where can skaters try high tests?

During the Off Season (April to October) skaters may try high tests anywhere. During the Winter Season (November to March), skaters must try their high tests at their Home Club or alternatively at a designate alternate club.

If an alternate club is being designated for testing during the winter season, please complete the Testing Out of Home Club form found on the Test Chair page of the COS Website. This form needs to be completed and submitted to the COS Judges Bureau by **November 30, of the skating year**. Permission is not given as an opportunity to try more times than previously stated.

### 3. How many high test days can our club have?

Area Groups or combined clubs may apply for three high test days. Individual clubs may apply for two during the winter season (November to April).

### 4. Why would I be asked to combine my High Test Day with another club?

The COS Judges Bureau will examine the list of high test days requested by each club in the spring. Since there is a limited number of high level Evaluators, it becomes difficult to service many small tests days. In some busy weeks and months, there are simply more test days than Evaluators. Therefore, a smaller number of larger high test days is easier to staff. For this reason, the COS Judges Bureau will combine or reschedule some high test days. Some clubs are already combining their high test days with another club, which is helpful. You are encouraged to continue doing this.

## **Planning cont'd**

### **5. How do I let COS know what tests will be tried at our High Test Day?**

Twenty-one (21) days before your high test day, you are required to submit your “*maximum*” list of skaters and the tests they plan to try. This can be faxed or emailed to the COS Judges Bureau. The form entitled Test Day Summary List can be found on the Test Chairman page of the COS website and can be used to submit your maximum list.

Fourteen (14) days before your high test day, you are required to submit your “*minimum*” list of skaters and the tests they plan to try. *After this minimum list is submitted, withdrawals are only allowed for medical reasons (with a doctor's note) (Rule #4105).* Any other withdrawals will be entered as a Retry in the summary sheet.

## Evaluators

### 1. How do I get Evaluators for my High Test Day?

The COS Judges Bureau will obtain the Evaluators for your High Test Day. Prior to your test day, you will be contacted by the COS Judges Bureau with a list of Evaluators for your test day. **Once you receive the names from the COS Judges Bureau, please call these Evaluators to let them know the tests they will be evaluating, the time required, the date and the location.** The COS Judges Bureau simply confirms that the Evaluators are available for the day of your test day. It is your responsibility as Test Chair to let the Evaluators know when they are needed during that day.

### 2. What are Trial Evaluators, and what do I need to do for them?

As Test Chair, you may receive a call from an Evaluator who wishes to trial evaluate at your test day. Please welcome these Evaluators – they are showing initiative to elevate their level of qualification and need our support. We ask that you let them know the times and number of tests that you have and provide them with blank test sheets as required.

If you know of anyone in your club who is trying to be promoted as an Evaluator we encourage you to give them a call and suggest they come out and trial evaluate at your next Test Day.

## The Test Day

### 1. When should I collect test fees?

Test fees should be collected once your final number of skaters is ready, which is 14 days before the test. The test fees are submitted with the summary sheet to Skate Canada.

### 2. How do I prepare test sheets and summary sheets?

Test sheets and summary sheets can be obtained from the Skate Canada website. Please try to use the most recent test sheets as rule changes make old test sheets obsolete. The top portion of the test sheets should be filled out in advance. Summary sheets can also be filled out in advance listing the skaters and their test to be tried. Please ensure that every skater's Skate Canada number is included, or they will not be given credit for the test.

The original test sheet is returned to Skate Canada with the test fees. A copy of the summary sheet should be sent to the COS office for our statistics. You should keep a copy of the summary sheet and the top portion of the test sheet in your club files. Any skaters from other clubs will need the top portion of the test sheet and a copy of the summary sheet returned to their home club.

### 3. How do I prepare the Test Day Schedule?

Fourteen (14) days before the test, you will have the final number of skaters trying tests. At this point, you can prepare a test day schedule and post it in the club for skaters, officials and coaches. You will gain experience in scheduling test days as you go, but below is a guideline, which you may find helpful.

Skating Skills Tests	
Junior Silver	6 minutes
Senior Silver	6 minutes
Gold	8 minutes
Free Skating Tests	
Junior Silver – Elements	20 minutes
Senior Silver – Elements	20 minutes
Gold – Elements	20 minutes
Junior Silver – Program	5.5 minutes
Senior Silver – Program	5.5 minutes
Gold – Program	6 minutes
Dance Tests	
Junior Silver Dance Tests	2-3 minutes
Senior Silver Dance Tests	2-3 minutes
Gold Dance Tests	2-3 minutes

Please note that these times above include the time for the test to be skated and the time for the Evaluator to write comments. They do **NOT** include warm-up times (approx. 5 minutes) or floods (approx. 10 minutes), which should be added to your schedule as required.

## The Test Day cont'd

### 4. What is the COS Judges Bureau Surcharge?

There is a surcharge of \$10.00 plus G.S.T. for each Evaluator provided by the COS Judges Bureau, with a minimum charge of \$20.00 plus G.S.T. per test day.

Your club will be invoiced. A cheque payable to Skate Canada – Central Ontario should be returned along with one copy of the invoice to:

Skate Canada - Central Ontario  
111 Snidercroft Road, Unit A  
Concord, Ontario L4K 2J8

### 5. What do I need to provide for the Evaluator(s)?

You are responsible to pay the Evaluator for his/her mileage (.40 cents per kilometer) to the arena and also provide meals and hospitality, as appropriate. Remember, our Evaluators are volunteers too and often rush to the arena after work or on their lunch hour to evaluate tests. A hot meal is really appreciated, whether provided at the rink or at a local fast food restaurant.

### 6. Does the club need to give the Evaluator(s) a gift?

Although not required, a token gift of appreciation (i.e. a gift certificate), is a nice way to say thank you to the Evaluator for volunteering their time for your test day.

### 7. What do I do if an issue or situation arises at the Test Day?

If a situation arises at a test day that concerns you, please do not hesitate to let us know. This must be done in writing using the **Expression of Concern form** found on the COS website. The completed form can be forwarded to the COS office, Attention: Evaluator/Judges Chairman, Reaghan Fawcett.

## HIGH TEST DAY TEST CHAIR CHECKLIST

<b>DATE</b>	<b>TASK</b>	<b>COMPLETED</b>
<i>Spring</i>	Apply for your Winter season test days using form available on the COS website	
<i>Three Weeks Before Test Day</i>	Determine maximum number and level of tests to be taken (consult coaches)	
<i>Two Weeks Before Test Day</i>	Finalize your list of tests and fax or email in your list to the COS Judges Bureau – no pulls are allowed after this	
	Book/arrange for an Evaluator's room at the arena	
	Organize Food/Hospitality for the Evaluators	
	Collect test fees from skaters	
	Prepare test day schedule	
<i>One Week Before Test Day</i>	Arrange for all test sheets and Summary Sheets to be neatly printed or typed.	
	Call Evaluators to confirm the time required, date, and location and test to be tried. You must contact high test Evaluators even though they are supplied by the COS Judges Bureau, as they need to know the exact times they are needed.	
	Draw for skating order where there is more than one candidate for a test. Post at the arena.	

DATE	TASK	COMPLETED
<i>On the Test Day</i>	Oversee test day and all arrangements	
	Make sure that the Evaluator has sharp pencils with erasers, a clipboard, snacks, hot drinks and a hot meal if over mealtime.	
	Pay mileage and any expenses to Evaluators	
	Once the Evaluators have finished, check the results on the test sheets and summary sheets for accuracy and completeness. Compare the top and bottom portions of each test sheet to ensure that the results are the same.	
	Hand out the bottom half of the test sheet to the skater, coach or parent.	
	Update your test records book with the results from the top half of the test sheets	
<i>After the Test Day</i>	Send completed summary sheet and fees to Skate Canada within 3 weeks (white copy)	
	Send duplicate of the summary sheet to the COS Office for our statistical records (yellow copy)	
	Keep a copy of the summary sheet and the top half of the test sheet in your Club Files (pink copy)	
	Return the top portion of the test sheet to the Home Club for any visiting skaters. Also send a photocopy of the summary sheet.	

## **Diamond Dance Tests**

All Diamond Dance tests are evaluated at the club level on scheduled High Test days. Diamond Dances may also be submitted by application to the Centralized competitive test days.

## **Interpretive Tests**

If a skater is trying more than one level of Interpretive test at a test day, the skater must skate their Interpretive program for each level they are trying. However, due to the time involved and in order to give all skaters an opportunity to test, the COS Judges Bureau has decided to limit the number of attempts to 2 per test day.

Please note the Test Chair must prepare a separate test sheet for each level of Interpretive test that is being tried and the Evaluator will record appropriate comments along with an assessment of Pass or Retry on each test sheet, along with recording each result on the Summary Sheet. The test fee for Interpretive tests is \$10.00 per test.

## **Competitive Tests**

All Competitive tests will be held at Centralized Test Days. Each year, there will be qualifying test days held at the end of September. In the winter season (November to April); there will be Centralized Competitive test days throughout the winter season. The dates and locations of these Centralized Test Days will be posted on the Test Chair page of the COS website.

Application forms, along with payment, should be sent to the COS office **prior to the test day as outlined on the application.**

The COS Judges Bureau will prepare the test sheets, summary sheets and schedule for the test day, and the schedule will be posted on the website as soon as it is available. **The schedule will NOT be mailed, faxed or emailed to individual clubs.**

In the Off-Season, competitive tests are also centralized.

## **Off-Season Test Days**

In the off-season (April to October), off-season schools apply for their sanctions and their test days. The COS Judges Bureau will continue to provide Evaluators for High Tests.

## **New Evaluators**

If you have any senior skaters who wish to begin evaluating or judging, please forward their names to Patrick Way at ([patrick@skatecanada-centralontario.com](mailto:patrick@skatecanada-centralontario.com)) or 905-760-9100 x227.

Judging Clinics are generally held in conjunction with the Area Competitions. If a large number of people are interested from your club, we may send a trainer to your club to facilitate the clinic on-site.

Please encourage those who may be finishing their skating career to stay involved and consider evaluating.