



SKATE/PATINAGECANADA
NEW BRUNSWICK/NOUVEAU BRUNSWICK

REGIONAL TEST DAY GUIDELINES

What is a test day?

A test session is a period of time during which tests are evaluated. A test session can be a few hours on the same day in one rink or it can be divided over several days and ice surfaces. Regardless of the format, skaters register only once for the same test at one test session.

Where are tests evaluated?

Coaches who have taken the required training, can now evaluate tests during a planned test session at their club. All other tests, including those of coaches who have not completed the training, must be evaluated during a Regional test day. Clubs cannot host their own test days. Test days are held at a Regional level and their dates will be set by the Regional Test Chair or Regional Director. Clubs must work together and come to a consensus on location and dates. During off-season, all skaters within a Region must be invited to the Regional test day, regardless of their attendance at an off-season school.

Regions can combine their test days if they wish. This must be coordinated between Regions.

The Section will not be involved in coordinating test days, be it within the Region or between Regions.

The following table summarizes where tests are to be tried. Note that Senior Bronze and Junior Silver Dances may be tried at either the Regional Low-intermediate test day OR Regional High test day.

Level	Dance	Skill	Freestyle
Preliminary	Low-intermediate	Low-intermediate	Low-intermediate
Junior Bronze	Low-intermediate OR High	Low-intermediate	Low-intermediate
Senior Bronze	Low-intermediate OR High	Low-intermediate	Low-intermediate
Junior Silver	Low-intermediate OR High	Low-intermediate	Low-intermediate
Senior Silver	High	High	High
Gold	High	High	High
Diamond	High	N/A	N/A

Interpretive Tests

Level	Test Day
Introductory	High
Bronze	High
Silver	High
Gold	High

* Evaluator MUST be Gold level for ALL Interpretive tests. Depending on the level of the evaluator and their availability, interpretive tests could be tried at a Low or Intermediate test day.

When are test days?

Regional test days can occur:

- a) 1 Regional Low-intermediate and 1 Regional High test day in November-December window
- b) 1 Regional Low-intermediate and 1 Regional High test day in February-March window
- c) 1 Regional Low-intermediate and 1 Regional High test day per off-season Fall and Spring (e.g. 1 Regional low intermediate and 1 regional high test day for Spring)
- d) 1 test day per Summer school

Low-intermediate and High tests may be combined so that only 1 test session occurs. This decision remains at the discretion of the Region. All athletes who attend off-season schools must be tested in the Region of their off-season school (unless an evaluator is not available to evaluate at the required test level).

Test Days must not conflict with SCNB events (refer to SCNB yearly calendar of events www.skatenb.org)

Test Day Calendar

Regional Low-intermediate	Regional High
November-December	November-December
February - March	February - March
Off-season	Off-season
Summer school	

Test dates should be decided at the beginning of the season during a Region Meeting and then posted on SCNB website.

For any inquiries about a test day, contact your Regional Test Chair, who should then contact the Director Technical (technical.director@skatenb.org).

Who is needed?

1. Regional Test Chair

- This person will oversee the coordination of the test days between all Clubs within a Region.
- He/she will communicate test date to Club test chairs to establish a location (Host Club).
- Once date and location have been established, he/she will set a registration date deadline.
- He/she will then request an evaluator(s) to the Judges Bureau with the date(s) and location of the test day(s).

2. Club Test Chair

- This person will be in charge of asking coaches the number of tests to be tried. In order to facilitate the composition of the test day schedule, and minimize the volunteer time, special requests should not be accepted. Coaches and clubs will have been advised of dates at the beginning of the season so everyone (parents and skaters) should be aware of these dates.
- The Club Test Chair will communicate this information to the Regional Test Chair and Host Club Test Chair.
- He/she is also responsible for collecting test fees from his/her club skaters.
- He/she is responsible for distributing the test day schedule to the athletes and club coaches.
- The Club Test Chair must prepare the test sheets and summary test sheets.

3. Test Day Host Club

The club Test Chair is to communicate to the Host Club Test Chairs by the deadline:

- tests to be tried
- names of candidates.

Once received, the Host Club Test Chair is responsible for making the test day schedule and emailing this information to the other Club Test Chairs, Regional Test Chair and Evaluator(s).

4. Judges Bureau

This person is selected by the SCNB Officials Committee. Presently, Diane Duguay coordinates the Bureau: judgesbureau@skatenb.org

5. Evaluators

- The Judges Bureau will be responsible for finding evaluators for ALL test days.
- If the Judges Bureau cannot secure an evaluator in the Region, the Section will try to find an out-of-province official.
- The Section will not financially support in- and/or out-of-province officials for test days.

What is needed?

Many of the supplies you will need are found online from the Skate Canada Info Center website (<https://info.skatecanada.ca>) -> Programs, Pilot Programs, or Clubs and School

- Current Test Sheets
 - Technical and Program Information
 - Test Sheets
 - Test Codes and Fees
 - Test Summary sheets

IMPORTANT - Test sheets will no longer be for sale in Skate Canada Store. Clubs must download test sheets.

If you have difficulty accessing the necessary documentation, please contact your Regional Test Chair.

From SCNB:

- SCNB Regional Test Day Guidelines
- Expense Report for Evaluators

How to organize Regional Test Days?

1. Regional test Chair
 - a. Sets Test Day date
 - b. Finds a Host club
 - c. Sets deadline for names and tests to be sent to the Host Club Test Chair. As per SC rules, this date is to be at the latest 2 weeks prior to the Test Day.
2. Club Test Chair
 - a. Asks coaches what test(s) will be tried. In order to facilitate the composition of the test day schedule, and minimize the volunteer time, special requests should not be accepted. No additions after deadline.
 - b. Collects skaters' names, tests being tried, and test day fees on the date set by the Regional Test Chair and send to Host Club Test Chair.
 - c. Prepare Club Test Sheets
3. Host Club Test Chair
 - a. Acquires names from participating clubs, tests and fees to be tried on date set by Regional Test Chair.
 - b. Organizes schedule of test day.

DETAILED INFORMATION

- Club Test Chairs, along with the Regional Test Chair, will need to discuss when and where test day is to occur. Remember that Officials are volunteers and most of them hold full-time jobs or are full-time students. It is difficult for most of them to attend tests during the daytime. Test Days must not conflict with SCNB events (refer to SCNB yearly calendar of events www.skatenb.org)
- After deciding on the logistics, the Regional Test Chair will coordinate and communicate with all Clubs at least one month prior to the Test Day, informing them of the deadline for clubs to provide their lists of tests (should be no later than 2 full weeks prior to the Test Day).
- It is the responsibility of the Club Test Chairs to provide the Host Club Test Chair with names and tests to be tried, at the latest 2 weeks prior to the Test Day as per SC Rules and Regulations. In order to facilitate the composition of the test day schedule, and minimize the volunteer time, special requests should not be accepted. No additions after deadline.
- As stipulated in the SC Rules and Regulations "A test session is a period of time during which tests are evaluated. A test session can be a few hours on the same day in one rink or it can be divided over several days and ice surfaces. Regardless of the format, skaters register only once for the same test at one test session." ; consequently, **a test may not be retried at the same test session.**
- It is the responsibility of the **Regional Test Chairs to contact the Judges Bureau, at the latest 1 month prior to the test day**, to secure Evaluators for this session.
- The Host Club Test Chairs are responsible for making the test day schedule and assuring that all Clubs, coaches, skaters and Evaluator(s) are aware of the schedule of the test day.
- Test day hosting fees will be calculated on a per skater per test basis. This fee includes ice time needed for the tests (and floods) and hospitality fee (evaluator expenses, token gift of appreciation if desired). The Host Club Test Chair will be responsible for calculating these hosting fees and informing the individual Club Chairs. **These monies must be sent to the Host Club Test Chair, 1-week prior to the Test Day when possible. Failure to do so will forfeit the candidate's opportunity to try the test(s).**
- If more convenient, Regions may pair up to co-host test days. It will be the responsibility of the Regional Test Chairs to coordinate these test days as stipulated above.
- Calls from trial evaluators who wish to trial evaluate at your test days are possible. Please welcome these evaluators – they are showing initiative to elevate their level of qualification and need our support. Let them know of the times and number of tests you have.

TEST DAY CHECKLIST

DATE	TASK	Who
Start of Skating Season	<ol style="list-style-type: none"> 1. Consult for dates of test days 2. Set deadlines for acquisition of names, tests and fees. 	<ol style="list-style-type: none"> 1. Club Test Chairs and Regional Test Chair 2. Regional Test Chair
	Reserve Evaluator(s) from Judges Bureau at the latest 1 month prior to test day	Regional Test Chair
Three weeks before Test Day	Finalize number and level of tests to be taken (consult with coaches)	Club Test Chairs
Two weeks before Test Day	Finalize your list of tests and email to the Host Club Test Chair – no additions or withdrawals are allowed after the deadline. <u>In order to facilitate the composition of the test day schedule, and minimize the volunteer time, special requests should not be accepted.</u>	Club Test Chairs
	<ol style="list-style-type: none"> 1. Gather names and tests to be tried from Club Test Chairs. 2. Create test day schedule. 3. Calculate test fees on a per skater per test basis. 4. Email fees to Club Test Chairs along with Test Day Schedule. Remind them that these monies, as well as the Skate Canada Test fees, must be received 1 week prior to the test day. Failure to receive monies will forfeit the test(s) to be tried. 5. Organize a room and hospitality for evaluator at arena. 6. Confirm with evaluator(s) their availability (times). 	Host Club Test Chair
One week before Test Day	<ol style="list-style-type: none"> 1. Collect Skate Canada test fees and Test Day hosting fees. 2. Arrange for all test sheets and Summary Sheets to be neatly printed or typed. These forms can be found on the Skate Canada Info Centre (https://info.skatecanada.ca/hc/en-ca). 3. Make arrangements to deliver all documentation and fees to the Host Club Test Chair. 	Club Test Chairs

	<ol style="list-style-type: none"> 1. Collect Test Sheets and Summary Sheets from Club Test Chairs 2. Collect Skate Canada test fees and Test Day hosting fees. 3. Call or email Evaluator(s) to confirm the tests, time required, date and location. Send the full schedule. You must contact the Official(s) even though they are obtained from the SCNB Judges Bureau, since they need to know from you the exact times they are needed. Do not assume that they will be aware when to arrive. 4. Ask volunteers to play music; announce skaters; to be ice captain to ensure skaters are ready on-time. Test days are usually long and there is no time to spare. 	Host Club Test Chair
On Test Day	<ol style="list-style-type: none"> 1. Oversee Test Day and all arrangements. 2. Make sure the Evaluator has sharp pencils with erasers, a clipboard, snacks, hot drinks and a hot meal if over mealtime. Have a coin available to be able to draw for directions. 3. Pay mileage and any expenses (as per Skate Canada) to Evaluators. 4. Check results on the test sheets and summary sheets after the Evaluators have finished for accuracy and completeness. Compare top and bottom portions of test sheet to ensure that the result is the same. Also ensure that the Evaluators' SC # is written on the test summary sheet. 5. Hand out the bottom half of the test sheet to the coach. 	Host Club Test Chair
After the Test Day	<ol style="list-style-type: none"> 1. Skate Canada recommends that you submit summary test sheets electronically https://info.skatecanada.ca/hc/en-ca/articles/212444563-Test-Information However, you can still submit to Skate Canada via Express/Priority mail. Fees to Skate Canada must be sent within 3 weeks. 2. Return a copy of the Summary Sheet and the top portion of the test sheets to the participating Club Test Chair(s). 	Host club test chair
	Update your Club files with the Summary Sheet and top portion of the test sheets when received from the Host Club Test Chair.	Club Test Chairs

Preparing the Test Day Schedule – Host Club Test Chair

Fourteen (14) days before the Test Day, you will have the number and names of skaters trying tests. **In order to facilitate the composition of the test day schedule, and minimize the volunteer time, special requests should not be accepted. No additions after deadline.** At this point, you can prepare the Test Day schedule and email it to Club Test Chairs, Regional Test Chair and Evaluator(s). You will gain experience in scheduling test days as you go, but below is a guideline, which you may find helpful. You should **also consult the [SC Info Centre \(https://info.skatecanada.ca/hc/en-ca/articles/201177744-I-Administration-of-Tests-in-the-STARSkate-Program\)](https://info.skatecanada.ca/hc/en-ca/articles/201177744-I-Administration-of-Tests-in-the-STARSkate-Program)**.

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 15 minutes), which should be added to your schedule as required.

Dance Tests	
Preliminary	2-3 minutes
Junior Bronze	2-3 minutes
Senior Bronze	2-3 minutes
Junior Silver	2-3 minutes
Senior Silver	2-3 minutes
Gold	2-3 minutes

Skating Skills Tests	Time needed
Preliminary	10 minutes
Junior Bronze	12 minutes
Senior Bronze	12 minutes
Junior Silver	15 minutes
Senior Silver	15 minutes
Gold	15 Minutes

Free Skating Tests	
Preliminary – Elements	15 minutes
Junior Bronze - Elements	15 minutes
Senior Bronze - Elements	18 minutes
Junior Silver – Elements	20 minutes
Senior Silver - Elements	15 minutes
Gold - Elements	15 minutes
Preliminary - Program	4 minutes
Junior Bronze - Program	4 minutes
Senior Bronze - Program	4.5 minutes
Junior Silver – Program	5.5 minutes
Senior Silver - Program	5.5 minutes
Gold - Program	5.5 minutes

Calculation of Test Fees – Host Club Test Chair

The Skate Canada test fees, as well as the test day hosting fees, should be collected 1 week prior to test day. Failure to do so will result in forfeit trying of test.

When calculating the test day hosting fees, the following should be considered:

- Ice rental fee
- Ice use of candidate (i.e. 5 minutes of 1 hour, 25 minutes of 1 hr, etc.)
- Evaluator(s) mileage (\$0.48/km per SC policy, subject to change)
- Food for evaluator
- Token of appreciation (if wished)

See example of excel document <http://skatenb.org/clubs/test-days-2/>

Preparing Test Sheets and Summary Sheets – Club and Host Club Test Chairs

Test sheets and summary sheets must be obtained from the [Skate Canada info center \(https://info.skatecanada.ca/hc/en-ca\)](https://info.skatecanada.ca/hc/en-ca). Please 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 ahead of time and summary sheets prepared listing the skaters and their test taken in the order of tests. Please ensure that every skater's Skate Canada number is included, or they will not be given credit for the test at Skate Canada.

Host Club Test Chairs, please ensure that you have the Evaluator(s)' Skate Canada Numbers.

Skate Canada recommends that you submit summary test sheets electronically <https://info.skatecanada.ca/hc/en-ca/articles/212444563-Test-Information>

However, you can still submit to Skate Canada via Express/Priority mail. Fees to Skate Canada must be sent within 3 weeks.

Diamond Dance and Interpretive Tests

Depending on the level of the evaluator and their availability, these tests could be tried at a Low or Intermediate test day.

CHALLENGE FOR GOLD TESTS

Interpretive

A skater may attempt the Gold Interpretive test foregoing the lower level Interpretive tests only if the skater has achieved his/her Gold certificate in either Free Skate or Dance or Skating Skills or higher. This is the only exception that applies. The skater will skate one performance of his/her Interpretive program and it will be evaluated at the Gold level. The skater will be responsible for the test fees for any of the lower level Interpretive tests not previously achieved.

The club test chair must complete a request form ([interpretive challenge request](#)) and send to the National Office (copying the Section Office). These requests will be treated on a case-by-case basis. The Member Services Department will verify the skater's test levels and communicate the results of the request directly to the club test chair.

Gold Free and Gold Dances

A candidate may try the Gold free skating test without passing the previous free skating tests. The candidate must pay the appropriate fee for challenging the Gold test (Currently \$60 per part).

A candidate may try the Gold Pattern Dances without passing the previous pattern dance tests. The candidate must pay the appropriate fee for challenging the Gold test as outlined in the Notice Board (Currently \$60 per pattern dance).