



Test Chair Handbook For Senior Bronze to Gold Tests

INTRODUCTION

The Test Chairperson has a vital role to play in a Skating Club – a Club cannot function without one. **Test Chairs are responsible for working closely with the Regional Judges Bureau Representative (JBR) and Club Coach(es).** It is a job that directly affects skaters so attention to details and deadlines are very important with most communication done via email.

All resources are available online either through:

Skate Canada website – www.skatecanada.ca

Skate Canada Manitoba website – www.mbskates.ca

Skate Canada Manitoba is referenced throughout this handbook as the “Section”.

RESPONSIBILITIES OF THE TEST CHAIRPERSON

- Maintain a record keeping system for test records of skaters in your club and confirm test eligibility.
- Familiarize yourself with the Skate Canada Rule Book & Technical Guidelines regarding procedures for evaluation and test days.
- Familiarize yourself with Skate Canada Manitoba Test Day Management.
- Determine the need for test days at your club via the club coach(es).
- Submit club needs and test day host requests to the Regional Judges Bureau Representative.
- Communicate Test Day deadlines to coach(es).
- Set up Test Day Committee, plan & assign duties to other club members.
- Prepare individual skater test sheets and club test summary sheet(s).
- Prepare a test day schedule using guidelines.
- Prepare financials/skater expense sheet using guidelines.
- Communicate with evaluator at the test day and arrange for expense payment.
- Submit collected test fees to Skate Canada National Office (Ottawa) immediately after the test day.
- Distribute records to designated Skate Canada Manitoba Representatives.

☆ **Test Chairs – please direct any questions and/or concerns to your Regional Judges Bureau Representative. They are your go-to contact. The go-to system is in place so all volunteers can perform their outlined responsibilities.**

MAINTAIN A RECORD KEEPING SYSTEM FOR TEST RECORDS OF SKATERS IN YOUR CLUB AND CONFIRM TEST ELIGIBILITY

- As tests are taken throughout the year, record the date and test with pass/retry on each skater test record card.
- Keep copies of summary sheets and test sheet tops for at least two years. Encourage the skater to keep the bottom comment portion indefinitely. Occasionally the Skate Canada Office will request verification of a test being passed.

Skater achievements can be viewed at the Skate Canada skater test record database online. Once access to Membership Site has been accomplished by requesting an invitation code, setting up username/password and being designated club admin privileges ⇨ Go to → Org Management → Completed Registrations. Search for the skater and click on the desired red Skate Canada Number then click on the red Skater Name. A list of tests achievements will come up for the skater. There is a download option available – this puts the test records into an excel spreadsheet where it can be sorted by date and printed. Some clubs provide a copy to parents as ‘test cards’ are no longer distributed. Coaches/ Skaters/Parents can then ensure all tests have been submitted and recorded accurately.

☆ If information appears incorrect, the test chair must notify Skate Canada promptly.

Not only is this a final test verification step, it is also a reference that ensures eligibility for tests in that preceding test levels for the skater have been accomplished.

FAMILIARIZE YOURSELF WITH THE SKATE CANADA RULE BOOK & TECHNICAL GUIDELINES REGARDING PROCEDURES FOR EVALUATION AND TEST DAYS

The Test Chair should have a copy or access to the current Skate Canada Rulebook and be familiar with sections pertaining to test days & officials.

<https://info.skatecanada.ca/hc/en-ca/categories/200076414-Rule-Book>

- **Section 2000 – Policies & Procedures** <https://info.skatecanada.ca/hc/en-ca/sections/200220384-Section-2000-Policies-Procedures>
- **Section 4000 STARSkate Program** <https://info.skatecanada.ca/hc/en-ca/sections/200226650-Section-4000-STARSkate-Program>

If your arena facility has Wi-Fi capabilities, you can access online. If not, a current PDF file can be saved to your computer or Flash Drive so material is available at the test day if needed.

FAMILIARIZE YOURSELF WITH SKATE CANADA MANITOBA TEST DAY MANAGEMENT

Skate Canada Manitoba Website www.mbskates.ca → Clubs & Schools → Test Days

<http://sec0manitoba.wpengine.com/clubs-schools/test-days/> Here you will find a Manitoba Section test day calendar, financial reports, post event reports, out of region test request forms, manuals, links and other valuable test day documents. These resources are updated as needed and cancellations or changes in test days are posted. Visit this test day site frequently.

DETERMINE THE NEED FOR TEST DAYS AT YOUR CLUB VIA THE CLUB COACH(ES)

Only the club coach(es) can determine test day need based on skater numbers and levels. Some skaters find it beneficial to be on home ice for a test day and a club will apply to be a host of a test day that is allotted to their region. When submitting a test day date request, keep in mind that most evaluators work outside the home or go to school so the time they can give is subject to Mon-Fri work schedules.

SUBMIT CLUB NEEDS AND TEST DAY HOST REQUESTS TO THE REGIONAL JUDGES BUREAU REPRESENTATIVE

Club Coach(es) and Test Chair must plan for the upcoming skating season in March/April. It is better to submit a request and cancel rather than try to obtain an additional date.

- Test days cannot be held on Skate Canada Manitoba Competition dates or the Skate Canada Manitoba AGM weekend due to official/evaluator availability. Your Judges Bureau Representative and Regional Director will have a general competition/event guideline. All competition/event dates are voted on by membership and secured at the Skate Canada Manitoba Annual General Meeting at the end of April so test day dates may have to be adjusted within your region after the events announcement.

Test dates are approved June 15th by the Manitoba Test Day Coordinator and Judges Committee so all Judges Bureau Requests for upcoming season test days must be submitted before that June 15th date.

COMMUNICATE TEST DAY DEADLINES TO COACH(ES)

Test Day notices go to Club Test Chairs and the test chair distributes information to their coaches and clubs as needed. Communication with all coaches and parents of STAR Skaters is essential. The test submission process takes at least 3 weeks so organization is essential.

TEST DAY PREPARATIONS WITHIN THE REGION

4 Weeks before scheduled Test Day:

- Host Club Test Chair will email out a test day notice listing important details like test day date, location, hours of ice booking, availability of a dance partner and important deadline submission and pull dates. This is sent to other Club Test Chairs, the Regional Coaches Representative and the Judges Bureau Representative.
- Encourage coaches to supply all required test information at the time of submitting a test request. ** Skater name, test to be taken, if a dance test, soloed or partnered and by who, dance music series either being Series 8 Traditional or Contemporary. If contemporary, what song title? Interpretive tests require a theme title.

3 Weeks before scheduled Test Day:

- Compile tentative test list from each club and email a compiled list to the Regional Judges Bureau Representative.
- Send out reminder for the two week pull deadline.
- Outline a rough draft schedule.

2 Weeks before scheduled Test Day:

- After hearing from each club again indicating test pulls, submit the final list of skaters/tests to the Regional Judges Bureau Representative.
- Share a tentative schedule with the Regional Judges Bureau Representative.

1 Week before scheduled Test Day:

- When the schedule is approved, the Host Club Test Chair will email out a test day schedule to all Club Test Chairs and the Regional Coaches Representative. As the test sheets arrive from the different clubs, the host club test chair must ensure that proper test forms are present. Do as much paperwork as you can before the test day.
****Clubs are responsible for their own skater test/evaluation sheets & summary sheets and must arrange for delivery to the host club before the test day.**

SET UP TEST DAY COMMITTEE, PLAN & ASSIGN DUTIES TO OTHER CLUB MEMBERS

It is helpful to form a Test Day Committee within your club. This lightens the work load, has other club members familiar with procedure in case of an emergency and ensures continuity in clubs. The Club Test Chair heads the committee and assigns responsibilities to committee members. This committee may include:

1. **Test Chair** is responsible for the overall operations of the test day and all paperwork.
 - a. Ensure the evaluator is taken care of with necessary test day supplies. (Pencil(s), clipboard, test sheets, planned program content sheets, schedule, coin for direction draws) Test Chair requires scissors to separate test paper top and bottom.
 - b. Confirm with Evaluator their preference on collection & distribution of test sheets.
2. **Registration Table** – Skaters register and hand in required music (Interpretive & FreeSkate) and FreeSkate Planned Program Sheets. Test fees are paid and receipts are given. A cash float is required and extra planned program sheets, container for music collection and extra copies of the schedule are helpful.
3. **Hospitality**- Provide meals, snacks and beverages to the evaluator, dance partner and trial judge if applicable and ensure there is a quiet place for the evaluator to warm up.
4. **Ice Captain**- Post a test day schedule at ice level. Follow the schedule at the entrance preparing and assisting skaters on & off the ice. Kleenex/first aid kit available.
5. **Music & Announcer** - Plays music required for the tests and announces the warm-up, skater & test. Each warm-up session is timed and the evaluator will signal to start and/or stop music during a test. CD player is required for solo and interpretive music.
6. **Dressing Room Captain** can be helpful if the test day is large.
7. **Runner** - periodically retrieves test sheets from the evaluator as groups of tests are taken and delivers to the test chair for recording. An evaluator may have specific instructions for this procedure and this should be discussed before the test day commences.

TEST DAY PREPARATIONS OUTSIDE THE REGION

Skaters are encouraged to stay within their region for assessment. An out-of-region test request must be competed between the two Regional Judges Bureau Representatives if a skater wants access to a test day outside their own region. Email confirmation is acceptable.

Out of Region Procedure:

1. Skater's Home Club Test Chair contacts their Regional Judges Bureau Rep to put forth an email request at least 3 weeks prior to the test day to the Host Region Regional Judges Bureau Rep where the test day is to be held. The Host Regional Judges Bureau Rep will then work with their own region to determine if the host club can accommodate the test.
2. Once permission is given and communicated to both Judges Bureau Representatives, the Home Club Test Chair sends test sheets and club summary sheet to the Host Club Test Chair prior to the test day. Exception: If a skater skates full time elsewhere away from home club designation: The home club test chair of the skater must agree to provide paperwork for the skater OR other arrangements for paperwork must be made with the training club test chair at the beginning of the season.
3. Skaters pay fees at the test day and the Host Club submits all test day documents & test fee payment to Skate Canada.
4. **Test records (summary sheet and test sheet tops) are returned to the Home Club Test Chair and a copy of the Test Summary Sheet is forwarded to the Regional Judges Bureau Rep in both regions.**

****All Club, Regional & Skate Manitoba contacts/addresses are located in the yearly **Calendar of Events and Directory** available from the Skate Canada Manitoba Office. Each club is sent a copy in Sept/Oct listing new club executive and regional representatives so this handbook is a vital resource to test chairs. A PDF of this directory can also be accessed.**

Tests can be taken at certain competitions, out of country skaters can test, test levels can be challenged and there is a Diamond Dance test level option. These are all administered under special procedures and if a coach requests this for a skater, the Judges Bureau Representative will assist with this process. Skate Canada Test Fees and procedures vary for these tests.

PREPARE INDIVIDUAL SKATER TEST SHEETS AND CLUB TEST SUMMARY SHEET(S)

Immediately after the final test list has been submitted 2 weeks before the test day, complete all necessary paperwork for the skaters in your home club.

- **Ensure Skater Name and Skate Canada Number is recorded accurately on all documents.** Each skating club is identified by a Skate Canada Number as well. At the start of each season, print out a registration list from the club online database to ensure all names and registration numbers are being recorded in a consistent manner.
 - 1) **Skater Evaluation Test Sheet** - Updates are done frequently so it is best practice to print directly from the Info Centre on Skate Canada website each test day. Another option is downloading a test paper template file to your computer or Flash Drive every skating year to keep sheets as current as possible. Stroke out any sections that do not apply to that test being taken. <https://info.skatecanada.ca/hc/en-ca/sections/200379170-STARSkate-Program>
 - 2) **Test Summary Sheet** – record of all skaters from one club taking tests at a test day. <https://info.skatecanada.ca/hc/en-ca/articles/205842000-Test-Summary-Sheets>
- For test summary sheets, abbreviation test codes are used to identify each test. You will refer to this often. <https://info.skatecanada.ca/hc/en-ca/articles/205362974-STARSkate-Test-Codes-September-2016>
- Important for online submission of Summary Sheets – Clubs/test chairs must ensure all skaters are registered as a registrant (skater) or as a coach with special permission obtained from Skate Canada Info Centre for a coach to be able to take tests. If this does not happen, the test summary online submission may reject a Skate Canada Number indicating it is invalid. If this occurs, delete the problem test from your test batch and send it in by postal mail OR email the Info Centre for them to correct the error before trying to submit again in a different online summary test batch. You have 4 hours maximum to enter 50 tests so do not hold your test batch waiting for answers. Just submit another test batch once the problem is fixed by Skate Canada. info@skatecanada.ca
- Evaluators are now identified by a number on the summary sheet; leave this for the host club to designate.
- Use test summary sheets dated after 2016. There is no longer a column for “Authority to test” or “Official’s Initials”. Recycle all outdated test sheets including the triplicate summary sheet. Required information has changed.

PREPARE A TEST DAY SCHEDULE USING GUIDELINES

The following guidelines do not include warm-up times or re-skates, but do include evaluating time. Time will hopefully adjust itself with some skaters and evaluations being quicker than others.

Skating Skills Tests	Test Length
Senior Bronze	6 minutes
Junior Silver	6 minutes
Senior Silver	8 minutes
Gold	8 minutes

Warm-up for all skills is 5 minutes at each level pending the number of skaters. Coaches will then control the flow of skaters to the evaluator and skaters will continue their warm-up away from the test skater.

- Skaters complete all 3 skill patterns on the test before the evaluator moves on to the next skater.

Free Skate Tests	Elements Test Length	Program Test Length
Senior Bronze	18 minutes	4.0 – 4.5 minutes
Junior Silver	20 minutes	5.0 – 5.5 minutes
Senior Silver	20 minutes	5.0 – 5.5 minutes
Gold	20 minutes	6.0-minutes

Warm-up for a freeskate test is usually 5 minutes per level pending skater numbers. No more than 8 skaters on the ice at a time. Because of the test time duration for getting through all elements at one skater level, an additional 5 minute warm-up might be required before skaters do their planned programs. Elements must be done before the solo program if a skater is taking both at the same test day.

Dance Tests	Test Length
Senior Bronze to Gold	4 minutes per dance test

Warm-up for dances is usually 5 minutes in length. All dances can be either partnered or soloed. If there is a dance partner present, warm-up may take longer (10 min) for the partner to get to all skaters. Tests are usually done from lowest to highest level to accommodate conditional tests. A complete test level must be achieved before moving on to the next level. Work the schedule by test levels mixing up skaters who are soloing and partnering to give the partner a rest between tests if possible. A set of dances at the same level can be done in any order.

Interpretive Tests (Singles or Couples)	Test Length
Introductory to Gold	5 minutes per test

Warm-up for Interpretive tests is 3 minutes and is usually done by level pending skater numbers. If a skater is taking more than one level, communicate with the coach as to time required for a possible costume change and schedule accordingly.

Test Day Scheduling Tips

- An evaluator should not be asked to evaluate for more than 4 hours at a time. If the test day is longer, the Judges Bureau Rep will discuss evaluator possibilities with the Test Day Coordinator. Double Paneling Tests with 2 evaluators reduces the required time and is recommended where there are several tests of the same skill or freeskate level being taken.
- Allow adequate warm-up time and refreshment/bathroom breaks for the evaluator as some rinks are colder than others. Your coach can advise you on possible flood breaks required for re-surfacing pending what tests are being taken. Coffee, tea or hot chocolate and quick snacks such as muffins, cookies or fruit should be available to evaluators during breaks. If a test day runs through a meal time, a meal should be provided.
- Try and have your last test off the ice 15 minutes before your ice time is up. This gives a little leeway if you should run over.
- Any draw to be made for skating direction (clockwise or counterclockwise) will be done by the evaluator before the test is taken.
- Confidentiality is essential. Only the skater is to share their evaluation results.
- Only an evaluator can alter a test sheet. If you notice a calculation error or other inconsistency, speak with the evaluator directly.
- Extra schedules need to be available at the registration desk for Test Chair Committee Members (music, announcer, ice captain, arena staff, etc.).
- Test summary sheets must be reviewed by the evaluator at the end of the test day.

PREPARE FINANCIALS-SKATER EXPENSE SHEET USING GUIDELINES

All Skate Canada Manitoba financial calculation forms can be printed off the Skate Manitoba website. <http://sec0manitoba.wppengine.com/clubs-schools/test-days/>

- Financial reports A & B and Post Event Summary. A Test Day is a break even event for the host club and is to be provided to a skater at cost. Try to balance as close to \$0 as possible.

SKATE CANADA TEST FEES:

\$ 12.00 for each part (elements in isolation & planned program) of a free skating test

\$ 12.00 for each individual Dance Test, Interpretive Test and Skating Skills Test

In addition to the Skate Canada Test Fee, skaters taking tests should be charged:

- 1) Administration Fee** – This fee covers administration expenses for the test day. (Evaluator mileage, meals, photocopying, postage, etc.)
 - The fee should be charged to each skater only once per test day. This may be calculated as (Total Administration cost divided by total number of skaters attending the test day).
- 2) Ice Fee** – charged to all skaters at a test day in order to account financially for ice costs. Ice fee is based on the ice rental costs and the allotment of time taken for each test.
Skills and FreeSkate Elements tests should pay higher ice fees as those tests take longer.
 - Skills and FreeSkate Elements - allot 2 ice test fees per test taken.
 - Each individual Dance, Free Skate Program & Interpretive - allot 1 ice fee per test taken.
 - Conditional tests should not be included in the ice fee costs when budgeting as there is no guarantee that the test will be tried.

Partnering Fees are billed separately and the host club is responsible for paying the dance partner in full. The Region should have a Regional Policy on procedure for acquiring a dance partner so there is consistency. Divide total partner expenses up by the total number of dance tests being partnered. Multiply fee by number of partnered tests each skater is taking. Partners will state their fees when asked to partner. Fee guidelines for partnering:

<https://info.skatecanada.ca/hc/en-ca/sections/200220384-Section-2000-Policies-Procedures>

COMMUNICATE WITH EVALUATOR AT THE TEST DAY AND ARRANGE FOR EXPENSE PAYMENT

An evaluator is a volunteer; however, many regions/clubs add a gift in kind. This is a Regional/Club choice. Mileage payment is required at 0.48/km (Mar 2017). Evaluators are to be paid before leaving the test day.

Trial Evaluators - Evaluators must “trial evaluate” a certain number of tests as part of their training as new evaluators or for promotion to higher levels. Evaluators wishing to trial may contact the test chair directly; however, it is usually set up through the Test Day Coordinator. The trial evaluator is not reimbursed for mileage or expenses. It is however, a nice gesture to offer hospitality to the trial evaluator as they are giving up their own time to become future evaluators. Trial Evaluators may request a Xerox Copy of all test sheets to work from. Usually though, Trial Evaluators take care of their own required documents. The evaluator will inform the skaters and coaches of the procedure to ensure everyone involved understands what is happening.

DISTRIBUTE RECORDS TO SKATE CANADA AND DESIGNATED SKATE CANADA MANITOBA REPRESENTATIVES

Summary Sheets to be submitted to Skate Canada in one of the following ways:

- (1) Online transmission
- (2) Postal Mail

Online transmission - pay by credit card or select “payment by cheque”. If you submit test summary batch online with “payment by cheque” your club is electronically invoiced. The test batch is set aside at Skate Canada National Office until payment is received. If an online summary sheet is completed, do not send another copy of the summary sheet(s) you already submitted online. Only send the Test Submission Information Form with the one club cheque for an online submission. It is recommended only 50 tests be submitted in one test batch when doing an online transmission. There is a time limit of 4 hours. See page 5 of this manual for further tips & hints.

Postal Mail - include the Summary Sheet(s) of all clubs, the Test Submission Information Sheet and the cheque payment. Make sure all test day correspondence with Skate Canada goes to the St. Laurent Blvd. address in Ottawa.

- ☆ **Test submission & payment for Sr. Bronze to Gold must happen within 3 weeks of the test day.**
- ☆ **Senior Bronze to Gold test summary sheets must be submitted separately from STAR 1-5 summary sheets.** Keep coach evaluated tests separate from outside evaluator summary sheets.

Test Submission Information Form – To be used when submitting a cheque payment. This includes host club name and test date, evaluator name, an itemized list of payment from each club summary sheet and total fees collected for that summary batch only.

If sending summary sheets by postal mail, BEFORE mailing the test summary sheets to the National Office, copies are needed and should be mailed or scanned to the appropriate representatives immediately.

- ✓ **Test Summary Sheets** – 4 copies of each club sheet. (Skate Canada gets original if sending in the mail, host club, skaters club, Judges Bureau Representative & Skate Manitoba Test Day Coordinator. If skaters from outside the region are involved, a club copy must also go to the outside Regional Judges Bureau Representative.)
- ✓ **Test Day Financials** – 2 copies of each. (Judges Bureau Representative & Regional Director)
- ✓ **Test Day Post Event** – 3 copies of each. (Skate Manitoba Test Day Coordinator, Judges Bureau Representative & Regional Director)

Questions & Answers

1. **WEATHER:** If skaters are unable to get to a test day due to inclement weather, no Skate Canada Test Fee should be charged. Hopefully another day can be arranged and inclement weather is of no cost to anyone. The skaters are still responsible for their portion of the test day expenses such as ice time if not forgiven by the arena facility. If ice fees are charged, the test chair should speak with the Regional Director for a possible regional solution.
2. **SKATER WITHDRAWAL:** If a skater has to withdraw for any reason other than illness or injury within 14 days of the test date, the test fee must be paid and the skater is still responsible for their portion of the test day expenses. The skater's name must be entered on the Summary Sheet and marked as NOT TRIED and the test is considered a RETRY. You must let the evaluator know if these situations arise. If an injury occurs during the warm up and prevents the skater from testing, cross out the test on the summary sheet and write injured. No Skate Canada Test Fee should be charged, but the skater is still responsible for their portion of the test day expenses.
3. **CONDITIONAL TESTS:** If trying a higher test was conditional on passing a lower test and the skater did NOT pass the lower test, no Skate Canada Test Fee is paid for the higher test. Cross out the higher test and write in "CONDITIONAL".
4. **REGISTERING IN MULTIPLE TEST DAYS:** If a skater registers for the same test at more than one test day, they are responsible for the Skate Canada Test Fee and their share of the budgeted test day expenses if they cancel after the pull date (14 days prior to the Test Day).
5. **CHALLENGE, FOREIGN SKATERS OR ANY TESTS REQUIRING ADDITIONAL FEES:** Submit test summary sheets by mail for these tests.
6. **SELECTION OF EVALUATOR:** The Skate Canada Manitoba Section Test Day Coordinator arranges the evaluators to ensure all evaluators at all levels are being utilized. It is important we develop our lower level evaluators providing them with as many test day opportunities as possible.
- ☆ Help build a list of evaluators in your region by asking former skaters to consider becoming evaluator trained.
7. **EVALUATOR GIFT IN KIND:** A token of appreciation is a nice way to say thank you to the evaluator for volunteering their time for your test day. Regional policy on "Gift in Kind" is helpful.
8. **TEST DAY SCHEDULE:** If test day length is nearing 4 hours when drafting a tentative schedule, the Judges Bureau Rep will confirm the length of time the evaluator is willing to commit to.
9. **ASSISTING THE EVALUATOR:** Ensure the results on the top club portion of a test sheet match the results on the bottom skater portion. If a calculation error is recognized, wait until the evaluator has a break and ask them to amend and/or complete the test sheet. Test Chairs do not correct or alter any part of the test evaluation.

TEST DAY HOSTING CHECK LIST

Last Month of Skating before Summer	
Send test day date requests to Regional JBR by April 30 th .	<input type="checkbox"/>
Book facility and ice for test day.	<input type="checkbox"/>
Beginning of the Season	
Meet with club coach(es) and decide on test day & partner procedures that work best for all involved.	<input type="checkbox"/>
Check Skate Manitoba website for test day calendar. Share with coaches.	<input type="checkbox"/>
Print club database after registration is complete to ensure accuracy of skater names & Skate Canada numbers.	<input type="checkbox"/>
Make an email connection with your JBR. Communication is essential.	<input type="checkbox"/>
Four Weeks Prior to Test Day	
Post a notice to all Club Test Chairs, Regional Coaches Rep & JBR advising of test date with specifics.	<input type="checkbox"/>
Organize a Test Day Hosting Committee & ensure ice booking is secure.	<input type="checkbox"/>
Three Weeks Prior to Test Day – wish list deadline	
Send a reminder out to Club Test Chairs. Compile tentative test lists from all clubs.	<input type="checkbox"/>
Submit compiled list to Regional JBR.	<input type="checkbox"/>
Set up a tentative schedule using guidelines.	<input type="checkbox"/>
Two Weeks Prior to Test Day – final test list deadline	
Send a reminder to club test chairs if final list has not arrived. Compile final list.	<input type="checkbox"/>
Confirm your Evaluator(s) with your JBR.	<input type="checkbox"/>
Revise & finalize schedule with JBR.	<input type="checkbox"/>
Confirm ice costs and possible administration costs.	<input type="checkbox"/>
If applicable, confirm a partner practice schedule and arrange for payment.	<input type="checkbox"/>
Complete own club skater assessment papers & club summary sheet(s).	<input type="checkbox"/>
One Week Prior to Test Day	
Confirm evaluator attendance; date; time required; location of rink through the JBR.	<input type="checkbox"/>
Distribute approved schedule to clubs & send to Regional Coaches Rep. for coach distribution.	<input type="checkbox"/>
Finalize your volunteers for the day (music, ice captain, officials' hospitality).	<input type="checkbox"/>
Calculate financials & prepare skater receipts.	<input type="checkbox"/>
Three or Four Days Before the Test Day	
Set up the evaluator clipboard including a Test Day Schedule.	<input type="checkbox"/>
Ensure you have the appropriate dance music and sound system capabilities. CD player required.	<input type="checkbox"/>
Ensure you have all paperwork completed.	<input type="checkbox"/>
Review schedule with arena staff confirming flood times & ensuring ice quality.	<input type="checkbox"/>
Test Day	
Oversee tests and all arrangements. Complete necessary paperwork.	<input type="checkbox"/>
Ensure test fees are collected from the skaters.	<input type="checkbox"/>
Gather planned program sheets & music for FreeSkate Programs and Interpretives at Registration Table.	<input type="checkbox"/>
Pay expenses to the evaluator with a thank you card.	<input type="checkbox"/>
Ensure the evaluator reviews all Test Summary Sheets.	<input type="checkbox"/>
After Test Day – Within Three Weeks	
Send completed Test Summary Sheets, Test Submission form and test fees to Skate Canada National Office.	<input type="checkbox"/>
Send copy of all Club Test Summary Sheets and the Post Event Report to Section Test Day Coordinator.	<input type="checkbox"/>
Send copy of all Club Test Summary Sheets, Financial Reports & Post Event Report to JBR.	<input type="checkbox"/>
Send copy of the individual Club Test Summary Sheet and tops of test papers back to Home Club.	<input type="checkbox"/>
Send copy of the Financial Report and Post Event Report to Regional Director.	<input type="checkbox"/>
Update all Skater Test Record Cards on file.	<input type="checkbox"/>

Thank you for taking on the very important job of Test Chair. Skaters would not be able to test without your efforts and support. The skaters, coaches, officials & club members thank you! 😊