

Assessment Chair Responsibilities

In an effort to assist new and returning Assessment Chairs with their role the following check list has been created by the Section Assessment Coordinator to make planning and executing assessment days easier. The current Section Assessment Coordinator is Karren Antymniuk and can be reached at karrena@mymts.net

Please review the below list and reach out should you have any questions at all.

1. At the beginning of the season; download from the Skate Canada Digital Material Catalog the [Assessment Coordinators Manual](#). Review this document for information about your role.
2. Send proposed Assessment Dates to Section Assessment Coordinator by the deadline indicated below. Check with the Manitoba Section to avoid conflicts with already approved events and competitions.
 - a. Assessments between October 1st and December 31st – deadline September 1st
 - b. Assessments between January 1st and March 31st – deadline December 1st
 - c. Assessments between April 1st and September 30th- deadline March 1st

NOTE: No assessment requests should be submitted with less than two (2) weeks notice.

3. Download Assessment Sheets from the Digital Materials Catalogue on the Skate Canada Website. You will need to have a printed, coloured copy of each assessment sheet per assessment. *(Note: It is not recommended to photocopy and store assessment sheets as they can (and do) have updates during the season. Only copy what you need. If you do not have access to a coloured printer, you may mark the sheets with an appropriately coloured highlighter).*
4. Obtain final list of all STAR 6 to Gold assessments two (2) weeks prior to Assessment Day date. No STAR 1-5 assessments will be accepted.
5. Collect all planned program sheets for Free Skate Programs & Artistic Programs
6. Prepare paperwork for the Assessor. For each Assessment, fill in the name of the skater, etc.. on the assessment sheet and attach Planned Program sheets (as required).
7. Create an Assessment day schedule. Consult the Assessment Coordinators Manual for information about warm up times and average assessment- Don't forget to schedule for floods and please schedule breaks should the assessment day be more than 3 few hours.
8. Send a copy of the schedule to the Assessor for review.
9. Contact Assessor for mileage expenses, meals and accommodation as required and remit payment by cash, cheque or e-transfer (please consult with the assessor).



Skate Manitoba

Assessors should receive an honorarium for their time of at least \$25.00 per day (commonly in the form of a gift card).

10. Notify skaters of their amount owing, based on expenses expected by Assessor, share of ice fees and Skate Canada fees (the \$12.00 assessment fee(s)).
11. Please ensure there is adequate food and beverage according to the length of the day. Please check ahead of time for any dietary restrictions.
12. Complete Assessment results online within 30 days and submit fees to Skate Canada.
13. Keep a copy of Assessment Results for the Club/School Records.
14. If other clubs/schools are attending please ensure that the results of their skaters are forwarded to them for their records.

For quick reference for all Assessment related questions, please check out the [Assessment Guide](#) on Skate Canada's Info Centre.