

# *Patinage Québec*



## **2015-2016 Test Chair Handbook**



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# **REGIONAL TEST CHAIR**

## **2015-2016 SEASON**

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# TEST STRUCTURE

(Effective as of October 1st, 2012)

## Centralized Tests

- Diamond Dances
- All competitive tests
- Senior Silver and Gold Free Skating
- Senior Silver and Gold Skating Skills
- Senior Silver and Gold Dances
- Interpretative – All levels
- **Junior Silver Tests (at the regions' option)**

**Sanction :** Applications to the Patinage Québec Office.

**Organization :** Regional test chairs in cooperation with the Patinage Québec Office.

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

## Intermediary Tests

- Senior Bronze and Junior Silver Free Skating
- Senior Bronze and Junior Silver Skating Skills
- Senior Bronze and Junior Silver Dances
- Interpretative - introductory and bronze (optional)  
**Silver (optional)**
- Primary tests may be incorporated.

**Sanction :** Application to the Patinage Québec Office. through the regional test chair

**Organization :** Club/skating school test chairs

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

## Primary Tests

Preliminary and Junior Bronze Free Skating  
Preliminary and Junior Bronze Skating Skills  
Preliminary and Junior Bronze Dances

**Sanction : None**

**Organization :** Club/skating school test chairs

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

# PROCEDURE FOR PRIMARY TEST SESSION

Here are some examples of situation that will help you understand what is a primary tests session without a sanction

## **Example number 1**

A coach contacts his Club test chairman to ask permission to try some preliminary and Junior Bronze level tests. Upon agreement with the test chairman, the test chairman will contact an official and prepare all the documents and takes care of organizing the tests session.

## **Example number 2**

A coach contacts his Club test chairman to ask permission to try some preliminary and Junior Bronze level tests. Upon agreement with the test chairman, the coach is responsible for organizing the tests session; he will contact the official, print all the required documents and collect the money from his skaters. Two or more coaches can be grouped in a single tests session. **In this example, it is important that the test chairman confirm to the official by email that the coach has the club's approval. It is mandatory that the coach contact the test chairman before beginning any procedure.** This approach will alleviate the workload of the test chairman since there may be several primary tests session without sanction during the season in any club. After the tests session, the coach give the test chairman the summary completed by the evaluator and the tests sheets. All that is left to do for the test chairman is to send everything by mail to Skate Canada.

## **Example number 3**

A coach from a Skate Canada sanctioned skating school can organize a primary tests session himself by contacting an evaluator directly since his skating school is sanctioned by Skate Canada.

# RESPONSIBILITIES OF THE REGIONAL TEST CHAIRS

Determine the dates for the centralized test days after consulting the clubs.

Receive, from the club/skating school test chairs of the region, the dates of the intermediary test days for the whole region.

Ensure that the dates chosen by the clubs of the region do not fall within the prohibited dates.

By using the forms to that effect, submit such test dates to the Patinage Québec Office for approval according to the following :

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

- Receive from the club test chairs and skating schools, the test applications, **21 days** before the date for centralized tests, and **within the same period**, contact Patinage Québec in order to confirm the holding of tests, the location, the available ice time and indicate the number of tests scheduled in the session.
- The skater has the opportunity to withdraw, without penalty (with reimbursement) 14 days before the date determined.
- Look after the financing of centralized tests. (It is suggested to collect the fees of the test applications at the same time as the application in order to avoid “run for money”).
- Prepare the scheduling of centralized test sessions and advise the Patinage Québec.
- Assist the clubs in finding evaluators (if necessary).
- Communicate to clubs, skating schools and coaches of the region the appropriate information received from the Patinage Québec.

**Note :** *The regional test chair may delegate the organizing of a centralized test session to the test chair of a skating school or any other test chair of the region. In the event of such a case, please advise the Patinage Québec.*

# RESPONSIBILITIES OF THE CLUB/SKATING SCHOOL TEST CHAIR

- Forward to the regional test chair the dates of the test sessions chosen by the club for the current season for approval and this, within the required period :

Period	Dates	Send to the Regional Test Chair
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 requesting the skaters to apply, if they wish to try a test, at least **2 weeks before the closing date for application**. The closing date for a test application must be 21 days before holding such tests. This notice must state :

1. the categories of tests provided
  2. the dates and location for each type of tests
  3. the closing date for application (21 days before the start of tests)
  4. the closing date for withdrawal (14 days before the start of tests)
  5. the test fees
- When the skaters' application period is terminated, post as soon as possible the test schedule with the skaters' skating order.
  - Look after the financing of intermediary and primary tests.
  - Find evaluators.
  - Organize the intermediary and primary test days.
  - Receive skaters' applications from your club for the centralized tests.
  - Forward applications and money for the centralized tests to the regional test chair **21 days** before the date planned for centralized tests.
  - Keep up to date the record of each club skater regarding the passed tests (see appendix)

# REQUIREMENTS FOR GRANTING TEST SANCTIONS

- Sanctions are divided into 4 distinct periods in accordance with the effective judges'/evaluators' assignment system for centralized tests.
- Competitive test and STARSkate test sessions may be organized together but this is not an obligation.
- A test sanction may not be more than 7 days unless an agreement has been concluded with Patinage Québec.
- A maximum number of sanctions is determined for each of these periods as follows :

Organization Period	Number of STARSkate tests sessions (Clubs, schools, centralized)
<b>Period 1</b> (October 1 <sup>st</sup> to December 31)	<b>1 or 2</b> (maximum of 3 test sessions for the periods 1 et 2)
<b>Period 2</b> (January 1 <sup>st</sup> to March 31)	<b>1 or 2</b> (maximum of 3 test sessions for the periods 1 et 2)
<b>Period 3</b> (April 1 <sup>st</sup> to June 30)	<b>1</b>
<b>Period 4</b> (July 1 <sup>st</sup> to September 30)	<b>2</b>



## **Granting of Sanctions for Additional Tests**

In some cases, the Patinage Québec shall allow an additional number of test sanctions to regions presenting some specific characteristics. The volume of tests tried, skating schools located on the region territory and region geographical location will be considered. For any questions in that respect, please refer Patinage Québec.

## **Diamond Dance Tests**

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

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

Such test sessions shall be opened to all skaters wishing to try diamond dance tests. For each test session, a notice shall be posted on the Patinage Québec website and forwarded to each regional test chair.

# CHRONOLOGY OF TASKS FOR A TEST SESSION

## Before a test session

- Confirmation of ice time and posting of notice
- Contact the club for obtaining the available ice time for your tests.

**Note :** *Always keep in mind that reasonable time allows the skaters to perform to their full potential.*

- Post the notice of tests which must include :
  - The categories of tests
  - The dates
  - The locations
  - The closing date for application

**Note :** *A club or skating school test chair may also request that a list of planned tests be given before the determined closing date.*

- Search for evaluator(s) (intermediary and primary tests only)
- Contact the number of evaluators necessary for your ice time and mention the following information :
- The location (name of the city, **name of arena** and the region)
  - The time the tests start and end
  - The approximate number and level of tests to be evaluated.

**Note :** *In all communications with the officials, courtesy is the utmost. Please avoid if possible that an official judges 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 made only to the Officials Coordinator of the Patinage Québec. He will get in touch with the concerned Section Bureau. (See Rulebook: *Policies and Procedures, Section 2000, Officials, Duties of Officials, 3.7*)

- Compiling applications received
- Verify that application forms are complete and only the applications including the payment requested for the test fees should be accepted.
- Compile the number of tests taking into consideration the disciplines and the various levels.
- A candidate wishing to try a test in a location other than his/her own home organization must, prior to, obtain a **written authorization** from his/her home organization (*See Appendice A*)
- For centralized tests only : Please inform the Officials Coordinator of the number of tests to be tried.
- Preparing the schedule
- Determine the time required for the test session

<b>Example</b>			
<b>Test</b>	<b>Number</b>	<b>Time required</b>	<b>Warm-up time</b>
Preliminary Dance	10 dances	20 minutes	2 X 3 minutes
Sr. Bronze Skating Skills	3 tests	30 minutes	6 minutes

**Note :** *The warm-up periods are determined by the evaluator.*

- Determine the schedule by placing the tests in order. The following items 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, odd numbers may be allowed 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 test chair. This order will remain the same for all parts of tests (Technical Handbook, Tests, Section H, (General Conduct and Evaluation of STARSkate Program, 1.0 Conduct of tests in general)
- Confirmation of schedule to judges/evaluators.
- Confirm to judges or evaluators the accurate test schedule.
- Ensure the judges or evaluators know the route to get to the arena.
- **Discuss with the judges or evaluators regarding their preferred refreshments and meals. This will avoid you troubles and useless costs.**
- Posting of schedule for skaters and coaches
- Preparing of documentation (test sheets and test summary sheets)
- Obtain the following documents at Skate Canada:
  - The UP-TO-DATE Skate Canada Rulebook (a version is available on line at [www.skatecanada.ca](http://www.skatecanada.ca) )
  - Test Chair Handbook (optional);
  - **Up-to-date test sheets** (Available on line free of charge under "Members only" at [www.skatecanada.ca](http://www.skatecanada.ca) )
  - Test summary sheets.

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

- Review rules and procedures of Skate Canada Rulebook.
- Prepare the test sheets **before** the test session.
- Prepare the test summary sheets.
- The test chair (or his/her delegate) must write ALL THE INFORMATION concerning the club, judges or evaluators (including their Skate Canada registration number) and the test chair's name. Please ensure that there is no confusion between the date of the day and the month (MM/DD/YYYY).
- In the event that a candidate 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. Candidates should be in the order that they will try their dances.
- 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 candidate wishing to try a test at a location other than his/her home organization must, prior to, obtain a **written authorization** from his/her home organization. (See *Appendix A*)
- The test chair shall prevent a skater to try a test, if the skater does not have a current 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 down on all test sheets and test summary sheets.
- Writing the judges' or evaluators' name
- In order to avoid any confusion, write the first and the whole name of the judge/evaluator. It is not necessary to write madam or mister.
- Proceed alphabetically for the judges of competitive tests.
- Also write their Skate Canada number.

**IMPORTANT:** Ensure that your writing is readable on both (2) copies of the test summary sheet.

### **Provide the material for the day**

Necessary material for a test day:

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

### **Plan the evaluators' welcome**

- Make the necessary purchases according to your expectations with the judges or evaluators.
- Ensure that a hot beverage and water may be offered to the judges/evaluators.
- Provide refreshment, meal or order a meal (if necessary).
- Have on hand the number of expenses reports necessary and an extract of the officials' expense policy for consulting.
- Ensure to have enough cash in your possession to pay the officials' expense reports before they leave.

## Test day

### 1) Organization at the arena

- Ensure that all volunteers know their role (ex. Music operator, ice captain, etc.)
- Ensure that an arena employee will be available when you will need ice floods.
- Verify the music to make sure that the sound system runs well and that you have all the music necessary for the test session.
- Have a room where the judges may benefit from a calm and peaceful atmosphere.
- Ensure that all the necessary material is in place before the judges or evaluators arrive.

### 2) Judges' and evaluators' welcome

- Try to welcome judges and evaluators with the same courtesy as for your best guests. Please remember 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 at what time will be the warm-ups and the ice floods.

### 3) During the tests

- Supervise the smooth running of the tests

### 4) End of test session

- Ensure that the test summary sheet is well completed.
- THE REFEREE (or the evaluator) must draw a horizontal line under the last name and a diagonal line in the remaining space at the bottom of the form. The referee must also verify the total cost and make the necessary corrections.
- For the **competitive** test, THE REFEREE shall verify the DATE WRITTEN, write himself the judges' marks and indicate CLEARLY the test results. He shall sign the form after making sure that all the information are written down.
- For **STARSkate** tests, THE EVALUATOR shall verify the DATE WRITTEN then CLEARLY write the test results and his initials in the provided boxes. Finally, he shall ensure that all information is written down. The original test sheets used by the evaluators or judges must be given to the candidate.
- 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 home club and advise the club of the number of the test summary sheets on which the results are written down. The test sheets used by the evaluators/judges may be given to the candidate. This regulation applies to all test that the candidate has passed or failed. (Skate Canada Official Rules and Regulations (Technical Handbook) STARSkate Program PAGE 4000 – 50)
- The skater may withdraw his application without penalty, 14 days before the date determined for the test. On the contrary, the tests applied for shall be considered as a retry and the words "not tried" shall be written on the test summary sheet. In addition, the fee of such tests shall be paid by the skater and submitted to Skate Canada. A candidate who withdraws within 14 days before the date determined for the test shall be liable to pay the application fee. The fee collected shall be

submitted at the same time as the application fees for the tests tried. This applies to all tests including the competitive tests.

- The candidate's name shall be written on the test summary sheet with the words "not tried". The test shall be considered as a retry. **Please note that this does not apply if the test chair at the relevant test session is satisfied that illness or accident necessitated the skater's withdrawal.** Please write the word ILL or INJURED, as the case may be.
- It may happen that forms be prepared more than 14 days before the tests are held and that a candidate withdraws within the period provided by the regulation. In such a case, the candidate's name and test should be crossed off and the words "WITHIN THE PERIOD" written and initialized by the test chair in the space provided for in the judges' marks (*Technical Handbook of Test Management, Section I, 4.0*).

Thank the judges/evaluators and arrange for payment in cash for their expenses. For additional information, please consult the Official's Expense Policy (See Appendix B).

### **5) After the tests**

Forward the original test summary sheets accompanied with the application fees related thereto to Skate Canada :

**Skate Canada  
865 Shefford Road  
Ottawa, Ont, K1J 1H9**

Forward a copy (yellow) to the data manager of the Patinage Québec Officials' Coordinating Committee of :

**Patinage Québec  
A/S Gestionnaire des données du Secteur Officiels  
4545, Av. Pierre-De Coubertin  
Montréal ( Qc) H1V 0B2**

Keep one copy for your files (pink) in order to ensure a follow-up eventually.

Send a copy of the test summary sheet to the candidate's home club, if necessary, in order that the test chair may ensure the follow-up of tests passed by their members.

## ACCOUNTING AND TEST SUMMARY

- For accounting control purposes, here is the way to proceed with respect to the payment of tests. Make a cheque for the tests tried in accordance to the number of tests mentioned by the host club.  
EXAMPLE : At a centralized test session, all the forms indicating *XYZ Skating Club* as the host club must be accompanied by one cheque of the *XYZ Skating Club* made payable to the order of Skate Canada.
- In the event that test summary sheets would have been prepared for each club 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 absolutely accompany your test summary sheets with a cheque in the amount corresponding to the total amount of the tests tried. Skate Canada will not send an invoice for the tests and such tests will not be accounted in the skaters' file if they are not paid.**

- At the time of centralized tests, we suggest the following procedure with respect to the preparation of the test summary sheets:
- Write on the sheet the information concerning the skaters and the tests to be tried and forward same to the person in charge of the centralized tests with the money. That person will complete the upper part of the sheet (number, name and address of the host club, name and number of the judges, etc.) and after the tests, will forward the original sheet with the application fees to Skate Canada, a copy to the attention of the FPAQ data manager (yellow) and one copy to the home club (pink).
- The word "**CENTRALIZED**" must be written beside the host club name and the home club prepares the judges' sheets.
- It is **ESSENTIAL** to contact the person in charge of the centralized tests in order to coordinate your actions.

## COMPLEMENTARY INFORMATION OR FOLLOW-UP

- Primary tests may be held at the clubs' discretion during the whole year and this, without any sanction.
- If in doubt, it is important to refer to the Skate Canada Rulebook or contact the FPAQ Officials' Coordinator.
- All tests including more than one part may be tried in part during different test sessions.
- No one may appeal from a decision rendered by the evaluator/referee during a test.
- You may download directly from Skate Canada website, Section 4000 of the Rulebook and this without any charge. (see "Members only")
- A written authorization from the home club test chair of a candidate to a test **is absolutely necessary** in order that a test be tried outside of the club or region. (*See Appendix A*)
- An application to a test received less than 14 days from a test session may in no way be accepted by the test chair. If for an **extraordinary** reason it would be necessary to write a test within this period, you must refer to your referee or evaluator. The latter is the only person able to accept an application for a test after the 14 day period.



## 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.

## **APPENDIX B**

### **PATINAGE QUÉBEC**

#### **OFFICIAL'S EXPENSE POLICY**

#### **NO AVAILAIBLE IN ENGLISH**

*Nota:* Le masculin est utilisé sans discrimination et dans le seul but d'alléger le texte.

#### **I. OBJECTIF**

L'objectif de la présente politique est donc d'établir les règles appropriées pour la reddition des dépenses des intervenants lors des activités de PATINAGE QUÉBEC.

(...)

#### **IV. FRAIS AUTORISÉS**

##### **A. Frais de déplacement**

PATINAGE QUÉBEC rembourse les frais de déplacement, tout en favorisant le covoiturage, conformément à la politique en vigueur à Patinage Canada : 0.48 \$ / km (révisée le 1<sup>er</sup> juillet 2013 par Patinage Canada). Les intervenants qui utilisent leur voiture privée assument la responsabilité pour tout dommage au véhicule et sont responsables du paiement de la franchise en cas de réclamation auprès de leur assureur.

Les frais de stationnement lors des déplacements sont remboursés sur présentation des pièces justificatives.

Les intervenants demeurant dans un même secteur sont fortement encouragés à covoiturer. L'intervenant utilisant sa voiture pour le covoiturage reçoit un montant supplémentaire correspondant à 10 % de l'indemnité. L'intervenant qui n'utilise pas sa voiture et qui fait du covoiturage reçoit un montant correspondant à 20 % de l'indemnité. Ces montants supplémentaires de 10 % ou de 20 % sont calculés à partir de l'endroit où le covoiturage commence.

Le remboursement de frais de déplacement ne peut dépasser le prix d'un billet d'avion aller-retour en classe économique. Les intervenants qui doivent parcourir une longue distance peuvent prendre l'avion si ce moyen de transport s'avère le plus avantageux. La réservation est faite par PATINAGE QUÉBEC.

(...)

**C. Frais de repas**

Les montants forfaitaires suivants sont accordés aux intervenants du Canada lorsque le repas n'est pas fourni par PATINAGE QUÉBEC : Déjeuner 10\$; Dîner 15\$ et Souper 25\$. Tout excès de ces montants est assumé par la personne elle-même.

(...)

Aucuns autres frais de repas ne sont remboursés.

(...)

**i. Autres frais**

Tous les autres frais doivent faire l'objet d'une entente préalable avec l'employé de PATINAGE QUÉBEC responsable de l'activité avant d'être réclamés

(...)

**ii. ENTRÉE EN VIGUEUR**

La présente politique sur le remboursement des dépenses pour les intervenants lors d'activités de PATINAGE QUÉBEC entre en vigueur ce 1<sup>er</sup> juillet 2013. Et bien qu'elle puisse être modifiée par écrit de temps à autre, elle fait l'objet d'une révision annuelle.

## APPENDIX C

# EXPENSE REPORT FORM

Date : \_\_\_\_\_

Name of the skating club : \_\_\_\_\_

Name of the official: \_\_\_\_\_

### *Reason for expenses*

#### Transport

Nb of kilometers :	x 0,48 \$ / km	Total :
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#### Meals

Nb of breakfasts :	x 10 \$	
Nb of lunches :	x 15 \$	
Nb of suppers :	x 25 \$	
		Total :

#### Hotel

	Total :
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#### Telephone

	Total :
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#### Other expenses

	Total :
	Grand Total :



# APPENDIX D

## **APPLICATION FORM**

NAME : \_\_\_\_\_

# SKATE CANADA : \_\_\_\_\_ CLUB'S NAME : \_\_\_\_\_

### STARSKATE PROGRAM TESTS

#### **DANCES**

- Preliminary
- Junior bronze
- Senior bronze
- Junior silver
- Senior silver
- Gold

#### **NAME OF THE DANCE :**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **SKATING SILLS**

- Preliminary
- Junior bronze
- Senior bronze
- Junior silver
- Senior silver
- Gold

#### **FREE SKATE**

- Preliminary
- Junior bronze
- Senior bronze
- Junior silver
- Senior silver
- Gold

#### **CREATIVE DANCES**

- Bronze
- Silver
- Gold

#### **INTERPRETATIVE TESTS**

- Introductory
- Bronze
- Silver
- Gold

#### **THEME OF PROGRAM :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COACH : \_\_\_\_\_

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

**PLEASE RETURN THE APPLICATION TO THE CLUB TEST CHAIR**

**BEFORE :** \_\_\_\_\_

<u>CONFLICTS OF INTEREST</u>	
_____	_____
(Skater's name)	(Evaluator's/Judge's name)

## **PROHIBITED DATES – 2015-2016 SEASON**

Due to provincial competitions, it is not possible to obtain a sanction for (intermediary and centralized) test sessions at the following dates:

	<b>Dates</b>
Test centralisés période 1	14 au 27 décembre 2015
Finales régionales des Jeux de la participation et de patinage STAR/Michel-Proulx	Du vendredi au dimanche entre le 15 et le 31 janvier 2016
AGA de Patinage Québec	6 au 8 mai 2016 (à confirmer)
<b>Compétitions provinciales</b>	<b>Dates</b>
Championnats québécois d'été	6 au 9 août 2015
Souvenir Georges-Ethier 2015	24 au 27 septembre 2015
Championnats de Sous- Section 2015	24 au 27 septembre 2015
Championnats "A" de Section Québec - Patinage Canada	6 au 8 novembre 2015
Championnats "B" de Section Québec - Patinage Canada	4 au 7 février 2016
Championnats Régionaux du Québec patinage synchronisé	5 au 7 février 2016
Jeux de la participation	25 au 28 février 2016
Championnats de patinage STAR / Michel-Proulx	25 au 28 février 2016

# PROCEDURES FOR CENTRALIZED TESTS SESSION

<b>Apply for sanctions</b>	Regional Tests Chair		
	Steps	Tasks	Timeline
	1	Apply for your test sanctions to Patinage Québec	<b>2 months</b> before starting the period *Period 1 (Oct-Nov-Dec) August 15 (*1 1/2 months) Period 2 (Jan-Feb-March) November 1 Period 3 (Apr-May-June) February 1 Period 4 July-August-Sept) May 1
	Patinage Québec		
	Steps	Tasks	Schedule
2	Check the sanction applications	<b>Upon receipt</b> of the applications	
3	Prepare the test schedules - Post on the Website	<b>4 weeks</b> before the concerned period	
4	Ask the judges-evaluators their availability for all sanctioned centralized test sessions. General sending	<b>4 weeks</b> before the concerned period	
<b>Followed for centralize tests session</b>	Regional Tests Chair		
	Steps	Tasks	Timeline
	1	Publish the test announcement	<b>5 weeks</b> before the tests
	2	Confirm the holding of the test session with Patinage Québec and specify: location of the tests and available ice time	<b>4 weeks</b> before the test session
	Patinage Québec		
	Steps	Tasks	Schedule
	3	Confirm the judges-evaluators' availability	<b>Upon receipt</b> of the confirmation for holding the centralized tests session
	4	Look for judges-evaluators if no availability was received for this tests session	<b>Upon receipt</b> of the confirmation for holding the centralized tests session
	Regional Tests Chair		
	Steps	Tasks	Timeline
	5	Compile the number of tests provided for each discipline	<b>21 days</b> before holding the tests
	6	Forward the test compilation document to Patinage Québec	<b>18 days</b> before holding the tests
	Patinage Québec		
Steps	Tasks	Schedule	
7	Inform the test chair of the "picture" of the tests session to come	<b>17 days</b> before holding the tests <i>* If every steps were completed within the indicated <u>deadline</u>.</i>	
8	Assign judges-evaluators	<b>Upon receipt</b> of their availability confirmation	
Regional Tests Chair			
Steps	Tasks	Timeline	
9	Reimburse any withdrawal	<b>14 days</b> before holding the tests	
10	Inform Patinage Québec only if there are several withdrawals	<b>14 days</b> before holding the tests	
11	Determine the skating order for each discipline	<b>13 days</b> before holding the tests	
12	Contact the judges-evaluators assigned by Patinage Québec	<b>Upon receipt</b> of the assignment from Patinage Québec	
13	Post the schedule and the skaters' skating order	<b>Upon</b> confirming everything with the judges-evaluators assigned to your tests session.	

## 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 Authorization Form annexed hereto.

The test chair must prevent a skater to try a test, if the skater does not have a current registration number. In addition, the test chair must 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 appear on all forms and test summary sheets. 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. (*Skate Canada Official rules and regulations (Technical Handbook) STARSkate Program PAGE 4000 – 50*)

**Question :** What do you do if a skater decides not to skate his test?

**Answer:**

- A) A candidate who withdraws within the 14 days preceding the date provided for the test will be liable to pay the test fee. The fee collected will be given at the same time as the test fees for the tests tried. This applies to all tests including the competitive tests.
- B) The candidate's name must be written on the test summary sheet with the words "not tried". The test must be considered as a retry. Please note that this will not apply if the test chair at the relevant test session is satisfied that the illness or accident necessitated the candidate's withdrawal. Please write the word **ILL** or **INJURED**, as the case may be.
- C) It may happen that test summary sheets be prepared more than 14 days before the test days are held and that a candidate withdraws within the period provided by the regulation. In such a case, the candidate's name and test should be crossed off and the words "**WITHIN THE PERIOD**" are written and initialized by the test chair in the space reserved for the judges' marks (*Technical Handbook of Test Management, Section I, 4.0*).



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

**Answer :**

The period of 26 days to retry a STARSkate test or a competitive test is no longer effective since July 2002.

a) In the case of a competitive test, it is possible to ask the judges to retry immediately. The judges has the final decision.

b) In the case of a STARSkate test (evaluated), it is not authorized to retry within the same sanction.

**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.

**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.