

In order to be granted a Test Day Sanction, a club must agree to the following:

- ▶ **Delinquent Fees** - The Judges Bureau will not assign evaluators to clubs who have been over 90 days delinquent in paying their Judges Bureau fees.
- ▶ All EOS clubs must apply to the Judges Bureau in writing for all test days.
- ▶ All skaters should have equal access to testing opportunities within their group.
- ▶ **Although a test day is sanctioned it is subject to availability of evaluators.** (*i.e. if a Gold evaluator is not available the skaters will have to test at the next test day or at a different location.*)
- ▶ If a test day is cancelled or the date changed the Judges Bureau must be contacted immediately. *All requests for changes must be in writing. Note: If the test day is a **High Test** day that is cancelled for any reason, due to the lack of availability of Judges, the Test Day will not be rescheduled. The test (s) may be moved to another sanctioned test day by the club or to another club with their permission as long as the additional skaters – ice time can be accommodated.*
- ▶ **Number of Test Days**
 - Winter Sessions (September 1st to March 31st)
 - Low Test Days – maximum of 3 test sessions
 - High Test Days– maximum of 3 test sessions within designated grouping
 - Off Season Sessions (April 1st – August 31st)
 - Maximum of 1 test session per six week skating session.
- ▶ **Out of Section Evaluators** - Clubs are not permitted to contact out of section evaluators without the permission of both the EOS and the associated Section Judges Bureau.
- ▶ **Out of Section Skaters** – Every effort will be made to accommodate out of section skaters, however, if space is limited, EOS skaters will take priority.
- ▶ **Budget** – To submit an explanation of the cost sharing process signed by each club in the grouping.
- ▶ **Groupings** – Skaters are only permitted to skate within their grouping assigned by the Section, unless written permission is granted from the Test Chair of the skater's home club. (*i.e. it is strongly recommended that skaters not test the same discipline in two different groupings*)
- ▶ **Scheduling**
 - When applying for test days, consider special events and schedule around them, (i.e. local school exams schedules, competitions including Section-partnered events, holidays, EOS AGM, etc.)
 - **All test days will not begin before 8:00 a.m. and no test will be scheduled to be completed later than 10:00 p.m.**
- ▶ **Low Test Days**
 - Preliminary to Senior Bronze (Free Skate, Dances, and Skating Skills **only**)
 - To evaluate Low Test days, clubs may call evaluators up to the Senior Bronze Skills, Senior Bronze Dance, and Senior Bronze Freeskate levels, **only**.
 - **Should you wish to call evaluators above this level, you must get permission from the Judges Bureau first.** Requests for this exception will be kept on file, by the Judges Bureau, to check against the summary sheets. It is important that evaluators receive experience as it is a requirement for promotion.
 - Preliminary & Final numbers are not required to be submitted to the Judges Bureau, but it is recommended that coaches and test chairs use the same time frame as for High tests.
 - *Note: Only tests that are ready to be tried should be submitted for the preliminary list, not a "wish list", this allows both the test chair and the Judges Bureau to better organize their test day.*
 - It is strongly recommended that clubs use different evaluators throughout the season wherever possible.

► High Test Days

- Junior Silver to Gold (Freestyle, Dances, and Skating Skills)
- All levels of Interpretive
- The Judges Bureau is responsible for securing evaluators/ judges for these tests.
- Test chairs must provide the Judges Bureau 4 weeks prior to their test day with their preliminary numbers and final numbers 2 weeks prior to their test day. Test days may be cancelled for Clubs who do not adhere to these time requirements.
 - *Note: Only tests that are ready to be tried should be submitted for the preliminary list, not a "wish list", this allows both the test chair and the Judges Bureau to better organize their test day.*
- **Assignments of Judges/Evaluators to High Test days are not to be altered in any way by the clubs after the names are given to the test chair.**
- As soon as your evaluator is assigned, please contact them to confirm their attendance and availability. Once the test day schedule is in place, the test chairperson should re-contact the evaluators to confirm the specific details. **Please contact and confirm with the evaluators at least 1 week prior to the test day. If the evaluator does not receive contact from the club they could assume they are not needed.**
- An charge of \$10.00 for each Evaluator/Judge that attends a High test day is applicable. The Section will issue the host club an invoice with the Evaluator/Judges names and amount owing for the designated test day.

► Competitive and Diamond Test Days

- For paneled tests the Section will designate a centralized location.
- Panel Tests - Panels of judges may not be altered in any way by the clubs. Do not ask to single panel a test without permission from the Judges Bureau. *During a test day if an emergency arises, after business hours please contact the Judges Chair or Section Chair (in that order).*
- The Judges Bureau is responsible for securing evaluators/ judges for these tests.
- Test chairs must provide the Judges Bureau 4 weeks prior to their test day with their preliminary numbers and final numbers 2 weeks prior to their test day. Test days may be cancelled for Clubs who do not adhere to these time requirements.
 - *Note: Only tests that are ready to be tried should be submitted for the preliminary list, not a "wish list", this allows both the test chair and the Judges Bureau to better organize their test day.*
- **Assignments of Judges/Evaluators to Competitive and Diamond Test Days are not to be altered in any way by the clubs after the names are given to the test chair.**
- Once the test day schedule is in place, the test chairperson should contact the evaluators and let them know what time they should be present and ready for the tests to begin. **Please contact and confirm with the evaluators at least 1 week prior to the test day. If the evaluator does not receive contact from the club they could assume they are not needed.**
- A charge of \$10.00 for each Evaluator/Judge that attends a Competitive and Diamond test day. The Section will issue the host club an invoice with the Evaluator/Judges names and amount owing for the designated test day.

It is recommended that the Test Chair contact the Evaluator/Judge directly once they have been assigned.

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- **Reports** ... Promptness is imperative in order to be eligible for the next test day. The skater's test records must be kept up-dated. Immediately following your test day send the following reports to:

Skate Canada at 865 Shefford Rd - Gloucester, ON - K1G 1H9

- Original copy of the summary sheet.
 - Test Fees
- Clubs are strongly encouraged to use the summary sheets found on the Skate Canada website www.skatecanada.ca (members only site). They can also be found on <http://www.skate-eos.on.ca/TestDays.htm>

Clubs ... Non-Home Club Skaters

- Top of the test sheets (Write the test day & sheet # on the sheets)
- A copy of the Summary sheets

Section Office Skate Canada – Eastern Ontario at 555 King St. W, Unit 2 - P.O. Box 2209 - Prescott, ON - K0E 1T0

- Copy of the original summary sheet
- Judge Evaluator Record, Result Summary Sheet, and Income & Expense Form

Judges Evaluator Record, the Result summary sheets, and Income and Expense Form may be found on the Section's <http://www.skate-eos.on.ca/TestDays.htm>

Trial Evaluators – The training of our evaluators is an important part of test, in order for evaluators to upgrade. Test sheets and trial judging summaries should be provided. Supervised evaluation and mentored sessions may occur on the test day. This may require a change in the evaluator. If this occurs a member of the Judges Committee will contact the test chair.

Judges Chair – Inquiries regarding judges' development or comments about judges may be directed to:

Rhonda Vanderveen
254 Massassauga Rd., RR #7
Belleville, ON
K8N 4Z7

Phone: 613-771-0524
Email: rhondavanderveen@gmail.com

Judges Bureau – The Judges Bureau is a resource for all clubs. If you have any questions regarding any of your sessions, do not hesitate to call.

Barbara Hough – Judges Bureau
Skate Canada – Eastern Ontario
555 King St. W, Unit 2
P.O. Box 2209
Prescott, ON K0E 1T0

Phone: 613-925-1441
Fax: 613-925-1314
Email: eos@bellnet.ca
Website: www.skate-eos.on.ca