



# Guide For Test Chair

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## Welcome!

Thank you for accepting the job of test chair! It is not only one of the most important positions in any skating club, it is a function essential to the success of skating in the United States!

Through your efforts, both skaters and judges advance in the sport - some on the competitive track, some to satisfy personal goals, some in a combination of the two. You are indispensable to this process.

You are the most direct link to U.S. Figure Skating headquarters - often the pipeline of new information about changes to the test structure necessary to skaters and their coaches, but also the administrator of test rules and regulations. It is a large responsibility.

Your job is to plan, organize and run test sessions. You are required to report on these sessions and to maintain files on skaters and judges. To do so, you will frequently need to refer to the U.S. Figure Skating rulebook, tests book and directory, so please have a current copy. A complimentary hard copy is available to test chairs of record from headquarters upon request. Also, all three documents are available for download in PDF format from the U.S. Figure Skating website ([www.usfigureskating.org](http://www.usfigureskating.org)).

It is also important that you become familiar with the U.S. Figure Skating SafeSport program. Providing a safe environment for all members free of harassment and abusive practices is required and is our highest priority. Information and training is available on the [U.S. Figure Skating website under the Clubs tab](#).

There is no one right way to do this job. How you proceed will reflect the needs of your club as well as your own personality. You may run one test session per year, or a dozen. In large clubs, a committee may deal with the task, sometimes with separate free skating and dance test chairs. You may pool your resources with other clubs in the community, sharing test sessions or rotating them among the participating clubs. Or you may be on your own, in which case it would be wise to make friends with a nearby test chair. They can be a wealth of helpful information.

The essentials are these:

- All skaters must be treated fairly.
- All judges are volunteers and must be treated courteously and with proper gratitude.
- All U.S. Figure Skating rules must be observed.

The key to doing this job successfully is to check and recheck everything; never take anything for granted. There will be times when this job may seem overwhelming. Remember this: just do the best you can. We are here to help. Contact us at [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).

At the end of the test day, when the papers are gathered, the rink is near empty, the judging room/area is in order and the last skater has departed, you will find this job to be intensely satisfying, a challenge well met.

Good luck!

# 1) Organizing the Test Session

## **A. Where to Start**

You will first need to consult with your club's coaches to determine what levels of tests to expect and an approximate number of skaters. If club policy permits tests without coach approval, skaters and parents may need to be queried as well. From this, make a rough estimate of needed ice time.

At the same time, you need to determine when you might secure the necessary ice. Before you commit to a specific time, you may wish to begin contacting key judges to see if their schedule and your ice time will match. Avoid obvious conflicts such as major or nearby competitions, ice shows and other club test sessions.

Start this process approximately two months before the estimated test date. It may need to be started earlier depending on the availability of ice time, difficulty of securing judges or the flexibility of your test date. A good rule of thumb is to begin inviting judges no later than six weeks before the test session.

## **B. Contact Judges**

The U.S. Figure Skating directory, which accompanies your rulebook, is available from headquarters free upon request and contains a full list of all judges and their contact information. The rulebook and directory are also available as PDF files online in the [Members Only section of the US Figure Skating website](#). Judging appointment updates are posted next to the directory during the year. You can also search officials on the members only site so you can see their real-time levels.

Start with key judges. If you expect gold or international dance tests or other high-level tests, you may need to plan around the availability of the necessary judges, as they are often in high demand and difficult to secure. If you can, delay setting a test date and finalizing ice time until the main judges are committed.

Give consideration to all home club judges. They should be given equal judging opportunities when possible. Also, if a judge requests permission to judge in order to fulfill his official judging requirements, this judge should be given priority.

As you talk to judges, begin sketching together a rough schedule based on their availability, i.e., low level moves in the morning, gold dance after 6 p.m., etc.

Be certain you have a sufficient number of judges so that they are not overworked. (Judging time is limited to eight hours per day with breaks every two hours including lunch and/or dinner hour.) But at the same time, do not invite so many judges (or plan a test schedule) that results in long periods of idleness. Judges shouldn't feel they are wasting their time.

## **C. Plan for Judges' Hospitality**

If you haven't done so already, now is the time to begin planning for judges' hospitality. If you have a committee, discuss with them what sort of schedule you expect, when there will be

breaks for meals, the number of judges and trial judges to expect and any other aspects of hospitality you deem necessary. If you are using out-of-town judges, you may need to arrange for housing and travel.

Remember that judges are volunteers and help clubs vastly by serving at test sessions. It is important to show appreciation by providing refreshments and an adequate lounge area for the judges during the test session.

- No matter what your facilities, try to make them as attractive and comfortable as possible.
- When not serving meals, provide a range of snacks from healthy (fruits) to decadent (candy).
- If your rink is cold, no matter the season, provide something hot.
- Blankets and/or heaters for the judges at rinkside are appreciated.
- Soups, especially homemade, were invented for the ice rink.
- Since so many times you are operating without kitchen facilities, try the 'picnic' approach, or bring a small microwave or crock pot to supply hot food.
- Encourage a rotation among club members to plan and/or provide food. This assures a variety of ideas and tastes.
- Fabric tablecloths, real silverware, a vase of fresh flowers or simple centerpiece can make the entire area seem festive.

Some clubs also choose to offer a hospitality room for visiting coaches. That is entirely optional, whereas judges' hospitality is not. Judges will not be anxious to return to judge again at clubs where they have been treated poorly.

#### **D. Post Notice of Test Session**

Announce the test session to club members, coaches and whoever else should be informed via club notices, circulars, newsletters, bulletin boards, websites, etc. You can also contact headquarters to post your test sessions on the U.S. Figure Skating website by contacting [MemberServices@usfigureskating.org](mailto:MemberServices@usfigureskating.org).

Ensure everyone knows where to obtain the application and where to deposit or mail it. To prevent last minute cancellations, insist that fees accompany the application. You might want to consider charging a cancellation fee or having a no refund policy except in the case of an accident, illness or family emergency. The deadline for applications should be approximately two (2) weeks before the test date.

#### **E. Determine Test Fees**

Most clubs have set test fees that are used for all of their test sessions and cover test spending, such as the cost of ice time, judges' expenses, hospitality, U.S. Figure Skating test fees, printing, long distance phone calls, postage, etc. However, some clubs make the hospitality fee a separate fee.

Some clubs have variable fees that depend on the costs for that particular test session, in which case you will need to get an accurate estimate of expected expenses to determine the

appropriate fees. Test sessions are not fundraisers, but clubs should try to break even. When setting test fees, look at the amount of time required to take a test plus warm up time.

No matter how they are determined, **all fees should be fully disclosed prior to the test session.** The best way to do this is to list all fees on the test application. There should be no surprises awaiting test candidates when they arrive at the test session.

Although late applications can wreak havoc on your schedule, it is at your discretion to make exceptions on a case-by-case basis. If you do make such an exception, it would be wise to institute an added late fee.

## **F. Collect Applications and Fees**

Check that the applications have all necessary information and have been completed in full. (See example of test applications in appendix). **Make sure the candidates have passed the prerequisite test that allows them to take the test they have applied for.** This can be done via the Members Only section of the website when doing test pre-registration; a red flag means there is a problem.

Also make sure that they are not retaking a test that was marked “retry” prior to the 27<sup>th</sup> day following the date of the original test. **There are NO EXCEPTIONS to this rule. It is never waived.**

All candidates must be regular members of U.S. Figure Skating (not just the Basic Skills Program) and should have a current registration card or proof of paid application for membership before they are allowed to test. **MAKE NO EXCEPTIONS!**

A skater who is not a current member will also have a red flag when entering the test pre-registration on the website. If there are any questions concerning the status of a skater’s registration, contact Member Services.

While a skater may register with U.S. Figure Skating at the time of testing, it is most beneficial that such registration is concluded prior to the commencement of the test session. The member should be registered online as soon as possible.

Guest candidates must furnish written permission to test from their home club unless an agreement exists between the clubs that such permission is not necessary (see rules in U.S. Figure Skating Tests Book). The purpose of this letter of permission is to verify that the skater is in good standing with his home club, is a current member of U.S. Figure Skating and is qualified to take the test. A link to the standard permission form is included in the appendix of this guide. **It is the skater’s responsibility to obtain this letter and provide it to the test chair.**

## **G. Ensure Coach Compliance**

All coaches who place skaters on the ice at test sessions must be in compliance with U.S. Figure Skating rules, which require current U.S. Figure Skating (full) membership, a successful background check, liability insurance and completed Category B Continuing Education Requirements (CERs). As test chair, you are required to make sure all coaches are compliant.

A list of coaches who are in compliance is updated at least weekly on the [U.S. Figure Skating website under the Coaches tab in the Information for Clubs area](http://www.usfigureskating.org/content.asp?menu=coaches&id=451). If a coach's name is not on the list, they should be notified that they will be in violation of ethics rules of U.S. Figure Skating and the PSA. For more information, please refer to the Coach Compliance Toolkit found online at [www.usfigureskating.org/content.asp?menu=coaches&id=451](http://www.usfigureskating.org/content.asp?menu=coaches&id=451).

If you or the coach has questions regarding the requirements, utilize your club's SafeSport Compliance Chair to get answers. It is a good idea to check the coaches' list as you receive applications to allow time for the coach to resolve issues.

## **H. Plan the Schedule**

In the event there are too many applicants for the test session, some sort of priority system should be in place. A suggested order might be 1) home club members, 2) associate club members, 3) guest candidates. Additionally, some clubs will not schedule tests that are contingent on the outcome of another unless all other applicants have been accommodated.

### Scheduling Tips:

- Run moves in the field tests before free skating, especially if free skating is contingent on passing the moves.
- Place free skating tests, which damage the ice most, at the end of any group of tests and just before a resurface.
- Place high level tests on the cleanest ice.
- Be aware that the same partner may take multiple skaters through dance or pairs tests. Whenever possible try to separate these tests with a skater who has a different partner.
- Include time for panel changes or for panels returning to the rink following an ice cut.

If time is at a premium and you have a sufficient number of judges, you may want to run two or three tests of the same level simultaneously. It is permissible to conduct some tests using only one judge on a panel. Low level moves (pre-pre and prelim) and pre-prelim free skating are frequently run two or three at a time. Consult the current rules and use this to your advantage when necessary due to time and/or judges' availability.

Sometimes, despite all your best and most exhaustive efforts, you may find that you cannot obtain a panel for a particular test. If that should be the case, check to see if there is another club in the area that may be able to accommodate the tester(s).

When planning the schedule you will need to consider

- (a) warm-up time,
- (b) testing time,
- (c) ice cuts,
- (d) judging breaks,
- (e) special time constraints of judges.

You may also be willing to allow special requests by coaches or skaters, i.e. an adult who may not be able to leave work before a specific time or a young skater who has a critical test at school. However, make it clear that you may not always be able to accommodate special requests and be prepared for those who will try to take advantage of you. Offering this sort of

flexibility does make your job more difficult and you must strike a balance between being accommodating and running the most efficient test sessions for all involved.

All test times are approximate. There are no U.S. Figure Skating rules regarding the length of warm ups for tests. Warm up times should be set to meet the needs of the skaters. Make sure the ice time and the amount of ice is adequate to accommodate the number of tests planned. Neither the judges nor the skaters should be rushed through tests because insufficient time was allotted.

Allow adequate time for judges to write their comments before putting out the next skater. You may wish to have the judge-in-charge indicate when the panel is ready. The judges' comments are important part of the testing process, as they help the skater and coach better understand the skater's strengths and weaknesses and the reason for the outcome of the test.

### **MOVES IN THE FIELD:**

A 5-8 minute warm-up period should precede moves tests. Usually, the higher the level, the longer the warm up. It is okay to warm-up multiple levels together, but only if they are relatively close and will be compatible on the ice. For example, it would be a bad idea to warm up a preliminary and a junior test together. Preliminary may feel intimidated, junior might find prelim getting in the way.

**Each skater should have to wait NO LONGER THAN 30 minutes to test following the warm-up.**

The following times are approximate and if possible, you should add two (2) minutes to each test to allow for the possible re-skate of an element. However, every test will not require a re-skate, so if your schedule is tight, you can skimp on that cushion, maybe adding only one minute per test or two minutes for every three tests.

Pre-preliminary	8 min
Preliminary	10 min
Pre-juvenile	12 min
Juvenile	10 min
Intermediate	12 min
Novice	12 min
Junior	12 min
Senior	12 min
Adult Pre-bronze	10 min
Adult Bronze	12 min
Adult Silver	14 min
Adult Gold	15 min
Intermediate Supplemental	15 min
Senior Supplemental	15 min

### **FREE SKATING:**

A six (6) minute warm-up period should precede free skating tests, especially for novice and higher. (If your schedule is very tight, five minutes would be okay for pre-juvenile and juvenile; four minutes for pre-preliminary and preliminary.) Skaters of various levels may warm-up together but limit the number of skaters to six or seven.

It is recommended that you add two minutes to the program times shown below to allow time for skaters to get on and off the ice and for re-skates.

		Program Duration
Pre-preliminary	no music	2:00 minutes
Preliminary		1:30 minutes
Pre-juvenile		2:00 minutes
Juvenile		2:15 minutes
Intermediate		2:30 minutes
Novice		3:00 minutes for ladies 3:30 minutes for men
Junior		3:30 minutes for ladies 4:00 minutes for men
Senior		4:00 minutes for ladies 4:30 minutes for men
Adult Pre-bronze	no music	2:00 minutes
Adult Bronze		1:50 minutes
Adult Silver		2:10 minutes
Adult Gold		2:40 minutes

### **PAIRS:**

A six (6) minute warm-up period should precede pair tests. Up to four pairs may be on the warm-up session.

It is recommended that you add two minutes to the program times shown below to allow time for skaters to get on and off the ice and for re-skates.

	Program Duration
Pre-juvenile	2:00 minutes
Juvenile	2:30 minutes
Intermediate	3:00 minutes
Novice	3:30 minutes
Junior	4:00 minutes
Senior	4:30 minutes
Adult Bronze	2:00 minutes
Adult Silver	2:30 minutes
Adult Gold	3:00 minutes

### **PATTERN DANCE:**

**The host club is responsible for providing appropriate music for pattern dance tests.** Music requirements can be found in the Tests Book accompanying the description of each dance.

**However, pattern dance testers are not required to skate to the club's selection.** They may provide their own music. This is becoming more common since competitive dance teams are now required to provide their own music for some pattern dances.

Patterns and timing for each dance can be found in the Tests Book under dance diagrams (DD).

A warm-up period may include multiple levels of dances but must include one minute of warm up time without music followed by one minute of music selection for each dance warming up. If the same partner is being used to take multiple skaters through the same dance test, you should play a minute for each candidate being partnered. The test times below are per dance within the level and are approximate.

Preliminary	3 minutes
Pre-bronze	3 minutes
Bronze	3 minutes
Pre-silver	3 minutes
Silver	5 minutes including solo
Pre-gold	6 minutes including solo
Gold	6 minutes including solo
International	6 minutes

#### **FREE DANCE:**

A five (5) minute warm-up period, without music, should precede free dance tests. Up to five couples may be on the warm-up session.

It is recommended that you add a minute or two to the times shown below to allow skaters time to get on and off the ice, for re-skates, and for judges to write comments.

	Program Duration
Juvenile	2:15 minutes
Intermediate	2:30 minutes
Novice	3:00 minutes
Junior	3:30 minutes
Senior	4:00 minutes
Adult Pre-bronze	1:40 minutes
Adult Bronze	2:25 minutes
Adult Silver	2:40 minutes
Adult Gold	3:10 minutes

#### **SOLO FREE DANCE:**

A five (5) minute warm-up period, without music, should precede solo free dance tests. Skaters of various levels may warm-up together but limit the number of skaters to six or seven.

It is recommended that you add a minute or two to the times shown below to allow skaters time to get on and off the ice, for re-skates, and for judges to write comments.

	Program Duration
Juvenile	1:40 minutes
Intermediate	2:00 minutes
Novice	2:10 minutes
Junior	2:30 minutes
Senior	2:50 minutes

### **I. Post the Schedule**

At least one week prior to the date of the test, post a schedule (on club bulletin board and/or website) and give copies to your coaches and rink officials. This is a chance to double check that the tests are correct and there is no misunderstanding about when you will need ice cuts. It is not required and not recommended that the judges assigned to each test be posted.

### **J. Confirm the Judges**

Make contact with each judge and ensure they know the date and time they will be needed at the rink for the session. Don't just tell them all what time the first test of the day starts. Let them know when **their** first test starts. Judges do not like to waste time sitting around for long periods before they are needed. Let them know what sort of tests they will be judging and when they can expect to be finished. Make note of any special requirements they may have and confirm transportation and hotel arrangements for out-of-town judges. It is a good idea to exchange cell phone numbers with your judges so you can be informed of last minute issues (illness, traffic delays, etc.).

### **K. Double check the Details**

Give your test schedule, including ice resurfaces, to your rink management. Give them any special rink set up instructions that you might have (i.e. chairs in the hockey boxes, hospitality room set up, etc). The rink must know your schedule in order to properly staff the arena.

Prepare a separate schedule for each of your judges with each test numbered. Judges often do not know your skaters by name and numbering the schedule and the test papers make it easier for both the judge and the test chair. Make sure each judge knows which tests he/she is judging.

Be certain that the hospitality committee knows when to be ready with meals, snacks, coffee or whatever has been planned.

Ensure that any special music or sound set-ups will be attended to, there is someone to run the music and all the music CDs (especially for pattern dance) are available.

Make a checklist of items you need to take to the test session and any last minute information you need to collect (membership numbers, test permissions, late fees, etc.) Make sure that any outstanding items are collected and handled prior to skaters taking the ice for their warm up.

## **L. Prepare the Judging Forms**

### **SPECIAL NOTE ON COMPLETING THE JUDGE'S TEST FORMS:**

Many U.S. Figure Skating tests utilize the same form for different test "tracks" (i.e. standard, adult, master, solo.) It is critical that the correct test track is circled on the judges' papers, to avoid the test being evaluated incorrectly.

### **Using the Online Test Program:**

The online test pre-registration option is available to all test chairs. We strongly recommended its use since it provides a fast and efficient way to both prepare the required paperwork for the test session and set up for the results submission afterward. It also allows for the verification of skater's eligibility to take the tests.

Once you set up the test session using this pre-registration option, you will be able to generate all test forms without having to type in the skater's name; you will also use the same test page to enter the results at the conclusion of the test session.

Once you log in to the [Members Only area](#), select "pre-registration" under the testing menu and follow the instructions as follows:

1. Select/set the date of the test session.
2. Select skater by clicking on the search button.
3. Select test
4. Click on "add skater test" button

If there are issues with a skater's eligibility such as missing pre-requisites, not current member, not a home club member, the error message will appear in red to alert you. You may still register the skater but now you will have the opportunity to resolve the potential problems well ahead of the test session.

Once you have entered all of the tests, each skater's test will have their own line and will give you the opportunity to generate judges' and trial judges' forms for each test which will be filled with all of the information and ready to print. You can print the forms individually or select the 'print all judge forms' at the bottom.

You may wish to number your tests on the schedule and also on the test sheets. The number can help judges identify testers. It also helps you to determine more quickly that all test forms have been returned.

Make sure you print 3 copies of each test, one for each judge, with the exception of single-judge tests.

## **M. Optional - Trial Judges' Forms**

While some clubs prepare trial forms for trial judges, most expect trial judges to supply and fill out their own papers. Make sure trial judges are aware of your policy when they contact you for permission to trial. **Note:** If using the online test pre-registration program you will be able to print completed trial judges' and official judges' forms.

## **N. Assign Judging Panels**

All test panels must have three judges with the following exceptions:

Moves in the Field:	<u>One May Judge, if they meet this requirement</u>
• Pre-preliminary	Singles/Pairs or Dance- any level
• Adult Pre-bronze	Singles/Pairs or Dance- any level
• Preliminary	Singles/Pairs or Dance- silver or higher
• Adult Bronze	Singles/Pairs or Dance- silver or higher
Free Skate:	
• Pre-preliminary	Singles/Pairs- any level
• Adult Pre-bronze	Singles/Pairs- any level
• Preliminary	Singles/Pairs- silver or higher
• Adult Bronze	Singles/Pairs- silver or higher
Pairs:	
• Adult Bronze	Singles/Pairs- Silver or higher
Partnered Pattern Dance:	
• Preliminary	Dance- any level
• Pre-bronze	Dance- silver or higher
• Bronze	Dance- silver or higher
Partnered Free Dance:	
• Juvenile	Dance- silver or higher
• Intermediate	Dance- silver or higher
• Adult/Masters Pre-bronze	Dance- silver or higher
• Adult/Masters Bronze	Dance- silver or higher
Solo Free Dance:	
• Juvenile	Dance- silver or higher
• Intermediate	Dance- silver or higher
Solo Pattern Dance:	
• Preliminary	Dance- any level
• Pre-bronze	Dance- any level
• Bronze	Dance- any level

- |                 |  |
|-----------------|--|
| • Pre-silver    | Dance- any level                         |
| • Silver        | Dance- silver or higher                  |
| • Pre-gold      | Dance- silver or higher                  |
| • Gold          | Dance- gold                              |
| • International | Dance- gold, certified for International |

**Be certain that the judges you assign to a panel are qualified to judge that particular test.** The judge requirements are listed in the rulebook **and at the bottom of each judging form.**

You can look up a judge's level in the U.S. Figure Skating Directory or online in the [Members Only](#) portion of the website. Just click on "search judges" under the testing menu and search for the judge either by member number or name.

The judge's email address will show in the search grid and the phone and email will show when you view their levels. This has the most current judge level information (remember the rulebook is only printed annually and a judge may get a new appointment throughout the year).

## **O. Prepare clipboards and gather supplies**

Prepare one clipboard per judge and label it with the judge's name. Forms for all of the tests that an official will judge should be arranged in chronological order on the clipboard. It is helpful to include the full test schedule on top of each clipboard with each judge's activity highlighted.

Also provide an expense sheet for each judge to complete. A blank copy of an expense form is available on [www.usfigureskating.org](http://www.usfigureskating.org). Go to the ["Forms" page](#) and scroll down to the "Finance" box. There is a "travel expense report" that is easy to use for the judge to fill out and be reimbursed for mileage and any other expenses incurred.

Some test chairs prepare the judges' clipboards at least one day in advance and leave them in a secure location at the rink, if possible. If the test chair is delayed in getting to the rink, the tests can still get started.

Gather together all the tools you will need such as sharp pencils with good erasers, an electric pencil sharpener, stapler and extra staples, file case with extra copies of blank test forms and a current U.S. Figure Skating rulebook and directory. (A current rulebook is available to every test chair each year upon request.) **If at all possible, a copier is recommended.**

## **2) Test Day**

### **A. Arrive early**

Give yourself plenty of time to:

- set out clipboards
- sharpen pencils
- check that the sound system and music set-up is working correctly
- check that all the necessary CDs are available, especially for Pattern Dance

- ensure the food arrangements are under control
- ensure the preparatory ice cut is made

Find out who will be making the future ice cuts and where they will be should you need to find them. Let them know if there have been any updates/changes to the schedule that will affect the ice cuts.

Give those preparing food, running the music or operating the Zamboni the necessary lead time before their task begins.

## **B. Get started and keep things running smoothly**

Get the first group of testers started.

Collect any last-minute paperwork needed (test permission slips, membership numbers, late fees) - These should be in hand before each skater tests.

Keep a supply of sharpened pencils handy.

Always carry extra copies of blank judging forms and trial forms.

Stay alert to the progress of tests and be ready to collect the test forms. Learn what the final element in each moves in the field test is. It will give you a key to determine when any test will be finished and papers need to be collected.

Try to stay on schedule. If the session is falling behind schedule, let the judges and coaches know. They may be able to help move the tests through more quickly.

## **C. Test Results**

Test results must be verified by the test chair or authorized representative before results are announced.

- **Double-check all math. Check that the outcome circled by the judge (pass or retry) matches the scores awarded. If you find an error return the paper to the judge.**
- Make certain the judge has signed each test sheet.
- Distribute the results to the skaters with any 'retry' papers on top and any 'pass' papers on the bottom. This way they do not get their hopes up unnecessarily as they leaf through the papers.
- It is preferred that copies of the test papers are distributed and that the originals never leave your hands. **If you have no copier and the original forms must be given to the skaters, make certain that each skater understands that these MUST be returned to you.**

- Ensure that the privacy of the test papers is maintained. If you have help delivering the test papers, consider using an envelope to ensure the information is seen by the skater and coach only. Some clubs do not allow a parent to help distribute papers because of the confidentiality of the judges' comments.
- Have the results in the hands of the moves in the field testers before the start of any warm-up for their contingent free skating test.

Collect trial forms. Remind your trial judges that each trial form must be signed by the TJ and the judge-in-charge. Make certain you know where their trial forms are to be sent. (See later section on additional handling of trial judging forms.)

### **D. Judges' Reimbursement**

Before each judge departs, see to it that they have filled out an expense sheet and have been reimbursed for their expenses or that arrangements have been made to do so.

Reimbursement **must** be made no later than 14 days following the date when their expense forms are submitted. The current mileage reimbursement may be found at [www.usfigureskating.org](http://www.usfigureskating.org) or by visiting [www.gsa.gov](http://www.gsa.gov) and clicking on [POV mileage reimbursement](#). If a judge is delayed by weather, a club is responsible for any additional expenses incurred.

Don't forget to personally thank each judge. Gifts for judges are not required nor necessarily expected, but appreciation of their time and expertise certainly is.

### **E. End of Session**

**Make certain you have all the original test forms. If someone walked away with any original forms, you need to contact them immediately and make arrangements to have them returned.** If a copier is available, some clubs prefer to make copies of the forms to give to the skaters so the original forms remain in the hands of the test chair.

Make certain that the rink and/or club facilities are in order before you leave for the day.

A friendly tip - when faced with a dilemma, do what's best for the skater while still following U.S. Figure Skating rules.

## **3) Reporting the Results and Maintaining Records**

### **A. Test Reports**

**Using the Online Test Program:**

Enter [Members Only](#) and select "enter scores" under the testing menu.

1. Select the test date from the dropdown menu, which will be there from the pre-registration set up.

2. Select “manage judges”. This will allow you to enter all of the judges and trial judges who participated in the test session.
3. Select ‘enter scores’. Each judge’s name will show above their position on the panel you entered in step 2. Pay close attention to ensure that you are entering the correct score by the correct judge.
4. After entering the scores for each test, proceed to the payment page. Double check the final results (pass/retry) to ensure the scores were entered correctly. If you have made an error click the edit button for the test and enter the correct information.
5. When you are ready to pay for the tests, select the tests you plan on paying for (check top box to select all tests).
6. The payment page follows and requests payment information. You may pay by credit card or electronic check OR you can leave the tests alone and the club treasurer can log in and pay for the tests.

Once the results are entered directly via Members Only, you can generate test reports. For non-club members who participated in your test session, U.S. Figure Skating will automatically generate an email to the skater’s home club test chair with the results.

If you have any difficulties entering tests or make a mistake on a score, contact member services at U.S. Figure Skating.

**Note: If your test session runs more than one day you must complete a separate test report for each day. Do not combine multiple test dates into one report.**

## **B. Trial Judges’ Papers**

Although trial judges make some extra work for test chairs, remember that these people are volunteering valuable time and expertise in hopes of becoming judges in the future. It is critical to the future health of the sport that we nurture and encourage our “TJs”. Their papers are the key to their appointments. If they are lost or mishandled, that means a big waste of time and discouragement for one of our most valuable resources. Please take care to do the following:

Complete the trial judges’ papers:

- Enter the official judges’ name at top of each column. It is best to enter the last name, first initial and the judge’s member number.
- Copy over ALL of the official judges’ scores into the three columns provided on the trial sheet; for each move skated or figure traced; for technical merit and presentation scores for free skating, pair and free dance; technique and timing/expression scores for compulsory dances.

Make sure you have the name and address of each trial judge’s monitor before they leave. Trial judges should supply you with a sufficiently stamped, pre-addressed envelope to their monitor for each discipline in which they are working toward an appointment. It is not unusual for a trial judge to have different monitors for singles/pairs and dance.

Send the originals of the completed trial forms to each trial judge’s appropriate monitor(s). **If there is more than one monitor, ask to which one the moves in the field papers should be sent.** This needs to be done within 21 days of the test session.

It is recommended that you also keep a copy of these forms for club files in case something happens to the originals held by the monitor.

Some trial judges also may request that they be provided with copies for their own records. It is not required that you do so, but helpful to the TJ if you can accommodate.

## **C. School Recognition Letters**

Headquarters will send a letter of test achievement directly to the principal of a skater's school for the following test levels passed:

Moves in the field	Novice and above
Free skating	Novice and above
Pairs	Novice and above
Dance	Completed Silver level and above
Free dance	Novice and above

In order for headquarters to send this letter, a Recognition of Test Achievement report must be sent to U.S. Figure Skating with a copy of the test report. This report must include the school's name and address, principal's name, skater's name, member number and test level passed. This report should include guest skaters as well as home club skaters. To help you obtain this needed information it is suggested that you provide a space on the test application for this information. **NOTE:** A letter will not be sent if some information is missing. The Recognition of Test Achievement form is available on [Members Only](#) under "Fill out and print test reports" by clicking on "Recognition Form".

For the skaters who have passed pre-preliminary through intermediate level tests, fill out and send achievement letters to their schools or send/give the letter to their parents to give to the school.

## **D. Test Records for Home Club Members**

Keep copies of all test reports, notices of tests taken by home club members at other clubs and a roster of your home club members. This information may be kept hard copy or on a computer. In the event that the U.S. Figure Skating database is compromised, you will have the following important information: name, address, phone number, birthdate, member number, a list of all tests taken (passed or marked retry) and when and where (host club) the tests were taken and these records would be very valuable to the skaters.

# **4) Processing by Headquarters**

## **A. Test Certificates and Test Verification**

When headquarters receives the test report, the information is processed and posted to the skaters' and judges' records. At the end of the month in which the test report is processed, test

certificates are generated for all tests that were passed and then sent to the test chair of the skaters' home club. A corresponding printout is also included.

Please proofread the certificates and the printout to see that they match the submitted test report(s).

Promptly report any discrepancies to headquarters at [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org). If a test certificate is wrong, mail the incorrect certificate back to headquarters with a letter of explanation. A certificate will be re-issued free of charge.

If result has "w/error" next to it, it means there is a problem. Contact member services promptly to ascertain what the problem is.

If the test certificates are not received within a 90-day period after mailing the test report, notify member services immediately. Test certificates for individual members are sent directly to the individual member.

## **B. Laurels for SKATING**

The computer also transfers the information of passed gold tests to SKATING magazine for the laurels section. All figure, moves in the field, free skating, pairs, completed dance levels and free dance tests are listed and posted online each month. The names of skaters will not appear in the magazine immediately, but should appear in the third issue following the processing of the test. **NOTE:** SKATING has combined issues in June/July and August/September.

## **C. Pins and Emblems**

U.S. Figure Skating will send a letter of congratulations and a lapel pin to each skater who passes the following tests:

- Senior moves in the field
- Senior free skating
- Eighth figure
- Solo gold dance
- Gold dance
- Senior free dance
- Senior pair
- Adult gold figure
- Adult gold moves in the field
- Adult gold free skating
- Adult gold pair
- Adult gold pattern dance
- Adult gold free dance

Emblems are available to skaters who have received test certificates for tests passed and these may be purchased from headquarters. Refer to the test rules for a list of emblems available. A price list is available from headquarters order department as well as the website. The list includes order forms and prices for badges, patches, medals, books and available gift items.

## **5) Judges' Records**

### **A. Judges working toward promotion**

As test chair, you may be asked to maintain files on certified judges who are still trial judging toward a higher level, including tests trial judged at other clubs. If this is the case be sure to notify the judge when you receive the trial papers from another club so that the judge will know that the papers have reached you.

Test chairs need to encourage judges in their efforts toward higher certification. Even though it means some added paperwork, in the long term it will pay off in a larger judging pool from which to draw your panels.

You may wish to read the materials on the Judges Committee page of the U.S. Figure Skating website relating to the process of entering and rising in the judging ranks so you can most effectively help your prospective and advancing judges.

Club members who want to start trial judging must first register with the regional vice chair of the Judges Committee for the appropriate discipline. The regional vice chair will notify headquarters of the member's acceptance into the trial judge program.

Trial judges must be at least 16 years old and a current member of U.S. Figure Skating. They must request permission in advance to trial at any test session.

Trial judges should request a current trial judge kit from headquarters and/or download this information from the website. Copies of all trial forms they will need along with other helpful information are included in this kit. Unless you wish to provide the service, trial judges should supply their own trial forms. This should be clarified when they call to request permission to trial.

Trial judges also should provide the host club with a sufficiently stamped envelope, pre-addressed to their monitor.

A checklist for trial judges is included in the appendix for you to copy and give to the trial judges in your club.

### **B. Accelerated, Advanced and Select Judges**

Standard candidates may trial judge the tests one level above their current appointment. Accelerated, advanced and select judges may trial judge tests two levels above their current appointment.

### **C. Appointments and Promotions**

When a candidate is ready for appointment or promotion, it is up to the trial judge's monitor to recommend them.

## 6) Judges School

Organizing or helping conduct a judges school can be helpful to the test chair in addition to helping promote or appoint judges. These schools are directed to train candidates for appointment or promotion and may also be used to educate parents.

For information and assistance regarding judge's schools, contact the chair of the Judges Education and Training Subcommittee (JETS).

## 7) Frequently Asked Questions

### **Q - If a skater's membership is pending, are they eligible to test?**

A - If a skater is a member of a club other than your own, they should show proof of joining U.S. Figure Skating (such as a copy of a cancelled check). If the skater wants to join your club, you may collect their registration form along with the proper fees before they are allowed to test.

### **Q - After a test session, how long do I have to submit the results and payment to U.S. Figure Skating?**

A - You have 21 days to submit the results and pay fees. After that, late fees start to incur.

### **Q - If a skater receives a retry (fail) on a test, is there a waiting period before the skater can retest?**

A - The skater must wait 27 days. The day after the test is day 1 and the skater may retry the test on day 27.

### **Q - How long does my club need to keep copies of the test reports?**

A - The club is required to keep the test judging sheets on file for one year. There is no set rule for how much longer the test reports are to be kept. However, it is recommended that you keep them for at least five years or longer. It is a great reference for the club and you never know when a question may arise.

### **Q - How do I correct a mistake on a test report I've already submitted to Headquarters?**

A - Changes to test reports should be submitted in writing or via email to [MemberServices@usfigureskating.org](mailto:MemberServices@usfigureskating.org)

### **Q - Are test forms available online?**

A - Yes. They are available at [www.usfigureskating.org](http://www.usfigureskating.org) on the Forms page or through the Members Only site at [www.usfsaonline.org](http://www.usfsaonline.org)

### **Q - Can certificates be replaced?**

A - If a certificate has been damaged or lost, the test chair can request a replacement from Member Services.

## KEY LINKS AND REFERENCES

Manual Test Reporting Process- see appendix

Duties of the Test Chair- one page- see appendix

[Standard Permission Form](http://www.usfigureskating.org/About.asp?id=459): Forms Membership Section- <http://www.usfigureskating.org/About.asp?id=459>

[Coaching Compliance Toolkit](http://www.usfsa.org/content.asp?menu=coaches&id=451)- <http://www.usfsa.org/content.asp?menu=coaches&id=451>

[SafeSport Handbook](http://www.usfsa.org/shell.asp?sid=49066)- <http://www.usfsa.org/shell.asp?sid=49066>

[Checklist of Test Candidates](http://www.usfsa.org/Story.asp?type=leadership&id=34385)- <http://www.usfsa.org/Story.asp?type=leadership&id=34385>

[Trial Judging information](http://www.usfsa.org/About.asp?id=108)- <http://www.usfsa.org/About.asp?id=108>

[Trial Judge Registration Form](http://www.usfigureskating.org/About.asp?id=514): <http://www.usfigureskating.org/About.asp?id=514>

## APPENDIX

Duties of the Test Chair- one page

Manual Test Reporting Process

## **DUTIES OF THE TEST CHAIR**

### **Essentials:**

- All skaters must be treated fairly.
- All judges are volunteers and must be treated courteously and with proper gratitude.
- All U.S. Figure Skating rules must be observed.

### **Initial Planning:**

- Determine level of tests and approximate number of skaters.
- Secure the necessary ice time.
- Contact judges.
- Post notice of test date with deadline for receipt of applications and fees.
- Plan for judges' hospitality. Arrange meals, housing and travel, as needed.
- Email [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org) to post your session on the calendar on the website.

### **After Deadline for Applications and Fees:**

- Verify that applications have all of the required information, including membership numbers, test permissions for guest skaters, etc. Also verify that skaters have passed the requisite tests and are qualified to take the test.
- Ensure that all coaches are in compliance with U.S. Figure Skating requirements.
- Plan test schedule, taking into consideration warm-up times, test times, re-skates, ice cuts, breaks, etc.
- Confirm with the judges and let them know when they should arrive and when they can expect to be finished.
- Post the test schedule at least one week prior.
- Verify hospitality needs, special music and/or sound setups.
- Fill out judging forms using the most current forms. Circle whether the test is standard, adult, masters and solo dance.
- Assign judging panels. Be sure that the judges you assign are qualified to judge the level.
- Prepare clipboards.

### **Test Day:**

- Arrive early.
- Get first test started.
- Collect any last minute paperwork.
- Be ready to collect completed test papers from the judges. Double check judges' arithmetic and signatures. If you find an error, bring it to the judge's attention before distributing the results to the skater.
- Distribute results.
- Collect trial judge forms. Be sure that the forms have been signed by the Judge-in-Charge.
- Try to stay on schedule.
- Reimburse judges for their travel expenses.
- Make certain all original test judging forms have been returned to you.
- Leave facilities in order before you leave.

### **After Test Day:**

- Fill out trial judges' papers.
- Enter results. **Double check.**
- Submit results and fees to headquarters.
- Send copy of test results for guest skaters to their home club if results manually submitted.
- Mail completed trial judge papers to the trial judges' monitor.
- If needed, complete 'Recognition of Test Achievement Report' for Novice level and above skaters. Fill out and mail achievement letters for Pre-preliminary through Intermediate level skaters, to either the individual skaters or to their schools.
- Update files of home club members.
- Retain the official judging forms and a copy of the test report.

### **U.S. Figure Skating Headquarters Processing:**

- Review the test certificates and processing report that are sent from headquarters to be sure there are no problems. If a certificate is missing or a problem exists, get in touch with Member Services right away.

## Using the Manual Test Reporting Process:

If you fill out a manual form - available from the [“Forms” page under Tests](#) (<http://www.usfigureskating.org/About.asp?id=459>), send the completed test report along with the appropriate fees and Recognition of Test Achievement Report to headquarters. This must be done within 21 days of the date of test session. There is a penalty for reports received after the 21-day period. See the test rules for more details.

The manual test report should include:

- Host club name - fill out completely, **no initials**, on each page
- Host club number on each page
- Test date on each page
- Test chair: name, address, daytime phone number, email address, and member number on each page
- Judges: first and last name of each judge and member number
- Trial judges: first and last name of each trial judge and member number
- Skaters: first and last name (no nicknames), member number and home club
- Applicable computer code for each test
- Actual marks awarded by each judge and any trial judge
- Indicate overall result of a test by using “P” for pass and “R” for a retry
- Total test fees for each page.

Tips for completing the manual test report:

- When filling out a test report with trial judges, the official scores go on the line with the skater’s name. The next line with the shaded blocks is for the trial scores. The score entered in each column number should correspond with the number of the official judge or the trial judge listed at the top of the report.
- Fill out one test report form with all judges and trial judges and the other information listed in the heading. Then make sufficient copies to use in filling out your report.
- If at all possible, judges and trial judges should be listed in the same order on each page of the report.
- On your test report, group all visiting testers together. It will mean fewer sheets to copy.
- Group all tests taken by the same skater together and then use ditto marks (“”) after the first entry. It can mean less typing. However, be sure to list requisite tests first.

Although the rulebook asks that the test report be typed, it is acceptable to print if it is legible. It is important to send the original, since the reports are all scanned. Please do not use colored paper.

**Please proof read the report carefully for errors prior to sending it to headquarters!**

Send copies of the pages of the test report that include visiting testers to the test chair of the visitor's home club. This needs to be done within two weeks (14 days) of the date of the test session. Please do not forget this important step. Clubs need this information in order to give permission for the skater to take a higher level test or to certify that the skater is qualified to enter a competition.

Place a copy of the test report and the official judging forms in the club files. Keep the official judging forms in the club files for at least one year, longer if possible. Errors do show up two and three years after a test session and it helps if the original judging forms can be located. The official test report should be kept for five years or more.