

ASSESSMENT DAY PROCEDURES



Due to COVID-19 please note that Skate Canada Nova Scotia can be contacted for flexibility in Assessments during this time.

Vs September 2020

ASSESSMENT DAY PROCEDURES FOR SKATE CANADA MEMBER CLUBS AND SKATING SCHOOLS

Skate Canada Nova Scotia welcomes all the volunteers that assist in allowing our skaters to progress through the assessment process

These procedures MUST be followed; failure to follow will result in the loss of the Assessment Days.

The rules of Skate Canada must be followed, they can be found at the Skate Canada Info Centre <http://info.skatecanada.ca>. Skate Canada Nova Scotia Assessment Procedures are binding on all clubs and schools.

All Nova Scotia Clubs, Schools and Regions must apply by email **4 weeks** before the Assessment day to:

Skate Canada - Nova Scotia
(902) 425 5450 Ext. 336
Fax: (902) 425-5606
skatecanadans@sportnovascotia.ca

It is recommended that Regions co-ordinate their club Assessment day submissions. **Assessment Day applications are to be made 4 weeks in advance WITH maximum skater list.** Approval will be granted conditionally to applicants. Assessment Days will only be granted to member Clubs that are in good standing with Skate Canada Nova Scotia. Only skaters currently registered with Skate Canada can be assessed.

Skate Canada Nova Scotia Office will confirm all dates.

Definitions

Assessment Days – Eligible Assessments for Assessment Days are Star 6 to Gold Diamond dances, skills, Freeskate elements, Freeskate programs and all Artistic Assessments. Please ensure that the number of assessments is adequate to keep the cost to the skater as low as possible and respectful of the evaluators time. **Summer** Assessment days will be at the discretion of the Section.

Regions/Clubs are to work together to allow skaters maximum access to Assessment Days without significant travel.

General Information

A list of scheduled Assessment Days is available by contacting the Section Office.

Rozanne Raine the Evaluator Assignor is responsible for securing evaluators for all Assessment Days.

The Club/School Assessment Chairperson will contact the assigned evaluators and confirm the start time, location (with directions) and list of Assessments being tried, as well as giving the evaluator a contact phone number for the Assessment Chair (cell and home numbers would be ideal). **Please confirm/contact the assigned evaluators**

2 weeks prior to Assessment Day with the Assessment Day schedule, as she or he may want input to the schedule and again the day before the Assessment day.

Securing evaluators for the many Assessment days can be difficult and time consuming. To facilitate this process, Rozanne Raine must have the maximum list 4 weeks prior to the Assessment day and the minimum assessment list 2 weeks prior to the Assessment Day. **A final schedule must be presented to Rozanne Raine the JET Chair at rozanne@ns.sympatico.ca, 14 days prior to the Assessment Day.** Rozanne must approve any additions or changes to the schedule. Assessments must be on the max list to be included on the min list (no assessments added after deadline for max list). Assessments withdrawn after the 14 day deadline are subject to the club hospitality/ice fees but are not included on the summary sheet or required to pay the Skate Canada fee.

PLEASE REFER TO THE SKATE CANADA INFO SITE info.skatecanada.ca for the Assessment Guide and requirements for all Star 6 to Gold assessments.

We hope that clubs will encourage coaches to be realistic and careful in the preparation of these Assessment lists.

Evaluators assignments may not be altered by clubs in any way.

If an Assessment day is cancelled, date, time or place changed for any reason, please notify the Section Office skatecanadans@sportnovascotia.ca 902-425-5454 ext 336, Rozanne rozanne@ns.sympatico.ca and the evaluator assigned immediately.

STAR 1 – 5 Assessments and coach assessed skills **MUST** still be recorded with Skate Canada on a Summary Sheet and funds submitted. The top half of the Assessment sheet along with the summary sheet and correct payment for the Assessments should be given to the Assessment Chair for recording with Skate Canada. Summary sheets can be left open for up to 31 days. The summary sheets do not need to be initialed by the coach or evaluator.

The fee for all assessments is \$12.00 except for skaters **challenging a GOLD Assessment** at a fee of \$60.00 per part of the Assessment. (example: Gold Free Skate \$60.00 and Gold Elements \$60.00; Gold Dances \$60.00 each).

Skaters cannot retake assessments during the same Assessment Day. All dance assessments can be done solo, shadow and either steps lead or follow. Assessment sheets provided to the evaluator must correspond with the test (lead or follow) being taken. Both sides of the assessment sheet must be included, either double sided or stapled together.

5 Weeks Before Assessment Day

- Ask coaches for a list of which tests (for dances lead or follow must be indicated) they will have ready for the proposed Assessment Day

4 Weeks Before Assessment Day

- Application requesting an Assessment Day(s) with skaters to be assessed (make sure to include lead or follow in all dance requests) to be submitted to Skate Canada Nova Scotia Office, e-mail

skatecanadans@sportnovascotia.ca (make sure a reply is sent back confirming the e-mail has been received)

2 Weeks Before Assessment Day

- Confirm that assessment envelopes have been given to skaters to be returned to the Assessment Chairperson with payment as per club instructions. Hospitality and ice fees should also be included here.
- Contact Rozanne Raine rozanne@ns.sympatico.ca with the final numbers for your Assessment Day along with the schedule. (this will allow Rozanne the chance to finalize her evaluator assignments). Please notify Rozanne of who is coaching the skaters to avoid family conflicts between coaches and evaluators.
- Rozanne will at this time give you the evaluators name and contact information.
- Send your suggested schedule to consult with the evaluator. Questions regarding the schedule should be sent directly to the evaluator assigned through the Assessment Chair.

Approximately 1 Week Before Assessment Day

- Divide envelopes by Assessment and determine the number of Assessments that will take place.
- Post final schedule for viewing by skaters/coaches/parents, make sure a copy is sent to the Section Office skatecanadans@sportnovascotia.ca, Rozanne Raine rozanne@ns.sympatico.ca and the evaluator(s) that will be at the Assessment day. Change requests to the order of skater must be approved by the evaluator.
- Work on completing your evaluators' sheets and summary sheets (if not doing online). Assessment sheets must include both sides either two sided or stapled together and dance sheets must be either lead or follow
- Ensure that you have additional assessment sheets (extra sheets may be photocopies of blank assessment sheets).
- Arrange for hospitality for officials and volunteers.
- **Confirm the start and finish times with your evaluator(s) and ensure evaluator(s) are fully aware of location (directions on how to get there)**, which assessments they will be doing and confirm that they will arrive ½ hour before their first scheduled assessment. Give the evaluators a phone number for yourself and/or the rink, in case something happens at the last minute.
- Identify ice captain and music persons and which music is to be played and for each warmup group. During warm up for dances only one dance from Series 8 will be played. Skaters using contemporary music are responsible to have their own selection. On the schedule the dance music that is going to be played for each person taking a dance Assessment needs to be listed as well as if it is lead or follow.

Day Before Assessment Day

- Ensure that all summary sheets (if not being submitted online) and assessment sheets are completed, along with the applicable assessment requirements to pass. Both sides of assessment sheet must be printed, either two sided or stapled together.
- Call evaluators to remind them of their attendance, time, location/directions and what they are assessing. The exchange of cell phone numbers is required.
- Gather clipboards and sharpen pencils.
- Create a schedule of floods for the rink staff.
- Have a good night's rest, as tomorrow will be a busy day.

On Assessment Day

- Ensure that all the sheets are available when your evaluators arrive.
- **The evaluators are now in charge of the Assessment day. Changes to the order of assessments are at the discretion of the evaluator.**
- Summary sheets must be completed at either the arena or online immediately following the Assessment day. If done online print off a copy of the summary sheet for your records. Summary sheets do not need to be initialed by evaluators.
- Hand out the bottom half of the Assessment sheets to the skater, coach or parent. The top half must be kept ~~in order~~ to complete the summary sheet and kept with the summary sheet.
- Ensure that skaters KEEP their portion of the Assessment sheets. It is their responsibility to be able to prove which Assessments they have passed and when.
- Prepare the expense monies for your evaluator's expenses, mileage .48 cents per km.
- Make sure the Assessment Day is running on time and that floods are completed as scheduled.

Day After Assessment Day

- Relax and enjoy yourself. You worked hard yesterday.

Within 1 Week of Assessment Day

- Send summary sheet, along with appropriate assessment fees, to Skate Canada, Box 15, 261 – 1200 St Laurent Blvd., Ottawa, Ontario K1K 3B8 – **maximum of 3 weeks.**
- Summary sheets can be done online, with payment sent to Skate Canada
- Keep one copy of the summary sheet along with tops of assessment sheets on file at your club.

- If you are hosting a regional Assessment Day or have non-home club skaters, please make a copy of the summary sheet for any out of club skaters. Send both the copy of the summary sheet and the top of the assessment sheet to the home club.

Summary Sheet Issues: (if not completing online)

- All boxes must be completed, with complete name of club no abbreviations (except SC for Skating Club).
- The Skate Canada number must be filled in correctly.
- Club numbers must be filled in correctly.

STAR 1-5 or Coach Assessed Skills assessments - Assessments Chair Guidelines

- Establish assessment procedures with coaching staff
- In consultation with coaches communicate the process to parents and skaters
- Collect applicable fees for each assessment
- Ensure all skaters are eligible for the assessment (pre-requisites must be met) and are currently registered with Skate Canada
- Ensure that coaches doing the assessment are eligible to assess the skater
- Work with the coach as to who will prepare the assessment sheet and summary sheets
- Summary sheet, top of assessment sheet and payment must be submitted to the Assessment Chair together.
- Ensure all results are submitted to Skate Canada Box 15, 261 – 1200 St Laurent Blvd., Ottawa, Ontario K1K 3B8 – **maximum of 5 weeks**
- Ensure all payments are submitted to Skate Canada the fee is \$12.00 per assessment

CONTACT INFORMATION

Rozanne Raine

rozanne@ns.symptatico.ca

Skate Canada

Box 15 261-1200 St Laurent Blvd
Ottawa, Ontario K1K 3B8
1.888.747.2372
fax 1-877-211-2372
www.skatecanada.ca

Skate Canada Nova Scotia

5516 Spring Garden Road 4th fl
Halifax, NS B3J 1G6
902-425-5454 ext 336
fax 425-5606
www.skatecanada.ns.ca
skatecanadans@sportnovascotia.ca

Organization #	
Organization Name	

DD-MM-YYYY

Please list all officials and/or coaches who have evaluated the submitted Assessments

Evaluator (Official/Coach)		
#	Skate Canada #	Name
1		
2		
3		
4		
5		

Assesmen	
Skate Canada #	
Name	
Telephone #	
Email	

Please enter fees for each Assessment summary sheet submitted

Summary of					
Sheet 1	Fees \$	Sheet 11	Fees \$	Sheet 21	Fees \$
Sheet 2	Fees \$	Sheet 12	Fees \$	Sheet 22	Fees \$
Sheet 3	Fees \$	Sheet 13	Fees \$	Sheet 23	Fees \$
Sheet 4	Fees \$	Sheet 14	Fees \$	Sheet 24	Fees \$
Sheet 5	Fees \$	Sheet 15	Fees \$	Sheet 25	Fees \$
Sheet 6	Fees \$	Sheet 16	Fees \$	Sheet 26	Fees \$
Sheet 7	Fees \$	Sheet 17	Fees \$	Sheet 27	Fees \$
Sheet 8	Fees \$	Sheet 18	Fees \$	Sheet 28	Fees \$
Sheet 9	Fees \$	Sheet 19	Fees \$	Sheet 29	Fees \$
Sheet 10	Fees \$	Sheet 20	Fees \$	Sheet 30	Fees \$
Total Fees					
Cheque number					

Assessment Fees

STARSkate Assessment fees are \$12.00 per individual Assessment

Additional Fees

Gold Challenge Assessments (Dance and Free Skate): \$60.00 per individual Assessment

Gold Interpretive Challenge: \$12.00 for any lower level Interpretive Assessment not previously achieved

Foreign Skaters: \$30.00 per individual Assessment

Office use only			
Received:			Number of Individual Assessments
			Number of Foreign Fees
Data Entered:	Initials: _____		Number of Gold Challenge Assessments

*Please keep a copy for your club records. Assessment summary sheets sent to Skate Canada will only be kept up to 90 days after the end of each fiscal year.

Please ensure that the information below is complete and correct prior to submission; missing information will result in delayed processing.

Please circle the number associated with the evaluator listed on the Assessment Submission Information page when filling out the official/coach field.

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

Skate Canada #	Home Org name	Assessment Code	Circle Official/Coach 1 2 3 4 5	DD/MM/YYYY
Name	Home Org #	Pass <input type="checkbox"/> Retry <input type="checkbox"/>		Fee \$

[REDACTED]

Send to Skate Canada's Ottawa Service Centre at 261 – 1200 St. Laurent Blvd., Box 15, Ottawa, Ontario K1K 3B8

*Please keep a copy for your club records. Assessment summary sheets sent to Skate Canada will only be kept up to 90 days after the end of each fiscal year.

ASSESSMENT CODES for evaluator Assessments:

Free Skate

STAR 6 Elements	S6FSE	STAR 6 Program	S6FSP
STAR 7 Elements	S7FSE	STAR 7 Program	S7FSP
STAR 8 Elements	S8FSE	STAR 8 Program	S8FSP
STAR 9 Elements	S9FSE	STAR 9 Program	S9FSP
STAR 10 Elements	S10FSE	STAR 19 Program	S10FSP
		Gold Program	GDP 2
		Gold Program Challenged	GDPCH

Skating Skills

STAR 6	S6SS
STAR 7	S7SS
STAR 8	S8SS
STAR 9	S9SS
STAR 10	S10SS
GOLD	SGDSS

Dance

STAR 6		STAR7	
6A: Ten Fox	S6aD	7A: Foxtrot	S7aD
6B: European Waltz	S6bD	7B: Tango	S7bD
6C: Fourteenstep	S6cD	7C: American Waltz	S7cD
STAR 8		STAR 9	
8A: Killian	S8aD	9A: Paso Doble	S9aD
8B: Rocker Foxtrot	S8bD	9B: Blues	S9bD
8C: Starlight Waltz	S8cD	9C: Silver Samba	S9cD
STAR 10		GOLD	
10A: Cha Cha Congelado	S10aD	Gold A: Viennese Waltz	SGDaD
10B: Westminster Waltz	S10bD	Gold B: Argentine Tango	SGDbD
10C: Quickstep	S10cD	Gold C: Rhythm Dance	

Diamond

Ravensburg Waltz	RAV	Gold Waltz	GOL
Austrian Waltz	AUS	Yankee Polka	YAN
Tango Romantica	TAN	Rhumba	RHU

Artistic

STAR 7
STAR 9
GOLD

All challenged Assessments must be submitted with a paper summary sheet not online.

ASSESSMENT CODES for coach assessed Assessments

Free Skate

STAR 1	S1FS		
STAR 2 Elements	S2FSE	STAR 2 Program	S2FSP
STAR 3 Elements	S3FSE	STAR 3 Program	S3FSP
STAR 4 Elements	S4FSE	STAR 4 Program	S4FSP
STAR 5 Elements	S5FSE	STAR 5 Program	S5FSP

Dance

STAR 1 Ice Dance	S1D		
STAR 2a Dutch Waltz	S2aD	STAR 2b Canasta Tango	S2bD
STAR 3a Baby Blues	S3aD	STAR 3b Ice Dance	S3bD
STAR 4a Swing	S4aD	STAR 4b Fiesta Tango	S4bD
STAR 5a Willow	S5aD	STAR 5b Ice Dance	S5Bd

Skating Skills

STAR 1	S1SS
STAR 2	S2SS
STAR 3	S3SS
STAR 4	S4SS
STAR 5	S5SS

STATEMENT OF EXPENSES

Mail to:

NOTE: WHEN POSSIBLE, RECEIPTS MUST ACCOMPANY THIS STATEMENT

PURPOSE OF EXPENSES: _____

DATES: _____

NAME: _____

ADDRESS: _____

<u>DATE</u>	<u>DETAILS:</u> Complete in chronological order detailing dates and place of each departure and arrival. Also identify transportation service.	<u>Incidentals</u> (if claiming day) \$5.00	<u>MEALS</u> B – 10.00 L – 15.00 D – 20.00	<u>TRAVEL PRIVATE</u> \$.48/KM AIRPLANE, TAXI & BUS With Receipt Or Ticket	<u>MISC EXPENSE:</u> (POSTAGE, PHONE, HOTEL, ETC.)
Totals					

Total of Claim	
Less Advance	

Balance due Figure Skating: (cheque or money order) to be made payable to:	
Amount due to Claimant	

SIGNATURE OF CLAIMANT: _____ Date Received: _____

Cheque No.: _____ or Cash Amount : _____

Skate Canada Nova Scotia Application for Assessment Day 2020 – 2021

Club/Region: _____

Date of Assessment Day: _____

Location & address: _____

Time: _____

Level of Assessments being tried: _____

Clubs involved in this Assessment day: _____

Assessment Day Coordinator: _____

Phone: _____ E-mail: _____

Please send this application for approval no less than 4 weeks prior to the Assessment day with a list of skaters, assessments to be assessed (for dance include lead or follow) and coach responsible for the skater to:

Skate Canada Nova Scotia
Fax 902-425-5606 or E-mail skatecanadans@sportnovascotia.ca

