

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 March 2021

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 **3 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 3 weeks in advance with the complete assessment list.** The list must indicate whether the dance is Lead or Follow and the planned program sheets must be included for programs and artistic. Approval will be granted conditionally to applicants on the availability of evaluators. 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 and Diamond dances, skills, Freeskate elements, Freeskate programs and Star 7, 9 and Gold Artistic Assessments.

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.**

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 changes to the schedule.

PLEASE REFER TO THE SKATE CANADA INFO SITE info.skatecanada.ca for the Assessment Guide (under the Guides tab) 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.

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).

- **All dance assessments can be done solo, shadow and either steps lead or follow.**
- **Assessment sheets provided to the evaluator must correspond with the assessment (lead or follow) being taken.**
- **Both sides of the assessment sheet must be included, either double sided or stapled together.**
- **The planned program must accompany the assessment sheet for freeskate programs, artistic programs and Gold Rhythm Dance.**

4 Weeks Before Assessment Day

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

3 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)
- 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.

2 Weeks Before Assessment Day

- Contact Rozanne Raine rozanne@ns.sympatico.ca with your Assessment Day schedule (**dances must indicate Lead or Follow steps**). (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.

| DISCIPLINE | WARM UP TIME | ASSESSMENT TIME |
|--------------------|--------------|-------------------------|
| Skills | 5 minutes | 8-12 minutes per level |
| Freestyle Program | 5 minutes | 3-5 minutes per program |
| Freestyle Elements | 5 minutes | 8-12 minutes per skater |
| Artistic | 4 minutes | 3-5 minutes per skater |
| Dance | *see note | 3-5 minutes per skater |
| | | |

- ***Dance warmups are 30 seconds without music, 2.5 minutes with music. If several different dances are warming up together the time each music is played must be considered in the 2.5 minutes.**
- **Flood times should be 15 minutes to allow the evaluators a break.**
- **These are estimated times and may need to be shortened or extended depending on single evaluator or double panel.**

Approximately 1 Week Before Assessment Day

- 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) assigned to your 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 evaluators and volunteers, if needed, confirm this with the evaluator. Please ask the evaluator how they would like to receive payment for their travel expenses.
- Please consider giving a small thank you (gift card approximately \$10.00 per hour) to the evaluators who are volunteering their time.
- **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), the 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.**

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. Planned programs for freeski programs, artistic programs and Gold Rhythm Dance, must be included.
- 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.
- Summary sheets must be completed at either the arena or online immediately following the Assessment day. Assessment Coordinators may choose to submit the results of all assessments online. When exercising this option, a summary sheet is not required, as all information will be entered electronically. Please note that challenge assessments and assessments taken by a coach may not be submitted through the online tool. 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 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 (if not done online), 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 evaluators and/or coaches who have evaluated the submitted Assessments.

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

| Assessment | |
|----------------|--|
| 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 |

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.

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 evaluator/coach field.

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



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
2021 – 2022**

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 3 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