

CONFIRMATION

- As soon as you have the final test list, or as soon as you know who your evaluator will be, call them to confirm the test day and approximate time frame (day/ afternoon / evening) and the location of the tests.
- Be certain that you know the address/ directions to your arena. You need to be able to give the judges accurate directions to your arena. Know your street names. The full name of the arena is also important information. If there is a contact number at the arena, give that to the evaluator also.
- You can always call the evaluator back with the specific time, approximate number of tests and disciplines (e.g. Skills, Dance, Freeskate, Interpretive etc.)
- **Do not wait until the day before the test day to call your judge to confirm the tests!!**
- Let the Judge(s) know of any unusual tests i.e. Interpretive, Creative Dance, Cha Cha, Silver Samba, Diamond Dances, or any adults testing.
- If we have a test day penciled in and you do not call us to let us know when/ where/what time we are needed, we assume you do not need us to judge and we will make other plans.
- Give us your name and telephone number when you call (especially if you give the message to a family member) in case we need to contact you.
- Are other judges evaluating at your test day? Let us know- we may want to carpool.

SCHEDULING

- If the test day is more than 3 hours long, try for more than one evaluator. One person cannot do the job alone for 5-6 hours or more.
- Schedule floods and breaks accordingly. Make sure the rink attendant is notified in advance when floods are needed.
- Dances should be skated as much as possible in the order listed in the rulebook.
- You can start at Gold and go down; or Preliminary and go up. If you start at Gold and work down, conditional tests are not allowed.
- Music person should be aware of dances to be soloed.
- Check with the evaluator/judge before announcing the next test.
- If there is only one dance partner allow more time to warm up.
- Ice Captain is to keep the test day running on time.

SET UP

- Test sheets need to be correctly filled out and be in the correct order. Be certain your test sheets are up to date.
- Have a master set of test sheets. Test sheets maybe downloaded from Skate Canada website.
- Summary sheets need to be correctly filled out **before** the test day. Be certain you spell all skaters names correctly on all sheets. Please do not use the yellow summary sheets. Summary sheets maybe downloaded from Skate Canada's website.
- Have extra test and summary sheets just in case. Make sure that you use the correct one.
- Provide a schedule for each evaluator, so they can know the skating order. A schedule should also be given to the music room and to the ice captain (at the ice surface).
- If you have a deadline for ice time, let the evaluator know at the beginning of the test schedule.

ESSENTIAL RULES

- Read the Blue Tab Section marked TEST Section (G,H,I) of the Skate Canada Rulebook.
- Test sheets are NOT to be handed out until the evaluator/Referee has checked and signed the summary sheet(s).
- Test sheets are handed out ONLY to the skater that took the test, the coach of the skater, or the parents of that skater.

FOOD /HOSPITALITY

- Don't assume that all judges drink coffee. Have a kettle for tea or hot chocolate. Drink suggestions: tea, coffee, hot chocolate, juice, bottled water, soft drinks (reg. + diet), and milk.
- Have a variety of meals at your test day. Also have snacks or munchies available for the full day. Meals should be served at appropriate times of day.
- If your rink has heat by the ice surface where the judges will be sitting or standing, by all means have it arranged to be turned on. If there is no heat, have blankets available.
- If the Evaluator is coming in the evening, check to see if they have eaten before they have arrived.

GIFTS FOR JUDGES

- Gifts are appreciated by judges but not necessary and should be appropriate to age.
- Have the judges' mileage allowance available before the judge finishes the test. Make sure you give it to them personally. As of July 1st, 2006 the mileage to be paid is .40 per km.

FINAL THOUGHTS

- Any questions or concerns regarding tests, the running of the test day or evaluators, please contact the Judges Bureau or Judges Chair.