***Skate Thompson***

***STARSkate Test Day Handbook***

The STARSkate program consists of figure skating skills in four areas: Skating Skills, Ice Dance, Free Skate and Interpretive. Each area is divided into a series of levels. A skater learns, practices and tests each level in a progressive manner. The progression of a skater is an individual track and should be discussed with the coach.

Tests are conducted by an official Skate Manitoba evaluator brought in from outside the Club, and are delivered using standardized Skate Canada tests and rules. These Test Days will be announced at the beginning of the season. Other Clubs in the region also host Test Days, and Skate Thompson’s skaters are eligible to attend those as well.

Skate Thompson generally holds their Test Days in the Fall and Spring, with the option to attend the Regional Test day, held during the Regional Competition.

Test day fees are set at the beginning of the season, and approved by the executive.

All the requirements in one Level do not have to all be tested during the same Test Day, but there are some restrictions. For example, skaters may choose to test one, two or more dances during the same Test Day – they do not have to test all the dances of a particular Level. But the Skills test cannot be broken up into its individual skills – all skills within a particular level must be tested during the same Test Day. The Freeskate test consists of two parts – Elements and stroking are tested in Part A, and the Freeskate (solo) program is tested during Part B. A skater can test each part separately or during the same Test Day. For example, if a skater tests and passes Part A, but tests and does not pass Part B, the skater can retake Part B at a future Test Day and does not have to retake Part A. For more detailed information regarding testing requirements and marking criteria, please refer to the Skate Canada website [www.skatecanada.ca](http://www.skatecanada.ca)

It is up to the Coach to decide which tests a skater will take on a particular Test Day. If a skater agrees to do a test, and their name is put on the official Test List, the skater is then committed to pay the Skate Manitoba test fee whether the skater actually takes the test or not. Parents need to be aware of the upcoming Test Day test by their coaches.

Skaters are expected to dress in proper skating attire for Test Days, and to be at the rink at least one hour prior to their test.

Skaters will be provided with a written test result sheet by the Skate Manitoba evaluator after each test, which gives their test result and an explanation of how they performed and improvements needed. The evaluation sheet is for both Skaters and Coaches to use as a reflection of the test. If a skater does not pass a test, they may retake the test at a future Test Day at the Club or at another Test Day in the Region. Test Days outside of the Region are also open to Club skaters, but arrangements must be made with the other Club and through our Region’s Judges Bureau Representative and Club Test Chair.

When a skater completes all the requirements of a particular Level (i.e. ice dance, skating skills and freeskate), they move up to the next Level of tests.

**STARSkate Test Days Policies for Host Club- Skate Thompson**

1. The Skate Canada STARSkate program includes tests in skating skills, free skating, dance and interpretive. Individual Test Days are determined by the Club Executive and approved by Skate Manitoba.
2. In order for a Club skater to participate in a Test Day, the skater must have a current registration number, must pay Test Fee(s) and must meet eligibility requirements that have been verified prior to Test Day.
3. Forms of acceptable payment for Test Day fees are: cash, cheque, money order. Payments should be given to the Test Chair prior to Test Day.
4. ***Three weeks prior to test day***

* Firm test lists are verified by the Coach(es)
* This list is provided to the Judges Bureau Rep by the Club Test Chair.
* This is the list that the Club Test Chair will use to start to plan the test day and book travel arrangements for the evaluator.

1. ***Two weeks prior to test day – official Test List***

* Final test lists are verified by the Coach(es). The only changes from the firm three-week list are changes at the discretion of the coaches.
* This final list is provided to the Judges Bureau Rep by the Club Test Chair.
* The fees associated which each skater's test will be circulated, as soon as they are determined. If there is a visiting club, the visiting club should send in one cheque covering their costs.
* Once the final three-week deadline for the Test Day list has passed, a skater is responsible to pay his/her Skate Canada Test Fees and all expenses associated with testing even if he/she chooses not to attend that Test Day.

1. ***One week prior to test day:***

* The test day schedule will be posted or emailed to members
* Test times are arranged around the availability of the judges/evaluators.

1. ***Test Day:***

* Skaters should arrive at least one hour before their scheduled test time – except for the first test of the day where 15 to 20 minutes is sufficient.
* A skater with unpaid test fees will not be allowed to test.
* After testing, skaters will receive written documentation on how well the test tried was performed.
* The coach(es) will also charge gate fees and possible other costs which pertain to travel and meals. Coaches will bill skaters accordingly.
* Partner fees and practice ice fee are also due on the day of testing.
* Music Players, runners, and other volunteers maybe requested to help during test day

1. ***Guest Club Test Chair***:

Out of Club Testing must be arranged through the hosting Test Chair. The Test Chair will provide the firm 3-week test list to the Out of Club Test Chair no later than the 3-week deadline. The Test Chair will also provide a test summary sheet and testing forms to the Out of Club Test Chair when the Out of Club Test Chair arrives on Test Day.

1. All Skate Canada Test Fees are to be paid at Test Day directly to the Test Chair or designate.
2. Each Test Day Evaluator is to be presented with a gift at the end of Test Day, to show the Club’s appreciation for their time and work. Evaluator gifts are to be funded with Club fundraised dollars, unless fundraised dollars are not available at that time.Evaluators expense are cover by the Host Club, and meals are supplied as required.