

# Testing Procedure Handbook

Last Revised: June 22, 2018



- **REGISTERING FOR A TEST**

- **HOME CLUB TEST SESSION**

- Please register through Entryeeze unless you ask permission to use paper forms from our testing committee.
      - If you use a paper form, you will not be allowed on the ice until your bill is paid at the registration table.

- **VISITING ANOTHER CLUB FOR TESTING**

- Fill out the Permission to Test Form located on our website and send it to [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com). They will verify that you are able to test at this level and then forward it to the executive committee to approve that you are in good standing with the club. You will then receive a scanned version of the signed form.
      - You must give us at least 72 hours to complete this process.
      - You are responsible for sending this form to the club that you are visiting for testing.

- **PAYMENTS**

- **ENTRYEEZE FEES**

- The amount that you pay on Entryeeze includes the test fee, judges fee, and processing fees.
    - If you register for multiple tests at different times, you will be refunded the additional judges fees.
      - Please email [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com) and attach both receipts and you will be refunded within 72 hours.

- If at all costs, please register for the test session on Entryeeze.

- If you choose to participate with a paper form and a check, you will be charged an additional 5 dollars for processing. (With approval from the board?)

- **OTHER FEES**

- All other fees must be paid by check only and you will not be able to skate until your fees are paid at the registration table.
    - For additional practice ice, the prices are as followed:
      - 13 dollars for Club Members
      - 20 dollars for Non Club Members

- Dance Partner Fees
  - All fees associated with a dance partner must be paid before you test and by check only.
    - The check must be written out to the dance partner.
  - Your Partner fee is not included in your registration fees.
  - You will be provided an invoice five days before the scheduled date of the test session that includes the partner fee, partner practice fee, and partner practice ice time fee.
    - Please follow the directions on the invoice for how to write out the checks and where to pay them.
    - If there are any questions regarding the invoice, please contact [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com) prior to paying the invoice.

- **SCHEDULING**

- **PARTNER PRACTICE SCHEDULE**

- You will be provided the partner practice schedule 5 days before your listed partner practice.
- Once the schedule is published, it is final unless the dance partner needs to change something.
- If you need an accommodation for your time, you must email [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com) before the test session closes registrations.
  - All accommodations will be reviewed by the testing committee and you will notified within 72 hours if it will be honored.

- **TEST SCHEDULE**

- You will be provided the test schedule 5 days before the scheduled test session.
- Once the schedule is published on Entryeeze, it is final unless the dance partner/judge requests a change.
  - All changes must be approved by judges on test day.
- If you need an accommodation for your time, you must email [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com) before the test session closes registrations.

- All accommodations will be reviewed by the testing committee and you will be notified within 72 hours if it will be honored.

- **EMAILS TO TEST CHAIR**

- All emails regarding testing must be sent to the [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com). Emails sent to the test chairs personal email will not be responded to.
  - You must give at least 48 hours for the test chair to respond to you before following up.
- If the test chair is not able to correctly answer your email, they will forward your email to the appropriate person.

- **DANCE PARTNERS**

- Our club will select the dance partner and give advance notice of who the dance partner for test sessions will be.
- All payments to the dance partner must be written out in a check payable to the dance partner.
- If you would like to partner with your coach, you must email [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com).
  - Requests will not be honored until the testing deadline has passed and with approval from the testing committee.

- **COACHES**

- No coaches are allowed on the ice during testing unless you have permission to partner a student through dances.
- All coaches must be verified through USFS and have passed the SafeSport certification. If a GGBFSC board member or test chair questions your verification, coaches must be able to present their USFS compliance printout either electronically or paper copy.
- To put a skater on the ice, you must be wearing a credential provided to you from our club.
  - You will not be allowed rink side or in a locker room if you are not wearing one.

- **PARENTS**

- Parents are not allowed rink side or in the locker rooms unless they have their SafeSport verification.
- Parents will not be allowed to put skaters on the ice but are allowed to accept results if their coach is not present.

- Our club must be notified by the coach that approved your test at least 24 hours in advance of the test session if this is the case.
- Parents are allowed to view testing from the bleachers or lobby viewing area.
  - Any other areas must be approved by the test chair.

## • VOLUNTEERS

- All GGBFSC club members participating in a test session must volunteer at least one hour or they will be charged a 15 dollar fee.
- A volunteer request will be sent out 1 week prior to the test session for volunteers to sign up.
  - If you are requesting a certain position, please email [ggbfscstestchair@gmail.com](mailto:ggbfscstestchair@gmail.com) and your request will be reviewed by the testing committee within 24 hours.
- If you are volunteering for the following positions, you must have SafeSport Certification and a background check as well as be pre-approved by GGBFSC.
  - Locker Room Monitor
  - Rink Side Monitor
- PROCEDURE FOR MEALS
  - Please follow the reimbursement procedure for the meal.
  - The test chair will make a reservation at the restaurant of their choice prior to the date of the meal in the name of the volunteer.
- PROCEDURE FOR DRIVING POSITIONS
  - If you are signed up for this, you will receive a document 24 prior to the position start time that will give you detailed instructions with pick up and drop off locations.
  - If you are picking up an official or dance partner from the airport, you will be supplied the flight information as well.

## • REIMBURSEMENTS

- If you require a reimbursement for the test session, your reimbursement form must be in the test chair's hand no later than 1 week after the end date of the test session.
  - If approved, they will then be given to the treasurer of the club and your reimbursement will be sent out.

- Reimbursement forms will be available at the check in table at the test session and a receipt must be attached to the form.
  - NO RECEIPT= NO REIMBURSEMENT
- PROCEDURE FOR MEALS
  - There is a 25 dollar limit per meal for the reimbursement.
  - A detailed receipt must be provided on the reimbursement form
  - You will not be reimbursed for your own meal.
  - Per USFS guidelines, you are not allowed to supply alcohol to officials and dance partners. If they would like to have an alcoholic beverage with their meal, they must purchase it on their own.
    - If they are ordering a drink, please remind them of this rule.

## ● HOSPITALITY ROOM

- You are not allowed to volunteer in the hospitality room unless you are 16+, unless you have pre-approval from the test chair.
- Only volunteers, officials, dance partners, GGBFSC board members, and test chair/committee members will be allowed in the hospitality room.
- A table will be provided with water and coffee for coaches. After the judges are fed and have finished their meal, the coaches will be allowed to eat the leftovers.
  - A sign will be posted at the check in table when this has occurred.

## ● MUSIC

- GGBFSC will provided the dance music for the test session and will be played by the music player.
- FOR SKATERS TESTING FREE SKATE
  - If you leave your music behind and you are not from GGBFSC, you will not receive your music back and it will be disposed of.

## ● RESULTS

- Results will be issued directly to the coach unless the test chair is notified 24+ hours prior to the test session.
- You will not be given your results and they will not be reported to USFS until your balanced has been paid for the test session.

- If your balance is not paid within one week, you must pay the 8 dollar reporting fee to USFS as well.

- **FEEDBACK ON TEST SESSION**

- All feedback on the test session is greatly appreciated and will be reviewed at the earliest convenience of the test chairs and the testing committee.
- All feedback must be sent to [ggbfsctestchair@gmail.com](mailto:ggbfsctestchair@gmail.com).

- **RECEIVING TEST CREDIT AT A COMPETITION**

- You are able to receive test credit for IJS Free Skate events at a competition.
- Prior to this happening, you must let the test chair know that you have applied for this option.
- Please receive all the required paperwork as well as the coaches statement form from the competition and give it to the test chair for it to be reported to USFS.
  - The required paperwork must be given to the test chair by the coach- Not the skater or the family.
  - The required paperwork must be turned in no later than 1 week after the competition.
- You must pay the 8 dollar reporting fee to USFS by check only written out to GGBFSC in addition to the fees associated with the hosting club. You will be sent the receipt once the test has been processed by the test chair.

## FOR TEST CHAIRS, FUTURE TEST CHAIRS, AND COMMITTEE MEMBERS

### • TEST CHAIR AND COMMITTEE

- There will be one head test chair and then 3 committee members to make up the testing committee.
  - Test Chair and Committee members must approved by the GGBFSC board.
- The testing committee will meet once a month, starting 3 months prior to the test session, and once after the test session for a half hour.
  - Majority of communication will be conducted over email and by phone.
- Positions on Committee
  - Test Chair
  - Assistant Test Chair
  - Volunteer Coordinator
  - Billing Coordinator
  - Hospitality Coordinator
  - All positions will report directly to the test chair.

### • THE TEST CHAIR

- You are the head of the testing committee and will report directly to the board.
- When able to, you will attend board meetings to update the board on testing.
  - If you are not able to attend, you will send an email with the updates.
- The test chair will be the only one with access to the Entryeeze account and email account.
- MUST BE PRESENT ON THE DAY OF THE TEST SESSION.
- RESPONSIBILITES
  - To set up, and manage a test session through Entryeeze
  - To report any results to USFS from home test sessions and competitions



- Heads the Testing committee
- To assist in the signing process of Permission to Test Forms

- **ASSISTANT TEST CHAIR**

- Will assist the test chair with any task leading up to the test session and on test session day.
- Will be in charge of ordering pins and sorting of pins and certificates from USFS for the banquet
- **MUST BE PRESENT ON THE DAY OF THE TEST SESSION UNLESS ADVANCED NOTICE IS GIVEN.**

- **VOLUNTEER COORDINATOR**

- Will be in charge of coordinating the volunteers for the test session as well as reporting the volunteering to the Membership coordinator on the board.

- **BILLING COORDINATOR**

- Will be in charge of creating the invoices for the dance partner and any making sure that all skaters have paid their balances.

- **HOSPITALITY COORDINATOR**

- **MUST BE PRESENT ON THE DAY OF THE TEST SESSION**
- Will work in conjunction with the hospitality committee on coordinating the hospitality for the Judges
- Will run the hospitality room the day of the test session as well as pick up the necessary materials for the room.
- Will be responsible for being in charge of the set up and take down of the hospitality room.