

Albuquerque Figure Skating Club 2019 Test Application, Policies and Procedures

(Rates, rules, and conditions are subject to change without notice – always use the current application)

Test Session Date: _____

ABQFSC Test Policies and Procedures

Effective 7/22/2018

This test session policy overrides all previous ABQFSC test policies, and precedents. It does not override the ABQFSC bylaws or US Figure Skating rules. For test application or rule questions, please contact the ABQFSC Test Chairs, Lisa Miller or Kim DeFilippis at afqfsc@gmail.com.

Test Application

Application for testing shall be made in writing on the official ABQFSC test application form. Applications will not be accepted unless accompanied by required fees and a completed application form. If insufficient fees are provided, due to a credible miscalculation of fees, a \$5 filing fee will be charged. If the balance due and filing fee are not provided to the test chair by one week before the test session, the affected tests will be canceled. The deadline for submitting test applications and fees shall be 7 p.m. 14 days prior to the officially scheduled test date. Your application must be in the hands of the Test Chair on the due date. Applications arriving after this date will only be accepted at the discretion of the test chair and on a first-come, first-served basis, space permitting, and a \$25 late fee will be assessed for filing after the posted deadline date. Always **mail** your application and fee to the Test Chair prior to the due date so they will arrive (in the hands of the Test Chair) no later than 7 pm on the due date.

Applications will also be retrieved from Outpost Ice Arena, Figure Skating Office. Pursuant to U.S. Figure Skating rules, all skaters who are not home club members of ABQFSC must provide a letter of permission from their home club. This may be in the form of email. Skaters who are not home club members of ABQFSC may be required to provide proof (i.e., a test certificate) of passing a prerequisite test if the Test Chair cannot verify this through U.S. Figure Skating web site. All fees must be paid by either check or money order made out to ABQFSC. Skaters must first pass the appropriate field moves test before taking the corresponding free skating test. When applying for both field moves and the corresponding free skate test, the total fee for both tests must be included in the test application payment. If the skater does not pass the field moves test, the fee for their free skate test is forfeited. If a test fee check is returned due to insufficient funds, all amounts owed plus any check return fees charged to the ABQFSC will be owed by the skater immediately. The skater will be disallowed from testing at any further test sessions until all amounts owed are paid. **Send completed form and fees to: ABQFSC Test Chairs, Kim DeFilippis or Lisa Miller, 6615 Kitrin Rd NW, Albuquerque, NM 87114 or deliver to Kevin Franchini, Outpost Figure Skating Director**

Test Cancellation

The Test Chair has the right to cancel an entire scheduled test session or an individual test for reasons including, but not limited to: (1) unavailability of appropriate judges, (2) lack of sufficient test applications, or (3) the test session runs overtime. In these cases, the test fees will be refunded to the applicant. If a skater/coach cancels the requested test(s) after the test session deadline or fails to appear for the test, test fees are non-refundable except for extraordinary circumstances at the discretion of the ABQFSC Board of Directors.

Test Schedule

The test schedule will be posted on the ABQFSC website or delivered to the appropriate coaches no later than two days prior to the test date.

Test Session Conduct

ABQFSC no longer offers a 30-minute warm-up. However, Outpost Skating School will generally offer at least a 30-minute warm-up on a Free Style or public session prior to an ABQFSC Test Session at regular Free Style/ public session rates. **Once a test session begins, neither coaches nor parents will be allowed on the ice which means that no part of the coach's/parent's body shall touch the ice surface.**

Exceptions are registered partners for dance/pairs tests or in an emergency situation (e.g., injured skater, equipment problems, or skater unable to leave the ice). The test session may be allowed to run up to 30 minutes ahead of schedule. A skater who is not present for their test may be regarded as having failed to appear for the test and will be subject to the terms of rule TR6.02. Skaters will be allowed to skate late if there is time available and the judge-in-charge finds good reason to allow the late skate. Therefore, it is important for the skater to arrive early enough to ensure not missing their test. **Skaters shall be courteous and allow the coach(es) and skater of the test to get to the ice and shall not block the gates to the ice. Also, skaters shall not enter the ice until the previous test, including re-skated elements, is finished.** The Test Chair has the right to suspend or prohibit skaters or coaches from future test sessions for violations of U.S. Figure Skating or ABQFSC Rules. A permanent suspension is subject to appeal to the ABQFSC Board of Directors.

Skater Responsibilities

Don't submit an application to test without your coach's knowledge and approval. Be sure to include your USFSA number on the application, write legibly, complete the entire application, and submit the application on time. Check the bulletin board for your scheduled skate time (posted at least 2 days before the test). For out-of-town athletes, the time is emailed. Write your email legibly. Arrive early and keep track of whether the session is running early or late. Stay, or have someone you know stay, in the general area around the snack bar and front desk so you can hear any announcements regarding a change in schedule. After you skate, stay in the same general area as stated above, to receive your scores. **Results are only given to skaters, not parents and not coaches. If any problem arises that impacts your ability to take the test, contact the test chair via email or on test day in the conference room by Kevin's office (knock on the door).** This will enable the test personnel to assist you in resolving the situation.

Setting Test dates

The schedule for test session dates shall be set by the test chair. Test sessions are usually held on a Saturday or Sunday. Tests are not generally held on weekdays or holiday weekends except in unusual circumstances. Skaters seeking additional test sessions, in instances where an out-of-state ice dance/pairs partner is in town, must contact the test chair no less than six weeks in advance. Efforts will be made to schedule a test session, with the partner, if judges and test personnel are available. Currently, a test session is available in New Mexico every month, with the exception of a regular session in December. Check the bulletin board for the club sponsoring the session.

Schedule and Skating Order

The test chair will attempt to schedule in the following order: dance, moves, and free skate tests. When time permits, additional ice resurfacing is scheduled. For skaters taking more than one test, the test chair will attempt to schedule at least one test in-between to give the skater time to rest. For judges or trial judges who are also testing, the test chair will attempt to schedule the testing of the judge or trial judge before he or she begins assigned judging duties. If a test session becomes over-filled, the following priority is followed: 1) **ABQFSC** members in order of application receipt, 2) all others with on-time applications, 3) late **ABQFSC** applications, and 4) late applications from others.

Selecting judges for test sessions

The test chair shall ask local judges with current US Figure Skating judging appointments regarding their willingness and availability to judge. Local judges are used as much as possible. ABQFSC judges needing to judge additional tests to maintain their appointment are given priority when possible.

Selecting judges for each test

Selection of judges is at the sole discretion of the test chair. Coaches, parents, skaters and other judges are not permitted to request judges for specific skaters. Attempting to manipulate which judges are assigned to a skater's test by a parent, judge or coach, will result, at the test chair's discretion, in a skater's test being scratched until the next test session. Given the pool of judges, the test chair shall identify which judges are appropriate for each test. The US Figure Skating rules TR7.04-.06 are also used to address potential conflicts of interest. No other inputs shall narrow down this selection (i.e., the coaches, skaters, parents and judges will not be allowed to select nor remove a judge from a panel for a given test). The test chair sets the judging panels. **ABQFSC** test sessions will, in general, not schedule one-person judging panels for tests where such a panel is permitted. If the test chair is taking a test, a random drawing will be done to select the judges for the test chair.

Coaches Responsibilities

Coaches are responsible to inform their skaters regarding test application procedures including USFSA member number, test dates, test schedule, and, most importantly, rule compliant and ethical test behavior. Coaches are expected to model good sportsmanship, rule compliant, and ethical behavior. **Coaches are responsible for having their skaters ready for the test, including those instances when the test session is ahead of schedule or when unexpected changes are made to the schedule. Coaches shall not discuss skaters with any judges or the test chair during or before the skater's test. Coaches shall not make skater substitutions to the test schedule. Coaches shall not attempt to make changes to judges assigned to skaters. Coaches shall not enter the area where test results are being tabulated during the test session.** Coaches are required to sign test applications acknowledging their compliance with these policies and procedures.