

South Australian Ice Skating Association Inc Guidelines
Tests

Authority	SAISA Inc Council
Applies to	SAISA Inc <u>and</u> all of its affiliates
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GUIDELINES

Objective

To inform Members of the Test application procedures and the conditions and etiquette for taking a Test of figure skating proficiency (hereafter called 'a Test')

General

- Tests are conducted by SAISA on behalf of Ice Skating Australia Inc in accordance with the regulations. Deviation from the ISA regulations and the SAISA policy will invalidate the test
- Test dates and venues are selected by the SAISA Council
 - dates are selected by considering many factors such as the availability of ice, the National Competition Calendar and other events and commitments
- All Members of SAISA wishing to undertake a Test will be tested in SA unless specific permission is granted as set out below for Interstate applicants or Tests (ISA Rule 401)
- SAISA is responsible for the appointment of appropriately trained judges to carry out these assessments (SAISA Constitution, ISA Rule 700.3)
 - The judges for a Test will be selected by considering many factors including:
 - level on the National Test Panel
 - training needs
 - availability and fair rotation
 - Judges cannot be selected by the skater or their coach
- The closed marking system is used for all Tests (ISA Rule 405)
- The order of skating is determined by the Referee (ISA Rule 406)
- The candidates must receive a pass from each Judge in order to pass (ISA Rule 408.3)

Eligibility

- To be assessed the skater must be a current financial member of SAISA or another member State Association of ISA (ISA Rule 401.3), i.e. they must have paid their membership for that year to their State body
- Skaters must have passed the prior Test level (ISA Rule 407)
- SAISA may not recognise a Test in any level of Aussie Skate, Active Aussie Skate or ISA that is carried out in the State of South Australia without its approval (ISA Rule 401.1)
 - Skaters testing Interstate without SAISA approval will cause the Test to be invalid

Tests

Applications

- Applications for Tests will be accepted only after a completed, current Test Application form has been received and the Treasurer is satisfied the correct fee has been received
 - The current Test form is available from the web site
 - A separate form must be completed for each Test
 - The Fee includes rink entry and ice hire costs (estimated at an average of \$40 per Applicant) and the ISA fee for each Test attempted (\$25)
- Applications for Tests must be received by the Test Convener no later than the closing date posted on the notice of scheduled Test dates
 - The closing date for most Tests is 21 days before the scheduled date
 - Some Tests require different judging panels and need an earlier closing date
 - All singles Tests up to and including Senior are judged by the SAISA judging panel and require 21 days notice
 - For Dance and Pairs Tests please consider that more notice is required (e.g. more than 3 months notice, or timing to fit in with the competition calendar)
 - Test applications must be completed fully and accurately and be signed
 - The coach must have signed that the skater is ready to Test at the level requested i.e. they must endorse the form

Cancellation of Test Application

- Test fees will be forfeited unless fourteen (14) clear days notice of cancellation is given and the reason for cancellation accepted by the SAISA Council
- The cancellation request must be in writing and must be received by the Secretary or the Test Convener
- A medical certificate must be supplied for Tests cancelled on medical grounds and must be from an approved practitioner not related to the family of the skater and must be legible
- A fee, which may include an ice hire fee, can be withheld from any cancelled Test
- The fee withheld could be \$40 to \$55 but may be more for specially arranged Tests
- The balance of the fee will be held over to the next available Test Date and the outstanding amount for that Test will need to be paid before by the closing date of the next Test
- The remaining fee will be forfeited if the Test is not taken at the next available Test Date unless a medical exemption still applies, i.e. the skater is expected to Test as soon as possible
- A medical clearance may be required and this is at the discretion of the SAISA Council

Cancellation of a Test Session

- A Test Session will generally only be conducted if monies received cover the ice time and other costs.
- Where a scheduled Test Session is cancelled, submitted Tests will be given priority on the next scheduled Test Day

Full Test Sessions and Extra Test Sessions

- Where payment has been received and there is/was insufficient time to conduct all the Tests required, the Test Convener will attempt to organise an additional Test Session
 - The staging of any extra Test Sessions will depend on:
 - Whether that session will be financially viable
 - Whether staging the extra session would be detrimental to the next scheduled session
 - Whether there were unforeseen circumstances regarding the Test and Competition Calendar

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Rescheduling of a Test Session

- SAISA may need to reschedule a Test Session due to circumstances beyond its control in which event the test applicants will be informed via the contact details given on the application form

Interstate Testing

- Permission may be granted for interstate testing
- The skater needs to put their application for interstate testing in writing to the SAISA Test Convener and give enough time for SAISA to correspond with the interstate body
- Also, at least one of the following conditions must be met:
 - SAISA is unable to supply suitably qualified judges from its own panel or by invitation from interstate
 - The skater is still a financial member of SAISA but is living and training interstate
 - SAISA has been unable to secure a test session for 3 months prior to the application and is not likely to secure another test in the next 3 months
 - The skater provides a medical certificate describing an injury where the recovery process will not fit the test schedule and competition deadlines
 - The Ice Dance or Pairs candidate requires a partner living interstate
- The application, if approved by Council, will be sent on official letterhead with two signatures from the Executive of SAISA. SAISA will request the results of the test to be forwarded to it for the purpose of updating its records
- Interstate skaters are directed to apply via their home State Associations and follow the directions of that body

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TEST ETIQUETTE FOR SKATERS

Before the Test Starts

- Arrive at the rink 30 minutes ahead of the scheduled start and warm up off-ice
- Wear appropriate skating attire
- Check the running order. Wherever possible the running order will be available from the Official 15 minutes before the start
- Be ready for the on-ice warm-up at the beginning of the session

Your Test

- When your name is called, go to the judges before you take your position to start your test. The judges will welcome you and make sure they have the correct details on their test papers. You may be asked to choose whether you would like to do the pattern or program first, or, it may happen that you are not able to choose at that particular Test
- Do not leave the ice before checking with the judges first. If you notice that there is something wrong with your skates, or your music, go to the judges first and tell them. They will tell you what to do next
- Just as in competitions, if you hear the referee blow the whistle, or make a loud noise, you must stop and go to the judges
- You may be asked to repeat one, or at most two, elements again. You are allowed to repeat the element two times only (ISA Rule 408).
- If you don't understand what the judges want you to do, just politely ask them to explain again. If you have to do a repeat and you want to check what your coach told you about doing this element you may ask the judges if you can go and ask your coach. The judges will tell you whether you need to come back straight away or later
- When your test is finished the judges may give you some feedback. After that you must leave the ice quietly and go to your coach and away from the entry to the ice so you do not disturb the next skater

After the Test

- After the last skater has tested, the judges, and particularly the judge who is the referee for that session, will have some paperwork and other business to complete before you can get your certificate or badge and any other feedback. Check with the SAISA Official first (this may be the person who did the music for the tests) to see if more feedback is possible
- Accept the decision and the judges' comments gracefully and in a sportsmanlike manner
- Listen carefully to the feedback - the judges comments may help you
- Never argue with a referee, judge or official
- Inappropriate behaviour will cause the feedback session to end
- Thank the judges for judging at the test; it is good sportsmanship. The judges are volunteers and spend a lot of time preparing for their position

At All Times

- Behave in a respectful manner
- Offensive language, abusive or snide remarks are unacceptable. Behaviour like this will not be tolerated and may lead to disciplinary action by SAISA
- Respect all participants, i.e. judges, coaches, officials, fellow candidates
- Treat the facilities with respect – you need a rink
- You cannot request which judge will test you
- Remember when planning your year that you may not pass your Test on your first attempt and will need to wait at least 28 days (ISA Rule 404) before you can retake the Test
- If there is a problem or reason for complaint you can approach the SAISA Official in a polite manner by the end of the Test Session, or, afterwards you can put the matter in writing to SAISA. A feedback form is available on the website

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TEST ETIQUETTE FOR COACHES

Before the Test

- Know the Test requirements and keep up-to-date
- Sign the Test application
- Make sure your skater is ready to do the Test and can do all the elements
- Be sure it is in the skaters best interests to do the Test at this time
- Remember the 28 day Rule when planning the skater's year
- Don't try to request particular judges to assess your student

At the Test

- Help the skater follow the Test etiquette and procedure
- Display control, respect, and professionalism to all involved with the sport
- Obey the instructions of the Officials at the test
- You may stand at the entrance to the ice surface during the test if it is your skater who is doing the Test
- Don't try to influence or distract the judges while they are judging
- Move away from the door to the ice when your skater has finished so as not to disadvantage the next skater

After the Test

- Constructive feedback from the judges may be available at the end of a test session
 - Check with the SAISA Official first
- The judges, and particularly the referee, have several obligations after a test session which they must attend to first and any feedback will be arranged to fit in with this
- Any feedback will be given to each skater and coach separately from the other skaters and coaches
- Professional behaviour and good sportsmanship is expected at any feedback session:
 - All Judges' decisions are final
 - Do not argue with the Judges
 - Judges can only assess how the skater performs on that day
 - Remember, it is your job to coach and the judges job to judge
 - Inappropriate behaviour at the feedback session will terminate the session

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TEST ETIQUETTE FOR JUDGES

The Test Session

- As far as possible arrive early for at Test session
- Bring your folder, notes, whistle, rug etc
- Attend any pre-test meeting
- Avoid any situation that may lead to a conflict of interest
- Consider safety first
- Be courteous, respectful and open to discussion and interaction
- Raise any concerns in a respectful and polite manner with the referee, the Test Convener or the SAISA Official at that Test
- Be equally friendly and professional to all skaters and coaches
- Under no circumstances criticize or be offensive towards a skater, coach or Official
 - If you have a criticism you will need to learn to say it in a constructive way
- Be impartial - this will mean watching your body language as well

Body Language for Judges

- Keep it neutral
- Use non-defensive poses (arms not crossed, hands not on hips etc.)
 - Holding a clipboard with the judging paper helps to act as a "barrier".
- From a distance ANYTHING can be construed as negative so:
 - Keep discussion between judges relevant to the Test e.g. deciding repeats
 - Pay full attention by watching the skater's performance all the time except for brief moments to write
 - It may be a good idea to move away from the barrier during discussions
 - Cut out body positions indicating emotions e.g. exasperation
 - Nodding, shaking your head or waving your arms, is OK when giving instructions but during discussions is likely to be misinterpreted
 - Give feedback with a calm facial expression - even smiling can be misinterpreted

Test Panel

- The panel needs to work as a team
- All panel members need to contribute and be recognised
- Share information with the other judges
- Ask for feedback from the referee and other judges
- Accept responsibility for all your actions
- Be mindful of other judges training needs and speak up for your own training needs

Trainees

- Do your homework
- Ask questions
- Attend Tests for practice – your marks are not included on any assessment but you should get them checked by the referee or other accredited judge
- Don't be tempted to give opinions or evaluations to skaters, coaches or parents

After The Test

- Be discreet. Be careful about what you say
- Referring to the Rules or the requirements for elements might be useful
- Check with the referee before discussing any matter relating to a particular Test
- Remember that matters raised at judges' meetings are confidential
- The reason for the above advice is that any information given to skaters, coaches, parents, etc needs to be well-considered, consistent, authoritative and appropriate to the development of the athlete and, ideally, from the most senior judge