



# **CNCR Assessment Coordinator Manual**

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# **INTRODUCTION**

This manual will hopefully help you understand the differences in assessments, the process for hosting an assessment day (Centralized or Club), and your role as an assessment coordinator. It outlines the correct procedures and forms to use, and specific instructions on how to complete them in planning, conducting, and reporting assessment days. PLEASE READ THEM CAREFULLY AND BECOME FAMILIAR WITH ALL OF THEM. Your correct use of these forms in reporting assessments and statistics will make less work for everyone concerned. It will also ensure that proper statistics, both for assessments and judges/assessors participation, are recorded in the CNCR, the BC/YK Section, and at SkateCanada.

Please note: As revised versions appear, the revision date will be noted on the cover page as well as in the footer, and all additions or changes will be highlighted.

## **EVERY ASSESSMENT COORDINATOR SHOULD HAVE:**

- A current SkateCanada rulebook (may be accessed online and/or printed off from the SkateCanada website: <https://info.skatecanada.ca/index.php/en-ca/rules-of-sport.html>)
- An up-to-date CNC Region Assessment Coordinator Manual (available from your Judges Bureau Rep or from the CNCR website). The manual is revised each season. Check the revision date on the front of the manual to ensure you have the most recent version.
- The current STAR 1-5 and STAR 6-Gold Assessment Coordinator Resource Guide (may be accessed online and/or printed off from the SkateCanada Info Centre website): <https://program.skatecanada.ca/product/assessment-coordinator-resource-guide-english/>
- Assessment Sheets can be found here: <https://program.skatecanada.ca/product-tag/assessment-sheets/>

\*To access Skate Canada resources, you may need to login to the Members Only site.

# GENERAL INFO FOR CNCR ASSESSMENT DAYS

## AUTHORITY FOR ASSESSMENT

Typically skater's coaches put their assessments up, as they have the technical background and expertise to do so. However, another coach not affiliated with a skater's home club, a parent, or even an adult skater may also put an assessment up if they wish to do so. Skate Canada does not have an official rule in this area, but please note from the Skate Canada rulebook, "The Assessment Coordinator shall not permit a skater to participate in an assessment session unless the skater has a current registration number and all eligibility requirements have been verified prior to assessment day. The registration card or receipt for the application for registration shall be shown to the Assessment Coordinator and the registration number shall be recorded on all assessment and summary sheets" (Rule 4301(2)).

## PERMISSION FOR ASSESSMENT FORMS

The Region asks **ALL** clubs to use a standard CNCR Permission for Assessment Form (available on the CNCR website). These signed forms will need to be returned to each club's assessment coordinator by the first pull date. Clubs **MUST** retain the forms in all their records for a **minimum of 2 years**.

## ASSESSMENT FEES

Administration fees include the following:

- **The Skate Canada Fee:** \$12.00 per assessment part. Recorded on the right side of the summary sheets.
- **The CNCR Administration Fee:** \$5.00 per assessment part. These fees are to assist the Region with administrative expenses.
  - **Please note:** When taking both part 1 (elements) and part 2 (program) in the same session, the administration fee is only charged once on the combined parts. When part 1 or part 2 is taken at two different sessions, the \$5.00 fee is charged on both parts.
  - **THERE IS NO CNCR ADMINISTRATION FEE FOR ASSESSMENTS DONE DURING COMPETITION.**
  - **COACH ASSESSMENTS: THERE IS NO CNCR ADMINISTRATION FEE. This applies to all STAR 1-5 assessments and STAR 6-Gold Skills assessments that are coach-assessed.**
  - **Confirm the total payable with the Judges Bureau rep and – once confirmed – make a club cheque payable to the CNCR and forward the cheque directly to the Treasurer.**

## OUT OF REGION ASSESSMENTS

Skaters wishing to assessment out of Region or Province **MUST**:

- Seek permission from their home club. The home club assessment coordinator must verify in writing that the skater is eligible for the assessment(s) the skater wishes to try. The assessment coordinator will also verify that the skater is in good standing with the club.
- A letter **MUST** be sent to the host club assessment coordinator with the above verifications, **with a copy going to the CNCR Judges Bureau Rep.**

## ASSESSMENT DURING COMPETITION

- **Assessment requests can be made with competition registration and will be accommodated during the competition at the discretion of the Competition Tech Rep.** The BC Section Judges Committee Coordinator appoints Tech Reps for each competition. If you do not know who the Tech Rep is for your competition, please contact the CNCR Judges Bureau Rep.

## CHALLENGING GOLD ASSESSMENTS

There is the opportunity for a challenge of the Gold Freeskate, Gold Dance, and Gold Artistic assessments. The Gold Skills assessment may not be challenged.

Gold Freeskate Challenge Skaters who apply to take a Gold Freeskate assessment without having passed previous assessments must pay the applicable assessment fee plus a challenge fee of \$60 per part (i.e., \$60 for part 1 and \$60 for part 2).

Gold Dance Challenge Skaters may try the Gold Pattern Dances without passing previous pattern dance assessments. The fee for this is \$60 for each Gold Pattern Dance assessed. The skater will be given credit for previous dance assessments not yet taken when they successfully pass 4 out of the 6 Gold dances.

Gold Artistic Challenge This differs substantially from challenging Gold Freeskate or Dance. A skater may try the Gold Artistic Assessment without passing the previous Artistic assessments **only if the skater has achieved his/her Gold certificate in either Freeskate, Dance, or Skating Skills and has made a specific request to Skate Canada before the assessment is tried.** The Club Assessment Coordinator must send the request to the National office in writing (copying the Section Office) and must include the skater's name, Skate Canada membership number, assessment passed, and rational/circumstances surrounding the request. The Member Services Department will verify the skater's assessment levels and communicate the results of the request directly to the club assessment coordinator. These requests will be treated on a case-by-case basis. If the request is approved, the skater will skate one performance of his/her artistic program and it will be evaluated at the Gold level.

**The skater will be responsible for the assessment fees for any of the lower level Artistic assessments not previously passed.** For example, if the skater has passed Introductory, the fees must be paid for Bronze, Silver, and Gold.

There are specific codes to be used on the summary sheet for Gold assessments that are to be challenged. This document is posted on the club page of the Skating in BC website.

# **STAR 1-5 ASSESSMENT PROCEDURES**

## **Assessment**

- **As of September 1, 2017, STAR 1-5 assessments are evaluated by the skater's coach.** These can be evaluated on regular practice sessions at the discretion of the coach. The only assessments requiring “clear ice” are the STAR 5 Freeskate Program and STAR 5a Willow Waltz.
- **Skaters must only be evaluated for STAR 1-5 assessments by his/her own coach(es).** Assessment coordinators are reminded to ensure that the coach providing the assessment to the skater has completed the necessary training AND is the coach of the skater in the discipline being assessed.
- **All resources for the STAR 1-5 program and assessments are located in the SkateCanada Info Centre.** This includes assessment coordinator guidelines as well as program and assessment training.

## **After STAR 1-5 Assessment Session(s)**

- **SUMMARY SHEETS CAN BE SUBMITTED ON A MONTHLY BASIS, RATHER THAN EACH TIME SKATERS ARE ASSESSED.**
- **Summary sheets and Skate Canada fees can be submitted online to Skate Canada or in hard copy (with a host club cheque made payable to Skate Canada) by mail.** Skate Canada requires these forms be received at the National office **at the end of every month if assessments took place in that month.** This is to ensure that a skater has his/her previous records on file at the National office and thereby does not have the second assessment disqualified for not being eligible.
- Scan and email a copy of the summary sheets along with a completed Skate Canada BC/YK Section Judges Committee Statistics Form (available on the CNCR website) to the Judges Bureau Rep. THERE ARE NO ADMINISTRATION FEES FOR STAR 1-5 ASSESSMENTS OR STAR 6-GOLD ASSESSMENTS THAT ARE COACH-ASSESSED.**
  - Be sure to double check that you have entered the assessments in the correct area.
  - Fill in the Statistics Form with the total number of assessments in each box. Please do not put a check mark for each assessment.
  - Make sure the total number of assessments equals the total number of assessments taken on the Skate Canada Summary Sheets and the Summary of Assessment Results sheet.
- Retain one copy of the summary sheets for you club records.** The host club always retains a copy of ALL summary sheets for a period of at least 2 years as per Skate Canada Rule 6.0(3)(a).

## STAR 6 TO GOLD ASSESSMENT PROCEDURES

### WHO CAN ASSESS?

Both **QUALIFIED** evaluators and coach assessors (Skills ONLY) can assess under the new STAR 6 to Gold structure. As in STAR 1-5 assessments, coach assessors may only assess skaters they are actively developing in the area of Skills.

### ASSESSMENT DAY LOGISTICS

Under the new structure, Skate Canada has redefined how assessment sessions can be operated in order to maximize resources and minimize expenses. While some of these logistics may not be applicable to our Region at every assessment day, it is important to understand the options available:

Discipline/Assessment	Assessor	Assessment Format	Panel structure
Skills	Coach assessor or evaluator	On session or clear ice	Single, double or multiple
Freeskate Elements	Evaluator	On session or clear ice	Single, double or multiple
Freeskate Programs	Evaluator	Clear ice	Single or double
Dance	Evaluator	Clear ice, apart from other dances in a multiple panel situation	Single or double
Artistic	Evaluator	Clear ice	Single or double

\*Chart taken from the STAR 6 to Gold Assessment Coordinator Resource Guide, Skate Canada

#### Definitions:

**“On Session”** – Skater can be assessed during a practice session while other skaters are actively skating the ice. In the event of an interruption, evaluators and coach assessors use their discretion and best judgement regarding the interference as it relates to other skaters on the ice.

**“Clear Ice”** – Only the skater being assessed is actively skating on the ice. This may be on a regular session, with other skaters standing along the boards or in the players box, or on a traditional assessment day format.

# HOSTING ASSESSMENT DAYS IN THE CNCR

## WHEN CONSIDERING HOSTING AN ASSESSMENT DAY

- **At this time, assessment days for the next season are organized in January at the SAGM during the Regionals competition.** Assessment coordinators, presidents, and head coaches are encouraged to come and help organize next season's assessment days (including spring and summer/fall), seminars, and competitions within the CNCR. **Clubs are expected to have potential dates ready for proposal at the SAGM. If your club is unable to attend the SAGM, contact your Area Rep or the Judges Bureau Rep.**
- **Keep in mind:**
  - Assessors may not be available close to Christmas and Spring Break holidays as well as on long weekends.
  - Assessors may not be able to take time off their regular jobs during the week; therefore, clubs are asked NOT TO REQUEST ASSESSMENT DAYS ON WEEKDAYS (except Fridays).
  - Dates that correspond to BC/YK Super Series competitions may be denied due to lack of available officials.
  - **No assessment days will be allowed with 2 weeks of competition or another assessment day in your area.**
  - **NO ASSESSMENT DAYS** will be approved on Region Competitions with the decision being made every year whether the CNCR AGM is on the final Centralized Assessment Day.
- **After all the assessment dates and host clubs have been organized, they will be sent to the Section for final approval.** Some dates may have to be changed, but clubs will be notified if this happens. **NO ASSESSMENT DAYS** will be approved on Section AGMs as per Section Policy.
- ~~**All organization of assessors MUST go through the CNCR Judges Bureau Rep.** You may talk to your local assessor about availability and then pass this information on to the Judges Bureau Rep. Assessors will receive confirmation and permission to accept the assessment day assignment ONLY through the Judges Bureau Rep (Skate Canada Official Rules – Section 2000 – Duties of Officials 3.6, as well as CNCR Policy and Procedures Manual, Section – Assessments Days, point 2).~~ If any out-of-region assessor has expressed an interest in evaluating at your assessment day, you must follow the same procedure as above. ~~Any out-of-region assessor MUST be obtained through your Judges Bureau Rep who must go through the BC Section.~~
- **With changes due to the COVID-19 pandemic, prior to the assessment session, clubs will complete a registration survey form supplied by the Section and the Section will assign an evaluator to your club's assessment day/session. UNDER NO CIRCUMSTANCES ARE YOU ALLOWED TO ARRANGE FOR YOUR OWN ASSESSOR.**



## SPRING & SUMMER/FALL SCHOOL ASSESSMENT DAYS

- **Applications for Spring School (April 16 – June 30) and Summer/Fall School (July 1 – October 15) assessment days MUST be submitted at the January SAGM.** Every effort must be made to coordinate assessment days among schools in the same area. The school assessment coordinator submits all paperwork and fees to the appropriate places following the same procedure as any winter assessment day.

## CENTRALIZED ASSESSMENT DAYS

- A \$500.00 subsidy is available to clubs hosting a Centralized Assessment Day to help cover the costs of assessors' expenses and/or assessment ice costs (not to include practice ice costs). **THIS SUBSIDY IS ONLY FOR CENTRALIZED ASSESSMENT DAYS AND NOT FOR ALL CLUB TEST DAYS.**
- **To apply for the subsidy, the host club must use the CNCR Judges Bureau Assessment Day Expense Form (available on the CNCR website).** Assessment coordinators must submit one copy of this form to the CNCR Treasurer (see address under Contacts in this manual), and one copy along with the summary sheets and statistics to the Judges Bureau Rep (see email address under Contacts). The Region will then use this form to reimburse the subsidy to the host club.
- **Only after final approval from the Judges Bureau Rep and Treasurer do you send out the bills to the participating clubs.** Host clubs should subtract the \$500.00 from the total assessor and ice assessment expenses when billing out to clubs. A copy of the assessment day expense form must also be included with the host club's billing to participating clubs.

# **RESPONSIBILITIES OF THE HOST ASSESSMENT COORDINATOR**

## **BEFORE AN ASSESSMENT DAY**

- ❑ It is the host club's responsibility to secure ice for an assessment day.

## **7-8 WEEKS BEFORE THE ASSESSMENT DAY**

### **Inviting Clubs**

- ❑ **Email clubs inviting them to your assessment day.** The email should indicate what level of assessments will be accepted, the date of the assessment day, and the 6-week tentative list date along with your 5-week, 4-week, and 2-week pull dates. Lists must include the skaters' first and last names or the assessments will not be accepted. **You may ask that participating clubs identify which skaters will require a partner.**
  - For Centralized Assessment Days you **MUST** email **ALL** clubs with the CNCR (see CNCR Policy and Procedures Manual, Section – Assessment Days, point 5).
  - For all other Assessment Days you **MUST** email **ALL** clubs within your area.
  - A carbon copy of this email **MUST** be sent to the **CNCR Judges Bureau Rep, as well as your Area Liaison, and the Judges Training Rep.**

### Helpful info at this stage:

- For Centralized Assessment Days, all assessments (intermediate and high) may be sent in with the tentative assessment list; however, the Intermediate assessments will ONLY be accepted after the 5-week pull date and it is determined that there is extra ice to accommodate them.
- All assessments (intermediate and high) may be sent in with tentative lists (MUST include skaters' first and last names to be accepted). However, the high assessments (not diamond dances) will ONLY be accepted if time allows after the 5-week pull date and if a CNCR assessor is assessing the assessment day.
- When accepting extra assessments, it must be done in the following order: Freeskate, Artistic, Dance, and then Skills level by level.
  - For Centralized Assessment Days, start with STAR 9 Freeskate, then STAR 9 Dance, and STAR 9 Skills. After all of these have been added, you may add the STAR 8, STAR 7, and STAR 6 assessments in the same "reverse" manner.
  - For all other Assessment Days, start with STAR 8 Freeskate, then Silver Artistic, then Sr. Silver Dance, and lastly, Sr. Silver Skills. After all of those assessments have been added to your assessment day, you may then start adding Gold assessments in the same manner.
- In both cases, the Host Club Assessment Coordinator will notify participating clubs if time allows and they are accepted.

## 6 WEEKS BEFORE THE ASSESSMENT DAY

### Ensuring Eligibility of Skaters and Securing a Dance Partner

- ❑ **Complete the BC/YK Section registration survey for assessment sessions.** This can be done any time prior to the deadline imposed by the Section (4 weeks before assessment day).
- ❑ **Send the TOTAL tentative assessment list (first & last names) to the Judges Bureau Rep.** Compile the tentative lists from each club into one document or spreadsheet. **PLEASE DO NOT FORWARD INDIVIDUAL LISTS FROM EACH CLUB.**
- ❑ **It is recommended to send a courtesy email to surrounding clubs 1-week before your pull date reminding them of the pull date.**
- ❑ **Secure a dance partner if needed.** DANCE PARTNERS ARE NO LONGER REQUIRED for any dances; however, clubs may choose to secure them for higher dances. **See Dance Partner List on page 25 of this manual.** If you are hosting a Centralized Assessment Day, it is a good idea to book your dance partner early as they get very booked up during the skating season.
  - The assessment coordinator from each club should contact the host assessment coordinator with their list of skaters requiring a partner. Participating clubs **MUST** let host clubs know whether they will be supplying their own female dance partner for male skaters. If participating clubs don't bring their own female dance partner, it is then up to the host club to supply one.
  - Participating clubs may provide their own dance partner at their own expense **BUT** the host club must be notified beforehand.
  - **The Assessment Coordinator will complete any partnering schedules.**
  - **The cost of the dance partner's expenses is equally distributed amongst those skaters utilizing his/her availability.** This includes travel costs, meals, accommodation, and dance-partnering fees.
  - **The cost of dance partner practice is equally distributed amongst only those skaters who are scheduled for the practice session.** The cost will include ice time and the partner's lesson fee.

## 5 WEEKS BEFORE THE ASSESSMENT DAY

- ❑ **Clubs will send you their pulls and/or any additional assessments that they may have.** The Host Assessment Coordinator along with the Judges Bureau Rep will make the decision as to whether ice time will allow any more assessments to be added.
  - Newly added assessments will be subject to the final 4-week pull date deadline
- ❑ **Email the pull list to the Judges Bureau Rep.**

## 4 WEEKS BEFORE THE ASSESSMENT DAY

### Final Pulls!

- ❑ This is the final pull date for clubs to send you their pulls.
- ❑ **Email final assessments pulled to the Judges Bureau Rep.** Failure to do so may result in the assessment day being denied.
  - ~~A judge/evaluator will be obtained based on the 4-week deadline.~~ Therefore, everyone involved should be aware of the fact that judges/evaluators expenses will be billed out based on the 4-week deadline.
  - The CNCR has decided that skaters will also be charged assessment day expenses for any assessments pulled after this date (see CNCR Policy and Procedures Manual, Section – Assessment Days, point 6).
- ❑ **If a significant number of assessments have been pulled, you may need to contact the BC/YK Section to make them aware of schedule changes if they have already assigned an evaluator.**

Helpful info at this stage:

- **As per Skate Canada Rule 4.0(1), assessments may be pulled up to 2 weeks prior to an assessment day.**
  - CNCR has decided if clubs pull assessments after the CNCR 4-week deadline, but before the permitted Skate Canada 2-week deadline and this action results in extra ice that the host club cannot hand back, that club or clubs will be responsible for the expense of that ice time. This extra ice time WILL NOT be distributed amongst all skaters at the assessment day NOR will it be the responsibility of the host club.
  - The CNCR does expect host clubs to make every effort to return the extra ice not required for the assessment day to their City without ice fees being charged. In the event this is not possible, participating clubs will be liable for those unused ice costs.
- **Any assessments pulled after the 2-week pull deadline MUST be marked on the Summary Sheet as “Not Tried” and assessment fees (Skate Canada and CNCR admin) will be charged.**
- **Conditional assessments that are not attempted due to “Retry” of previous assessment should be marked as “Did Not Qualify” and assessment fees (Skate Canada and CNCR admin) charged.**
- **The EXCEPTION being any assessments pulled for a medical reason as per Skate Canada Rule 4.0(3).** A medical note is no longer required as long as the Host Assessment Coordinator is satisfied that a medical reason exists. **Any assessments pulled for medical reason would**

be marked “Medical” on the Summary Sheet, a refund for assessment fees would be given, and no assessment day expenses would be charged.

## 2-3 WEEKS BEFORE THE ASSESSMENT DAY

### Assessment Day Scheduling Tips, Collection of Forms & Fees, and Arranging for Volunteers

- ❑ **Prepare the schedule for the assessment day as soon as possible after the closing date for entries and the 2-week pull date has passed.**
  - Remember that any skater taking a conditional assessment **MUST** pass their previous level assessment before then can assessment their conditional assessment. Failure to pass will result in the conditional assessment not being allowed to be assessed.
  - When preparing the order of an assessment schedule, any skater that is already scheduled to be assessed must then be scheduled first before a skater that has not previously been scheduled. For example:
    - E.g., Ten Fox - Sarah Jones  
Jessica Blue  
Abby Johnson
    - Fourteenstep - Jessica Blue  
Abby Johnson
    - European Waltz - Sarah Jones  
Jessica Blue  
Katie Carlson
  - Generally assessments should be scheduled in the Skate Canada order from the lowest to highest level (i.e., STAR 6 to Gold) to accommodate assessments which are conditional upon passing a prerequisite assessment.
  - The exception may be when scheduling dances requiring a male partner. Then you may want to start with your highest dances and work your way down to help the partner out as he starts to tire towards the end of an assessment day. (For example, starting with the Gold dances before moving to STAR 10.) You may have to schedule a conditional assessment alone with this form of schedule.
  - If adjustments have to be made to the Skate Canada order when scheduling, then it would be helpful to schedule in a break at that time to provide the official time to adjust to the differing assessment standard required.

- Try to avoid scheduling assessments out of order when a trial evaluator is attending. It is too difficult for them to change their level of progression back and forth when they are just learning.
- Summary sheets MUST be written up following the assessment schedule and thus when schedules are made up not following Skate Canada's chronological order the result may cause Skate Canada to put assessments passed into suspension until such time as they can verify that the assessments have been passed in chronological order and all requirements have been met.
- You may NOT schedule more than 8 skaters (or 4 pair teams) to warm up at the same time.
- You are NOT allowed to combine different levels of skills or dances together.
  - Different levels of Artistic assessments may be warmed up together.
  - Different levels of Freeskate Part 2 (programs) may be warmed up together.
- **The following is a list of approximate times from Skate Canada. Please use this as a guide when preparing your schedule. Times (warm-up and assessment) are per 1 skater unless otherwise specified.**

Skills

Warm-up: 5 min.

- If multiple skaters on same warm-up, still 5 min. warm-up time.

Assessment: 10-20 min. per level

Freeskate

Warm-up (elements & programs): 5 min.

Assessment: 15-20 min. per level for elements

4-5 min. per program

Dance

Warm-up: 3 min TOTAL – 30 s. without music, 2.5 min. with music

- More time is permitted if partner needs more time to see all skaters.

Assessment: 3-5 min. per dance

Artistic

Warm-up: 4 min.

- No music to be used during warm-up.

Assessment: 3-4 min. per program

Synchro

Will vary

- In an effort to keep travel and hotel costs down for skaters, please try to schedule the same level of assessments on the same day.

- If you have 2 judges/evaluators, they may “double-panel”. One would be observing an assessment while the other is writing comments and then they would switch. This form of scheduling would also reduce the amount of ice time required for an assessment day.
- Allow 15 minutes for resurfacing the ice (a double flood prior to assessing is appreciated). Give arena staff a copy of your schedule so that they know when your scheduled floods are.
- If judges/evaluators are to be judging/evaluating from the player’s box were standing for long periods makes on really cold, there should be warming breaks.
- Don’t forget to add in lunch and/or dinner breaks in your schedule.
- Please ensure that there is extra ice booked at the end of an assessment day in the event that there are a lot of reskates and to provide adequate time for assessors to provide written feedback and foster positive interactions with skaters. This is especially important when trial assessors are attending, as they require time to consider, write comments, and interact with the mentoring assessor. *NOTE:* A reskate is built in to Freeskate and Skills assessments only, and allows for skaters to redo up to 4 elements in Part 1 of a Freeskate assessment or 1 of the patterns in a Skills assessment. This is NOT a complete retry of the assessment.

~~Contact the Judges Bureau Rep for the name of the judge/evaluator(s) that will be running your assessment day and obtain their email address as well as Skate Canada number.~~ **If the Section has not already contacted you, email them for the name of the judge/evaluator(s) that will be attending your assessment day and obtain their email address as well as Skate Canada number.**

**Email the draft schedule to the judge/evaluator and dance partner for approval.**

**Arrange for travel, pick-up, accommodations, and meals for judges/evaluators, trial judges, and the dance partner.**

- Coordinate with judges/evaluators and partners how they will be arriving at the assessment day and if they will book travel individually or if the host club will book it.
- Provide transportation between airports, hotels, and the arena as required.
- Book accommodation if required.
- Be sure to arrange for breakfast if required. As well, consider travelling time in deciding whether or not to provide lunch and/or dinner.
  - Guidelines within the Section for per diems for food not provided are:
    - Breakfast - \$12.00
    - Lunch - \$15.00
    - Dinner - \$23.00

**Email the draft schedule to the Judges Bureau Rep.**

- ❑ **Once approved, email the schedule to all clubs attending the assessment day.**
  
- ❑ **Collect all assessment sheets, summary sheets, and administration fees from clubs.** Have them make their cheque payable to your host club.
  - **Assessment papers have changed!** They are now colour-coded; however you do not need to print them in colour, but it you SHOULD at the very least use a highlighter to colour code the top of the sheet. **Both pages MUST be printed, whether it is double-sided or single-sided and stapled.**
  - It is your choice as to how you want to make arrangements to get skaters from other clubs' assessment papers, summary sheets, and club cheque for an assessment day. Having them in advance may give you time to review the papers, correct any mistakes, and put the papers in their correct order on the judge's clipboard. Let clubs know in advance how you would like this done.
  - All Host Assessment Coordinators MUST assign an assessment day number to each summary sheet for each assessment day hosted by their club during the membership year, starting with 1 for the first assessment day your club holds after April 16<sup>th</sup>, 2 for the second, and so on. A sheet number must also be assigned in sequential numbers to each summary sheet used by any given assessment session. Remember: if an assessment day runs over two or three days, the assessment day number remains the same for the whole assessment session.
  - **Any participating club not filling out Summary Sheets and Assessment Papers properly will be subject to a \$5.00 charge for every incorrectly filled out paper (CNCR Policy and Procedures Manual, Section – Assessment Days, point 13).** This money will go to the Host club. Club. Postage expenses will also be incurred to send any incorrectly filled out papers back, unless paperwork is returned and corrected either by fax or email.
  
- ❑ **Arrange for helpers/volunteers for the assessment day.** You may need the following:
  - **A runner** – for assessment papers, coffee, messages, etc.
  - **A stop-watch and/or timer** – to time warm-ups.
  - **An ice captain** – works at the gate getting skaters on and off the ice, etc.).
  - **Music player(s)** – one to watch the judge/evaluator and skaters, and possibly one to operate the CD player if necessary. **Arrange for parents that will be attending the assessment day to play Artistic, Dance, and Freeskate music** (Skating Skills music is now optional).
    - Remember to assessment music equipment prior to the assessment session
    - It is also recommended to check with each participating club as to which version of dance music (Skate Canada or ISU) they use so that you have the correct music on hand for your assessment day. If they are using a different version than your club, you may want to have them bring a copy of their music for to ensure it works.
  - **Food person** – responsible for arranging food for the officials and workers. Often soup and sandwiches are enough with some sweets. Also have coffee, tea, hot chocolate, water, juice,



and muffins, etc. ready for when they first arrive. **Check with the judges/evaluators for food requests as some may have food allergies.**

- If the day will be a long one, it is wise to schedule your workers in shifts.

## THE DAY OF YOUR ASSESSMENT DAY

- Try to arrive at the arena 45 minutes to 1 hour before your judges/evaluators arrive. **BE PREPARED TO STAY AT THE ARENA FOR THE ENTIRE TIME FOR JUDGE-EVALUATED ASSESSMENT DAYS.****
- Have a good supply of assessment papers and summary sheets on hand.** It is also recommended to have extra copies for trial evaluators. **If possible, have a photocopier on site.**
- Make sure the judge/evaluator/assessment coordinator room is warm and easy to find.** Only the following people are allowed in the room: judges/evaluators, trial evaluators, dance partner, host assessment coordinator, and persons who are serving food (only during meal times). No one else (skaters, coaches, parents) should be allowed in without permission.
- Put each judge's/evaluator's and trial judge's assessment papers, a copy of the schedule, and sharp pencils on a clipboard ready for them to pick up when they arrive.** Make sure that you have a pencil sharpener on hand as well.
- Put the coffee on and place a Kleenex box at ice level as well as one in the officials' room.**
- Post a copy of the schedule in each dressing room, at ice level, and provide one to each the ice captain, announcer, and dance partner.**
- Confirm that your workers have arrived and that they know what their jobs are.**
  - Runner (if needed) – carry completed assessment papers to the assessment coordinator
  - Timer (if needed) – time warm-ups and/or freeski program times
  - Ice Captain – get skaters on the ice, make sure the next skater(s) is/are ready, relay information or requests to or from the judge/evaluator, etc.
  - Music Player/Announcer – communicate with the evaluator, announce skaters, play music
- Try to start the assessments on time.** Make sure that things are running smoothly. Be visible in the arena and make yourself available to answer questions.
- Complete the required paperwork:**
  - If a skater is pulled for whatever reason, draw a line through their name and assessment on the Summary Sheet and indicate the reason for not taking the assessment.

- If a skater is not able to take a conditional assessment due to a “Retry” (did not pass) on the previous assessment, mark “DID NOT QUALIFY” on the Summary Sheet for the conditional assessment (assessment fees – both SC and CNCR – as well as assessment day expenses are still charged).
  - Should a skater taking any assessment not show up, the assessment is marked as “NOT TRIED” and is marked is considered as a “RETRY” on statistics forms (assessment fees as well as assessment day expenses are still charged).
  - Should a skater not be able to take an assessment due to medical reason, the assessment is marked “MEDICAL PULL” (assessment fees are refunded and assessment day expenses are not charged).
- If the skater’s information has been transferred to another Summary Sheet, draw a line through and indicate the new Summary Sheet number.
- As the completed assessment papers come into the Assessment Coordinator’s room, you and/or your helpers check the results on the assessment paper – I.e., addition, incorrectly marked boxes. If there is a mistake, refer back to the judge/evaluator. No one can change a paper except the judge/evaluator.
- When the results are confirmed, enter the results on the Summary Sheet. Keep the assessment paper with the Summary Sheet until the judge/evaluator is available to sign it.
  - If the judge/evaluator will not be looking at assessments for quite a while, some of them are willing to sign Summary Sheets during skaters’ warm-ups so that those skaters who are waiting for results can leave. Ask your judge/evaluator if this is okay. Some judges/evaluators prefer to sign Summary Sheets during a flood or when they have completed a discipline (Freeskate, Skills, Artistic, or Dance).
- When the judge/evaluator has signed the Summary Sheet, the results of the assessment may be released to the skater/coach. Hand out the bottom part of the assessment paper with the results clearly written on it.
  - Do not hand assessment sheets back before you get permission from the evaluator. Be sure that the evaluator checks the assessment papers and initials the Summary Sheet before they leave the arena and before separating the top portion of the assessment paper from the bottom portion, and prior to giving out assessment papers.
  - Some evaluators prefer to hand assessment papers back to the skaters themselves.
  - The home club keeps the top tear-off portion for their records.
- **Only release the assessment papers to the appropriate people.** This could be the skater, coach, or the skater’s parents only. Make sure that no one gives out the results or allows anyone to see the assessment papers before the judge/evaluator has checked the results and signed the Summary Sheet.

## AFTER AN ASSESSMENT DAY

### Reporting of Paperwork, SkateCanada Summary of Assessment Fees, Statistics of Assessments Taken

- ❑ **Send the original copy of the summary sheets as well as the Summary of Assessment Fees form (available on the CNCR website) to Skate Canada with the assessment fees in the form of a host club cheque made payable to Skate Canada.** Skate Canada requires these forms be received at the National office **no later than 3 weeks after** the assessment day or competition. This is to ensure that a skater has his/her previous records on file at the National office and thereby does not have the second assessment disqualified for not being eligible.
  
- ❑ **Send the photocopied summary sheets along with a completed Skate Canada BC/YK Section Judges Committee Statistics Form (available on the CNCR website) and a copy of the CNCR Assessment Day Expense Form (available on the CNCR website) to the Judges Bureau Rep with the appropriate administration fees in the form of a host club cheque made payable to the CNCR.** This should also be done **no later than 3 weeks after** the assessment day or competition. Statistics forms and summary sheets may be scanned and emailed (as opposed to mailed) to the Judges Bureau Rep.
  - One set of statistic forms is to be completed for each assessment session held, regardless of the number of assessments that were tried. Use only one form per judge/evaluator per assessment day regardless of the number of clubs at the Club or Centralized Assessment Day.
  - Be sure to double check that you have entered the assessments in the correct area.
  - Fill this in with the total number of assessments in each box. Please do not put a check mark for each assessment.
  - Make sure the total number of assessments equals the total number of assessments taken on the Skate Canada Summary Sheets and the Summary of Assessment Results sheet.
  
- ❑ **Send a copy of the appropriate summary sheets for each participating club, the top portion of the actual assessment papers, along with a bill for each club's expenses (form available on the CNCR website).** This should be done **no later than 3 weeks after** a assessment day or competition.
  
- ❑ **Retain one copy of the summary sheets for you club records.** The host club always retains a copy of ALL summary sheets for a period of at least 2 years as per Skate Canada Rule 6.0(3)(a).

## **RESPONSIBILITIES OF PARTICIPATING CLUBS**

### **7-8 weeks before the assessment day:**

- After receiving the invitation to the assessment day, tell coaches and skaters:**
  - **The exact date of the tentative assessment list** (Monday of the 6<sup>th</sup> week prior to the assessment day)
  - **The first pull date and absolute last chance to add assessments** (Monday of the 5<sup>th</sup> week prior to the assessment day)
  - **The final pull date** (Monday of the 4<sup>th</sup> week prior to the assessment day and the point at which judge/evaluator expenses will be based) with the allowance of assessments to be pulled up to 2 weeks without paying assessment fees. However, any extra ice incurred by assessments pulled between the 4-week and 2-week pull dates will be paid by the club or clubs that have caused the extra unused ice time.

### **6 weeks before the assessment day**

- Email the host assessment coordinator with an accurate list of assessments requested, along with the first and last names of all candidates for each assessment.** First and last names must be included or the assessments will not be accepted. **Please indicate which dance assessments will require a partner.**
- Have skaters wishing to attend fill out a CNCR Permission for Assessment Form (available on the CNCR website).** These signed forms need to be returned to each club's assessment coordinator by the first pull date. Clubs **MUST** retain the forms in their records for a minimum of **2 years**. This way it will be more efficient in organizing the requested assessments. This will also help ensure a parent is fully aware of what assessments their son/daughter is taking.

### **5 weeks before the assessment day**

- Email the host assessment coordinator with any cancellations/pulls of assessments and/or any added assessments.** This will be the **absolute last day** that you can add assessments to an assessment day and that will be based on availability of ice and if a CNCR judge/evaluator is evaluating the assessment day. The host assessment coordinator along with the Judges Bureau Rep will make this decision.

## 4 weeks before the assessment day

- ❑ **Email the host assessment coordinator with any final pulls.** Assessments may be pulled up to the Skate Canada pull date 2 weeks prior to an assessment day; however, any club doing so will be responsible for the unused ice time that is incurred by the host clubs.

## 2-3 weeks before the assessment day

- ❑ **Inform the host assessment coordinator IMMEDIATELY if any assessments must be pulled within the 2-week period so that the schedule may be changed.** This is the final chance to pull assessments without being charged the Skate Canada and CNCR Administration fees, as well as assessment day expenses. At Centralized Assessment days, any Diamond Dance pulls should be sent in as soon as they are known because special arrangements will have to be made to bring in a judge/evaluator from out of Region for these levels.
- ❑ **Complete the necessary paperwork for the host club assessment coordinator.** Check with the host club assessment coordinator for arrangements in sending assessment papers and summary sheets ahead of schedule. The host assessment coordinator will be responsible for putting the papers in the proper order for the officials.
  - **Assessment papers have changed!** They are now colour-coded; however, you do not need to print them in colour, but it you SHOULD at the very least use a highlighter to colour code the top of the sheet. **Both pages MUST be printed, whether it is double-sided or single-sided and stapled.**
  - **ASSESSMENT SHEETS: Assessment coordinators must complete these FOR HIS/HER OWN CLUB and provide to the host club's assessment coordinator.**
    - Should be completely filled in with a pen (not a pencil), including judge's/evaluator's and dance partner's name (if known).
    - Type or print clearly and legibly with no errors crossed out or written over.
    - Cross out portions of the assessment that are not being tried (I.e., other dances, part 1 or 2 of a Freeskate assessment)
  - **SUMMARY SHEETS: Assessment coordinators must complete these FOR HIS/HER OWN CLUB and provide to the host club's assessment coordinator.**
    - ONE summary sheet per individual club. Do not combine different clubs on the same summary sheet. If a skater from another club assessments under one of your coaches, please make sure you use a separate summary sheet for that skater.
    - Skate Canada recommends ONE summary sheet PER JUDGE/EVALUATOR. It is advisable if there are a large number of assessments being taken. It can become very confusing for judges/evaluators to initial the correct box if the assessments they evaluated are mixed between other assessments evaluated by another judge/evaluator.

- Should be filled in with as much information as possible: skaters, assessment coordinators, and judge/evaluator Skate Canada numbers; club numbers, skater, assessment coordinator, and judge/evaluator names; Skate Canada codes; and fees.
  - The top portion of the Summary Sheet needs to have the host club's information as well as the host assessment coordinator information on it, not the participating club's information.
  - Do NOT use "ditto" marks for the same skater trying more than one assessment.
  - **Make sure you have filled out all forms correctly.** Incorrectly filled out summary sheets may result in Skate Canada disallowing an assessment. **There will be a \$5.00 charge for every assessment paper or summary sheet not filled out properly.** The money will go to the host club (CNCR Policy and Procedures Manual, Section – Assessment Days, point 13).
- Send the completed assessment papers and summary sheet with ONE club cheque made out for all Skate Canada fees (\$12.00/assessment) and CNCR administration fees (\$5.00/assessment).** The cheque should be made payable to the host club and should cover all assessment fees incurred by the home club on behalf of the skaters. If a club cheque does not accompany the completed forms, the skaters may be considered as not in good standing and denied assessing.
- If you are personally at the assessment session, offer your help to the hosting assessment coordinator.**

## After the Assessment Day

- Ensure your club receives a COPY of the Skate Canada Assessment Summary Sheets and that all skaters have received their assessment papers.** Any skater who has to "Retry" an assessment may attempt the assessment again at the next convenient assessment day. Skaters should only be encouraged to retry the assessment when they are completely prepared. Retrying an assessment within two weeks of an assessment day does not give them time for adequate preparation.
- Pay your club's share of the assessment day expenses no later than 45 days after a assessment day or competition.** Do so by club cheque immediately after receiving your invoice. Failure to do so will result in your club not being in good standing with the CNCR.
- Notify the Judges Bureau Rep when there are outstanding bills by either a particular skater or an entire club.**

**Any questions can be directed to the Judges Bureau Rep.** If you have the correct information, you will probably save the Judges Bureau rep and the Host Assessment Coordinator hours of work correcting unintentional errors.

## **JUDGES/EVALUATORS AND TRIAL JUDGES/EVALUATORS**

- To avoid the possibility of having to cancel assessments or assessment days due to the lack of qualified judges/evaluators, it is each club's responsibility to promote and encourage people to become evaluators. If your club has interested candidates, please contact the Judges Training Rep (see page 4) for more information.
- Please treat all judges/evaluators equally and fairly regardless of whether they came from outside the Region or from your own area.
- STAR 6 to Gold training for current evaluators has already been underway and training is being planned for NEW evaluators in November 2020.

### **BC/YK Section Update on Evaluator Training:**

A virtual training opportunity has been created for new evaluators and the Section currently has four confirmed officials for this training. Starting in mid-November, they will be completing five training sessions (one introductory and one per discipline: Artistic, Skills, Freeskate, and Dance). After completing each Skate Canada e-learning module/exam, they will then be required to complete 2 hours of practice per discipline (in-person or online), followed by co-evaluating assessments. They will then complete a mentored assessment in each discipline.

## **Appendix A: DANCE PARTNER LIST**

It is important to keep this list updated. Please let the Judges Bureau Rep know if there are any partners that are not on the list, as well as their contact information.

<b>Trevor Beaudette</b> 23 Cedargrove Way SW Calgary, AB T2W 4V1	403-461-3108	trevor.beaudette@gmail.com
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<b>Graham Casey</b> 6079 – 49B Avenue Delta, BC V4K 1Z9	604-277-4824	mccasey@telus.net
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<b>Qwynn Dalmer</b> 9463 Snowberry Court Burnaby, BC V5A 4A6	778-828-4064	sirqwynnithin@shaw.ca
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<b>Mitchel Park</b> Edmonton, AB	780-463-9420 (h) 780-885-3055 (c)	bawraw@hotmail.com
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<b>Thomas Williams</b> 10298 – 170A Street Surrey, BC V4N 3K9	403-863-9340	thomascw@platinum.ca
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