



CNCR Assessment Coordinator Manual

Live & Virtual Assessments

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TABLE OF CONTENTS

INTRODUCTION.....	3
GENERAL INFO FOR CNCR ASSESSMENT DAYS.....	4
Authority For Assessment.....	4
Permission For Assessment Forms.....	4
Assessment Fees.....	4
Out-of-Region Assessments & Assessments During Competition.....	4
Challenging Gold Assessments.....	5
STAR 1-5 ASSESSMENT PROCEDURES.....	6
STAR 6 TO GOLD ASSESSMENT PROCEDURES.....	7
HOSTING ASSESSMENT DAYS IN CNCR.....	8
RESPONSIBILITIES OF THE HOST ASSESSMENT COORDINATOR.....	8
Before an Assessment Day.....	8
The Day of Your Assessment Day.....	9
After the Assessment Day.....	10

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.

Because the BC/YT Section is now coordinating all virtual assessment sessions, I have little to do with the process and often don't know how the process is working. ALL FEEDBACK to make this manual better is VERY welcome! Please email me if you see anything that should be changed in this manual to make it more user-friendly and helpful in the coordinating of assessment sessions.

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/YT Section, and at SkateCanada.

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**. **Although virtual assessments involve only the one "host" club, you should still complete these forms as they ensure that all parties know that an assessment is being taken.**

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. This is payable directly to Skate Canada when you submit your assessment summary.
- **There is NO CNCR ADMINISTRATION FEE FOR VIRTUAL ASSESSMENTS.**

OUT-OF-REGION ASSESSMENTS & ASSESSMENTS DURING COMPETITION

At this time, all assessments are still being organized by the BC/YT Section, thus out-of-region assessments may not be readily available as each club will still be requesting their needs directly through the Section Office. For in-person competitions, assessments may be made available based on availability and qualifications of judge assessors. Judge assessors will not be brought in to competitions specifically for assessment purposes.

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 Through communication with Skate Canada, skaters cannot challenge the Gold Artistic assessment at this time.

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 Freeski 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.** 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.
- **Assessment day statistics no longer need to be sent to the Judges Bureau rep.** The BC/YT Section has told the CNCR Board that the collection of assessment statistics not required as Skate Canada is able to collect these statistics electronically from your summary sheet submissions.
- **THERE ARE NO ADMINISTRATION FEES FOR ASSESSMENTS AT THIS TIME.**
- **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
Freestyle Elements	Evaluator	On session or clear ice	Single, double or multiple
Freestyle 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

- **All assessment sessions – live and virtual – are currently being arranged through the BC/YT Section office with Danielle Williams (danielle@skatinginbc.com) or Haley Adams (haley@skatinginbc.com). Prior to the assessment day, 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.**

RESPONSIBILITIES OF THE HOST ASSESSMENT COORDINATOR

BEFORE AN ASSESSMENT DAY

- Complete the BC/YT 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).
- Dance partners can be used at the discretion of the club and must be arranged by the host club assessment coordinator.**
- Pulls:** If a significant number of assessments are pulled, you may need to contact the BC/YT Section to make them aware of schedule changes if they have already assigned an evaluator.
 - **As per Skate Canada Rule 4.0(1), assessments may be pulled up to 2 weeks prior to an assessment day.**
 - **Any assessments pulled after the 2-week pull deadline MUST be marked on the Summary Sheet as “Not Tried” and assessment fees 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 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.**

- ❑ **You will be working with the BC/YT Section office to prepare the schedule for the assessment day.**
 - 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.

- ❑ **If the Section has not already contacted you, email them for the name of the judge/evaluator that will be assessing your skaters and obtain their Skate Canada number (for your paperwork).**

- ❑ **Email the draft schedule to the judge/evaluator and dance partner for approval.** The BC/YT Section will likely be the contact point for the judge, but the club assessment coordinator should ensure that the dance partner (if using) receives the schedule as well.

- ❑ **Collect Skate Canada administration fees.** Have them make their cheque payable to your club.

THE DAY OF YOUR ASSESSMENT DAY

- ❑ **BE PREPARED TO STAY AT THE ARENA FOR THE ENTIRE TIME FOR JUDGE-EVALUATED ASSESSMENT DAYS.**

- ❑ **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.
- **Only release the assessment results to the appropriate people.** This could be the skater, coach, or the skater's parents only.

AFTER AN ASSESSMENT DAY

Reporting of Paperwork, Skate Canada Summary of Assessment Fees, Statistics of Assessments Taken

- Submit the results and assessment fees to Skate Canada.** This can now be done completely online if you so choose. 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.
- Statistics NO LONGER need to be submitted to the Judges Bureau Rep.**
- 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).