



Ice House of New Jersey Figure Skating Club

Testing Policies and Procedures

(Adopted: March 26, 2002, Revised: July 2012)

I. OVERVIEW

One of the primary obligations that the Ice House of New Jersey Figure Skating Club ("IHNJFSC", the "Club") has to its members is to provide test sessions on a regular basis. Testing enables our skaters to measure their level of accomplishment and to demonstrate that they are proficient and qualified to compete at the regional level.

The following policies and procedures outline how the Ice House of New Jersey Figure Skating Club will conduct its testing program.

II. GENERAL

The Club is a member of U.S. Figure Skating. The Club will conduct all tests pursuant to U.S. Figure Skating rules and regulations as outlined in its official rulebook in effect at the time of the test.

Within this document, "he", "him", "his", or other pronouns are used without specific reference to gender.

III. RESPONSIBILITIES

The Club, through the Board of Directors, shall elect a Test Chairperson ("Test Chair"). The Test Chair shall have overall responsibility of the Club's testing program. The Test Chair shall work closely with the Club President and Board and he or his designee shall be responsible for: 1) the annual testing schedule, 2) arranging required ice time, 3) preparing test applications, 4) receiving and processing test applications, 5) securing appropriate judges, 6) scheduling individual test sessions, 7) conducting and managing test sessions (volunteers, music, hospitality, etc), 8) reporting test results to U.S. Figure Skating, 9) obtaining test recognition awards (test pins), 10) disbursing testing awards and certificates, 11) issuing/arranging recognition letters.

IV. AUTHORITY

The Test Chair shall supervise and authorize all matters relating to individual test sessions. These matters include, but are not limited to: preparing test applications, processing applications, determining the testing order, supervising and managing of the test session. The Test Chair at his sole discretion shall handle these matters. His decision shall be final. The Test Chair, in consultation with the Club President and other Board members where appropriate, shall make every effort to resolve questions/issues amicably and fairly. (Also see Section XIV. – "PROBLEM RESOLUTION")

V. TESTING FREQUENCY

The Test Chair shall recommend and the Board of Directors shall approve the annual testing schedule. The Test Chair shall solicit input from the Club's members, the Director of Figure Skating at the Ice House, Hackensack, NJ, Ice House coaches, and other interested parties.

The Board of Directors shall decide whether or not to conduct a particular test session. The Club intends, but is not obligated to, conduct test sessions monthly from January through August.

The Club shall post the specific schedule of tests at the Club announcement area at the Ice House as well as on the Club's web site as soon as the ice time has been confirmed.

VI. TESTING LOCATION

The Club shall conduct all test sessions at: Ice House, 111 Midtown Bridge Approach, Hackensack, NJ 07602 ("Ice House"). Test sessions conducted at any other venue shall require Board approval and the approval of the figure skating club, if any, whose home rink is the desired venue.

VII. TESTS OFFERED AND JUDGES

The Test Chair shall attempt to secure an appropriate judge panel for all requested tests. The Club cannot guarantee that it will provide all requested tests. Available ice time may limit the number of testers that can be accommodated at any given test session. Testers should notify the Test Chair, as early as possible, if they want to take tests that require a gold panel of judges or dance judges. Anyone wishing to take a pairs test should contact the Test Chair in advance of sending the application. The Test Chair will not make known in advance the list of judges for any given test session.

VIII. APPLICATIONS

A. AVAILABILITY - Test applications are generally available about four (4) weeks before a given test session. Applications are placed in the Skating School Office at the Ice House. They may also be downloaded from the Club's web site. Applications may be removed once a test session is full.

B. REQUIREMENTS - All submitted applications must comply with the following:

1. Each application must be legibly printed in black or blue ink or typewritten and correctly completed in full.
2. Each application must be signed. If the tester is a minor a parent or guardian must also sign the application.
3. A check made payable to the Ice House of New Jersey Figure Skating Club (or "IHNJFSC") in the correct amount must accompany the application. Failure to include a check or including a check in the incorrect amount will delay the processing of the application (see Section VIII.D.2. – "APPLICATIONS, SUBMISSION AND PRIORITY, Submission").
4. A letter of permission from an associate member's or a non-member's home skating club must accompany the application.
5. All applications must be mailed via the United States Postal Service, first-class mail. All applications must be postmarked. The postmark determines when an application is submitted and possibly whether or not an applicant can test (see Section VIII.D.5. – "APPLICATIONS, SUBMISSION AND PRIORITY, Other Submission"). Metered mail is not acceptable unless postmarked since the meter date can be easily changed.

An application meeting all of the above requirements is considered a "complete application."

C. NON-CONFORMING APPLICATIONS - Applications that fail to meet any of the above requirements may be returned in their entirety by mail to the applicant at the address written on the application. The Test Chair may correct minor discrepancies (e.g. forgetting to check the desired test).

D. SUBMISSION AND PRIORITY - Any U.S. Figure Skating member in good standing may submit a test application. The submission of applications is divided into three periods: restricted, open, and other. The application will clearly state the restricted (home club and associate members) and open registration periods. Complete applications received during the restricted period will have the highest priority for new applicants. Complete applications received after the open period will only be considered if there is any available ice time left.

1. Highest Priority – The highest priority shall be given to skaters/applicants, whose prior application had been accepted, who still wish to test but were unable to test in a prior test session solely because of a lack of ice time. The following order shall be used from highest priority to lowest: a) earliest prior test session, b) skaters on the testing order in the order listed, c) stand-by skaters on the testing order in the order listed, d) concurrent postmark/submission date, the earlier date first (see specific sections below).
2. Submission - A complete application is considered submitted on the date of the postmark. The Club shall not be responsible for illegible postmarks or undelivered mail. Notwithstanding the postmark, if an application is incomplete, it is not considered submitted. If an application is incomplete (missing check or permission, incorrect check amount, unsigned application, missing information, etc.) it shall be considered submitted on the date the application is "complete."

3. Restricted Submission - During this period only home club and associate members may submit their applications. All other applications received during this period will be held and considered received on the first day of open submission. Eligible applications received during this period will be prioritized first by home club members before associate members and then by the order in which they are received (first come, first served). (Also see Section VX.A. - "MEMBERSHIP, TESTING")
4. Open Submission - During this period any U.S. Figure Skating member in good standing may submit their applications. Applications received during this period will be prioritized, after restricted submissions, in the order in which they are received (first come, first served).
5. Other Submission – The Test Chair shall consider applications received after the open period only if there is any available ice time left. Applications received during this period will be prioritized in the order in which they are received (first come, first served). Application submitted during this period need not be mailed but may be hand delivered to the Test Chair. The Test Chair will note the date received in writing on the application.

E. CONCURRENT POSTMARKS (CONCURRENT SUBMISSION DATES) - If multiple complete applications are received with the same postmark date (or same submission date) but there is not enough room for all the requested tests, then the Test Chair shall use the following criteria to determine who will be allowed to test:

1. Club affiliation: a) home club - first, b) associate - second, c) non-member - third
2. Test level: higher test level will receive priority over lower levels
3. Test type: free skating will receive priority over moves in the field
4. Number of tests: multiple tests will receive priority over single tests

If all four factors are equal the Test Chair will contact each skater to work out an acceptable arrangement. The decision of the Test Chair shall be final. The skater(s) who does not test will be given priority for the next test session or a full refund.

F. AUGUST TEST SESSION - The August test session, if held, shall be exempt from Section VIII.D. – "APPLICATIONS, SUBMISSION AND PRIORITY" for those skaters who may need to pass tests in order to compete in a regional competition. Applications for the August test will be prioritized by test level, with the higher-level test receiving priority. This priority applies only to those skaters who will be competing in a regional competition and only to the free skating test or a moves-in-the-field test and a free skating test at the desired competitive level. All other applications will be processed pursuant to Section VIII.D.

IX. TESTING ORDER

The Test Chair will post the preliminary testing order (that is, the order in which the skaters take their test on any given test session) at least one (1) week before the test date. The testing order and any changes shall be posted at the Club announcement area at the Ice House as well as on the Club's web site. Many factors are considered when determining the testing order including the availability of judges, available ice time, time of day, circumstances of skaters and coaches, etc. The testing order shall be at the sole discretion of the Test Chair and may be changed prior to the actual test date. Specific changes or requirements for a particular test session will also be noted on the testing order.

X. TESTING

A. CHECK-IN – The skaters' check-in times will be posted with the testing order. The Club will set up a registration table immediately outside the test rink. All skaters are required to check-in by their appointed time by letting the club volunteer at the registration table know that the skater is present and ready to test and by dropping off their music if applicable.

B. CONDUCT - The Club expects all persons participating in a test session to observe a minimum level of civility and common courtesy. The Test Chair, club members, and judges are all unpaid volunteers with the welfare of the skaters at heart. Testers, parents, and coaches should follow the direction of the Test Chair and ice monitor. They should treat each other with mutual respect and be accepting of the decision of the judges regarding the test results or of the Test Chair regarding last minute changes. Conduct deemed

inappropriate by the Test Chair shall result in the lost of priority for the next test session for which the tester applies.

C. READINESS - Being ready to test means the ability to take the ice for warm-ups when the tester's name is called. It is the responsibility of the tester, parent, and/or coach to monitor the progress of the test session. The Test Chair or Club volunteer will not repeatedly chase after testers. A skater may forfeit his warm-up, test, and/or fee if he fails to check-in or be ready when required.

D. MUSIC - For those tests that require music, the skater shall present their music at check-in. The music must be in the form of a standard audiocassette or CD. The test program's music must be the only selection on the cassette or CD. If the test music is on CD, the music must be on Track 1 and the CD must be a CD-R. CD-RW's are not acceptable. If the music is on audiocassette, it must be at the beginning of the labeled side. Please be sure audiocassettes are rewound. The Club shall not be responsible for lost or damaged music howsoever caused.

It is advisable to have a second copy of the test music readily available.

E. WARM-UPS - A brief group warm-up will be provided for each skater before their test. The length of the warm-up will be commensurate with the level of the test and the ice time available. The ice monitor will announce the beginning and end of the warm-up. All skaters must immediately leave the ice as soon as the warm-up ends.

F. MULTIPLE TESTS - More than one skater may be on the ice for the following tests: pre-preliminary moves-in-the-field ("MIF"), preliminary MIF, pre-juvenile MIF, juvenile MIF, and pre-preliminary free skate. Skaters should be familiar with the various starting points of these tests. The judge-in-charge will direct the skaters to their starting points. The grouping of multiple tests shall be at the sole discretion of the Test Chair and the judge-in-charge.

G. LOW-LEVEL TESTS - The Club reserves the right to conduct pre-preliminary moves-in-the-field and pre-preliminary free skating tests on "free style" ice. Free style ice is practice ice that is generally open to any skater of the appropriate level. Free style ice is offered by the Ice House on a frequent basis and is usually on Rink 1. The tester will not have exclusive use of the ice when testing on free style ice. The Test Chair should notify the tester and/or their coach as far in advance as possible should a test need to be conducted on free style ice.

H. AUTHORIZED PERSONS - Only the following persons shall be allowed inside the rink area during testing: Test Chair, judges, ice monitor, results runners, music coordinator, authorized volunteers, skaters in the particular warm-up group then on the ice and their coaches. Everyone should be quiet when a skater is testing. Spectators must observe the tests from outside the rink area.

If someone wishes to videotape from inside the rink area, they must obtain permission from the judge-in-charge through the Test Chair.

I. RESULTS - The Test Chair or his designee will provide a copy of the test results to the skater and/or their coach as soon as possible. The Test Chair or any other test session volunteer will not provide an oral report of results.

The Test Chair shall send test results to U.S. Figure Skating within three (3) weeks of the test session. The Test Chair shall send a copy of the test report to the home club of non-IHNJFSC home club members.

J. INQUIRIES AND CRITIQUES - Skaters, coaches, parents, and other interested parties shall direct all inquires or requests to the Test Chair. Should the Test Chair be unavailable, the inquiry or request may be directed to a test session volunteer who will refer it to the Test Chair at the earliest opportunity. Inquiries or requests may not be directed directly to judges.

If the inquiry relates to test results, the Test Chair will arrange for a judge to answer questions at an appropriate time.

If a skater, parent or coach would like a judge to critique a skater's test, they should contact the Test Chair well in advance of the test so that the Test chair can make necessary arrangements with the judge(s). Critiques will be done at the discretion of the Test Chair and judges.

K. STAND-BYS - The Club cannot assure stand-by testers that they will be able to test. There are two types of stand-bys: those whose names appear on the testing order and those whose names do not. For

those who appear on the testing order, although the test session is extremely tight, there is a chance that they will be able to test. Testing order-listed stand-bys who are unable to test, due to lack of test time, will be given priority for the next test session or a full refund.

Non-testing-order listed stand-bys are relying on no-shows or other extraordinary circumstances to be able to test. Non-listed stand-bys must contact the Test chair at least 48 hours before the test for permission to stand by. Non-listed stand-bys who are unable to test, due to lack of test time, will be given a refund. Priority for the next test session will be at the discretion of the Test Chair.

L. UNFORESEEN CIRCUMSTANCES - Unforeseen events inevitably occur during test session (delayed judges and skaters, ice problems, re-skates, etc.). Should it become apparent that the remaining ice time is insufficient to accommodate the balance of the skaters, the Test Chair will try to prioritize the remaining test in the following order: 1) submission date, 2) club affiliation (home club, associate, non-member), 3) test level. The Test Chair shall consider any extenuating circumstances. His decision shall be final. The Test Chair, at his sole discretion, shall decide any other matter, unforeseen or otherwise. The Test Chair's decision is final.

Those skaters listed on the testing order who are unable to test as scheduled will be given priority for the next test session or a full refund.

XI. CERTIFICATES, AWARDS, AND LETTERS

A. CERTIFICATES - Approximately three (3) months after each test session, U.S. Figure Skating will send test certificates to the Test Chair for those current home club members who successfully passed their tests. The Test Chair shall distribute the certificates to skaters at the Club's annual awards party.

B. AWARDS - The Club will present test recognition awards (test pins) to each home club member during its annual awards party. Awards are given for tests taken and passed from June to May of the preceding year. If a member is unable to pick up their award during the annual party, the award will be held for a period of sixty (60) days. During that time the Test Chair shall make a good-faith effort to contact the member to arrange for the disposition of the award. After sixty days the award shall be deemed forfeited by the member. (Also see Section XV.B. – "MEMBERSHIP, AWARDS")

The Club reserves the right, at its sole discretion, to rescind test recognition awards. If the Club chooses to stop test recognition awards it shall be under no obligation to give an award to any member who may have passed a test prior to the decision to stop. Giving or not giving test recognition awards shall be on a club-wide basis and shall not be confined to certain individuals or groups of individuals.

C. LETTERS - Regardless of club affiliation, if desired, test recognition letters will be sent to a test candidate's school/principal. The tester must check the appropriate box on the application and must provide full and complete information regarding the school, failing which the Club will not send or arrange to have sent a recognition letter.

The Club will issue letters for tests passed from pre-preliminary through intermediate. U.S. Figure Skating will directly issue letters for tests passed from novice through senior.

XII. WITHDRAWALS AND NO-SHOWS

An applicant must notify the Test Chair as early as possible regarding an elective withdrawal from a test. If 1) the Test Chair determines that an applicant did not give timely notification, or 2) the skater fails to show up for his test or is not ready to test at their scheduled time (see Section X.B. – "TESTING, READINESS"), he will not be given priority on the next two (2) test sessions for which they apply. That is, the next two (2) applications submitted by the applicant will only be considered if there is any room remaining on the test session after all other applications have been processed.

The Club recognizes that there may be extraordinary circumstances that forces an applicant to withdraw an application or prevents a skater from testing. The applicant or skater may make a written request to the Test Chair outlining why they should be exempted from the above. The request should include any supporting documentation, such as a physician's or principal's statement, etc. The Test Chair in conjunction with the Club's Board will determine the merits of the applicant's or skater's request. The Test Chair will respond to the applicant in writing.

XIII. REFUNDS

Monetary refunds will only be given if the Club is unable provide a requested test. Refunds or credit towards subsequent test sessions shall not be given for any other reasons including but not limited to:

- Elective withdrawal of a test application
- Elective withdrawal from a test session
- Failure to be ready to test
- Failure to show up for a test
- Failure to pass a prerequisite test in the same test session (e.g. cannot test free style because did not pass moves-in-the field; cannot test higher dance because did not pass lower dance)

The Club recognizes that there may be extraordinary circumstances that prevent a skater from testing. The applicant may make a written request to the Test Chair outlining why they should be considered for a refund. The request should include any supporting documentation, such as a physician's or principal's statement, etc. The Test Chair in conjunction with the Club's Board will determine whether the applicant will receive a refund, a credit, or other compensation, if any. The Test Chair will respond to the applicant in writing.

XIV. PROBLEM RESOLUTION (see Section IV. - "AUTHORITY")

If a skater or other interested party believes that the Test Chair is acting outside his authority, they may write the Club President specifying: 1) a detailed description of the problem or question, 2) how the matter was discussed with the Test Chair, 3) the position and/or answer given by the Test Chair, 4) why they believe the Test Chair's response was incorrect or unsatisfactory, 5) what remedy or action they would like the Club to take. The President shall consult with the Board and respond in writing to the question or problem.

In the event an issue requires an immediate resolution (e.g., an on ice problem during a test session), the matter may be discussed verbally with the Club President if he is available. If the President is not available the decision of the Test Chair shall be final. The Test Chair shall report any significant problems to the Board as soon as possible.

XV. MEMBERSHIP

A. TESTING - In order to be considered a home club or associate member, eligible to apply for testing during the restricted submission period, an applicant must have been a home club or associate member for at least two (2) weeks prior to the start of the restricted submission period for the desired test.

B. AWARDS - In order to be eligible for test recognition awards (test pins), a skater must have been a continuous home club member from the time the test was passed through the annual club party (when the pins are presented).

XVI. REVIEW AND CHANGES

The Board shall review these policies and procedures at least biannually. Any changes shall require a majority vote of the Board.

XVII. ACKNOWLEDGEMENT, RELEASE AND INDEMNITY

Within its limited resources the Club will exercise its best efforts to arrange and conduct test sessions. All parties interested in taking tests (skaters, parents, guardians, coaches, etc.) acknowledge that from time to time it may not be possible to accommodate all skaters desiring to test. All interested parties further acknowledge that, due to extraordinary circumstances, the Club may need to cancel a test session. The Club shall not be liable for any consequences, howsoever caused, arising out of the its inability to accommodate a skater on a test session or canceling a test session, including but not limited to: lost wages, time away from school, expenses for meals, travel, lodging, inability to compete at a desired level, coaching expenses, etc.

All parties involved in taking tests (skaters, parents, guardians, coaches, etc.) acknowledge that the sport of figure skating is a dangerous sport and knowingly accept all risk associated with testing. In consideration of the Ice House of New Jersey Figure Skating Club providing test sessions, all parties involved in taking the

test, including but not limited to, skaters, parents, guardians, coaches, etc., agree to indemnify and hold harmless the Ice House of New Jersey Figure Skating Club, its officers, directors, the Test Chair, members, volunteers, judges, rink operators including Midtown Bridge Associates LLC (dba Ice House), its officers and staff from all consequences whatsoever including but not limited to death, injury, lost wages, time away from school, expenses for meals, travel, lodging, inability to compete at a desired level, coaching expenses, etc.