



Ice Skating Victoria Inc. Policy Document

Affiliated to Ice Skating Australia Inc.

ISV TESTING PROTOCOL for ISA TESTS

Authority	Ice Skating Victoria Inc.
Application	Ice Skating Victoria Inc. – Members testing the Ice Skating Australia test levels, ISV Council and volunteers.
Related Documents	Ice Skating Victoria Inc. Constitution, Objects & Rules; ISV Code of Ethics; Ice Skating Australia Rulebook, Section 4; ISA Technical Patterns and Programs forms and all related updates per ISA website; ISA Code of Conduct and Member Protection Policy

Purpose

This document outlines the procedure and guidelines for testing sessions as administered by Ice Skating Victoria Inc. It outlines the protocols for Test Sessions, in order to guide Skaters, Parents, Coaches, and all relevant ISV Inc. volunteers, to ensure an efficient and equitable test session.

PLEASE NOTE:

All members of the ISV Testing Team, including the judging panel, are VOLUNTEERS, and give freely and generously of their time to enable skating members of Ice Skating Victoria to attempt to gain their ISA test levels. In accordance with the ISV Inc. Code of Ethics, ISA Inc. Code of Conduct and Member Protection Policy, all decisions of the Testing Team must be respected. Any correspondence will be entered into at an appropriate time after the test session has concluded. The ISV Test Convenor is the first point of contact for all inquiries.

TEST SESSION PROTOCOLS

1. All Test Sessions in Victoria are run and administered by ISV Inc., and will be included in the annual ISV Competition Calendar, and on the ISV website (Events/Test Sessions). ISV ventures to make both calendar documents available for perusal by membership in February of each year. All Skaters, Parents and Coaches are responsible for perusing the calendar, and planning their testing program in advance.
2. Test Session Forms and payments will be **registered online only** through a nominated online booking system. ISV Inc. will notify the community of Test Session information in the Test Session Announcements, on the ISV webpage (Events/Test Sessions), and via email communications to the membership.
3. If there are insufficient candidates for a session to proceed, the session may be cancelled or postponed. Candidates will be notified of the cancellation as soon as is applicable, and test fees will be refunded on request. Test candidates whose test was cancelled will automatically have their test registration moved to the next scheduled testing day. Notification of any changes to test date registration must be made in writing to the Secretary ~ secretary@iceskatingvictoria.org.au
4. Late registrations will not be accepted, except in extenuating circumstances, and at the discretion of the Council. The online registration portal will be closed at the nominated closing date, or when the session is full, whichever comes first.
5. Test Announcements, including information and payment links for registration, will be emailed directly out to the ISV membership database, and uploaded to the ISV website, at a minimum of one (1) month prior to each test day. ISV / Club Members are responsible for ensuring that a reliable and updated email address is kept up to date on their 'Memberdesq' registration page.
6. All test registrations and payments must be completed on the online registration portal, two (2) weeks before the relevant test day. Date of close of registration will be made clear in the test announcement. If the test session fills before the closing date for registrations, the registration portal will close. Advice will be provided on the ISV Testing Sessions web page.

7. Specific test sessions within the ISV Test Calendar may be designated to cater for different groups within the skating community. Please refer to the ISV Test Session webpage and any current notifications remitted by ISV. Dependent upon demand, any changes will be noted in the announcement if priority is to be given to one or more testing level or discipline, such as actively competitive skaters, higher or lower levels, or Dance.
8. Where a test session is oversubscribed, ISV may at its discretion, limit participation in the test to identified priority candidates. (e.g. Candidates preparing for competition prior to major events e.g. VFSC/AFSC).
9. A skater will not be able to test without their primary coach's approval. The online booking system includes a specific declaration that approval has been given by the coach. ISV Council retains the right to contact the relevant coach to confirm their assent. If coach approval has not been given, the skater will not be permitted to test, and will forfeit the test session fees.
10. ISV Inc., may convene if necessary, an Extraordinary Test Session. A request giving at least two (2) weeks notice must be submitted in writing to Council, detailing the circumstances for the extraordinary test. The decision of the ISV Council is final. If the extraordinary test application is approved, the test candidate is responsible for all fees incurred, including the test fee, ice time, administration charges and judges reimbursements. The fees must be paid in full, seven (7) days prior to the extraordinary test.
11. All interstate test candidates are welcome to test at ISV Inc. run test sessions. The cost of ice time is due and payable on registration for the test, in addition to the relevant test fee.

<i>Key People</i>

ISV Test Convenor:

The **ISV Test Convenor** is responsible for:

- Liaising with the ISV Secretary to ensure the test session information and online registration portal is kept up to date.
- Preparation of the Testing Day Schedule.

- Liaising with the Affiliated Clubs and their nominated Test Session Officer, to ensure all documentation is prepared and ready for the Testing Day Team, including all schedules, judging and summary sheets, and associated documents, certificates and badges.
- Ordering and maintaining a store of ISA Test Certificates and Test Badges.
- Preparing a test day summary for ISV and ISA records, and arranging for an upload of results as soon as possible after test day.
- Preparing

The **ISV** Test Convenor will:

- Be the first point of contact for all general inquiries from skaters, parents and coaches
- Be in attendance to register testing skaters on their arrival at the designated rink, as indicated in the ISV Annual Calendar, or arrange for a representative to do so.
- Prepare and present all badges and certificates for presentation on the day.
- Oversee the running of the test session.

The Affiliated **Club** Test Session Officer will:

- Support the ISV Test Convenor in running the test day and liaise with the Test Convenor to field general inquiries from skaters, parents and coaches
- Be in attendance to register testing skaters on their arrival at the designated rink, as indicated in the Test Session Announcement.
- Liaise with the Test Convenor to ensure that Music and Announcing Team and Gate Marshalls have been rostered to be in attendance.
- Assist in presenting the badges and certificates on the day

Judging Convenor & Judging Panel:

The ISV Judging Convenor has nominated a Senior Judge / Referee who will lead the judging panel for the test day. This panel has been specially selected to meet the needs of all test candidates. ISV Inc. is responsible for reimbursement of costs incurred by judges.

The Senior Judge / Referee will:

- Liaise with the Test Convenor, Gate Marshall, and Music and Announcing team in the running of the test session
- Ensure the safety of the skaters on the ice at all times during the test session, and will determine if all conditions (ice / music) continue to be acceptable for testing (ISA Rule 402)
- Provide feedback on the test results with the skater and coach at a designated time during and/or after the test session.

Music and Announcing:

The Announcer will liaise with the ISV / Affiliated Club Test Convenor and Test Session Referee and will convey all relevant information to Skaters, Parents and Coaches during the testing session. Skaters must follow the instructions of the Announcer at all times.

Music must be submitted to the registration desk on arrival to the testing rink, at least (30) thirty minutes prior to the commencement of the test session. The Music Steward may collate the music CDs prior to the session, and will also be available at the conclusion of the test to distribute music CDs to skaters.

Gate Marshall

An official Gate Marshall will guide the skaters as they enter and exit the ice and their instructions must be followed at all times.

<i>Procedures and Guidelines for Test Day</i>
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- a. Test Session schedules will have been emailed to all applicants (who have provided a reliable email address). Schedules will also be posted online at the ISV website at least one week prior to the test date.
- b. **Skaters** should arrive at the rink at least (30) thirty minutes prior to the starting time of the testing session, and it is suggested, at least 45 minutes before their scheduled test time, preparing for warm up off and on ice. All times are tentative and subject to change.
- c. Skaters must **register** with the Test Convenor on arrival at the testing rink. **Music** must be submitted at that time. It is the **responsibility of the skater and/or parent** to ensure they know the time of their scheduled warm up, and they must be rink side, ready to be called by the Gate Marshall.
- d. Each warm up group will be announced, and skaters must be ready to take to the ice when called. It is important that skaters move on and off the ice quickly in order for the test session to run efficiently and on schedule.
- e. ISV Inc. aim to make every test session as efficient and purposeful as possible for every skater. Due to the high cost of ice time, the judging panel will venture to provide confirmed test results and limited feedback during set wait time, such as during the proceeding warm up, but **cannot guarantee results and feedback will be given**

immediately. Time will be made available, off ice, at the conclusion of the test session for confirmed results, and the presentation of badges and certificates. All testing skaters are expected to remain until the conclusion of the test session.

- f. All results given during the course of the test session are considered provisional. Confirmed test results are released to skaters/coaches/parents after all paperwork has been signed and checked by the Referee.
- g. Skaters, coaches and parents **must not approach the judging panel during the test session.** The Judging Panel / Referee will have time at the conclusion of the test session for any further questions. All immediate inquiries should be directed to the ISV Test Convenor.

GENERAL RULES

References: ISA RULEBOOK, SECTION 4, TESTS; ISA Technical updates

1. Every candidate for a test must be a financial member of a State association, and must have paid the required fees, which shall be set by the Council. (ISA Rule 401)
2. A candidate who has failed a test shall not be entitled to be judged again for that test prior to the 28th day following the failed test. (ISA Rule 404)
3. A candidate for a test must have passed the prior level test. (ISA Rule 407)
4. A candidate for the Elementary Test in Ice Dancing must first have passed the Preliminary (Pattern) Test. (ISA Rule 407)
5. At the Judges' discretion, a candidate for a test is permitted to re-skate a portion of the test as specified in the requirements for the particular test.

(Programs: 2 repeats of one element, or 1 repeat of 2 elements; Patterns: either one pattern or two half patterns can be re-skated) (ISA Rule 408)
6. A candidate must receive a passing result from each Judge in order to pass a test. (ISA Rule 408)
7. Complete Test Requirements (both Pattern & Programs) are available on the ISA website. Please refer to Ice Skating Australia – Technical Patterns Skills (revised 12/4/12), and any updates as provided by ISA Inc., <http://www.isa.org.au/technical> and <http://www.isa.org.au/technical/test-forms>

Cost Structures for Patterns, Programs and Dance Tests – as at February 2013

From February 2013, Ice Skating Victoria will organise and administer all ISA test sessions for Victorian skaters. These test days will be subsidised by ISV, thereby relieving clubs of the financial burden of running test sessions. This is one of the ways ISV Inc. aims to contribute to Victorian skater development.

There will be approximately nine (9) test sessions over the course of year (Icehouse and Olympic rinks), and test sessions will be designated to particular disciplines depending on timing according to the National competition calendar, and the availability of specialist judges.

NOTE: not every test session will include Dance tests.

The annual Test Calendar will give an outline of possible test day breakdowns, however the Test Day Announcement will stipulate which disciplines may/may not test at that session.

- The costing for tests will include the ISA / ISV fees, an administration component, and a charge for ice time.

Singles:

- A Pattern or a Program at any level constitutes a 'half test'.
- A half test - one pattern at any level, **or**, one technical program at any level, will cost \$70.
- One whole singles test of the same level – the pattern **and** the program, will cost \$100.

Dance:

- One (1) dance (e.g. the Dutch Waltz at Elementary level) will cost \$70.
- Two (2) dances of the same level (e.g. Dutch Waltz and Canasta Tango at Elementary level) will cost \$100.
- Four (4) dances of the same level (e.g. Swing 14-Step, Foxtrot, European Waltz, Silver Samba at Primary level) will cost \$200.

LEVEL	PATTERN	PROGRAM	Pattern & Program	DANCE	
				Number of Dances	Fees
Preliminary	\$70	n/a	n/a	-	-
Elementary	\$70	\$70	\$100	2	1 dance \$70; 2 dances \$100
Pre-Primary	\$70	\$70	\$100	2	1 dance \$70 2 dances \$100
Primary	\$70	\$70	\$100	4	1 dance \$70
Novice	\$70	\$70	\$100	4	2 dances \$100
Junior	\$70	\$70	\$100	4	4 dances \$200
Senior	\$70	\$70	\$100	4	

(All fees stated are current as at February 2013, and are subject to change.)

IMPORTANT NOTE:

Skaters must be on time for all Test Sessions. Skaters who are late for, or miss their scheduled test time, may not be provided with another opportunity on that day if the session is fully subscribed. All decisions are at the discretion of the Referee and/or ISV Test Convenor. Ice time is valuable, and schedules are provided in advance in order for test sessions to run efficiently.

Skaters who miss their test session without 7 days prior notice, providing a letter of explanation and/or a doctor's certificate, will forfeit the test fee paid, and must reschedule to test at a later date as outlined in the ISV Annual Calendar, and pay the relevant test fee.

Date Reviewed:

- Version 1 – February 2013
- Version 2 – February 2014
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This document replaces the previous "Procedure for ISA Tests 002"

ISV Inc. may, without notice, review and amend details in this document in response to changing circumstances, including the fee structures. All changes will be notified to membership.