



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 and 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 ISV Testing Calendar. 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 an online booking system.
3. If there are insufficient candidates for a session to proceed, the session may be cancelled. Candidates will be notified of the cancellation as soon as is applicable, and test fees will be refunded. Test candidates whose test was cancelled may be considered first on reapplication for the next testing day.
4. Late applications will not be accepted, except in extenuating circumstances, and at the discretion of the Test Convener.
5. The Test Calendar will be set at the commencement of the year & may be amended from time to time to cater for the requirements of the skating community. The ISV website will be up to date with all test information. Links to enter the tests, once the calendar has been finalized, will also be on the website.
6. All test registrations and payments are due two (2) weeks before the relevant test day.
7. Specific test sessions within the ISV Test Calendar are designated to cater for different groups within the skating community. Please refer to this calendar and/or the general ISV Calendar and any current notifications remitted by ISV and forwarded by the Affiliated Clubs. 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.** This is standard practice for all Australian states. The online booking system includes a specific declaration that approval has been given by the coach, and the coach will be contacted by email to confirm. If the coach has not given their approval the skater will not be able to test and may forfeit the test session fees.

10. All interstate skaters must also have the approval of their state association along with the approval of their primary coach from their home state, which will be clarified via email. Interstate skaters are also required to contribute to the cost of ice time used during their test. This costing will be clarified and paid to ISV prior to the test session.
11. ISV member skaters who elect to test interstate are similarly required to have permission from their primary Victorian coach before booking a test through any other ISA member, and must notify ISV in writing both of their intention to test interstate and also the result of that test session. Confirmation will be sought from the relevant state body to incorporate into ISV records.
12. 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.

Key People

Test Convenors and Coordinators:

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

- Liaising with the Affiliated Clubs and their nominated Club Test Coordinator, and will ensure all documentation is prepared and ready for the Testing Day Team, including all schedules, judging and summary sheets, and associated documents.
- Preparing a test day summary for ISV records, and will arrange for an upload of results as soon as possible after test day.

The ISV Test Convenor will:

- Be the first point of contact for all general inquiries from skaters, parents and coaches about the test session or booking requirements.
- Prepare the test schedule & confirm start and finish time for the test.
- Prepare all badges and certificates upon the successful completion of the test. The badges and certificates will be forward to the primary coach, for presentation to the skater post the event.

The **Club** Test Coordinator will:

- Ensure that any specific music required for the test session is available (eg. Specific Pattern Dance Test music) and also ensure that the venue has equipment to support the playing of music during the test session.
- Support the ISV Test Convenor (or his/her representative) and the Referee in running the test day and fielding 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

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:

- Run the test session on the day. They will liaise with the Gate Marshall, and Music and Announcing team, along with the test convenor (or his/her representative) to ensure the smooth 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 after the conclusion of the test session.

Music and Announcing:

The Announcer will liaise with the ISV / Affiliated Club Test Convenor(s) 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 (program 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.

Procedures and Guidelines for Test Day

- A. Test Session schedules will be posted online at the ISV website at least one week prior to the test date. As the schedule is sometimes subject to change, it is the responsibility of the test participant and their coach to ensure they have the current version of the test schedule. The website will always have the most current and up to date version of the test session available.
- 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, warmed up and ready. 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 day to run on schedule.
- E. ISV Inc. aim to make every test session as efficient 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.,

Cost Structures for Patterns, Programs and Dance Tests

Ice Skating Victoria organises and administers 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.

The annual Test Calendar will give an outline of possible test day breakdowns, however the Test Calendar will clarify any limitations or priorities for each particular test session, in the event that they apply.

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

For interstate skaters wishing to test in an ISV test session, the cost will be determined on the actual time utilised. An estimate will be provided to the skater by the test convenor upon receipt of the application to test.

Singles:

- A Pattern or a Program at any level constitutes a test.
- A preliminary pattern test will cost \$50
- A test - the pattern tests at any level (eg. primary), **or** one technical program at any level, will cost \$70.
- A retest – the requirement to retest part of a pattern, for a test already undertaken, but not passed will cost \$50.

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	DANCE	
			Number of Dances	Fees
Preliminary	\$50	n/a	-	-
Elementary	\$70	\$70	2	1 dance \$70; 2 dances \$100
Pre-Primary	\$70	\$70	2	1 dance \$70 2 dances \$100
Primary	\$70	\$70	4	1 dance \$70
Novice	\$70	\$70	4	2 dances \$100
Junior	\$70	\$70	4	4 dances \$200
Senior	\$70	\$70	4	

(All fees stated are current as at February 2016, 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 the ISV Test Calendar.

Date Reviewed:

- Version 3 – February 2016
- Version 2 – February 2014
- Version 1 – February 2013

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.