



NATIONAL ICE SKATING ASSOCIATION

Test Organiser Manual

For National Field Moves, Singles and Dance Tests

GUIDELINES FOR NATIONALSINGLES, DANCE AND FIELD MOVES

TEST ORGANISERS

It is extremely important to arrange tests independently from all coaches and parents. (Test Organisers whose own children are involved in a test session should not arrange the judges themselves for that particular session. Please refer to Judges/Officials Director.) Regular sessions no longer than 6 weeks apart are usually required. (Since the introduction of IJS Competitive Tests, it may be that less frequent sessions are necessary for National tests). If there are separate Singles and Dance Test Organisers in your rink, please liaise with each other to best utilise ice time and dual duty judges

You will need the following: -

1. Current lists of judges are available from the NISA office. Please request regular updates check for any changes.
1. Your own record book
2. Appointment cards and envelopes (available from the NISA office)

Application Forms: These are available from the NISA website, for skaters and coaches to download, and not be photocopied (unless double sided) as all the rules are on the reverse. The candidate then fills in the application form (with the coach's counter signature) and sends it to the NISA office with the appropriate test fee. Candidates should note on the application form dates when they are not available to take tests.

Test Sessions: There is a minimum number of 8 tests for each session and you should not arrange tests until you have received a test list from the NISA office. The number of tests should cover judge's expenses. It is your responsibility before a test session is confirmed to ensure that each judge's expenses will not exceed £70. Should this limit be exceeded, authorisation must be obtained from the Judges/Officials Director. In exceptional circumstances where an overnight stay is unavoidable, judges are expected to share accommodation and there is a maximum £15 evening meal allowance. This should be considered within the £70 allowance.

Test Papers: You must complete all relevant details prior to the test session. i.e. fill in the candidates' names and NISA membership numbers from your summary sheet, and the judges' names, the venue and the date the test is being taken, on the correct level test paper.

Judges: The NISA list of judges is updated every few months after promotions. Local judges should advise you of promotions, but it is suggested that you request a new list every six months. Let all probationary judges in your area know of your test session. There is no maximum number of probationary judges who may attend. Please note that senior judges are quite often happy to judge tests of a lower standard, so please do not feel that you cannot approach them.

Judges for National Tests (only 1 judge required for Levels 1 – 6 and 2 judges for Levels 7 – 10)

Level 1 & 2	Use Level 2 or above
Level 3 & 4	Use Level 4 or above
Level 5 & 6	Use Level 6 or above
Level 7 & 8	Use Level 8 or above
Level 9 & 10	Use Level 10

The same judge may not officiate at two consecutive test sessions without authorisation from the Judges/Officials Director. Please attempt to vary panels and also ask judges to share travel whenever possible. As there are not large numbers of tests in each rink of Levels 7 – 10, it is suggested that several rinks combine sessions, as two judges are required. The sessions can be rotated round the local rinks.

For larger test sessions of levels 1-6 it is acceptable to arrange two judges who alternate judging of different levels.

Stationery: Contact the NISA office when you require further supplies. Test papers can be photocopied, or received via floppy disc or CD. Charge photocopying expenses when necessary.

Record Book: Get your own Record Book. Divide this into columns over two pages recording the following.

- Date summary sheets received
- Name of candidate
- Level of test
- Date candidate not available
- Date appointment card sent
- Date of test
- Transfer/problem/cancellation column
- Pass/Retry column
- Judges' names
- Probationary judges' names
- Judges' expenses

Record each test and result in your Record Book.

Action List:-

1. Book ice time – preferably in advance for the whole season
2. If a test session is in the near future, provisionally book several optional dates and times as this will make it easier to obtain judges
3. Ring judges. Either confirm the judge appointment at the time of the call or ring them back and confirm when you have obtained acceptances from all the required judges. Remember to advise judges if they are not required
4. Register your confirmed dates with the NISA office to enable these to be added to the NISA website. Include details of test disciplines and levels arranged.
5. Ring all local probationary judges of relevant standard and advise them of your arrangements. This is important, as these will be your judges for the future and will increase the number of available judges in your area on the panel list.
6. **Complete a test appointment card for each candidate with their approximate warm up time clearly marked. Post appointment cards to arrive at least 2 weeks prior to test date. THIS IS COMPULSORY**

Once a candidate has submitted the test application form (signed by the coach), to the NISA office, this absolutely confirms that they are now ready and capable to take the test, and if a skater refuses to take the slot you have offered, the test fee will be forfeited. Exceptions to this rule are for illness or school exams and you must insist on receiving a letter from the doctor or the school. Keep this for your records. Test summary sheets will show if any skater has registered unavailable dates due to holidays/exams. Any other special circumstances should be dealt with at your own discretion, or that of the Judges/Officials Director.

Timetable: Make an “order of skating” timetable for the wall in the rink and one for each judge. This should detail which skaters will warm up together, the time of each warm up and also show the test level. You should not disclose to the skaters, parents or coaches the judges you are intending to use.

Warm ups: It is quite acceptable for background music to be played during warm ups except field moves, although skater’s own music is not allowed.

Applause during and at the end of tests as per a competition situation is now welcomed.

Order of Skating (Singles/Pairs): A good rule is non-music first, followed by tests containing music. E.g. (1) Field Moves (2) Elements (3) Free skating. If a skater is taking two tests of different standards, but the same type of test i.e 2 elements tests, the lower level must be passed before the second test can be taken. However, a skater may take different types of different levels on the same day, if desired i.e. Level 1 Field Moves, Level 1 Elements and Level 2 Free.

Order of Skating (Dance): Order for Dance Tests is (1) Compulsory Dance (2) Original Dance (3) Free Dance

Consult the charts below and work out how many tests you can fit in a normal ice session i.e. 8 Free tests will only take approximately 40 minutes but 8 Elements or Field Moves tests could take 2 hours. Tests are normally taken in receipt order, but to fit 8 tests in 1¼ hours you may need to take tests **NOT** in order of receipt. **TAKE CARE** that you explain this to parents and coaches **BEFOREHAND** just in case anyone feels cause to complain in the future.

Test	Warm-up Time	Time Allowed for Each Test (after group warm-up)	Maximum no. of skaters on ice for warm- up	Total time for each group of tests
Field Moves Level 1	5 mins	5 mins	2	15 mins
Field Moves Level 2 - 10	6 mins	12 mins	2	30 mins
Single Elements All Levels	6 mins	12 mins	2	30 mins
Free Levels 1- 4	1 min longer than programme	5 mins	3	20 mins
Free Levels 5 – 8	1 min longer than programme	7 mins	3	25 mins
Free Levels 9-10	6 mins	8 mins	3	30 mins

Compulsory Dance All Levels	6 mins	5.5 mins	6 couples/candidates	40 mins
Free Dance All Levels	6 mins	5.5 mins	6 couples/candidates	40 mins
Original Dance All Levels	6 mins	5.5 mins	6 couples/candidates	40 mins

Test Papers: Once you have filled in the relevant information on the test papers, separate into a pile for each judge. If you have invited probationary judges, ask them when you ring them if they have blank probationary papers and give details of number and standard of tests so that they will be ready when they arrive. If they do not have papers, ask them to contact the NISA office. Please also ensure that a timetable is made available to them a few days in advance, so that they can prepare their probationary papers. It is not your responsibility to prepare papers for them.

At the end of each test, each judge will give the candidate their marks on the comment sheet, which is the lower part of the test paper.

At the end of the Test Session: Judges need a quiet place to check the papers. Give them a large envelope into which they can put all the completed test forms. They should be returned as soon as possible to the NISA office using the following Freepost address.

FREEPOST RRYX-LYKR-KRGS
NISA UK Ltd
Grains Building
High Cross Street
Hockley
Nottingham
NG1 3AX

Receipts: Keep receipts for all expenses, including phone calls, which you may incur. Expenses should be claimed each month. Expense forms are available from the office and may be photocopied. Sign off each judge's **completed** expense form before they leave the rink. Keep a record of the amount you have authorised. Please provide an expense form for each judge/probationary judge. Do not sign blank forms. If necessary ask judges to return forms to you for signature.

Refreshments: It is normal for management at rinks to supply hot drinks for judges, usually offered on arrival and when tests are finished. A few rinks have problems with this and sometimes the club will finance drinks and sandwiches if sessions are at lunchtime. It is unlikely that judges would expect an offer of food for a short session, but they would appreciate drinks during a lengthy session. If most candidates are club members, the club is usually happy about this, but it is really management who normally provide drinks – so do make the point. Maybe point out that judges may only claim travel expenses and just in case they do not know, underline the fact that judges are not paid at all!

Website: Information relevant to Test Organisers is published on the NISA website. You should regularly check the website for any updates.

Pairs Tests: As National Pairs tests are infrequent, these sessions will be organised directly from the NISA office.

Difficulties: From time to time test organisers and coaches/parents experience difficulties in the efficient organisation of tests. When this is the case, it is recommended that the test organiser lists test applications which they have received within the rink, perhaps on the club notice board. This allows everyone to be aware of the current number of tests outstanding.

Should you require any further assistance please contact NISA office:

Tel: 0115 988 8064 Email: testmembership@iceskating.org.uk

Thank you for giving your time to help NISA and skating in the UK.