**UXBRIDGE SKATING CLUB TEST DAYS**

**All tests that are being tried must be put in writing and emailed by the skater's coach to the USC Test Chair. The Test Chair contacts other test chairs to make arrangements for USC skaters to try their tests at other clubs and arranges that with the skater's coach.**

INITIAL TEST DAY SUBMISSIONS - **4 weeks before Test day is a Skate Canada Rule**. Evaluators are contacted by skate Canada for the appropriate test days. This is the time for coaches to make their final decisions about skater’s readiness for the Test Day. It is very important for skaters and coaches to communicate their availability for test days.

FINAL TEST DAY SUBMISSIONS - **2 weeks before test day is a Skate Canada rule.** The final lists are sent to skate Canada.Any tests or skaters that are not ready or available for Test Day are removed from the list at this point. Skate Canada determines the charges to the club based on these numbers and the final list from the test day is compared to this list. Any tests that are removed after these dates are still charged for and the skater's records will always show a retry for the tests not skated. The only exception is a Doctor’s note for medical reasons.

TEST DAY FEES - **Fees are due one week before test day.** Test days are busy for the Test chair and it is very helpful for all fees to be collected before the test, unless a fee schedule cannot be finished in a timely fashion. Fees are calculated with all the skaters time allotted. If additional ice is required to be booked then fees could change. If fees have not been paid, the skater will not be able to try their test and the test is submitted as a retry. If a skater does not show up and pay for their test, the test is also submitted as a retry to Skate Canada and goes on their permanent record as that. Until the fees are paid to Skate Canada and the status of the skater is back in “Good Standing”, the skater will not be able to register or test again.

ON TEST DAY - **\*CLUB POLICY\*- All skaters must show up 45 min before their scheduled test**, unless their coach wants them there earlier. This is if the evaluator makes up time and is running ahead of schedule. Check in with test chair so they know you are there and they can start your flight on time. After every flight of skaters it takes a few moments for evaluators and Test Chairs to organize the paper work for Skate Canada with all the results. ONLY Coaches are handed the test results and then they distribute the results to their skaters. If a coach is working with another skater please do not approach them. When the coach is available they will dedicate the time to speak with the skater about their results.