



Skate Canada: Alberta-NWT/Nunavut

Test Day Procedures Manual

**This document is to be used in conjunction with
the
“TEST FEE POLICY”
as set forth by
Skate Canada: Alberta/NWT-Nunavut**

These procedures may only be amended by Skate Canada: Alberta – NWT/Nunavut from time to time and in accordance with Skate Canada rules, policies and procedures, it being understood that no amendment thereto shall be approved that is also not in keeping with the spirit and purpose of the policy.

Updated September 2013

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GENERAL INFORMATION FOR ALL TEST DAYS

SUPPLIES

1. **Current Skate Canada Rulebook** - Section 4000 and 5000 of the Technical Handbook pertain to Test Days.
2. **Current Skate Canada Test Chairperson's Handbook** – available from Skate Canada National Office.
3. **Current Test Sheets** – available by download from the Skate Canada National Website (www.skatecanada.ca)
4. **Current Summary Sheets** – available by download from the Skate Canada National Website (www.skatecanada.ca)
5. **Current Skate Canada: Alberta-NWT/Nunavut Test Day Procedures Manual**
6. **Current Skate Canada: Alberta-NWT/Nunavut Test Fee Policy**

In addition, it is advised that you bookmark the Skate Canada: Alberta-NWT/Nunavut Section Website - it includes a listing of High Test Days within our Section together with contact information. (www.skateabnwnun.ca)

PAPERWORK

1. **SKATER WITHDRAWAL:** If a skater has to withdraw for any reason other than illness or injury within 14 days of the test date, the test fee must be paid and the skater's name entered on the Summary Sheet as NOT TRIED. The test is considered a RETRY. This rule doesn't apply if the skater is unable to skate due to illness or injury. The need for a doctor's note for a withdrawal for these reasons is no longer required if the Test Chair is satisfied the illness or injury is legitimate. Test Chairs are within their rights to still ask for a medical note if they feel there are questionable circumstances. Please let the evaluator know if these situations arise. If an injury occurs during the warm up and prevents the skater from testing, cross out the test on the summary sheet and write *injured*. No Skate Canada Test Fee should be charged but the skaters are still responsible for their portion of the test day expenses.
2. **CONDITIONAL TESTS:** If trying a higher test was conditional on passing a lower test and the skater did NOT pass the lower test, no fee is paid for the higher test. Cross out the higher test and write in "CONDITIONAL".
3. **WEATHER:** If skaters are unable to get to a test day due to inclement weather, no test fee should be charged and a note should be made on the summary sheet to indicate why. The skaters are still responsible for their portion of the test day expenses.

4. **REGISTERING IN MULTIPLE TEST DAYS:** If a skater registers for the same test at more than one test day they are responsible for the test fee and their share of the budgeted test day expenses if they cancel after the pull date (within fourteen days prior to the Test Day).
5. **TEST CONSENT:** If a skater wishes to try a test at a club other than his/her 'home club' he/she must present written consent from the Test Chair of their home club prior to taking the test. When sending skaters to another club to test, the Test Chair shall prepare a letter and send this permission with the test sheets in advance of the test day.
6. **SUMMARY SHEET PREPARATION:** Ensure all data is correctly entered on the Summary Sheets prior to the test day and before having the Evaluator initial the results. If there is more than one Evaluator make sure that the initials are legible or the sheets will be returned to the club to verify who did the test. Any errors or omissions will result in the sheets being returned to the Test Chair.
7. **AUTHORITY FOR TEST:** "Authority for Test" column: This must be completed. This is usually the coach but may also be the parent or the skater themselves. Do NOT write in the Test Chair's name here.
8. **TEST CODING:** Use only the coding system for tests as indicated on the back of the summary sheet. If uncertain of the coding please verify prior to having the evaluator initial the result.
9. **After completion of the test day you will require four (4) copies of the Summary Sheets.**
Copy #1 – The Original Summary Sheets must be mailed to National Office within 1 week of your Test Day with the a cheque for the test fees. (Skate Canada National Office, 865 Shefford Road, Ottawa, ON K1J 1H9).
Copy #2 - Copies of the Summary Sheets also need to be sent to the Section Statistician within one week of the Test Day (Marg Andriuk, 14723 51 Ave, Edmonton, T6H 5E6).
Copy #3 – An additional copy of the Summary Sheet should be sent to the Home Club(s) of participating skaters.
Copy #4 – The Host club must retain a copy of ALL the summary sheets, from all the Clubs attending the test day.

POINTS TO REMEMBER

1. No test days at any level – Low to High will be allowed on the weekends of Sectionals, STARSSkate Championships and the Section AGM.
2. Like club executive members, evaluators are *Skate Canada Volunteers* and contrary to popular belief are **not** paid, only their expenses are reimbursed. Most Evaluators work outside the home or go to school so please remember that the time they can give is subject to their family and work schedules.
3. Try NOT to use Senior Evaluators for Low tests. Using available Low Evaluators gives

them the opportunity for more experience and promotion. If you haven't had any luck obtaining the services of a Low Evaluator, then it is quite all right to try a Senior Evaluator. Please keep in mind that Senior Evaluators are asked to do a lot of test days and the Section Test Administrator has priority on their services.

4. **TEST SESSION:** A test session is a period of time during which tests are evaluated. A test session can be a few hours on the same day in one rink or it can be divided over several days and ice surfaces. Regardless of the format, skaters register only once for the same test at one session.
5. Only 1 test session per Summary Sheet – use a separate summary sheet for each test session. This is necessary for National Office record keeping. Summary sheets are to be numbered by the club in order to keep track of the tests taken at the various test days held through the year. For example, if a club hosts three test days - Dec. 15, Jan. 30 and March 21 then the Dec. 15 test day would be numbered as “1”, the Jan. 30 test day would be numbered as “2” and the March 21 test day would be numbered as “3”.
6. If you have more than one club testing at your Test Day there should be separate Summary Sheets used for each club that has skaters testing. (The Home club keeps a copy and the Host club keeps a copy. See #9 Paperwork)
7. The Test Room is not the Registration Room – access to the Test Room is to be limited to the Test Chair, his/her assistant and the officials. Skaters are not allowed in the test room.
8. Refer to the Skate Canada Test Chair Handbook for allowable time for each test (depending on your Evaluator this time may be longer or shorter). Keep in mind that you will need to schedule time for floods. It is a good idea to have your evaluator look over the Schedule prior to distributing it.
9. Please discuss with your Evaluator – who will be responsible for timing the warm ups so that the test day stays on schedule (ie. The music person or the Evaluator).
10. Test Day Schedules are to be provided to the evaluator as well as the ice captain and music person on the Test Day. A schedule should be posted at the entrance to the ice surface for easy accessibility to the coaches and skater.

VIOLATIONS OF TEST DAY RULES AND PROCEDURES

All clubs in the Alberta-NWT/Nunavut Section shall follow the timelines, guidelines and procedures for test days as they are prescribed in the **Skate Canada Rule Book, the Test Day Procedures Manual** and adopted by the Section Board. Any non-compliance with the Skate Canada rules and procedures outlined in the Test Day Procedures Manual shall be dealt with in the following manner:

FIRST REPORT OF A NON-COMPLIANCE

The Section Test Administrator shall send a letter to the club Test Chair and President with a copy to the Evaluator/Judges Chair, Officials Coordinating Committee Chair and Section Chair outlining when and where non-compliance occurred and include instructions on proper procedures. A copy of the Test Day Procedures Manual will also be sent with the letter. The club will be advised that if a second incidence of non-compliance occurs, the club shall lose test day privileges for a period of one year. The club shall be invited to respond in writing and explain its position. If the club fails to respond within three weeks of the letter being sent, the Section Test Administrator shall contact the Club President directly to discuss the non-compliance issue.

SECOND REPORT OF NON-COMPLIANCE

If the report occurs within twenty-four (24) months of the first non-compliance, the Section Test Administrator shall send a letter to the Club Test Chair and President with a copy to the Evaluator/Judges Chair, Officials Coordinating Committee Chair and Section Chair outlining when and where non-compliance occurred and proper procedures shall be reviewed. The club shall have an opportunity to respond in writing within three weeks from the date when the letter was sent outlining the non-compliance. The written response shall be reviewed by the Section Test Administrator in consultation with the Evaluator/Judges Chair and Officials Coordinating Committee Chair. Should the club is unable to provide a reasonable explanation why non-compliance occurred then a letter will be sent to the Club President from the Officials Coordinating Committee Chair advising the club that test day privileges will be removed for a period of **one year**.

LOW TEST DAY PLANNING

- ❑ Low Test Days include Preliminary, Junior Bronze and Senior Bronze Free Skate, Skating Skills and Dance tests.
- ❑ Clubs wishing to hold Low Test Days arrange for their own evaluators. A current Officials List is available to Test Chairs from the Section Office.
- ❑ Contact neighboring clubs in your region or area and work together to host Test Days.
- ❑ Select several dates for your test day – this flexibility may be needed to work around the availability of Evaluators and dance partners. Once you have a confirmed low test date please forward the date to info@skateabnwnun.ca for publication on the section website. A list of low test dates helps evaluators in training access test days to complete their trial requirements for promotions.
- ❑ Contact Evaluators well in advance of your Test Day. Please confirm with your evaluator the length of time they are willing to commit to and work within that time frame. A few days before the test day call the evaluator/judge to remind them and confirm dates, times and locations. At this time check for any food allergies or special requests that they may have. Please note: If tests are going over a meal time or after work a hot meal should be provided. Make sure arrangements have been made to pay your official for mileage and other expenses prior to their departure at the end of the day.
- ❑ September Test Days – these are limited to tests required to qualify for the upcoming Sectionals, STARSkate competitions and Alberta Winter Games or Arctic Winter Games run-offs.
- ❑ If you have a request to add Low tests within 14 days of the test day, you **MUST** get permission to do so from your Evaluator before accepting them.

LOW TEST DAY CHECKLIST

DATE	TASK	COMPLETED
<i>Fall</i>	Decide on your winter season Low Test	
	Days	
	Book and confirm ice	
	Notify the Region Representative and	
<i>Four weeks before the Test Day</i>	Contact Evaluators using the current Officials List provided by the Section Office.	
<i>Three weeks before Test Day</i>	Determine number and level of tests to be taken (consult coaches)	
<i>Two weeks before the Test Day</i>	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date	
	Provide approved schedule to partner, coaches and skaters testing	
	Book/arrange for and Officials' room at the arena	
	Organize Food/Hospitality for the Officials	
<i>One week before the Test Day</i>	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed.	
	Confirm date, starting/ending time and location with Evaluator and Partner	

* *Continued on next page*

LOW TEST DAY CHECKLIST continued

DATE	TASK	COMPLETED
<i>On the Test Day continued</i>	Arrive at the arena to set up at least one hour before your scheduled start time.	
	Set up your Registration Table close to the entrance to the arena and have the Registration Person check skaters in, collect test fees and music.	
	Make sure that the evaluator has sharp pencils with erasers, clipboard, snacks, hot/cold drinks and a hot meal if over mealtime.	
	Check results on the Test Sheets and Summary Sheets after the Evaluator has finished for accuracy and completeness. Compare top and bottom portions of Test Sheet to ensure that the result is the same. If it is not then wait until the Evaluator has a break and ask them to complete the Test Sheet. You cannot complete it!	
	Hand out the bottom half of the Test Sheet to the coach.	
	Pay mileage and any expenses to Evaluator.	
	Update your Test Records Book with the results from the top half of the Test Sheets for your clubs' skaters.	
<i>Within one week after the Test Day</i>	Send original completed Summary Sheet and fees to Skate Canada.	
	Keep a copy of all summary sheets at the host club	
	Send duplicate copy of the Summary Sheets to the Section Statistician.	
	Send duplicate copy of the Summary Sheets along with the corresponding Test Sheet Tops to the Home Club(s).	

HIGH TEST DAY PLANNING

- High Test Days include Junior Silver, Senior Silver and Gold Free Skate, Skating Skills and Dance, Diamond Dances, Introductory, Bronze, Silver and Gold Interpretive tests. ***You must use the appropriate High Test Day Application Form for the session that you are applying for (see Appendices attached).*** A minimum of two (2) hours of high tests are required for a high test day to proceed .
- Each Region in the Section must centralize all Jr. Silver to Gold Free Skate tests, all Skating Skills tests, Jr. Silver to Diamond Dance tests and all Interpretive tests. If clubs choose to hold high test sessions on their own, they **will be limited** to two test days between November and the end of March. **If participating as part of a centralized group, they may apply for three dates.**
- Talk to your dance partner(s) and let them know possible dates – many partners work with other clubs and you may be able to work with these clubs to centralize tests and avoid partnering conflicts or Evaluator/Judge restrictions. It's best not to schedule your test days near any competition. Many of the evaluators will be officiating at these events. If you are unsure of the dates of these competitions, check the monthly Calendar of Events sent out by the Section Office and posted on the Section website: www.skateabnwnun.ca before you submit any dates.
- Clubs are required to submit their High Test Day Application Forms to the Region High Test Coordinator **by the following dates:**

October 1	Winter Session	(November 20 - March 31)
March 1	Spring Session	(April 1 – May 31)
June 1	Summer Session	(June 1 – August 31)
August 1	September Qualifying	(September 1 – September 30)

High Test Day Application Forms must be completely filled out and must be received by the Region High Test Coordinator by the dates specified. Late or incomplete forms will not be accepted. Please note that extensions may be considered if there are delays related to ice users meeting, however, requests for a delay must be received in writing prior to the deadline date. No exceptions. Early receipt of High Test Day Application Forms is greatly appreciated.

A master list for High Test Days will be posted and regularly updated on the Skate Canada: Alberta/NWT/Nunavut Section Website. (www.skateabnwnun.ca)

Skate Canada rules stipulate that the Section Evaluators/Judges Committee is responsible for selecting Evaluators/Judges for all High/Interpretive and Diamond Dance Test Days. (Skate Canada Rulebook-Policies and Procedures-Duties of Officials 3.3.) Skate Canada: Alberta – NWT/Nunavut uses a process where evaluators are notified of test sessions and asked to volunteer. The Section Test Administrator monitors this process, validates that the evaluator is qualified for the tests requested and approves the selection of the evaluator.

All senior evaluators will be notified of every high test request and asked to volunteer for those they are available for. For those sessions where an evaluator has not volunteered, multiple follow up requests will be made to the entire group encouraging evaluators to volunteer.

Every effort will be made to approve an Evaluator/Judge who is qualified to cover all requested tests for these test days but there is no guarantee that every High Test Day request will be fulfilled. In some cases, an evaluator who is qualified to do only some of the tests may be available and you will have to determine whether or not to proceed with only some of the tests.

Under NO circumstances may a Test Chair contact an evaluator directly to do a high test without prior permission from the Section Test Administrator as this could put the evaluator in a difficult situation and a potential violation of the Officials Code of Conduct should they agree to do the tests.

Skate Canada: Alberta – NWT/Nunavut is committed to providing the membership with test day opportunities. If, after best efforts have been made to find a volunteer, no evaluator is available the Region High Test Coordinator will notify you a minimum of two (2) weeks prior to the Test Day. You can then begin making alternate arrangements for the tests which are affected. Skate Canada: Alberta – NWT/Nunavut is not in any position, legal or otherwise to force evaluators to volunteer and therefore cannot be held responsible when high test sessions are cancelled due to lack of an evaluator.

- ☐ *Clubs who plan other events such as seminars and clinics in conjunction with their high test sessions must do so with the understanding that there is no guarantee that a high test evaluator will be available to volunteer for that particular test session. The events should be planned separately in case one or the other cannot be held. Clubs must also be careful to ensure that the finances of the two events are not co-mingled. Each event must be budgeted for separately and one event should not be subsidizing the other. Please see the Skate Canada: Alberta – NWT/Nunavut Test Fee Policy.*
- ☐ **September High Test Days** – these are limited to tests required to qualify for Sectionals, STARSkate Championships, Alberta Winter Games and Arctic Winter Games. Please note: **Immediately upon completion of the qualifying test day the test chair must verify and send the results for the tests needed to verify an entry for Sectionals to the Section Test Administrator.
- ☐ **High Test Days are not permitted prior to the completion of the Sectional Championships.**
- ☐ Keep in mind that finding an official to do your low tests is your responsibility. If you are running a combined low-high test day and have a high test official secured, don't assume that they will do all your tests. If you are running a combined low to high test day and ice is limited the High tests will take PRIORITY in the scheduling and arrangements will have to be made for the Low tests to be evaluated at another time.

- Any request to add tests within fourteen days of the test day requires the permission of the Section Test Administrator. If the request is approved then permission must also be obtained from the approved evaluator. Officials are under no obligation to officiate extra tests that have been added without prior permission.
- Region High Test Coordinators should be your first point of contact if you have any questions or concerns about High Test Days. The Section Test Administrator is also available to answer questions or address any issues that arise regarding high test days.

HIGH TEST DAY CHECKLIST

DATE	TASK	COMPLETED
<i>September/October</i>	Decide on dates for your winter season High Test Days and submit the High Test Day Application Form prior to October 1 for Winter Session to Region High Test Coordinator	
<i>February</i>	Decide on dates for your spring season High Test Days and submit the High Test Day Application Form prior to March 1 for Spring Session to Region High Test Coordinator.	
<i>May</i>	Decide on dates for your summer season High Test Days and submit the High Test Day Application Form prior to June 1 for Summer Session to Region High Test Coordinator.	
<i>July</i>	Decide on dates for your September qualifying High Test Days and submit the High Test Day Application Form prior to August 1 for September Qualifying Session to Region High Test Coordinator.	
	Book Ice	
	Consult Dance Partners re test dates	
<i>Four weeks before the Test Day</i>	Submit list/type of tests and clubs participating in your High Test Day to the Region High Test Coordinator.	
<i>Two weeks before the Test Day</i>	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date.	
	Provide approved schedule to partners, coaches, and skaters testing.	
	Book/arrange for an Officials room at arena	
	Organize Food/Hospitality for the Officials	
<i>One week before the Test Day</i>	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed.	
	Confirm date, starting/ending time and location with Evaluator and Partner.	
<i>On the Test Day</i>	Arrive at the arena to set up at least one hour before your scheduled start time.	
	Set up your registration table close to the entrance to the arena and have the Registration Person check skaters in, collect fees and music.	
	Make sure that the evaluator has sharp pencils with erasers, clipboard, snacks, hot/cold drinks, and a hot meal if over mealtime.	
	Check results on the Test Sheets and Summary Sheets after the Evaluator has finished for accuracy and completeness. Compare top and bottom portions of Test Sheet to ensure that the result is the same. If it is not then wait until the Evaluator has a break and ask them to complete the Test Sheet. You cannot complete it!	
	Hand out the bottom half of the Test Sheet to the coach.	
	Pay mileage and any expenses to Evaluator.	
	Update your Test Records Book with the results from the top half of the Test Sheets for your clubs' skaters	

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HIGH TEST DAY CHECKLIST continued

DATE	TASK	COMPLETED
<i>Within one week after the Test Day</i>	Send original completed Summary Sheet and fees to Skate Canada	
	Keep a copy of all Summary sheets at the host club. Send duplicate copy of the Summary Sheets to the Section Statistician.	
	Send duplicate copy of the Summary Sheets along with the corresponding Test Sheet Tops to the Home Club(s).	

TRIAL EVALUATORS AND SUPERVISED TRIAL EVALUATORS

Evaluators must “trial evaluate” a certain number of tests as part of their training as new evaluators or for promotion to higher levels. “Supervised trials” are the final step for an Evaluator in training to complete the requirements for appointment or promotion. Evaluators wishing to trial may contact you directly prior to the test day.

- ☐ Neither Trial Evaluators nor Supervised Trial Evaluators are reimbursed for any mileage or expenses. It is, however a nice gesture to offer to feed the trial evaluator as they are giving up their own time to become future evaluators.
- ☐ Please provide both Trial and Supervised Trial Evaluators with a complete set of test sheets if possible for the tests they are trialing. They will take care of all other paperwork required.
- ☐ Both the Supervising Evaluator and the Evaluator in training will discuss the procedures with the skaters and coaches before the test and will ensure they understand what is happening so everyone is put at ease.
- ☐ If you are hosting a Low-High Test Day, try to set up your schedule to allow for your Low Evaluator to evaluate your lower tests and yet remain to trial the high tests with the Senior Evaluator.

TESTS TAKEN DURING A COMPETITION

- ☐ Clubs are permitted to apply to run tests at a competition. Clubs hosting a competition must have their Tech Rep apply in writing to the Section Evaluator/Judges Chair well in advance of their competition to request permission.
- ☐ The Host Committee needs to confirm a test chair to handle the administrative tasks and will need to decide if they are supplying the paperwork or whether the candidates are to supply their own. If the candidate is to supply all necessary paperwork it would be best if it was sent along with the application form and test fee so that it arrives in plenty of time. Always have a few extra copies on hand for the test day.
- ☐ **Fees:** As the skater testing is also skating in the competition and has already paid the competition entry fee, you may only charge the Skate Canada fee for the test UNLESS there are specific expenses that can be substantiated and documented, then you may charge an administration fee. Any administration fee that is charged must be broken down on the candidate’s receipt for payment.
- ☐ The Test Chair will collect and distribute all paperwork and will mail Summary Sheets and fees to the appropriate people.

HIGH TEST DAY APPLICATION FORM – WINTER SESSION

(November 20 – March 31)

Please print clearly. Form must be completely filled out.

CLUB _____

MAILING ADDRESS _____

POSTAL CODE _____ EMAIL _____

TEST CHAIR _____ PHONE () _____

MAILING ADDRESS _____

POSTAL CODE _____ EMAIL _____

HIGH TEST DAY

	<u>Date</u>	<u>Time</u>	<u>Arena Location</u>	<u>Alternate Date (min of 1 a must)</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Clubs are required to submit their High Test Day Application Forms to the Region High Test Coordinator **by the following dates:**

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March 1	Spring Session	(April 1 – May 31)
June 1	Summer Session	(June 1 – August 31)
August 1	September Qualifying	(September 1 – September 30)

High Test Day Application Forms must be completely filled out and must be received by the Region High Test Coordinator by the dates specified. Late or incomplete forms will not be accepted.

HIGH TEST DAY APPLICATION FORM – SPRING SESSION

(April 1 – May 31)

Please print clearly. Form must be completely filled out.

CLUB_____

MAILING ADDRESS_____

POSTAL CODE_____ **EMAIL**_____

TEST CHAIR_____ **PHONE ()**_____

MAILING ADDRESS_____

POSTAL CODE_____ **EMAIL**_____

HIGH TEST DAY

	<u>Date</u>	<u>Time</u>	<u>Arena</u> <u>Location</u>	<u>Alternate Date</u> <u>(min of 1 a must)</u>
1.	_____			
2.	_____			
3.	_____			

Clubs are required to submit their High Test Day Application Forms to the Region High Test Coordinator **by the following dates:**

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March 1	Spring Session	(April 1 – May 31)
June 1	Summer Session	(June 1 – August 31)
August 1	September Qualifying	(September 1 – September 30)

High Test Day Application Forms must be completely filled out and must be received by the Region High Test Coordinator by the dates specified. Late or incomplete forms will not be accepted.

HIGH TEST DAY APPLICATION FORM – SUMMER SESSION

(June 1 – August 31)

Please print clearly. Form must be completely filled out.

CLUB _____

MAILING ADDRESS _____

POSTAL CODE _____ EMAIL _____

TEST CHAIR _____ PHONE () _____

MAILING ADDRESS _____

POSTAL CODE _____ EMAIL _____

HIGH TEST DAY

	<u>Date</u>	<u>Time</u>	<u>Arena</u> <u>Location</u>	<u>Alternate Date</u> <u>(min of 1 a must)</u>
1.	_____			
2.	_____			
3.	_____			

Clubs are required to submit their High Test Day Application Forms to the Region High Test Coordinator **by the following dates:**

October 1	Winter Session	(November 20 - March 31)
March 1	Spring Session	(April 1 – May 31)
June 1	Summer Session	(June 1 – August 31)
August 1	September Qualifying	(September 1 – September 30)

High Test Day Application Forms must be completely filled out and must be received by the Region High Test Coordinator by the dates specified. Late or incomplete forms will not be accepted.

HIGH TEST DAY APPLICATION FORM – SEPTEMBER QUALIFYING SESSION

(September 1 – September 30)

Please print clearly. Form must be completely filled out.

CLUB _____

MAILING ADDRESS _____

POSTAL CODE _____ **EMAIL** _____

TEST CHAIR _____ **PHONE ()** _____

MAILING ADDRESS _____

POSTAL CODE _____ **EMAIL** _____

HIGH TEST DAY

	<u>Date</u>	<u>Time</u>	<u>Arena Location</u>	<u>Alternate Date (min of 1 a must)</u>
1.	_____			
2.	_____			
3.	_____			

Clubs are required to submit their High Test Day Application Forms to the Region High Test Coordinator **by the following dates:**

October 1	Winter Session	(November 20 - March 31)
March 1	Spring Session	(April 1 – May 31)
June 1	Summer Session	(June 1 – August 31)
August 1	September Qualifying	(September 1 – September 30)

High Test Day Application Forms must be completely filled out and must be received by the Region High Test Coordinator by the dates specified. Late or incomplete forms will not be accepted.