

Club Assessment/Competition Chair

Job Description:

This chairperson maintains and co-ordinates with coaches, clubs and judge representatives to follow through with National Skate Canada Assessments, Competitions at Club level, and occasionally Qualifying and Non Qualifying competition events.

Duties include:

- ~ Review and familiarize yourself with the Skate Canada Rules and Technical Guidelines regarding procedures for assessments. (info.skatecanada.ca (guides))
<https://info.skatecanada.ca/index.php/en-ca/guides/338-assessment-guide.html>
- ~ Take into planning considerations any local rules notified by the Section that are applicable to assessment day organization and management.
 - JUDGE ASSESSED HIGH TEST DAY SPECIFIC
 - Judge High Test Day Assessments are currently being scheduled by the Section Office. Notifications, Procedures and Requirements are distributed when available (typically 1 – 3 times a season)
 - Notify coaches of any requirements, deadlines, or procedures.
 - Provide envelopes for coaches to give to participants; envelopes are returned to the assessment chair
 - Contact club administrator with prospective tests required for registration under “Purchase other Products” for credit card purchases
 - Confirm eligibility for skaters scheduled for tests*
- ~ **PROCEDURE (Below info) ON HOLD: CURRENTLY SET UP BY THE SECTION OFFICE DUE TO JUDGE SHORTAGE.**
 - Submit test day requests to the Section Judge Representative after the first board meeting of the season, for the upcoming season, per agreed upon dates by the board. One for Fall School Test day; one centralized test day (alternating December/March with CFSC)
 - Section Judge Representative will confirm requested dates & times, and evaluator for test days.
 - Co-ordinate with other clubs for high test days; sending notices in timely manner as information is available.
 - Notify coaches of deadlines for “wish lists” (prospective tests) and “pull dates” (for final test list) and means you wish them to contact you.
 - “wish list” date to be set 4 weeks in advance of confirmed test date.
 - “pull date” two weeks in advance of the confirmed test date. Note: this is per Skate Canada bi-laws
 - Provide envelopes for coaches to give to participants; envelopes are returned to the test chair
 - Prepare a tentative schedule based on the wish lists; confirming you have enough ice time

- Contact club administrator with prospective tests required for registration under “Purchase other Products” – confirm which to open to public after pull date.
- Confirm eligibility for skaters scheduled for tests*
- Complete final schedule (after the pull date); send to Section Judge Rep for approval
- After approved schedule received, send to coaches and skaters (and other club test chairs if centralized test day)
- Collect and confirm payment of fees; pull report from uplifter as required
- Prepare test sheets, test summary sheet, financial balance sheet, & expense claim
- Provide a room for officials with refreshments.
- Liaise with members for volunteers to assist with test days (music players, runners as required)
- Enter results on Skate Canada site
- Provide copy of results/summary sheet to participating clubs
- Complete Ice Reconciliation Template; provide copy for treasurer for billing
- Provide financial sheet for treasurer and inform of payment required to Skate Canada
- File official hard copy records of test results; keep for number of years agreed upon by the board

~ **STAR 1-5 ASSESSEMENT SPECIFIC**

- Keep basket with test notification envelopes supplied with envelopes, information slips, & glue stick
- Post Summary Sheet on Clip Board for coaches; provide envelope for result slips for collection
- Keep copies of test sheets & summary sheets along with procedures in test binder for coaches
- Process assessment results with Skate Canada and payments to treasurer bi-weekly (or monthly at minimum)
 - Prior to processing results confirm all participants have paid for their assessment (in returned envelope)
 - Confirmation of Credit card payments can be a copy of invoice and/or forwarded copy of invoice from treasurer.
 - Provide photocopy of summary sheet along with financial report and copy of SC submission to treasurer along with any payments.

~ **MERIT EVENT/CLUB COMPETITION**

- Act as tech rep for the Merit Event
- Liase with Coaching Event Manager
- Prepare certificates during event
- Set up awards area;
- Assist with handing out of awards with coach

~ **ADL/STARSKATE CHAMPIONSHIPS**

- Forward notices to skaters as required
- Provide eligibility status for participants when requested for competition entry (STAR or other events)
- Based on process set by the PEI Section for the current season:

- Review entries as provided by the Section Competition Chair; forward to coaches and treasurer
- Based on procedure set by the PEI Section for the current season:
 - You may be required to collect entry fees (if not paid directly to the Section)
 - confirm payment required to Skate Canada PEI for treasurer by due date (if club required to collect)
- Send out notice of STARskate Volunteer requirements to members of competitors

~ GENERAL DUTIES

- Keep status report of test results for monthly & yearly AGM Meetings (template provided)
- Provide certificates of tests completed for participants at the annual banquet (template provided)
- Forward Gold tests completed to the PEI Section Awards Chair for the year up to April 1st; and secretary & President at club level for an announcement in the paper