

Club Test/Competition Chair

Job Description:

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

Duties include:

- ~ Review the Skate Canada Rules and Technical Guidelines regarding procedures for test sessions. (info.skatecanada.ca (guides))
- ~ Take into planning considerations any local rules notified by the Section that are applicable to test day organization and management.
 - o HIGH TEST DAY SPECIFIC
- ~ 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 (at minimum)
 - 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; Hand out awards
 - ADL/STARSKATE CHAMPIONSHIPS
 - ~ Forward notices to skaters as required
 - ~ Provide eligibility status for participants when requested for competition entry (STAR or other events)
 - ~ Review entries as provided by the Section Competition Chair
 - ~ Collect entry fees; confirm payment required to Skate Canada PEI for treasurer by due date
 - ~ 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