



## NSWISA Test Policy and Procedures

<b>Date Approved:</b>	27/03/2017	<b>Effective Start Date:</b>	27/03/2017
<b>Policy Number:</b>	NSWISA012	<b>Version Number:</b>	2.0
<b>Review Date:</b>	June 2019		
<b>Related Policies/Procedures/Forms:</b>	NSWISA005 Test Application Policy NSWISA Test Guidelines		

### 1. INFORMATION FOR SKATERS, PARENTS & COACHES

- 1.1 NSWISA schedules annually approximately 12-14 Test Sessions which are pre-determined as part of the NSWISA Schedule of Events.
- 1.2 The NSWISA calendar includes all scheduled tests. Refer the Calendar on the NSWISA website home page
- 1.3 All Test Applications must be accompanied by the appropriate Test fee and registered on the NSWISA website by the applicant or their coach **PRIOR** to the test being confirmed.  
Refer the NSWISA website > Forms > Test bookings to register & pay for your test.
- 1.4 A registered Test does not automatically mean the Test is confirmed for that date.  
NSWISA will check for
  - current membership,
  - pre requisite tests are complete
  - test has been paid
  - space is available for the test selectedThis means your test may be declined or moved, and you will be contacted by NSWISA Administration via the email address provided if a change is required.  
  
There will be a maximum of 6 tests allocated to any Test session at Macquarie ice rink (Admin to contact John Lee to have session closed)
- 1.5 Test list final dates
  - 1.5.1 Final date for inclusion in a test is 11 days prior the test (Tuesday)
  - 1.5.2 Wednesday prior the test; all paperwork, pins, etc are couriered to the test rink
- 1.6 Test bookings can be checked via the NSWISA website > Info > Test Bookings Confirmed



## *New South Wales Ice Skating Assoc Inc*

---

It is the responsibility of the Skater and Coach to check this on the NSWISA web site. Website is updated weekly

Test fees may be non-refundable unless under specific circumstances and at the discretion of NSWISA, this includes where skaters fail to attend a booked test session.

The Test List will contain Name, Test Level, Home Club, NSWISA Membership and Coach and will be posted as a PDF and Excel.

- 1.7 NSWISA will ensure that all tests will be conducted using the ISA recommended number of appropriately qualified judges, unless prior approval is provided by ISA Judging. NSWISA Admin (or the delegated party) will organise any approvals required prior the tests taking place.

### **2. HOST CLUB GUIDLEINES**

***All Clubs must have an assigned Test Officer and advise NSWISA the Test Officer name and contact details (email and mobile)***

- 2.1. Ensure there is someone available to play music.
- 2.2. NSWISA Admin supplies a stock of test papers and a master set of Test papers. The Club Test Officer is responsible for
- Providing the Referee with the Test papers required for the specific tests. This includes writing the name of the Test skater on the Test paper.
  - Contacting NSWISA if they require more stock, or photocopying from the master sheets provided.
- 2.3. Check off the registration list and advise the Referee of anyone who does not attend. Ensure certificates are provided for all skaters passing a Test. Provide test pin to the candidate after both technical program and skills patterns have been passed. Advise NSWISA Admin (tests@nswisa.com) of any anomalies.

### **3. JOT (JUDGES & OFFICIALS TEAM) GUIDELINES**

- 3.1. Test Judging Officials
- A team of officials (judges) are designated to officiate and/or manage individual Test sessions.
- 3.2. Duties of Judging Officials
- NSWISA Admin to ensure the website contains a weekly update of the list of skaters for each Test date. Judge Officials will check the website for the current Athlete test list (menu path > Info > Tests Bookings Confirmed OR via NSWISA Administration menu path > Components > Form Maker Export/Import) to ensure the correct mix and number of judges have been assigned. ie. Dance or Pairs if required.



Liaise with required judges re: attendance

### 3.3. Test Officials

NSWISA JOT (Judges & Officials Team) to update list of Test Officials according to appropriate IJS judging level.

### 3.4. Signed Test Papers are to be scanned or forwarded to NSWISA Admin Officer (tests@nswisa.com) by a test official in attendance.

The Test Referee is responsible for completing and providing NSWISA Admin with the Test Report Form and emailing it to [tests@nswisa.com](mailto:tests@nswisa.com) within 7 days

The Test list will be used by the Referee as the base for the Test Report Form. There will be no separate Test Report Form to be completed

The Test List will contain Name, Test Level, Home Test Club, NSWISA Membership, Coach.

The Referee will add the Judges Initials and the Result attained to provide the Test Report Form.

### 3.5. POP UP TESTS- PROCESS UNDER REVIEW 27/3/17

Due to additional tests sessions and specific test sessions included for SYS, the need for POP UP tests **will be discouraged.**

However, from time to time we may need to accommodate a skater who perhaps trains internationally, or the lack of a test level prevents them from competing in the next competition, and is required to take a test which may not fall within the scheduled test sessions. Forward planning by coaches to attain required tests prior to State Championships should not be deemed an emergency on the part of NSWISA officials.

Should a POP UP Test be required the following actions are to take place:

3.5.1. **Skater/coach** to contact NSWISA Admin via email at [nswisa@nswisa.com](mailto:nswisa@nswisa.com) and [tests@nswisa.com](mailto:tests@nswisa.com) to request a pop up test

3.5.2. **NSWISA Admin** will forward this request to JOT

3.5.3. **JOT will determine** if the test is to proceed. If JOT does agree to the test, JOT will email the skater, coach and NSWISA Admin ([nswisa@nswisa.com](mailto:nswisa@nswisa.com) and [tests@nswisa.com](mailto:tests@nswisa.com)) to advise the name of the skater, coach, test date, rink, test level.



## *New South Wales Ice Skating Assoc Inc*

---

- 3.5.4. **The skater** will register for a future test date online, including payment and email tests@nswisa.com to advise they have completed registration
- 3.5.5. **NSWISA Admin** will change the Test Date in the database to the test date advised by JOT (refer step 3.5.3 above) on receipt of the email form the skater
- 3.5.6. **NSWISA Admin** will advise the Club of pop up test date, with a copy to skater, coach & JOT
- 3.5.7. **All other JOT** and Club guidelines will apply for paperwork, etc