

Guidelines for USFSA Test Sessions at Southwest Michigan Skating Club

Applications: Make sure your application is filled out completely and accurately. Fees must accompany the application and both must be RECEIVED BY the Test Chair before the deadline for the test. Test applications must be mailed to the Test Chair, and not left in the box in the SWMSC Club Office. Mailed applications should be sent directly to the Test Chair and must arrive before the deadline. Please do not send cash.

Credits: Fees from cancelled tests will be returned only if the cancellation is requested before the schedule is completed and at the discretion of the Test Chair.

Special Requests: Any special requests for scheduling on the test day should be noted on the test form. We may or may not be able to honor a request, but we will try when possible. If a request has a substantial impact on the cost of a test session, you will be charged for the excess.

USFSA Number: Your USFSA membership must be active at the time of testing. If you do not have a number, write "pending" in the place of your number.

Schedule: Generally, test schedules are posted one week prior to the test session. However, testers are advised to recheck the schedule the day before testing. Sometimes, late changes are unavoidable.

Out-of-Club Members: You must have permission from your home club to test outside your club. Please include with your application a letter from your home Test Chair indicating that you are a member in good standing and eligible to take the requested tests on the date of our session. Permission-to-test letters are also due by the application deadline. Out-of-Club tests will be scheduled only as time is available.

On the Test Day: Be at the test session approximately one hour ahead of your scheduled time in case of last minute changes. While you and your friends are waiting to test, stay away from the ice door and keep noise levels down. Listen for instructions from the Test Chair, the Judges, or your Coach.

Questions for Judges: Remember that the Judges are here to help you improve. If a comment is unclear, your Coach may request clarification of comments or additional feedback from the Judges.

Report Forms: Judging sheets will be delivered to the skaters and coaches as soon as all scores are checked and recorded. The originals must stay with the Club – Return them to the Test Chair. Copies will be provided by mail following the test session.

Questions: Questions may be addressed to Karen Bartha by e-mail at barthabck@comcast.net.

Mail to: Karen Bartha
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