



# **TEST ORGANISER** **MANUAL**

**FOR NATIONAL FIELD MOVES**  
**SINGLES AND DANCE TESTS**

**Guidelines for National Singles, Dance and Field Moves Test Organisers**

**NISA Office Test Organiser Contact [testmembership@iceskating.org.uk](mailto:testmembership@iceskating.org.uk) Or 0115 988 8064**

## 1. GENERAL INFORMATION

- 1.1 **Candidates** (or in the case of associate members their parents) should be notified of the date and time of a test at least two weeks prior to the event, by email or telephone and the full test schedule should be posted on the rink notice board. Where appropriate the responsibility for contacting the candidate may also be passed to their Coach. However, the Test Organiser is responsible for ensuring that an acknowledgement of the test date has been received from the parent/skater or the coach. In the event that there is no acknowledgement within 48 hours, the place may be awarded to the next on the list as appropriate to the session.
- 1.2 **Coaches** should be informed of test dates and either handed or emailed a proposed timetable at least two weeks prior to the test session. Where skaters are attending from other rinks the coaches and skater/s/parents should be sent a timetable at least two weeks prior to the test date. There may be exceptions here if some candidates are accommodated at the last minute due to others withdrawing etc. These are guidelines.
- 1.3 **Judges** – A copy of the proposed timetable should be emailed to the officiating Judge/s prior to the session or made available to the judge on arrival if they are not using email.
- 1.4 **Test Organisers** will arrange tests in accordance with the ice availability and the demand for tests in their area/facility. **The number of tests arranged must cover the cost of the judges in attendance.** There is no minimum or maximum. Judges should only be invited to judge tests through the local test organiser.
- 1.5 **Current lists of Judges and Officials** are available at the NISA office. Updated versions will be issued periodically but maybe accessed from the Office at any time.
- 1.6 **A record sheet** is available on the NISA website for those using Excel and should be kept up to date and emailed to the office following a test session. It is essential that these records are not lost and constant back up is recommended. Those who do not use Excel may use Word, Works, or alternatively keep a manual record book and inform the office of the tests performed by post. Please let the NISA Office know your preference.
- 1.7 **Expenses** - should the anticipated total judging expenses exceed £100 per judge, the NISA Office should be emailed the projected income and expenditure and asked to

approve the proposed test session. Email address as above.

- 1.8 **Conflict of Interest** - If a Test Organiser has a Conflict of Interest with any candidate skating in the Test Session (e.g. Their child or other family member is participating in the proposed session) they should ask the NISA Test Organiser Co-ordinator or another Test Organiser or the Test & Membership Co-Ordinator at the NISA Office to arrange the judges.

Please do not invite a judge to officiate if they are taking tuition from one (or more) of the coaches involved with the Test Session.

- 1.9 **Test Organisers who do not use Computers** may continue to issue cards but the posting of test cards will be phased out over time. However, Test Organisers, wishing to do so, will be able to continue handing out test cards to the skaters in person. If email is not being used all relevant information should be sent to the office by post.

## 2. APPLICATION FORMS

Application forms and a template excel record sheet can be downloaded from the NISA website. [www.iceksating.org.uk](http://www.iceksating.org.uk)

### 2.1 Completion of Application Forms, No Shows and Cancellations

- (a) The Candidate should complete the Application Form and ensure that the Coach's signature and Name (in Capitals) is included, together with any dates that are not suitable due to holidays, exams etc. Candidates who are unable to attend due to illness/injury need to supply a doctor's certificate in order for the test to be held over. A no show will result in the application being cancelled and the test fee forfeited.
- (b) Candidates who **withdraw** without a Doctors certificate, or other appropriate documentation will have their test application cancelled and will forfeit the test fee.

### 2.2 Where & How to send the Application Forms

- (a) The signed forms should be sent to the NISA Office. (Postal and Email Addresses are on the forms) Posted or emailed test papers are both acceptable, Applications can be sent individually by the Parent/Skater or collectively by the Coach if they have multiple candidates entering.
- (b) The NISA Office will confirm the receipt of papers to the candidates and forward the appropriate information on to the Test

Organiser, who in turn will inform the office of the appointed Judges and Provisional Timetable as soon as this information is available. Where there are additional skaters added to the timetable, an update should be forwarded to the office. There is no need to inform the NISA Office if there is simply change in skating order.

### **3. TEST SESSIONS**

#### **3.1 Number of Tests Required**

Test Organisers are advised to arrange tests once they have received enough applications to fill a proposed test session. The number of tests per session will vary from rink to rink due to the different periods of ice time allocated by the rink for NISA Tests. For rinks where it is difficult to arrange tests, candidates may be offered the flexibility to take their tests at test sessions in other rinks.

#### **3.2 Standby Tests & Alterations to the Timetable**

- (a) Where a skater needs a test urgently they may be accommodated as a standby, on the acceptance that if there is not enough time for their test to be included in the test session, their test will be held over for another session.
- (b) Once the Judge/s arrive at the session, if there are any requests for a change of order, or any urgent standby candidates available at the rink, the judge/s will decide how to schedule the test session.
- (c) Generally Field Moves should take place at the beginning of a session whilst the ice is clean. However, if the judges deem the ice suitable and wish to change the skating order to suit their timetable then they may do so.

#### **3.3 Level of Judges/Probationary Judges**

- (a) The Level of a judge shown on the Judges and Officials List will guide the Test Organiser as to which judges may judge the levels of tests applied for. Probationary judges may attend any session. They are able to download their own probationary judging sheets and then pass them at the end to the senior judge present. They will contact the Test Organiser for a copy of the timetable. The senior judge will issue a report to the office on their activity.

#### **3.4 Frequency of Judges Attendance**

- (a) Whilst Judges may officiate at consecutive sessions Test Organisers should vary the judges they use as much as possible. It is recommended to use a pool of local judges

on a regular basis but to include judges from further away as frequently as possible. It is in the interest of all, that Parents, Skaters and Coaches are not aware of which judges are appointed to officiate at a session. Test Organisers are asked to keep this information confidential until the day of the test where possible.

#### **3.5 Number of Judges**

- (a) For long sessions (over 2 hours) of Level 1-6 tests it is recommended that two judges are invited to share the load. It is often helpful to lower level judges to attend these sessions and judge some lower tests, and then be able to probationary judge others.
- (b) Sessions with Levels 7-10 are less frequent and 2 judges are required. It is therefore sometimes helpful to contact other test organisers and arrange a geographically friendly session at one centre to cover the senior tests. However, where there are enough tests to merit two judges in the busier rinks then there is no need to ask skaters to move from their home rink.
- (c) Due to the low number of judges in Scotland, there are 3 Regional Test Organisers and all Scottish Test Organisers are asked to let the Regional Test Organiser know when higher level tests are being held.

#### **3.6 Expenses**

- (a) Judges will deal with their own expenses for travel and accommodation, in some cases judges will issue their own sheets to NISA and in others the Test Organiser will take them, sign them off and forward to NISA.
- (b) Test Organisers should offer coffee/tea, and if warranted due to the length of the session, meals or sandwiches to officiating judges. Some rinks/clubs will offer refreshments free of charge, whilst others will charge. Receipts for Test Organiser out of pocket costs, including refreshments during the session, telephone, printing/photocopying, stationary etc. should be kept and expenses should be submitted to the NISA office following each test session. Expense forms can be downloaded from the NISA website.

- 3.7 News or Up to Date information for Test Organisers** will be posted on the NISA website but also emailed directly to Test Organisers.

### **4. TIMETABLE**

- 4.1** As noted in General Information above, this should be posted in the Ice Rink on the notice board, issued to Coaches and sent to

Judges. If Test Organisers wish to post partial information until the day – due to potential changes – this is acceptable so long as all candidates have been informed.

- 4.2 Where the rink notice board is not always accessible for viewing, then if possible a copy of the timetable should be made available at the Rink Reception or on view at an accessible, site agreed by the management.

#### 4.3 Warm Ups

Warm ups should be included in the Timetable. Appropriate background music may be played (but this is optional) during warm ups including Field Moves. For Pattern Dance Tests the relevant ISU dance music should be played. Skaters own Test Music may not be used.

- 4.4 **Applause** during and at the end of tests, as per a competition environment, is welcomed.

#### 4.5 Recommended Order of Skating

##### **Starting at Level 1 and progressing upwards in each Category**

Any deviations to the following order should be discussed with the Officiating Judge:

##### (a) **Singles/Pairs Session**

Field Moves  
Elements  
Free Skating

##### (b) **Ice Dance Session**

Field Moves  
Pattern Dance  
Variation Dance  
Original Dance  
Free Dance

##### (c) **Multi Discipline Session**

Field Moves  
Pattern Dance  
Variation Dance  
Original Dance  
Free Dance  
Elements  
Free

#### 4.6 Multi-discipline Sessions

At a multi discipline session, the Singles/Pairs maybe held prior to the dance tests by agreement of the judges but in this event the ice should be checked for suitability prior to the dance tests as a resurface maybe necessary.

#### 4.7 Particularly Long Sessions

A particularly long session may benefit from an ice resurface. The Test Organiser will discuss this possibility with the Officiating Judge before the Test Date and liaise with the Ice Rink Management accordingly.

Please remember when completing your timetable to allow time for comfort breaks for judges.

#### 4.8 Multi-Test Candidates

Where Skaters taking several tests at one session their tests may be scheduled to offer them a break between the tests. Where Skaters are taking two tests of the same type they must pass the first to be eligible for the second. Sequential Tests that are not taken due to failure at the previous level will be honoured for a second session. If the sequential tests are rescheduled for a second session and the candidate again fails to reach the required level to complete the tests the papers for higher tests in the sequence will also be cancelled and the fee forfeited.

#### 4.9 Outstanding Tests for 12 Months

If candidates have not taken their test within a year of applying for a test, the Test Organiser is asked to report into the NISA Office reasons for the delay.

#### 4.10 Recommended Method for Timetabling Tests

There is a separate timetable chart with all the recommended scheduling times at the end of this manual.

#### 4.11 Pairs Tests

As there are so few National Pairs Tests, these will be organised by the NISA Office. However, in some cases we may contact you to arrange for Pairs Tests to be added to one of your Test Sessions if possible. We have therefore added the timings for the Pairs Tests to the table within this manual.

#### 4.12 At the End of the Test Session

Judges need a quiet place to check the papers. They will require an envelope large enough to accommodate all the papers and it should be addressed:

**FREEPOST RRYX-LYKR-KRGS  
NISA UK LTD  
GRAINS BUILDING  
HIGH CROSS STREET  
HOCKLEY  
NOTTINGHAM NG1 3AX**

## **5. Aide Memoir**

- 5.1. **Book Ice Time** – where possible regular ice slots make organising tests easier for all concerned.
- 5.2 **Contact Judges** – Check availability of appropriate judges. Once the session is confirmed immediately inform the judge/s who will be officiating. Remember to advise judges if they are not required.
- 5.3 **Register the date/s** of Test Sessions for inclusion on the NISA Website Events Calendar. Include details of the Discipline/s and Levels
- 5.4 **Probationary Judges** may wish to attend the session. They are able to access information on test sessions from the Website and through their Mentor and will make their own arrangements. However, please do include them in refreshments during the session, and offer any help they may need with their attendance arrangements – these are your judges of the future.
- 5.5 **Communicate** by email, phone or card, the Test Session date and time to candidates. Place the timetable on the rink noticeboard (or appropriate position as agreed by the rink management). Ensure confirmation from all candidates.
- 5.6 **Inform the NISA Office Test & Membership Co-Ordinator** of the appointed Judges and Provisional Timetable for your session as and when this information is available
- 5.7 **Office Procedure** The office will send out certificates to all successful candidates and adjust the skaters' levels on the database.

## TABLE OF TIMINGS

TEST	WARM-UP TIME	TIME ALLOWED FOR EACH TEST (After Group Warm-Up)	MAXIMUM NO. OF SKATERS ON ICE FOR WARM-UP	TOTAL TIME FOR EACH GROUP OF TESTS
Field Moves 1 & 2	5 mins	10 mins	4	45 mins
Field Moves 3 - 6	5 mins	12 mins	3	41 mins
Field Moves 7-10	6 mins	12 mins	3	42 mins
Singles Elements 1-6	6 mins	10 mins	4	46 mins
Singles Elements 7-10	6 mins	12 mins	3	42 mins
Free Levels 1-3	3 mins	5 mins	6	33 mins
Free Levels 4-7	4 mins	7 mins	5	39 mins
Free Levels 8-10	6 mins	8 mins	4	38 mins
Pattern Dance 1-7	A minimum of 4 minutes.	5 mins	5 Solo Candidates Or 4 Couples	Approx. 30 mins
Pattern Dance 8-10	<i>Further time (1 minute per dance) may be added to ensure all pattern dance music is included</i>	6 mins		Approx. 35 Mins
Variation 1-2	4 mins	4 mins	5 Solo Candidates or 4 Couples	Approx. 25 mins
Original Dance 3-6	4 mins	4 mins		Approx. 25 mins
Original Dance 7-10	5 mins	5 mins		Approx. 30 mins
Free Dance 1-6	4 mins	4 mins	5 Solo Candidates Or 4 Couples	Approx. 25 mins
Free Dance 7-10	5 mins	5 mins		Approx. 30 mins
Pairs Tests 1 -6	6 mins	15 mins	2 pairs	36 mins

*If any skaters are kept waiting an unacceptable length of time due to any delays for whatever reason then the judges may offer an additional 1 minute warm up, or length of time they deem appropriate.*