

## U.S. FIGURE SKATING IJS PROTOCOL for TEST CREDIT – INFORMATION OVERVIEW (ATHLETES, COACHES, TEST CHAIRS, COMPETITION CHAIRS)

In accordance with Rules TR 3.00, 4.01 and 4.02, which go into effect November 1, 2017, athletes may receive credit for meeting minimum scores at any competition held under the International Judge System (IJS). The athlete must “skate-up” to the event they are seeking test credit for, in addition to having already passed any prerequisites prior to the competition event.

### Events eligible:

[Singles Free Skate](#): Juvenile, Intermediate, Novice, Junior, Senior and Adult Gold

[Pairs Free Skate](#): Juvenile, Intermediate, Novice, Junior and Senior

[Free Dance](#): Juvenile, Intermediate, Novice, Junior and Senior

*Click on the links above to see the required minimum scores for each level and event.*

### FOR ATHLETES

#### YOU ACHIEVED THE MINIMUM SCORES FOR RECEIVING TEST CREDIT FOR A COMPETITION EVENT YOU “SKATED UP” IN. WHAT DO YOU DO?

**STEP 1:** While you are at the competition collect copies of the documents below. It is also recommended that you take pictures of them for safe keeping. Ask the competition for a “**Test Credit Packet**” which includes:

1. A copy of the overall event results, that lists all of the skaters, in addition to the names of the Technical Controller and Event Referee. This is to prove the skater actually skated in the event.
2. Your individual protocol
3. Your **Test Credit Skater Report**, generated by the accountant. This has your name, your scores and verifies you achieved a passing result.

**STEP 2:** Obtain a written statement from your coach verifying that the above documents are true and valid. The coach may write their own statement, they may choose to use the sample document included in this packet, or your club may have a pre-printed form they can simply sign.

**STEP 3:** Submit these documents to your club’s Test Chair, along with the appropriate payment and request that the club record your test through the Members Only program, [www.usfsaonline.org](http://www.usfsaonline.org)

Each club may request this information in their preferred format. (For example, scan or upload picture files of the documentation to an online form, or submit paper copies, etc.). The important thing is that your club’s test chair obtains copies of documents 1-3, in step 1 and a verification from your coach.

*\*See next page for sample of the Test Credit Skater Report*



## FOR COMPETITION CHAIRS

Nonqualifying competitions are asked to make the required documents available to athletes requesting them. It is recommended that competitions put together “**Test Credit Packets**”, and make them available for sale for a nominal fee. A skater should be able to request at registration that a “**Test Credit Packet**” is made for them. It will likely require the skater asking, then sending a volunteer to the accounting room to create it. It will include:

1. A copy of the overall event results, that lists all of the skaters, in addition to the names of the Technical Controller and Event Referee. This is to prove the skater actually skated in the event.
2. The skater’s individual protocol / detailed judges’ scores sheet
3. The skater’s individual **Test Credit Skater Report**, generated by the accountant. Accountants can generate this report on ijsCompanion. See the picture below.

### \*SAMPLE OF NEW TEST CREDIT SKATER REPORT:

2017 Fall Figure Skating Invitational			
TEST CREDIT SKATER REPORT			
Friday, October 06, 2017			
Juvenile Girls QR Group A / Free Skate			
Eliza Edge, Sharper Edge FSC			
Type	Min score	Score	Result
Technical Element Score	8.00	25.42	Pass
Program Component Score	14.00	19.03	Pass
Segment Score	22.00	44.45	Pass
All valid elements			Yes
Overall Result			Pass

## FOR TEST CHAIRS

Club test chairs are responsible for collecting test fees and recording the tests via **Members Only** [www.usfsaonline.org](http://www.usfsaonline.org), as with any test. Beginning November 1, 2017, this will be an option under the Testing drop-down menu and the process for entering the required data will be very similar to entering a stand-alone test result. Search fields will be available to auto-fill the competition name, date, officials, etc.

Test chairs recording the test will need to receive copies of the required documentation, from the athlete (see p. 1 and 2).

Clubs may use **whatever method they choose of verifying the documentation** (electronic, paper, create a form, etc.). They may also charge a reasonable administrative fee, in addition to the U.S. Figure Skating fee, to the athletes for providing this service, in lieu of the test fee the athlete would pay to take it on a session.

**BELOW IS A SAMPLE FORM A CLUB COULD CHOOSE TO CREATE AND POST ON YOUR WEB SITE FOR ATHLETES TO FILL OUT AND SUBMIT BACK TO YOU.**

### Sample IJS Protocol for Test Credit Request Form (this is not required)

Athlete's Name:	
Athlete's member #:	
Parent name, if under 18:	
E-mail contact:	
Phone contact:	
Coach's Name:	
Coach's E-mail:	
Coach's Phone:	
<i>I verify that the athlete listed above is eligible to receive Test Credit through IJS protocol. I have seen the unaltered and correct scores, which match the protocol the athlete is submitting. I understand that altering a protocol sheet to meet the test requirement is considered an ethics violation of U.S. Figure Skating and The Professional Skaters Association.</i>	
Coach's signature:	
Name of competition:	
Date of competition:	

Select the test you are requesting credit for:

SINGLES FREE SKATE TESTS		PAIRS TESTS		DANCE TESTS	
Juvenile (\$ xx)		Juvenile (\$ xx)		Juvenile (\$ xx)	
Intermediate (\$xx)		Intermediate (\$xx)		Intermediate (\$xx)	
Novice (\$xx)		Novice (\$xx)		Novice (\$xx)	
Junior (\$xx)		Junior (\$xx)		Junior (\$xx)	
Senior (\$xx)		Senior (\$xx)		Senior (\$xx)	
Adult Gold (\$xx)					

**Please attach to this form:**

1. The overall event results, which include the names and signatures of the Event Referee and Technical Controller.
2. Your individual protocol
3. Your Test Credit Skater report from the competition.



**FOR COACHES**

In accordance with TR 4.00, in order for an athlete to receive test credit for IJS protocol, their coach must verify in writing, that the documents provided are correct and unaltered. Coaches may fill out this form, write their own supporting statement, or simply sign a test form created by a club with the statement pre-printed on it.

**Please deliver a copy of this form (or statement) to the Test Chair of the Home Club of the test candidate, via the preferred method of the club (i.e., email, upload to a web site, paper, etc.)**

Athlete's Name:	
Athlete's Home Club:	
Test Requesting Credit For:	
Name of competition:	
Date of competition:	
Coach's Name:	
Coach's USFS #:	
Coach's PSA #:	

*I verify that the athlete listed above is eligible to receive Test Credit through IJS protocol. I have seen the unaltered and correct scores, which match the protocol the athlete is submitting. I understand that altering a protocol sheet to meet the test requirement is considered an ethics violation of U.S. Figure Skating and The Professional Skaters Association.*

Coach's Signature	
Date:	