**

Welcome to Carolinas Figure Skating Club. One of the services we offer our members and local skating community is regular Test Sessions enabling skaters to advance through the levels of the USFSA test tracks.

1. **Test Registration**

Test sessions are announced approximately 8 weeks prior to test dates. Those dates are available on the CFSC website: <https://carolinasfsc.org/testing>. Skaters can register for tests online in the EntryEeze system (<https://comp.entryeeze.com/Membership/Welcome.aspx?cid=47> ). Test registration will remain open until 11:59 PM of the registration deadline. CFSC reserves the right to close the registration early in the event that the test slots are completely filled.

TIPS:

* Please be sure that club memberships are current.
* Test schedules are constructed based on ice time availability, test levels and judge availability. Skaters should plan to be present for any time slot to which they are assigned.
* Please confirm which test and level the skater will be testing with the coach and be sure to register for the correct test. (Coaches will be required to approve test registration.)
* Any changes to incorrect registrations may be subject to additional entry fees based on the test fee schedule.
1. **Test Fees and Late Applications**

Test fees are based on the published fee schedule. Non-members will be assessed an additional out-of-club fee. In the event that late applications are accepted past the registration deadline at the discretion of the test committee, an additional late fee of $25 will be assessed.

1. **Refund Policy**

Carolinas FSC has a **no refund policy,** with the following exceptions.

1. Injury – must have note from doctor.
2. Illness – must have note from doctor.
3. Family emergency. What constitutes a family emergency is a death or serious illness in the family.

If you meet one of the above reasons for needing to cancel a test, after the deadline date, the club will issue you a refund less any processing fees incurred.

*Note regarding contingent tests*:

\*\*You will not receive a refund for scheduled tests that cannot be taken due to a pre-requisite test receiving a RETRY result.

1. **Cancellation Policy**

CFSC reserves the right to cancel all or a portion of a test session for any reason including but not limited to:

* Receipt of 20 or fewer test applications by the published application date
* Insufficient judge panel
* Inclement weather
* Facilities problems

If CFSC cancels any or all of a test session, skaters will receive a refund within 10 days of the cancellation announcement

All efforts will be made to accommodate registered tests, but in the case that a skater needs to be bumped, he/she will be notified within 3 days following the test registration deadline. Refunds are issued to bumped skaters upon being informed of their release from the registration.

1. **Test Session Space Priority Rules:**

The following is the order as to how received test applications are placed on the test agenda, in cases where testing ice time is limited.

*First Priority:*

Home club members of Carolinas FSC based on registration date. If there are an exceeding amount of test applications than time will permit, and have been received on the same date, then scheduled test assignments will be placed according to the highest test level to be taken and order in which they are received. *Highest test will have priority.*

*Second Priority:*

 Associate Members of Carolinas FSC. Following space availability of home club members.

*Third Priority:*

Non-members of Carolinas FSC. Following space availability of home club members, and associate club members.

1. **Final Schedule**

After the schedule has been finalized and all test information is confirmed, a final pool of test candidates is assembled. The schedule will be constructed with the following considerations:

* Higher moves precede lower moves in most cases.
* Pre-Preliminary and Preliminary Moves in the Field tests may be multi-paneled at CFSC Test Sessions. (Coaches please have your skaters prepared to start their test at several different rink locations/circles. The judges will indicate where each tester is assigned to start, and have the final say at the beginning of each test.)
* Tests may run ahead of schedule, later testers need to anticipate that the schedule could run ahead.
* Skaters should arrive one hour ahead of his/her scheduled warm-up and check in with the ice monitor upon arrival.
1. **Special Test Sessions**

The test committee may create “specialty-focused” test sessions from time to time. Such tests may include:

* High dance
* Dance only
* High moves only
* Low moves only
* Bumped tests only

These test sessions may be by invitation only at the test committee’s discretion and if held during Freestyle Ice sessions, close communication with the test committee and judges will be required.

1. **Out-of-Club Testing**

Non-members testing at CFSC will be required to verify good membership standing and test eligibility upon request.

**CFSC Test Session Suggested Good Practices**

* Skaters should be fully dressed with a neat hairstyle and simple practice or compulsory-type dress or black practice pants.
* Black gloves and close-fitting jackets may be worn over dresses /skating attire during Moves in the Field tests.
* Some tests may have more than one skater testing at the same time. Skaters should use good freestyle etiquette to allow for a successful testing environment. The judges will help skaters with arrangement of test on rink markings.
* In multiple-skater tests, skaters should wait until the prior skater reaches the red line before starting rink circumference patterns. Skaters should practice figure 8’s and edges on several different rink locations/circles to ensure readiness to test in any area of the rink.
* Skaters and coaches should plan to stay at least 30 minutes after his/her test to receive and review results in a manner that is respectful of the other skaters, parents, and coaches.

**Code of Conduct**

To give all skaters the best opportunity to succeed, it is important to maintain a calm and supportive atmosphere in the rink and in the lobby. Success and disappointment should both be expressed quietly since others will be on the ice, in the rink, or in the lobby preparing to test.

Please remember to thank those who volunteer their time and have spent countless hours preparing for tests and competitions.

Best of Luck!

Carolinas Figure Skating Club