

## TEST SESSION POLICIES

(Approved by Santa Fe Skating Board: August 2018)

1. Test applications are due at least **2 weeks (14 days) prior to the scheduled test date by 5:00 PM**. Applicants should check the Santa Fe Skating Club website ([www.santafeskatingclub.org](http://www.santafeskatingclub.org)) for the application due date of each test session. Applications must be post-marked or delivered to the Test Chair by 5:00 PM on the application due date. Applications accepted after the due date will be on a first-come, first-served basis, space permitting. Please contact the test chair directly if you would like to submit a late application. A **\$25 late fee** will be assessed for filing after the application due date.
2. Priority will be given to members of the Santa Fe Skating Club.
3. If you are testing Intermediate or higher, or any dance, please contact the test chair as soon as possible so we can locate appropriate judges. Skaters taking high level tests marked with an \* may need to cover additional costs of bringing gold level judges to the test session if local judges are not available.
4. Pursuant to U.S. Figure Skating rules, all skaters who are not home club members of the Santa Fe Skating Club must provide a letter of permission from their home club or a copy of their current year U.S. Figure Skating membership card in the case of individual members.
5. Skaters must first pass the appropriate field move test before taking the corresponding free skate test. When applying for both field moves and free skate, the total fee for both events must be included in the test application payment. If the skater does not pass the field moves test, the fee for their free skate test is forfeited.
6. Test fees are **non-refundable** if a skater cancels the requested test(s) after the application due date. No exceptions.
7. The Test Chair has the right to cancel an entire scheduled test session or an individual test due to unavailability of appropriate judges or lack of sufficient test applications.
8. Once a test session begins, coaches and/or parents will not be allowed on the ice except as registered partners for dance/pairs tests or in an emergency situation.
9. The test schedule will be emailed to skaters and coaches at least two days before the test date.
10. Skaters should arrive at the rink at least 40 minutes prior to their scheduled time. Test chairs shall not be responsible for a skater missing their test if the test session is running ahead of schedule.
11. A warm-up session may be offered, depending upon time available and the number of skaters interested, which will range anywhere from 5 minutes to 30 minutes.
12. Only CD-Rs will be accepted for test music.
13. The \$25 non-member fee assessed to skaters who do not belong to the Santa Fe Skating Club will be waived for skaters who belong to other New Mexico U.S. Figure Skating affiliate clubs (i.e., Desert Ice FSC, Albuquerque FSC, and FSC of Rio Rancho) and New Mexico skaters who are individual members of U.S. Figure Skating.