



# Test Day Policy

March 2016

The Nepean Skating Club (NSC), under the auspices of Skate Canada, shall conduct all Test Days in accordance with Skate Canada's policies. If there are any discrepancies between this policy and Skate Canada's, the Skate Canada policy will apply. Any administrative and financial aspect of Test Days shall be within the purview of NSC.

NSC will assign the responsibility of planning and the management of Test Days to a Test Chair. The Test Chair must ensure that both NSC and Skate Canada's policies, rules, procedures and any other supplemental instructions are followed. This includes obtaining test sanction from Skate Canada and making arrangements for evaluators. The Test Chair will prepare the preliminary and final test lists based on input received from the Coaches. The Test Chair will provide the office with sufficient details to permit the office to generate invoices to all skaters who are testing.

NSC skaters, who are members in good standing, shall have the applicable Test Fees invoiced to the member's account, unless otherwise requested. Non-NSC skaters must submit an application and any fees as per the NSC published test fees prior to being tested.

All fees shall be set by the NSC Board of Directors annually. The NSC Board of Directors reserves the right to provide exemptions at its discretion.

Withdrawals can only be considered if they are submitted more than 14 days in advance of the test date. Skaters who withdraw after that date must pay all applicable test fees unless the Test Chair is satisfied that an illness or accident has necessitated the withdrawal.