

## Guidelines for Hayden FSC test sessions

- ❖ All Moves, Freestyle and Ice Dance Test forms deadline will be the Wednesday at 5 pm (2 weeks prior) according to deadline listed. Test forms must be mailed or dropped off.
- ❖ A current U.S. Figure Skating membership is required to test.
- ❖ All information must be complete or the test application will not be accepted. All signatures must be provided and USFSA number must be on form. Please print legibly.
- ❖ Only coaches who have completed the CER level A or B requirements may sign test forms. Every coach must be a Registered US Figure Skating Coach in order to be at test session. Name must be on the registered coach list and PSA CER level list. Coach's registration card and CER level certificate must be produced if requested at test session.
- ❖ All test applications will be checked, recorded, dated by the front desk when they are submitted.
- ❖ Skaters will be able to test on a first come first applied basis. If you are shut out of a session you will be guaranteed a slot in the next test session. No wait list is generated.
- ❖ Moves and Freestyle testing will be scheduled from 8:45 a.m. – 2:45 p.m. on Wednesday.
- ❖ There will be 2 practice sessions available on the test day for testers only. There will be a practice from 8:15 – 8:30 a.m. followed by an ice make and one during the judges' lunch break. These are included in the test fee.
- ❖ Ice dance testing will be held from 7:00 – 9:15 p.m. on Sunday evenings. Appropriate warm-up periods will be given.
- ❖ No requests for specific testing times are allowed. Tests will be scheduled based on judges' availability. Accommodations due to MCAS testing may be made by requesting a specific day in writing for the May test session. Once test schedule is posted there will be no changes.
- ❖ If number of skaters exceeds the allocated time frame the following procedure will be followed:
  - Testers representing Hayden –on a first come basis
  - Hayden members representing other clubs, if space allows
  - Out of club skaters – coached by Hayden staff, if space allows
  - Out of club skaters – no Hayden affiliation, if space allows
- ❖ If you cancel the test for various reasons you **will forfeit your application fee**. A space will be held for the following month but a new application fee must be paid by the next deadline
- ❖ There are no late applications accepted.
- ❖ All mailed applications must be postmarked by the Monday (2 weeks prior). If you mail the rink please notify the rink by e-mail: [slalone@jwhayden.org](mailto:slalone@jwhayden.org), or [bgore@jwhayden.org](mailto:bgore@jwhayden.org),
- ❖ The club reserves the right to cancel any test session due to low enrollment. You will be given a slot in our next test or you can request a refund.