

## BEAUMONT SKATING CLUB STAR 1-Gold ASSESSMENT DAY PROCEDURES

Please find enclosed the Assessment Day Procedures for skaters in the Star 1- 5 program and STAR 6-Gold program. Please note that ALL Assessments are managed by the Coaches and the Assessment Coordinator as per Skate Canada Assessment Coordinator Procedures. If you have any questions, please contact your skaters Coach or Assessment Coordinator.

[Star 1-5 Program and Star 6-Gold Artistic and Skills Assessments](#) - Click on the Link to become familiar with these procedures.

**Star 6-Gold Program-** The Assessment Coordinator is responsible for the Management of all Assessments and Assessment Days.

- Coaches will advise skaters of their eligibility for Assessment and of any up coming Assessment days.
- Coaches will submit all Assessments to the Assessment Coordinator within 4 weeks of the designated Assessment day.
- The Assessment Coordinator will advise of the Assessment Pull Date. This is when the Coaches can pull an Assessment without penalty to the skater. The pull date is set two weeks before Assessment day.
- Once the Assessment list is finalized, the Assessment Coordinator will create the Assessment schedule and send to the Evaluator to approve.
- Once Approved, the Assessment Coordinator will determine Assessment fees as per the Skate Canada Assessment Coordinator procedures.
- The Assessment Coordinator will then submit the Assessment Schedule to the Coaches and to those being assessed along with notification of the Assessment Fees.
- The Skater must pay the Assessment fees prior to the Assessment day. If the Skater does not pay the Assessment fees, the Assessment Coordinator may withhold submitting any Assessment results until the fees are paid.
- If the Skater withdraws after the pull date the Skater is responsible for the Assessment Fees. Only Exception is due to Medical.
- If there is a medical reason for withdrawal, the skater must notify the Assessment Coordinator in writing and provide a doctor's note (if requested by the Assessment Coordinator). If skater is pulled due to medical there is no charge of Assessment fees.
- Once Assessment Day has concluded, the Assessment Coordinator must submit the Assessment results to Skate Canada as per Assessment Coordinator Procedures.
- The Beaumont Skating Club keeps records of all Assessments and a skater log. This is also updated by the Assessment Coordinator.
- If a Skater is completing their assessment at another Club, the Assessment Coordinator MUST be contacted to make the appropriate arrangements.