



## COACH ASSESSED ASSESSMENT DAY PROCEDURES

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The following are the Beaumont Skating Club guidelines for all coach assessed Assessments (Star 1-5 Program and Star 6-Gold – Skills and Artistic Only Programs). These guidelines will ensure accountability, record keeping, and ease for both the coaches and the Assessment Coordinator.

1. It is up to the coach to determine when a skater is ready for testing. When this decision is made, the coach is responsible to complete the following:
  - A. Notify the Skater and Parent/Guardian by E-mail of the upcoming specific assessment and what date, time and ice location.
  - B. Inform the Assessment Coordinator a minimum of 7 days in advance to ensure there is enough time to have the paperwork completed and at the arena for the Assessment Day. Coaches may choose to complete and prepare the sheets themselves. They will notify the Assessment Coordinator.
2. Parents/Guardians **MUST** pay the Assessment Fees through their **UPLIFTER** account under the Registration Tab and click on Assessments. Please select the assessment tab that your skater's Coach has communicated to you (Dance, FreeSkate, Skills or Artistic) and find the correct Star #. The Assessment Fee **MUST** be received before the Assessment can occur. If the fees are not collected, then the assessment must be postponed.
3. Parents/Guardians can review the [Skate Canada Assessment Procedures and Tips](#) for understanding what is involved with Assessment Days and what Coaches, Assessment Coordinators and Skaters roles are.
4. Once the assessment is complete, the coach will ensure all the correct documentation is completed on the Assessment Sheet. The top of the sheet will be separated from the bottom. The **top portion** with the assessment result will be placed in the Assessment Chair Basket. The **bottom portion** is reviewed with their skater who will then keep that for their results.
5. It will then be the responsibility of the Assessment Coordinator to prepare a collection of fees to report to the Treasurer for payment to Skate Canada.
6. The Assessment Coordinator will be responsible for submitting all electronic paperwork to Skate Canada as per the guidelines for Assessment Coordinators.