

Guidelines for Hayden FSC test sessions

- ❖ The deadline for all Single Skills, Singles and Ice Dance Test forms will be according to deadline listed on test schedule (usually 2 weeks prior). Test forms **must** be postmarked by deadline.
- ❖ When you mail the rink please notify the rink by e-mail: slalone@jwhayden.org, or bgore@jwhayden.org,
- ❖ **There are no late applications accepted.**
- ❖ 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 are listed as compliant 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 compliance list. Coach's registration card and compliance card must be produced if requested at test session.
- ❖ All partners for testers under 18 must be on the compliance list at US Figure Skating
- ❖ All test applications will be checked, recorded, dated by the order 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.**
- ❖ Skating Skills and Singles testing will be scheduled from 10:15a.m. – 4:00 p.m. on Wednesday.
- ❖ Ice dance testing will be held from 5:15 – 8:15 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. 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 prior to test day a space will be held for the following month
- ❖ If you do not show up for the test, you will forfeit your application fee.
- ❖ 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.