

## **Ice In Paradise Figure Skating Club (IPFSC)**

### **How to Prepare for a USFS Test**

*Your coach has been working with you or your child and has indicated that you or your skater is ready to take a test. Here are a few administrative items to consider in order to make sure that the whole process goes smoothly.*

**Membership Currency:** Make sure your USFS membership is current. Memberships are valid from July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the following year. This is in order to synchronize with the membership term of United States Figure Skating (USFS) that we are affiliated with. If a membership is submitted anytime between July 1<sup>st</sup> and June 30<sup>th</sup> it still expires on June 30<sup>th</sup>. This is a USFS policy that IPFSC cannot do anything about. Your home club membership at IPFSC also enrolls you as a member with full privileges in USFS. There is no need to separately register for USFS membership. Please make sure to submit your membership application well in advance of the test session to allow time for processing.

**Letter of Permission for Non-Home Club Members:** IPFSC and most other USFS affiliated clubs require a letter of permission from an official of your home club before a test application can be executed. Please allow time for the letter to be generated and processed. A good rule of thumb is 2 weeks before you intend to submit the test application.

**Submit your test application early:** The best way you can assure your position on a test session is to get your test paperwork in early. Doing so will allow us to plan for the amount of ice we need as well as the judges we need, and get those judges here for the tests. We try to schedule judges appropriate for the type of test applications we receive. Not all judges are created equal. Judges get certified at three different levels in each of the disciplines we test: moves in the field, singles/pairs freeskating, and ice dancing. Depending on the test mix requested we need to schedule a different set of judges. By waiting too long you will run the risk that the type of judges you need for your test will not have been booked.

Also remember that when we have limited ice time tests are given priority in the order that the applications are received. Club members get priority over 2nd club members who in turn get priority over non-club members up until the week before the test. In the last week leading up to the test club members cannot bump a non-club member off the session.

Remember to leave time to have your coach sign your test form.

**Payment:** Payment in full for the test is required with the test form submission. Checks are held until the test is conducted in case the session needs to be cancelled due to issues beyond our control.

**The Day of the Session:** Get to the rink early! If there are test cancellations or failed tests your test could take place earlier than originally scheduled. A minimum rule of thumb is to be ready to take the ice 1/2 hour before your warm-up group is scheduled.