

U.S. FIGURE SKATING IJS PROTOCOL for TEST CREDIT – INFORMATION OVERVIEW (ATHLETES, COACHES, TEST CHAIRS, COMPETITION CHAIRS)

In accordance with Rules TR 3.00, 4.01 and 4.02, athletes may receive credit for meeting minimum scores at any competition held under the International Judge System (IJS). The athlete must “skate-up” to the event they are seeking test credit for, in addition to having already passed any prerequisites prior to the competition event.

Events eligible:

[Singles Free Skate](#): Open Juvenile, Juvenile, Intermediate, Novice, Junior, Senior and Adult Gold

[Pairs Free Skate](#): Juvenile, Intermediate, Novice, Junior and Senior

[Free Dance](#): Juvenile, Intermediate, Novice, Junior and Senior

Click on the links above to see the required minimum scores for each level and event.

FOR ATHLETES

YOU ACHIEVED THE MINIMUM SCORES FOR RECEIVING TEST CREDIT FOR A COMPETITION EVENT YOU “SKATED UP” IN. WHAT DO YOU DO?

STEP 1: At the competition, go to the registration/information desk and ask for a “**Test Credit Packet**” which includes the documents listed below. This **MUST** be requested on-site, and will not be available after the competition ends. Take a picture of all documents for safe-keeping. As a courtesy, ask the competition for the packet within one hour of your event ending.

Documents needed / included in the Test Credit Packet:

1. A copy of the overall event results, that lists all of the skaters, in addition to the names of the Technical Controller and Event Referee. This is to prove the skater actually skated in the event.
2. Your individual protocol
3. Your **Test Credit Skater Report**, generated by the accountant. This has your name, your scores and verifies you achieved a passing result. See the next page for an example.

STEP 2: Obtain a written statement from your coach verifying that the above documents are true and valid. The coach may write their own statement, they may choose to use the sample document included in this packet, or your club may have a pre-printed form they can simply sign.

STEP 3: Submit these documents to your club’s Test Chair, along with the appropriate payment and request that the club record your test through the Members Only program, www.usfsaonline.org

Each club may request this information in their preferred format. (For example, scan or upload picture files of the documentation to an online form, or submit paper copies, etc.). The important thing is that your club’s test chair obtains copies of documents 1-3, in step 1 and verification from your coach that it is authentic.

IMPORTANT: *Before you leave the competition, check your packet and be sure you have ALL three of the correct documents. If you do not, please ask to speak with the Accountant to obtain them.*



FOR COMPETITION CHAIRS

Nonqualifying competitions are asked to make the required documents available to athletes requesting them. It is recommended that competitions put together “**Test Credit Packets**”, and make them available for sale at the registration desk, for a nominal fee. Skaters should be able to request a “**Test Credit Packet**” as soon as their event results are posted.

Helpful hint: Post a sign at registration, or next to the results reminding skaters of how / where / when they should request a Test Credit packet. Skaters should be encouraged to request it as soon as possible following their event, but may not be required to request it before they skate.

The Test Credit Packet should contain:

1. A copy of the overall event results, that lists all of the skaters, in addition to the names of the Technical Controller and Event Referee.
2. The skater’s individual protocol / detailed judges’ scores sheet
3. The skater’s individual **Test Credit Skater Report**, generated by the accountant. Accountants can generate this report on ijsCompanion. See the picture below.

*SAMPLE OF NEW TEST CREDIT SKATER REPORT:

2017 Fall Figure Skating Invitational

TEST CREDIT SKATER REPORT

Friday, October 06, 2017

Juvenile Girls QR Group A / Free Skate

Eliza Edge, Sharper Edge FSC

Type	Min score	Score	Result
Technical Element Score	8.00	25.42	Pass
Program Component Score	14.00	19.03	Pass
Segment Score	22.00	44.45	Pass
All valid elements			Yes
Overall Result			Pass

FOR TEST CHAIRS

Club test chairs are responsible for collecting test fees and recording the tests via **Members Only** www.usfsonline.org, as with any test. This is an option under the Testing drop-down menu.

Test chairs recording the test will need to receive copies of the three pieces included in the Test Credit Packet: 1) An overall event result sheet. 2) The skater’s individual protocol. 3) The Test Credit Skater Report (see above). These items must accompany a statement from the coach that the information is not altered (see below).

Clubs may use **whatever method they choose of verifying the documentation** (electronic, paper, create a form, etc.). They may also charge a reasonable administrative fee, in addition to the U.S. Figure Skating fee, to the athletes for providing this service, in lieu of the test fee the athlete would pay to take it on a session.

BELOW IS A SAMPLE FORM A CLUB COULD CHOOSE TO CREATE AND POST ON YOUR WEB SITE FOR ATHLETES TO FILL OUT AND SUBMIT BACK TO YOU.

Sample IJS Protocol for Test Credit Request Form (this is not required)

Athlete’s Name:	
Athlete’s member #:	
Parent name, if under 18:	
E-mail contact:	
Phone contact:	
Coach’s Information	
Coach’s Name:	
Coach’s E-mail:	
Coach’s Phone:	
<p><i>I verify that the athlete listed above is eligible to receive Test Credit through IJS protocol. I have seen the unaltered and correct scores, which match the protocol the athlete is submitting. I understand that altering a protocol sheet to meet the test requirement is considered an ethics violation of U.S. Figure Skating and The Professional Skaters Association.</i></p>	
Coach’s signature:	
Competition Information	
Name of competition:	
Date of competition:	

Select the test you are requesting credit for:

SINGLES FREE SKATE TESTS		PAIRS TESTS		DANCE TESTS	
Juvenile (\$ xx)		Juvenile (\$ xx)		Juvenile (\$ xx)	
Intermediate (\$xx)		Intermediate (\$xx)		Intermediate (\$xx)	
Novice (\$xx)		Novice (\$xx)		Novice (\$xx)	
Junior (\$xx)		Junior (\$xx)		Junior (\$xx)	
Senior (\$xx)		Senior (\$xx)		Senior (\$xx)	
Adult Gold (\$xx)					

Please attach to this form:

1. The overall event results, which include the names and signatures of the Event Referee and Technical Controller.
2. Your individual protocol
3. Your Test Credit Skater report from the competition.



FOR COACHES

In accordance with TR 4.00, in order for an athlete to receive test credit for IJS protocol, their coach must verify in writing, that the documents provided are correct and unaltered. Coaches may fill out this form, write their own supporting statement, or simply sign a test form created by a club with the statement pre-printed on it.

Please deliver a copy of this form (or statement) to the Test Chair of the Home Club of the test candidate, via the preferred method of the club (i.e., email, upload to a web site, paper, etc.)

Athlete's Name:	
Athlete's Home Club:	
Test Requesting Credit For:	
Name of competition:	
Date of competition:	
Coach's Name:	
Coach's USFS #:	
Coach's PSA #:	

I verify that the athlete listed above is eligible to receive Test Credit through IJS protocol. I have seen the unaltered and correct scores, which match the protocol the athlete is submitting. I understand that altering a protocol sheet to meet the test requirement is considered an ethics violation of U.S. Figure Skating and The Professional Skaters Association.

Coach's Signature	
Date:	