



NBSC STARSkate Assessment & Evaluation Policy

Purpose

The purpose of this policy is to outline the process for conducting assessments at the North Bay Skating Club (NBSC) in accordance with Skate Canada and Skate Ontario guidelines. This policy defines the roles and responsibilities of all involved parties and differentiates the procedures for Low Test (STAR 1-5) assessments and High Test (STAR 6-Gold) assessments.

Scope

This policy applies to all skaters, coaches, parents/guardians, and assessment coordinators involved in the assessment process at NBSC.

STARskate Assessments: Roles and Responsibilities

Coach Responsibilities

- Determine when a skater is ready for an assessment.
- Communicate readiness and required fees with the skater and parent/guardian.
- Submit assessment requests to the Assessment Coordinator and NBSC Treasurer (nbsctreasurer17@gmail.com) at least two weeks before the assessment date.
- For low test assessments ONLY- Instruct parents to purchase a test evaluation for each assessment (STAR4 elements = 1 test, STAR 4 elements & STAR 4 program = 2 tests) on Uplifter and ensure confirmation of payment is received before conducting assessments.
- Conduct STAR 1–5 assessments during regular session ice time.
- Submit completed assessment sheets for STAR 1–5 assessments to the Assessment Coordinator at the end of each month or session (eg. summer).
- Communicate assessment results to skaters and parents.

Skater Responsibilities

- Train with their coach to develop assessment-required skills.

- Arrive on time and be prepared with appropriate attire and equipment (including music on USB if needed).

Parent/Guardian Responsibilities

- Ensure all assessment fees are paid in full **prior** to the assessment date. Payment is made via EMT. After payment is made, send an email to the treasurer (nbsctreasurer17@gmail.com) and coach to confirm payment.
- Support their skater by ensuring they attend lessons and are prepared for their assessment.
- Review communication from the coach and the club regarding assessments.

Assessment Coordinator (Designated Board Member) Responsibilities

- Arrange for evaluators for High Test assessments (STAR 6-Gold).
- Organize and schedule assessment days in collaboration with coaches and the official for high test days.
- Calculate assessment fees, issue a test invoice, and track receipt in collaboration with the treasurer to ensure compliance with Skate Canada and Skate Ontario guidelines. Fees include:
 - Skate Canada assessment fee - \$12/assessment
 - Additional fees (high test) may include: official fees, facilitation of assessment day
- Ensure the assessment day is properly coordinated, including ice time, warm-up periods, music, and evaluation logistics.
- Submit required assessment information to Skate Canada.
- Store electronic copies of assessment records securely for up to 7 years.

Assessment Process

Low Test Assessments (STAR 1- 5)

- Skaters must pay all required assessment fees before the assessment takes place.
- Coaches assess STAR 1-5 assessments during regular session ice time.
- Coaches complete the required assessment form and submit the results to the Assessment Coordinator via envelope in coach room during Fall/Winter/Spring. During summer session, assessment results/forms are to be given to the assessment coordinator at the end of the summer session.

- Results are communicated by the coach and registered with Skate Canada monthly during the fall/winter, spring, and summer sessions.

High Test Day Assessments (STAR 6-Gold - Star 5 tests can be included in high test day)

- Require a certified Skate Canada Evaluator.
- The Assessment Coordinator organizes the High Test Day, ensuring ice time is available and facilitation of music and/or volunteer needs.
- Coaches to remain at the boards or designated area during the assessment.
- Skaters receive their original evaluation sheet; copies are retained by the club.
- The assessment coordinator will register the assessment results with Skate Canada within 30 days from the scheduled assessment day.

Fees and Payment

- All associated assessment fees must be paid before any assessment occurs.
- Assessment fees are set by Skate Canada and are non-refundable.
- Any applicable fees associated with facilitation of the high test days are charged to the skater.
- Fees must be paid through the club's designated payment process (EMT to nbsctreasurer17@gmail.com).
- ***Proof of payment is required before any assessment is conducted.***

Rescheduling and Cancellations

- Low Test assessments may be rescheduled at the coach's discretion.
- High Test assessments may only be rescheduled in cases of illness, injury, or extenuating circumstances, subject to evaluator availability.
- Coaches must submit a final list of skaters ready for assessment to the Assessment Coordinator ***at least 2 weeks in advance.***

Updates/Revisions

- This policy will be reviewed annually by the North Bay Skating Club Board of Directors.
 - Any updates to Skate Canada or Skate Ontario guidelines will be reflected in this policy as required.
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Last Updated / Effective Date: July 2025