

# WINDY CITY FIGURE SKATING CLUB

## Test Session Registration Information & Policies

In order to test on a Windy City FSC test session, the skater must be a Full Member of the USFSA in good standing. Per USFSA, skaters with Learn to Skate Membership are not eligible to test.

Test sessions are open to all skaters with priority given to Windy City FSC members for the first 7 days on a first come, first served basis. Test session registration opens one month prior to the test date.

All registrations for test sessions are processed online via EntryEeze.

### General Guidelines

- Test sessions open for registration at 10:00am, one month prior to the test date
- Only members are eligible to sign up in the first 7 days
- Non-members are eligible to sign up beginning on the 8th day
- Test levels may be prioritized per judge availability
- Registration will close 10 days prior to the test date, **or sooner if full.**
- There are no waitlists
- There are no transfers to different test dates
- Skaters and their coaches will be emailed their test time 5-7 days prior to the session
- Skaters can be placed on the schedule at any time during the duration of the test session and specific scheduling requests will not be accommodated.
- Skaters may sign up for a maximum of three tests within the same test session. However, if a test is contingent on passing one or more previous tests within that session (such as a MITF test required for a free skate test) and the required test is not passed, the fee paid for the test(s) not taken is forfeited.

### Virtual Test Sessions

- Per USFSA Technical Notification 261, Windy City FSC will offer virtual testing through June 30, 2021.
- Only Moves in the Field, Ice Dance, and Free Skate tests are eligible for virtual testing.
- All registrations will be processed through EntryEeze and follow the same general guidelines as in-person test sessions as stated above.
- A link to a Google drive folder to upload the affidavit and video will be emailed to the coaches one week prior to the test date and will remain open until 11:59pm on the test date. Both attachments must be included in order for the test to be valid. **Do not include the Judging Form.**
- In-person virtual test sessions hosted by Windy City FSC will be run the same way as in-person test sessions but without judges, to provide an opportunity for skaters to create a video for submission. Note: Skaters will be limited to one skate per test at in-person virtual test sessions. No re-skates or restarts will be permitted
- Skaters may also make their own arrangements to take videos on other sessions at McFetridge or at another rink.
- A copy of the test results will be emailed to the coach within one week of the submission deadline. All test results are final.

- For proctor and video requirements, please refer to the USFSA Website for Technical Notification 261 - Virtual Judging of Tests.

### Windy City FSC Members

- Log into your membership account and select the desired test session
- Sign up for members ONLY begins the first day the test registration opens for 7 consecutive days on a first come, first served basis after which non-members may register on a first come, first served basis **until the session is full**
- No permission letters or waivers are required
- Review Coach's Approval below for verifying test level

### Non-Members

- Registrations for test sessions are processed online through EntryEeze
- Proceed to the non-members section and select the desired test session (upper left corner of main screen). **This is only visible if the test session is open for registration.**
- Non-member registration is permitted on the 8th day after registration opens, on a first come, first served basis until full. All registrations will close 10 days prior to the test date, **or sooner if filled.**
- Windy City FSC Release Form - All non-members will be asked to sign the RELEASE AND WAIVER OF LIABILITY form at check-in prior to testing.
- Permission / Membership letter (Out Of Club Authorization) is required. Upload form to EntryEeze at time of registration.
- **Out of club skaters who do not provide the Release Form and Permission To Test letter electronically to the test chair within 72 hours will be dropped from the test session and a refund minus a \$5.00 administration fee will be issued after the test date**
- Non-members will be charged a \$20.00 out of club fee. This fee will be refunded for dance tests if the skater's home club is a member of the Illinois Skating Council. You will need to check with your Home Club to determine if it is a member of the Illinois Skating Council.
- Review Coach's Approval below for verifying test level

### Coach's Approval

- All coaches listed on the skater's test registration will be notified via EntryEeze of a skater's sign up and test level.
- Coaches have 72 hours to reply to verify the correct test level, otherwise the skater forfeits the registration and will be removed from the test session.

### Refund Policy

- A full refund will be issued only when a skater emails a cancellation request to the Test Chair no later than midnight 7 days **prior** to the test session date to: **internetvmail@gmail.com**
- Unless the test session is cancelled, there will be no refunds after the cancellation deadline.
- Refunds issued by Windy City FSC follow the credit card banking institution policy, are subject to their rules and will be issued after the test date.

### Windy City Club Members Request for Special Test Sessions

- As a courtesy for Windy City Club members, coaches may contact a judge and arrange a special test session for their skater(s).
- Each skater's name, USFS#, test being taken, test date & time, as well as the judge's name must be emailed to the Test Chair at least 7 days prior to the test date to allow for verification of the skater's eligibility.
- Special test session results will not be accepted without prior approval.
- Special test sessions will only be approved for the following test levels:
  - Moves in the Field: Pre-Preliminary & Preliminary
  - Free Skate: Pre-Preliminary with or without Music.
  - Ice Dance: Preliminary, Pre-Bronze & Bronze. Note: Special ice dance test sessions may only be scheduled during WCFSC ice and are very limited and will only be allowed for special circumstances.
- In addition to registration fees, skaters must also pay the required ice time fee.

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