



Policy # 4

Policy Title Assessment Policy & Procedures

Policy Owner(s) Division / Department	Evaluators & Judges Committee
Effective Date	September 9, 2026
Last Review Date	September 8, 2026

POLICY

- Based on availability of officials, each club may request two assessment days in the main season (October through March) and one during each of the off-season schools (Fall, Spring and Summer).
- Second assessment days in the off-season or a third assessment request in the main season may be granted in the event of one event being greater than 3hrs. *Subject to availability of evaluators
- Assessment days 2hrs or over are required to have a flood/break
- Requested assessment days are not guaranteed
- Based on evaluator availability, alternate dates may be provided for consideration
 - At minimum, the Section will arrange two centralized assessment days per season if above accommodations cannot be met
- The option to assess during a PEI competition will be at the discretion of the Section.
- Anticipated Diamond Dance Evaluations need to be submitted with assessment day requests. Based on need and availability of evaluators, Diamond Dance assessments may be provided virtually. The Section has the right to limit to one per season.
- If a club is unable to host an assessment day or has limited skaters to assess, requests may be made to the Section Judge Evaluator Chair to find a location to accommodate your skater(s). * Extra fees may apply



PROCEDURES

- Assessment chairs to request dates for club assessments.
 - By August for September Fall Schools
 - October for up to and including December dates.
 - Dates after December through March are to be submitted by January 15th.
*March Break should be avoided as a request time
 - Due in March for Spring Assessments
 - Due in June for Summer Assessments
 - Late requests (a minimum of three weeks in advance) will be considered though limits chances to accommodate.
 - Requests should include 1st choice, 2nd and 3rd choice (including date, time & location)
- Confirmation of assessment days will be provided as availability of evaluators is confirmed.
- Complete schedule of tests including names, times and location will be forwarded two weeks in advance of confirmed assessment day to the Section Judge Evaluator Chair at scpeiofficialschair@gmail.com
- All requests for special circumstances ie club does not have an assessment day, skater looking for an alternate assessment day due to conflicts, etc, must be submitted to the Judge Evaluator Chair at the Section by the assessment chair from the skater's respective club.
- Unless a skater is associated with a non-home club, all requests to participate at an alternate club's assessment day must go through the Judge Evaluator Chair.
- Special requests will be put on a wait list and notified of accommodation as able
- Neither clubs or coaches are to contact evaluators/officials directly. All requests must go through the Judge Evaluator Chair at the Section.
- Other notes:
 - reminder all rink-side doors are to be closed while skaters are on the ice
 - assessment sheets are to be prepared and in order
 - Mileage will be reimbursed at the current Skate Canada PEI mileage rate based on the evaluator's actual travel, with kilometres confirmed by the Section Judge Evaluator Chair and provided to the club in the assessment confirmation.
 - A gift card honorarium may be provided at the club's discretion, with a suggested minimum value of \$25