

GOLD MEDAL TEST CENTER DIRECTOR CHECKLIST

Below you will find a list of all the steps you need to conduct for your upcoming Gold Medal Test Center.

REQUIRED NOTIFICATIONS

- Contact Rink to ensure rink floor that Gold Medal testing is performed is large enough.
 - Must be minimum of 70' x 170' of clear skating surface with no pole obstructions.
- Contact Section President for Gold Medal Test approval _____.
 - Ensure the section has not held 2 artistic or 2 speed Gold Medal Test Centers this fiscal year.
 - *Approval must be granted prior to any further notifications.*
- Contact all RSA member rinks in your Section # _____
 - 60 day notification of Gold Medal Test Center to all RSA rink members in your section.
 - Correspondence must be addressed to both the operator and coach.
- Contact RSA national office with Names and Panel # of each of the Gold Medal Judges.
 - 30 day notification of all Gold Medal #4 commission Judges to verify commissions/status with RSA.
- Submit approximate time schedule to skaters and coaches.
 - 10 day notification of the tests time schedule to all skaters and coaches.

REQUIRED FORMS (Must be submitted by Test Director)

- Achievement Test Summary Reports
 - Summary of Gold Medal Test Center details to be completed by Test Center Director.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Artistic or Speed Achievement Test Forms
 - Record each skater's test details.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Judges Scoring Forms
 - Judges will use to record scores during tests.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Coaches Test Report Forms
 - Record all skaters details per individual Coach.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Judges Roster
 - Test Center Director will fill out when confirming commissions (5 RSA judges with #4 Commissions).
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Medal Order Form
 - Fill out one form per Gold Medal Test for each skater. This will be used to order medals.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.

All required forms must be verified by Test Center Director and returned to the RSA with full payment to be processed.

Roller Skating Association
Attn: Achievement
6905 Corporate Drive
Indianapolis, IN 46278

REMINDER:

Gold Medal Tests RSA fees are \$22 per test. In addition to the RSA fee, the host rink may charge an assessment fee up to \$22 per test to defray expenses. These tests and assessment fees must include ample practice and warm-up for the skaters on the day of the test. Spectator fees for a Gold Medal test, if any, must be approved by the RSA Section President.

If payment is short, medals will be held until balance due is paid.

