

## What do I need at the Video Session?

- **Ice** - Ice should NOT be busy. If another skater blocks video during a critical point in the program such as a jump, the program will not be judged. **USFS recommends no more than 8 skaters.**
- **Phone** - This is needed to show the date and time at the beginning of the video. Notes of paper will not be accepted.
- **Placard** - This will be shown at the beginning of the video: [Placard](#)
- **Impartial Proctor** - This person must be an impartial person who is not related to the skater and does not regularly work with the student. They will need to sign the [Performance Affidavit](#).
- **Coach** - They will also need to sign the [Performance Affidavit](#) if they are present. They do NOT have to be present.
- **Videographer** - They will also need to sign the [Performance Affidavit](#).

## Dates and Deadlines

**Test Session Date/ Video Submission Deadline** - Submission Deadline: NO videos will be accepted after [**Test Session Date**], and NO refunds will be issued for failing to submit video. NO refunds will be issued for rejected videos. We can only accept 1 video for each test.

**One day after test session date** - Videos mailed to judges

**One week after test session date** - Results begin to be emailed to skaters

## Video Guidelines

### USFS filming guidelines

[For full virtual testing rules see the USFS Rulebook Section 4104](#)

- You may take as many videos as you like, but the FIRST video submitted to the test chair will be the one used for the test. If this video does not meet the guidelines, it will be rejected with no refund.
- Videos may not be from an exhibition, competition, or ice show.
- Videos should be taken from the perspective of a judge at your rink. The closer to the center line of the ice the better.
- The video must be recorded in 720p or 1080p per USFS requirements.
- The video MUST be electronically date/time stamped. This may be done by clearly showing the face of a cell phone, smart watch, OR having the recording device automatically date/time stamp the video.
- The skater MUST announce their name, home club and test prior to starting the test. This can be done by utilizing the placard linked above. It is best practice to verbally state these items as well.
- All videos must be recorded within **14 days** of the submission deadline.
- The video may not be cut, spliced, or edited. The video must keep “rolling” during any MITF test.
- Video must be filmed in landscape mode and SAVED in landscape mode! We recommend viewing the video on a laptop prior to sending, since most phones and tablets auto rotate the video for viewing.
- NO RE-SKATES at the end of the video.
- If partnered dancers are testing as partners and solo, it must be one long video. Tape the partnered portion, then each skater will skate alone. The video must keep “rolling”.
- Judges need to hear the edges, so surroundings need to be as quiet as possible.

- MITF tests may not be skated to music, but background noise on the session is acceptable.
- Virtual and in-person tests are both subject to the 14 Day Retry Rule.
- The video must be submitted by the parent, skater, or coach listed on the application by the video submission deadline.

### **Submitting Video and Paperwork**

E-mail all files to club test chair for each session. A conformation email will be sent to skaters after the register with contact information. **All files need to be emailed together.**

- **Performance Affidavit form** must be complete. You may upload the scanned file, upload a link, or take a picture and attach it.
- **Media Likeness form** must be complete. You may upload the scanned file, upload a link, or take a picture and attach it.
- **Permission to Test form** if you are not an Oregon Skating Council member. You may upload the scanned file, upload a link, or take a picture and attach it.
- **Test video link:**
  - Videos will be too large to email, so you will need to use a platform for sharing them. Google Drive, One Drive, Drop Box all work very well. YouTube links will not be accepted.
  - Make sure you have enabled sharing on the video.
  - Ensure the link is directly to your video, not to your drive or a folder within the drive.
  - Title your test video in this format: First name, Last name, test level, test description. For example: Sally Smith, juvenile, free skate.

## HELPFUL INFORMATION

### Videographer:

Q: Who can be the videographer?

A: The videographer may be anyone allowed rinkside per your rink regulations; examples include a coach, proctor, an instructor at the rink, or a parent. When selecting the videographer, select an individual who knows the test pattern well and will do the best recording. Read the requirements below, keeping in mind that the skater must remain in the video frame from head to toe while the videographer zooms in clearly when the skater moves further from center ice. It can be beneficial for the videographer to practice recording the skater multiple times before the day of the test recording.

### Test Proctor:

Q: Who can be the Test Proctor? A: In order to guarantee the integrity of the virtual test environment, skaters must confirm a proctor for their performance. The proctor must be an impartial person of authority (i.e. rink management, skating school director, or local skating official/judge) but may **NOT** be a coach/choreographer who has worked with the skater, training mate, or a parent/guardian (of the skater or any training mates). Skaters are responsible for choosing the proctor and setting up the logistics.

**Proctors must watch the test, verify that the full performance was completed on the date and time indicated in the athlete's recording as a single continuous recording, and complete the Performance Affidavit, which verifies that the submitted video has not been altered and is the stated performance.**

## USFS Rule book

4104 In lieu of testing with in-person judges, the member club may elect to host virtual testing for any skating skills, singles, pairs, pattern dance or free dance tests. Figure tests are not eligible for virtual testing. In addition to these rules, the Tests

Committee may post additional guidelines and clarifications on the Members Only site as needed.

A. Virtual testing is organized by the test chair or duly authorized representative of the member club. Tests are evaluate by qualified judges via video (see rule section 4530) and will be subject to all requirements as defined in the rules.

Candidates must have met the prerequisites for the test by the date of the test session.

1. Reskating of any element, as described by rules 5040, 6238, 7238, 8242, 8339, and 8388, is not permitted for virtual tests.
2. Virtual tests are subject to the waiting period outlined in rule 4003.

B. Virtual testing may be conducted in one of two ways:

1. In the same manner as standard test sessions, but without judges officiating in person. The tests will be recorded and submitted to the judges for evaluation. The date the tests are recorded is the date of the test session.
2. Candidates may be allowed to submit their own recorded video of the test to the host club test chair. The submission deadline set by the test chair is the date of the test session. Videos must have been recorded within 14 days of the submission deadline.
3. A performance may only be evaluated once for test credit (for example, a recording of a test being judged in person cannot be submitted for virtual testing, and a video cannot be submitted more than once or to more than one virtual test session).
4. All judging for a virtual test must be done virtually. A judging panel cannot be a mix of in-person and virtual judges.
5. If a judge is present during the recording of the performance, they are not eligible to judge the video for test credit.

6. Judges may not critique a virtual test video except as a judge on the panel who provides comments on the test form as part of the official judging process or an approved trial judge on the panel who provides comments on the test form for the review of the judge-in-charge as part of the official trial judging process.

7. Videos from a competition, exhibition, or ice show may not be submitted to virtual test sessions.

### C. Video Requirements

1. A performance affidavit, and release and consent forms must be submitted with the candidate's video.

2. In order to guarantee the integrity of the virtual test environment, candidates must confirm a proctor for their performance.

a. The proctor must be an impartial person of authority (i.e., test chair, rink management, skating school director, board member or local skating official) but may NOT be a coach/choreographer who has worked with the candidate, a training mate who takes from the same coach or is a personal friend of the candidate, or a parent/ guardian of the athlete or any training mates.

b. The videographer may also serve as the proctor if they meet the requirements in (a).

c. Proctors must watch the test performance, verify that the full performance was completed on the date and time indicated in the athlete's recording as a single continuous recording, and complete the performance affidavit.

3. Prior to the candidate starting the test, the candidate's name, home club name and test name must be announced or displayed (see also rule 8223). A date and time stamp must be clearly shown at the beginning of the video by holding up a mobile device in front of the camera that shows the date and time. The date must include both the month and the day (for example, July 1).

4. A performance affidavit stating that the video is in its original format and has not been altered in any way must be signed by the candidate, the candidate's coach, the videographer, and the test proctor, and must accompany the video submission. If the candidate does not have a coach, the performance affidavit may be submitted without a coach's signature.

5. The video, performance affidavit and applicable payment must be submitted to the test chair hosting the virtual test session.

6. Virtual tests should be recorded with no more than eight other skaters on the ice, and the test candidate should be clearly identifiable. Audio must be recorded during all tests. Skaters will not be penalized if background music or noise is audible during skating skills tests.

7. The video and supporting documents must be submitted by the deadline set by the test chair.

D. Results of the test submission must be returned to the skater and coach within one week of the test session as defined in subparagraph B of this rule 4104.