

## ***Communication with Test Chairs***

You must always ask the test chair if you can trial judge (for in person and virtual test sessions) before attending. Clubs may limit the number of tests you can trial judge or the number of trial judges they can host. Test chairs' contact information can be found through the [Club Directory](#) on Members Only or on EntryEeze or the club's website.

- ✓ Introduce yourself.
  - NOTE: If you are under 18, include a parent or guardian in these communications. The test chair may include another club volunteer in communications if they are unsure about the age of the trial judge.
- ✓ Let the test chair know if there are any tests you are searching for
- ✓ Inquire about their trial judge food policy
- ✓ Inquire about how they handle trial papers (will they mail your copies or scan them, both?)
- ✓ Double-check the rink name, rink address, date, and time of the test session
- ✓ Ask for a schedule for the test session with the assigned panel
- ✓ Let the test chair know if you will be present for the whole test session or part of it. If your plans change, let them know that you will not be able to attend.
- ✓ Ask if there are any additional details or expectations their club has for trial judges.

*\* NOTE: It typically takes a few weeks for test chairs to return papers to trial judges. (Remember, they are also volunteers!) You may send a kind check-in email if you haven't heard from them in two weeks.*