

Athlete Testing Combine

Best Practice Checklist

STAGE 1 - PLANNING (2-8 WEEKS BEFORE EVENT)

✓	Activity	Considerations	Owner
<input type="checkbox"/>	Define Testing Objectives	Which performance metrics or attributes do you want to test? (e.g. speed, strength, power, agility, endurance)	
<input type="checkbox"/>	Select Testing Protocols	Which tests and protocols will be appropriate for each attribute? (e.g. 40-yard dash for speed, countermovement jump for lower body power)	
<input type="checkbox"/>	Procure Testing Systems	Do you have all the systems you need to perform the chosen tests? <ul style="list-style-type: none"> Is it worth having any extra systems on the day? (e.g. If you are performing IMTP and jump testing, two sets of ForceDecks will be more efficient) Quick tip: Arrange to have one data collection device per system (e.g. smartphone, tablet, PC) to avoid bottlenecks on the day.	
<input type="checkbox"/>	Schedule Testing Date/Time	Which stakeholders do you need to communicate with? (e.g. athletes, parents, coaches, other staff)	
<input type="checkbox"/>	Select Venue	Identify a suitable venue with adequate space and facilities. <ul style="list-style-type: none"> If you need running space, consider distances and surfaces. Determine if the facility offers WiFi, power outlets, TV screens or other equipment. 	
<input type="checkbox"/>	Testing Format	Determine the style in which athletes will be tested and how you will lay out the systems. <ul style="list-style-type: none"> Will athletes be moved through testing in groups or staggered individually? Will the systems be set up in a circuit or line formation? Quick tip: Consider the event duration and choose a format that optimises your testing time.	
<input type="checkbox"/>	Staffing	Do you require additional assistance to prepare, execute and/or post the event? (e.g. coaches, interns or volunteers)	
<input type="checkbox"/>	Create Athlete Registration Form	The form should include the minimum fields required for VALD Hub profile creation: <ul style="list-style-type: none"> Given Name Family Name Date of Birth Sex Quick tip: If you plan to have different groupings of athletes at the event (e.g. teams, positions), consider adding it as a field in the registration form to streamline the bulk upload of profiles later on.	
<input type="checkbox"/>	Announcement	Share Athlete Registration Form with athletes and notify all stakeholders of testing event details: <ul style="list-style-type: none"> Date/time Location Athlete requirements (e.g. clothing) Which attributes will be tested 	
<input type="checkbox"/>	Waivers	Is a sports or participant waiver required, or is it covered by a pre-existing waiver?	
<input type="checkbox"/>	Marketing / Social Media	Do you plan on sharing the event on social media? <ul style="list-style-type: none"> Consider how you want to promote the event and the type of content you would like captured during the event to ensure you have sufficient resources. Do you require consent from athletes or guardians to capture images? 	

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STAGE 2 - PREPARATION (1 WEEK - 1 DAY BEFORE EVENT)

✓	Activity	Considerations	Owner
<input type="checkbox"/>	Battery Charging	Has all testing equipment been recharged?	
<input type="checkbox"/>	Systems Test	Check that all systems are working properly. <ul style="list-style-type: none">Do all data collection devices (e.g. smartphone, tablet, PC) have the latest app version installed? Quick tip: Label each data collection device according to its station.	
<input type="checkbox"/>	Practice Tests	Have you practiced each of the tests you will perform on the day? Quick tip: Ensure any practice data is created and recorded into a demo profile so it does not skew your combine data.	
<input type="checkbox"/>	Create Athlete Profiles	Using information collected from the Athlete Registration Forms, bulk-upload profiles to VALD Hub ahead of time using VALD's CSV templates . For larger groups, clearly identify a ' Category ' and ' Group ' so you can find and sort the cohort easily. Quick tip: If athletes have been tested previously, do not include them in a bulk upload. Simply add them to the appropriate 'Category' and 'Group' in VALD Hub. Alternatively, you can edit profiles in bulk if a number of athletes have been tested before.	
<input type="checkbox"/>	Sync Data Collection Devices	After all registered athletes have had profiles created, log into all data collection devices you will be using for testing (e.g. smartphone, tablet, PC) while connected to Wi-Fi to ensure they sync.	
<input type="checkbox"/>	Athlete Ordering	Determine the order in which athletes will be tested, ensuring fairness and efficiency.	
<input type="checkbox"/>	Testing Personnel	Assign qualified individuals to administer and record the test results (typically one person per testing station, if staffing allows).	
<input type="checkbox"/>	Tester Training	Have your testing personnel been trained on the tests they will be responsible for? <ul style="list-style-type: none">Have you established clear testing protocols for each test?Emphasise general protocol steps that can impact data quality. (e.g. stable period before jumping on ForceDecks).	
<input type="checkbox"/>	Results	Will there be a results leaderboard on the day? <ul style="list-style-type: none">If so, do you require a TV or any extra smartphones, tablet or PCs to display it on. Quick tip: To display multiple leaderboards on one device, consider using an 'auto tab switcher' extension or similar on your browser to cycle through them.	

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STAGE 3 - EVENT DAY

✓	Activity	Considerations	Owner
<input type="checkbox"/>	Event Setup	Prepare all testing stations. Perform a quick test at each station to ensure systems are ready.	
<input type="checkbox"/>	SmartSpeed-Specific Setup	If using multiple SmartSpeed stations, set up one station at a time to ensure the correct gates are paired. (e.g. For a 20m sprint station, set up 4 gates at 0, 5, 10 and 20m. Link these 4 gates before setting up gates for the separate 5-10-5 drill at the next station.)	
<input type="checkbox"/>	Testing Team Huddle	Prior to the athletes' arrival, confirm testing personnel are aware of their responsibilities and testing protocols to ensure fairness, consistency and accuracy.	
<input type="checkbox"/>	Welcome for Athletes	Gather athletes for a high-level briefing on the purpose of the testing, which tests they will be undertaking and how the event will run. Quick tip: For athletes who have not performed the test before, consider performing a familiarisation set.	
<input type="checkbox"/>	Warm-Up and Stretching	Where possible, run a comprehensive and consistent warm-up routine for athletes before testing.	
<input type="checkbox"/>	Test	Organize athletes into groups (if required) and begin testing.	
<input type="checkbox"/>	Pack Up	Double check you have packed all VALD systems and equipment associated with the day's event.	
<input type="checkbox"/>	Check Data	Were all athletes successfully tested at each station? <ul style="list-style-type: none"> • Check app upload queues and VALD Hub to verify all data has been captured. 	

STAGE 4 - POST EVENT

✓	Activity	Considerations	Owner
<input type="checkbox"/>	Compile and Analyze Test Results	Provide feedback to participants and coaches. Quick tip: Consider reviewing the event leaderboard/s or overview reports for each athlete.	
<input type="checkbox"/>	Interpret Data	Interpret data and understand trends for the population you have tested. <ul style="list-style-type: none"> • Identify outliers and high performers. • Reach out to your VALD CSM for assistance if required. 	
<input type="checkbox"/>	Promote	Share event highlights and success stories through various channels. (e.g. School mailing lists, social media)	
<input type="checkbox"/>	Evaluate	Reflect on overall effectiveness of event. (e.g. talent identified, stakeholder engagement and return on investment)	
<input type="checkbox"/>	Refine and Improve Processes	Begin planning next athlete combine testing event, using learnings from this event.	

NOTES

For any further guidance on coordinating athlete combine testing events, contact your dedicated VALD [Client Success Manager](#).