



Athlete Testing Week Protocols & Options (Quarterly)

Department: Performance & Coaching

Applies To: UAC HQ, Franchise Clubs, Academy Partners, and Coaching Teams

Purpose: To provide a structured, standardised approach for conducting Quarterly Athlete Testing Weeks across all Universal Athlete Centre locations.

Testing Weeks are designed to:

- Measure and monitor athlete development across key performance metrics.
- Identify strengths, weaknesses, and injury risks.
- Benchmark progress and adjust individualised programs.
- Engage athletes through education, accountability, and performance data.

Frequency & Schedule

- Quarterly Testing Weeks: Conducted every 12 weeks (4x annually).
- Recommended Months: January, April, July, and October.
- Duration: 5–7 days (depending on number of athletes / teams).
- Preparation: Minimum 2 weeks lead time for promotion, bookings, and equipment setup.

Testing Week Overview

Testing Options

Testing is delivered via two key methods:

Option	Description	Target Group
In-House Testing (Club-Based)	Testing conducted at UAC facilities using in-house equipment and staff.	Members, athletes, PT clients
External Testing (School / Team Hire)	Equipment and staff deployed to external locations for group testing.	Partner schools, academies, sporting clubs

CLUB OPERATIONS STANDARDS

Testing Package Components (Standard Baseline Tests)

As referenced in the UAC Athlete Testing Flyer, the standard baseline package includes:

Test Name	Focus Area	Details / Equipment
20m Sprint	Acceleration & Speed	Dual-timing gates; measures reaction and sprint velocity.
Standing & Running Vertical Jump	Explosive Power	Vertec or jump mat used for take-off and landing height measurement.
5-10-5 Agility Test	Change of Direction	Stopwatch/timing gates to assess acceleration, deceleration, agility.
Body Composition (16+)	Lean & Fat Mass	InBody or similar bioimpedance scale.
Yo-Yo / Beep Test	Aerobic Endurance	Monitored shuttle test; records VO ₂ -related endurance.
Strength Screening (16+)	Muscular Balance & Safety	Includes push/pull/lift evaluation, grip test, and single-leg stability.
Movement Screen & Flexibility	Mobility & Function	Overhead squat, ankle dorsiflexion, hamstring flexibility checks.

Roles & Responsibilities

- Head Coach / Performance Lead : Oversee planning, test setup, and team supervision.
- Testing Coordinator: Schedule, record, and validate athlete results.
- Coaches / PTs: Administer specific tests, ensure accurate measurement, and record data.
- Admin / Reception: Manage bookings, waivers, and communication with athletes or schools.
- Franchise Support Officer (FSO): Ensure test procedures are aligned with HQ standards.

CLUB OPERATIONS STANDARDS

Pre-Testing Preparation

Two Weeks Prior

Publish Testing Week dates via:

- Member emails & app notification
- Social media posts and in-club signage

Prepare Testing Rosters:

- Assign staff to each testing station
- Confirm test duration and maximum participants per slot

Equipment Check:

- Ensure timing gates, jump mats, scales, and data tablets are functional.
- Replace batteries, calibrate devices, and update test templates.

Athlete Communication:

- Send Testing Prep Guide to all athletes, including:
 - Hydration and nutrition advice
 - Warm-up protocols
 - Appropriate testing attire

Testing Day Protocols

1. Setup (1 Hour Before First Test)

- Confirm all testing stations are spaced safely and labeled clearly.
- Run a dry test for timing gate calibration.
- Prepare data collection sheets or tablets.

2. Athlete Arrival

- Confirm registration and waiver completion.
- Issue testing bibs or identifiers if group-based.
- Conduct warm-up led by UAC Coach.

3. Testing Order (Recommended Sequence)

- Movement Screen → Agility → Sprint → Jump → Strength → Endurance → Body Composition

4. During Testing

- One coach per station records results.
- Maintain consistent testing cues and rest intervals.
- Observe athlete safety and hydration.

5. Post-Testing

- Review and verify data entries.
- Conduct cool-down and mobility session.
- Thank athletes and remind of results release date.

CLUB OPERATIONS STANDARDS

Data Management & Reporting

Step	Description
Data Entry	All results logged into UAC Master Testing Spreadsheet within 48 hours.
Validation	Head Coach reviews data for accuracy.
Report Generation	Individual athlete reports created (PDF/Google Sheet export).
Feedback Session	Each athlete receives summary within 7 days (in-person or email).
Trend Analysis	Quarterly summary shared with coaches for programming review.

Equipment Hire (External Testing Option)

Item	Fee
Equipment Hire (per day)	\$200
Optional Coach Support	\$50/hour per coach
Travel	Additional (based on location)

External Testing Requirements

- Minimum booking: 1 full day (4–6 hours)
- Venue: Flat, safe surface with 20m+ space
- UAC-branded setup (flags, signage, uniforms required)
- Signed Equipment Hire Agreement & Waiver

Premium & Add-On Options (Future Integration)

Coming Soon:

- NordBord (Hamstring force assessment)
- Force Decks (Jump profiling)
- Laser Speed Gates for advanced timing metrics
- Online Athlete Dashboard for long-term tracking

CLUB OPERATIONS STANDARDS

Safety & Compliance

- First Aid and CPR certified staff must be present at all times.
- AED device and first aid kit accessible within 20 meters of testing area.
- Athletes must complete Pre-Activity Screening Form (PAR-Q).
- Testing restricted to ages 12+ unless approved by guardian.
- Body composition and strength testing restricted to ages 16+.
- Report any injury or incident using the UAC Incident Report Form immediately.

Communication & Promotion

Platform	Purpose
UAC App / GymMaster	Test booking, reminders, and result release
Social Media	Pre-event hype, community engagement
Email Campaign	Pre-test preparation & post-test summaries
Posters / Flyers	On-site awareness and visual branding

Post-Testing Review

Within 1 Week

- Team debrief with coaches and coordinators
- Review athlete feedback and participation rates
- Identify improvement areas (timing efficiency, data accuracy)
- Submit Testing Week Summary Report to FSO / HQ

Documentation & Records

Maintain the following for each testing cycle:

- Attendance sheet
- Test data master file
- Incident report (if any)
- Equipment log & maintenance report
- Athlete feedback summary

Records must be retained for minimum 12 months.

Review & Continuous Improvement

Testing Week SOP to be reviewed annually by UAC HQ Performance Team.

Updates based on:

- New technology integration
- Data trends
- Coach feedback
- Franchise testing performance metrics

CLUB OPERATIONS STANDARDS

Quick Reference Summary

Phase	Action	Responsible
Planning (2 weeks prior)	Publish schedule, confirm staff, check equipment	Head Coach / Manager
Promotion	Email, posters, app notifications	Marketing / Admin
Execution	Conduct testing safely and consistently	Coaching Team
Data Entry	Input and validate within 48 hours	Testing Coordinator
Feedback	Distribute reports and meet with athletes	Head Coach
Review	Conduct internal debrief and report to HQ	Manager / FSO