Acceleration®
ENHANCING SPORTS PERFORMANCE

CLIENT TESTING RUN SHEET

NO.	Task
1	Introduce yourself to the client and parent (parent needs to stay at least long enough to sign the informed consent form if client under 18).
2	Explain your own position within in the company and the room that they are currently in and where testing will take place. Try to make general conversation to help both athlete and parent feel comfortable with you and environment. (E.g. where they attend school, how they heard about us, what competitions are they competing in at the moment, what position/sport they play, do they know anyone else that trains with us, etc.). Prompt with as much information that you know about them. Ask client to take off their shoes while they are talking.
3	**Check the registration form make sure we have all their details (contact numbers/address).** If we do not, they need to be entered into the database before they leave. A good time to finish those details is when you are scheduling their first session.
4	Explain what will be achieved over the next hour – i.e. Talk about what they want to achieve, look over client goals (realistic goals? how we are going to achieve it?) actual testing involving ROM screening, power tests and speed and agility tests.
5a	**Informed Consent needs to be signed by both parent and athlete.** Briefly explain the sections of the informed consent form and check for their understanding before they sign.
5b	**Go through the policies and procedures form while client is reading the informed consent.** Especially highlight the missed session policy. Check for their understanding before they sign the consent form.
6	**Begin TESTING – Follow order on page. Shoes & socks off for ROM.**
7	At the end of the session – Explain results to client and briefly discuss the implications for training. Give the athlete an indication of how good their results are and where there needs to be improvement (from what you have seen in the past). **Explain flexibility sheet** with relevant exercises ticked.
8	Explain the process for video analysis and the 1st session. Make sure they understand they need to be 15 minutes early for this to happen before their first training session. Encourage the parent to be involved in the video analysis session.
9	Schedule athlete into the calendar - try to arrange times that can be kept on a consistent basis. If debating how many sessions per week give advantages for each option. Take into account age, training history, current training schedule, budget, and timeline to major competition.
10	Mention again the missed session policy and explain the notice that is required for a cancelling a session. Finalise account for testing session and fill-out ezidebit form, try to have details set before the athlete/parent leaves the session.