



## **ACA Fitness Combine (Fall 2022) Registration and Results Reporting Protocol “How To Guide”**

### **A. Registration**

1. ACA Fitness Combine organizer (Club or PTSO) notifies Grant Baillie, [gbaille@alpinecanada.org](mailto:gbaille@alpinecanada.org), that a combine will be held by their organization.
  - i. In the email to Grant, please include – event organizer contact information (e-mail & phone number), dates, times, location (special specific event details), and any fees that will be charged to participants
2. Grant Baillie will create the event in SnowReg and send the registration link to the event organizer
3. Event organizer (Club or PTSO) sends out the registration link to the athletes and parents
  - i. The organizer (Club or PTSO) of the event is responsible for the distribution of the registration link to their community
4. Parents and/or the athlete registers for the Fitness Combine event via SnowReg 24 hours in advance of the Fitness Combine event
5. Note, only registered participants using the above process:
  - i. Will be included in the national and provincial rankings tables
  - ii. Will have access to automatic performance benchmarking and test-to-test results reporting

### **B. Event set up in Smartabase**

1. ACA pulls a report of attendees via SnowReg and uploads the demographic data into Smartabase 24 hours in advance of the Fitness Combine date
2. ACA sends a registration report to the event organizer (csv file) of registrants along with Excel worksheet template for results collecting. The template is used during the upload of the Fitness Combine results data into Smartabase
  - i. PTSOs/clubs may wish to capture the results live electronically via Google form or an Office 365 form while the event is being held
    1. This is up to the PTSO/club to set up their results collection method used to populate the Excel results worksheet used to upload results into Smartabase
3. Data uploaded into Smartabase by PTSO admin using their PTSO admin account at: <https://canadiansport.smartabase.com/aca/login#Home>.
  - i. The data upload includes entering the two Excel worksheets as .csv files in this order:
    1. The demographics form received from ACA 24 hours in advance of Fitness Combine date
    2. Excel results worksheet

*\*\*Clubs hosting event combines with send the Excel results worksheet to their PTSO within 24 hours of the conclusion of their ACA Fitness Combine for upload into Smartabase*



4. PTSO/club notifies ACA Excel Program Manager and Performance Analyst, [jstielow@alpinecanada.org](mailto:jstielow@alpinecanada.org), that the results have been uploaded via email with a copy of the Excel worksheet utilized to upload the results.
5. ACA will run the statistical analysis and notify the PTSO electronically within 48 hours of results submission that the result PDF files are ready.

## **B. Results reporting**

1. PTSO admin is notified by ACA that the results PDF files are available for download under their Smartabase account at:  
<https://canadiansport.smartabase.com/aca/login#Home>
2. PTSO admin downloads the individual athlete reports and emails electronic copy of PDF report to club coaches for distribution to their athletes
3. PTSO can also download an overall Excel file to review fitness levels within PTSO as a whole
4. At the completion of ACA Fitness Combine season (fall/spring). ACA will provide PTSOs with a final report (summary) on the fitness results.

## **C. Maintenance of Ranking and Performance Benchmarks**

1. ACA will maintain and update the national and provincial ranking tables for each age group. The ACA Fitness Combine will produce a combine score and ranking that can be used to compare athletes between clubs and provinces.
  - i. The combine scores and ranking calculated by Smartabase can be used by clubs and PTSOs to construct leaderboards; no other calculations are required
2. Having a centralized ranking and results reporting system enables ACA to conduct a more comprehensive analysis to provide more clear feedback to PTSOs, clubs and coaches regarding fitness capacities that hit the marks and fitness capacities that require a change in programming.