Coach Promised Answer Log

Record the actual question, assign the right answer owner and return time, and tell the athlete or family what was confirmed or still remains unknown.

An unanswered question remains a duty until its status is truthfully returned.

Example: A coach cannot answer a form requirement. The log names the program office, promises a status update the next day, and stays open until the verified answer or honest unresolved update reaches the original parent.

01 Capture the question

An unanswered question remains a duty until its status is truthfully returned.

Actual question

Person awaiting the answer

Decision the answer affects

Immediate concern requiring a separate route

02 Assign authority

Identify who can answer this particular question.

Authorized answer owner

Policy or source to check

Information needed without unnecessary private details

External dependency

Coach Promised Answer Log / Review & follow-through

03 Keep the promise

Separate an answer deadline from an update you can deliver.

Answer or update promise

Promised return time

Next action the coach controls

Approved response route

04 Close honestly

A sent request and a delivered answer are different.

Source and confirmed answer

Answer or update actually delivered

Remaining unresolved issue

Closure check or next update time