The Season Feedback-to-Action Sheet

Turn an observation into an owned improvement.

A feedback review should separate what was requested, what was checked, and what will actually change.

Example: families describe conflicting cancellation messages. Staff checks the messages, assigns one authorized sender, and confirms the revised process at preseason orientation.

01 Prepare questions

Ask about a describable experience.

Program process to review

Question for athletes

Question for families

Private concern route

02 Record the issue

Keep observation separate from opinion.

Specific example received

Request or proposed change

Evidence to check

Shared pattern or uncertainty

The Season Feedback-to-Action Sheet / Review & follow-through

03 Choose the response

Assign work the program can carry.

Confirmed issue

Approved change or boundary

Responsible role

Completion and review date

04 Close the loop

Show what was carried out.

Summary channel

Private details to omit

Change actually completed

Next season check