Event-Time Parent Request Card

Receive the question. Keep the current duty.

Acknowledging a request is different from granting it; record the authorized decision route and a follow-up the staff can keep.

Example: a parent asks about a role change. The coach clarifies the request, keeps the lead's current direction, and confirms the approved later discussion route.

01 Clarify the request

Hear the subject before assigning a motive.

Request actually made

Parent observation

Detail still uncertain

Immediate program response needed

02 Keep the current duty

Resolve authority without competing directions.

Current coaching responsibility

Authorized decision-maker

Instruction athletes should follow

Privacy limit to preserve

Event-Time Parent Request Card / Review & follow-through

03 Arrange ordinary follow-up

Promise only an available route.

Approved question channel

Responsible follow-up adult

Confirmed or pending opportunity

Information parent can prepare

04 Record the response

Keep receipt, decision and completion distinct.

Evidence checked

Current decision or missing answer

Response actually given

Promise still requiring action