Weather Change and Arrival Plan

Confirm the decision before sending families.

A proposed backup is not an approved session; record authority, confirmation and the actual family communication route.

Example: a backup gym remains unavailable, so the authorized coach cancels the session and sends the current arrival instruction through the team channel.

01 Confirm decision authority

Use actual program and venue procedures.

Authorized decision-maker

Weather procedure source

Venue requirement to check

Decision contact route

02 Check the alternative

Keep proposals separate from confirmation.

Proposed backup location

Permission and access confirmed

Approved session arrangement

Confirmed, unavailable or held

Weather Change and Arrival Plan / Review & follow-through

03 Prepare the current message

Use the approved team channel.

Actual session decision

Date, time and location details

Message sender and channel

Receipt follow-up arrangement

04 Plan the arrival response

Record the responsible adults.

Old-venue arrival procedure

Changed-location handoff

Adult responsible

Next-session update to send