The Athletes report

# background

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|  | The Athlete Report is a tool to bring dynamic feedback to the forefront of your National Governing body (NGB) and/or the United States Olympic and Paralympic Committee (USOPC) for Internally Managed Sport. A formal Athlete Report legitimizes the voice of athletes, demonstrates responsible Athlete Representation to your NGB staff and athlete consistency, and provides an invaluable resource to advance your sport organization forward. To support your Athlete Advisory Council (AAC) / Athlete Advisory Group (AAG) in the creation of an Athlete Report this document outlines key considerations on Athlete Representation and provides guidance in the preparation of an Athlete Report.  A key responsibility of the AAC/AAG is to be the representative voice of athletes and represent the collective interests of all athletes participating in the sport. As such, an Athlete Report should sample a broad cross-section of athletes to ensure the concerns of the entire athlete community are addressed., It is the responsibility of the AAC/AAG members to ensure open lines of communication and be receptive to athlete feedback. You can get feedback through individual engagement, team meetings and/or surveys. It is not the job of the AAC/AAG to act as an athlete filter, but rather be a funnel of athlete feedback to the sport organization. |

# What is an Athlete ReporT?

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|  | The Athlete Report is a formal document presented to your NGB Board of Directors or to USOPC High Performance staff in the case of Internally Management Sports providing key insights and feedback from the athletes. It can also be used to report back to your athlete consistency on the pulse of the greater athlete community.  At NGB board meetings those athlete representatives on the Board of Directors are often given the opportunity to act as the voice of the athletes at this meeting. If athletes within your sport are not afforded this opportunity. The Athlete report is a formal way to provide that feedback. |

1. Introduction
2. Year in Review: Major Accomplishments & Challenges
3. Athlete Feedback on Key Events
4. Review of Previous Year’s Recommendations
5. Performance Review & Areas for Improvement
6. Looking Ahead Recommendations
7. Concluding Remarks (just fix that it is cutting off at the bottom)

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| SAMPLE FEEDBACK METHODS: CONNECTING  WITH ATHLETES |
| |  |  | | --- | --- | | Online meeting with solid fill | **Athlete Meetings**  Athlete meetings are a great way to take a pulse of the athlete community as a whole. It is important to organize this in advance and solicit your AAC/AAG member’ opinions for discussion topics to prepare an agenda as well as ask the larger athlete community if there are specific topics they would like to discuss.  Choosing the largest national event on your competition calendar can help ensure the maximum participation of athletes across your sport. If that is not possible, smaller athlete meetings may need to be held at different venues to ensure representation of all groups. | | Boardroom with solid fill | **One-on-One Athlete Meetings**  It is extremely important to have all AAC/AAG contact information public on your sport organization’s website so athletes know how to contact you. If you do not want your personal email listed, we recommend your NGB set up all your AAC members up with an email address (i.e. [NGBnameAAC-Chair@NGBname.org](mailto:NGBnameAAC-Chair@NGBname.org)). | | Clipboard Checked with solid fill | **Athlete Survey**  Surveys allow athletes to provide feedback regarding concerns and challenges. There are many readily available online survey tools that ensure the effective collection of athlete feedback. Survey responses can be kept anonymous. | |

# Important considerations

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|  | * Know the timelines of your NGB Board Meetings and deadline to submit the Athlete Report. * Confirm with your NGB that the Athlete Report has been added to the board meeting Agenda. * Communicate and share athlete feedback with NGB Board members and organizational leaders and learn from others at the meeting. * Share your report with your athlete community. |