<u>Data Collection Plan</u>

<u>Program-Specific Skill Assessments</u>

Description of Purpose:
Collecting data regarding athlete performance at programs will allow athletes, volunteers, and program staff to see the progress and improvements being made through program participation. Especially for those athletes who are really looking to make gains and improvements in their sports, this data will help them to know what progress they have made and what they need to improve on. This will also allow the respective program staff, volunteers, and coaches to work with these athletes in a way that maximizes their time and effort at each practice. Athletes should be encouraged to explore and express their own goals rather than these goals be determined solely by the program staff. Staff and volunteers may provide support in terms of clarifying and honing these goals to ensure they are specific and measurable, and to make sure these specific athlete goals align with the scope of the program. Goal sheets can also track which equipment is needed to ensure it is as consistent as possible each time. Tracking athletes' progress and skill development will also allow for more objective decision making when determining their placement on competitive or recreational teams. The staff and coaches responsible for a designated program should review the data to determine if a player is ready to play competitively, or if they should play on the recreational team to further develop their skills before moving up to the competitive level.

Data to collect:
- Wheelchair rugby
  - High-pointer skill assessment
  - Low-pointer skill assessment
- Wheelchair basketball
- Wheelchair lacrosse
- Wheelchair tennis
- Power soccer
- CP soccer
- Rec cycling
- Competitive cycling
- Swimming
  - Therapeutic
  - Learn to swim

Assessment Tools:
- Program-specific skill assessments
- Goal sheets
- Heart rate monitors
- Garmins?

Who will see/use this data:

Data will be used by coaches and program staff to observe changes in athlete performance at programs which can be used to guide further implementation of the program as well as determine placement on competitive vs. recreational teams.

Athletes will also have access to this data so they can see their progress at programs. Ideally, athletes will eventually have direct access to their own health/program data through a portal or database to which they can log in independently. At the present time, staff will likely have to share this data with athletes as it is collected.

Frequency of data collection:
Goal sheets will be used on a weekly basis. Each week an athlete attends a program, they will work with a volunteer/coach/staff to fill out their goal sheet for that week. In the first week of the program, athletes will choose an overall goal for the whole program. Each week, they will have a specific objective to work on that will help them progress towards their goal. If an athlete is absent in a given week, it should be noted on the goal sheet.

Skill assessments should be implemented a minimum of three times during the duration of a program: once in the first week, once at the midpoint, and once in the final week. The results of the first week assessment should be used as a baseline to determine needs of each athlete, and to guide implementation of future practices. For programs with a longer season, it may be determined that it is necessary to implement additional evaluations throughout the season. In this case, all implementations should be as equidistant as possible. This will allow for equal periods of time to ensure more consistent comparisons between each date of implementation.

Demographic Data

Description of Purpose:
Collecting and compiling demographic data on the different groups within the Sportable community will allow us to see if the athlete base we are serving is representative of the larger communities in which we operate. It will also allow us to see comparisons between the different groups (athletes, volunteers, staff, board, etc.) within Sportable. Understanding these demographics can serve as a starting point in knowing who we serve and how we can become more intentional about building a more inclusive and representative community. This information may also be helpful or even required when applying or writing reports for different grants. Reviewing and compiling this data on a regular basis will make it easier to report these numbers if and when it is necessary for community partners, grants, etc.

Data to collect:
Demographics:
- Age
- Race/ethnicity
- Gender
- LGBTQ+
- Zip code
- Disability
- Education level
- Income/socioeconomic status

Groups:
- Athletes
- Volunteers
- Staff
- Coaches
- Board members

Assessment Tools:
- Volunteer registration
- Athlete registration
- Questionnaire for staff, coaches, board members
- Census data for Richmond and surrounding cities/counties

Who will see/use this data:
This data will be used internally by Sportable staff. It may also be determined that it is necessary to share this data with community partners for grants, etc.

Frequency of data collection:
Athlete and volunteer data will be collected on a continuous basis as they complete registration forms. Staff, board, and coach data should be collected as new hires/members join the team, and this data should be reviewed biannually. Athlete and volunteer data will be reviewed quarterly to monitor any changes.

Athlete Recruitment Data

Description of Purpose:
This athlete recruitment data will help us to understand where athletes are finding out about Sportable. Knowing this will allow us to determine where we are recruiting the most athletes so we can continue building and maintaining those resources, and it can help us to see gaps in our athlete recruitment to know where we should focus more time and resources.

Data to collect:
Determine how athletes first found out about Sportable.

Assessment Tools:
- New athlete inquiry form
- Membership registration for new athletes

Who will see/use this data:
This data will be used internally by Sportable staff to serve as a starting point for developing and maintaining an intentional recruitment plan.

Frequency of data collection:

Volunteer Recruitment Data

Description of Purpose:
This volunteer recruitment data will help us to understand where our volunteers are finding out about Sportable. Knowing this will allow us to determine where we are recruiting the most volunteers so we can continue building and maintaining those resources and relationships, and it can help us to see gaps in our volunteer recruitment to know where we should focus more time and resources.

Data to collect:
Determine how volunteers first found out about Sportable.

Assessment Tools:
Responses from main volunteer registration and substitute volunteer registration

Who will see/use this data:
This data will be used internally by Sportable staff to serve as a starting point for developing and maintaining an intentional recruitment plan.

Frequency of data collection:
Data will be collected regularly as volunteers complete the main volunteer registration form. This data should be reviewed at least quarterly in order to always be aware of any changes and trends in volunteer recruitment sources, which will allow us to continually modify our recruitment strategy as needed to ensure we are intentional about how we recruit volunteers.

Program Quality Evaluation

Description of Purpose:
In order to ensure we are continually providing high-quality programs for our athletes, we must be evaluating these programs on a regular basis. Given that "high-quality" is a rather vague and subjective term, there needs to be a predetermined set of measurable and observable criteria for how these programs will be evaluated, along with a schedule of how frequently these evaluations will take place. This data will be used regularly by program staff to make necessary adjustments to all program-related matters.

Quality Indicators:
- Program satisfaction
- Weekly attendance vs. capacity
- Health outcomes
- Returning athletes/athlete retention
- Skill development

Assessment Tools:
- Post-program feedback survey
- Program reporting sheet
- Skill assessment sheets
- Goal sheets

- Health indicator measures (listed in Health Impact Data section)

Who will see/use this data:
This data will be used internally by Sportable program staff.

Frequency of data collection:
Athlete feedback/satisfaction surveys should be sent out upon completion of each program. The responses of these surveys will be reviewed by the program team, particularly the staff running that respective program, to determine specific points of success and any changes that should be made prior to the next implementation of that program.

Attendance numbers should be reviewed upon the completion of each program. This data should be analyzed for any trends over time to determine if attendance numbers are trending upward or downward, or if they are remaining stagnant. For programs with a capacity limit, attendance should be compared to this capacity number.

Program-specific skill assessments should be reviewed on a weekly basis throughout the duration of the respective program. This will help the designated coaches and program staff running the program to determine what athletes' needs are, particularly in areas where they are looking to improve, and to make any necessary adjustments to the program moving forward. The results of these assessments should also be reviewed more comprehensively at the end of the program as well. This will provide a deeper understanding of what progress was made over the course of the program. It will also allow the program team to discuss any larger trends, successes, and necessary changes.

Frequency of data collection on health indicators is listed in the following Health Impact Data section.

Health Impact Data

Description of Purpose:
Though it is widely known that participating in physical activity provides numerous health benefits, it is important to collect data regarding the specific impacts of participation in Sportable programs. We currently have a lot of good anecdotal data to indicate these health outcomes, but having more objective data will allow for a clearer understanding of these results. This data can be shared with healthcare professionals within the Richmond area. By providing concrete data regarding the health impact of participation in Sportable programs, we can work towards building a pipeline of athletes being referred to these programs by healthcare professionals. This data can also be used internally to help staff better understand how these programs impact athletes' health, and it can be a valuable resource when conducting program quality evaluations.

Comprehensive health assessment could be somewhat cumbersome and intrusive if implemented at programs, which may inhibit athletes' desire and willingness to participate. To circumvent this potential barrier, assessment of health indicators could be treated as a separate "program" for which athletes can register and opt into. There would be assessment dates scheduled every 6 months (perhaps with the option for athletes to choose one of two or three dates within a given weeklong window). These assessment dates would be an opportunity to implement all of the predetermined assessment measures. Rather than a simple program pre-test and post-test, this data would be used to track general health over time.

Data to collect:

Assessment tools may include standardized health questionnaires and technological devices (heart rate monitor, etc.) among other tools to be determined.

- Resting heart rate
- Cardiovascular health/endurance
- Muscular strength
- Flexibility
- Sleep duration/quality
- Mental health
- Quality of life

Assessment Tools:

- 6-minute walk/push test (cardiovascular health)
- Dynamometer (muscular/grip strength)
- Functional Reach Test/Modified Functional Reach Test (flexibility)
- Shoulder ROM Test (flexibility)
- Pittsburgh Sleep Quality Index (PSIQ) (sleep quality)
- SMHAT-1 (mental health and sleep quality)
- Satisfaction With Life Scale (SLS) (quality of life)
- Heart Rate Monitor (HR)

Who will see/use this data:

Sportable staff will use this data as one component of the program evaluation process. The specific health indicators used to evaluate a program may vary between programs, but this should be decided prior to the implementation of any assessment measures.

This data can be shared with healthcare professionals in the Richmond area, particularly those who are able to refer patients (even if informally) to Sportable. This should only be done with consent of the athletes.

Athletes will have access to their own health data as well. Again, the goal is that athletes will eventually have direct access to their own health/program data through a portal or database to which they can log in independently. At the present time though, staff will likely have to share this data with athletes as it is collected.

Frequency of data collection:

Health indicators should be assessed biannually, ideally every six months to allow for equal intervals of time between assessment periods. These equally-spaced intervals of time will allow for more reasonable comparisons between assessments, especially as data is tracked more continually over time.