

The Sports and Coaching Camp Business Guide

Weekly management scorecard

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Week, offerings, and review owner

Details

Area	This week	Comparison or required level	Meaning	Action, owner, and date
Safe staff cover	Actual	Approved plan	Gap or ready	Action
Open safety actions	Number and severity	Due dates	Urgency	Action
Sold capacity	Units	Safe sellable units	Percentage	Action
Attendance	Attended units	Expected units	Percentage	Action
Learning goals	Evidence	Agreed goals	Progress	Action
Net sales and operating result	Actual	Plan	Difference	Action
Forecast cash low point	Amount/date	Required buffer	Risk	Action
Customer issues	Themes and age	Response promises	Priority	Action
Staff feedback	Themes	Previous week	Change	Action

Formulas: Capacity use is sold units divided by approved sellable units. Attendance is attended units divided by expected units. Use the same units in each calculation.

Decisions made

Decision, authority, and date

Last week's actions closed

Evidence

Do not treat no reported incidents as proof of no risk.