

## S4L LTAD Progress Tracker FAQ

### 1: What is the purpose of the LTAD Progress Tracker?

A: The LTAD Progress Tracker is a project management tool that enables NSOs to track how they are moving towards quality sport LTAD implementation as described in '[Shaping the Ideal NSO](#)', It acts as a central repository for sport specific LTAD-related documents and initiatives. The LTAD Progress Tracker also provides S4L with a consistent source of baseline information from across the Canadian sport system, enabling S4L to better facilitate capacity, efficiencies and support within each sport organization.

### 2: Why is the LTAD Progress Tracker important to an NSO?

A: Corporate Memory: During the interview process, many new staff were not aware of the history of work completed and did not have foundational documents at their fingertips. It was clear that new staff could have benefited from having all of the LTAD documents and initiatives in one place. The historical context also serves to brief those who are new/returning to the organization.

Planning: The primary activity cards and supporting worksheets allow sport organizations to plan and monitor effectively by identifying a preferred sequence of activities and baseline information that should be collected to inform priority actions.

Communication & Reporting: The LTAD Progress Tracker provides a snapshot of key activities, internal progress as well as a comparison to other sports. It can be used as a tool to report on progress to Senior Staff, Boards of Directors, Committees and PTSOs and serve as a conversation starter to discuss LTAD implementation with each of these groups.

Evaluation: The LTAD Progress Tracker can be built upon to capture data or link to program evaluation data, increasing your organization's data management and analysis capabilities. As data is maintained over time, there will also be the possibility to conduct meaningful retrospective studies which examine the specific technical decisions made by your organization.

### 3: Can NSO Progress Tracker be used to support program evaluation?

A: Yes. The NSO Progress was designed with program evaluation in mind. A number of fields and worksheets have been provided to assist sports in conducting program evaluation and more can be added. For more information and to discuss opportunities please contact Sport for Life at: [sarah@sportforlife.ca](mailto:sarah@sportforlife.ca)

**4: Can any NSO staff member access the data in the LTAD Progress Tracker?**

A: Yes and no. The NSO LTAD Lead determines who has access within their organization and assigns permissions to use the LTAD Progress Tracker. An NSO Lead can edit user permissions so that a user can view and edit information, just view information, or have limited access to view or edit certain types of information.

Sport for Life can provide technical support to NSOs in sharing access. Sport for Life will only grant access after confirming permissions with NSO LTAD Lead.

**5: Can PTSOs access the LTAD Progress Tracker?**

A: Yes. The NSO LTAD Lead can assign permission to use the LTAD Tracker to anyone they choose. PTSOs user permissions can also be limited to the PTSO Worksheet or all information that the NSO may think relevant to share.

**6: Who else has access to the LTAD Progress Tracker?**

A: Designated Sport for Life staff and contractors will have access to NSO LTAD Progress Tracker for the purposes of technical support, running reports, or to support specific progress tracker reports. Other individuals may be granted access to the NSO LTAD Progress Tracker at an NSOs request.

As an added protection, all activities including sheet views, content updates and downloaded completed within the NSO Progress Tracker are logged and are visible to all users.

**7: How will NSO raw data be shared?**

A: NSO data from the LTAD Progress Tracker will be shared twice a year from Sport for Life to Sport Canada. Sport for Life and Sport Canada respect that the NSO ultimately owns and manages their information. NSO data will not be made public nor shared with any third-party organizations or other NSOs unless explicit permission is given by the NSO (ie., owner of the data) to do so.

File attachments are not transferred as part of this process and only transferred upon request.

**8: How will NSO aggregate data be shared?**

A: Sport for Life aggregates the data in the LTAD Progress Tracker to report on major trends regarding LTAD in the sport system, including the baseline reports which allow NSOs to view their progress in comparison to all sports in the system.

Sport for Life is frequently asked to identify leading organizations and best practices as examples. Sport for Life will seek consent to share any information that would allow an organization to be specifically identified.

**9: Will data from the LTAD Progress Tracker affect a NSO's Sport Canada Core Funding?**

A: The data collected allows Sport Canada and Sport for Life to analyze the Canadian sport system as a whole, to identify best practices and areas of improvement, and review how individual NSOs are advancing with their LTAD implementation. It also creates an opportunity to increase dialogue in regard to the development of strategies to improve the Canadian sport system.

**10: When do I need to update the NSO tracker?**

A: Ideally, supporting documents are uploaded and the project status is updated as major project milestones are achieved. NSOs are encouraged to ensure all information is up to date prior to Sport Canada data transfers (May 31<sup>st</sup> and November 30<sup>th</sup>).

**11: When will the NSO data be sent to Sport Canada?**

A: Data is shared with Sport Canada on June 1<sup>st</sup> and December 1<sup>st</sup> based on the end of the previous month status.

**12: Will S4L and Sport Canada provide a summary of the data collected to all NSOs?**

A: Yes. NSOs will receive a report that shows their own individual progress and a summary report of aggregate data. At this point, NSOs can expect to receive this report twice a year, in the month following the data transfer to Sport Canada.

**13: What if I don't update the NSO Progress Tracker?**

A: Sport for Life is working toward allocating some expert activation services based on the results of the NSO Progress Tracker. These services will align with properly sequenced next steps and without this information, it becomes difficult to make a good investment of resources. Additionally, data sent to Sport Canada will not accurately reflect the NSOs current state of LTAD progress.