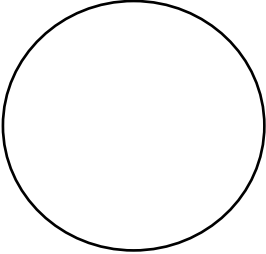


## WRITING AN IMPACT STATEMENT – REFLECTION WORKSHEET

#STEP 1 COMMITTEE INPUT	
#STEP 2 RELATIONSHIP MAP	#STEP 3 CURRENT SITUATION
	What we know about the current situation?
	What we don't know about the situation

**#STEP 4 PRIOR SITUATION**

What was the status of your club / association prior to the situation?

- Membership — consider total membership numbers, regional breakdown, gender breakdown, type of member (for example, juniors, seniors etc)
- Finances — include only high-level information/a summary of the type usually contained in an annual report. There may be value in detailing some high-level information on major impacts (positive and negative) to income, for example, sponsors, funding
- Staffing/volunteers — how many staff did you have? How many key (those in leadership roles) and general volunteers ran the organisation?
- Stakeholders/clubs, etc — a general statement is enough for this section. For example: the majority of clubs are volunteer-driven with some having paid administration support. The majority of clubs have teams that play in the [insert organisation] junior and senior winter league
- Communication — include details of communication with clubs, members, sponsors, local governments, etc.

**#STEP 5 WHAT HAPPENED**

What key decisions did you make?

**#STEP 6 DECISION MAKING**

How did your club make decisions and what did they base it on?

**#STEP 7 ACTIONS TO DATE**

Responses or proactive measures your club or association has taken?

**IMPACT STATEMENT**

Membership and Competition / Finances / Volunteers and Staff / Stakeholders / Communication