

Knowledge Edge Structured Review Process

HPSNZ Knowledge Edge | Last updated: April 2026



Introduction

Structured Reviews are defined as a formal, planned process used to assess and reflect on a National Sporting Organisation's (NSO) preparation and performance environments. The term *Structured Review* aligns with High Performance Sport New Zealand's (HPSNZ) internal language and serves as an overarching concept that encompasses all types of formal reviews. Within this framework, the terms *prebrief* and *debrief* refer to specific structured review products, consistent with terminology commonly used by NSOs.

This document outlines the process that Knowledge Edge (KE) follows to uphold best practice when conducting structured reviews (referred to in this document as prebriefs and debriefs) on behalf of NSOs and Peak Bodies.

About KE

KE primarily supports HPSNZ targeted NSOs and Peak Bodies by facilitating access to prebriefs and debriefs in relation to pinnacle and benchmark events. These confidential reviews enable reflective analysis of preparation and performance environments, drawing on feedback from athletes, coaches, and support staff via online surveys or interviews. KE utilise advanced tools and technology to deliver fast, meaningful insights, whilst adhering to data privacy guidelines. These insights facilitate rich discussions and inform future planning by deepening understanding of environments that support wellbeing and performance, as well as the impact of support on athlete and team outcomes.

By maintaining a longitudinal record of these insights, the KE team is able to identify recurring and emerging trends at both the NSO and high-performance sport system level, further strengthening evidence-based decision making.

Planning and Design

NSO and Peak Body Consultation

KE only delivers prebriefs and / or debriefs to HPSNZ-funded NSO's and any sports attending multi-sport pinnacle events.

Participation in this service is opt-in, with KE working alongside individual NSOs and Peak Bodies to plan and deliver these reviews. Before proceeding, KE requires leaders

within NSOs or Peak Bodies to commit to the following conditions, which are designed to ensure the success of the review:

- Collaborative Planning: Leaders within the NSO or Peak Body will work with Knowledge Edge (KE) to develop a delivery plan for each prebrief and debrief.
- Strategic Alignment: Any prebrief or debrief undertaken by KE will be designed to ensure it supports the NSO's or Peak Body's strategic priorities and learning objectives, in alignment with the processes described in this document.
- Commitment to Learning: Leaders within the NSO or Peak Body will have a clear understanding of where their organisation currently stands in its learning journey and demonstrate a willingness and a commitment to fostering a learning culture. This includes creating space for reflection with the KE team (and relevant stakeholders) and applying insights to inform future decision-making.
- Contextual Awareness: Leaders within the NSO or Peak Body will advise KE of any known contextual factors that may influence participant responses (e.g., team culture, selection issues) prior to data collection. Additionally, Leaders within the NSO or Peak Body will outline the mechanisms they have in place to manage any current or possible issues that may require escalation or support referral.
- Athlete Engagement: Leaders within the NSO or Peak Body will engage with appropriate athlete representative bodies throughout the review process.

Participants

To ensure diverse viewpoints are captured across preparation and performance settings, KE prebriefs and debriefs collect data from athletes, coaches, support staff, and, when athletes are under 16 years of age, occasionally from parents or guardian.

The depth and breadth of this sample will depend on the purpose of the review.

- For multi-sport pinnacle event debriefs only travelling athletes, coaches, and support staff are invited to participate.
- For all other prebriefs and debriefs, KE will work with leaders within the individual NSO to assess if the inclusion of non-travelling athletes and staff is necessary to achieve the review's objectives.

Methods of Data Collection

Data Collection Method for Multi-Sport Pinnacle Events

KE uses surveys to conduct debriefs during multi-sport pinnacle events. These surveys comprise of both closed and open-ended questions to capture simple data for quick comparison, as well as detailed responses that provide context to participants' answers.

Data Collection Methods for Standalone Pinnacle Events

KE works with leaders within individual NSOs to identify the most appropriate data collection methods for prebriefs and debriefs of standalone pinnacle events and benchmark events.

This assessment considers the purpose of the review, the characteristics and size of the participant group, any accessibility requirements, and the timing of the review in relation to KE's other commitments.

Surveys are KE's primary data collection tool, however on-line semi-structured interviews may be considered for sample sizes ≤ 15 , or where there is identified need to capture rich, detailed insights about a particular preparation or performance environment. In some instances, prebriefs and debriefs may utilise a combination of data collection methods.

Question Set

KE uses a consistent question set for all prebriefs and debriefs:

[KE Structured Review Core Question Set.pdf](#). This question set allows KE to track responses overtime, including the presence of recurring and emerging themes.

Timing

KE facilitates the coordination of prebriefs and debriefs on behalf of NSOs and Peak Bodies around:

- Multi-sport pinnacle events (e.g. Olympics/Paralympics); and
- Standalone pinnacle and benchmark events (e.g. World Championships).

Multi-sport pinnacle event debriefs take place immediately following the event.

For all other prebriefs and debriefs, KE works with leaders within NSO's to ensure the timing aligns with their training and competition schedules, as well as other learning / data collection activities currently in place to avoid overlapping priorities.

Data Collection

HPSNZ is committed to maintaining the privacy of individuals whose information we hold. A Privacy Risk Checklist has been completed by the KE team in collaboration with HPSNZ's Privacy Officer. The following section outlines the data collection and security controls applied.

Data Security

All structured review data will be electronically stored safely within the Forsta Plus platform, a secure, access-controlled environment managed by the KE team.

There is a formal contractual agreement in place with PG Forsta that governs the protection of personal data within its Forsta Plus platform and cloud storage environment. PG Forsta employs proactive security measures to monitor for and prevent any potential breaches or threats to stored data.

Confidentiality and Privacy

Only KE staff and PG Forsta's technical support staff will have access to participants' personal details and structured review responses, unless explicitly stated otherwise (see below). This data will be labelled as confidential within the Forsta Plus platform, with access limited to authorised personnel only via encryption protocols and strict access controls.

Personally identifiable information (such as names and email addresses) will be temporarily stored alongside participants' structured review responses to enable the KE team to appropriately follow up on any responses requiring escalation, however this information will be automatically removed 45 days after data collection has ended. After this time, all stored responses will be fully deidentified, and no personal identifiers will be retained.

The sharing of deidentified data between organisations (such as Peak Bodies) occurs only in limited circumstances and is not routine practice. Where data sharing is required, this is stated explicitly in the invitation email sent to participants, and participation in a prebrief or debrief constitutes consent for this information to be shared. Any shared data is provided via password-protected extracts to ensure access is restricted to approved recipients only.

NSOs cannot access participants' raw data. Data is only to be reported in aggregate form, with no personal identifiers included to safeguard confidentiality.

Escalation in HPSNZ

The KE prebrief and debrief process is not intended to be an escalation mechanism. In KE invite emails participants are encouraged to raise any concerns they have about their environment with their NSO and / or athlete voice group. Participants are also made aware of the independent support resources that are available to them and can be found on HPSNZ's Wellbeing Programme page (<https://hpsnz.org.nz/wellbeing-and-engagement/wellbeing-programme/>).

However, where we identify something in a response which raises concerns about the safety or wellbeing of any person, this will be escalated to HPSNZ's Head of Psychology. Where we identify something in a response which raises a concern about the high performance environment or the behaviour of conduct of any person, this will be escalated to HPSNZ's General Counsel.

If escalation is necessary, KE may need to share participant contact details with the relevant person (outlined above) so that they can follow up with the individual directly, however details will not be shared with any other person without the participant's express consent.

Informed Consent

The KE team sends email invitations to all individuals invited to participate in a prebrief or debrief. If any invitee is under 16 years of age, consent is requested from a parent or guardian before this invitation to participate is sent.

The invitation clearly states what information will be collected, the purpose of the data collection, and who will have access to individuals' data. When conducting interviews this information is again repeated at the start of the interview process.

The HPSNZ website also has a Knowledge Edge page which outlines the purpose of KE and how we store, secure and use information (<https://hpsnz.org.nz/knowledge-edge>). This link is supplied to individuals as part of the invite process.

Data Reliability

KE only produces a summary report if at least 70% of invited participants respond. This response rate helps ensure that the insights accurately reflect the sample population. KE collaborates with leaders within NSOs and Peak Bodies to boost participation rates and meet the required threshold, encouraging them to lead the effort by educating participants on the purpose and value of the reviews.

KE prebriefs and debriefs often also gather data from both closed-ended (7-Domains) and open-ended questions, enabling the comparison and contrast of information from multiple sources. This approach supports the identification of patterns, inconsistencies, and potential biases through data triangulation.

Data Analysis and Communication of Insights

Analysis of Data

Open-ended survey or interview responses are collated and analysed, with support of AI enabled tools, to identify key themes, topics, and outliers across the participant group.

Close ended question responses are aggregated and then summarised for analysis using descriptive statistics.

A minimum sample size ($n \geq 5$) is required for data to be disaggregated into a sub-group (e.g. athletes, coaches, and/or support staff).

Analysts in the KE team use a peer review approach throughout each stage of the data analysis process, including the human review and validation of any AI-assisted thematic analysis. This ensures accuracy, consistency, and objectivity in the interpretation of qualitative data, while minimising individual bias and strengthening the reliability of insights.

KE also notes any factors that may have influenced data gathering (e.g. selection appeals, review timing, etc.) so these contexts can be considered during analysis and interpretation. This ensures findings are appropriately qualified and accurately reflect the environment in which the data was collected.

Reporting of Insights

KE works with NSO's or Peak Bodies to determine the appropriate reporting format (e.g. written summary report, presentation, dashboard, infographic) to summarise data insights and meet the needs of the intended audience.

Depending on the question set and reporting format, outputs may include an executive summary, response rates, aggregated summary charts for closed-ended questions, thematic summaries of qualitative responses, recommendations, and/or a summary table showing the prevalence of responses to open-ended questions*.

All KE insights protect individual identities by:

- Aggregating data to highlight group-level themes by prevalence rather than individual responses**.
- Excluding all names and identifiable details.
- Ensuring that NSOs are not granted access to raw data.

** Only responses where similar comments have been made by two or more people will be recorded.*

*** A threshold of 50% or more of participants is applied to identify the occurrence of key themes.*

Reflection with NSOs/Peak Body

Once insights have been drafted, they are shared with the respective NSO/Peak Body. KE then meets with the NSO/Peak Body to explore key learnings, identify areas that may require further investigation or action, and discuss opportunities to implement changes based on the lessons learned.

Additionally, this discussion will explore how the NSO intends to use participant feedback to inform decision-making and/or subsequent actions. This meeting also provides an opportunity to address any questions or concerns the NSO/Peak Body may have regarding the report, and to clarify any points before it is finalised.

Sharing of Reports

Once KE has finalised the insight with the NSO, summary reports are then shared with participants and other key stakeholders*. This process allows the NSO to close feedback loops and promote transparency.

Where appropriate, reports are shared with participants and other key stakeholders using single sign-on authentication, restricting access, editing, and download capabilities to authorised recipients only.

**Please note: Peak Body reports are intended for a specific audience and are therefore shared only with key stakeholders.*

Data Archiving and Disposal

Data Retention

KE retains participant's deidentified interview or survey responses data for 7 years to complete cross-sport, cross cycle analyses and reporting. After 7 years, all data is automatically archived or deleted in accordance with HPSNZ's data retention and privacy policies.

Summary

KE aims to uphold best practice by engaging collaboratively with NSOs and Peak Bodies, applying rigorous, participant-centred data collection and analysis methods, and ensuring insights are shared in a way that support transparency, learning and informed decision making. Privacy safeguards and defined data retention practices underpin KE's approach, enabling longitudinal learning while protecting participant confidentiality.