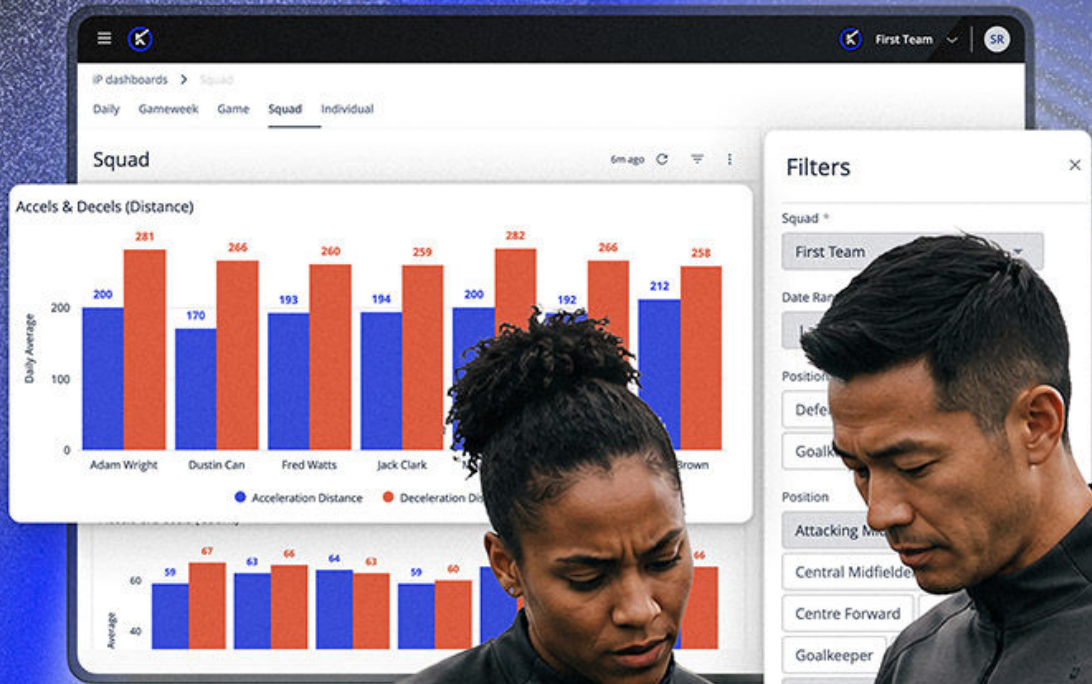




KITMAN LABS

THE DATA HEALTH PLAYBOOK

A repeatable routine for keeping athlete and team data accurate, complete, and trusted in iP: Intelligence Platform.

INSIDE THE PLAYBOOK

PHASE 1 AGREE

What you collect, how you name it, and how it enters iP

PHASE 2 CHECK

Each time new data arrives

PHASE 3 REVIEW

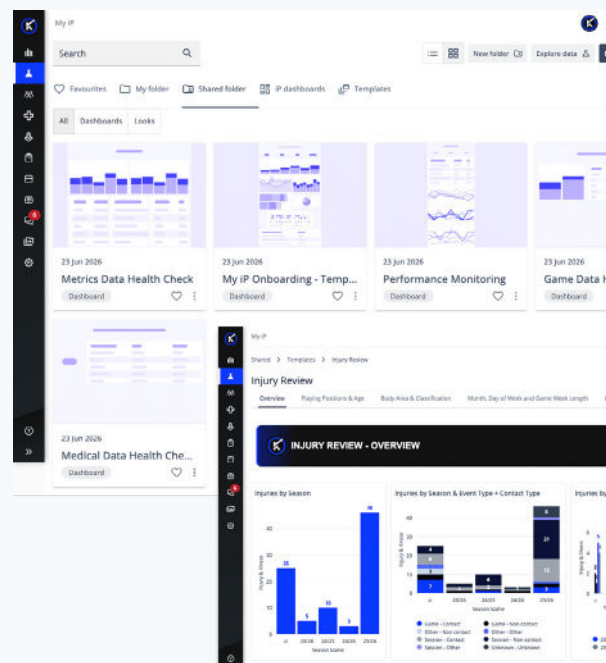
On a regular schedule, with named owners

WHAT HEALTHY DATA LOOKS LIKE

Data health means keeping your data accurate, complete, and organized so the reports built from it can be trusted.

Two things determine whether your data stays healthy. First, the quality of the data as it comes in, whether from a device, another system, or a staff member entering it. Second, whether someone checks it after it is in iP: Intelligence Platform.

This playbook covers both. It explains who is responsible for what, what to check, how often to check it, and what to do when you find a problem.



5 SIGNS OF HEALTHY DATA



Use these five questions to judge whether your data is ready for reporting. If the answer to any one of them is no, it needs attention before you report on it.



Accurate

Would the person who was there agree this is what actually happened?



Consistent

Would different staff members record the same thing the same way, every time?



Structured

Can you sort and group it in a report without tidying it up first?



Complete

Are the important fields filled in, not just the easy ones?



Trusted

Is iP the version people actually use?

If people are keeping their own version of the data, find out why. It may be a sign they do not fully trust iP as the source of truth.

THREE HABITS THAT KEEP YOUR DATA HEALTHY

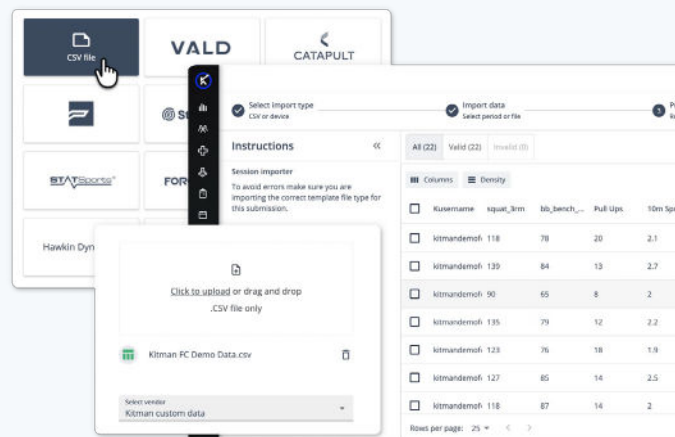


ONE

GET THE DATA RIGHT WHEN IT COMES IN

A problem caught as data enters iP is easier to fix. The same problem found weeks later may already have affected reports, trends, and the decisions made from them.

Make sure data is being entered clearly and consistently. If the same problem keeps appearing, fix what is causing it rather than correcting the same issue again and again.

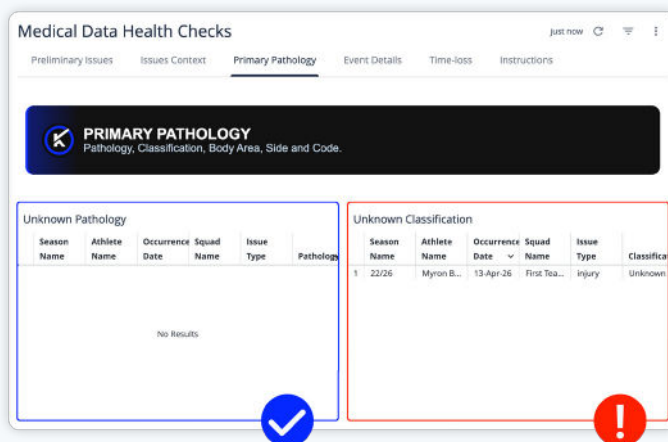


TWO

GIVE EVERY CHECK A NAMED OWNER

The **Data Health Check Dashboards** in My iP only help if someone checks them regularly. If responsibility sits with a team or department rather than a named person, it can be easy to assume someone else is taking care of it.

Assign each dashboard to a specific person, with a second person named as backup. The backup matters. Staff travel, take leave, and have competing priorities, so the check still needs to happen when the primary owner is unavailable.



THREE

MAKE CORRECTIONS IN iP, NOT OUTSIDE IT

If someone exports the data, corrects it in a spreadsheet, and shares that version instead, the spreadsheet can quickly become the version people trust. Meanwhile, the original record in iP stays wrong, leaving two different answers to the same question.

Make the correction in iP so everyone is working from the same information.

WHO OWNS EACH CHECK

Use the table below to give each **Data Health Check Dashboard** an owner, a backup, and a review schedule.

Some of these dashboards come with iP: Intelligence Platform, so every organization has them. Others belong to a specific solution, so what you see depends on your setup.



Below are suggested roles. Use whatever titles fit your organization, then replace them with real names. Before the schedule starts, make sure each owner and backup can open the dashboard they are responsible for.

DASHBOARD	AVAILABLE WITH	SUGGESTED OWNER	SUGGESTED BACKUP	HOW OFTEN
Athlete Data Health	My iP	Team Operations or Admin	System Administrator	Before each season and when athlete records change
Game Data Health	My iP	Team Operations	Analyst	After each game or competition event
Medical Data Health	Performance Medicine	Medical Lead	Physiotherapist or Athletic Trainer	Weekly during the season
Metrics Data Health	Performance Optimization	Sports Science or Performance Lead	Analyst	Weekly and after a known data connection issue

Medical records remain subject to existing iP permissions, so anyone responsible for the **Medical Data Health Check Dashboard** must already have permission to view the relevant information.

Once a season, bring the relevant owners together to confirm that the assignments and review schedules still make sense, and that recurring problems are being addressed at the source.

SET THE STANDARD. REVIEW IT BEFORE EACH SEASON.

Agree what you collect, how sessions and events are named, and how each source enters iP.

1 DECIDE WHAT YOU COLLECT

Make a clear list of the data you expect to collect, how often it should be collected, and when it should arrive. This gives everyone the same definition of what “complete” looks like.

EXAMPLES MIGHT INCLUDE:

- ☒ Wellness, e.g., every training day
- ☒ RPE, e.g., after every session
- ☒ Testing and assessment data
- ☒ Availability and participation
- ☒ Data from connected performance sources

FOR EVERY INPUT, DEFINE

Owner | Frequency | Deadline | What happens if it is missed

2 STANDARDIZE SESSIONS AND EVENTS

Use the same naming structure every time so data can be matched, grouped, and reported consistently.

DATE | TEAM | TYPE | LOCATION | FOCUS

2026-08-15 | Senior | Training | Main Venue | Conditioning

- ☒ Put the date first, in the same format every time
- ☒ Always name the team or group, even if you have only one
- ☒ Keep training, competition, and rehabilitation as separate types
- ☒ Avoid personal initials or shorthand that only one person understands

3 MATCH THE INTAKE METHOD TO THE SOURCE

DIRECT CONNECTION

BEST WHEN:

The source is recurring and supported
Data should flow automatically
You want to reduce manual handling
Data can be linked to existing records where supported

MANUAL UPLOAD

BEST WHEN:

Bringing in historical data
Importing a one-off session
Adding bespoke testing data
A direct connection is not available

Once the standards are set, the next job is making sure the data actually arrives where it should.

CHECK NEW DATA AS IT ARRIVES.

Use these five checks each time new data enters iP: Intelligence Platform.

Start with who and what the data belongs to before deciding whether the numbers look right.



1

IS IT AGAINST THE RIGHT ATHLETE?

Check that the data is attached to the right person. Data saved against the wrong athlete, or against nobody, can be difficult to untangle later.

2

IS IT AGAINST THE RIGHT SESSION OR EVENT?

Check that it is attached to the right training session or competition, and that the session is labeled correctly.

3

DID EVERYTHING EXPECTED ARRIVE?

Check that the expected source, athletes, and data are all there. A partial sync or incomplete upload can look successful until someone tries to use the data later.

4

IS ANYTHING DUPLICATED?

Check that the same athlete, session, or data has not been brought in twice. Duplicate records are one of the recurring data-quality issues the Data Health Check Dashboards are designed to surface.

5

DO THE NUMBERS LOOK POSSIBLE?

Compare the values with what you would expect for that type of session. A strange number may be real, but it should be checked before it becomes part of a trend.

REVIEW YOUR DATA ON A **REGULAR** SCHEDULE.

Work through the **Data Health Check Dashboards** available to you on the review schedule your team has agreed.

Some dashboard names use team-sport terminology because those are the labels used in the product. Focus on the underlying data check and apply it where it is relevant to your sport.



ATHLETE DATA HEALTH

Checks whether your athlete records are complete, consistent, and free from duplicates.

CHECK	WHAT IT MEANS
Duplicates	The same athlete has more than one record, which can split their history across separate profiles.
Missing or questionable dates of birth	Missing or implausible dates of birth can affect age-based reporting and comparisons.
Unmapped positions	A position that is not mapped correctly may prevent the athlete from appearing in the right position group.
Season coverage	Shows whether athlete records cover the periods you expect, or whether there are unexplained gaps.

WHAT TO DO NEXT

Verify the flagged information against the athlete record. Correct missing or incorrect details in iP, and investigate any duplicate profiles or unexplained gaps.

GAME DATA HEALTH

Checks whether competition and participation data is recorded correctly.

CHECK	WHAT IT MEANS
Competition mapping	Checks whether each event is linked to the right competition.
Duplicate fixtures	The same event appears more than once, which can lead to information being counted twice.
Results	Checks whether outcomes are present and recorded correctly.
Neutrality	Checks whether the event is correctly recorded as home, away, or at a neutral venue.
Participation	Checks whether the athletes who took part are recorded correctly.
Game minutes	Checks how long each athlete was involved. Missing or incorrect minutes can affect reporting that depends on participation and exposure.

WHAT TO DO NEXT

Check the flagged information against what actually happened in the competition. Correct any missing or incorrect competition, participation, result, or minutes information in iP.

PHASE 3: REVIEW CONTINUED

MEDICAL DATA HEALTH

Available with the Performance Medicine Solution. Checks whether injury records are complete and whether cases that need attention have been resolved.

CHECK	WHAT IT MEANS
Preliminary cases	A case has been started but still needs information before it is complete.
Missing clinical fields	Important information is missing from the injury record.
Event-linking issues	An injury is not linked correctly to the relevant session or competition, making it harder to understand when and where it occurred.
Unresolved or severe time-loss cases	Highlights cases that remain open, as well as injuries with longer periods of time-loss that may need closer review.

WHAT TO DO NEXT

Review the flagged case and complete any missing information. Correct event links where needed and confirm whether open cases should remain open or be closed.

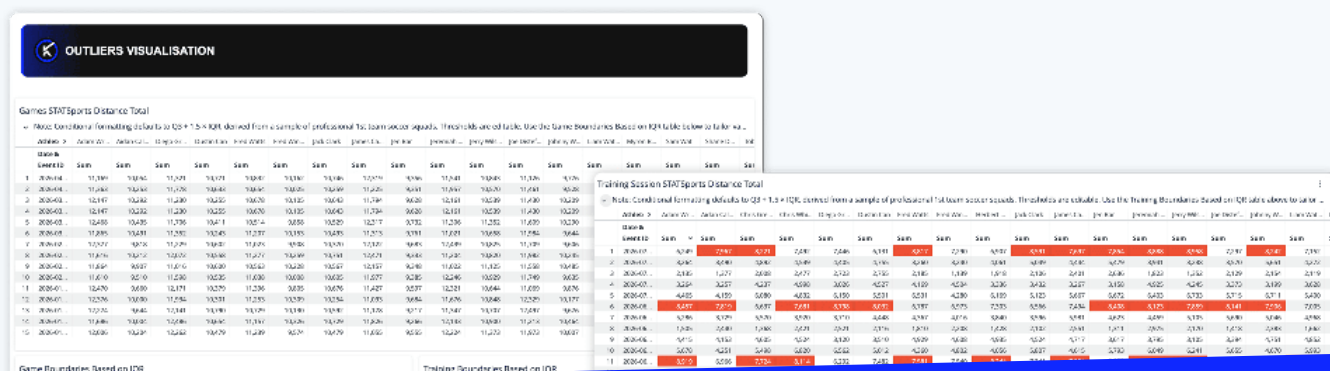
METRICS DATA HEALTH

Available with the Performance Optimization Solution. Checks whether direct connection are providing the data you expect and whether the values arriving need review.

CHECK	WHAT IT MEANS
Integration coverage	Checks whether direct connection are sending the data you expect. A gap here can affect every report that depends on that source.
Under-reporting variables	A metric is returning less data than expected. Check whether data is missing before relying on it in reporting.
Outliers and drift	An outlier is a value that sits well outside the expected range. Drift happens more gradually, when values shift over time. Both should be reviewed to understand whether the change is real or whether something in the data needs attention.

WHAT TO DO NEXT

First check whether the missing or unusual data is expected. If not, check the source, setup, or connection before changing the value itself.



HOW TO **DECIDE** WHAT TO DO NEXT

Use these three questions whenever a Data Health Check Dashboard flags something.

ASK 3 QUESTIONS, IN THIS ORDER.



QUESTION 1

DID THE DATA ARRIVE AS EXPECTED?

If a session, athlete, or metric is missing, work out why. A device may not have been used, a connection may have failed, information may not have been entered, or the gap may be expected.

If something in the process is causing the gap, fix that first so the same problem does not keep coming back.



QUESTION 2

IS THE VALUE WRONG, OR JUST UNUSUAL?

An unusual value is not automatically an error. Check it against what happened in the session and what you know about the athlete before deciding whether it needs to be corrected.

Do not remove valid data just because it looks unusual. The goal is an accurate report, not simply a neat one.



QUESTION 3

CAN THE OWNER FIX IT?

If you know what is wrong and have the right access, correct it in iP.

If the issue sits with a setup, mapping, or connection, pass it to your System Administrator or whoever is responsible for that area.

If the same issue keeps coming back, raise it with Kitman Labs Performance Experts through the in-platform Message Center rather than creating a separate workaround.

BEFORE EACH SEASON: A CHECKLIST

Work through this before the season or competition cycle begins.

AGREE

- ☐ Required inputs have a named owner, frequency, and deadline
- ☐ Session and event naming rules are documented and shared
- ☐ Team, group, and rehabilitation structures are up to date where relevant
- ☐ The competition calendar and other key season information are up to date
- ☐ Direct connections you rely on are ready for the new season

CHECK

- ☐ Duplicate athlete records have been reviewed and resolved
- ☐ Dates of birth, positions, and other key athlete information are complete
- ☐ Direct connection are sending the data you expect
- ☐ If you use Performance Medicine, last season's medical cases have been reviewed, with open cases closed or deliberately carried forward

REVIEW

- ☐ Every Data Health Check Dashboard you use has a named owner and backup
- ☐ Every owner and backup can open the dashboard they are responsible for
- ☐ Review dates are in calendars, not just agreed in a meeting

ONE LAST CHECK

No separate spreadsheet or tracker is being maintained as a competing version of the data in iP: Intelligence Platform.

NEED HELP?

If you have a recurring data issue, connection problem, or question about a Data Health Check Dashboard, message the Kitman Labs Performance Experts through the in-platform Message Center.