



## EVALUATION GRIEVANCE POLICY



## **U7 to U17 Age Group**

Players within the Axemen Lacrosse Club are evaluated on their individual skill and overall game performance to ensure accurate team placement each season. This policy outlines the steps a parent/player/goaltender can follow to request an audit of the evaluation process.

The grievance process consists of 4 parts that culminate in a final audit report:

1. Parent Submission of Intent to Review
2. Evaluation Forms Audit & Reconciliation
3. Process Verification & Mathematical Reconciliation
4. Final Report

### **Part 1: Parent Submission of Intent to Review**

1. An Evaluations grievance can only be submitted after the teams have been created and announced. No grievance requests are accepted during the Evaluations process.
2. To request an audit, parents/players/goaltenders must complete the online grievance form found on the Axemen Lacrosse Club website.
3. A non-refundable \$200 fee for the auditing process must be prepaid. This fee is non-negotiable and must be paid for the grievance request to be audited.
4. Once the online form and payment are received, the Executive Director forwards the request to the Evaluations Director to convene the Grievance Review Board.
5. The grievance must be filed through the online system within three (3) days of the teams being announced for that Division.

### **Part 2: Evaluation Forms Audit & Reconciliation**

The Grievance Review Board is convened, consisting of the Evaluations Director, Evaluations Auditor, President, VP of Programs, VP of Operations, and the respective Division Coordinator.

The Board will:

- Pull all evaluation ranking sheets for the player/goaltender in question.
- Review the forms to ensure all rankings are present.
- Note any errors found for discussion during the final review process.
- Once data collection, review, and entry are checked, the process moves to the next step.

### **Part 3: Process Verification & Mathematical Reconciliation**

With scores verified, the Grievance Review Board will examine potential errors in the transcription, movement, and cut line processes to ensure Club policies were followed.

The Board will:



- Ensure ranks from the evaluation summary sheets were entered into the Evaluation Scoring system correctly.
- Verify that cut lines, player movements, absences, and all events within each group session followed the Club's current Evaluations policies.
- If an error is found, a copy of the Scoring system will be used to redo player/goaltender movements to determine the impact on final rankings.
- Review the team selection process and draft movements log to ensure team creation guidelines were followed properly.

## Part 4: Final Report

The Grievance Review Board, coordinated by the Evaluations Auditor, reviews all audited information to see if any errors had a significant impact on the player/goaltender's placement.

- If a significant and justifiable reason to reconcile the player/goaltender position/team is found, the Grievance Review Board will make recommendations to the Calgary Axemen Lacrosse Club Executive Board to act accordingly.
- All grievance audits conclude with a detailed report submitted to the parents via the email address provided.
- The report will detail player movements, scores, pinnie assignments, scrimmage group assignments, any sanctions or bonuses, and the final placement/team placement.
- Once this report is issued, the Evaluations grievance review process is complete, and no further action can be requested by the parents through this process.

