



## AXEMEN LACROSSE CLUB EVALUATIONS GRIEVANCE POLICY

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### **Target: MiniTyke to Midget Divisions, both Boys & Girls**

Players within the Axemen Lacrosse Club will be evaluated on their individual skill & overall game performance to ensure accurate placement of players for each lacrosse season. It is sometimes felt by parents and/or players/goaltenders, that there is reason to review the process. This policy outlines the steps that can be followed by the parent/player/goaltender to initiate the process and ultimately, what process the Axemen Lacrosse Club follows in order to conduct an audit.

The evaluation grievance process will consist of 3 distinct steps which will culminate in an overall audit report being sent to parents at its conclusion.

The following elements represent this 4 part process:

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**

- I. An Evaluations grievance can only be submitted after the teams have been created and announced by the Axemen Lacrosse Club. There will be no grievance requests accepted during the Evaluations process
- II. Parents/Players/Goaltenders that wish to have an audit of the Evaluations process done, will need to complete the online grievance form which can be found on the Axemen Lacrosse Club website
- III. After completion of this form, the author will be asked to prepay a non-refundable \$200 for the auditing process. This fee is non-negotiable and in line with the recommended fee posted by the Calgary District Lacrosse Association (CDLA)
- IV. No grievance request will be audited if the associated fee is not paid
- V. Once the online form and payment has been received, the Executive Director will forward the request to the Evaluations Director for follow up/to convene the Grievance Review Board
- VI. Grievance will only be accepted if filed through the online system within three (3) days of the teams being announced for that Division



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### Part 2: Evaluation Forms Audit & Reconciliation

- VII. The Evaluations Director will convene a Grievance Review Board that will consist of the Evaluations Director, the Evaluations Auditor, the President, the VP of Programs, the VP of Operations and the Division Coordinator of the respective Division
- VIII. The Grievance Review Board will do the following:
  - a. Pull all of the evaluation score sheets for the player/goaltender in question
  - b. Review every sheet to ensure it was completed properly and verified by 2 members of the Evaluations Tally team & reviewed by an Executive Board member. This is done by verification of signatures on the evaluation forms
  - c. Review the form to ensure the proper number of A,B,C & D scores are present (as per the Goaltender and Player policies)
  - d. Review the addition of scores on the summary tally sheet done by the Evaluations Tally team, again verified by an Executive Board member
  - e. If at any time there is an error found, this will be made note of by the Evaluations Auditor, for discussion during the final review process
- IX. Once the process of collecting, reviewing and entering data is checked, then the process will move to the next step

### Part 3: Process Verification & Mathematical Reconciliation

- X. Scores now verified, the Grievance Review Board will then look at potential errors made in the transcription and movement/cut line process to ensure that the policies for the Axemen Lacrosse Club have been followed
- XI. The Grievance Review Board will do the following:
  - a. Ensure the scores on the evaluation summary score sheets have been entered into the Evaluation Scoring system properly
  - b. Ensure that cut lines, player movements, absences and all things that occurred within each Group session follow the current Evaluations policies of the Club
  - c. If at any time there is an error found, this will be made note of by the Evaluations Auditor, for discussion during the final review process
  - d. If there is an error found, a copy of the Evaluations Scoring system will be made and player/goaltender movements will be redone using the correct numbers/movements to see what the impact of the error was to the player/goaltender in the process; if there is a change to final rankings
  - e. The team selection process and draft movements log will be reviewed to ensure team creation guidelines were followed properly



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- XII. Once the process of reviewing the Evaluations Scoring system, movements and the team selection draft have been checked, the process will move to the next step

### **Part 4: Final Report**

- XIII. Process, math, and policies now verified, the Grievance Review Board will review all the information obtained throughout the audit process to see if there was any errors in the process and whether those errors had a significant impact of the Evaluations process for the player/goaltender in question
- XIV. This review is coordinated by the Evaluations Auditor who was tracking issues/errors throughout the auditing process
- XV. If there is significant and justifiable reason to reconcile player/goaltender position/team after the audit has been completed, the Grievance Review Board will make recommendations to the Axemen Executive Board to act accordingly
- XVI. All grievance audits will then conclude with a detailed report being submitted to the parents of the player/goaltender in question
- XVII. This report will detail specifically player movements, scores, pinnie assignments, scrimmage Group assignments, any sanctions or bonuses in the process and the final placement/team placement
- XVIII. This report will be written and submitted to parents via the email address provided at the start of the process
- XIX. Once this report has been issued to the parents, the Evaluations grievance review process is complete
- XX. Once the report has been issued, no further action can be requested by the parents through this process