



EVALUATIONS GRIEVANCE POLICY

Preamble

- I. This policy outlines the steps that can be followed by a parent or player to initiate a grievance to the evaluation process and ultimately, what process the Club follows in order to conduct an audit.
- II. The evaluation grievance process consists of the following 3 steps:
 - A. Parent/Player Submission of Grievance
 - B. Audit of Evaluation Score Sheets
 - C. Process Verification & Mathematical Reconciliation
- III. Upon completion of the above steps a final audit report will be sent to the grievance initiator.

Part 1: Parent/Player Submission of Grievance

- I. Evaluations grievances can only be submitted if there is a belief that a mathematical error has been made. Grievances as to player placement for any other reason will not be accepted.
- II. An Evaluations grievance can only be submitted within 3 days of the announcement of teams for that division. There will be no grievance requests accepted during the Evaluations process or after the aforementioned 3 day period.
- III. 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 club website.
- IV. 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).
 - A. 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 Director Discipline for follow up/to convene the Grievance Review Board.
- VI. The Director Discipline will convene a Grievance Review Board that will consist of the the President, the Vice President and the Coordinator of the respective Division with one of these individuals designated as the Audit Lead.

Part 2: Audit of Evaluation Score Sheets

- I. The Grievance Review Board will do the following:
 - A. Pull all of the evaluation score sheets for the player in question.
 - B. Review every sheet to ensure it was completed properly and verified upon submission at the end of each evaluation session.
 - C. Review the form to ensure the proper number of A,B,C & D scores are present (as per the evaluation policies).
 - D. Review the addition of scores on the summary tally sheet done by the evaluations 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 Audit Lead for discussion during the final review process.

Part 3: Process Verification & Mathematical Reconciliation

- I. 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 Club have been followed
- II. 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 Audit Lead, 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 movements will be redone using the correct numbers/movements to see what the impact of the error was to the player in the process.
 - E. The team selection process and draft movements log will be reviewed to ensure team creation guidelines were followed properly.

Part 4: Final Report

- I. 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 in question.
 - A. This review is coordinated by the Audit Lead who was tracking issues/errors throughout the auditing process.
- II. If there is significant and justifiable reason to reconcile player/team placement after the audit has been completed, the Grievance Review Board will make recommendations to the Club's Executive Board to act accordingly.
- III. All grievance audits will then conclude with a detailed report being submitted to the parents of the player in question via email.
- IV. This report will detail specifically player movements, scores, pinnie assignments, scrimmage Group assignments, any sanctions in the process and the final ranking/team placement.
- V. Once this report has been issued to the parents, the Evaluations grievance review process is complete and no further action or grievance can be requested.