



# JDF LACROSSE

## BOX AND FIELD

### ASSESSMENTS PROCESS – JULY 21, 2025

#### COMMITTEE

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The following positions of the active discipline may form the assessments committee:

VP1

VP2

Head Coach

Volunteer 1 (Appointed Executive member)

Volunteer 2 (Appointed Executive member)

Jersey Manager

Registrar

Field/Floor Allocator

Equipment Manager

Duties of the members:

#### VP1 & VP2

- Works with the disciplines Head Coach to find and secure appropriate assessors for each division.
- To conduct parents meeting at the 1<sup>st</sup> session
- Handles any complaints or concerns from the members – to report any MAJOR issues to the President
- Assists Volunteer 1 with analyzing assessment results and moving players to appropriate groups for balancing and or/coaches cuts.

#### Head Coach

- Works with VP's to find and secure appropriate assessors for each division.
- Works with volunteer 2 to finalize schedules.
- Organizes coaches to lead assessment sessions in each division.
- Creates "practice" plans to give to coaches who are running skills, drills for the sessions.
- Works with equipment manager to secure and organize equipment required, nets, cones, balls etc.
- Works with ref allocator to arrange officials for scrimmages.

### **Volunteer 1**

- Prepares sign in sheets and assessment sheets and hands over to Volunteer 2.
- When assessments in each division conclude, calculates assessment results and provide results to the VP of the appropriate division.
- Once final teams are decided, prepares rosters for each division and shares with VP's, Registrar and Head Manager.

### **Volunteer 2**

- Responsible for the assessment kit ie: clipboards, pens, assessments sheets, folders.
- Distributes assessment sheets to assessors before each session.
- Collects assessment sheets from assessors immediately following each session and keep them safe and secure throughout the assessment process.
- Works with Jersey Manager to oversee check-in and pinnie allocation at each session.

### **Jersey Manager**

- Prepares pinnies and provides a list of sizes, numbers and colors to Volunteer 1.
- Works with Volunteer 2 to oversee check-in and pinnie allocation at each session and delegates who will wash and organizes pinnies after each session and bring to the next.

### **Registrar**

- Provides a list of registered players in each division to Volunteer 1
- Sends email out to registered players with assessment schedule.
- Once teams are formed send out welcome letters to coaches with rosters from Volunteer 1.
- Works with Volunteer 1 to send out "Welcome to the team" email to parents.

### **Floor/Field Allocator**

- Attends committee meetings leading up to assessments to prepare for the start of the season.
- Requests and secures floor/field time and shares schedule with committee.
- Works with committee to create and finalize assessment and volunteer schedules.
- Once approved, work with webmaster & marketing manager to post assessment schedule on JDF website calendar and on social media.

### **Equipment Manager**

- Attends committee meetings leading up to assessments to prepare for the start of the season.
- Prepares and provides nets, balls, cones and any player goalie gear provided for assessments.

## **SECURING FLOOR/FIELD-TIME**

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Requested floor/field time will be submitted to the establishment prior to the expected assessment times. Once floor/field time has been secured, schedules must be created for each division with a minimum of 2 sessions for each division.

## **REGISTRATION**

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Registration must be done online prior to the first assessment session. No registration will be taken at the arena/field. Once the players' and goalies' registrations have been received, the association Registrar will formulate a master list of players. This list will provide the name of each player, a contact email (for the team placement emails) and whether the individual is a right- or left-handed player or a goalie, this list will

be sent to the 1<sup>st</sup> volunteer for further processing. Players must be registered and paid to participate in assessments.

## ASSESSMENTS

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To provide an environment where all players within a division will receive the same level of assessment so that it is a fair and consistent process the following will happen:

- 2-4 assessors will be provided per division at each session.
- To ensure quality and consistency each assessors will be paid \$25 per session.
- These assessors will have NO AFFILIATION to anyone in the division

Each assessor will be provided with a clipboard and an evaluation sheet with the players being broken down into groups. Each sheet will have the players listed by pinnie numbers only (NO NAMES) and will be color coded for each of the groups created depending on availability of pinnies. Each group will be separated randomly by lefties and righties and year of birth with an equal amount in both groups based on the information received at registration.

These sheets will be collected by Volunteer 2 after each session and returned to the same assessor for the next session. These assessment forms will be kept confidential and secure in between assessments.

**U13-U18 divisions** - will get a minimum of two assessment sessions and the assessors will look at a variety of skills sets in order to rank players' abilities.

**U11 division** – If teams are balanced, assessment results will be used to determine player skills and abilities to ensure players are separated evenly by skill level across all teams. If teams are tiered, players will get a minimum of two assessment sessions, and the assessors will look at a variety of skills sets in order to rank players' abilities. The decision to balance or tier our teams is determined at the beginning of each season by the VIMLC/VIFLL.

**U7 & U9 divisions** - Teams will be balanced where possible, the division VP, Volunteer 1 and registrar will create the teams.

The higher the registration of players the more floor/field time that is needed to evaluate all players fairly. The box/field Head Coach will provide qualified facilitators for each division/session to run the practice with clear guidelines on what is to be covered for each session. These facilitators will not be associated with the team. Confirmation of when scrimmages will take place must be communicated to the Ref Allocator.

## COACHES

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Coaches who meet the necessary qualifications can find application forms on the JDF Website under the Coaching tab. The box/field Head Coach, and VP's will review all names submitted, will conduct coaches interviews and will make coach placement recommendations to the rest of the elected directors. In the competitive divisions, preference should go to qualified Non-Parent Coaches to prevent player bias.

## FINAL TEAM PLACEMENT U7-U11

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U7-U9 teams will be balanced, and assessment scores will be used to ensure players are divided up into equal strength teams.

If U11 teams are balanced assessment scores will be used to ensure players are divided up into equal strength teams. If U11 teams are tiered, then we follow the same process below for final team placement for U13 and up.

One Buddy Request per player are considered in these divisions. Coach requests will not be accepted. Please see JDF Policy for details on the process for making a Buddy Request.

## FINAL TEAM PLACEMENT – U13 AND UP

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Following assessments, players will be allocated to teams. U13 and up will be tiered if registration allows it. If tiering, the T1/A1 Head Coach will be given the list of players to complete the final roster. Should they decide to cut a highly ranked player they *must have justification*. These must be communicated to the Division Head Coach and VP prior to sign off. Often this evaluation process does not account for players' attitude or their coach-ability so reviewing these attributes for their final decision is recommended.

They have a responsibility to play the players they have selected. The number of players who can effectively be used in a game so that they may receive enough, equitable opportunity to play must be considered before selection of a player. Very little benefit will be gained from selecting marginal players who will see limited field time. In addition, coaches are responsible for maintaining impartiality, and as such are discouraged from prematurely involving other team officials (Assistant coaches, managers, treasurers) in the team selection process.

In addition to providing a basis for establishing team selection, a major objective for assessments is to provide players with constructive feedback. After the final cuts the coaches are expected to provide players feedback, highlighting strengths and explaining weaknesses in a manner that is consistent with promoting a positive experience. This must be done with at least one other person present. Coaches may reach out to parents to arrange a time to have this conversation. Coaches should avoid overcompensating disappointed players with unrealistic consolation.