

VAA Evaluation Duties and Responsibilities

The following is the procedure for managing VAA Evaluations (a.k.a. "Surveys"). The VAA 'Evaluations' board member has responsibility to ensure the process is completed for each league:

1. Survey Content
 - a. The bulk of the survey will be common across all leagues so that the VAA board can compare responses between leagues and across the entire VAA organization
 - b. Leagues may request additional league-specific questions be added to the survey.
 - i. The VAA board has the responsibility to ensure the surveys do not become overly burdensome, and thus retains the right to work with the leagues to control the overall length of the survey.
 - c. The 'Evaluations' board member may either update the website survey control files or request the assistance of the 'Website' board member (recommended).
2. Survey Distribution
 - a. 'Evaluations' board member should work with commissioners to have coaches request parents complete a survey at the end of each season
 - i. Coaches are asked to emphasize on-line submission to minimize input time by VAA.
 - ii. Coaches may distribute paper copies of the survey to the parents
 - b. The 'Evaluations' board member will work with the VAA administration assistant to send email notices to league participants near the end of the season. The email message will request participants complete an on-line survey and should contain a link to the appropriate survey.
 - c. Leagues may develop supplemental plans to further encourage participants to complete surveys
3. Survey Results
 - a. Survey results are collected by the VAA board in a central location on the website so that the results may be monitored by the 'Evaluation' VAA board member
 - i. Paper copies are input into the appropriate league on-line survey screen to combine the information with existing on-line surveys. The VAA administration assistant may be used for the inputting.
 - b. When a survey is completed, the 'Evaluations' VAA board member and the league commissioner receive an email that informs them a new survey has been submitted. The email does not contain survey results.
 - c. At appropriate times, the 'Evaluations' VAA board member collects, reviews, and prepares "sanitized" summaries of the surveys. "Sanitized" means the removal of confidential information identifying either league personnel (e.g., coach) or the player submitting the survey. The sanitized summaries are shared with the VAA board (and especially the VAA liaisons to the sports), the commissioners, and other league personnel as deemed necessary by the commissioners.
 - i. Should a survey describe any problem that requires either VAA board or league action, that situation will be handled on an individual basis including divulging confidential information as needed.
 - d. Commissioners have the permission and ability to see the unedited survey results

- a. The commissioners have access to the current unedited survey results through the 'Utilities' page of the individual leagues' VAA website.
 - i. Due to privacy concerns, only the commissioner has been given access to the unedited survey results.
 - ii. Accessing the unedited survey results is an explicit agreement to not share any confidential information unless necessary to take corrective actions. Divulging confidential information is considered an extreme step and should be avoided if at all possible.
- 4. Survey Storage
 - a. The survey results and summaries will remain on file in the VAA office

Additional Technical details:

- a. As of December 2006, the website design requires that the 'Evaluations' board member have [league]-Survey website privileges (where [league] is replaced by the name of the appropriate league) for every league to access survey results.
- b. The commissioners must be given [league]-Survey privileges to access current survey results (where [league] is replaced by the name of the appropriate league).
- c. The survey control files and result files may be viewed or downloaded from the Survey Utilities link for each sport under the Utilities -> Site Management links.
- d. Work with the Website Administrator to rename result files as desired (e.g. after all surveys are in after a season)
- e. When a survey is completed, the system sends an email notice to surveys@vaasports.org. That email address should be set by the VAA webmaster to forward the emails to the board member responsible for managing surveys. (Optionally, it can be set to blackhole@vaasports.org if 'Evaluations' board member does not care to receive notices.)
- f. Sports commissioners can also be notified when a survey has been submitted. The email address (preferably the league address) is added to the control file separated from other email addresses with a comma.
- g. Survey IDs can be used to determine the date that the survey was submitted. The IDs are the number of seconds since 1/1/1970. Thus, the date of a survey can be estimated using a spreadsheet such as Excel using

$$=DATEVALUE("1/1/1970") + (ID \text{ value})/86400$$