

**Kitchener-Waterloo Minor Boys Softball Association
Policy and Procedure Manual**

Section:	Privacy	Policy Number:	B-03
Title:	Collection, Use, Storage, Security and Accuracy of Members Personal Information	Date Created:	March 2005
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Authorization:		Revision Dates:	Dec. 07

STANDARD:

KWMBSA shall ensure that Personal Information collected is only used as indicated, stored securely and destroyed as required.

PROCEDURE:

Player Information:

1. All players will complete a registration form at the start of the season.
2. This information will be kept and reviewed by the Registrar to determine eligibility and divisional qualification.
3. The Registrar will enter the information into a computer data base to create a mailing list for the following year and for the organization of the league.
4. One copy of each registration form will be forwarded to the Treasurer along with the registration fee to confirm proper payment etc. This copy will be destroyed annually.
5. A second copy will be forwarded to the division Convener who will use them to create the teams within that division (the financial section on this copy is blacked out).
6. Once the teams have been created the Division Convener in conjunction with the Registrar will then forward the team copies to the identified coach.
7. The Coach will use this information to contact the players on his/her team to arrange practices, games, and forward any information etc.
8. Prior to any coach forwarding information about a player to any other member of the team, he/she must obtain verbal consent from the parent/guardian.
9. At the end of the season all coaches will destroy their copies of the registration forms and any team list that they have created. The coaches will sign an information form at the start of the season which will indicate their awareness of this procedure- see form B-03.
10. The Registrar will destroy the Registrar's copies of the registration forms annually and only keep a mailing list that is a year old.
11. The Registrar will do his/her best to ensure that the information i.e. addresses etc. kept on our members, is accurate to the best of his/her ability.
12. Member information will be kept in a secure area of the Registrar's home or at the Association office in a locked filing cabinet until they are destroyed.
13. Reminders will be sent out via newsletter and on the website for members to keep the Registrar updated on any changes to their information i.e. address change, phone number, E-mail etc.
14. Any information regarding a players performance, disciplinary actions etc will be kept at the Association office along with the minutes for that year
15. Computerized mailing lists will be created and kept for one year until updated ones are created the following year.

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Coaches Information:

1. All individuals who are interested in coaching or being an assistant coach with KWMBSA will complete a coach's application form annually.
2. This information will be collected by the Registrar and entered into a computer mailing list for the following season. The application will be forwarded onto the divisional convener to review and to contact the individual and complete the interview process.
3. The Convener will share this information with the Executive to seek approval for the coach's appointment as a coach.
4. The coaches name and phone number will be used in the Associations' scorebook so that other coaches/assistant coaches can contact them as needed for call-ups, help, concerns etc.
5. Coaches name, address, phone number, E-mail is forwarded to the City of Kitchener, quarterly to meet requirements for the Lottery and Gaming Commission for a Bonafide members list for the running of our Bingos.
6. Any information regarding a coach's performance, disciplinary actions etc will be kept at the Association office along with the minutes for that year.

Umpire Information:

1. All individuals who are interested in working as an umpire with the Association will contact the Umpire-in-Chief and forward their information: name, age, address, phone number, E-mail and qualifications.
2. This information will be used by the Umpire-in-Chief to organize the umpires within the Association. Contact information will be forwarded to the Umpire Scheduler, to the Registrar and to the Treasurer. Mailing lists will be created and kept for one year until updated ones are created the following year.
3. Any information regarding the performance of an individual will be kept by the Umpire-in-Chief in a secure area of his/her home or at the Association office in a locked filing cabinet.
4. Information on any umpire will be only shared within the Minor Softball Umpire Pool and will be forwarded onto other umpire associations or individuals only after consent from the umpire.

Executive members:

1. All individuals who are executive members will submit their information to the Secretary. This information will be used to create an Executive List.
2. The Executive List will be posted on the Association website, in the Association scorebook and in the newsletters. Executive members may identify what information they want released to the public.
3. This information will be kept in the Association office along with the minutes for the year they are members.

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Police Records Checks:

1. All Executive members, Coaches, Assistant Coaches, Managers and Umpires over the age of 18 will obtain a Police Records Check.
2. It will be delivered to the President and/or Vice President for review in a sealed envelope.
3. The information on the Records check will remain confidential between the President and the VP. They will keep a record of checks obtained and will indicate on a list whether or not the individual is allowed to continue in their volunteer position.
4. This list will be forwarded to the Registrar to record on the applications to ensure all checks have been obtained.
5. The individual Police Records check will be reviewed by the President and Vice President and then returned to the owner of the Police check.

All information gathered may be shared among Executive members as required to properly conduct association business for example disciplinary investigation, recognition for performance etc.