



POLICIES AND PROCEDURES MANUAL

NPSAA Age Classifications for the 2020-21 School Year

NPSAA By-Law –

The individual's birth certificate indicates that he/she has not yet reached his/her 20th birthday by August 1st prior to the start of the school year in which the competition is held.

For the **2020-2021 school year**, individuals will be born in 2006 or later.

Years of Eligibility

Coaches and students are reminded that students are eligible to compete for more than five consecutive years providing they have started playing for the academy from prior to the date of entry into Grade 9.

Process for Sanction Cases

1. Source informs of a situation that requires reporting to the Board of Reference – Sanctions. This must be the result of a violation.
2. NPSAA gathers information from the source or other pertinent parties.
3. All information regarding the incident is forwarded to the Head of the prep school and/or the identified individual(s) in order to allow them to review the complaint against them.
4. NPSAA contacts the identified individual(s) and requests a written response to the information that has been provided and to provide their account of the situation. This response is provided to the commissioner for consideration.
5. On occasion, and if it feels necessary, the commissioner-Sanctions may request that the identified individual(s) attend a hearing to present their account of the situation. This can be done via conference call if necessary.
6. After reviewing all information, the commissioner may issue sanctions.
7. The Board may decide to defer a decision if they feel they require more information, or if they feel a hearing is necessary.
8. Decisions of the commissioner shall be communicated in writing to all affected parties, including the prep school head coach. The communication shall include reasons for the decision.



Process for Appeals

1. Appeals may be made to the commissioner – General within 14 school days.
2. Upon receiving an appeal, NPSAA shall form a Board of Reference – General.
3. The Board of Reference – General shall be provided with all appropriate documentation for the case.
4. The appeal hearing may take place via conference call or in person.
5. The Board of Reference-General shall have the authority to:
 - a) Uphold the appeal
 - b) Support the original sanction
 - c) Alter the sanction to reflect new information
6. The Board shall not issue additional sanctions or deal with new issues.
7. Decisions of the Board shall be communicated in writing to all affected parties, including the prep school head coach. The communication shall include reasons for the decision
8. The decision of the Board of Reference – General is final.

Protocol for hearings/conference calls/appeals

1. Welcome and introductions
2. Chair describes the process for the hearing.
3. Identified individual(s) is asked for their comments on the situation. Individual(s) may call whatever witnesses they consider appropriate, offer additional evidence, and make whatever submissions they choose.
4. Other representatives of the identified individual(s) are asked if they have any comments.
5. Video **MAY** be viewed if available.
6. Board asks questions
7. Players and/or representatives are asked if they have any closing comments.
8. Adjourn
9. Decision is communicated in writing and shall include reasons for the decision.



Sanctions

Media Policy

If NPSAA is contacted by the media regarding a sanctions case, the following protocol shall be used:

1. Only the Commissioner of NPSAA shall discuss the sanction with the media.
2. The NPSAA representative (as described above) may, upon request, release the sanction to the media, if the sanction is levied against a team or school.
3. Details regarding the incident(s) that brought about the sanction shall not be released to the media.
4. No information may be released until the school has been informed of the sanction for two school days and has the opportunity to notify the affected persons.

NPSAA PRIVACY POLICY

The National Prep School Athletic Association (herein referred to as NPSAA) Privacy Policy is designed to ensure that all personal information is handled in accordance with the Personal Information Protection and Electronics Documents Act (“PIPEDA”).

Accountability

1. The Privacy Officer is responsible for the monitoring of information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at nerone.hemmings@gmail.com or by calling 647-880-2724.

Purpose

2. NPSAA collects personal information to meet and maintain the highest standard of organizing and programming school sport. NPSAA only collects personal information that pertains to the organizing and programming of school sport. NPSAA does not provide access to information to outside sources (sponsors, partners, etc).

Consent

3. By providing personal information to NPSAA, individuals are consenting to the use of the information for the purposes identified in this policy.

4. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week’s notice of such withdrawal to NPSAA. The Privacy Officer will advise the individual of the implications of such withdrawal.



Limiting Collection

5. The collection of personal information is limited to information that is necessary for the planning and execution of NPSAA's programs and services. Information is always collected in a fair, compliant and lawful way.

Limiting Use, Disclosure and Retention

6. The use of personal information is limited to that for which it was collected. Personal information is only retained for the fulfillment of those purposes and is retained in a safe and secure location.

7. From time to time NPSAA may facilitate communication on behalf of a partner (sponsor, etc). This will be done in a way that does not provide the sponsor with access to personal information. As an organization, we will distribute the communication on behalf of the partner.

8. Personal information will be retained for certain periods of time in accordance with the following:

- a) Championship forms will be destroyed immediately after each championship;
- b) NPSAA Program Registration Forms for a period of two years; This information is retained for communication on upcoming programs.
- c) Athletic Eligibility List System (AELS) student information will be retained for a period of five years from the date of entry into grade nine. School and coach information can be removed at anytime by the individual schools or by written request to NPSAA.
- d) NPSAA Transfer Appeal Documents will be retained for a period of three years;
- e) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.

9. NPSAA may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where NPSAA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

10. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, NPSAA will ensure that the hard drive is physically destroyed.

Safeguards

11. Personal information is stored in a secure area and on password protected computers.



Individual Access

12. Upon request, an individual can gain access to the existence, use and disclosure of his or her personal information. An individual can challenge the accuracy and completeness of the information and have it amended as appropriate.

13. NPSAA will publicize information about its policies and practices relating to the management of personal information. This information is available upon request by contacting the Privacy Officer at 647-880-2727

14. The information available to the public includes:

- a) the name or title, address and telephone number of NPSAA's Privacy Officer;
- b) the forms that may be used to access personal information or change information;
- c) a description of the type of personal information held by NPSAA including a general statement of its approved use.

Challenging Compliance

15. An individual may challenge NPSAA's compliance with this policy and PIPEDA, by submitting a challenge in writing to our Privacy Officer at info.npsaa@gmail.com.

16. Upon receipt of a written complaint, NPSAA will:

- a) record the date the complaint is received;
- b) notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
- d) Appoint an investigator using NPSAA personnel or an independent investigator who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
- e) upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to NPSAA;
- f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the issue, including any amendments to policies and procedures, within 30 days of receipt of the complaint.

17. An individual may appeal a decision made by NPSAA under this Policy, in accordance with NPSAA's policies for appeals.

Approval and Review

18. This Policy was approved by the Executive Council of NPSAA on June 1, 2020 and will be reviewed annually.