

Why do I need to do a PIA (Privacy Impact Assessment)?

Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FIPPA. Public bodies should contact the Information Governance Officer to determine internal policies for review and sign-off of the PIA. If you have any questions about this PIA template or FIPPA generally, please contact Adam Cullum (Information Governance Officer) at adam.cullum@unbc.ca or (250) 960-5139 or visit <http://www.unbc.ca/foippa>.

What if my initiative **does not include personal information**?

Public bodies still need to complete Part 1 of the PIA and submit it along with the signatures pages to Information Governance Officer even if it is thought that no personal information is involved. This ensures that the initiative has been accurately assessed.

Part 1 – General

Name of Department:	Athletics & Recreation		
PIA Drafter:	Rich Abney		
Email:	Rich.abney@unbc.ca	Phone:	250 960 0069
Department Manager:	Loralyn Murdoch		
Email:	Loralyn.Murdoch@unbc.ca	Phone:	250 960 6368

In the following questions, delete the descriptive text and replace it with your own.

1. Description of the Initiative

This U-Sports portal is an online database to generate athlete profiles and track their eligibility to play on a U-Sports team. Players and teams can use this service to track compliance with U-Sports standards while recruitment of Timberwolves players takes place. U-Sports requires all participating institutions to use this system in order for teams to be part of their league.

2. Scope of this PIA

The use of the service to assess athlete's eligibility to play for a Timberwolves team, and ensure their visits comply with U-Sports standards.

3. Related Privacy Impact Assessments

N/A

4. All Elements of Information or Data

Name, student number, home address, current address, date of birth, area of study, hometown, past teams, email address, phone number, record of institutional visits, high school attended, citizenship status, height, weight, gender, preferred language, academic performance (if above 80% GPA)

If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If no personal information is involved, please submit Parts 1, 6, and 7 to the Information Governance Officer for review. You will receive support completing the remaining steps of the PIA.

ACTIVELY INITIATING

Part 2 – Protection of Personal Information

In the following questions, delete the descriptive text and replace it with your own.

5. Storage or Access outside Canada

Data is stored and accessed inside Canada. The data centre is located in Markham, ON with archived data in Toronto ON. Information is actively managed in the U-Sports National Office in Richmond Hill, Ontario.

6. Data-linking Initiative*

In FIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.

1. Personal information from one database is linked or combined with personal information from another database;	No
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	No
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	No
If you have answered "yes" to all three questions, please contact the Information Governance Officer to discuss the requirements of a data-linking initiative.	N/A

7. Common or Integrated Program or Activity*

<p>In FIPPA, “common or integrated program or activity” is strictly defined. Answer the following questions to determine whether your initiative qualifies as “a common or integrated program or activity” under the Act. If you answer “yes” to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.</p>	
1. This initiative involves a program or activity that provides a service (or services);	Yes
2. Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	No
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	No
Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.	N/A

*** Please note: If your initiative involves a “data-linking initiative” or a “common or integrated program or activity”, advanced notification and consultation on this PIA must take place with the Office of the Information and Privacy Commissioner (OIPC) as well. Contact the Information Governance Officer to determine how to proceed with this notification and consultation in the early stages of developing the initiative, program or activity.**

8. Personal Information Flow Diagram and/or Personal Information Flow Table

Personal Information Flow Table			
	Description/Purpose	Type	FIPPA Authority
1.	Before the athlete becomes a student they create their own profile on the U-Sports File Portal with their self-reported personal information.	N/A	N/A
2.	Participating organizations, including UNBC track all of the visits and commitments that athletes make to their organization to comply with U-Sports standards. Coaches	Collection / Disclosure	26(c), 33.1(1)(e.1)

	welcoming athletes for visits can review information about the athlete before and after the visit.		
3.	Student is recruited onto a team, applies and is admitted to the University of Northern British Columbia. Or student enters as transfer student after being on a team at another university and getting recruited by the Timberwolves. The student is added to the roster in the U-Sports Portal.	Collection	26(c), 33.1(1)(e.1)
4.	Students fill in informed consent forms indicating they understand that UNBC will provide current demographic information, academic performance information and eligibility information to U-Sports on their behalf. The Sports Information Officer will then collect all of the required demographic, academic performance, and eligibility information as needed.	Collection / Disclosure [Consent]	26(c), 26(d), 33.1(1)(b), 33.1(1)(e.1)
5.	The Sports Information Officer updates the profiles of athletes in the portal with their current demographic information and ensures enough information is in the system to meet U-Sports standards.	Use / Disclosure	32(b), 33.1(1)(b)
6.	If students' academic performance averages at above 80%, that student is eligible to be considered an Academic All-Canadian. The Sports Information Officer transfers academic performance information to U-Sports to demonstrate eligibility for this recognition	Use / Disclosure	32(b), 33.1(1)(b)
7.	The Sports Information Officer changes the status of the athlete's eligibility to participate on a U-Sports team within the portal when necessary	Use / Disclosure	32(b), 33.1(1)(b)

9. Risk Mitigation Table

Please identify any privacy risks, even very unlikely ones, associated with the initiative and the mitigation strategies that will be implemented. Please provide details of all such strategies. Also, please identify the likelihood (low, medium, or high) of this risk happening and the degree of impact it would have on individuals if it occurred.

Examples can be removed and additional lines added as needed.

Risk Mitigation Table			
	Risk	Mitigation Strategy	Likelihood Impact
1.			
2.			

10. Collection Notice

UNBC

University of Northern British Columbia

UNBC Athletics and Recreation

Consent for Disclosure and Storage of Personal Information through U-Sports Portal

I hereby consent to the University of Northern British Columbia (UNBC), Athletics and Recreation department providing and updating my personal information to U-Sports through the U-Sports Portal. The following types of personal information will be transferred from UNBC to U-Sports through the U-Sports Portal:

Name, student number, home address, current address, date of birth, area of study, hometown, past teams, email address, phone number, record of institutional visits, high school attended, citizenship status, height, weight, gender, preferred language, academic performance

Providing U-Sports my personal information through the U-Sports Portal is required for the purpose of meeting eligibility requirements to join a Timberwolves team and for verifying that I meet requirements on an ongoing basis to continue playing for the UNBC Timberwolves. I understand that if my grade point average is above 80%, I am eligible for, and will apply to be, considered an Academic All-Canadian.

By signing this form and providing my personal information to UNBC Athletics and Recreation, I am accepting that my personal information will be provided to U-Sports through the U-Sports Portal. Information within the U-Sports Portal is controlled, stored and accessed by U-Sports in Ontario, Canada. I understand that UNBC cannot control unauthorized disclosure of information that occurs outside of UNBC's servers. I am responsible for finding U-Sports' privacy policy, reviewing it, and contacting U-Sports regarding how they manage personal information.

By signing below I accept this consent notice in its entirety as written. If I do not accept and sign below, I agree that I cannot continue to be eligible to play on a UNBC Timberwolves team.

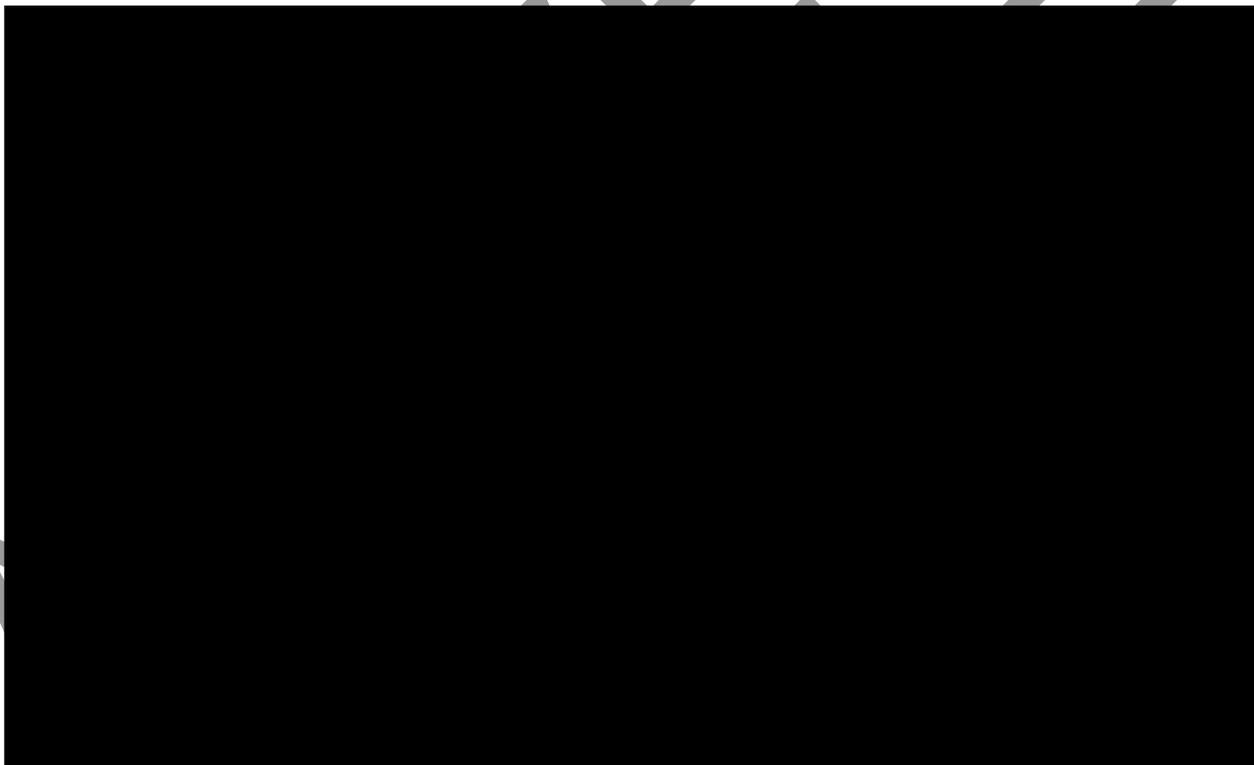
Full name: _____
(Please Print)
Student Number: _____
Signature: _____
Date: _____

Forms containing collection notices supplied by U-Sports and U-Sports's privacy policy are found after the signature page.

Part 3 – Security of Personal Information

Please consult with the Information Governance Officer, the Chief Information Officer or the IT Security Officer when filling out this section if you have any questions.

11. Please describe the physical security measures related to the initiative (if applicable).

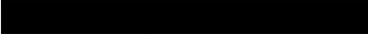
A large black rectangular redaction box covering the entire answer area for question 11.

12. Please describe the technical security measures related to the initiative (if applicable).

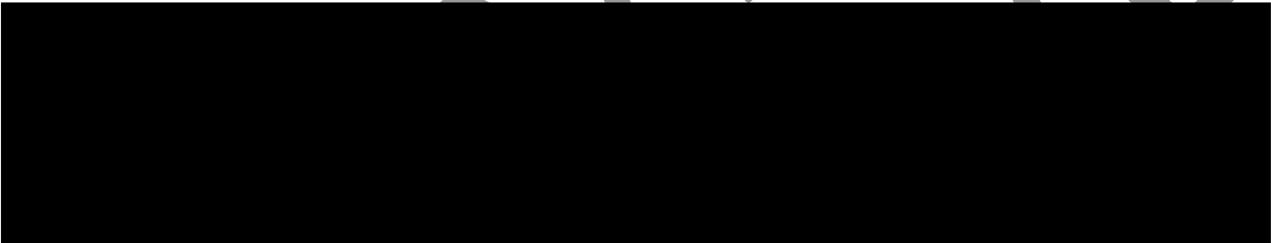
A large black rectangular redaction box covering the entire answer area for question 12.



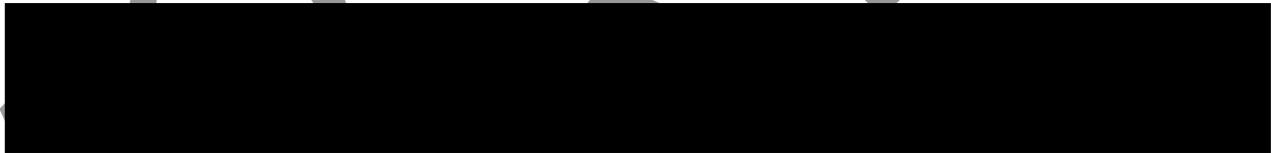
13. Does your department rely on any security policies? If so, indicate here:



14. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.



15. Please describe how you track who has access to the personal information.



Part 4 – Accuracy/Correction/Retention of Personal Information

16. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated. If personal information will be disclosed to others, how will the public body notify them of the update, correction or annotation?

Sports Information Officer does all of the updates and corrections as requested by the athletes or by the Director of Athletics and Recreation. Yes

17. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain.

Yes

18. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.

The Sports Information Officer directs the athletes to go into their own page within the U-Sports Portal and confirm that all of the details are accurate.

- 19. If you answered “yes” to question 17, do you have a records retention and/or disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?**

The personal information about the student will be removed from UNBC three years after student athlete eligibility ends. The personal information about the student will be removed from the U-Sports portal ten years after the students eligibility ends in accordance with their Canadian Centre for Ethics in Sport reporting obligations.

Part 5 – Further Information

- 20. Does the initiative involve systematic disclosures of personal information? If yes, please explain.**

The student enters a business relationship with U-Sports before they enter an academic relationship with UNBC. The consent form confirms how UNBC is authorized to make changes to the U-Sports profiles.

Please check this box if the related Information Sharing Agreement (ISA) is attached. If you require assistance completing an ISA, please contact the Information Governance Officer.

N/A

- 21. Does the program involve access to personally identifiable information for research or statistical purposes? If yes, please explain.**

No.

Please check this box if the related Research Agreement (RA) is attached. If you require assistance completing an RA please contact the Information Governance Officer, the UNBC Research Office or UNBC Archives.

N/A

- 22. Will a personal information bank (PIB) result from this initiative? If yes, please list the legislatively required descriptors listed in section 69 (6) of FIPPA. Under this same section, this information is required to be published in a public directory.**

The PIB is not in the custody or control of UNBC. The Sports Information Officer only contributes to inputting information to meet U-Sports compliance standards.

Please ensure Parts 6 and 7 are attached to your submitted PIA.

Part 6 – Comments, Conditions & Concerns

This PIA is based on a review of the material provided to the Information Governance Officer as of the date below. If, in future any substantive changes are made to the scope of this PIA, the public body will have to complete a PIA update and submit for approval.

Though U-Sports is an outside agency that athletes form a business relationship with before becoming a student, the information disclosed by UNBC to the U-Sports Portal must comply with BC's Freedom of Information and Protection of Privacy Act, and U-Sports Privacy Policy, while both parties are exchanging the student's personal information.

ACTUALLY INITIATED

Part 7 - Program Area Signatures

Rich Abney		Feb. 22/2018
Name of Individual leading the Program/Project (Normally the individual who completed the PIA)		Date
Loralyn Murdoch		Feb. 23/18
Director or Dean Overseeing the Program/Project		Date
N/A		
Contact Responsible for Systems Maintenance and/or Security (if applicable)	Signature	Date
Adam Cullum		Feb 23/18
Information Governance Officer (Privacy Officer)	Signature	Date

Once the PIA has been approved with or without conditions, the Information Governance Officer will collect signatures from the individuals indicated above. A copy will be provided to all signatories for convenience or to attach to a requisition or file with a contract.

A final copy of this PIA (with all signatures) will be kept on record with the Information Governance Officer.

U SPORTS – 2018-2019 LETTER OF INTENT (LOI)

IMPORTANT - READ CAREFULLY

The U SPORTS Letter of Intent is NOT an offer of admission, nor is it an indication that one will be provided. Admission requirements vary from institution to institution, and prospective student-athletes must satisfy all institution-specific admission requirements. It is important to read this entire document before signing it, inclusive of the "Overview of Applicable Regulations for a Prospective Student-Athlete".

Please retain a copy of your signed LOI.

I, _____, hereby confirm my intent to attend _____, hereafter referenced as "my LOI Institution", for the 2018-2019 academic year ("the Academic Year") and declare that I accept and acknowledge the following terms of this Letter of Intent (LOI):

Voluntary

- 1) I have voluntarily entered into this LOI, which is not a prerequisite for my eligibility to participate in U SPORTS competition.

Exclusive

- 2) I have not previously signed a LOI with another U SPORTS member institution for the Academic Year.

Privacy

- 3) Upon the signing of this agreement, my LOI Institution and U SPORTS may use my name and likeness for any promotional or administrative purposes related to my attendance at my LOI Institution and my participation in university sport.
- 4) In particular I agree to have my name, hometown, previous school(s) of attendance, and sport participation listed on the U SPORTS LOI Registry.

Timing, Duration, and Deadlines

- 5) This LOI can only be entered into in the 12 months immediately preceding the Academic Year.
- 6) This LOI will remain in effect until the conclusion of the Academic Year or until such time as it becomes null and void as outlined below.
- 7) This LOI may contain a signing deadline of not less than 2 clear days from the date that it was received by me, duly signed by my LOI Institution. If I do not sign and deliver a copy of this LOI to my LOI Institution, and to U SPORTS, by the signing deadline, it will automatically be revoked without prejudice to my LOI Institution's right to issue a further LOI.
- 8) I may sign a LOI at any time prior to the expiry of a signing deadline. As evidence however, that I have carefully reviewed and considered my rights and obligations, I agree that I will not sign a LOI on the same day that it is received by me.
- 9) Delivery of this LOI may be made by hand delivery, electronically (with signatures), or fax transmission, to both U SPORTS and my LOI Institution.

Athletic Financial Award ("AFA")

- 10) This LOI is not required to include the terms and conditions of any offer with respect to an AFA. U SPORTS strongly recommends the inclusion of such terms, where applicable however, in order to ensure a proper understanding of those terms and to provide a record in the event of any future dispute.
- 11) If there is a dispute related to the provision of an AFA, that dispute is to be resolved through the LOI Institution's Ombudsman or equivalent.
- 12) An institution submitting an improper offer of an AFA, and an athlete who agrees to accept such an offer, may be in violation of U SPORTS policy and subject to sanction.

Penalty for Breach

- 13) This LOI is subject to U SPORTS Regulations and my failure to abide by its terms could result in my suspension from U SPORTS participation.
- 14) I am prohibited from accepting an AFA for, or during, the Academic Year from any member other than my LOI Institution, unless I have been released from this LOI, or it has otherwise been declared null and void.

Recruiting and Contact by Representatives of Other U SPORTS Member Institutions

- 15) In the event a representative of another U SPORTS institution contacts me regarding the opportunity to participate in U SPORTS competition, I will immediately notify that individual of my intent to participate with my LOI Institution. Upon any subsequent contact by the same U SPORTS institution for the same purpose, I will make my best effort to notify the Athletic Director (or designate) of my LOI Institution within 48 hours.

Letter of Intent Release Request Form - Institution

- 16) In order to obtain a release from my LOI obligation, I must file a LOI Release Request Form with my LOI Institution. The LOI Release Form and its requirements is available from the U SPORTS website at <http://www.usports.ca>
- 17) I have signed this LOI with my LOI Institution and not with a particular individual. I agree to remain bound to the terms hereof regardless of changes in the personnel or coaching staff of my LOI Institution.
- 18) Even if I have submitted a Release Request Form, I am prohibited from initiating or responding to contact from another Institution (for the purpose of attending that institution) until my LOI Release Request Form is approved.
- 19) My LOI Institution has 10 clear days to provide their response to my Request for Release. If no response is received within that time, or in the alternative, the response is negative, I can directly apply for a U SPORTS review as outlined below.

Letter of Intent Release Request Form - U SPORTS

- 20) The U SPORTS Eligibility Committee has been authorized to consider petitions for a complete release from a LOI when extenuating circumstances are determined to exist, and the decision of the Committee is final and binding.
- 21) The U SPORTS LOI Request for Relief form and its requirements is available from the U SPORTS website at <http://www.usports.ca>
There is a \$150 application fee that will be refunded if my petition is granted.

LOI Becomes Null and Void

- 22) This LOI shall be declared null and void if:
- i) My LOI Institution notifies me in writing that I have been denied admission;
 - ii) My LOI Institution notifies me in writing that I have been denied admission into my first academic program of choice as noted on my application for admission, and I do not accept admission into an alternate program if offered at the LOI institution;
 - iii) My LOI institution fails to provide me with written notice of admission by the opening day of classes for the Academic Year, provided I have submitted a complete admission application;
 - iv) In spite of my eligibility for admission, my LOI Institution defers admission to a subsequent term of the Academic Year;
 - v) If, by the opening day of classes I have not met the U SPORTS requirements for student-athlete eligibility;
 - vi) If my LOI Institution discontinues my sport;
 - vii) Recruiting Rules Violation. If my LOI institution (or a representative of its athletics interests) violates U SPORTS or conference rules while recruiting me (as found through the U SPORTS or conference discipline process, or acknowledged by the institution);
- 23) If I defer my admission to a subsequent term of the Academic Year, I remain bound by Provision 14 of this LOI, however my LOI institution may revise the terms, if applicable, associated with Provision 10.

Institutional Signatures Required Prior to Submission

24) This LOI must be signed and dated by the Director of Athletics (or his/her authorized representative), as well as the current Head Coach, before submission to me.

Parent/Guardian Signature Required

25) My parent or legal guardian is required to sign this LOI if I am less than 19 years of age at the time of my signing, regardless of my marital status.

Witness Signature Required

26) A witness, who is at least 19 years of age at the time of signing, is required to sign this LOI.

Institutional Signatures

Signed (Athletic Director or designate) _____

Date (d/m/y) _____

Signed (Head Coach) _____

Date (d/m/y) _____

Directions to the Prospective Student-Athlete

Please e-mail a copy of your duly signed LOI to the U SPORTS and your LOI Institution at:
U SPORTS E-Mail : office@usports.ca

LOI Institution Fax Number _____

LOI Institution E-Mail _____

Please e-mail a copy of your duly signed LOI by the following date:

Signing Deadline Date (if applicable) _____

For the Prospective Student-Athlete to Complete

Date Received by Student-Athlete _____

Student-Athlete U SPORTS ID _____

Home Town and Province of Student-Athlete _____

Sport(s) and gender of Student-Athlete _____

Signed (student-athlete) _____

Date Signed (d/m/y) _____

Signed (parent / guardian if under 19) _____

Date Signed (d/m/y) _____

Witness Name (must be over 19) _____

Witness Signature _____

Date Signed (d/m/y) _____

OVERVIEW OF APPLICABLE REGULATIONS FOR A PROSPECTIVE STUDENT-ATHLETE

IMPORTANT - READ CAREFULLY

U SPORTS rules are sometimes complex as they apply to certain students and situations. Further, Regional Associations and institutions may have additional regulations that are of a more stringent nature. As such, the following is a general guide and should not be relied upon exclusively.

A complete set of eligibility, recruiting, and doping regulations can be found at <http://www.usports.ca>

ATHLETE RECRUITING

Are there any restrictions to who I can contact?

- unless you have signed a Letter of Intent (LOI), or you are already a U SPORTS student-athlete, there are no restrictions to who you can contact.
- There are recruiting blackout periods for football, when coaches will be unable to talk, recruit nor contact any Potential Student Athlete.
- if you have signed an LOI, you are not permitted to initiate or respond to contact with another school for the purpose of competing for that other school.

Are there any restrictions to who can contact me from a U SPORTS institution?

- unless you have signed a LOI, or you are already a U SPORTS student-athlete, there are no restrictions to who can contact you.
- if you have signed an LOI, you are required to inform another U SPORTS institution's representative that you have done so; upon any subsequent contact by the same U SPORTS institution for the same purpose, you should notify the Athletic Director (or designate) of your LOI Institution within 48 hours.

Can I practice with my prospective U SPORTS team?

- for the sports of basketball, field hockey, football, ice hockey, volleyball, rugby, and soccer, you cannot practice with a U SPORTS team during the competitive season; once you have signed an LOI or registered at the institution you may practice with the team outside the U SPORTS competitive season.
- specific to men's football, out-of-season practices are restricted to registered students, although there is an exception for spring camps at Canada West schools and prospective students from Western Canada. Confirmed recruits may participate in the identified permissible practice activities.

What about recruiting trips, travel, and enticements?

- you are limited to one funded visit every 365 days per institution, in whole or in part, to a U SPORTS campus, you are further limited to a maximum of 2 official visits to any one school, there are no limits of Un-Official Visits (non-funded) to a campus or to the total number of schools you visit except in the sport of football.
- For the sport of football, over your lifetime you are limited to one Official Visit (funded) visit to a football school. You may Officially visit a maximum of 5 different U SPORTS football schools in your lifetime.
- a U SPORTS school, inclusive of its alumni and boosters, is limited to providing you with product and/or services valued at \$100 or less except in the sport of football where no product and/or services are allowed.

Are there any recruiting black-out periods?

- recruiting black-out periods are restricted to football, and exist at 3 different times a year, see U SPORTS recruiting regulations for the calendar,

ATHLETE ELIGIBILITY

What are the academic requirements for students entering directly from high school or CEGEP?

- a minimum 60% average or equivalent on those courses used to determine your university admission.
- specific to CEGEP, you must also have maintained your respective academic eligibility in the RSEQ.

What are the academic requirements to remain eligible?

U SPORTS student-athletes must:

- be enrolled in a minimum of 3 courses (minimum 9 credit hours or equivalent) in the term in which they are competing.
- successfully complete a minimum of 3 full courses, or 6 half courses (minimum 18 credit hours or equivalent) during the academic year.
- **ALWAYS** consult your athletic department prior to making any changes to your academic program or course load.

Are there any exceptions?

- exceptions are granted within certain academic programs and circumstances (please consult your Athletic Department).

How do I get charged with a year of eligibility?

- depending on the sport you play and the schedule of your team, you can be charged with a year of eligibility when your name appears on the playing roster (or equivalent) of as few as one or as many as three competitions; please be aware of the rules that apply to you by consulting your Athletic Department.
- for extended CEGEP participation, as well as National Team, professional, foreign, and other non-university sport participation, please consult your Athletic Department as such participation can result in the loss of eligibility or the requirement to sit-out of U SPORTS competition for a predetermined period.

- within related jurisdictions, such as the CCAA or NCAA, you are charged with eligibility in accordance with that jurisdiction's rules.

How many years of eligibility do I have?

- U SPORTS allows you to compete for 5 years in U SPORTS. In the sport of football, student-athletes must be 24 years of age or younger as of August 31 of the year of their participation.
- athletes who have completed their eligibility to participate in another post-secondary jurisdiction, such as the CCAA, are ineligible for U SPORTS competition.
- athletes who have been charged with a year of eligibility or a season of competition in four separate academic years within a non-Canadian post-secondary jurisdiction, such as the NCAA, are ineligible for U SPORTS competition.

As a CCAA student-athlete, how soon can I play after transferring to a U SPORTS school?

- you can participate immediately in U SPORTS competition, unless:
 - 1) you have participated in any game(s) in that semester or term; or
 - 2) you have not achieved a minimum 60% average or equivalent on those college courses utilized to determine your university admission; or
 - 3) you have not successfully complete a minimum of 18 credit hours or equivalent during the previous academic year; or
 - 4) you have not maintained your academic eligibility in the CCAA; or
 - 5) you have completed your CCAA eligibility.

As a NCAA or NAIA student-athlete, how soon can I play after transferring to a U SPORTS school?

- For US and other international student-athletes, subject to all other U SPORTS rules including academic requirements, and provided you have not been charged with a year of eligibility in four separate academic years within the NCAA or NAIA, one year must pass from your last participation (with exceptions as noted above in the sports of swimming, track & field, and cross-country running).
- Repatriation Policy : For Canadian student-athletes, and subject to qualification criteria and successful application, you may be immediately eligible upon transferring back to Canada and a U SPORTS institution (please consult your prospective Athletic Department).

ATHLETIC SCHOLARSHIPS

What is an Athletic Scholarship?

- Also referred to as an athletic financial award, an athletic scholarship is any award that is conditional to being on a U SPORTS team.
- An athletic scholarship can include, but is not limited to, scholarships, bursaries, prizes, leadership awards, merit awards, housing, and all other non-employment financial benefit received by an athlete from their institution.

Is there a limit to the value of athletic scholarship that I can receive?

- tuition and compulsory fees is the maximum amount you can receive in an academic year, including athletic-related bursaries.
- NOTE: As part of a 5-year High Performance Women's Hockey pilot project, players may receive an athletic scholarship that can cover up to the cost of their tuition and compulsory fees, room and board; please consult your (prospective) institution for more information.
- the value and quantity of athletic scholarship available varies from institution to institution.
- specific awards may have additional conditions, such as academic success and citizenship, beyond what is stated here.
- many awards, such as academic awards or awards provided by Sport Governing Bodies or the Federal and Provincial Governments, are not included within the tuition and compulsory fees maximum; please consult your Athletic Department.

Who provides athletic scholarships?

- all athletic scholarships provided to student-athletes must be administered through the providing university.
- to receive an athletic-related award that is not administered by your university, the award must not be conditional on attendance at any particular university; that is, you must be free to attend the university of your choice.

When can I receive an athletic scholarship?

- you are eligible to receive an athletic scholarship at the beginning of your first year at a university (September) if you have a minimum entering average of 80% or equivalent.
- alternatively, where applicable (and excluding Ontario as per Ontario University Athletics policy), you are eligible to receive an athletic scholarship at the end of your first year at a university (spring or summer) if you satisfy U SPORTS academic requirements with at least a 65% average or equivalent.
- thereafter, you are eligible to receive an athletic scholarship at the beginning of any year if you satisfy U SPORTS academic requirements with at least a 65% average or equivalent in the preceding year (for Ontario universities, as per Ontario University Athletics policy, a 70% average is required).

DOPING CONTROL PROGRAM

What is the U SPORTS Doping Control Program?

- U SPORTS, in cooperation with the Canadian Centre for Ethics in Sport (CCES), coordinates a doping control program that incorporates both "in-season" and "out-of-season" testing.
- student-athletes are tested in accordance with the rules of the Canadian Anti-Doping Program (CADP).

Who's eligible for testing and when can I be tested?

- every U SPORTS student-athlete is eligible for testing, both in and out of competition, throughout the year.

What's permitted and what's prohibited?

- The World Anti-Doping Agency (WADA) Prohibited List is applied in Canada by the CADP.
- the Global Drug Reference Online (DRO), at www.globaldro.com, provides athletes and their support personnel with information about which prescription and non-prescription medications are prohibited or not by WADA.
- you can also contact the CCES at 1-800-672-7775, or by e-mail at substances@cces.ca

ACTIVE INITIATIVE

U SPORTS
LETTER OF INTENT REQUEST FOR RELIEF TO THE U SPORTS ELIGIBILITY COMMITTEE
(PURSUANT TO LOI PROVISION 20)

This form must be signed and completed by the prospective student before the Eligibility Committee will consider any request. Additionally, a request for release must be made by the student, using the LOI Release Request Form and in accordance with its provisions, prior to filing a request for relief directly with U SPORTS. Once this form, along with the LOI Release Request Form, is submitted to the U SPORTS office, U SPORTS will provide a copy to the signing institution that will then have an opportunity to respond in writing. After receipt of the institutional response, the request will then be considered. If necessary, the Committee will solicit additional information or response from either of the parties. All parties will be notified in writing of the Eligibility Committee's decision, which will be final and binding.

Form must be complete for consideration. Please print or type.

1. Student's Full Name: _____
2. Student's E-mail Address: _____
3. Student's Phone Number: _____ Phone number of parents / legal guardian: _____
4. Institution that issued the LOI: _____
5. Date student signed the LOI: _____
6. List in chronological order the student-athlete's post-secondary educational and participation history below (if applicable):

Academic Year	Institution	Jurisdiction (CEGEP, CCAA, U SPORTS, etc)	Assessed Eligibility?

7. Institution where student is currently enrolled: _____

8. Background information (narrative of facts for requesting release from the LOI):



U SPORTS
PRIVACY POLICY

COMMITMENT TO PROTECTING PERSONAL INFORMATION

U SPORTS is committed to protecting the privacy of the student-athletes and others who participate in its events and use its services. This Personal Information Protection Policy (the “Policy”) describes the policies and practices of U SPORTS with respect to the collection, use and disclosure of personal information. The Policy may be updated from time to time, with updates approved by U SPORTS Board of Directors to reflect developments in practices, new technology or the law. Updates will be made available in the same ways as the Policy. Our collection, use and disclosure of personal information will be governed by the version of this Policy in effect at the time.

Personal Information

For the purposes of this Policy, personal information is any information that can be used to distinguish, identify or contact a specific individual. Personal information includes, for example, name, date of birth, home address, telephone number, email address, academic and athletic information, health and medical information, or interests of an individual. Personal information does not include the name, position or business address or telephone number of an employee of an organization.

This Policy applies to personal information of student-athletes, donors and other individuals who have expressed an interest in U SPORTS or have participated in an event sponsored or organized by U SPORTS. The personal information that U SPORTS generally collects and uses includes: name, address, telephone number, e-mail address, banking or credit card information (card number, type and expiry date). From student-athletes, the U SPORTS also collects information related to the student-athlete’s involvement with U SPORTS, such as their date of birth, weight, height, citizenship, health and medical information, academic information (including transcripts), athletic history and the student-athlete’s photograph.

ACCOUNTABILITY

U SPORTS is responsible for all personal information under its custody or control, including information that it may transfer to a third party for processing. The Chief Operating Officer of U SPORTS has been appointed as Privacy Officer for U SPORTS. The Privacy Officer may delegate day-to-day responsibility for administration of this Policy to other employees but the Privacy Officer remains accountable for U SPORTS’s handling of personal information.

The Privacy Officer may be contacted at: 45 Vogell Road, Richmond Hill, Ontario L4B 3P6; 1.905.508.3000 ext 231.



U SPORTS is responsible for personal information sent to third parties who provide services to U SPORTS. U SPORTS requires any such third parties to use the personal information only for the purposes for which it is provided to them, and to protect the privacy of the personal information in accordance with privacy laws and in a manner that is consistent with this Policy.

U SPORTS stores and processes personal information in Canada.

INFORMATION RECEIVED FROM OTHER SOURCES

U SPORTS may receive personal information directly from student-athletes, or from U SPORTS members who collect that information from student-athletes, who wish to participate in sporting events, programs, meetings, conferences, workshops, seminars or other events organized or sponsored by U SPORTS (hereinafter "U SPORTS events"). When U SPORTS receives personal information from U SPORTS members who collect that information from student-athletes, we ask the organization to provide only personal information of individuals who have consented to the sharing of their information. If U SPORTS is contacting you based on information received from a U SPORTS member, we will ask you whether you wish to receive further communications from U SPORTS and we will respect your wishes. U SPORTS will explain at that time the consequences of declining to receive further communications.

PURPOSES FOR COLLECTING AND USING PERSONAL INFORMATION

Student-athletes participating in U SPORTS events.

U SPORTS collects and uses personal information of student-athletes participating in U SPORTS sanctioned events for the following purposes:

- a) to ensure compliance with U SPORTS regulations, including U SPORTS Eligibility and Drug Education & Control Regulations;
- b) to process registration with U SPORTS and for specific U SPORTS sanctioned Events;
- c) to carry out the organization and administration of U SPORTS Events;
- d) to advise student-athletes about U SPORTS Events and other events of reputable organizations that may be of interest to them;
- e) to contact student-athletes for the purpose of conducting surveys relating to the quality of U SPORTS Events;
- f) to honour student-athletes for athletic and academic excellence through special awards and student-athlete profiles;
- g) to provide the names of attendees of U SPORTS events to all organizations who participate in a U SPORTS event and to allow such organizations to advise attendees of any side meetings, symposia or other activities related to the event;
- h) to invite student-athletes to future U SPORTS Events that are likely to be of interest to them;
- i) to develop and issue media releases on student-athlete's doping infractions;



- j) to assist U SPORTS' broadcast partners in telling U SPORTS student-athletes' stories; and
- k) to manage U SPORTS business and inform U SPORTS decisions.

U SPORTS will collect individual's consents separately with respect to sending any "commercial electronic messages" as defined in Canada's anti-spam legislation, found at S.C. 2010, c. 23, as amended ("CASL").

Donations

U SPORTS collects donations from individuals who wish to support the organization. For the purpose of such donations U SPORTS collects the name, the contact information and the credit card information of the donor. This information is used only to process and administer donations and issue tax receipts.

USE AND DISCLOSURE OF PERSONAL INFORMATION

U SPORTS uses and discloses personal information of a student-athlete in the following circumstances:

- a) To streamline the administration and registration process for student-athletes wishing to participate in U SPORTS sanctioned Events, U SPORTS occasionally discloses personal information to its members (e.g. the post-secondary institutions of learning attended by the student-athlete) and to other athletic associations or organizations that are involved in or associated with U SPORTS Events, such as the International University Sports Federation. Once information has been passed to U SPORTS members (or to any other organization in accordance with this Policy), it is no longer in the control of U SPORTS and becomes subject to the privacy practices and procedures of the recipient organization.
- b) For the purposes of administering its Doping Control Program and issuing press releases, U SPORTS discloses personal information of student-athletes to the Canadian Centre in Ethics and Sport. Student-athletes wishing to participate in U SPORTS sporting events or competitions cannot withdraw their consent to such a disclosure. If a student-athlete withdraws his or her consent to such a disclosure, U SPORTS cannot determine the student-athlete's eligibility and therefore the student-athlete cannot participate in the sporting event or competition.
- c) U SPORTS occasionally discloses the name, photograph, academic institution, program and year of study, sport(s), athletic and academic accomplishments and interests, and career information of student-athletes to the media and the general public (via U SPORTS' website and other U SPORTS publications) for the purpose of televising, streaming, or otherwise broadcasting U SPORTS events and for honouring student-athletes for athletic and academic excellence through awards and other honours. Such information is also made available to the general public on U SPORTS' website, to provide updated information on U SPORTS student-athletes.



- d) Personal information of student-athletes, such as their name, address and telephone number may be disclosed from time to time to persons and organizations involved in the recruitment and drafting of athletes.
- e) U SPORTS also occasionally discloses personal information of student-athletes to other organizations or companies that provide information or sponsor events likely to be of interest to student-athletes.
- f) U SPORTS publishes, for each U SPORTS sporting event, programs in which are listed the names, sporting event, university, hometown, date of birth, height, weight and other personal statistics of student-athletes, as well as the date and time of the event in which he or she is participating.
- g) U SPORTS discloses personal information of student-athletes and other individuals who have expressed an interest in U SPORTS or have participated in an event sponsored or organized by U SPORTS to third party service providers who process information on U SPORTS' behalf. U SPORTS requires all such service providers to agree to handle personal information in accordance with applicable laws.

On U SPORTS' Student-Athlete Acknowledgement Form, student-athletes have the opportunity to opt out of the disclosure and use of their personal information for the purposes outlined above (except for the purposes of administering the Canadian Anti-Doping Program; administering U SPORTS' athletic financial awards review/audit system; investigation or reporting as required by Policy 90.30; and competition broadcast or streaming). In addition, a student-athlete may withdraw consent at any time by contacting the U SPORTS' Privacy Officer. U SPORTS takes careful steps to ensure it complies with individuals' wishes with respect to disclosure and use of their personal information. U SPORTS will explain the consequences of withdrawing consent.

Other than as outlined here, and as permitted or required by law, U SPORTS does not disclose personal information of student-athletes or of any other individual who has expressed an interest in U SPORTS or has participated in an event sponsored or organized by U SPORTS, unless it has that person's consent.

CONSENT

U SPORTS uses personal information only with the consent of the individual, except as otherwise permitted or required by law. When a student-athlete or other individual registers for a U SPORTS Event or otherwise provides U SPORTS with personal information, the individual will be given an opportunity to opt out of receiving further information from U SPORTS or from any third parties. In addition, an individual may withdraw his or her consent to the use of personal information for any purpose at any time by contacting U SPORTS at the address above. U SPORTS will explain the consequences of withdrawing consent.

WEBSITE



U SPORTS provides information and some services via its website and its online member services portal (collectively, the “Site”). By using the Site, users agree that information may be collected, used and disclosed in accordance with this Policy.

Cookies

The Site uses cookies, which are small amounts of data that are transferred to a user’s browser. Cookies are used to customize the site to an individual’s interests or to retain personal information, such as a password, for the next visit. A user can set his or her browser not to accept cookies and still access the Site, although as a result certain areas of the Site may be unavailable or difficult to use.

Non-Personal Information

As is typical with many websites, the Site automatically collects certain non-personal information regarding website users, such as the date and time a user linked to the Site. The Site also collects non-personal data which is used for system administration purposes and to update the Site.

Forms, email, etc.

Individuals may provide U SPORTS with personal information when completing forms or contacting U SPORTS via email. Once U SPORTS receives such information via email or U SPORTS’ website, the information is stored in a secure environment. Users’ personal information will not be used or disclosed unless permitted by law or the user’s consent obtained. You should be aware that email is not a 100% secure medium, and you should be aware of this when contacting us to send personal or confidential information.

Links

The Site contains links to other third party websites, such as those of other sport associations and federations. These links are provided for the convenience of users. U SPORTS has no responsibility or liability for or control over those websites or their collection, use and disclosure of personal information.

ACCURACY

U SPORTS seeks to ensure that the personal information it uses is accurate and up to date. Please assist us by advising U SPORTS’ Privacy Officer of any inaccuracies you notice so that we may make appropriate corrections.

LIMITING RETENTION OF PERSONAL INFORMATION

U SPORTS retains personal information as long as it is needed for the purpose for which it was collected and in order to meet legal and regulatory requirements.



SAFEGUARDS

U SPORTS protects personal information against such risks as loss or theft, unauthorized access, disclosure, copying, modification and destruction by using appropriate security measures. U SPORTS's employees with access to personal information are required to respect the confidentiality of that information pursuant to their employment agreement with U SPORTS. Employees also participate in privacy training. U SPORTS implements methods of protecting personal information that include limiting access to the information, restricting access to offices where information is held and technological measures such as passwords.

ACCESS

An individual may request access to the personal information held about him or her at any time by contacting the Privacy Officer at 1.905.508.3000 ext 231. U SPORTS will endeavor to respond to any such request as quickly as possible and, in any event, within the legally required time periods. Subject to certain exceptions and limitations prescribed by law, an individual will be given access to any personal information U SPORTS holds about the individual. U SPORTS will correct or amend personal information that is shown to be incomplete or inaccurate.

Last Updated: September, 2016