

## **SVYSA Document Security Policy**

SVYSA recognizes the need to safeguard documents, especially documents relating to the privacy of individuals, such as Birth Certificates.

At the beginning of the season the Registrar, in coordination with the Division 4 Coach Coordinator and the Division 1/3 Teams Coordinator, will send out a letter to the appropriate personnel regarding the policy surrounding sensitive and confidential documents, as follows:

- These documents should always be either locked up, or under the League official's personal control.
- At the end of the season, each coach is required to return all documents containing personal information to the League's Registrar.
- Should these documents ever be compromised, lost or stolen, the League official is to inform the President of the League within 24 hours, in writing, of the circumstances which led to the loss of the documents.
- The League will attempt to verify the facts surrounding the loss of the documents, ascertain the extent of the loss, shall immediately inform law enforcement (if appropriate), and the parents of the players whose documents were lost.

(Approved June 14, 2006)