

Policies and Procedures

80 – Administration

Policy Number: 80.10
Name: Travel Policy for Individuals
Origin: Finance Committee
Approved: June 1994
Approval Process: Board of Directors
Revision Date(s): December 2001, October 2003, June 2005, June 2014, August 2017

80.10.1 REGULATIONS

80.10.1.1 General

Travel Regulations of U SPORTS are based on the reimbursement of reasonable expenses necessarily incurred on U SPORTS business and subject to the following conditions:

80.10.1.2 Air Travel

Air travel shall ordinarily be reimbursed at a discount or seat sale rate by the most direct route unless availability makes traveling in economy class necessary. Additional fare costs incurred for stopovers which are not related to U SPORTS business will not be reimbursed.

80.10.1.3 Rail

Fares shall not exceed first class transportation and lower standard berth or roomette.

80.10.1.4 Automobiles

80.10.1.4.1 If private automobiles are used on U SPORTS business by staff members and others who receive an allowance based on kilometers or otherwise, car owners are advised to check in advance with their own insurance agent to secure an appropriate endorsement to their policy if necessary.

80.10.1.4.2 The kilometer rates are maximums and lesser rates may at times be arranged.

80.10.1.4.3 When use of a private automobile is necessary due to unavailability of public transportation, mileage may be claimed at the rate of 45¢ per kilometer (72¢ per mile). When a private automobile is needed for the purpose of traveling, reimbursement for mileage will be limited to the equivalent of one return seat sale airfare plus \$100 (to reflect savings on travel agent ticketing fees and airport taxi or parking fees which will not be incurred) or the actual mileage at 45¢ per kilometer, whichever is the lesser.

80.10.1.4.4 Where an automobile is used and mileage is claimed, only one person may claim the mileage. Passengers traveling in the automobile may not claim mileage or the cost of equivalent public transportation.

80.10.1.5 Automobile Rental

Rental of automobiles is not authorized unless a saving is evident. A brief explanation of the circumstances is required if car rentals are claimed.

- 80.10.1.6 Meals
Meals charges are to be detailed and are to include gratuities paid to waiters to a maximum of \$55.00 per day. Where meals are provided free of charge, claimant shall deduct an equivalent amount, i.e. breakfast: \$10.00; lunch: \$20.00, dinner: \$25.00.
- 80.10.1.7 Lodging
Reimbursement for hotels, motels, and other lodgings will be limited to reasonable amounts as follows: Single occupancy for non-paid U SPORTS Board, Committee members and other U SPORTS volunteers. Double occupancy for paid staff and officials (unless uneven numbers require single occupancy)
- 80.10.1.8 Telephone
Long distance toll charges and faxes are to be shown separately.
- 80.10.1.9 Receipts
Original receipts are required for air, bus and rail fares, lodgings, taxis, and in general for all items except mileage claims, and meals. Claims for air, bus and rail fares should be supported by the passenger's copy of the ticket.
- 80.10.1.10 Claim Forms
All claims are to be made on the proper U SPORTS Travel Expense Claim Form (80.10.3).
- 80.10.1.11 Partial Claims
Where additional outside financial assistance is received, the source and amount shall be indicated on the Travel Expense Claim Form.
- 80.10.1.12 Advances
Advances shall be accounted for by submission of a Travel Advance Authorization Form, and any unused balance refunded within two weeks after completion of the journey.
- 80.10.2 PROCEDURES FOR COMPLETION OF TRAVEL EXPENSE CLAIM FORM
- 80.10.2.1 All items must be listed in chronological order.
- 80.10.2.2 All items except meals must be amply described or itemized in the description column. Expenses should be listed in the currency of the country visited and the total converted to equivalent Canadian Funds.
- 80.10.2.3 Receipts required under Regulation 80.10.1.9 should be stapled to the back of the claim in the order in which they appear on the claim.
- 80.10.2.4 Automobile kilometers - insert actual kilometers in the column provided and extend the total of the column directly to the column for "Other Expenses" at the appropriate rate provided under Regulation 80.10.1.4.3.
- 80.10.2.5 Sign and date claim form.

80.10.3 Travel Expense Claim Form

An electronic copy of this form will be available at <http://www.usports.ca>

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Policy Number:	80.20
Name:	Conflict of Interest Policy
Origin:	Executive Committee
Approved:	June 2001
Approval Process:	Board of Directors
Revision Date(s):	November 2006, February 2015, June 2015, August 2017

80.20.1 STATEMENT OF POLICY

80.20.1.1 Scope

This Conflict of Interest policy applies to Directors, U SPORTS employees, Contractors, U SPORTS Committee members, including members of all standing, ad hoc, selection and hiring Committees, and all hearing panel members (hereafter referred to as the “affected party or parties”) while acting on the behalf of U SPORTS. It includes, in Appendix 1, an annual declaration form in which directors, employees and committee members of U SPORTS must acknowledge that he or she has read this policy and agrees to abide by it.

80.20.1.2 Duty

The duty of all affected parties, while acting on behalf of U SPORTS, shall be to respect and place the interest of U SPORTS ahead of and in priority to any private or personal interests held by the affected party. Appendix 2 offers additional information on Duties and Legal Liabilities of Directors of Not-for-Profit Corporations.

80.20.2 DEFINITIONS

80.20.2.1 In this policy, conflict of interest broadly refers to any situation in which an affected party has direct or indirect interest, financial or otherwise, in an organizational decision or action. Indirect interest may arise, for example, through a relative or friend. This policy also deals with situations wherein it could be perceived that an affected party is in a conflict situation as described above.

80.20.2.2 An affected party is considered to have a conflict in connection with a proposed transaction of Canadian Interuniversity Sport in the following circumstances:

- a) the affected party has an interest in the proposed transaction in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization;
- b) a member of the immediate family has an interest in the proposed transaction in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or

officer in any such organization (immediate family is considered to include a partner, child, brother or sister, or any person financially dependent on the Director or employee); and

- c) in any other circumstance where the affected party, any other employee or any U SPORTS member believes that a real or perceived conflict may be present.

80.20.3 REGULATIONS

- 80.20.3.1 When an affected party perceives that he or she has a conflict of interest, he or she must
 - a) disclose the conflict or potential conflict
 - b) leave the Board meeting while the matter creating the conflict is discussed or dealt with
 - c) take no part in any discussion or voting with respect to the matter creating the conflict
 - d) not attempt to influence any members of the Board in its dealings with the matter
- 80.20.3.2 Affected parties must treat all discussion at Board meetings as confidential.
- 80.20.3.3 Affected parties must act in the best interest of U SPORTS. No affected party shall use his or her position, or the knowledge gained there from, in such a manner that a conflict between the interest of the organization or any of its affiliates and his or her personal interests arises.
- 80.20.3.4 The conduct of personal business between any affected party and the organization and any of its affiliates is prohibited, except when approved pursuant to this policy.
- 80.20.3.5 Neither affected parties may obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the organization, except when approved pursuant to this policy.
- 80.20.3.6 It is the responsibility of the affected parties to declare circumstances where a conflict exists. Furthermore, any other employee or any Canadian Interuniversity Sport member may identify situations where they believe that an employee or Director has a conflict.
- 80.20.3.7 The Board of Directors must approve all conflict of interest situations involving a transaction with a financial value or benefit in excess of one thousand dollars (\$1,000).
- 80.20.3.8 Conflict situations involving transactions with a financial value or benefit less than one thousand dollars (\$1,000) must be approved by two disinterested members of the Board of Directors, provided that such transactions do not represent a series of transactions (in such cases the series of transactions must be approved by the Board of Directors).
- 80.20.3.9 In considering conflict situations, the Board of Directors, or the two disinterested members of the Board of Directors in the case of transactions under \$1,000.00, must consider the following:
 - a) The process of selection of the second party to the transaction and whether appropriate consideration has been given to available options.

- b) The business needs of Canadian Interuniversity Sport and whether such needs are best satisfied by the party presenting a conflict of interest.
- c) Whether entering into the transaction could be perceived by a reasonable person to represent an unacceptable conflict and where such perception might damage the reputation of Canadian Interuniversity Sport.

80.20.3.10 When a transaction involving conflict of interest is being discussed, the conflicted affected party may neither be present at the meeting nor participate in any way as an advocate on their own behalf, informally or formally, unless such participation is unanimously approved by the Board of Directors or by the two disinterested members of the Board.

80.20.3.11 Approval of a transaction considered under this policy requires a unanimous vote of those present for the conflict of interest discussion. In the case of the Board of Directors, normal quorum rules will apply. In the case of the two disinterested Board members, both must be present.

80.20.4 ADMINISTRATION OF THIS POLICY

80.20.4.1 A breach of this policy shall subject to discipline under Policy 90.40 Discipline.

80.20.4.2 If an undisclosed conflict of interest arises involving a Director, Contractor, U SPORTS employee or U SPORTS committee member, the **Chair** will investigate and either:

- a) determine that a conflict or potential conflict exists and report his or her findings to the Board; or
- b) refer the question to the Board for determination

80.20.4.3 A determination of the Board of Directors that a conflict of interest exists or may exist shall be final binding on U SPORTS and each Director.

Appendix 1

**Director, U SPORTS Employee, Contractor and U SPORTS Committee Members
Annual Declaration**

I acknowledge that I have read and understand the Code of Conduct and Conflict of Interest Policy of Canadian Interuniversity Sport (U SPORTS), including, but not limited to policy 80.20, Conflict of Interest, and agree to conduct myself in accordance with the policy.

Name (Print): _____

Signature: _____

Date: _____

Appendix 2

Duties and Legal Liabilities of Directors of Not-for-Profit Corporations

Introduction

The following synopsis is taken from a number of sources. For a more detailed discussion of the subject, readers are referred to a publication in 2002 by Industry Canada entitled “Primer for Director of Not-for-Profit Organizations: and to be found at the following website address: [https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapj/Primer_en.pdf/\\$FILE/Primer_en.pdf](https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapj/Primer_en.pdf/$FILE/Primer_en.pdf)

Duties of Directors

Directors and senior officers are accountable for their actions to the organizations they serve and often to the general public as well. Primarily they owe a duty of care to their organization and its members. The standard of care is also set out in common law and some of the applicable common law applicable common law principles are summarized in the following paragraphs.

Duty of Knowledge

Directors must be aware of the requirements of the constitution and bylaws under which the corporation operates and comply with their terms with regard to both substance and timing.

Duty of Care

Directors must act in accordance with the minimum standard of care that a reasonable prudent person with the same knowledge and experience would exercise under similar circumstances and may incur personal liability where their conduct falls short of this criterion. Thus, a higher standard of care is expected of those with particular expertise, such as lawyers, accountants, physicians, social workers and business persons when addressing matters to which that expertise is relevant. The degree of diligence that a director must exercise may depend to some extent on the size and sophistication of the corporation. A director of an organization with professional management staff should not be expected to devote as much time and attention to everyday operations as a director of smaller organization without the same human and professional resources. A director who acts honestly, and meet the standards of conduct and care will not be liable for simple errors of business judgment.

Fiduciary Duty

A director is in a fiduciary relationship to the company. A fiduciary is anyone in a position of trust, and duties require a director to act honestly and in good faith and in the best interests of the company. A director must avoid any situation in which this duty and self-interest come into conflict.

Duty to Avoid Conflicts of Interest

A conflict of interest may arise where a person has a personal or shareholder interest in the same matter, or is a director of two corporations involved in the same transaction. A director who has a direct or indirect interest in a proposed contract that requires board approval must disclose this interest to the

board at the meeting at which the matter first arises and not participate in or influence the decision making process.

A Director's Exposure to Legal Liability

A director may be held personally liable for a variety of errors, omissions, and wrongful acts that may be committed by the company. There are over 200 statutes that govern or impose obligations and duties on directors. The most common concerns relate to employee wages and remittances; a director may be held personally liable to unpaid employees' wages and salaries and for any amount of employee income tax, EI, CPP, or GST payments, including penalties, not remitted by the corporation, for a period of up to six months.

The Directors of the company are responsible for ensuring that it complies with application laws, its letters patent and its by-laws. Directors who disagree with a proposed action or decision of the board should protect themselves against potential liability by voting against the action or motion and making sure that the dissenting vote is recorded in the minutes of the corporation.

Members of a Board of Directors face exposure to liability for any of their own actions that are inconsistent with the duties owed by directors to the corporation they serve. This includes:

Criminal Liability – The Criminal Code of Canada defines criminal and quasi-criminal action of directors (i.e., fraud or conspiracy by the director or the organization) and includes consequences such as fines, imprisonment or both.

Civil Liability – civil liability generally only results where a director has personal participation in the offense or has authorized the offence.

Statutory Liabilities – Various statutes can impose personal liability on Directors such as in employment or environmental matters or harassment under Human Rights Legislation.

Protection of Directors

Indemnification can be provided by the corporation in the form of compensation for any loss incurred for liabilities arising from the performance of his or her duties within the scope of his or her authority and as long as he or she has acted in good faith, except those arising from willfully negligent actions such as breaches of standards of care or statutes and suits lodged by the corporation itself against the director.

Policies and Procedures

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Policy Number:	80.30
Name:	Personal Information Protection Policy
Origin:	Board of Directors
Approved:	August 2004
Approval Process:	Board of Directors
Revision Date(s):	June 2005, September 2016, August 2017

80.30.1 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.

80.30.2 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, 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.

80.30.3 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’ 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. Canadian Interuniversity Sport 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.

80.30.4 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 Canadian Interuniversity Sport (hereinafter “Canadian Interuniversity Sport 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.

80.30.5 PURPOSES FOR COLLECTING AND USING PERSONAL INFORMATION

80.30.5.1 Student-athletes participating in U SPORTS events.

U SPORTS collects and uses personal information 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").

80.30.5.2 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.

80.30.6 USE AND DISCLOSURE OF PERSONAL INFORMATION

80.30.6.1 U SPORTS uses and discloses personal information in the following circumstances:

- a) To streamline the administration and registration process for student-athletes wishing to participate in U SPORTS sanctioned Events, Canadian Interuniversity Sport 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, Canadian Interuniversity Sport discloses personal information of student-athletes to the Canadian Centre in Ethics and Sport. Student-athletes wishing to participate in Canadian Interuniversity Sport 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, Canadian Interuniversity Sport 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 Canadian Interuniversity Sport's 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 Canadian Interuniversity Sport' website, to provide updated information on 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 Canadian Interuniversity Sport' behalf. U SPORTS requires all such service providers to agree to handle personal information in accordance with applicable laws.

80.30.6.2 On Canadian Interuniversity Sport's 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 Canadian Interuniversity Sport' Privacy Officer. Canadian Interuniversity Sport takes careful steps to ensure it complies with individuals' wishes with respect to disclosure and use of their personal information. Canadian Interuniversity Sport will explain the consequences of withdrawing consent.

80.30.6.3 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.

80.30.7 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.

80.30.8 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.

80.30.8.1 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.

80.30.8.2 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.

80.30.8.3 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.

80.30.8.4 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.

80.30.9 ACCURACY

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

80.30.10 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.

80.30.11 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. Canadian Interuniversity Sport'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.

80.30.12 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 endeavour 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.