
AGE VERIFICATION & RECORDS MANAGEMENT POLICY

Category: Player
Policy Number: 100.3

Date Approved: 8/16/2011
Date Last Revised: 4/21/2020

PURPOSE

Provides guidelines for collecting and maintaining age verification documents required for player participation including the proper collection, retention, and destruction of records.

POLICY

Participation with Inter Tribal Sports (ITS) requires verification of eligibility based on age. As a result, the use, collection, and storage of this information is vital to the success of the program. Moreover, effective records management is essential to improve the efficiency and effectiveness of ITS programming. It is necessary to protect participant's information from being accessed and used improperly. This policy establishes guidelines for the proper collection and retention of personal participant data such as birth certificates.

Age Verification Documentation

In order to participate in ITS athletic leagues, age verification is required. Acceptable forms of age verification include birth certificate, passport, immunization record, tribal identification, school documentation, or other form of government issued credentials. Any form of officially recognized identification must include the participants name and birthdate. Age verification only needs to be submitted to the ITS administrative offices once and will remain on file for the duration of their eligible participation in the program.

Access to Records during ITS Events

ITS staff will not have complete access to participant records and files **during events, however, only necessary participants** information will be made available to onsite staff. While every effort will be made to ensure the accuracy of the information, it is possible that ITS records may not properly reflect current submitted documentation. In this event, onsite staff shall follow the procedures established by ITS in an effort to minimize the impact **during events**.

Electronic Collection & Retention

Today, it is common to receive information electronically (*i.e.* email, SMS, and picture mail). **This can pose a security risk when personal information is not properly secured.** When documents **containing confidential information** are received electronically, **the necessary data is recorded** and properly stored. The original document **received by ITS shall then** be deleted and completely removed from the device and/or program.

Document Storage

Personal participant records (physical copies), providing age verification, shall be maintained at the ITS administrative offices. These documents shall be stored in a locking file cabinet that must be properly secured outside of standard business hours. Access to these records shall be limited to ITS staff.

Document Retention

ITS shall retain all age verification documents for the lifetime of the individual's eligible participation in the programs. Once per year, ITS administrative staff will review all age verification documents on file and remove records of individuals' that are no longer eligible to participate in ITS programs.

Athletic league registration forms (physical copies, non-electronic) shall be maintained for a period of no less than one year. After this time, the records manager may decide to further maintain these documents or submit them for destruction.

Document Destruction

After a records review or in the event of a duplicate document, it may be necessary to dispose of these items. Any items with personal information including but not limited to age verification documents and registration forms must be destroyed. A crosscut shredder shall be considered sufficient in the destruction of said items. At no time, shall any document with personal information be thrown away or recycled without first being shred.

Records Manager

The Program Manager shall serve as the records manager with the responsibility of overseeing the collection, maintenance, retention, and destruction of documents.

RELATED INFORMATION

Inter Tribal Sports Documents:

Participant Registration ([Online](#))

Inter Tribal Sports Related Policies:

[100.1](#) Participant Eligibility Policy; [100.2](#) Participant Registration Policy

Related Links:

www.intertribalsports.org

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)