

	Chinook's Edge School Division – Administrative Procedure	
	AP 3 - 31 Fairness and Safety in Sport DRAFT	
	Related Policies:	Initial Approval: 2025 September 01
	Related Procedures:	Last Amended:
	Exhibits:	Last Reviewed:

PURPOSE

This Administrative Procedure (AP) outlines the Chinook's Edge School Division's commitment to promoting fairness and safety for all participants in sport, aligning with the requirements of the *Fairness and Safety in Sport Act* (Bill 29) and the *Fairness and Safety in Sport Regulation* (Alberta Regulation 124/2025). This AP ensures meaningful opportunities for all students to participate in sport, fostering physical and mental health, athletic ability, respect, recognition, self-confidence, and long-term benefits.

SCOPE

This AP applies to Chinook's Edge School Division as an entity subject to the *Fairness and Safety in Sport Act*. This procedure applies to participation in school-based amateur competitive sports or sport disciplines governed, regulated, coordinated, promoted, or sponsored by Chinooks Edge School Division, for athletes who are 12 years of age and older.

DEFINITIONS

- **Act:** Refers to the *Fairness and Safety in Sport Act*.
- **ASAA: Alberta Schools Athletic Association**
- **Amateur competitive:** A sport or sport discipline where an athlete's primary focus for participation is on development, providing competitive experience, skill improvement, and opportunities for active participation, and an athlete seeks personal or team excellence, measures performance against others, and/or seeks opportunities for advancement.
- **Applicant:** An individual who submits a confidential challenge to an athlete's eligibility to participate in a relevant sport. This may include an athlete, a parent or guardian of an athlete (if the athlete is under 18 years of age), a team manager of an athlete, or a coach of an athlete.
- **Athlete:** A participant registered in a relevant sport. This includes participants who are 12 years of age or older and participate in school athletic teams, or as individual athletes, sanctioned by the school, school division, and or Alberta Schools Athletic Association Zone and Provincial competitions.
- **Board:** Refers to the Board of Trustees of Chinook's Edge School Division.
- **Regulation:** means the *Fairness and Safety in Sport Regulation*.
- **Birth Registration Document:** A document, such as a birth certificate, that contains the individual's full name, date and place of birth, and sex at birth. This document cannot be changed.
- **Challenge:** A procedure by which an individual's eligibility to participate in a relevant sport may be challenged.
- **Female-Only League, Class or Division:** A league, class, or division of a relevant sport intended to consist entirely of individuals whose sex at birth is female.

- **Minister:** The Minister responsible for the *Fairness and Safety in Sport Act*.
- **Relevant Sport:** An amateur competitive sport or sport discipline governed, regulated, coordinated, promoted, or sponsored by the school division or its board.
- **Sex at Birth:** The sex of an individual that appears on the individual's birth registration document.

4. Athlete Eligibility

To participate in a female-only league, class, or division of a relevant sport within CESD, an athlete 12 years of age or older must be of the female sex at birth.

5. Confirmation of Athlete Eligibility

- **5.1.** At the time of registration for a relevant sport within CESD, every athlete (or their parent or guardian if the athlete is under 18 years of age) must confirm in writing that they understand and that the athlete meets the eligibility requirements set out in Section 4 of this procedure.
- **5.2.** For athletes who registered in a relevant sport before September 1, 2025, CESD will collect a written confirmation of eligibility from the athlete or their parent or guardian if the athlete is a minor under 18 years of age. Athletes will not be required to re-register.
- **5.3.** Failure of an athlete (or their parent or guardian if the athlete is under 18 years of age) to confirm their eligibility in writing with CESD will render the athlete ineligible to participate.

6. Principal Responsibilities

School Principals shall:

- Ensure that all relevant sports offered within their school adhere to the Chinook's Edge School Division's Fairness and Safety in Sport AP.
- Implement the registration process for relevant sports, ensuring that written confirmation of eligibility, as per the policy, is collected for female-only leagues, classes, or divisions for athletes 12 years of age or older. This applies to athletes registering on or after September 1, 2025.
- For athletes who registered before September 1, 2025, in female-only leagues, classes, or divisions, collect a written confirmation of eligibility from the athlete or their parent/guardian. Athletes are not required to re-register.
- Familiarize themselves and their staff with the challenge procedure outlined in the Fairness and Sport AP.
- Support the Board in fulfilling reporting requirements by providing necessary information in a timely manner.

7. Teacher and Coach Responsibilities

Teachers and coaches involved in relevant sports shall:

- Be aware of and adhere to the Chinook's Edge School Division's Fairness and Safety in Sport AP.
- Understand the eligibility requirements for participation in relevant sports, particularly for female-only leagues, classes, or divisions.
- Direct any inquiries about eligibility challenges to the school principal or designate.
- Promote an inclusive and respectful environment for all participants in sport.
- Be aware that female athletes may continue to compete in male and co-ed categories.

8. Parent/Guardian Responsibilities

Parents/guardians shall:

- Understand and provide written confirmation at the time of their child's registration that their child meets the eligibility requirements for participation in relevant sports, for female-only leagues, classes, or divisions if the child is 12 years of age or older.
- Be aware of the process for challenging eligibility as outlined in the school division's AP.
- If a challenge is made against their child's eligibility and deemed valid, be prepared to file a copy of their child's birth registration document with the Board.
 - Note that their child can continue to compete in a female-only league, class, or division until the Board determines that the child does not meet eligibility requirements.

9. Confidential Challenge to Athlete Eligibility

- **9.1.** A confidential challenge may be submitted by an applicant if there are reasonable grounds to believe that an athlete is ineligible under Section 4 of this procedure.
- **9.2.** A confidential challenge must be made in writing and sent to the CESD Superintendent of Schools.
- **9.3.** A confidential challenge to an athlete's eligibility must include:
 - The name of the applicant.
 - The name of the athlete, their school/team, and sport.
 - Information that supports the grounds for the challenge.

10. Verification of Athlete Eligibility

- **10.1.** Upon receipt of a confidential challenge to an athlete's eligibility, CESD will confirm receipt and notify the Minister of Tourism and Sport, without personal identifying information, within 3 business days.
- **10.2.** CESD may dismiss the challenge if, in the opinion of CESD, reasonable grounds do not exist for the challenge. Upon dismissal of the challenge, the applicant will be notified by CESD. CESD will notify the Minister of Tourism and Sport of the dismissal, without personal identifying information, within 30 business days of the challenge.
- **10.3.** If CESD does not dismiss the challenge under Section 7.2 of this procedure:
 - The applicant and the athlete whose eligibility is the subject of the challenge will be notified that the challenge is moving forward.
 - The athlete whose eligibility is the subject of the challenge (or their parent or guardian if the athlete is under the age of 18) will be required to provide CESD with a copy of the athlete's birth registration document.
- **10.4.** Failure to provide the birth registration document as defined in the *Vital Statistics Act* or similar document issued outside of Alberta to CESD will render the athlete ineligible to participate in a relevant sport.
- **10.5.** Athletes may continue to compete in a female-only league, class, or division until CESD has determined that the athlete does not meet the eligibility requirements.

11. Resolution

- **11.1.** Once the birth registration document is received, CESD will verify the athlete's eligibility under Section 4 of this procedure.

- **11.2.** If the challenge is upheld and the athlete is determined to be ineligible, CESD will notify the applicant and athlete whose eligibility has been challenged. The athlete will be permanently ineligible for participation in a female-only league, class, or division of a relevant sport.
- **11.3.** If the challenge is dismissed and the athlete is determined to be eligible, CESD will notify the applicant and the athlete whose eligibility has been challenged. The athlete will be permanently eligible for participation in a female-only league, class, or division of a relevant sport.
- **11.4.** Upon a determination under Section 8.2 or 8.3 of this procedure, CESD will notify the Minister of Tourism and Sport of the decision, without personal identifying information, within 30 business days of the challenge.

12. Invalid Challenge

12.1. Pursuant to Section 7.2 of this procedure, CESD may determine that reasonable grounds do not exist for a challenge, including but not limited to where:

- CESD has previously resolved a challenge for the same athlete.
 - Not enough information has been provided to proceed as a valid challenge.
 - The challenge is deemed to have been made in bad faith.
- **12.2.** Factors relevant to determining whether a challenge, dismissed under Section 7.2 of this procedure, was made in bad faith and merits appropriate sanctions for the applicant include, without limitation:
 - The applicant's prior history.
 - A pattern of inappropriate behavior or numerous unfounded challenges under this policy.
 - The ages of the athletes involved.
- **12.3.** Boards of in-scope entities may impose reasonable sanctions against any person who, in the opinion of the board, challenges the eligibility of an athlete in bad faith. Such sanctions may include, but are not limited to, written warnings, or any existing policies and procedures that an in-scope entity may have in place.
- **12.4.** CESD will not charge a fee to a person that enters a challenge regarding an athlete's eligibility.

13. Appeals

The applicant may appeal to the CESD Board of Trustees a dismissal of a challenge under Section 7.2 of this procedure. CESD will ensure that its appeals policy or relevant procedures are referenced for the process and timing of appeals, and appropriate contact information.

14. Protection of Personal Information

All information and data relating to the athlete will be treated as sensitive personal information and will be processed in accordance with applicable data protection and privacy laws. Such information and data will not be used for any purpose other than to determine athlete eligibility. Personal information may be collected directly from the individual or, if a minor, indirectly from the individual's parent or guardian.

15. Reporting to the Minister

CESD is required to provide information to the Minister of Tourism and Sport as follows:

- **15.1.** On the request of the Minister, where the information is respecting complaints relating to CESD's policies on eligibility or any decisions made under these policies.
- **15.2.** Once every 12 months, where the information is respecting requests for, or the establishment of, mixed-gender or mixed-sex leagues, classes, or divisions.
- **15.3.** Within 3 business days after the day on which a challenge is made, where the information is respecting the making of challenges.
- **15.4.** Within 30 business days after the day on which a challenge is made, where the information is respecting decisions by CESD respecting challenges.
- **15.5.** Notifications to the Minister of Tourism and Sport regarding athlete eligibility challenges should be sent to SPAR@gov.ab.ca and should contain no personal information about individuals involved in the challenge. CESD is not required to provide reporting if they have not received any challenges related to the eligibility of an athlete.

REFERENCE AND LINKS

Freedom of Information and Protection of Privacy Act

Fairness and Safety in Sport Act

Fairness and Safety in Sport Regulation (Alberta Regulation 124/2025)

HISTORY

2025 Sept 01 New