

Administrative Procedure 366

Fairness & Safety in School Athletics

Background

The Division is required to establish and implement an athlete-eligibility policy under Alberta's Fairness and Safety in Sport Act and Regulation. This Administrative Procedure is designed to promote fairness and safety in sport and sets out Division processes for eligibility, confirmation, challenges, verification, resolution, reporting, and privacy. This Administrative Procedure applies to student-athletes ages 12 and older participating in a female-only league, class or division of a relevant Division-sanctioned sport.

Definitions:

Applicant: An individual permitted to submit a confidential eligibility challenge.

Athlete: A participant registered in a Relevant Sport administered by the Division (junior/senior high interschool athletics).

Birth registration document: The original birth registration (or equivalent from another jurisdiction) that lists an individual's full name, date/place of birth and sex at birth; unlike a birth certificate, it cannot be changed.

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.

Relevant Sport: An amateur competitive sport, or sport discipline, governed, regulated, coordinated, promoted or sponsored by the Division or its schools.

Sex at Birth: The sex recorded on the Athlete's birth registration document.

Procedures

1. Athlete eligibility
 - 1.1 To participate in a Female-Only League, Class or Division, an Athlete must be of the female Sex at Birth.
2. Written confirmation at registration (Opt-in to Female-Only category)
 - 2.1 At the time of registration for a Female-Only League, Class or Division, the parent/guardian of the Athlete (or the Athlete if over 18) must complete the Fairness & Safety in School Athletics Confirmation Form, indicating that they understand the eligibility requirements outlined in section 1.1 and that the Athlete meets them.
 - 2.2 For Athletes who registered before Sept 1, 2025, the school/Division will collect written confirmation.

3. Confidential challenge to Athlete eligibility

- 3.1 A confidential written challenge to an Athlete's eligibility must be made in writing to the Board of an in-scope entity that received the Athlete's registration in a relevant sport, in this case, the Board of Black Gold School Division, by an applicant where there are reasonable grounds to question eligibility.
- 3.2 For the purpose of this section and Applicant is a person aged 18 or older who is;
 - 3.2.1 A teacher employed by the Division;
 - 3.2.2 The Parent/Guardian of an Athlete in the same Female-Only League, Class or Division of the Athlete whose eligibility is questioned;
 - 3.2.3 A coach or team manager in the same Female-Only League, Class or Division of the Athlete whose eligibility is questioned; or,
 - 3.2.4 A person who the Superintendent of Schools determines has a meaningful interest in the fairness and safety of a particular Athlete in the particular Female-Only League, Class or Division of the Athlete whose eligibility is questioned.
- 3.3 To make a challenge, the Applicant must submit a document in writing to the Board.
- 3.4 The document challenging eligibility must include the Applicant's name, the challenged Athlete's name, team, sport, and the grounds upon which the Applicant relies to challenge the Athlete's eligibility.
- 3.5 The Board may dismiss the challenge if it is without reasonable grounds.
- 3.6 The Division may impose reasonable sanctions on the Applicant for submitting a challenge in bad faith. No sanction will be imposed for challenges submitted in good faith.

4. Ministerial notifications & timelines

- 4.1 Upon receipt of a challenge, the Division will notify the Minister of Tourism and Sport (no personal identifiers) within 3 business days.
- 4.2 The Division will report the result of the challenge within 30 business days and aims to conclude challenges within that period.

5. Verification (birth registration document)

- 5.1 If a challenge proceeds (i.e., is not dismissed at intake for lack of reasonable grounds), the Athlete (or parent/guardian) must provide a birth registration document to verify sex at birth. Failure to provide it renders the Athlete ineligible for female-only categories.
- 5.2 During the verification process, the Athlete may continue to compete in the female-only category until a determination is made.
- 5.3 Immediate document fees are paid by the Athlete/parent/guardian, reimbursed by the Division, which is then reimbursed by the Government of Alberta upon request.

6. Resolution & appeals

- 6.1 If the Athlete is found ineligible, they are permanently ineligible for female-only categories; if eligible, they are permanently eligible (unless future policy/law changes apply). All parties and the Minister will be notified of the outcome (no personal identifiers) within 30 business days.
- 6.2 The applicant may appeal to the BGSD Board of Trustees a dismissal of a challenge. BGSD will ensure that its appeals policy or relevant procedures are referenced for the process and timing of appeals.

7. Protection of personal information

- 7.1 All information related to eligibility verification is treated as sensitive personal information and used only to determine eligibility, in accordance with applicable privacy laws and Division policy.

8. This administrative procedure applies to Female-Only League, Class or Division of a Relevant Sport only; classroom physical education instruction and intramural sports are not in scope of this procedure or the legislation.

Reference: Bill 29, Fairness and Safety in Sport Act
Fairness and Safety in Sports Regulation 124/2025
School Sport Alberta

Form: 366-1 Fairness & Safety in School Athletics Confirmation Form