

Administrative Procedure 170 – Fairness and Safety in School Sport

Background

Clearview Public Schools is committed to promoting fairness and safety in school sport. In accordance with the *Fairness and Safety in Sport Act* and the accompanying [Fairness and Safety in Sport Regulation](#), the Division has established this procedure to guide athlete eligibility for school-based amateur competitive sports. This procedure applies to all students aged 12 and older participating in Clearview's competitive sports programs.

Definitions

- **Amateur competitive sport:** A school-based sport in which student-athletes participate with the intent of developing skills, seeking excellence, and competing against others.
- **Female-only league, class or division:** A sports division that, under this procedure, is limited to athletes whose sex at birth is female.
- **Sex at birth:** The sex of an individual as listed on their birth registration document.
- **Birth registration document:** A record, as defined in the *Vital Statistics Act* or its equivalent outside Alberta, showing full name, date and place of birth, and sex at birth.
- **Applicant:** A person authorized to submit a challenge regarding an athlete's eligibility, including:
 - A parent or guardian of a student
 - A coach or staff member
 - The student athlete themselves (if 18 or an independent student)

1. Purpose

The purpose of this procedure is to promote fairness and safety in sport, in accordance with Alberta legislation.

2. Application

This procedure applies to:

- All students age 12 or older who participate in school-sponsored amateur competitive sport.
- Any Clearview employee or volunteer responsible for organizing or supervising these sports.

3. Athlete Eligibility Requirements

3.1. To participate in a female-only league, class or division, a student must be biologically female as stated on their birth registration document.

3.2. Written confirmation of eligibility is required at registration. Athletes (or their parent/guardian if under 18) must confirm:

- They understand the eligibility criteria.
- The student meets the eligibility requirement for any female-only category.

3.3. Students who do not complete this written confirmation will be ineligible to participate until confirmation is provided.

4. Confidential Challenge Process

4.1. A challenge to an athlete's eligibility may be made in writing by:

- The athlete
- A parent or guardian
- A team coach or staff member
- A school administrator

4.2. The challenge must include:

- The name of the applicant
- The name of the athlete being challenged
- The team/sport in question
- Information to support the grounds for the challenge

4.3. Written challenges must be submitted confidentially to the school principal and copied to the Division Office at: clearview@clearview.ab.ca

5. Verification and Resolution Process

5.1. Upon receipt of a challenge:

- The principal will confirm receipt and notify the Minister of Tourism and Sport (without identifying personal details) within 3 business days.
- The principal may dismiss the challenge if there are no reasonable grounds. This dismissal will also be reported to the Minister within 30 business days.

5.2. If the challenge proceeds:

- The athlete (or guardian) will be required to submit the birth registration document to the principal within a reasonable time.
- Failure to provide this documentation will result in ineligibility to participate in the female-only league or division.

5.3. Based on the documentation:

- If the sex at birth is female, the athlete is eligible.
- If not, the athlete is ineligible to participate in female-only categories.

5.4. Final decisions on eligibility will be reported to the Minister within 30 business days, excluding personal identifiers.

6. Appeals and Reconsideration

6.1. If a challenge is dismissed, the applicant may request a reconsideration by the Superintendent or designate.

6.2. Final appeals may be submitted to the Board of Trustees under Clearview's general appeal procedure for administrative decisions.

7. Sanctions for Bad Faith Challenges

7.1. If, in the opinion of the Division, a challenge was made maliciously or in bad faith, possible sanctions include:

- A written warning
- Disciplinary action under the Division's Code of Conduct

7.2. Considerations for sanctions may include:

- A pattern of unfounded challenges
- History of inappropriate behaviour
- Ages and circumstances of the individuals involved

8. Use and Protection of Personal Information

8.1. Birth documentation and other personal information will be collected and used only for the purpose of determining eligibility, in accordance with the Protection of Privacy Act (PPA).

8.2. Information will be treated as sensitive and handled accordingly. It will not be used for any other purpose.

9. Reporting to the Minister

The Superintendent or designate will:

- Report new challenges within 3 business days
- Report final decisions within 30 business days
- Submit an annual summary of relevant matters, including any mixed-gender programming requests

11. Contact for Assistance

For questions about this procedure, please contact:
Assistant Superintendent of Learning Services

Email: clearview@clearview.ab.ca
Phone: 403-742-3331

References

Education Act, ss. 3, 33, 36–37, 42, 51–53, 222.
Fairness and Safety in Sport Act (Province of Alberta)
Fairness and Safety in Sport Regulation (Province of Alberta)
Education Act, Revised Statutes of Alberta 2012, current as of March 1, 2025
Protection of Privacy Act, Statutes of Alberta 2024, Chapter P-28.5
Protection of Privacy Regulation, Alberta Regulation 132/2025
Protection of Privacy (Ministerial) Regulation, Alberta Regulation 143/2025
Vital Statistics Act (Province of Alberta)
Canadian Charter of Rights and Freedoms, Constitution Act, 1982
Code of Professional Conduct for Teachers and Teacher Leaders (Alberta Education, 2022)
Clearview Public Schools Board Policy Manual

Effective: September 1, 2025

Amended: