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administrative regulation

Athlete Eligibility Confirmation

Administrative Regulation No. 3034

Classification:
School Program & Organization

Effective Date:
November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- Promote fairness and safety in sport, by addressing matters of eligibility to participate in a relevant sport in accordance with the Government of Alberta's *Fairness and Safety in Sport Act* and Fairness and Safety in Sport Regulation.

2 | Scope

This administrative regulation applies to:

- All CBE staff, students and parents.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including dismissal.

4 | Principles

The following principles apply:

- CBE complies with provincial legislation governing the integrity of female athletic competitions.
- CBE is committed to creating safe and caring learning and working environments that foster and maintain respectful and responsible behaviors.
- CBE is committed to establishing a working partnership with parents as an essential part of providing students with effective education.

5 | Definitions

Amateur Competitive: means a sport or sport discipline where:

i. a student athlete's primary focus for participation is on development, such as providing competitive experience, skill improvement, and opportunities for active participation; and

ii. a student athlete seeks personal or team excellence, measures performance against others and/or seeks opportunities for advancement.

Applicant: means one of the following individuals who submits a confidential challenge to a student athlete's eligibility to participate in a relevant sport:

- student athlete (or parent or guardian of a student athlete if the student athlete is under 18 years of age), provided that the student athlete is participating in the same relevant sport; or
- principal of a school within Alberta with a team participating in the relevant sport.

Student Athlete: means a participant registered in a relevant sport.

Birth Registration Document: means a birth registration document as defined in the *Vital Statistics Act* or a similar document issued outside of Alberta that contains the following information respecting a student athlete:

i. full name of the student athlete;

ii. date and place where the birth of the student athlete occurred; and

iii. the sex of the student athlete.

CBE: means The Calgary Board of Education

Relevant Sport: means an amateur competitive sport or sport discipline governed, regulated, coordinated, promoted or sponsored by the CBE.

Sex at Birth: means the sex of an individual that appears on the student athlete's birth registration document.

6 | Regulation Statement

Application

1) This policy only applies to participation in a relevant sport by student athletes who are ages 12 and older.

Student Athlete Eligibility

2) To participate in a female-only league, class or division of a relevant sport, a student athlete must be of the female sex at birth.

7 | Procedure

Confirmation of Student Athlete Eligibility

1) Before a student athlete may participate in a relevant sport, a student athlete (or their parent/guardian if the student athlete is under 18 years of age) must confirm in writing through the registration process with CBE that they understand and meet the eligibility criteria set out in section 6 of this policy.
2) Failure of a student athlete (or their parent or guardian if the student athlete is under 18 years of age) to confirm their eligibility in writing with the CBE will render the ineligible to participate.

Confidential Challenge to Student Athlete Eligibility

3) A confidential challenge may be submitted by an applicant, as defined in this policy, where there are reasonable grounds to believe that a student athlete is ineligible under section 6 of this policy.
4) A confidential challenge must be made in writing using the Confidential Challenge to Student Athlete Eligibility Form and sent to the CBE at athletics@cbe.ab.ca.
5) A confidential challenge to a student athlete's eligibility must include:
    a) the name of the applicant;
    b) the name of the student athlete, their club/team and sport; and
    c) information that supports the grounds for the challenge.

Verification of Student Athlete Eligibility

6) Upon receipt of a confidential challenge to a student athlete's eligibility under section 6 of this policy, CBE will confirm receipt and notify the Minister of Tourism and Sport, without personal identifying information, within three business days.
7) CBE may dismiss the challenge if, in the opinion of CBE, reasonable grounds do not exist for the challenge. Upon dismissal of the challenge, the applicant will be notified by CBE and may be subject to sanctions under section 7 of this policy. CBE will notify the Minister of Tourism and Sport of the dismissal, without personal identifying information, within 30 business days of the challenge.
8) If CBE does not dismiss the challenge under section 7 of this policy:
    a) the applicant and the student athlete whose eligibility is the subject of the challenge will be notified that the challenge is moving forward; and
    b) the student athlete whose eligibility is the subject of the challenge (or their parent/guardian if the student athlete is under the age of 18) will be required to provide CBE with a copy of the student athlete's birth registration document.
9) Failure to provide the birth registration document as defined in the *Vital Statistics Act* or similar document issued outside of Alberta to CBE will render the student athlete ineligible to participate in a relevant sport.

Resolution

10) Once the birth registration document is received, the CBE will verify the student athlete's eligibility under section 6 of this policy.

11) If the challenge is upheld and the student athlete is determined to be ineligible, the CBE will notify the applicant and student athlete whose eligibility has been challenged. The student athlete will be permanently ineligible for participation in a female-only league, class or division of a relevant sport.

12) If the challenge is dismissed and the student athlete is determined to be eligible, the CBE will notify the applicant and the student athlete whose eligibility has been challenged. The student athlete will be permanently eligible for participation in a female-only league, class or division of a relevant sport.

13) Upon a determination under section 7 of this policy, the CBE will notify the Minister of Tourism and Sport of the decision, without personal identifying information, within 30 business days of the challenge.

Invalid Challenge

14) Pursuant to section 7 of this policy, the CBE may determine that reasonable grounds do not exist for a challenge, including but not limited to where:

a) The CBE has previously resolved a challenge for the same student athlete;

b) Not enough information has been provided to proceed as a valid challenge or the challenge has not been submitted by an applicant as defined in this policy; or

c) The challenge is deemed to have been made in bad faith.

15) Factors relevant to determining whether a challenge, dismissed under section 7 of this policy, was made in bad faith and merits appropriate sanctions for the applicant include, without limitation:

a) The applicant's prior history;

b) A pattern of inappropriate behavior or numerous unfounded challenges under this policy; and

c) The ages of the student athletes involved.

16) Sanctions for an applicant may include, without limitation:

a) A written warning; and

b) A determination that the applicant has violated CBE Administrative Regulation 6031: Safe and Caring Learning and Work Environments and/or the Calgary Senior High Schools Athletic Association Constitution, where applicable.

Appeals

17) The applicant may appeal, per Administrative Regulation 5008: Appeals, to the CBE of the in-scope entity a dismissal of a challenge under section 7 of this policy.

Protection of Personal Information

18) All information and data relating to the student athlete will be treated as sensitive personal information and will be processed as such in accordance with applicable data protection and privacy laws. Such information and data will not be used for any purpose other than to determine student athlete eligibility.

Assistance with this Policy

19) The CBE is committed to the participation of all student athletes in accordance with the student athlete eligibility requirements set out in this policy. Any individuals seeking information on the application of this policy should contact athletics@cbe.ab.ca for assistance.

20) Any individuals seeking information on the application of the Act and Regulation may contact the Ministry of Tourism and Sport at SPAR@gov.ab.ca for assistance.

8 | History

Approval	September 1, 2025
Revision/Review Dates	November 30, 2026
Next Review	November 2031

9 | Related Information

Governance

- BC-1: Board Purpose

Operational Expectations

- OE-1: Global Operational Expectations
- OE-2: Learning Environment/Treatment of Students

Administrative Regulations

- AR 3033: Extra-curricular and Co-curricular Activities
- AR 5008: Appeals
- AR 6031: Safe and Caring Learning and Work Environments

Legislation

- *Fairness and Safety in Sport Act*, SA 2024, c F-2.5
    - *Fairness and Safety in Sport Regulation*
- *Education Act*, SA 2012, c E-0.3

Documents / Other

- Calgary Senior High School Athletic Association Constitution