

Administrative Procedure 318

Students

EXTRACURRICULAR STUDENT COMPETITIVE ATHLETICS AND COMPLIANCE WITH FAIRNESS AND SAFETY IN SPORT

BACKGROUND

Extracurricular competitive athletics occur outside the regular physical education curriculum and are optional. Participation in these athletics carries an increased risk of injury or medical concern. Parents and guardians must acknowledge these risks and consent to students' participation.

Principals are responsible for all extracurricular athletics occurring at Westmount Charter Schools or involving students enrolled at the schools. At the Mid-High, the Athletic Director coordinates interscholastic athletics and may delegate responsibilities to approved staff.

The *Fairness and Safety in Sport Act* and *Fairness and Safety in Sport Regulation*, effective September 1, 2025, establish eligibility requirements for athletes aged 12 and older participating in amateur competitive sport. To participate in a female-only division, an athlete aged 12 or older must be of the female sex at birth. The legislation also supports opportunities for mixed-sex or mixed-gender leagues, classes, or divisions.

DEFINITIONS

The definitions listed in the following table apply to this administrative procedure.

Extracurricular	Amateur competitive athletic activities occurring outside the regular
Competitive Athletics	physical education curriculum, excluding intramurals, physical education classes, school rentals, and non-athletic competitions.
Principal	Includes the principal's designate when the principal is unavailable.
Student	Any Individual enrolled in kindergarten to grade 12 at Westmount Charter School.
Student's Parent	Legal guardian or the student if independent under the Education Act.
Sex at Birth	The sex of an individual as it appears on the athlete's birth registration document.
Female-Only Division	Competitive sport restricted to athletes of the female sex at birth.
Co-Ed/ Mixed-Sex Division	Competitions open to all students regardless of sex or gender identity.

PROCEDURES

1. Responsibility for Extracurricular Athletics
 - 1.1 The principal is responsible for all extracurricular athletics at Westmount Charter School, including activities organized by external associations.
 - 1.2 The principal is responsible for all students enrolled at Westmount Charter School participating in extracurricular athletics, regardless of location.
2. Delegation of Responsibilities
 - 2.1 Principals may delegate responsibilities to certificated employees.
 - 2.2 Delegation requires a reporting procedure to ensure the principal remains informed.

- 2.3 A head coach must be appointed for each athletic team, ensuring that at least one certificated employee supervises all tryouts, practices, and competitions.
- 2.4 Head coaches may delegate responsibilities but must maintain supervision requirements at all times.
- 3. Parent Consent and Medical Information
 - 3.1 Form AP 318 (Annual Extracurricular Athletics Consent Form) must be completed annually by the parent/guardian for each extracurricular athletic activity in which the student participates.
 - 3.2 Consent must be obtained before the student's participation in tryouts, practices, or competitions.
 - 3.3 Additional consent will be obtained where participation involves risks or circumstances not addressed through the original consent.
- 4. Eligibility and Fairness in Sport
 - 4.1 To participate in a female-only division, a student-athlete aged 12 or older must be of the female sex at birth.
 - 4.2 As part of registration, a student-athlete, or their parent/guardian where the student is under 18, must confirm in writing that they understand and meet the applicable eligibility requirements.
 - 4.3 WCS supports opportunities for student participation in co-ed or mixed-sex leagues, classes, or divisions, where available and where numbers warrant, in accordance with applicable legislation and athletic association requirements.
 - 4.4 Coaches and staff are responsible for implementing applicable eligibility requirements. Any challenge to a student-athlete's eligibility must be addressed through the confidential eligibility challenge process outlined in this procedure.
 - 4.5 A birth registration document will not be required as part of the regular registration process and will only be requested where required through a valid eligibility challenge.
- 5. Coordination of Interscholastic Athletics
 - 5.1 The Athletic Director coordinates interscholastic athletics.
 - 5.2 The Athletic Director decides which activities qualify as interscholastic extracurricular athletics.
 - 5.3 Participation with other schools requires athletic director approval.
 - 5.4 Where applicable, associations such as the CISAA apply in addition to this procedure.
 - 5.5 Committees may be formed to assist coordination, with all final authority resting with the athletic director.
- 6. Eligibility Challenges and Verification
 - 6.1 A challenge to a student-athlete's eligibility must be based on reasonable grounds, submitted in writing, and treated confidentially.
 - 6.2 The Superintendent, acting on behalf of the Charter Board and in accordance with the authority established by the Board, will receive and administer eligibility challenges in accordance with the *Fairness and Safety in Sport Act* and Regulation.
 - 6.3 The Superintendent will review the information submitted and determine whether reasonable grounds exist for the challenge. Where reasonable grounds do not exist, the challenge may be dismissed in accordance with the Act, Regulation, and applicable Board requirements.

- 6.4 Where reasonable grounds exist, the student-athlete, or their parent/guardian if the student is under 18, will be required to provide the applicable birth registration document for the sole purpose of verifying eligibility.
- 6.5 A student-athlete may continue to participate while an eligibility challenge is being reviewed unless and until the student is determined to be ineligible in accordance with applicable legislation.
- 6.6 Challenges made in bad faith may result in appropriate sanctions in accordance with applicable WCS policies and procedures
- 6.7 Decisions must align with the *Education Act*, *Fairness and Safety in Sport Act*, and Westmount policies.
- 7. Communication
 - 7.1 Students, parents, and coaches will be informed of eligibility policies and consent requirements before each athletic season.
 - 7.2 Updates to this procedure will be communicated via email, school website, and athletic registration forms.
- 8. Privacy
 - 8.1 All personal information collected or received for the purpose of determining athlete eligibility will be treated as sensitive personal information and maintained confidentially. Access will be limited to individuals authorized to administer the eligibility process, and information will be collected, used, disclosed, retained, and protected in accordance with applicable privacy legislation and WCS procedures
 - 8.2 Information collected for eligibility verification will be used only for the purpose of determining eligibility and will not be used or disclosed for any other purpose except as authorized or required by law.
- 9. Reporting/Review
 - 9.1 The Superintendent will ensure all required reporting regarding eligibility challenges and requests for, or establishment of, mixed-sex or mixed-gender opportunities are completed in accordance with the *Fairness and Safety in Sport Act* and Regulation
 - 9.2 The Superintendent will ensure this Administrative Procedure is reviewed annually, in consultation with the Principal and Athletic Director, to maintain alignment with applicable legislation, regulations, athletic association requirements, and WCS procedures.

Legal Reference: *Education Act*
Education Amendment Act, 2024
Fairness and Safety in Sport Act;
Fairness and Safety in Sport Regulation;

Cross Reference:

Date of Adoption: September 1, 2025
Date of Revision: August 27, 2026
Due for Review: August 27, 2027

APPENDIX

AP 318 – WESTMOUNT CHARTER SCHOOL ANNUAL EXTRACURRICULAR ATHLETICS CONSENT FORM

School Year: _____

Student Information

- Name: _____
- Grade: _____
- Date of Birth: _____
- Parent/Guardian Name(s): _____
- Contact Phone: _____
- Email: _____

1. Consent for Participation

I, the parent/guardian of the student mentioned earlier (or the student if independent under the Education Act), acknowledge that extracurricular competitive athletics occur outside the regular physical education curriculum and carry an increased risk of injury. I give consent for my child to participate in the following extracurricular athletic activities during the current school year (check all that apply):

- ☐ Badminton
- ☐ Basketball
- ☐ Cross Country
- ☐ Curling
- ☐ Golf
- ☐ Rugby
- ☐ Track and Field
- ☐ Volleyball
- ☐ Wrestling

I understand that participation includes tryouts, practices, and competitions, and that consent for tryouts/practices covers competitions unless otherwise noted.

2. Medical Information

Please provide relevant medical information that may affect your child's participation (allergies, injuries, medical conditions, medications, etc.):

Emergency Contact (if different from parent/guardian):

- Name: _____
- Phone: _____

3. Eligibility for Female-Only Divisions

In accordance with Alberta's Fairness and Safety in Sport Act (Bill 29):

- Participation in female-only divisions is limited to students who are biologically female.
- Verification of biological sex may be required for female-only divisions.

I understand that this information will be kept confidential and used solely for the purpose of eligibility verification.

4. Co-Ed / Mixed-Sex Divisions

Students not eligible for female-only divisions, including transgender and non-binary students, may participate in co-ed or mixed-sex divisions where offered.

5. Acknowledgement and Signature

By signing below, I acknowledge that:

1. I have read and understand the risks associated with extracurricular athletics.
2. I consent to my child's participation in the activities listed above.
3. I have provided accurate medical information and understand that it will be treated confidentially.
4. I understand and will adhere to the eligibility requirements for female-only divisions and co-ed/mixed-sex opportunities.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature (if independent): _____ **Date:** _____