



Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMORANDUM

To: Superintendent, Principal, and Athletic Director
Christian Fellowship High School

From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner *LB*

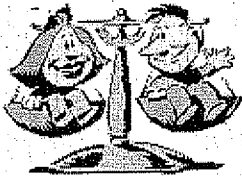
Date: September 2, 2004

Subject: 2003-2004 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, The 2003-2004 Title IX Annual Report Forms Checklist. In addition, you may find an attachment with corrected copies of the forms submitted by your school personnel. Please review this information so the forms can be completed accurately in the future.

Also, KHSAA Audit Staff may have requested a re-submission of some of the 2003-2004 Annual Report Forms or need additional information on your athletic programs. Please submit this information by the date requested if this is applicable. Copies and all KHSAA Title IX documents must be kept current and included in your permanent Title IX File at the school. All documents are subject to Open Records Requests.

Should you need any further information, please do not hesitate to call anytime.



MEMORANDUM

TO: KHSAA Member School Superintendents, Principals, and Athletic Directors

FROM: Brigid L. DeVries, Commissioner
Larry Boucher, Executive Assistant Commissioner

DATE: September 2, 2004

RE: 2004 Title IX Forms Submission

School	Christian Fellowship High School	Reviewed by	Martha Mullins
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The following is a status report regarding the required 2003 - 2004 Title IX submission of forms due in to the KHSAA office by April 15, 2004. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

I. Checklist of Forms properly submitted in a satisfactory manner:

	GE 19 (Annual Verification)	✓	T-36 (Budget Expenses)
✓	T-1 (Summary Program Chart 1)	✓	T-41 (Checklist – Overall Interscholastic Program)
✓	T-2 (Summary Program Chart 2)		T-60 (Corrective Action Plan)
✓	T-3 (Summary Program Chart 3)	✓	T-63 (Interscholastic Survey Results)
✓	T-4 (Summary Program Chart 4)		T-68 (Five Year Summary)
	T-35 (Budget Expenses)		

II. Status

A.		2003 – 2004 Forms are satisfactory and no further information or action is necessary at this time.
B.	✓	<p>Errors have been noted with respect to the following forms:</p> <ul style="list-style-type: none"> ▪ Form GE19; There was a signature omitted. Resubmit a completed Form GE19 to the KHSAA no later than October 1, 2004. ▪ Forms T-60 & T-68; Correlate and resubmit to the KHSAA no later than October 1, 2004.
C.		The following forms were omitted and must be submitted by school representatives:
D.	✓	<p>Other Recommendation and Comments:</p> <ul style="list-style-type: none"> ▪ It is recommended that students be placed on the Gender Equity Review Committee, and that they be active members of the Committee.



**2003-2004 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
ANNUAL VERIFICATION OF TITLE IX PROCEDURES**
(To be submitted by April 15, 2004 along with other required forms)

APR 19 2004

The Christian Fellowship High School, Benton, Kentucky
(Name of High School) (City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)

- Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

Name	Address	Phone	Title
Michelle Alexander	1365 Brien-Tatum Rd Benton KY	270 527-2374	Coach
Kenny Solomon	2187 Horace Barnes Rd Calvert KY 42029	270 395-5136	Coach
Joe Roark	Wallace Lane Pad. KY 42001	270 442-5490	Coach
Emily Roark	Wallace Lane Pad KY 42001	270 442-5490	Attorney
Mark Keen	531 Green Hill Dr Benton KY 42025	270 527-7797	AD
Trina Bryan	PO Box 714 Benton KY 42025	270 362 3632	Adm. Ass.
Bill Rowley	1490 Benton Briansburg Benton KY	527-0469	Principal

- Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:

Sept 16
Nov 20
Feb 16

- Designated the following person(s) as the Title IX coordinator for the school: 270-527-7797

Mark Keen	AD	531 Green Hill Dr Benton KY 42025	270-527-7797
Name	Title	Address	Phone

- School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

- In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.

Bill Rowley _____ 4-14 2004
Principal's Signature Date

Superintendent Signature School Board Chairpersons' Signature
(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

SCHOOL NAME

Christian Fellowship

2003-2004

TITLE IX

CORRECTIVE ACTION PLAN

To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2004.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
No Items Found		

▪ For all areas currently identified as items for correction, an intended corrective action explanation is needed.
THIS FORM SHALL BE TYPED.

Principal's Signature: Bruce Bailey

Date: 4-14-04



**TITLE IX
FIVE-YEAR ACCOMPLISHMENTS
1999-2004**

KHSAA
Form T68
Rev. 9/03

At the end of this school year, as we complete the 5-year KHSAA Title IX Compliance Project, the KHSAA will provide the Kentucky Department of Education a status report of accomplishments. Please review your school's progress since 1999-2000 and itemize those accomplishments which you feel you have made in your efforts to provide greater gender equity in athletics at your school.

(For example: Softball field lights (or other improvements), specific amounts of "prime time" playing opportunity adjustments, cheerleading balance, equitable equipment replacement schedules, equitable pay for coaches, equitable opportunities for facilities use, establishment of additional sports, establishment of more teams at various levels, equalizing number of contests per season, etc., etc.)

<p>Opportunities (Example: Sports or Levels of Teams Added for Girls)</p>	<p>Girls Tennis in the near future</p>
<p>Equipment and Supplies (Example: New Equipment - batting cages, soccer goals, uniforms, balls, bats, etc.)</p>	<p>New Uniforms every 3 years</p>
<p>Scheduling of Games and Practice Times (Example: 50/50 scheduling ratio of boys' games to girls'. Additional weekend "prime time" opportunities)</p>	<p>Make sure THE GIRLS team play at least 40% of the Home Games on THE WEEKEND</p>

<p>Travel and Per-Diem (Example: Spring Break Trip for Softball, Upgrade of meals or meal opportunities)</p>	
<p>Coaching (Example: Hiring of additional coaches, paying equitable salaries)</p>	<p>Send coaches to <u>clinics</u> and Hire a few more assistants.</p>
<p>Locker Rooms, Practice and Competitive Facilities (Example: New or Renovated Facilities)</p>	
<p>Medical and Training Services (Example: Additional or equitable sports coverage by medical support personnel, access to weight room)</p>	<p>Make sure we have the low weights for the girls</p>
<p>Publicity (Example: New or improved promotional opportunities at sporting events: 1. Dance/Pep/Cheerleaders 2. Posters 3. Radio/Television)</p>	<p>We would like to get both boys and girls on the radio (neither are on now)</p>
<p>Support Services (Example: Additional funding for girls' sports)</p>	

Other Title IX Advancements	
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Principal's Signature: Brian Berkley Date: 4-14-04

2003-2004
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

KHSAA
 Form T1
 Rev. 8/03

Participation Opportunities Test One

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	40	53%	64*	55%
Row 2	BOYS	36	47%	52**	45%
Row 3	Totals	76	100%	116	100%

Instructions: * Middle School Girls 24
 * * Middle School Boys 15

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: _____

- Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first **date of competition**, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. * In addition, should 8th grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8th grade students & below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: Bill Hawkey Date: 4-14-04

**ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 2**

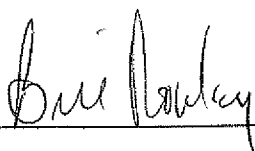
Participation Opportunities Test Two

		Column 1	Column 2	Column 3	Column 4	Column 5
Program		Number of Teams Currently Offered	Number of Participants	Number of Teams Added in Last Five Years	Number of Participants Added in Last Five Years	Percent of Total Participation By Sex Added in Last 5 Years
GIRLS	Row 1	varsity:	4	43	0	0
	Row 2	j.v.:	2	21	1	10
	Row 3	frosh:	0	0	0	0
	Row 4	total:	6	64	1	10
BOYS	Row 5	varsity:	5	52	2	22
	Row 6	j.v.:	0	0	0	0
	Row 7	frosh:	0	0	0	0
	Row 8	total:	5	52	2	22

- For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. **Note:** The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
- For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is 25% or greater, compliance with test two may be possible. If less than 25%, then compliance with test three should be analyzed. **CAUTION:** 25% is not a formal compliance standard.

Principal's Signature: _____



Date: _____

4-14-04

2003-2004
ACCOMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 4

Levels of Competition Test One

		Column 1	Column 2	Column 3
Girls	Team Levels	Number of Teams Currently Offered	Number of Participants	Percentage of Participants at Each Level
Row 1	varsity:	4	43	67%
Row 2	j.v.:	2	21	33%
Row 3	frosh:	0	0	0%
Row 4	total:		64	100%
Boys				
Row 5	varsity:	5	52	100%
Row 6	j.v.:	0	0	0%
Row 7	frosh:	0	0	0%
Row 8	total:		52	100%

- 1) Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
- 2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
- 3) For Column 3, calculate the percentage of female and male participants at each level.
For girls' varsity, junior varsity, and frosh, respectively:
 - Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
 - Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
 - Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
 -
 For boys' varsity, junior varsity, and frosh, respectively:
 - Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
 - Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
 - Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature: Bill Rowley Date: 4-14-04

Participation from activities

G = 55%
B = 45%

2003-2004
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART
TO INCLUDE BOOSTER CLUB FUNDING

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
TOTALS	G = 8,058 (47%) B = 9,132 (53%) <u>17,190</u>		G = 932 B = 1,105		G = 350 B = 240							
G basketball	1,500	1,781	400	645 418	80	80	1,200	1,200	0	0		
B basketball	1,500	1,651	400	605 415	80	80	1,200	1,200	0	0		
G softball	1,500	1,110	400	315	80	80	500	500	0	0		
B baseball	1,500	1,989	400	410	80	80	500	500	0	0		
G cross country							NA	NA				
B cross country							NA	NA				
G golf							NA	NA				
B golf	0	0					200	200				
G soccer							NA	NA				
B soccer	1,500	1,685	400	280	80	80	700	700	0	0		
G swimming							NA	NA	0	0		
B swimming							NA	NA	0	0		

1. Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.

2. "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.

3. Booster Club Funding/Contributions must be included in the expenditures total.

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ _____ % for boys _____ % for girls _____

Principal's Signature: Bruce Kowley Date: 4-14-04

**We allow 8 Trophies per team we order the 1000 Trophies*

2003-2004
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2
TO INCLUDE BOOSTER CLUB FUNDING

Teams	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
G track	0	0					0	0				
B track	0	0					0	0				
G tennis							NA	NA				
B tennis												
G volleyball	1,500	1,484 ²³	200	198 ²²	200	189 ²⁵	700	700	0	0	0	0
B wrestling							NA	NA				
G (list sport)												
B (football)							NA	NA				
G (list sport)												
B (list sport)												

- Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.
- "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
- Booster Club Funding/Contributions must be included in the expenditures total.
- Indicate percentage of total expenditures for each gender: Total Expenditures \$ _____ % for boys _____ % for girls _____

Principal's Signature: B. Beckley Date: 4-14-04

2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 8/03

Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	ADVANTAGE TO (Respond based on Internal Evaluation by checking the appropriate column.)		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities			✓
BENEFITS			
Equipment and Supplies			✓
Scheduling of Games and Practice Time			✓
Travel and Per Diem Allowances			✓
Coaching			✓
Locker Rooms, Practice and Competitive Facilities			✓
Medical and Training Facilities and Services			✓
Publicity			✓
Support Services			✓
Athletic Scholarships			✓
Tutoring			✓
Housing and Dining Facilities and Services			✓
Recruitment of Student Athletes			✓

Principal's Signature: Bill Rowley Date: 4-14-04

2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY
Summary of Student Responses

School Name	Christian Fellowship
School Enrollment	76
Date	4/14/04
Completed By	Mark Keen

Instructions:

1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date the Summary Form (T-63) and mail the Summary Form only to the KHSAA by April 15, 2004. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

64 Number of Surveys
64 Total Returned (A minimum of 80% return is expected)
8-11 Grades Surveyed

How Was The Survey Administered? Home Room Teacher
 (e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

_____ Cross Country (Girls)
 _____ Cross Country (Boys)
 _____ Field Hockey (Girls)
 _____ Football (Boys)
 _____ Golf (Girls)
5 Golf (Boys)
 _____ Soccer (Girls)
11 Soccer (Boys)
13 Volleyball (Girls)
 _____ Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

12 Basketball (Girls)
11 Basketball (Boys)
 _____ Gymnastics (Girls)
 _____ Indoor Track (Girls)
 _____ Indoor Track (Boys)
 _____ Swimming & Diving (Girls)
 _____ Swimming & Diving (Boys)

_____ Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

9 Baseball (Boys)
7 Fast Pitch Softball (Girls)
 _____ Slow Pitch Softball (Girls)
 _____ Tennis (Girls)
 _____ Tennis (Boys)
5 Track (Girls)
2 Track (Boys)

Other Sports (From Student Survey T-61 Question 10)

Name of Sport	Number of Students Interested In Participating
<u>Lacross</u>	<u>3</u>
<u>Football</u>	<u>1</u>
<u>Indy Racing</u>	<u>1</u>
<u>Paintball</u>	<u>1</u>
<u>Girls Tennis</u>	<u>1</u>
<u>Curling</u>	<u>1</u>
_____	_____
_____	_____

Number of Students who participate in Intramural Sports.
 (From Student Survey T-61 Question 5)

Sport	Number
<u>Baseball</u>	<u>1</u>
<u>Football</u>	<u>4</u>
<u>Indoor Soccer</u>	<u>3</u>
<u>Volleyball</u>	<u>2</u>
<u>soccer</u>	<u>1</u>
<u>Basketball</u>	<u>1</u>
<u>Paintball</u>	<u>1</u>
<u>Racing</u>	<u>1</u>
<u>Fast Pitch</u>	<u>SB 1</u>
<u>Swim</u>	<u>1</u>
<u>Softball</u>	<u>1</u>
<u>Kickball</u>	<u>1</u>

List Intramural Sports students are interested in adding:
 (From Student Survey T-61 Question 6)

Sport	Number
<u>Tennis</u>	<u>3</u>
<u>Football</u>	<u>3</u>
<u>Indoor Soccer</u>	<u>2</u>
<u>Paintball</u>	<u>1</u>
<u>Racing</u>	<u>1</u>
<u>Swimming</u>	<u>2</u>
<u>Lacross</u>	<u>3</u>
<u>Gymnastic</u>	<u>1</u>
<u>wrestling</u>	<u>1</u>
<u>Field Hockey</u>	<u>1</u>

Participation in Non-School Sports Activities
(From Student Survey T-61 Question 7)

Sport	Number	Sport	Number
Volleyball	1	Baseball	2
Basketball	2	Tennis	1
Softball	1	Football	1
Swim Team	1	Soccer	1
Outreach	1	Paintball	1
Bull Riding	1	Marshall Arts	1
Moto Cross	1	Skateboarding	1

Reasons for not participating in interscholastic athletics.
(From Survey Question 8)

Response	Number
5 I prefer other activities such as band, chorus, etc.	
6 I don't have time	
2 The practice schedules and game times are inconvenient	
6 The sport I like isn't offered	
2 It's too expensive	
1 I prefer to participate in club or intramural sports	
2 Working	
6 Other	

Student Suggestions to encourage participation

Offer more sports, make it fun not complicated. Get better teams, get a football team, more money, better facilities, be dedicated, cooler sports to like the sport, it's fun - you make good relationships + someone to talk to - Tell them how fun it is. It keeps you in shape - It's really fun - It helps to get more friends. It's fun.

Brian Rowley
Principal's Signature

4-14-04
Date