

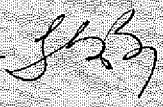


# Kentucky High School Athletic Association

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

## MEMORANDUM

To: Superintendent, Principal, and Athletic Director  
Hopkins County Central High School

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

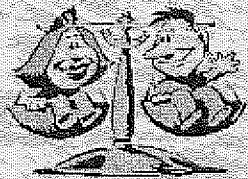
Date: July 14, 2004

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: July 14, 2004

RE: 2004 Title IX Forms Submission

School	Hopkins County Central High School	Reviewed by	Gordon Bocock
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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.	✓	Errors have been noted with respect to the following forms: <ul style="list-style-type: none"> <li>Forms T-35 &amp; T-36; Please resubmit these forms with the blanks at the bottom completed to the KHSAA no later than <b>August 2, 2004</b>.</li> </ul>
C.		The following forms were omitted and must be submitted by school representatives:
D.	✓	Other Recommendation and Comments: <ul style="list-style-type: none"> <li>A reminder that Forms T-35 &amp; T-36 should reflect booster club expenditures and the report is to reflect actual expense totals, not rounded or estimates.</li> </ul>

**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	500	450		700	900		0			4500									
B track	500	450		700	900		0			4500									
G tennis	100	200		600	600		0			2000									
B tennis	100	200		600	600		0			2000									
G volleyball	200	250		1500	2000		0			4500									
B wrestling	-	-		-	-		-												
G (list sport)																			
B (football)	6100	7100		3700	2800		0			30,600									
G (list sport)																			
B (list sport)																			

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: Suzanne Wolford Date: 3-30-04

**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
G basketball	1200	1400	3950	4150	0	0	16,200					
B basketball	1200	1350	3950	4075	0	0	16,200					
G softball	600	900	2500	2900	0	0	6,000					
B baseball	600	950	2500	2400	0	0	6,000					
G cross country	200	150	500	600	0	0	3,000					
B cross country	200	150	500	600	0	0	3,000					
G golf	600	700	750	1,050	0	0	2,000					
B golf	600	750	750	975	0	0	2,000					
G soccer	600	600	1400	1550	0	0	7,550					
B soccer	600	600	1400	1450	0	0	7,550					
G swimming	150	600	600	600	0	0	2,250					
B swimming	150	450	600	600	0	0	2,250					

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: Suzanne Wolford Date: 3-30-04



**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)

The Hopkins County Central High School, Madisonville, 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
Susanne Wolford			Principal
James D; Harris			Athletic Director
Lori Vanover			Girls Coach
Rick Snodgrass			Boys Coach
Shannon Moore			School Counselor
Keith Cartwright			Board Attorney
Susan Wood			Parent
Jaime Key			Student

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

12/11/03	6:30 pm	} FALL? WINTER Spring
03/22/04	6:00 pm	
05/18/04	6:00 pm	

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

Susanne Wolford	Principal	6625 Hopkinsville Rd. Madisonville, KY 42431	270-825-6133
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.

Susanne Wolford  
Principal's Signature

3-30 2004  
Date

[Signature]  
Superintendent's Signature

Charles H. Hoskins  
School Board Chairpersons' Signature

(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 1**

**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	445	48.3 ✓	196	46.1 ✓
Row 2	BOYS	477	51.7 ✓	229	53.9 ✓
Row 3	Totals	922 ✓	100% ✓	425 ✓	100% ✓

Instructions:

\*Number of 8<sup>th</sup> grade students & below used in Column 3 and Column 4 calculations if applicable: 16

- 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 8<sup>th</sup> 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 8<sup>th</sup> 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: Suzanne Wolford Date: 3-30-04

**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:	9	119	1	16
	Row 2	j.v.:	4	63	1	16
	Row 3	frosh:	1	14	0	
	Row 4	total:	14	196	2	32
BOYS	Row 5	varsity:	9	139	0	
	Row 6	j.v.:	4	76	0	
	Row 7	frosh:	1	14	0	
	Row 8	total:	14	229	0	0

- 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:

*Suzanne Wolford*

Date:

3-30-04

2003-2004  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 3**

Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED "YES" IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. For a sport not currently played at the interscholastic level (varsity, junior varsity, or freshman) in your school, is there an intramural team offered for that sport?	NO		NO
2. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams?	NO		NO
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on student responses from the interscholastic survey?	NO		NO
4. For a sport currently offered at the varsity level only, is there sufficient interest to form a viable team for a junior varsity, or freshman team that is not currently offered?	NO		NO
5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest to form a varsity team not currently offered?	NO		NO
6. If you answered YES to question (1), (2), (3), (4), or (5), are there enough high schools in your geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?			

Principal's Signature: Suzanne Wolford Date: 3-30-04

*Pass T-3*



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:	9	119	61%
Row 2	j.v.:	4	63	32%
Row 3	frosh:	1	14	7%
Row 4	total:		196	100%
<b>Boys</b>				
Row 5	varsity:	9	139	61%
Row 6	j.v.:	4	76	33%
Row 7	frosh:	1	14	6%
Row 8	total:		229	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: Suzanne Welford Date: 3-30-04

SCHOOL NAME

2003-2004

TITLE IX

HOPKINS CO. CENTRAL

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
1. Girls Basketball- Prime time home games.	To add more Friday and Saturday home games to reach an equal amount to the boys prime time games and to equal 50% of home prime time games.	2004-2005 season
2. Complete the lines on the track.	To host home track meets and provide a better practice facility.	April 2004
	To complete the lining of the track in order to host.	

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

Principal's Signature: Suzanne Wolford Date: 3-30-04

**2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY**  
Summary of Student Responses

<b>School Name</b>	HPOKINS COUNTY CENTRAL HIGH
<b>School Enrollment</b>	922
<b>Date</b>	3/11/04
<b>Completed By</b>	DOUG HARRIS

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.

723 Number of Surveys  
585 Total Returned (A minimum of 80% return is expected)  
9, 10, 11 Grades Surveyed

80.9%

*Recommend to survey 8th grade.*

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

Fall Sports (List Total Number of Participation Responses)

25 Cross Country (Girls)  
28 Cross Country (Boys)  
13 Field Hockey (Girls)  
102 Football (Boys)  
21 Golf (Girls)  
39 Golf (Boys)  
74 Soccer (Girls)  
49 Soccer (Boys)  
92 Volleyball (Girls)  
26 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

70 Basketball (Girls)  
87 Basketball (Boys)  
56 Gymnastics (Girls)  
23 Indoor Track (Girls)  
23 Indoor Track (Boys)  
53 Swimming & Diving (Girls)  
21 Swimming & Diving (Boys)

Spring Sport (List Total Number of Participation Responses)

<u>53</u>	Baseball (Boys)
<u>61</u>	Fast Pitch Softball (Girls)
<u>46</u>	Slow Pitch Softball (Girls)
<u>52</u>	Tennis (Girls)
<u>21</u>	Tennis (Boys)
<u>22</u>	Track (Girls)
<u>23</u>	Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Hockey</u>	<u>11</u>
<u>Lacross</u>	<u>14</u>
<u>Ice Hockey</u>	<u>12</u>
<u>Paintball</u>	<u>8</u>
<u>Rugby</u>	<u>8</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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

<u>Sport</u>	<u>Number</u>
<u>Skateboarding</u>	<u>21</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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

<u>Sport</u>	<u>Number</u>
<u>Skateboarding</u>	<u>21</u>
<u>Girls Football</u>	<u>8</u>
<u>Boxing</u>	<u>18</u>
<u>Boys Wrestling</u>	<u>83</u>
<u>Lacross</u>	<u>14</u>
<u> </u>	<u> </u>

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

<u>Sport</u>	<u>Number</u>
Fencing	6
Drill Team	8
Motor Cross	10

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

<u>Response</u>	<u>Number</u>
55 I prefer other activities such as band, chorus, etc.	
90 I don't have time	
49 The practice schedules and game times are inconvenient	
38 The sport I like isn't offered	
43 It's too expensive	
23 I prefer to participate in club or intramural sports	
72 Working	
38 Other	

Student Suggestions to encourage participation

Fit schedules around band.

Provide Transportation from practice and games.

Advertise more before season starts.

Encourage students to build their confidence.

*Suanne Wolford*  
Principal's Signature

3-30-04  
Date

**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
<b>OPPORTUNITIES</b>			
Accommodation of Interest and Abilities			X
<b>BENEFITS</b>			
Equipment and Supplies			X
Scheduling of Games and Practice Time			X
Travel and Per Diem Allowances			X
Coaching			X
Locker Rooms, Practice and Competitive Facilities			X
Medical and Training Facilities and Services			X
Publicity			X
Support Services			X
Athletic Scholarships			N/A
Tutoring			N/A
Housing and Dining Facilities and Services			N/A
Recruitment of Student Athletes			N/A

Principal's Signature: Suzanne Wolford Date: 3-30-04