



Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • (859)299-5472 • (859)293-5999 (fax)

MEMORANDUM

TO: Member School Superintendent, Principal, Athletic Director

FROM: Julian Tackett, Commissioner
Darren Bilberry, Assistant Commissioner

DATE: July 26, 2017

RE: 2017-2018 Title IX Review

Under the direction of the Kentucky Department of Education, the KHSAA is continuing an ongoing effort to assess Title IX compliance among all KHSAA member schools.

Approximately thirty-five member schools have been identified to participate in the ongoing Title IX Review during the 2017-2018 school year. This year your school is scheduled for a Title IX revisit. Plans are for our audit team to visit your school to ascertain the progress made in attaining and maintaining gender equity for male and female students-athletes. The purpose of this memorandum is to assist you in preparing for this visit by KHSAA Audit Team members.

We will consult with you regarding the specific date for the visit. The visit will consist of a number of components. We ask that any required information be made available and arrangements be made for the activities listed in the schedule. An estimated timetable for the day of the visit is also presented in this letter. In addition to the Title IX and facility review, our audit team will also be verifying the presence of a written plan for athletic emergencies in compliance with KRS160.445.

Following the visit, your Superintendent, Principal, and Athletic Director, as well as your School and District Title IX Coordinators, will receive a written report describing the findings and any recommendations of the KHSAA Title IX Audit Team members, as approved by the KHSAA. The Kentucky Department of Education will be notified of any deficiencies or other notable findings as part of an annual report.

Should you have any questions about the forms or the structure of the activities, please call the KHSAA offices, (859) 299-5472, and speak with Assistant Commissioner Darren Bilberry, or email him at (dbilberry@khsaa.org).

We thank you for your participation in this Title IX Review and commend you and your Gender Equity Review Committee for making advancements in achieving parity for female and male participants. The commitment of school personnel and community members in enhancing opportunities and benefits is resulting in improved educational programs for Kentucky's student-athletes.

On the next page, is a projected schedule for the day of the revisit. Thank you in advance for your cooperation.

(All times local to site) **11:00 am – 11:45 am**

A. In order to expedite our visit, please make available in one central location, the following for display:

1. Sample uniforms for each team including warm-ups, travel uniforms, and practice uniforms
2. A copy of your athletic facility emergency medical action plan per KRS160.445.

3. A copy your school's permanent Title IX file part of which should include all of the following items:
 - a. All annual reports for the past five years.
 - b. Minutes of all Gender Equity Review Committee meetings for the past three years
 - c. All previous Title IX school visit and revisit reports from the KHSAA.
 - d. All letters/written communications regarding Title IX
 - e. A uniform review, rotation, and/or replacement plan showing a full cycle of rotation for each school sponsored team
 - f. Most recent game schedule for all school sponsored teams, sample media guides, sponsored seasonal schedule cards, and game programs
 - g. Facility usage schedules for the gymnasium, athletic fields, weight room, and any other shared athletic practice or game facilities, and team practice schedules
 - h. Written policies/guidelines or regulations regarding the provision of athletic travel and per diem
 - i. Extra service pay schedule for coaches
 - j. Written guidelines for awards and recognition of athletic teams including team banner displays
 - k. Written designation of locker room space assigned each team
 - l. Written list of athletic equipment storage space assigned to each team
 - m. Current list of all members of the school's Gender Equity Review Committee
 - n. School generated athletic handbooks, if applicable
 - o. Written and signed booster club agreements, if applicable

B. Arrange for the following activities:

1. Guided tour of indoor and outdoor athletic-related facilities **(11:45 am – 1:00 pm)**
2. Selected interviews **(1:00 pm – 2:00 pm)**
 - A. One male and one female student-athlete preferably from the Gender Equity Review Committee representatives
 - B. Two head coaches of female athletic teams
 - C. Principal, Athletic Director, School Title IX Coordinator and District Title IX Coordinator
3. Gender Equity Review Committee Meeting **(2:00pm-3:00pm)** (Committee members already interviewed are invited, but not required, to attend the meeting)
4. Public Comment Session **(3:00pm-3:30pm)** (It is your obligation to publicize this locally including the proper location)