### 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

Henry County High School

From:

Brigid L. DeVries, Commissioner

Larry Boucher, Assistant Commissioner

Date:

June 4, 2004

Subject:

2003-2004 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, <u>The 2003-2004 Title IX Annual Report Forms Checklist</u>. 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, Assistant Commissioner

DATE: June 4, 2004

RE: 2004 Title IX Forms Submission

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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.

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

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

II. Status

Α.	1	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:
C.		The following forms were omitted and must be submitted by school representatives:
D.	<b>V</b>	Other Recommendation and Comments:
1		■ It is recommended that students be placed on the Gender Equity Review
		Committee, and that they be active members of the Committee.
		The rate of return for the Interscholastic Athletics Survey was 43%. A return rate of
		at least 70% is required to have a representative sample of student interests.



### 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)

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

### Participation Opportunities Test One

### SAMPLE FORM

	Column		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	429	52.1%	96	36.5%
Row 2	BOYS	394	47.9%	167	63.5%
Row 3	Totals	823	100%	263	100%

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

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).

Determine the total number of girls enrolled, (place in Row 1, 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. 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 <u>not</u> a formal compliance standard; if the percent listed in Row 1, Column 4 is

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within 3% of Row 1, Column 2, then it provides a good target	within which compliance is likely.
Principal's Signature:	Date:

## ACCOMMODATION OF INTERESTS AND ABILITIES SUMMARY PROGRAM CHART 1

Participation Opportunities Test One

1 at the pation of	(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	295	48.9	138	46	
Row 2	BOYS	308	51.1	145	.54	
Row 3	Totals	603	100%	303	100%	

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

- 1) 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).
- 2) 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, 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 sqads). 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: Soham Wed Date: 4/12/04

## 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:	6	66	2	30	
	Row 2	j.v.:	5	43	2	20	
	Row 3	frosh:	2	29			
-	Row 4	total:	13	138	4	50	36.2%
BOYS	Row 5	varsity:	4	88	0	0	State State
	Row 6	j.v.:	5	61	0	0	
E de la constant de l	Row 7	frosh:	2	16	0	0	
	Row 8	total:	13	165	0	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. <u>CAUTION</u>: 25% is <u>not</u> a formal compliance standard.

Principal's Signature: Susam Wed Date: 4/12/04

### 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	BOYS
	(Yes / No)	(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?	WO	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?	IVO	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?	NO	NO

Principal's Signature: Bakan Sod	Date:	4/12/04
		<del>////</del>

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

### Levels of Competition Test One

		Column 1	Column 2	Column 3
	Team	Number of Teams	Number of	Percentage of
Girls	Levels	Currently Offered	Participants	Participants at Each Level
Row 1	varsity:	6	66	48
Row 2	j.v.:	5	43	3 /
Row 3	frosh:	2	29	2/
Row 4	total:	W 3	138	+100%
Boys		The state of the s		
Row 5	varsity:	6	88	53
Row 6	j.v.:	5	(e /	3.7
Row 7	frosh:	2	16	10
Row 8	total:	73	1.65	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: Sylam Sed Date: 4/12/04

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KHSAA Form T35 REV. 8/03

2003-2004

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

	equipm supj	equipment and supplies	travel	vel	awards	rds	coaches' salaries ( to include supplemental and extended employment)	salaries clude ntal and ded ment)	facilities improvements	ties ements	publications (if sport-specific)	ions (if secific)
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B basketball	2242	7622		POPUL MANAGEMENT AND BEAUTY OF THE POPUL PROPERTY OF THE POPUL PRO	100	001	3000	2036)				***************************************
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Bgolf	200	200			3	5	7274	1274				
G soccer												
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B swimming				-								
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<sup>1.</sup> 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 girls

% for boys

Date:

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KHSAA Form T36 REV. 8/03

2003-2004

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

Teams	equipm	equipment and supplies	travel	vel	аwа	awards	coaches' salaries (to include supplemental and extended employment)	coaches' salaries (to include upplemental and extended employment)	facilities improvements	facilities provements	publications (if sport-specific)	ions (if
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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 expanditures for each gender: Total Expenditures \$\_

Date:

49.4 1001

% for girls

500 515

% for boys

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Principal's Signature:

### 2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

### Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	(Respond based	ADVANTAGE TO on Internal Evalua appropriate colun	ition by checking
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities			<i>Y</i>
BENEFITS			
Equipment and Supplies			X
Scheduling of Games and Practice Time			Χ
Travel and Per Diem Allowances			γ
Coaching			Y
Locker Rooms, Practice	birls lock scom		
and Competitive Facilities		Besthell Fit k	
Medical and Training Facilities			
and Services			X
Publicity			7
Support Services			1
Athletic Scholarships			X
Tutoring			χ'
Housing and Dining Facilities and Services			X
Recruitment of Student Athletes			γ

Principal's Signature:	mpsed	Date: 4/12/04	
		7 7	

KHSAA Form T60 Rev. 8/03

SCHOOL NAME

HENNY COUNTY

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.

TIME TABLE FOR CORRECTIVE ACTION	1/1	2UV	3.8%				For all areas currently identified as items for correction, an intended corrective action explanation is needed.
SUGGESTED CHANGE	Adition offishts	perminant pleadors	prosible addition at sports	SOCLIT OF TRUM'S		The state of the s	itified as items for correction, an intended
ITEM FOR CORRECTION	Impouve soitbuil Field Fo	Standard of Bose bull Fir /d	INCresse women participation	in sports			For all areas currently iden

THIS FORM SHALL BE TYPED.

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Principal's Signature:

### 2003-2004 INTERSCHOLASTIC ATHLETICS STUDENT SURVEY

KHSAA Form T61 Rev. 8/03

	Yes
	No, I want to play
	I am not interested in athletics
During	the fall season, which interscholastic sport would you like to play
·	Football
	Girls' Volleyball
	Boys' Volleyball
	Boys' Cross-Country
	Girls' Cross-Country
	Girls' Field Hockey
	Boys' Golf
	Girls' Golf
	Boys' Soccer
	Girls' Soccer
	I would not participate
Durin	the winter season, which interscholastic sport would you like to
17(11111)	Boys' Basketball
	Girls' Basketball
	Boys' Swimming & Diving
	Girls' Swimming & Diving
	Boys' Wrestling
	Girls' Gymnastics
	Boys' and Girls' Indoor Track
	I would not participate
Durin	g the spring season, which interscholastic sport would you like to
	Boys' Track
	Girls' Track
	Girls' Tennis
	Boys' Tennis
	Girls' Slow Pitch Softball
	Girls' Fast Pitch Softball
	Boys' Baseball
	I would not participate
Dorgo	u participate in intramural sports? If you do, which sports(s)?
ъо уо	Yes
<del>,,,</del>	No
Which	intramural sports, if any, would you like to see added?
AA UICI	i illitalitatai sports, it airy, would you like to see added:

	7.	Do you participate in non-school sport activities? If you do, which sport(s)?	
•		Yes	
		No	
	8.	Are you currently participating in interscholastic athletics during any season?	
		Yes No Why don't you participate in interscholastic athletics?	
		I prefer other activities such as band, chorus, etc. I don't have time	
		The practice schedules and game times are inconvenient	
		The sport I like isn't offered It's too expensive	
	•	I prefer to participate in club or intramural sports	
		Working Other	
	9.	Do you have any suggestions to encourage participation?	
	a.		
	1	0. Please list <u>OTHER SPORTS</u> you are interested in participating in and the sports	
		season.	03a
		Sport Season	がはが
			_
	ļ		$\frac{1}{2}$
	<u> </u>		
			-
	<u> </u>		7
		OPTIONAL	
		Name Age	
	*	Male	
		Female (check one)	



### 2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY

Summary of Student Responses

School Name	Henry
School Enrollment	603
Date	4-9-04
Completed By	Todd 6:1/ev

### 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 <u>Summary Form only</u> 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.

486 Number of Surveys	4300
207 Total Returned (A minimum of 80% return is expected)	HOV
9-// Grades Surveyed	

How Was The Survey Administered? <u>During Lonely</u> 3<sup>Ed</sup> 13 (ock. (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)
- 26 Football (Boys)
- Golf (Girls)
- Golf (Girls)

  Golf (Boys)
- 8 Soccer (Girls)
- 12 Soccer (Boys)
- <u>∕</u> Volleyball (Girls)
- 2 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

- // Basketball (Girls)
- 19 Basketball (Boys)
- <u>, 3</u> Gymnastics (Girls)
- <u> ィ</u> Indoor Track (Girls)
- \_\_\_\_\_\_\_ Indoor Track (Boys)
- Swimming & Diving (Girls)
- \_\_\_\_\_ Swimming & Diving (Boys)

Spring Sport (List Total Number of Par  /2 Baseball (Boys)  /8 Fast Pitch Softball  9 Slow Pitch Softball  Tennis (Girls)  13 Tennis (Boys)  /2 Track (Girls)  /2 Track (Boys)	(Girls)
Other Sports (From Student Survey T-	61 Question 10)
Name of Sport	Number of Students Interested In Participating
Labross	6
Soccir B16	10
Tranis 1346	<u> </u>
5 winning 1346	<u>5</u>
***************************************	
	The state of the s
Number of Students who participate in (From Student Survey T-61 Question 5	
Sport	<u>Number</u>
	MANAGEMENT AND ADMINISTRATION OF THE PROPERTY
List Intramural Sports students are inte (From Student Survey T-61 Question 6	
Sport	Number
We man & Feethall	2
wrestling	7
FOOTball	
6961099	5

Wrestling (Boys)

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

Sport

	soft ball	7	
	wolley hell		
	Succit	6	
-	<u>1591 ate</u>		
	Baskethell	3	
			•
			•
Reasor	ns for not participating in	n interscholastic athletics.	
(From	Survey Question 8)		
	Response	Number	
	The spor It's too e	tice schedules and game times are inconvenient t I like isn't offered xpensive participate in club or intramural sports	
	<u>.</u>		
Student	Suggestions to encourage		
F	Extra credit	for class it play	
	change coach	<u>e</u> 5	
ks	han West	4/12/01	4
Princip	oal's Signature	Date	
•	<del>-</del>		

Number