



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
Mayfield High School

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

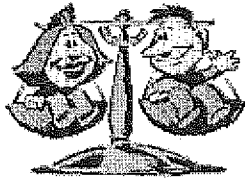
Date: June 3, 2004

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, Assistant Commissioner

DATE: June 3, 2004

RE: 2004 Title IX Forms Submission

School	Mayfield High School	Reviewed by	Allen W. Jackson
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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:
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. ▪ It does not appear that the school meets any of the three tests for Opportunities. If the addition of volleyball does not assure meeting these standards, further steps will be taken to ensure compliance. ▪ The Gender Equity Review Committee should look at the difference in salaries of girls' basketball coaches as compared to boys' coaches. Why is there is a significant difference?



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 12 2004

The Mayfield High School, Mayfield, 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
Joe Morris	1306 Fairway Circle	247-9925	A.D.
Steve Traynham	219 Golf Cart	247-5278	Principal
Cheryl Lancaster	103 Golf Cart	247-0214	Tennis/Golf Bg
Lonnie Burgett	1541 Weaverly	247-0493	Superintendent
Chris Guhy	135 St. Martin	247-7533	Boys Basketball HC
Don Hubbard	122 Campbell Ct.	247-1944	Girls Basketball HC
Pat Powers	216 Broadway Place	247-8145	Board Member

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

Designated the following person(s) as the Title IX coordinator for the School/District

Joe Morris	A.D.	1306 Fairway Circle	247-9925
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.

Steve Traynham
Principal's Signature

3-30-04 20
Date

Lonnie J. Burgett
Superintendent Signature

Carol W. Colington
School Board Chairpersons' Signature

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

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	175	47.43%	131	38.2%
Row 2	BOYS	194	52.57%	212	61.8%
Row 3	Totals	369	100%	343	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: 9

- 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).
- 3) 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%.
- 4) 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.
- 5) 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: *Steve Traylor* Date: 3-30-04

2003-2004
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 2

KHSAA
 Form T2
 Rev. 8/03

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	90	No team was the last 5	added in years	
	Row 2	j.v.:	3	35			
	Row 3	frosh:	1	6			
	Row 4	total:	10	131			
BOYS	Row 5	varsity:	7	136			
	Row 6	j.v.:	4	66			
	Row 7	frosh:	1	10			
	Row 8	total:	11	212			

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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: *Steve Lyman* 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?	Yes Volleyball		Yes Indoor Track
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?	No		No

Principal's Signature: *Steve Traynor* Date: 3-30-04

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:	6	90	68.7%
Row 2	j.v.:	3	35	26.7%
Row 3	frosh:	1	6	4.6%
Row 4	total:	10	131	100%
Boys				
Row 5	varsity:	7	136	64.2%
Row 6	j.v.:	4	66	31.1%
Row 7	frosh:	1	10	4.7%
Row 8	total:	12	212	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: *Steve Taylor* Date: 3-30-04

2002-2004

**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	\$10,000	\$14911	N/A	\$134.35	N/A	\$370	\$29523	\$22125				
B basketball	\$10000	\$18273	N/A	\$707	N/A	\$337	\$31463	\$31,463				
G softball	\$4000	\$3694	N/A	\$213	N/A	\$92.67	\$4401	\$440				
B baseball	\$4000	\$3674	N/A	\$635	N/A	\$121.57	\$3866	\$3866				
G cross country												
B cross country												
G golf	\$1400	\$1024	N/A	\$23.46	N/A	\$0	\$1933	\$1933				
B golf	\$1400	\$1024	N/A	\$23.46	N/A	\$0	\$1933	\$1933				
G soccer	\$4000	\$7415	N/A	\$337.42	N/A	\$836	\$4001	\$4001				
B soccer	\$4000	\$4023	N/A	\$519.85	N/A	\$782.36	\$4001	\$4001				
G swimming												
B swimming												

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. 213,822.95 67.9

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ 145,908.25 67.9 % for boys 32.1 % for girls \$66,914.70

Principal's Signature: _____

[Handwritten Signature]

Date: 3-30-04

**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	\$1400	\$2558	N/A	\$490.22	N/A	\$0	\$1933	\$1933				
B track	\$1400	\$2558	N/A	\$490.22	N/A	\$0	\$1933	\$1933				
G tennis	\$1400	\$386	N/A	\$60	N/A	\$0	\$2033	\$2033				
B tennis	\$1400	\$386	N/A	\$60	N/A	\$0	\$2033	\$2033				
G volleyball												
B wrestling												
G (list sport)												
B (football)	\$35000	\$23331	N/A	\$7463	N/A	\$1441	\$49006	\$41903				
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: *Alan S. [Signature]* Date: 3-30-04

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			X
BENEFITS			
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			X
Tutoring			X
Housing and Dining Facilities and Services			N/A
Recruitment of Student Athletes			N/A

Principal's Signature: *Steve Simpson* Date: 3-30-04

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
Soccer Fields	<ol style="list-style-type: none"> addition of Lights addition of a new press box & concession stand addition of a fence around the field 	All should be completed by the Fall of 2004
Softball Fields	<ol style="list-style-type: none"> add a new concession stand tubbing around the fence Lights 	<ol style="list-style-type: none"> spring of 2005 spring of 2005 there is no money for lights at this time
Girls Volleyball	1. addition of a girls volleyball team	We have had 2 organizational meeting (spring 2002 & spring 2003) , and there has not been enough interest to start a team. We will have another meeting in the spring of 2004.
Girls Basketball	1. More prime time game	1. Schedule more prime time games for the Girls Basketball team.

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

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

2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY
Summary of Student Responses

School Name	Mayfield High School
School Enrollment	369
Date	3-26-2004
Completed By	Joe Morris

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.

___ 325 ___ Number of Surveys
 ___ 302 ___ Total Returned (*A minimum of 80% return is expected*)
 ___ 9-11 ___ Grades Surveyed

How Was The Survey Administered?

___ advisor/advisee _____

(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

___ 4 ___ Cross Country (Girls)
 ___ 3 ___ Cross Country (Boys)
 ___ 7 ___ Field Hockey (Girls)
 ___ 67 ___ Football (Boys)
 ___ 12 ___ Golf (Girls)
 ___ 17 ___ Golf (Boys)
 ___ 35 ___ Soccer (Girls)
 ___ 27 ___ Soccer (Boys)
 ___ 40 ___ Volleyball (Girls)
 ___ 4 ___ Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

___ 47 ___ Basketball (Girls)
 ___ 29 ___ Basketball (Boys)
 ___ 13 ___ Gymnastics (Girls)
 ___ 5 ___ Indoor Track (Girls)
 ___ 18 ___ Indoor Track (Boys)
 ___ 1 ___ Swimming & Diving (Girls)

10 Swimming & Diving (Boys)

15 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

28 Baseball (Boys)

24 Fast Pitch Softball (Girls)

20 Slow Pitch Softball (Girls)

19 Tennis (Girls)

16 Tennis (Boys)

28 Track (Girls)

19 Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Hockey-4</u>	<u> </u>
<u>Bowling-7</u>	<u> </u>
<u>Ping Pong- 3</u>	<u> </u>
<u>Gymnastics-5</u>	<u> </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)

Sport	Number
<u>Powderpuff Football-14</u>	<u> </u>
<u>Indoor Soccer- 12</u>	<u> </u>
<u>Golf-2</u>	<u> </u>
<u>Basketball 8</u>	<u> </u>
<u>Softball-3</u>	<u> </u>
<u> </u>	<u> </u>

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

Sport	Number
<u>Ballett-1</u>	<u> </u>
<u>Volleyball-8</u>	<u> </u>
<u>Bowling-3</u>	<u> </u>
<u>Swimming -4</u>	<u> </u>
<u>Skating-2</u>	<u> </u>
<u> </u>	<u> </u>

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

<u>Sport</u>	<u>Number</u>
Ballett-1	
Karate-2	
Basetball-7	
Swimming-4	
Baseball-8	
Soccer -11	

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

<u>Response</u>	<u>Number</u>
23 I prefer other activities such as band, chorus, etc.	
19 I don't have time	
18 The practice schedules and game times are inconvenient	
26 The sport I like isn't offered	
29 It's too expensive	
10 I prefer to participate in club or intramural sports	
24 Working	
9 Other	

Student Suggestions to encourage participation

Offer More Sports

Pay athletes

Better Equipment

Principal's Signature

Steve Trayham

Date

3-30-04