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

Riverside Christian High School

From:

Brigid L. DeVries, Commissioner

Larry Boucher, Assistant Commissioner

Date:

April 30, 2004

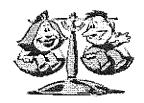
Subject:

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: April 30, 2004

RE: 2004 Title IX Forms Submission

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Cabaal	l Diving and die Oberickiene Hierbo Cebe eil is	Reviewed by	P.a.a. - J
School	Riverside Christian High School	I Reviewed by	Fran Edwards
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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:

✓	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

Α.		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: Form T-2; A corrected copy of this form has been returned to you for placement in your Title IX file to ensure proper submission in the future.
C.		The following forms were omitted and must be submitted by school representatives: Forms T-35 & T-36 Form T-60 Please submit these forms to the KHSAA no later than June 15, 2004 .
D.		Other Recommendation and Comments:

2003-2004 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:	3	ାଦ	٥	Abert Some	
	Row 2	j.v.:	Í	3	٥		
	Row 3	frosh:	NA				
	Row 4	total:	4	13	0		450/5
BOYS	Row 5	varsity:	3	13	O	About Sace	
	Row 6	j.v.:	ì		٥		in displacement of the
	Row 7	frosh:	NA	3			
	Row 8	total:	4	16			509

- 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.
- 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.
 - 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.
 - 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: 1 Mc Mc Worm Date: 3-15-04



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)

	visions in accordance	with records at the so	own as Title IX) chool contained in the perm llowing tasks. (All boxes m
•	• •	the high school. (list	committee personnel and p
<u>Name</u>	Address	Phone	Title
taul Weaver	Lost Creek	666-9489	<u>A D</u>
Paul Mc Murrin	Lost Creek		Principle
Ton Miller	b	666, 4990	boys basket-bell
Jeff Moble	Lost-Creck	666-9659	Girl Bathall
			Student
Audrey Neace			Stude. T
Scheduled a minim Jan 2004 Feb 2004 Merch 201		uring the 2003-2004 sch	
Jan 2004 Feb 2004 March 2004			the school:
Tan 2004 Feb 3004 Morch 301 Designated the foll		Title IX coordinator for	the school:
Jan 2004 Feb 2004 March 2004		Title IX coordinator for	the school:
Designated the following Name School personner reflected in the Correction	owing person(s) as the A D Title I are continuing to mave Action Plan. e above information, the	Title IX coordinator for Po Por Lost Cree Address ake periodic reviews of the above referenced schools.	the school: 194 2k Ky 606-666-948

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

Participation Opportunities Test One

SAMPLE FORM

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

Instructions:

*Number of 8th 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).
- 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%.
- 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 within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature:	Fau	Mc	Nivo	Date:
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2003-2004 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	12	40%	13	45%
Row 2	BOYS	18	60%	16	55%
Row 3	Totals	30	100%	29	100%

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*Number of 8th 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, 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 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 <u>not</u> 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: 1 de // C // Word Date: 3-15-04

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	Nlo
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	Nò
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?	Nò	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	\/s
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	N i

	1)	1 1	1 I	/		
Principal's Signature:	Caul	-/V	EL	Щ,	Date:	

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:	3	10	77%
Row 2	j.v.:		3	53%
Row 3	frosh:	()	0	۵
Row 4	total:		13	100%
Boys				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Row 5	varsity:	3	13	81%
Row 6	j.v.:		3	19%
Row 7	frosh:	0	٥	٥
Row 8	total:		16	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:	-1 /4c l	Cern Date: 3-1504
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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 supl	equipment and supplies	tra	travel	awards	ırds	coaches' salaries (to include supplemental and extended employment)	salaries clude sutal and ided	facilities improvements	ities ements	publications (if sport-specific)	tions (if
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B soccer												
G swimming	·											
B swimming												

1. Budget and expenditures on this 2003-2004 year report due by April 15, 2004, shopld reflect the total monies hudgeted and spent for the entire year o	ild reflect the total monies bud	geted and spent for the entire year
2002-2003 ending June 30, 2003.		Seed and spent tot the chine year
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 boxis	of for airle

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Date:

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j	Principal's Signature:	Copyright 1999, Good Sports, Inc., Title LX and Gender Equity Specialists. All rights preserved
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KHSAA Form T36 REV, 8/03

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

				-		,	Podraeo	coaches' calaries				
r estms	equipment and supplies	ent and olies	travel	/eI	aws	awards	(to include supplemental and extended employment)	(to include pplemental and extended employment)	facilities improvements	ements	publications (if sport-specific)	ions (if
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G track	77.	77.045.04		A STATE OF THE PROPERTY OF THE				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
B track			-									
G tennis					}							
B tennis			-									
G volleyball												
B wrestling									***			
G (list sport)								Ē.				
B (football)												
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	reflect the total monies bud	lgeted and spent for the entire year of
2002-2003 ending June 30, 2003.		9
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 povs	% for girls

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Date:

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Principal's Signature:

2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA Form T41 Rev. 8/03

Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	(Respond based	ADVANTAGE TO on Internal Evalus appropriate colur	ation by checking
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities	**************************************		
BENEFITS			
Equipment and Supplies	Approximation -		
Scheduling of Games and Practice Time		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Travel and Per Diem Allowances			, and a second
Coaching			
Locker Rooms, Practice and Competitive Facilities			
Medical and Training Facilities and Services	popularitation = " -		
Publicity			Annual Control of the
Support Services			
Athletic Scholarships			
Tutoring		~	;;;=delensor;;
Housing and Dining Facilities and Services			National control of the Control
Recruitment of Student Athletes			

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Tutoring			
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Housing and Dining Facilities and Services		,	
Recruitment of Student Athletes			
Principal's Signature: Paul Mc	2 Maron		15-64
Convergent 1999 Good Sports Inc. Title IX and Gende	r Fauity Specialists All r	ighte reconved	

KHSAA Form T60 Rev. 8/03

SCHOOL NAME

 $\frac{2003-2004}{\text{TTTLE IX}}$

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.

TTEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
:		
For all areas currently ide	For all areas currently identified as items for correction, an intended corrective action explanation is needed.	rrective action explanation is needed.

THIS FORM SHALL BE TYPED.

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Principal's Signature:

2003-2004 INTERSCHOLASTIC ATHLETICS STUDENT SURVEY

KHSAA Form T61 Rev. 8/03

	No, I want to play		
	I am not interested in athletics		
Dur	ing 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		
Dur	ing the winter season, which interscholastic sport would you like to pl		
	Boys' Basketball		
ė	Girls' Basketball		
	Boys' Swimming & Diving		
	Girls' Swimming & Diving		
	Boys' Wrestling		
	Girls' Gymnastics		
	Boys' and Girls' Indoor Track		
	I would not participate		
During the spring season , which interscholastic sport would you like to play			
Dui.	Boys' Track		
	Girls' Track		
	Girls' Tennis		
	Boys' Tennis		
	Girls' Slow Pitch Softball		
	Girls' Fast Pitch Softball		
	Boys' Baseball		
	I would not participate		
Do v	you participate in intramural sports? If you do, which sports(s)?		
	Yes		
	No		
11/h:	ch intramural sports, if any, 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?
	10.	Please list <u>OTHER SPORTS</u> you are interested in participating in and the sports season.
Estat at		Sport Season
		OPTIONAL
		Name
		Age
		Male
		Female (check one)
		face-in such



2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY

Summary of Student Responses					
School Name	Riverside Christian				
School Enrollment	72 K-12				
Date					
Completed By	3-15-04 Paul Weau				
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.					
23 Number 20 Total Re 9-11 Grades S	turned (A minimum of 80% return is expected)				
	urvey Administered?				
Fall Sports (List To	tal Number of Participation Responses)				
	Cross Country (Girls)				
	Cross Country (Boys)				
	Field Hockey (Girls)				
	Football (Boys)				
	Golf (Girls)				
	Golf (Boys) Soccer (Girls)				
	Soccer (Boys)				
	Volleyball (Girls)				
	Volleyball (Boys)				
Winter Sport (List Total Number of Participation Responses)					
5	Basketball (Girls)				
/0	Basketball (Boys)				
	Gymnastics (Girls)				
	Indoor Track (Girls)				
	Indoor Track (Boys)				
	Swimming & Diving (Girls) Swimming & Diving (Boys)				
	DAMINING & DIAIR (DOAS)				

Summary Page No. 1

Spring Sport (List Total Number of Particles Baseball (Boys) 7 Fast Pitch Softball (Construction of Particles Baseball (Boys) 8 Slow Pitch Softball (Construction of Particles Baseball (Boys) and Particles Baseball (Boys) 9 Tennis (Girls) 9 Tennis (Boys) 1 Track (Boys)	Girls)
Other Sports (From Student Survey T-61	Question 10)
Name of Sport	Number of Students Interested In Participating
Mone	

Number of Students who participate in In (From Student Survey T-61 Question 5)	tramural Sports.
Sport Nane	Number
List Intramural Sports students are interes (From Student Survey T-61 Question 6)	sted in adding:
Sport None	Number
	1,

O Wrestling (Boys)

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

Sport Work	<u>Number</u>
Peasons for not partiainating in interests	
Reasons for not participating in intersche (From Survey Question 8)	orastic atmetics.
Response	Number
The sport I like isn It's too expensive	ate in club or intramural sports
ordenit Suggestions to encourage participals	TOIL
Paul Mc Murrin	3-15-04
Principal's Signature	Date