



**KHSAA TITLE IX RE-VISIT  
FINAL AUDIT REPORT**

**(For schools re-visited during the 2008-2009 school year)**

School: **Woodford County High School**  
 Prepared By: Martha Mullins  
 Date of Re-Visit: November 11, 2008  
 Telephone Number of Reviewer: (859) 299-5472  
 Reviewed By: **Darren Bilberry**

**1. Completed Required Forms**

- Verification of Forms (Form GE-50) Yes  No
- Participation Opportunities Summary Chart (Form T-70) Yes  No
- Benefits Summary Charts (Forms T-71 & T-72) Yes  No
- Benefits Publicity (Form T-73) Yes  No
- Corrective Action Plan Summary Charts (Form T-74) Yes  No

**2. Opportunities Component of Title IX Compliance**

Area of Compliance:  
(Check One or More)

	A	Substantial Proportionality
	B	History and Continuing Practice Of Programs Expansion
<input checked="" type="checkbox"/>	C	Full and Effective Accommodation of Interest and Abilities

**A). Was the Substantial Proportionality Test (T-1) an area in which the school met Title IX Opportunities compliance?**

Yes  No

Comments:

**B). Was the History and Continuing Practice of Program Expansion Test (T-2) an area in which the school met Title IX Opportunities compliance?**

Yes  No

Comments:

**C). Was the Full and Effective Accommodations of Interest and Abilities Test (T-3) an area in which the school met Title IX Opportunities compliance?**

Yes  No

Comments:

**3. Is the school's most recent Student Interest Survey accurate in relation to the assessment of Interests & Abilities?**

Yes  No

Comments:

**4. Checklist of the Title IX Components of the Interscholastic Program**

Benefit to Students	Satisfactory	Deficient	Comments
<b>Accommodation of Interests and Abilities</b>	X		The school offers all sports sanctioned by the KHSAA. The program sustains sixteen teams for boys and fifteen teams for girls.
<b>Equipment and Supplies</b>	X		There is an equitable uniform purchase rotation plan in place. The quality of uniforms on display was the same for both boys' and girls' teams. .
<b>Scheduling of Games and Practice Time</b>	X		The school has exceeded the KHSAA requirement for the scheduling of girls' basketball games in prime time for 2008-2009: fifty percent, There was no bias revealed in any written policy or discussion on the scheduling of contest or practice time assignments.
<b>Travel and Per Diem Allowances</b>	X		The policies in place indicated that all teams are transported alike. The policies on per diem and lodging need clarification.

<b>Coaching</b>	X		<p>The original on-site visit in 2000 listed a concern for the experience level of the coaches of girls' sports versus that of boys' coaches. After interviews with all groups during the re-visit, it was concluded the concern was no longer pertinent.</p> <p>There are more coaches of girls' teams employed off campus than for boys' teams: six versus four. School personnel have addressed the lack of a means for communication throughout the school day between coach and athlete. Students have various means of making contact, i.e. mailbox, email, and cell phone. In most instances an assistant coach or other school personnel has been designated as a contact person to alleviate the situation.</p>
<b>Locker Rooms, Practice and Competitive Facilities</b>	X		<p>No deficiency is reported for this benefit because several facilities for practice and competition are off campus and not under the control of the school. However, repairing areas on the current softball field or building a new softball complex has been listed on the Corrective Action Plan (Form T-60) for four of the last six years. To date, the quality of the softball field still is under par in relation to other field facilities and no concrete plan of correction appeared to be in place.</p>

<b>Medical and Training Facilities and Services</b>	X		A part-time athletic trainer is employed by the school to cover services to all teams. Written policies were in place to assure access by all student-athletes. Some clarification is needed.
<b>Publicity</b>	X		<p>Although no deficiency is listed, there is a need to provide printed publicity to highlight more girls' teams. A fall media guide serves fall sports to some degree but coverage is primarily devoted to football. A similar endeavor for spring sports could be explored.</p> <p>There is one cheerleading squad, which cheers for football and basketball HOME games. It attends some district AWAY competitions if the trip is supported by the team competing. Some oversight is provided by athletic administration to monitor such trips for gender equity.</p> <p>An awards system recognizing athletic achievements reflected no gender bias. Some refinement of written policies should be undertaken.</p>
<b>Support Services</b>	X		<p>There is a need to evaluate the availability of support personnel for teams, in particular student managers and auxiliary officials at contests.</p> <p>The school has a single booster club which is well organized and functions cooperatively with school personnel. Some improvement of oversight of booster spending was recommended to athletic administration.</p> <p>Concerning sport camps, it was recommended to athletic administrators that written policies be established for their operation.</p> <p>There was some discussion on the accuracy of Forms T-71 and T-72, the re-visit summary of benefits.</p> <p>Various policies on the operation of the athletic program were discussed with athletic administrators. Certain ones need review for clarification.</p>
<b>Athletic Scholarships</b>	X		All scholarships are the purview of the school principal. Athletic administrators have no jurisdiction in this area.
<b>Tutoring</b>	N/A		

<b>Housing and Dining Facilities and Services</b>	X		No meal service is provided by the school. Written policies reflecting this practice should be put in place.
<b>Recruitment of Student Athletes</b>	N/A		

**5. Brief Summary/Analysis of the Corrective Action Plan (Form T-74)**

Focus has been on the improvement of facilities, fund raising, providing additional personnel for athletics, and establishing operating policies

**6. .Observed Deficiencies in Overall Girls and Boys Athletics Programs**

None, however, further review of existing policies and the generation of others for new program elements is strongly recommended.

**7. KHSAA Recommended Action in relation to new deficiencies**

N/A

**8. KHSAA Recommended Action in relation to reoccurring deficiencies**

Although no deficiency was listed for facilities, there is a critical need to improve the quality and amenities of the softball field. This has been a concern for several years and sufficient progress has not been made to rectify the situation. Evidently, other fields controlled by the local recreation department have taken precedence over the improvement of the softball facility. Since there appeared to be no more space available on campus for sports fields, the solution would seem to depend on cooperative efforts between the school district and the recreation department. Since the school rents these facilities from the recreation department, perhaps some recourse can be taken to require improvements.

**By February 1, 2009**, school personnel will submit to the KHSAA office a plan for improving the softball field. Include a copy of any correspondence between the school district and the recreation department, any certified cost estimates, evidence of the priority given the project, and an estimated time line for completion.

OK

**Additional KHSAA Recommended Actions**

**As an attachment to the 2008-2009 Title IX Annual Report, due April 15, 2009**, school personnel will submit a copy of approved policy changes and new policies developed for operation of the athletic program. Benefit areas to be considered:

A. Equipment/supplies--use of retired athletic apparel and equipment; 2) disposal of items no longer usable; 3) conservation and consignment of past achievement awards

OK

B. Scheduling—the generation and approval of competitive schedules for all teams

OK

C. Travel and per diem--clarification on provision of meals and lodging for regular season play, qualifying tournaments, and for championships

Understand  
John David  
N. Clark

D. Athletic training services—clarification of existing policies to reflect schedule of services provided and other topics discussed with athletic administrators

OK

E. Awards—clarification of the intention in the current opening statement in the policy on equity to signify **gender** equity; 2) provision of a foundation for a central awards system for the school to be followed by all teams; 3) general criteria for the selection of recipients; 4) guidelines for coaches to use in initiating additional awards and qualifying criteria for those awards

OK

X F. Meal service—provision of pre-and post-game meals; snacks

G. Sport camps—set of policies addressing sport camps held on campus

OK

H. Purchasing—prior approval by school personnel for all purchases of goods or services; exceptions listed

OK

By February 1, 2009, school personnel will resubmit Forms T-71 and T-72 with revised data as discussed with athletic administrators

By February 1, 2009, school personnel will submit a plan to provide more publicity and promotion of girls' sports, including timelines

**9. PERSONNEL IN ATTENDANCE AT AUDIT MEETING**

**High School Title IX Coordinator: Serenity The' Wright**

**District Level Title IX Coordinator: Betty Luckett**

<b>Name</b>	<b>Title</b>	<b>Telephone</b>
Genny Ledbetter	Asst. Athletic Director/ Volleyball Coach	859-879-7100
Serenity Wright	Asst. Athletic Director	859-608-2639
Paige Craig	Dance Team	859-333-9829
Stephen Brown	Softball Coach	859-321-5493
Susan Carey	Asst. Swimming/Diving Coach	859-333-9598
Steven Duckworth	Student-Athlete	859-559-8727
Jay Lucas	Girls' Basketball Coach; Baseball Coach	859-873-6839
Chris Tracy	Football Coach	859-492-5207
Brad Mefford	Boys' Basketball Coach	859-873-2953
Stan Watts	Boys' and Girls' Tennis Coach; Boys' and Girls' Golf Coach	859-873-1511
Joe Carr	Wrestling Coach	859-873-5434, Ext. 250
Betty Luckett	Asst. Superintendent/District Title IX Coordinator	859-873-4701, Ext.227
Will Wilson	Boys' Soccer Coach	859-873-5434, Ext. 383
David McIver	Girls' Soccer Coach	859-509-2894
Stephanie Patterson	Student-Athlete	859-873-1178
Sara Thornton	Asst. Girls' Soccer Coach	859-421-0196
Cindy Patterson	Parent	859-873-1178
Margie Cleveland	School Board Member	859-229-7593
Walker Terhune	Athletic Trainer	859-338-3782
Jason Jefferies	Cheerleading Coach	502-600-1754
Bob Gibson	Asst.Principal/Athletic Director	859-873-5434, Ext. 225
Scott Hawkins	School Superintendent	859-873-4701
Rob Akers	Principal	859-873-5434, Ext. 226
Jenny McCarty	Title IX Auditor	502-330-7616
Martha Mullins	Title IX Auditor	859-299-5472

## **10. Comments**

The school's permanent Title IX file and uniforms were on display as requested prior to the revisit. Athletic administrators were available to assist with the review of the files and the tour of facilities. Both procedures went smoothly. The file was virtually complete and well organized.

The meeting with the Gender Equity Review Committee was very well attended. The school superintendent and the principal were among those present. The group was responsive and entered into discussions openly.

The athletic program appeared very well managed, operations driven by sound policy and experienced personnel. The interviews with coaches and student-athletes reflected respect for all sports and a cooperative spirit among the teams. The booster club seemed to be very active in its support of all sports and operated in a congenial and equitable manner to provide for the needs of the entire athletic program.

The public meeting did not materialize.



Kentucky High School Athletic Association

### KHSAA Title IX Audit Visit Sign In Sheet

School: Woodford Co.

Date of Visit: 11/11/08

High School Title IX Coordinator: Serenity The Wright 100 Frankfort St 859-873-5434  
Name Address Phone  
Versailles, KY

District Level Title IX Coordinator: Betty Luckett 330 Ringgold Pike 859-873-4701  
Name Address Phone  
Versailles, Ky Ext. 227

#### Personnel in Attendance at Audit Meeting

PLEASE PRINT

Name	Title	Phone Number
<u>Benny Ledbetter</u>	<u>Volleyball coach / Asst AD</u>	<u>819-7100</u>
<u>Serenity Wright</u>	<u>Asst AD</u>	<u>608-2639</u>
<u>Poloe Craig</u>	<u>Dance Team</u>	<u>337-9809</u>
<u>Stephen Brown</u>	<u>Softball Coach</u>	<u>321-5493</u>
<u>Susan Carey</u>	<u>Swimming &amp; Diving Asst</u>	<u>333-9598</u>
<u>Steven Duckworth</u>	<u>student-athlete</u>	<u>559-8727</u>
<u>Jay Lucas</u>	<u>Girls Basketball / Baseball</u>	<u>873-6839</u>
<u>CHRISTY RAY</u>	<u>Head Football Coach</u>	<u>492-5207</u>
<u>BRAD MEFFORD</u>	<u>HEAD BASKETBALL COACH</u>	<u>873.2953</u>
<u>Stan Watts</u>	<u>→ Head Boys + Girls Tennis Coach: Head</u>	<u>873-1511</u>
	<u>→ Head Boys + Girls Golf Coach.</u>	
<u>Joe CARR</u>	<u>Head Wrestling Coach</u>	<u>873-5434</u>
<u>Betty Luckett</u>	<u>Asst. Superintendent / Title IX Coordinator</u>	<u>873-4701 X 227</u>
<u>Will Wilson</u>	<u>Head Soccer Coach (Boys) / S.S. Teacher</u>	<u>873-5434 ex 383</u>



## WOODFORD COUNTY HIGH SCHOOL

180 Frankfort Street • Versailles, Kentucky 40383-9214 • (859) 873-5434 • Fax (859) 873-7731

January 19, 2009

KHSAA  
2280 Executive Drive  
Lexington, KY 40505

Dear Review Committee Members:

At the Title IX revisit to Woodford County High School on November 11, 2008, the committee requested that we submit a plan for further publicizing our female athletic teams, particularly our spring sports. This year we have put into place several new methods of publicizing our sports in general, which we believe will also serve to further advance our female athletic teams. In addition, we have plans in place to promote our spring teams in particular.

Presently, we are posting our athletic calendar (in conjunction with the school calendar) in several areas on the internet: on the Woodford County High School website, through Buzz Mail, sent to subscribers, on the highsports.net website and on WoodfordSports.com, which is a new venue. In conjunction with this, we have begun live broadcasts, both in video and audio, of our athletic events. For example, several thousand people tuned in to our district and region girls soccer matches this fall. Additional sports have also been broadcast, including volleyball, wrestling, basketball, and swimming. This will continue into the spring, with softball and baseball being covered. The Woodford Sun is also assisting in this endeavor, with expanded coverage of all sports, but with special attention being devoted to equally covering female athletics.

This spring we plan to meet with Pepsi to request their sponsorship for miniature schedule cards for the 2009 softball, baseball, tennis, and track seasons. This has not been done in the past and hopefully it will increase attendance at home games.

Sincerely,

Bob Gibson  
Associate Principal/Athletic Director

Woodford County High School Mission Statement

The Woodford County High School community will create and nurture a positive and safe learning environment of mutual respect, open communication, and high standards where all participants will exhibit the ability to be life-long learners, equipped to successfully challenge the future.

**Date:** Wed, 01 Apr 2009 15:08:11 -0400  
**From:** TITLE9 (Title 9 Audit )  
**To:** "Gibson, Bob" <Bob.Gibson@Woodford.kyschools.us>  
**Reply-to:** title9@khsaa.org  
**Subject:** Re: Submissions, Title IX Re-visit Report Requests- Martha Mullins

Mr. Gibson, please submit the explanation of the imbalance with the school's Title IX 2008-2009 Annual Report, due April 15, 2009.

Thank you.

Martha Mullins  
Title IX Auditor

OK

On Friday, February 27, 2009 9:09 AM, Gibson, Bob wrote:

**Date:** Fri, 27 Feb 2009 09:09:23 -0500  
**From:** Gibson, Bob  
**To:** <title9@khsaa.org>  
**Subject:** Re: Submissions, Title IX Re-visit Report Requests- Martha Mullins

Thanks for responding to our submission and we will get back with you soon on the financial report.

Bob Gibson

On Feb 26, 2009, at 4:21 PM, "Title 9 Audit" <title9@khsaa.org> wrote:

Mr. Gibson, thank you for the timely submission of information requested as a result of our recent Title IX on-site visit.  
All submissions seem to be in good order and complete.

As a follow-up, please provide an explanation for the imbalance in funds spent between boys' and girls' programs reported in Column 6, Form T-71, expenditures for annual dues and fees, etc. Since this information is not sought as a special line item in the Title IX annual report no comparison with funds spent in former years was possible.

As regards the softball field situation, your report revealed the complexities involved and the extent to which it will be an ongoing project well into the future. It should continue to be listed on Form t-60, Corrective Action Plan, annually as a cooperative venture with updates listed each year as to any progress made; include the extent to which the school board has provided patch-work improvements.

The plans for better promotion and publicity for girls' sports are excellent.)

OK

Thank you for complying so thoroughly with our requests.

Best wishes,  
Martha Mullins  
Title IX Auditor



## WOODFORD COUNTY HIGH SCHOOL

180 Frankfort Street • Versailles, Kentucky 40383-9214 • (859) 873-5434 • Fax (859) 873-7731

January 16, 2009

KHSAA  
2280 Executive Ave.  
Lexington, KY 40505

### Softball Field Update

Dear KHSAA:

The KHSAA, on their Title IX revisit on November 11, 2008, requested additional information regarding the status of the softball field utilized by the Woodford County High School softball team. We were asked to provide a plan for improving the field and to share any correspondence towards achieving that desired result.

The two areas of concern indicated in the Title IX audit were the need to paint the existing fencing and to construct blocked dugouts at the softball field. Addressing this issue is complicated for the school system because the property is owned and maintained by Woodford County Fiscal Court. It should be noted that a new softball complex was to have been constructed by the county for the 2008 softball season; unfortunately, that has not come to fruition. We have still maintained a solid working agreement with the county but are limited as to how we may address an issue existing on their property. However, we have taken steps to initiate the process of meeting these needs. Several actions have taken place since the Title IX revisit meeting:

1. An email was sent (November 15<sup>th</sup>, 2008) to Rich Pictor (Director of Parks and Recreation for Woodford County) stating the softball field needs and requesting a meeting with him and the Woodford County Parks and Recreation Board.
2. A meeting was held between Bob Gibson (WCHS) and Rich Pictor (Parks and Recreation) on January 6<sup>th</sup>, 2009. The current softball field's needs and the construction of a new complex were discussed. Mr. Pictor indicated that painting the softball field fencing was something he desired for all little league fields as well, and he would ask his board for their blessing. When discussing blocking the dugouts, Mr. Pictor stated that the Recreation Board doesn't have the money to complete such a project and would have to work with the school board to see what they could do. He also said that he would obtain a rough estimate from a construction company so that real numbers could be used in the board meetings. In addition, it was noted that due to construction time requirements (approximately three weeks), the dugouts could not be realistically blocked until August or September of 2009. The last thing we discussed was the construction of a new softball complex. Mr. Pictor pointed out that another organization (Woodford County Parks Foundation) is the one seeking the construction of a new softball field. They are trying to generate enough money to begin such projects but hadn't been able to yet. He said they had a board meeting the next morning (January 7<sup>th</sup>, 2009), and I could present Title IX findings and ask them what timeline they are developing for the project. I indicated that I would attend their meeting.

Woodford County High School Mission Statement

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Woodford County Schools is an equal opportunity employer and provider of educational services.

3. A meeting of the Woodford County Parks Foundation Board was held on January 7<sup>th</sup>, 2009. Bob Gibson presented the Title IX revisit findings to the board and specifically asked them the timeline for constructing a new softball complex. The board explained that they are still raising money. The first field, however, to be constructed would be the little league football field and it would be at least 5 years before a new softball field would be constructed.
4. A meeting of the Woodford County Parks and Recreation Board was held on January 12<sup>th</sup>, 2009. Bob Gibson presented the Title IX revisit findings, specifically focusing on the softball field. He then asked the board to examine the construction company's estimate of nearly \$18,000 to reconstruct blocked dugouts. The board asked several questions such as, "What is the school board willing to pay?" and, "Did the parks foundation say they would help with funding?" They also stated that their first priority is the little league football field. Mr. Pictor said, "Fence painting we've already talked about doing," indicating the recreation board's previous discussions on the topic. Mr. Gibson said he would discuss funding for the dugouts with Mr. Hawkins, the superintendent of schools.
5. Mr. Pictor called Bob Gibson on January 15<sup>th</sup>, 2009, and reported that the parks and recreation board wanted to hear what the school board is willing to fund before they pledged money for the softball field dugout project. Mr. Gibson said he was going to talk to school superintendent on January 20<sup>th</sup>.
6. Mr. Gibson met with Mr. Akers and Mr. Hawkins on January 20<sup>th</sup>, 2009. Mr. Hawkins said he could pledge \$5,000 to \$6,000 to the project if the parks board and the WCHS Athletic Boosters Club could help with the rest. Mr. Gibson said he would talk to both groups and see what happens.
7. Mr. Gibson called Mr. Pictor on January 26<sup>th</sup>, 2009 to explain what the school system is willing to pledge and was told that he would have to meet with the parks and recreation board again. The next board meeting is set for February 9, 2009 and Mr. Gibson has been placed on the agenda for that meeting.

Due to the lack of funds for a new softball complex to be built in the near future, we will remove the reference to a new facility in this year's and future Title IX reports, although through consistent communication and cooperation between the Woodford County school system, the Woodford County Parks and Recreation Board, and the Woodford County Parks Foundation, we do believe that this facility will be completed in the next five years.

In addition, we will continue dialogue with the parks and recreation board, the parks foundation, and the WCHS Booster Club to secure the money with which to build new dugouts on the existing field. This project, due to time restraints and the extensive use of the field beginning in mid-February, should be completed for the 2010 Woodford County High School softball season.

Thank you for the opportunity to share this information.



Bob Gibson  
Associate Principal/Athletic Director  
Woodford County High School

**Gibson, Bob**

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**From:** Gibson, Bob  
**Sent:** Monday, November 17, 2008 7:45 PM  
**To:** 'Rich Pictor'  
**Subject:** RE: Title IX Audit

Please do place me on the agenda for January 12<sup>th</sup> and I would like to meet with you about these issues before hand. Thanks.

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**From:** Rich Pictor [mailto:rpictor@fallingsprings.net]  
**Sent:** Monday, November 17, 2008 10:00 AM  
**To:** Gibson, Bob  
**Subject:** RE: Title IX Audit

The next board meeting is scheduled for January 12<sup>th</sup>. They are not having a formal meeting in December. The board meets the 2<sup>nd</sup> Monday of each month at 6:30 pm here at Falling Springs. I can place you on the agenda for the January meeting if you would like.

---

**From:** Gibson, Bob [mailto:Bob.Gibson@Woodford.kyschools.us]  
**Sent:** Saturday, November 15, 2008 9:16 AM  
**To:** Rich Pictor  
**Cc:** Akers, Rob; Hawkins, Scott (FCPS); Luckett, Betty; The, Serenity S  
**Subject:** Title IX Audit

Rich,

The KHSAA sent a Title IX audit team to examine our school earlier this week. Through this process we discovered a few areas that must be addressed. Most of the improvements are in the area of policy design and revision which only affects us but one facility issue did arise. It involves the softball field fencing and dugouts. They indicated that our final report will demand action for a solution to softball field deficiencies. Can you please place me on the next Recreation Board's meeting agenda to discuss items in detail and create a corrective action plan? The details include: 1) Painting the chain link fencing around softball field due to rust on much of it, whereas, the baseball field fencing is fine and 2) Installing concrete block dugouts at softball stadium similar to baseball field. Other items that need to be discussed are the plans for the construction of new softball complex (the one talked about but not begun) and a way to enclose the field better for ticket collection. I look forward to visiting with you and the board on these issues. Please let me know when this can take place and feel free to call as well. Thanks.

**Bob Gibson**  
**Associate Principal/Athletic Director**  
**Woodford County High School**

**Gibson, Bob**

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**From:** Gibson, Bob  
**Sent:** Saturday, November 15, 2008 9:16 AM  
**To:** 'Rich Pictor'  
**Cc:** Akers, Rob; 'Hawkins, Scott (FCPS)'; Lockett, Betty; The, Serenity  
S  
**Subject:** Title IX Audit

Rich,

The KHSAA sent a Title IX audit team to examine our school earlier this week. Through this process we discovered a few areas that must be addressed. Most of the improvements are in the area of policy design and revision which only affects us but one facility issue did arise. It involves the softball field fencing and dugouts. They indicated that our final report will demand action for a solution to softball field deficiencies. Can you please place me on the next Recreation Board's meeting agenda to discuss items in detail and create a corrective action plan? The details include: 1) Painting the chain link fencing around softball field due to rust on much of it, whereas, the baseball field fencing is fine and 2) Installing concrete block dugouts at softball stadium similar to baseball field. Other items that need to be discussed are the plans for the construction of new softball complex (the one talked about but not begun) and a way to enclose the field better for ticket collection. I look forward to visiting with you and the board on these issues. Please let me know when this can take place and feel free to call as well. Thanks.

**Bob Gibson**  
**Associate Principal/Athletic Director**  
**Woodford County High School**

Perry Builders, Inc.

1047 Wil-rose Lane  
Versailles, KY 40383

# Estimate

Date	Estimate #
1/9/2009	31

Name / Address
Woodford County Parks and Rec Falling Springs Attn: Rich Pictor Project: Girls Softball Dugouts

Description	Total	
<p>Build 2 concrete block dugouts , sizes to be 10' x 35' (home dugout) and 10' 30' (visitors dugout). The following is a list of construction materials that will be used and construction procedures that will be followed:</p> <ol style="list-style-type: none"> <li>1. Demo existing dugouts and remove from property.</li> <li>2. Install approximately 105' linear ft. of 8"x24" concrete footings with three (3) #4 rebar 6" O.C. concrete to be 3500 psi.</li> <li>3. Install fourteen (14) courses of 8"x8"x16" Buff Split Faced concrete block construction, 8" truss wire to be installed every 3 courses of block. Anchors will be installed 4' on center and slushed for roof framing.</li> <li>4. Grade dugout area 8" below existing field. Finish grade, compact 4" of #57 crushed stone. Pour 4" concrete floor with lite broom finish. Concrete floor will be poured with #6 wire matt. Concrete to be 3500 psi.</li> <li>5. Roof construction 12" standing seam 28 gauge sheet metal with 2x6 roof framing. All eaves and caps to match existing concession stand roofing material.</li> <li>6. Install 8' tall chain link fencing in front of dugouts with 2 gates. Material to be 18 gauge fencing material. 2 1/4 post. 1 1/4 rails.</li> <li>7. 12"x20' aluminum bench to be anchored to concrete floor in each dugout.</li> </ol> <p>Time of completion for this project is 21 days after notice to proceed is given to contractor. All permits will be obtained prior to start of construction. All insurances will be provided to owner and approved prior to construction start.</p> <p>Total Project Cost</p>	17,870.00	
Thank You for the opportunity to bid your job.	<b>Total</b> \$17,870.00	
Phone #	Fax #	E-mail
859-873-3379	859-873-1898	Perrybuildinc@windstream.net

Revised  
12/30/08

WOODFORD COUNTY SCHOOLS  
JOB DESCRIPTION

JOB TITLE: Head Coach

IMMEDIATE SUPERVISOR: The Athletic Director who provides overall objectives and final evaluation in conjunction with the principal.

QUALIFICATIONS:

- A person holding a provisional or standard teaching certificate, or having completed sixty-four semester hours of college or university as documented.
- Person must be twenty-one years of age or older.
- Has the ability to organize and supervise a total sports program.
- Previous coaching experience in assigned sport is preferred.
- Must have substantial knowledge of the technical aspects of the sport and, at the same time, must continue to examine new theories and procedures pertinent to the field.
- Must pass health examination.
- Must not have any immoral or criminal history.
- Must have the ability to work with school staff, administration, community, parents and students.

SUPERVISES: The Head Coach must advise, coordinate and support a staff of Assistant Coaches in conjunction with the Athletic Director and Principal.

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL: The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but must not override the objective of good sportsmanship and good mental health.

The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.

It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and judgment.

DUTIES AND RESPONSIBILITIES:

Has a thorough knowledge of all the Athletic Policies approved by the Woodford County Board of Education.

Directs student managers, assistants and statisticians.

Determines discipline, delineates procedures concerning the process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.

#### **FINANCE AND EQUIPMENT:**

Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color, or technical specifications. Is responsible for operating within the budget appropriation.

Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.

Properly marks and identifies all equipment before issuing or storing.

Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.

Permits the athletes to only be in authorized areas of the building at the appropriate times.

Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.

Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.

Instills in each player a respect for equipment and school property, its care and proper use.

#### **PUBLIC RELATIONS:**

Organizes parents, coaches, players and guests for pre-season meetings.

Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, Little League programs or in any other feasible manner.

Responsible for the quality, effectiveness and validity of any oral or written release to local media.

Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans.

Presents information to news media concerning schedules, tournaments, and results.

#### **PLANNING FOR INSTRUCTION:**

Practice sessions show evidence of careful preparation in terms of selected objectives, activities, and procedures.

Selects appropriate teaching aids/drills and has them ready to use.

Practice and game plans reveal that sequence and continuity of activities are regarded as important factors in learning.

Begins and ends practice sessions according to announced schedule. Includes appropriate safety instruction in all lesson plans and practices.

## WCHS Athletic Department Emergency Policy

### **Athletic Health Care Team –**

“The athletic healthcare team may be comprised of appropriate healthcare professionals in consultation with administrators, coaches, parents and participants. Appropriate healthcare professionals could be: certified athletic trainers (ATC), team physicians, consulting physicians, school nurses, physical therapists, emergency medical services (EMS) personnel, dentists and other allied healthcare professionals.”

**(From: National Athletic Trainer’s Association Consensus Statement regarding appropriate medical care for secondary school-age athletes)**

The primary caregiver should be a National Athletic Trainers Association – Board of Certification (NATABOC) certified athletic trainer. **A certified athletic trainer is someone who has completed a four-year degree program and passed a comprehensive exam testing his/her knowledge of injury prevention, care, assessment and rehabilitation. All certified athletic trainers are required to be certified in CPR and first aid.**

When possible, a physician acting in an official capacity as team physician will be present at high school athletic events. In addition to the athletic trainer and physician a physical therapist acting in an official capacity may be present. The Woodford County Emergency Medical Services (EMS) may be present at games based on their availability.

**Note: In order for an athletic trainer to practice in Kentucky, he/she must obtain certification from the Kentucky Board of Medical Licensure.**

### **Athletic Training Coverage –**

The athletic trainer will provide coverage based on gender equity and the contract between the high school and the organization providing the athletic training services. **Minimum coverage** should include football practice and games – home and away – as well as other home **varsity** events involving sports with significant risk of injury. (i.e. soccer, volleyball, basketball, wrestling, baseball, softball, cross country and track and field) When two Home activities or more occur simultaneously, the trainer will be on-call.

If the athletic trainer is present he/she is responsible for the initial care and treatment of injuries as well as taking preventive measures such as playing surface inspection, monitoring weather conditions (in association with officials), managing potential risks such as blood/body fluid exposure and checking/fitting equipment when applicable.

In the event that the athletic trainer is not present at an athletic event, the coach assumes the responsibility for rendering first aid and immediate care for injuries. The KHSAA requires all coaches – head and assistant – to be certified in first aid and CPR by a recognized agency such as the Red Cross or American Heart Association. The coaching staff of each sport should have an adequately stocked first aid kit at their disposal. Coaches are responsible for their kits. The athletic trainer will re-supply them as needed at the coach’s request.

**Note: When the athletic trainer is present he/she will make educated decisions regarding a course of action related to a specific injury or situation. If coaches have any question at all about an injury or situation that may be beyond the scope of *basic* first aid they should refer the athlete on to more qualified medical personnel and notify the parents immediately. Coaches should not attempt to make a diagnosis or treat a situation outside the realm of their training.**

## Emergency Procedure for Athletic Injury –

- First aid: In the event of an injury the certified athletic trainer will perform the injury assessment, provide proper care to the athlete, determine whether a referral to a physician is necessary and decide on a plan of care/treatment. In the absence of the athletic trainer the coaching staff should provide immediate care and refer the athlete to more qualified medical personnel if there is any doubt about the severity of the injury. When he/she is present, **all** athletes with **any** injuries – **regardless of severity** – should be referred to the athletic trainer.
- Emergency Medical Services (EMS): The athletic trainer will determine if it is necessary to call on the EMS. If EMS is present at the event, hand signals will be a sufficient sign to request their services. If an injury occurs that requires the assistance of EMS and they are not visibly present they will be called using **911**. If possible, a member of the coaching staff will make the call so the athletic trainer can remain free to treat the athlete. The athletic trainer's cell phone or a secondary cell phone that is available should be used to make the call. The individual making the call should remain close to the athletic trainer so the two can communicate if necessary. A responsible member of the coaching staff, school administration or other responsible adult will be sent to meet the EMS crew and direct them to the injured athlete.  
**Note: If a serious injury occurs and the athletic trainer is not present coaches should NOT move the athlete if a serious head/neck/back injury is suspected. Every effort should be made to make the athlete as comfortable as possible, but food/water/medication should not be given until serious injury is ruled out.**
- Uninjured members of the team should be moved away from the injured athlete to allow room for the athletic trainer to work. A member of the coaching staff should be responsible for monitoring them.
- In the event of a serious injury, parents of the athlete should be notified immediately. Each head coach should carry with them **at all times** physical forms for each child involved with the team. This includes managers, water personnel and other student assistants as well as the athletes. These forms have vital information regarding the athlete such as current medications, allergies, medical history, insurance information, parental contact information and emergency contact information if the parents cannot be reached. This information should be made available to the athletic trainer as well as the EMS crew if they are summoned.
- If an injury occurs and the athletic trainer is not present, coaches should report the incident to him/her as early as possible for record keeping and follow-up purposes. If it will be an extended period of time before the athlete can be seen by the athletic trainer, the coach should encourage the parents to follow-up with the appropriate physician (i.e. orthopedic, dentist, dermatologist etc.)
- Students requiring personal emergency medication – prescribed medication such as asthma inhalers or EpiPens – should alert their coach to their situation and also make this information clearly evident on their physical form. Due to the fact that the athletic trainer is not always present, it is not a reliable practice to ask him/her to hold and dispense these medications as needed by the athlete.
- Cell phones will serve as the primary mode of communication at athletic practices and games. The athletic trainer's cell phone number is available for all coaches. Emergency Medical Services in Woodford County can be reached by dialing **911**.

## Emergency Facility Options –

Bluegrass Community Hospital is the closest hospital to all of the WCHS athletic venues. It should be the recommended facility for all injuries except severe burns and designated traumas determined by the EMS crew. Also, in the event of a childbirth situation (don't forget about the fans), the patient will be referred to a facility ready to handle that type of emergency.

Ultimately, the decision on where to take an injured athlete for treatment is left up to the parents and recommendations of the EMS crew. If parents are not available and unable to be reached the decision will be made by the EMS crew.

### **Mode of Transport for Injured Athlete –**

Athletes with life or limb-threatening injuries should be transported to the hospital by ambulance. The athletic trainer will make the decision to utilize the EMS system if necessary. If the athletic trainer is not present the decision is to be made by the coaching staff. **It is always best to err on the side of caution.**

**If ambulance transport has been recommended and the parents refuse, they must be made to sign a release stating they were aware of the situation and recommendation and declined.** (See attachment for release form.)

### **Recommended Equipment for Athletic Venue –**

- Automated External Defibrillator (AED) [This will be present when the athletic trainer is present]
- CPR mask [Each member of the coaching staff should have their own mask]
- Cell phone [Used for communication between the venue and EMS]
- Crutches [The athletic trainer will always have them on-site when present]
- Splint and ace wraps [The athletic trainer will provide these for each team's medical kit]
- Ice and bags [The athletic trainer will always have ice on-site when present]
- First-aid/universal precaution tools such as latex gloves and gauze [The athletic trainer will provide these supplies for each teams' medical kit]

### **Record Keeping –**

In the event of an athletic injury, the athletic trainer will document the situation. If the athletic trainer is not present, the responsibility for documentation falls on the coach. [Use the attached form for reporting injury incidents] **It is extremely important to properly document a situation involving athletic injury.** A good rule of thumb to use when deciding whether or not to document a situation is to consider whether or not the athlete had to discontinue participation due to the injury.

### **Venue Specific Procedures –**

Due to the multiple sites for WCHS athletic events, coaches must be aware of their specific setting.. Specific instructions should be given to the EMS crew, if summoned, to ensure speedy arrival. Outdoor sports must pay special attention to the lightning policy and the heat illness information included below.

### **Lightning Safety Policy –**

**(Adapted from NATA's position statement on lightning safety)**

- Suspend activity when flash-to-bang count is 30 seconds or less.
- Wait 30+ minutes after last flash before resuming activity.
- Avoid open spaces and taking shelter under trees.

### **Athletic Training Room Policy –**

The athletic trainer is available in the training room from 2-4 p.m. daily for evaluation, rehabilitation, and/or other injury care. Anyone in the WCHS school community is eligible for services. Priority will be given to athletes referred for service by their coach.

- If the athletic trainer is absent the athletic training room should be left locked unless a coach is present. (Note: This does not mean giving an athlete keys and leaving the athletic training room unlocked all day.)
- Coaches and athletes should not use the ultrasound/e-stim machine.
- Coolers used for games or other events should be emptied into the sink, cleaned out and placed back on the shelf.
- Any rehabilitation equipment used should be returned to its proper place when finished.
- All athletic injury reports and individual athlete files are kept in the athletic trainer's office.
- Any rags/towels used should be returned to the dirty laundry receptacle in the athletic training room.
- Students/coaches should not use the whirlpools without prior consultation with the athletic trainer.
- Heat packs should be used only with the appropriate covers, which are next to the hydro-collator.
- Ice can be used as necessary.

### **Message to Coaches:**

The athletic trainer will do his/her best to provide quality service to your teams. Please understand it is one person working to cover multiple events/practices and provide care to a large number of athletes. If the athletic trainer is not present and an injury occurs to one of your athletes, please contact him/her as soon as possible if you think further care is necessary. Involving the athletic trainer will reduce the risk of liability issues and increase the chances that proper care will be given to the athlete. Please make an effort to get schedules to the athletic trainer for your upcoming season as soon as possible. Also, when there are schedule changes, please make an effort to let the athletic trainer know.

### **Attachments:**

- Parents' and Coaches' Guide to Dehydration and Other Heat Illnesses in Children
- Gatorade Sports Science Institute info sheet on hydration and nutrition
- Athletic injury report form

## WCHS Athletic Policy #3

### Purchasing Equipment and Uniforms

1. Coaches are to obtain and completely fill out a purchase order before any order is placed. Prior to merchandise being ordered, purchase orders are to be signed by the coach and then approved (signed) by the athletic director or principal. Open purchase orders are not allowed unless approved by principal or athletic director.

2. Equipment purchases shall be placed on a needs basis and approved by the athletic director.

3. Uniform purchases shall be conducted in an equitable manner. Meaning the same number of sets shall be purchased for equivalent female and male programs. For example, if the boys basketball program purchases two sets (White and Black) of uniforms then the girls basketball program will also purchase two sets when their rotation arrives. Uniforms shall be purchased for varsity programs with older uniforms passed down to JV or freshman programs. Prior to permanent disposal of uniforms, Woodford County Middle School should be consulted regarding the need for uniforms. If no need exists, disposal may occur with the Athletic Department's approval. Coaches may purchase a current style uniforms to replace a damaged uniform each year after approval from the athletic department. The following rotation shall be used when purchasing uniforms:

Football – Two sets every 4 years starting in 2008.

Girls Soccer – Two sets every 5 years starting in 2006.

Boys Soccer – Two sets every 5 years starting in 2006.

Cross Country (Both Genders)- 1 set every 2 years starting in 2006.

Volleyball – Two sets every 2 years starting in 2004.

Golf (Both Genders) – One jersey purchased by students every year.

Swimming (Both Genders) – One suit purchased by students every year.

Wrestling – 2 sets of singlets every 3 years starting in 2004.

Girls Basketball – Two sets every 4 years starting in 2005.

Boys Basketball – Two sets every 4 years starting in 2006.

~~Cheerleading – Three sets every 5 years starting in 2005.~~

Softball – Two sets every 5 years starting in 2006.

Baseball – Two sets every 5 years starting in 2006.

Tennis (Both Genders) – One jersey purchased by students every year.

Track (Both Genders) – 1 set every 2 years starting in 2006.

N/A

## WCHS Athletic Policy #13

### Eligibility Requirements

#### KHSAA Continual Progress

A contestant must have, for the current academic year up to and including Friday of the preceding week in which the contest occurs, a passing average in each of at least three full-credit high school subjects or their equivalent in units of credit accepted for graduation. No special accommodations or tests are to be given for the purpose of making a student academically eligible. Cheerleaders, student managers, student trainers and any other students having an official connection with the athletic programs shall also adhere to continual process.

#### Proper Grade Level

In order to establish eligibility for athletic activities, students in grades nine through twelve (9-12) shall complete the following credit requirements for grade classification:

Sophomore.....	6 credits completed
Junior.....	12 credits completed
Senior.....	18 credits completed

#### AGE

A student who becomes nineteen (19) years old before August 1, of the current school year shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year.

#### WCHS Disciplinary Eligibility

Any student who is suspended (out of school, AIMES, ATS) from class for three or more blocks on a given school day shall be declared ineligible to participate in any and/or all-extracurricular activities on that date. The AIMES instructor will send a daily email listing those students attending AIMES for the day.

#### Weekly Grade Checks

The procedure for collecting weekly grades is as follows. Computer grades will be generated at the end of the academic school day on Fridays or the last day of the school week. Coaches will be given a copy of their teams' grades and they are responsible of sending poor grade notices home to parents by Tuesday the following week. The athletic department will notify any athletes who are ineligible based on student responsibilities or grades. On Wednesday of the following week, any student-athlete receiving a "D" or "F" on the previous week's grade checks will collect, complete, and turn in a grade card to the athletic department. The grade card is to serve as a progress check in the middle of the week before the Friday official computerized check of eligibility. Students required to complete a grade card are responsible for the procedures below.

Any student-athlete who has a grade of "D" or "F" during the weekly grade check shall be encouraged to attend tutoring sessions with current teacher(s). If a student-athlete has two or more "F's" on the weekly grade check making them ineligible, they shall attend tutoring sessions with a teacher or study hall. The tutoring sessions shall last a minimum of two hours during the week of ineligibility. The student-athlete will become eligible the following week if a minimum of 3 courses are passing and two hours of tutoring has been confirmed.

Please remember that failure of two or more courses will cause a student-athlete to be ineligible for the next week of competition. The ineligibility period begins on Saturday and runs through Friday. The student-athlete will become eligible the following week if they are passing three or more courses.

#### Student-Athlete Grade Check Responsibilities

1. Make sure his/her grade card is completely filled out with demographic information (name, address, parents' names, etc.)
2. Make sure the grade card is picked up and turned in every Wednesday when required by policy.
3. Make sure the grade card is completely filled out by all four teachers. Failure to do so will result in ineligibility.
4. Do not lose the grade card. Failure to turn in results in ineligibility. If lost, go directly to the Athletic Director for a new one that must be completed and turned in that day.
5. Do not alter card in any way (change grade, change behavior, etc.). Altering the card will result in immediate termination from the current sports program for the remainder of the season. Other disciplinary actions may be included at the discretion of the athletic director or principal.

### **Championship Team Picture Requirements**

1. No team pictures shall be purchased or hung in any athletic facilities without prior approval of the athletic department.
2. The championship must occur in a KHSAA or KAPOS sanctioned sport or activity.
3. The team must be a regional or sectional champion that qualifies for state competition (ex: sectional champion in baseball, regional champ in swimming).
4. All state champions team picture shall be displayed.
5. A regional or sectional champion team picture will be no larger than 40 inches by 30 inches.
6. A state or national champion team picture will be no larger than 4 feet by 8 feet.
7. The athletic director will determine the location of championship team pictures.
8. All team pictures will be professionally done, in good taste, and approved by athletic department.
9. The championship team shall bear costs of development, hanging, or removal of team picture.
10. Due to limited gym space, regional championship pictures may be removed to an alternative location (i.e. the cafeteria) as determined by the Athletic Director.

### **Senior Night Recognition**

1. Each senior athlete will receive an information sheet from his or her coach.
2. Coaches are responsible for ensuring the announcer has appropriate information.
3. Coaches may include a maximum **two-minute** audio message or special remark from each senior.
4. Coaches will decide if athletes will be recognized before or at halftime of the contest.
5. Teams will have 15 minutes at halftime or 30 minutes before the game to complete their senior night activities.
6. Cheerleaders, Dance Team, and Band members will be recognized one time during the school year. The Band will have their senior night during the football season. The Cheerleaders and Dance Team will be recognized during basketball season.

These procedures are necessary to make sure everyone has adequate time to recognize their seniors and maintain compliance within the KHSAA guidelines.

Note: The Booster Club sponsors a flower for the parents of each senior on every athletic team.

## WCHS Athletic Policy # 23

### Summer Camp Policy

Coaches of WCHS athletic programs have the right to run summer camps starting after the last day of school for students or June 1<sup>st</sup> and before or after the KHSAA dead period previous to July 15<sup>th</sup>. These camps shall be administrated with the following guidelines:

#### **WCHS Athletic Camp – (ie, Yellow Jacket Basketball Camp, Woodford County Wrestling Camp, etc.)**

1. Funds raised shall be deposited into WCHS athletic program's school account.
2. Coaches may be paid for working the camp but a minimum 50% of camp proceeds shall remain in the program's school account to support program.
3. If a program's school account is in the red then all net proceeds shall remain in school account until the final fiscal year account registers in the black.
4. Campers are required to submit a cleared for participation physical exam.
5. The WCHS athletic trainer is to be notified of camp dates and times.

#### **Private Camp – (ie, Joe Carr Wrestling Camp, Jay Lucas Basketball Camp, etc.)**

1. Camp shall pay facilities rental fee in order to use WCHS facilities.
2. Funds raised shall be deposited into an account outside WCHS.
3. Campers are required to submit a cleared for participation physical exam.
4. Camp administrator shall gain approval from the athletic department at WCHS as to facility rental, dates, and times at least 4 weeks prior to the beginning of the camp.
5. Private Camp shall assume all liability issues associated with the camp.

Beginning Summer of 2007 program coaches agreed to the following camp date weeks.

- 1<sup>st</sup> Week of June – Volleyball
- 2<sup>nd</sup> Week of June – Boys and Girls Basketball
- 3<sup>rd</sup> Week of June – Wrestling

#### **Teams Attending Summer Camp**

Teams participating in summer competition and/or camps must fund entry/participation fees in the following manner:

1. Private funding through athletes (ie. parent payment)
2. Team fundraising activities
3. Booster Club account

Note: No gate receipts may be used to fund this activity.