

Guidelines

For

East Carter H.S.

Pride in Academics &
Athletics

Carter Co. Schools

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MISSION STATEMENT

The East Carter H.S. Department of Athletics regard student-athletes with the utmost respect for the hard work and dedication needed to succeed. It is our goal to encourage student-athletes, not athletic-students. Therefore, the East Carter H.S. Department of Athletics shall implement all guidelines of the Carter Co. Board of Education, East Carter High School SBDM Guidelines, Kentucky High School Athletic Association (KHSAA), and State and Federal Laws to ensure fairness, safety and equity for all student-athletes participating at any level of athletics in the Carter Co. School District.

ATHLETIC PARTICIPATION PHILOSOPHY

It shall be the philosophy of the East Carter Department of Athletics that student-athletes shall enjoy as many sport seasons as they and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. In order to embrace this philosophy, our coaches agree that:

- Once the season has started, no student-athlete which is dropped from one squad for disciplinary reasons shall be eligible to compete in another sport for that particular season. No student-athlete may start (or try-out for) another sport until the previous sport has been completed and all school equipment has been turned in.

- Student-athletes may participate on teams during the same season if it is acceptable to both coaches and does not interfere with school work.
- When a student-athlete is signing a Letter of Intent as an student-athlete for a college or university, the signing must take place before or after school, or at lunch. This will allow coaches and teammates to attend the signing.

SECTION I:

HIGH SCHOOL ATHLETICS

SECTION I - HIGH SCHOOL ATHLETICS

1. Athletic Programs Offered at East Carter High School

A. Fall Sports

Girl's

Cross Country (V)
Golf (V)
Volleyball (V, JV, FR)
Soccer (V, JV)
Cheerleading

Boy's

Cross Country (V)
Golf (V)
Football (V, JV, FR)
Soccer (V, JV)

B. Winter Sports

Girl's

Basketball (V, JV, FR)
Cheerleading

Boy's

Basketball (V, JV, FR)

C. Spring Sports

Girl's

Softball (V, JV)
Track (V)
Tennis (V, JV)

Boy's

Baseball (V, JV)
Track (V)
Tennis (V, JV)

2. East Carter High School Authorized Coaching Staff for Athletic Programs (See Attached)

3. Scheduling Policies and Guidelines for East Carter High School

- A. All scheduled athletic events must be approved by the principal and submitted to the District Athletic Director's Office.
- B. The athletic schedule shall fulfill all conference, district, and/or regional requirements as set forth by the Kentucky High School Athletic Association (KHSAA).
- C. Games should be scheduled with schools so that travel distances will be minimized.
- D. Scheduling of facilities, practice times and game times for both boys and girls shall be in keeping with applicable provisions of Title IX.
- E. Games should be scheduled to avoid conflicts of sports being scheduled on the same date at a school.
- F. Games should **not** be scheduled on Wednesdays or Sundays.
- G. No regular season games may be scheduled on a date that would require loss of school time for travel or play, unless approved by the District Athletic Director.
- H. Games should be scheduled to avoid semester ending exams.

4. Admission Prices for Athletic Events

- A. **Regular Season Athletic Events:** The following are admission prices to athletic events of the East Carter H.S. Tickets for athletic contests for which admission is charged will be sold until halftime of the last game scheduled that day.

	<u>Fall & Winter</u>	<u>Spring</u>
1. Adult Admission	\$ 5.00	\$ 4.00
2. Student Admission	\$ 3.00	\$ 2.00
3. Children (under 6 accompanied by an adult)	FREE	FREE

- B. **Special Athletic Events:** The admission prices for all special athletic events including, but not limited to, tournaments, classics, and bowl games,

1. Adult Admission \$ 5.00
2. Student Admission \$ 5.00
3. Children (under 6 accompanied by an adult)
FREE

Tickets for athletic contests for which admission is charged will be sold until halftime of the last game scheduled that day. No passes will be accepted at these events unless otherwise posted.

- C. KHSAA passes, trainer passes, administrator passes, and 16th Region referee passes are good at all regular season games.

5. Equipment and Supplies

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for inventorying equipment, supplies and uniforms.

All equipment items and supplies purchased for athletics shall adhere to the following criteria:

- A. All athletic equipment, supplies and uniforms shall be inventoried on the district's athletic inventory sheet and submitted to the Athletic Director within 30 days of the conclusion of each sports season.
- B. Coaches will maintain an accurate record of equipment/supplies purchased and include the items in the annual inventory report.
- C. Athletic uniforms for each sport will be purchased by that individual sport through their activity account and/or booster clubs. **The Gender Equity Committee has established the following rotation plan for review of the purchasing of new uniforms for each sport:**

Football - 3 years	Girls & Boys Soccer - 3 years
Volleyball - 4 years	Girls & Boys Golf - 3 years
Girls & Boys Cross Country - 4 years	
Girls & Boys Basketball - 3 years	
Softball & Baseball - 3 years	
Girls & Boys Track - 4 years	
Girls & Boys Tennis - 4 years	

- D. The quality and quantity of uniforms purchased for East Carter High School athletic teams will be the same.
- E. Coaches will submit three bids in writing from companies for uniforms and equipment to the Athletic Director and Principal if not purchased on state bid contract.
- G. All uniform and equipment purchases must be approved by the Athletic Director and Principal. Purchase order numbers will be issued by the Athletic Director. The Athletic Director will order all uniforms and major equipment purchases with approval of the Principal.
- H. Equipment purchases for like sports (basketball, softball and baseball) shall be on an equal basis. In the event equipment is shared (i.e. indoor batting cage) the monies shall be divided equally between the two sports. Each sport will have the same equal access to all equipment purchased for the use of both male and female sports.

6. Scheduling of Games and Practice Times

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for scheduling of games and practice times.

All games and practice times for athletics shall adhere to the following criteria:

- A. Head coaches will be responsible for scheduling all games, scrimmages, practice times and weight lifting with the aid of the athletic director.
(Except for Soccer & volleyball, games for these sports are scheduled by the Athletic Director.)
- B. All scheduling of games, scrimmages, practice times and weight lifting must be approved by the Athletic Director.
- C. Facilities practice times and weight lifting schedules will be scheduled with the Athletic Director's calendar of events for those facilities. These times will be scheduled so that girls/boys teams will not occupy the weight room at the same time. During basketball season the boys team will use the weight

room while girls team practices and the girls team will use the weight room while the boys team practices.

- D. Boys/Girls Basketball teams will rotate equitably on a week-to-week basis as to who practices early and late.
- E. Basketball head coaches shall insure that at least 40% of the girls' basketball games are during prime dates (Friday and Saturday).
- F. In the event of a girl/boy varsity team double header basketball game, head coaches must insure that the girls' varsity team play in the second game of the night at least half of the scheduled contests. This rotation should be conducted every other contest.
- G. All varsity basketball games shall be secured via KHSAA contract forms with KHSAA competitors so there is a balance in the number of home and away games each season.

7. Travel and Per Diem Allowances

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the travel and per diem of student athletes.

All athletic travel and per diem of student athletes shall be governed by the following criteria:

- A. The athletic department nor booster clubs will provide monies for the purchase of meals during the regular season except on trips that last longer than 1 hour. Coaches will have the option of using booster club funds or paying for the meal themselves, securing a receipt, then being reimbursed from their activity account.
- B. In the event that a team or individual makes the state tournament in their sport, the Carter Co. Board of Ed. will purchase three meals per day during the team's or individual's stay at the state contest. Meal money allocated for any team shall be \$8.00 per athlete/coach per meal. Individual players for individual sports (golf, cross country, track) will

receive an allocation of \$8.00 per athlete/coach per meal. The CCBOE will also pay for necessary rooms for players/coaches in these instances.

- C. Meals purchased by the Booster Club for athletes must equitably allocate the same amount of money for each meal for boys and girls. Money amounts for each meal must be the same for girls and boys similar sports (i.e. basketball, softball, baseball, etc.).
- D. Hotel rooms purchased by the Booster Club or paid for from that sport's activity account must equitably allocate the same amount of money for each room for boys and girls. Money amounts for each room must be the same for girls and boys similar sports (i.e. basketball, softball, baseball, etc.). Every sport shall have the opportunity for overnight trips during the regular season.
- E. The athletic department will equitably provide all transportation at the current Carter Co. Board of Education transportation rate for athletic events for male and female sports. All buses will be comparable for both male and female teams. Teams will also be given the option of using cars for transportation under the guidelines of the Carter Co. Bd. of Education.
- F. Male and female sports shall be given equitable travel opportunities for regular season tournaments, post season tournaments, out-of-region and out-of-state events. Each female and male athletic team will be given the opportunity of participating in one out-of-state contest/tournament each year. All out-of-state events must be approved by the Board of Education.
- G. Out-of-state trips must have the same equitable location for each team and/or program. For example, if the boys' baseball team wants to play in Florida, the girls' softball team must be given the same opportunity to play in Florida as well.
- H. Student athletes shall ride the athletic bus to any scheduled event. (Only exception is permission from the Athletic Director)
- I. All student athletes traveling by bus to school sponsored activities must return to the school on the same bus unless the parent or legal guardian

personally addresses the coach or other supervising school authority and takes custody of their child and signs them out with the coach.

- J. Student athletes may not be released to ride with any person other than their own parent or legal guardian unless approved in writing by the parents and coach.
- K. Student athletes with extenuating circumstances may request approval in writing for another means of transportation, by the coach, Principal or Athletic Director.

8. Coaching

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the hiring procedures, equal staffing, and education opportunities of the coaches of student athletes.

All athletic coaches of student athletes shall be governed by the following criteria:

A. The school district's Board of Education shall maintain an equitable pay scale for all coaches of male and female teams. A copy of the pay scale shall be kept by the Athletic Director.

B. The athletic department shall seek qualified adult women for coaching positions as they become available. The Site-Based Decision Making (SBDM) Council and Board of Education shall post coaching positions of female sports that specifically requests that female applicants are desired for the position. The Athletic Director shall post coaching positions on the KHSAA web site to allow a state wide posting of the position to reach more female qualified applicants. The Athletic Director shall seek out former female student athletes that are now educators and encourage them to apply for coaching positions at their alma mater.

C. The number of assistant coaches shall be equal for like teams if the number of participants is parallel for both the male team and female team.

D. The SBDM Council shall make every endeavor to hire coaches with similar levels of competence and experience for male and female teams.

E. Coaches of female and male teams shall have the same equitable opportunities to attend various clinics, in-services, conferences, and seminars.

F. The Principal, SBDM Council and Athletic Director shall maintain, when possible, a balance of on-campus/off-campus coaches for teams of both genders.

9. Locker Rooms, Practice and Competitive Facilities

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the assignment of locker rooms, practice and competitive facilities for teams of student athletes.

All locker rooms, practice and competitive facilities of student athletes shall be governed by the following criteria:

A. All locker rooms shall be assigned by the Athletic Director. All locker rooms will be provided with the same amenities (rest rooms, showers, lockable lockers and dry erase boards).

B. Locker room assignments are as follows:

Northwest Corner Locker room in the Gym:

Boys Soccer - Storage at the field
Boys Cross Country - Storage here if needed
Boys Golf - Storage here if needed
Boys Basketball - Storage here

Northeast Corner Locker room in the Gym:

Volleyball - Storage here
Girls Cross Country - Storage here if needed
Girls Golf - Storage here if needed
Baseball - Storage at end of dugouts & pressbox
Boys Tennis - Storage here if needed

Southeast Corner Locker room in the Gym:

Girls Basketball - Storage here
Girls Soccer - Storage at field
Girls Track - Storage area on track
Girls Tennis - Storage here if needed

Fieldhouse:

Football - Storage here

Boys Track - Storage area on track

Locker room attached to back of softball dugout:

Softball - Storage here and pressbox

10. Awards

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the recognition of the success and accomplishments of our student athletes.

All team and individual athletic awards shall be governed by the following criteria:

A. **Banners:** Every sport offered at East Carter High School shall have equal opportunity to have a post-season achievement banner hanging from the wall in the school's gymnasium or field. A district championship or higher or a conference championship is required for a sport or individual to have a banner.

B. **Awards & Trophies:** All trophy cases in the main entrance to the high school and gym lobby shall display all female and male KHSAA district, regional, and state winners and runners-up for all sports.

11. Medical and Training Facilities and Services

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for medical/training facilities and services for student athletes.

All medical/training facilities and services shall be governed by the following criteria:

A. All female and male student athletes have equitable access to the school's training facilities. The district employs a full time certified trainer for all sports.

B. All like sports shall have the same number of student managers for both the female and male sports.

C. Female athletes shall be given the same amount of time and schedule to access the weight room in and out of season. The weight room shall have appropriate weights and universal machines for female athletes.

12. Publicity

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for publicity for student athletes.

All publicity for athletic events shall be governed by the following criteria:

A. The ECHS cheerleading squad shall be assigned to perform at all home boys and girls basketball games. Cheerleaders will be assigned to participate at away district games for boys and girls basketball as well as other events designated by the Principal or Athletic Director. Cheerleaders will cheer all girls' and boys' post season contests for basketball.

B. The band will be assigned to play at a minimum of five home boys' basketball games and a minimum of five home girls' basketball games.

C. The Athletic Department will work with the school's Technology Department to maintain the school's Website to honor all athletic teams, both male and female.

D. Local media (radio & newspapers) will be contacted and given schedules of all athletic teams and encouraged to give equitable coverage to both male and female sports.

E. All photographs in the winter sports program and yearbook must include team photos of both male and female teams of the same and different sports.

F. All pep rallies will support teams of both genders.

G. Each East Carter High School sports team (male and female) shall receive awards at the end of their respective seasons.

13. Support Services

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for support services for student athletes.

All support services for athletic events shall be governed by the following criteria:

A. The Principal and Athletic Director shall maintain written agreement with the Booster Club that clearly define the role of the Booster Club and its relationship to the school and the school's administration. (See Appendix F)

B. The Principal and Athletic Director shall inform the Booster Club that their efforts and expenditures can cause the school to be non-Title IX compliant.

C. The Principal and Athletic Director shall insure appropriate administrative oversight of Booster Club activities and insure that there are written procedures for the Athletic Director/Principal/School Board approval for fund raising and expenditures that benefit all athletic teams.

D. The Principal and Athletic Director shall calculate and monitor the amount of money spent by the Booster Club per male athlete as compared with the amount of money spent per female athlete.

E. The Principal and Athletic Director shall meet with the Booster Club at the beginning of each school year to establish accounting, fund raising, expenditure procedures and guidelines and Title IX rules. The Athletic Director shall meet with the Booster Club as needed with concerns or to assist the club in determining their future course.

F. East Carter High School shall run all booster club monies through the High School Bookkeeper unless otherwise approved by the Principal and the Athletic Director.

14. Gender Equity Review Committee

The East Carter Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for Gender Equity Review Committee to address services for student athletes.

All gender equity review committee services shall be governed by the following criteria:

A. The Gender Equity Review Committee shall meet at least three times a year (once for fall sports, once for winter sports, and once for spring sports).

B. The Gender Equity Review Committee shall consist of the Principal, Athletic Director, a coach from a boys sport, a coach from a girls sport, a male student athlete and a female student athlete.

C. All Gender Equity Review Committee meeting minutes shall be recorded and kept in the Title IX master file.

ATHLETIC BOOSTER CLUB AGREEMENT

This agreement is entered into by and between the Carter Co. **Board of Education** (hereafter referred to as "Board) and an entity known as the **East Carter Booster Clubs** (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at **East Carter High School**.

TERMS AND CONDITIONS

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the **Carter Co. Schools**. In addition, the Booster Club acknowledges that the Board has control and management funds and all public school property in its district and may use its funds and property to promote all school public education (KRS 160.290).

2. The Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. 1681-1687, et seq.) by **East Carter High School** and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of **East Carter High School** and the Board must verify that the school complies with Title IX. 702 KAR 7:065, Section 2 (13). Accordingly, the Booster Club agrees to provide all information requested by **East Carter High School**, the Board, or the Kentucky High School Athletic Association for

purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the principal or athletic director of **East Carter High School** or the Superintendent of the **Carter Co. Schools**, adversely affect the school's or the Board ability to comply with Title IX.

3. The Booster Club shall designate a representative for purposes of communicating with and providing true and accurate information to the Board and **East Carter High School**.

4. Upon request of the principal or athletic director of **East Carter High School**, or upon request of the Superintendent of the **Carter Co. Schools**, the Booster Club shall make available a full and complete list of its members.

5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting, and all other relevant statutes and regulations, the Booster Club shall, upon the request of the principal or athletic director of **East Carter High School**, or on the request of the Superintendent of the **Carter Co. Schools**, provide a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended. In addition, if requested to do so, the Booster Club shall also provide audited financial records concerning its activities.

6. On or before **August 31st** of each new school year, the Booster Club shall advise the principal and athletic director of **East Carter High School** of all fund raising activities planned for the upcoming year. To the extent the Booster Club seeks to engage in additional fund raising activities, it shall give at least 30 days notice if the intended activity. All booster club expenditures must have PRIOR approval from the Athletic Director so as to insure proper Title IX compliance with dollars per male/female student spending.

7. The principal and athletic director of **East Carter High School** and the Superintendent of the **Carter Co. Schools** expressly reserve the right to reject any fund raising activity for any reason. The Booster Club agrees that it shall not engage in any

fund raising activity which has not been approved or which has been rejected by the principal or athletic director of **East Carter High School** or the Superintendent of the **Carter Co. Schools**.

8. By executing this document through its designated representative, all members, officers, and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this agreement to all members of the Booster Club.

** ** ** ** **
** ** ** ** **

I hereby acknowledge that I am a representative of an **East Carter** Booster Club and that I am authorized to act on its behalf. I further agree that this Booster Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the principal and athletic director of **East Carter High School** and to the Superintendent of **Carter Co. Schools** any violation or breach of this agreement.

_____ Club

BY: _____

TITLE: _____

COMMONWEALTH OF KENTUCKY COUNTY OF _____

Subscribed and sworn to before me on this the ____ day of _____, 20__, by _____.

NOTARY PUBLIC

My commission expires: _____