



Lawson, Gary <glawson@khsaa.org>

Fwd: Title IX Report recommended actions

1 message

Bilberry, Darren <dbilberry@khsaa.org>
 To: Gary Lawson <glawson@khsaa.org>

Thu, Feb 11, 2016 at 1:59 PM

----- Forwarded message -----

From: **Cecil, Greg** <greg.cecil@hart.kyschools.us>
 Date: Thu, Feb 11, 2016 at 1:56 PM
 Subject: RE: Title IX Report recommended actions
 To: "Bilberry, Darren" <dbilberry@khsaa.org>, "Taylor, Jerry" <jerry.taylor@hart.kyschools.us>, "Line, Ricky" <ricky.line@hart.kyschools.us>
 Cc: Jeanie Molloy <jmolloy@khsaa.org>, "Caven, Steve" <steve.caven@hart.kyschools.us>

Revised from conversations with Gary Lawson.

From: Cecil, Greg
Sent: Thursday, January 28, 2016 2:05 PM
To: 'Bilberry, Darren'; Taylor, Jerry; Line, Ricky
Cc: Jeanie Molloy; Caven, Steve
Subject: Title IX Report recommended actions

Travel and Per Diem Allowances—On or before March 1, 2016, the school is to submit to KHSAA an expansion of the current regulations for travel and per diem which addresses the mode of transportation (school/charter bus, board-owned vans, etc.) and parameters for equitable provision of meals and lodging for student athletes.

This item is addressed in the Athletic Handbook revision 2016 on page 5. Highlighted items.

Publicity—On or before March 1, 2016, the school is to submit to KHSAA written guidelines which address the provision of parity in relation to athletic awards and postseason banquets.

This item is addressed in the Athletic Handbook revision 2016 on pages 6-8. Highlighted items

On or before March 1, 2016, the school is to submit to KHSAA all written regulations for the oversight of booster club spending for the provision of parity which are in place at the school. This information may include copies of any documents that are used as part of this process.

This item is addressed in the Athletic Handbook revision 2016 on page 8. Highlighted items. I am submitting the HCHS Booster Club Financial Information Packet for all of our documentation.

Darren,

If you need something else, let me know. If I need to change anything please let me know.

Greg Cecil

Hart County High School Principal

From: Bilberry, Darren [mailto:dbilberry@khsaa.org]
Sent: Monday, December 21, 2015 1:53 PM
To: Taylor, Jerry; Cecil, Greg; Line, Ricky
Cc: Jeanie Molloy
Subject: Title IX Report

Attached you will find the results of the on-site field visit performed by the KHSAA Audit team on the dates as detailed on the report. It is imperative that you take careful note of all items in the report.

The attachment contains a detailed analysis of each of the opportunity and benefit areas within the athletic program based on the data previously submitted by your school representatives or collected on this important site visit. In all cases, where areas of any possible deficiency are identified, a proposed remedy or reporting requirement is detailed as well as a deadline for compliance. In addition, there are detailed comments related to a review of the forms submitted by your school and site visit notes throughout the document.




If you have specific questions or feel that you need clarification on any part of the report, feel free to contact Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org or 859-299-5472) or the audit team staff member who prepared the report as listed on the cover page.

Darren Bilberry

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3 attachments

-  **2015-2016 Booster Packet.pdf**
5625K
-  **Athletic Handbook HCHS version 2016 revised.docx**
32K
-  **Booster Expenditure Approval Form.docx**
16K

Hart County High
School
ATHLETIC HANDBOOK

POLICY AND PROCEDURES FOR
KHSAA TITLE IX COMPLIANCE

**HART
COUNTY
RAIDERS**

Hart County High School

1014 South Dixie Hwy.

Munfordville, KY 42765

Revised 2016

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Philosophy on Athletics

Athletics plays an important part in the life of Hart County High School. Young people learn a great deal from participation in athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are important parts of our athletic program. Athletic participation also plays an important part in helping students develop a healthy self-concept as well as a healthy body. Athletic competition improves school spirit and helps students develop pride in their school.

The major objective of the program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction. Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Measurements of leadership success should not be measured in terms of the tangible evidence of the victories and defeats. Instead, character, courage and integrity should be major objectives of the athletic program.

Requirements for Participation

1. Physical Examination

A yearly physical examination is required. The physical form must be completed by the physician and given to the coach prior to the first practice. The physical will cover all sports for the entire school year. A copy of the form will be kept on file in the athletic director's office.

2. Emergency Medical Authorization

Each athlete's parent and/or guardian shall complete an Emergency Medical Authorization Paper giving permission for treatment by a physician or hospital when the parent/guardian is not available.

3. Insurance

A student shall be covered by medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and that insurance must remain in force throughout the school year.

4. Scholastic Eligibility

Athletes have to be on grade level to graduate and must meet minimum grade requirements in order to participate as required by the KHSAA. Grades will be checked Thursday of each week to determine eligibility of each athlete.

5. Attendance

Student athletes shall attend school on game day unless an extenuating circumstance is approved by the athletic director, principal or designee.

6. Sportsmanship

All athletes are expected to follow and exhibit good sportsmanship traits before, during and after a contest. Should an athlete be ejected from a game, he or she will sit out a minimum of one game plus complete the Star Sportsmanship online program sponsored by the KHSAA.

7. Medical Release

If an athlete sustains an injury which causes him/her to be unable to participate, a doctor's release will be needed in order to resume participation and/or games.

Equipment and Supplies

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for inventory equipment, supplies and uniforms.

Policy Statement

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

1. All athletic equipment, supplies and uniforms shall be inventoried on the district's athletic inventory sheet and submitted to the athletic director approximately four weeks at the conclusion of each sports season.
2. Coaches will maintain an accurate record of equipment/supplies purchased by booster clubs and include the items in the annual inventory report.
3. Athletic uniforms for each sport will be purchased by **ATHLETIC, SCHOOL, and/or, BOOSTER funds**. Each team will be on a four year rotation for the purchase of new uniforms. Monies allotted for each sport's uniforms will be determined on cost and the individual need of each sport.
4. Replacement of uniforms prior to the team's turn in the four year rotation will be based on need. The entire set(s) of uniforms will not be replaced unless lost due to fire, water damage or stolen.
5. The quality and quantity of uniforms purchased for Hart County High School athletic teams will be the same.
6. All uniforms and equipment purchases must be approved by the athletic director and the principal. Purchase orders will be approved by the athletic director and given to the high school bookkeeper. The athletic director and individual coach will order all uniforms and major equipment purchases with approval of principal.
7. Equipment purchases for like sports (as listed above in #3) shall be on equal basis. In the event equipment is shared, 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.

Scheduling of Games and Practice Times

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for scheduling of games and practice times.

Policy Statement

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

1. The athletic director and head coaches will be responsible for scheduling all games, scrimmages, practice times and weight lifting.
2. All scheduling of games and scrimmages, plus practice times and use of the weight room must be approved by the athletic director.

3. Facilities practice times and weight lifting schedules will be scheduled with the athletic director. Weight room coordination will be the contact person for scheduling the weight room.
4. Male and female identical or similar sports that share facilities on an equitable basis will rotate in scheduling practice sessions week to week. If the girls' basketball practices early one week the next week the boy's teams will practice early.
5. In the event of the cancellation of school to weather (snow, flood) or other reasons, teams will rotate equitable on a day-to-day basis as to who practices when and where. This will be predetermined prior to the start of the athletic season by the head coaches. They follow the same plan as number 4.
6. Basketball head coaches and the athletic director shall insure that 40% of the girls' basketball games are during prime dates (Friday, Saturday, and Sunday.)
7. In the event of a girl/boy varsity team double header basketball game, the girls' varsity team will play the second game of the night according to KHSAA guidelines scheduled contests.
8. All volleyball, football, basketball, baseball and softball games shall be secured via KHSAA contract forms with KHSAA competitors so there is a balance in number of home and away games each season.
9. All athletic facilities usage schedules (practices, scrimmages, and games), including the gymnasium, courts, and athletic fields shall be posted in the principal's office and the athletic director's office.

Travel and Per Diem

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for the travel and per diem of student athletes.

Policy Statement

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

1. The athletic department will not provide funds for the purchase of meals during the regular season.
2. If a sports team plans to travel overnight, prior approval must be obtained from the Athletic Director, Principal, and the school board. Notification on hotel accommodations and travel arrangements must be presented to the Athletic Director in writing and receive written approval.
3. All overnight travel and per diem expenses during the regular season are the responsibility of the team. Any expense related to a KHSAA sanctioned championship event will be paid from athletic department funds. The athletic department will assist coaches in securing lodging reservations and credit card authorizations from the hotel in question. The Athletic Director will monitor/approve meal and lodging reservations/expenses to ensure equivalency of benefits. The meal funds can be obtained from the bookkeeper in the form of a check drawn from the team activity account. Upon return, all remaining funds and itemized receipts will be turned into the bookkeeper for reconciliation. Teams are also responsible for lodging and per diem for bus drivers except during state championships.
4. The athletic department will provide equitably all transportation for athletic events for male and female sports. All buses will be comparable for both male and female teams. Buses or vans

owned by the Hart County School System will be used for transportation. If any other carrier is used, it must be approved by the athletic director and principal.

5. 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.
6. The head coach shall submit travel requests for bus transportation to the Athletics Director prior to the start of the competition season. Any additional request must be made one week in advance before transportation is required.
7. Student athletes shall ride the transportation to any scheduled event if provided. Students may not drive themselves or other athletes to athletic events. Student athletes with extenuating circumstances may request approval from the principal or designee for another means of transportation.
8. 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.
9. Student athletes may be released to ride with a person designated on the school pickup list housed in the school database. It is the player/parent's responsibility to provide the coach with a print-out of approved pick up list from the school.

Coaches

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for the hiring procedures, equal staffing and education opportunities of the coaches of student athletes.

Policy Statement

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

1. 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 scales shall be placed in the permanent Title IX File.
2. The athletic department shall seek qualified adult women for coaching positions as they become available. The athletic director shall seek out former female student athletes that are now educators and encourage them to apply for coaching positions in the school system.
3. The number of assistant coaches shall be equal for the like teams if the number of participants is parallel for both the male team and the female team.
4. The athletic department shall make every endeavor to hire coaches with similar levels of competence and experience for male and female teams.
5. Coaches of female and male teams shall have the same equitable opportunities to attend various clinics, in-services, conferences and seminars.
6. The principal, SBDM Council, and athletic director shall maintain, when possible, a balance of on-campus/off-campus coaches for teams of both genders.

Locker Rooms, Practice, Competitive Facilities and Awards

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for the assignment of locker rooms, practice and competitive facilities for teams of student athletes.

Policy Statement

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

1. **Banners:** Every sport offered at Hart County High School shall have the opportunity for an achievement banner hanging in the high school gymnasium. Qualifications for earning a banner will be winning a district, region or state title. Individual state champions will be recognized with a separate plaque. The plaque will list their name, event, and year of the championship (i.e. track and field, golf, cross-country, and tennis) and will be posted in the Athletic Complex.
2. **Awards and Trophies:** All trophy cases in the gym and main hall shall display all female and male KHSAA district, regional, and state winners and runners-up for all sports.
3. All locker rooms, practice and competitive facilities shall be assigned by the athletic director. All locker rooms will be provided with the same amenities (rest rooms, showers, lockable lockers.)

Medical/Training Facilities and Services

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for medical/training facilities and services for student athletes.

Policy Statement

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

1. All female and male student athletes have equitable access to the school's nurse. Coaches shall be responsible for taping student athletes when a certified trainer is not available.
2. The weight room shall contain appropriate instructional weight lifting demonstration posters for both female and male athletes and decorated in a manner suitable for both sexes.
3. Scheduled use of the weight room shall take place through the weight room coordinator. Female sports will be given equitable scheduled times to use the facility.

Publicity

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for publicity of athletic programs.

Policy Statement

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

1. The HCHS cheerleading squad shall be assigned to perform at all home boys' and girls' basketball games and all home football games. All cheerleaders will cheer at all district away games. Cheerleaders will cheer at ALL girls' and boys' post-season contests for basketball and football.
2. The band will play at home boys' basketball and girls' basketball doubleheader games and all home football games.
3. Local media (radio and newspaper) will be contacted and given schedules of all athletic teams and encouraged to give equitable coverage to both male and female sports.
4. All pep rallies will support teams of both genders.
5. Student awards: Trophies and awards shall be provided to the team members by the athletic department. The athletic department will provide \$5.00 per player up to \$200.00 for banquet meals. The athletic department will allocate up to \$200.00 for trophy or plaque expenses per team.
6. Academic Awards Certificates for all male and female sports are provided by the KHSAA.
7. Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for athletic awards.
8. The athletic director shall make the community and school district aware of the athletic department's efforts and accomplishments to achieve the intent and spirit of Title IX through reports to the SBDM Council, board of education, and local media.

Support Services

Policy Statement

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

1. All coaches shall be assigned an office with office space for various records and assignments including the HCHS Title IX Manual.
2. The HCHS principal and athletic director shall maintain written agreements with all booster clubs that clearly define the role of the booster club and its relationship to the school and the school's administration.
3. All booster clubs shall be informed that their efforts and expenditures can cause the school to be non-Title IX compliant.
4. All booster clubs are required to submit a yearly budget to the principal by July 15th for approval (form F-SA-4B).
5. All booster club and athletic program fundraising opportunities must be approved by the building principal (form F-SA-2A).
6. Booster club expenditures that exceed \$2,000 must be pre-approved by the Athletic Director to ensure gender equity in spending across athletic programs. The booster club

president shall submit an Expenditure Approval Form to the Athletic Director prior to the expense.

7. The principal and the athletic director shall calculate and monitor the amount of money spent by booster clubs per male athlete as compared with the amount of money spent per female athlete.
8. The HCHS principal and/or the athletic director shall meet with the booster clubs 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 booster clubs as needed with concerns or to assist the club in determining their future course.
9. HCHS shall establish and maintain one booster club per sport as needed. The following booster clubs are established at HCHS:

*HCHS Football

*HCHS Girls Basketball

*HCHS Girls & Boys soccer

*HCHS Archery

*HCHS Baseball

*HCHS Softball

*HCHS Boys Basketball

Tutoring

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide guidelines and procedures for tutoring services for all student athletes.

Policy Statement

All tutoring services shall be governed by the following criteria:

1. All members of the athletic department shall encourage an attitude amongst student athletes that academics come first.
2. All student athletes, male and female, shall be given an opportunity to attend tutoring when offered by the high school.

Gender Equity Review Committee

Policy

The Hart County High School Athletic Department shall adopt an equitable policy to provide a gender equity review committee to address services for all student athletes.

Policy Statement

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

1. 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 prior to March).
2. The gender equity review committee shall consist of students, teachers, coaches, parents, principals, the athletic director, and any board of education members.
3. All gender equity review committee minutes shall be recorded and kept in the Title IX master file.

Date Adopted: _____

Athletic Director: _____

Principal: _____