

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

(For schools re-visited during the 2006-2007 school year)

School: **Grant County High School**  
 Prepared By: **Martha Mullins**  
 Date of Re-Visit: **November 9, 2006**  
 Telephone Number of Reviewer: **(859) 299-5472**  
 Reviewed By: **Larry Boucher**

**1. Completed Required Forms**

- Verification of Forms (Form GE-50) Yes  No   
 N/A Omitted from official mailing
- 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>X</b>	B	History and Continuing Practice Of Programs Expansion
	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:** The school met the requirements for Test 2 in the past three years with an average of 40% increase in girls' participation.

- 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:** Over a five-year period a strong interest in girls' swimming and tennis was registered on the student survey. Averages: Swimming---127; Tennis---71

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
Accommodation of Interests and Abilities	X		The school met the standard for compliance on Test 2.
Equipment and Supplies	X		It is recommended that volleyball apparel be reviewed for quantity and quality.
Scheduling of Games and Practice Time	X		The school met the KHSAA requirement for scheduling girls' basketball HOME games on prime dates for 2006-2007.
Travel and Per Diem Allowances	X		It was not clear whether a policy on providing meals or snacks on AWAY trips was in place.

<b>Coaching</b>	<b>X</b>		For coaches of girls' sports who lack a depth of experience, school personnel were advised to provide opportunity for professional development as a tool in developing better success and school pride.  A means of communication between off-campus coaches and student-athletes during the school day outside of practice time should be initiated.
<b>Locker Rooms, Practice and Competitive Facilities</b>	<b>X</b>		The school completed its plan to construct a softball field on campus. It was suggested that school personnel try to secure more convenient storage for volleyball court equipment.
<b>Medical and Training Facilities and Services</b>	<b>X</b>		Additional space has been allocated for weight training since the original on-site audit. It was recommended that school personnel provide more appropriate decor for the spaces available to female athletes for motivational purposes.
<b>Publicity</b>		<b>X</b>	With the exception of two basketball tournament programs and a softball guide, printed materials to promote and publicize girls' sports were not available.
<b>Support Services</b>		<b>X</b>	A listing of items missing from the school's permanent Title IX file were provided to school personnel.  School personnel were advised that greater clarity on oversight of booster purchases by administrative staff was needed.
<b>Athletic Scholarships</b>	<b>X</b>		Equitable policies and procedures for awarding B.J. Toll scholarships have been generated.
<b>Tutoring</b>	<b>N/A</b>		
<b>Housing and Dining Facilities and Services</b>	<b>X</b>		
<b>Recruitment of Student Athletes</b>	<b>N/A</b>		

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

Focus was on providing more opportunities for girls' participation, on the construction of a softball field on campus, and generating operational policies and procedures for athletics. Considerable progress has been made towards these goals since the original on-site visit.

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

Although improvement in administrative oversight was noted, further development in this area was indicated.

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

None

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

**By January 15, 2007**, school personnel will forward a copy of written policies generated to cover the following:

:

- A. awards and recognitions; policies currently in place should be expanded to include lettering, banners, and banquets.
- B. scheduling of competition
- C. scheduling of facilities
- D. per diem for AWAY competition
- E. special trips taken by athletic teams
- F. materials provided by the school or boosters for publicity and promotion of all sports

In addition, the current policies on fiscal management should be reviewed to ensure that purchases and other expenditures to be made by booster groups are noted by the school principal before final approval. Attach the results of the review to the list of policies submitted on the above date.

**By April 15, 2007**, as a part of the annual Title IX report, school personnel will note on the bottom of Form T-3 what steps were taken to address the interest recorded by female students in swimming and tennis.

6. **Observed Deficiencies in Overall Girls and Boys Athletics Programs**  
Although improvement in administrative oversight was noted, further development in this area was indicated.
7. **KHSAA Recommended Action in relation to new deficiencies**  
None
8. **KHSAA Recommended Action in relation to reoccurring deficiencies**  
**By January 15, 2007**, school personnel will forward a copy of written policies generated to cover the following:

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**By April 15, 2007**, as a part of the annual Title IX report, school personnel will note on the bottom of Form T-3 what steps were taken to address the interest recorded by female students in swimming and tennis.

## 9. PERSONNEL IN ATTENDANCE AT AUDIT MEETING

High School Title IX Coordinator: Scott Shipp

District Level Title IX Coordinator: Phyllis Case

Name	Title	Telephone
Kenneth Gray	Deputy Superintendent	859-824-2848
Phyllis Case	Director of Special Testing Services	859-824-3323
Scott Shipp	Athletics Director	859-824-9739
Marlin Gregg	Assistant Principal	859-824-9739
Bert Richey	Head Coach, Girls' basketball	859-824-9739
Lance Robinson	Head Coach, Boys' Golf	859-824-9739
Lisa M'Intosh	Instructional Aide; Parent	859-824-9739
Leslie Garnett	Student-athlete	859-428-0415
Josh Shipp	Student-athlete	859-824-7251
Tracy Goe	Member, School Board	859-824-6739
Fran Edwards	KHSAA Auditor	859-299-5472
Martha Mullins	KHSAA Auditor	859-299-5472

### 10. Comments

As stated earlier, school personnel have made steady advancement in meeting goals set for meeting compliance standards. A cooperative and positive attitude of the Gender Equity Review Committee was obvious. Central administration appeared to be in solid support of the athletics program and to take pride in the school's accomplishments.

The Committee meeting adjourned at 5:00 pm.

The public meeting did not materialize.



**KHSAA**  
**Title IX Audit Visit**  
**Sign In Sheet**

School: Grant County

Date of Visit: Nov. 9, 2006

41035

High School Title IX Coordinator: Scott Shipp 715 Warsaw Rd. Dry Ridge, Ky  
 Name Address Phone

District Level Title IX Coordinator: Phyllis Case 820 Arnie Risen Blvd. Williamstown, Ky 41097  
 Name Address Phone

**Personnel in Attendance at Audit Meeting**

**PLEASE PRINT**

Name	Title	Phone Number
<u>Kenneth Gray</u>	<u>Dept. Supt.</u>	<u>859-824-2848</u>
<u>Scott Shipp</u>	<u>Athletic Director</u>	<u>859-824-9739</u>
<u>Phyllis Case</u>	<u>Director of Special Test. Services</u>	<u>859-824-3323</u>
<u>Marlin Gregg</u>	<u>Assistant Principal</u>	<u>859-824-9739</u>
<u>Bert Richey</u>	<u>Head Girls Basketball Coach</u>	<u>859-824-9739</u>
<u>Lance Robinson</u>	<u>Boys Golf Coach</u>	<u>859-824-9739</u>
<u>LTA M'Quish</u>	<u>Inst. Aide / Parent Rep.</u>	<u>859-824-9739</u>
<u>Leslie Garnett</u>	<u>Student Athlete</u>	<u>859-428-0415</u>
<u>Josh Shipp</u>	<u>Student Athlete</u>	<u>859-824-7251</u>
<u>Tracy Goe</u>	<u>Board member</u>	<u>859-824-6739</u>
<u>Mathie Mullin</u>	<u>KHSAA Auditor</u>	<u>859-299-5472</u>
<u>FRAN EDWARDS</u>	<u>KHSAA Auditor</u>	<u>859-299-5472</u>

**Martha Mullins**

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**From:** "Martha Mullins" <martha.mullins@insightbb.com>  
**To:** "Shipp, Scott" <Scott.Shipp@Grant.kyschools.us>  
**Sent:** Friday, November 10, 2006 11:56 AM  
**Subject:** Re: Title IX audit

Great! Thanks for the update...we probably need to look at that audit letter again. Good job yesterday.  
Martha Mullins

----- Original Message -----

**From:** Shipp, Scott  
**To:** martha.mullins@insightbb.com  
**Sent:** Friday, November 10, 2006 8:00 AM  
**Subject:** Title IX audit

Martha,

I wanted to comment to you about not having the **Annual Report from 2000-2001** as I kept thinking about this last night I came in and read the original memorandum from KHSAA notifying me of the audit it says in that letter we needed years from 2001-2002 to 2005-2006 that is why I did not have that included with the information yesterday. I looked in the file and I do have that year.

Thanks,

Scott Shipp  
Grant County High School  
Jobs for America's Graduates  
Athletic Director

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## PROPOSALS TO KHSAA

Grant County High School will choose cheerleaders in the following manner:

- Each spring GCHS will hold a mini clinic and tryout under the direction of the cheerleading coordinator.
- Clinic and tryouts will be closed to everyone except judges, cheerleading coaches, and the students trying out.
- There will be one varsity squad chosen and one junior varsity squad chosen based upon composite scores from clinic and tryouts.
- Score sheets are kept on each student and turned in to the Athletic Director following announcement of the two squads.
- The cheerleading coordinator will gather all team schedules and make a cheerleading assignment that meets KHSAA regulations (i.e. the varsity cheerleaders will cheer an equal number of boys and girls varsity games during the fall and winter seasons). The junior varsity squad will cheer an equal number of junior varsity boys and girls games during the fall and winter seasons. This schedule will be kept by the Athletic Director in the Title 9 file for each year.
- The varsity squad will be chosen from the highest scores and the junior varsity squad will be chosen from the remaining scores.
- There will be only one tryout period per year.
- During KAPOS competition the varsity and junior squad will alternate within the KAPOS division.

### Prime Time Contests/Girls Basketball

During the 2000/2001 season the girls basketball scheduled 20 regular season games with two tournaments which made a total of 24 games. Of these 24, 3 were on Friday, 3 were on Saturday and 4 were in tournaments which played both Friday and Saturday nights. Ten of the 24 games means 42% of games were in prime time. This compares to 62% for the boys during the same time period and to 21% for girls the previous year.

The goal of the 2001-2002 season is to reduce the boys playing on Friday and Saturday night and increase girls playing on these nights to an equal percentage. We are working on our schedule at this date.

### Equipment and Supplies

Grant County High School has developed a 5-year plan for the purchase of uniforms. A survey of coaches was taken and using this information the following rotation will be implemented for the purchase of uniforms:

2001-02 Volleyball  
Football  
2002-03 Basketball (B&G)  
2002-04 Track  
Cross Country  
Soccer  
2004-05 Softball (FP & SP)  
Baseball

Golf shirts will be purchased each year and kept by the athletes.

Shoes will not be purchased by the school or booster accounts.

Beginning in 2001-2002 each athlete will be provided a new practice uniform (shorts and shirt) except football and golf. Football will use older uniforms to practice in. These practice uniforms will be on the same purchase rotation as the game uniforms.

#### Travel and Per Diem/Housing and Dining

Beginning with the 2001-2002 season no athlete will be provided meals for pre game or post game – home or away at school or booster expense.

Tournaments, bowl games, and special occasions may be exempted by approval of the Athletic Director.

LB:lwm  
3/28/01

## ATHLETIC POLICY

School District: Grant County

School: Grant County High School

(06 -2007) Fiscal Spending by Booster Clubs

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Each booster club representing a sports team @ Grant County High School must follow the following guidelines when purchasing items for sports teams.

- 1.) Each head coach must request items to be purchased by a booster organization.
  - 2.) The booster club will meet to vote on the items requested by the head coach.
  - 3.) After approval is given by the boosters club. The president of the booster club must give a **Booster Club Expense Form** to the Athletic Director and Principal for approval.
  - 4.) After approval from the Athletic Director and Principal the requested items can be purchased.
- 

6-11-07

*Revised  
6/22/07*

*OK*

**BOOSTER CLUB EXPENSE FORM**

1. NAME OF CLUB \_\_\_\_\_
2. AMOUNT OF EXPENSE \_\_\_\_\_
3. REASON FOR EXPENSE \_\_\_\_\_

SIGNATURE OF CLUB PRESIDENT \_\_\_\_\_

\_\_\_\_\_ APPROVED

\_\_\_\_\_ NOT APPROVE

REASON FOR NOT APPROVING

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF SCHOOL OFFICIAL \_\_\_\_\_

SIGNATURE OF HEAD COACH \_\_\_\_\_

**Martha Mullins**

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**From:** "Martha Mullins" <martha.mullins@insightbb.com>  
**To:** "Shipp, Scott" <Scott.Shipp@Grant.kyschools.us>  
**Sent:** Monday, February 05, 2007 3:54 PM  
**Subject:** Re: Grant County

Good. Now, just write a general policy statement about booster purchases or expenditures having to have prior approval from the booster club president or designee, the head coach, and the athletic director. Since the principal is the person who is ultimately responsible for compliance with Title IX standards, there should be some means built into the policy that requires her/his review, perhaps with expenditures over a certain amount. It is an element in the approval process that needs some thought.

Best wishes, M. Mullins

----- Original Message -----

**From:** Shipp, Scott  
**To:** Martha Mullins  
**Sent:** Monday, February 05, 2007 1:37 PM  
**Subject:** RE: Grant County

Martha,

This is a copy of the booster expense form that I use for each booster to get approved from me and head coach before they spend any money.

thanks,

Scott Shipp

Grant County High School

Jobs for America's Graduates

Athletic Director

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**From:** Martha Mullins [mailto:martha.mullins@insightbb.com]  
**Sent:** Monday, February 05, 2007 1:30 PM  
**To:** Shipp, Scott  
**Subject:** Re: Grant County

I think you have some policies on fiscal management already in place, Scott. Just review and edit those to make sure it is clear that boosters must get approval of expenditures before they are made, otherwise the school would not be in a position to monitor expenditures in terms of Title IX compliance until after the fact.

After the review has been done, attach a statement to the annual report saying the review has taken place, what the school found, and what changes were made as a consequence. Since the principal has to sign off on the annual report, that would certify the review.

I hope this answers your question. Let me know if you have others.

| ----- Original Message -----

**From:** Shipp, Scott  
**To:** martha.mullins@insightbb.com  
**Sent:** Monday, February 05, 2007 10:55 AM  
**Subject:** Grant County

Martha,

I did receive your voice mail the other day I think that what you ask for I over looked on the report. I think what is in question is as follows:

**In addition, the current policies on fiscal management should be reviewed to ensure that purchases and other expenditures to be made by booster groups are noted by the school principal before final approval. Attach the results of the review to the list of policies submitted on the above date.**

Question - Should this **fiscal management** document be put into a policy form as my other written policies were?

Please advise,

Scott Shipp  
Grant County High School  
Jobs for America's Graduates  
Athletic Director

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**Martha Mullins**

**From:** "Martha Mullins" <martha.mullins@insightbb.com>  
**To:** "Shipp, Scott" <Scott.Shipp@Grant.kyschools.us>  
**Sent:** Thursday, January 04, 2007 12:30 PM  
**Subject:** Re: Grant County

Scott, thank you for contacting me to clarify what is to be addressed with this policy.

As you know, one of the factors in meeting compliance standards for T9 is (1) providing publicity, and (2) promoting attendance at the competitions of the underrepresented sex, ie. girls. In order to do that, an overall policy on what types of publicity materials can be provided for teams and how promoting attendance at any and all competitions can be accomplished should be generated.

What was asked for in the report is a statement on what materials will be or can be provided (schedule cards, game programs, media guides, tournament programs, posters, etc.) for teams from any source (the school, the Board, the coach, the booster club, etc.). Having a central policy better insures that girls' teams are being treated equitably. It would then be up to school personnel and the Gender Equity Review Committee to utilize the policy to either require certain materials be provided or to put a limit on what can be distributed in the way of publicizing or promoting a sport.

The policy should be flexible enough to allow for extra promotion for a new sports team (which more than likely would be a girls' team) or for special competition, ie. tournaments.

Certainly school personnel are in a better position to know what is needed at the school in order to accomplish promotion of girls' sports and parity at the same time than outside insight. I hope this is helpful to you. If not, keep contacting me as long as my insight is helpful.

Best wishes.

----- Original Message -----

**From:** Shipp, Scott  
**To:** martha.mullins@insightbb.com  
**Sent:** Thursday, January 04, 2007 10:25 AM  
**Subject:** Grant County

Martha,

I have been working on the responses to my Title IX re-visit report and I am having trouble understanding one of the policies I need to generate for the report.

The one in question is page 4 **F. materials provided by the school or boosters for publicity and promotion of all sports**

If you could give me some direction on where to start with this policy.

Thanks,

Scott Shipp  
 Grant County High School  
 Jobs for America's Graduates  
 Athletic Director

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3/2/2007

## Martha Mullins

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**From:** "Martha Mullins" <martha.mullins@insightbb.com>  
**To:** "Shipp, Scott" <Scott.Shipp@Grant.kyschools.us>  
**Sent:** Friday, January 19, 2007 3:54 PM  
**Subject:** Follow-up, athletic policies submitted to KHSAA

Scott, here are my thoughts on the policies you submitted after I reviewed them.

### AWARDS

1. Since some teams are small, under "Trophies" perhaps stating "up to ten" would be clearer?
2. Under "Letters and bars", think about adding these two sentences in the beginning:  
 Letters or bars may be awarded for participation on varsity , junior varsity, or freshman teams. Team members who are not players will be considered for school letters or bars.  
 Then, as a last sentence add:  
 The head coach will determine recipients.
3. You might want to say "opportunity to hold an end of the year banquet or comparable function", to cover those teams who may want to make it a different type of gathering.  
 An important feature of banquets besides the food and the place it is held is the presence of the athletic director, the principal , the superintendent, or other significant administrators. That shows the importance of the occasion. That is something to keep in mind as functions are planned, particularly events other than banquets. You want to make sure that there is enough formality and structure to off-set any informality of the food or of the place the function is held.  
 Are the letters/bars and trophies given out at the banquet? Make sure however they are presented that the "ceremonies" are equivalent.
4. Under "Contest limitations" in the scheduling policy, why not strike out "In non-revenue sports". You might be speaking of girls' sports more than boys' in that regard.
5. Under "Food Expense", there should be a statement on the school's position on the subject of provision of food for athletes by the school, to include any and all situations. Then 1.) and 2.) would follow.  
 Regarding 2.), has the school thought of using as a limitation the standard rate for reimbursement of expenses used by the state for employees? That way it would be tied to something readily acceptable. That might be discussed.

At its winter meeting the Gender Equity Review Committee should discuss these policies and the review suggestions before they are finalized. The Committee is a good sounding board for such matters.

Good job, Scott...best wishes.



# Grant County High School

715 Warsaw Road  
Dry Ridge, Kentucky 41035  
(859) 824-9739  
Fax (859) 824-9756

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Tracey Lamb  
Principal  
Barbara Gutman  
Secretary

Marshall W. Iseral  
Assistant Principal  
Linda Moore  
Secretary

Marlin Gregg  
Assistant Principal  
Cymantha Colson  
Attendance Secretary

Gay Napier  
Guidance Counselor  
Theresa Herald  
Guidance Counselor  
Jodi Mulligan  
Guidance Counselor  
Velma Bowen  
Guidance Secretary

Beth Conrad  
Financial Director

To: KHSAA

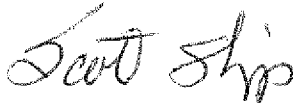
From: Scott Shipp – Grant County High School Athletic Director

Date: 1/12/2007

Re: Title IX Revisit Audit recommended action

Enclosed are the recommended policies that were created due to the Title IX audit recommendations. Please let me know should you need any other items related to the Title IX audit.

Respectfully,



Scott Shipp – Athletic Director  
Grant County High School

## **ATHLETIC POLICY**

School District: Grant County

School: Grant County High School

(01-2007) Publicity and Promotion of all Sports

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- 1.) The athletic director or head coach will send all girl's and boy's schedules to the local news outlets.
  - 2.) All girl and boy games are posted on the school announcements and Braves report each day.
  - 3.) For each fall, winter, and spring sports the athletic director works directly with the local sports editor to create a sports preview with pictures, schedules, and articles about each girl and boy team.
  - 4.) The athletic director will work with local cable TV network to insure the equal amount of games for girl and boy basketball games to be replayed for local cable TV network.
  - 5.) Each head coach will be responsible for reporting girls and boys scores to news outlets.
  - 6.) Each head coach will be responsible for reporting girls and boy stats to news outlets.
  - 7.) Each head coach will make arrangements for player interviews after each contest with local news.
  - 8.) Each head coach and booster club must have all schedule card, game programs, media guides, tournament programs, and posters approved through athletic director before these items are produced. Each sport promotional item produced for a team must be given to athletic director to be kept on file. The athletic director will insure that both girls and boys teams are promoted equally.
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1-10-06

## **ATHLETIC POLICY**

School District: Grant County

School: Grant County High School

(01-2007) Food expenses for away games  
Special trips taken by athletic teams

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### **FOOD EXPENSE**

- 1.) All team meals will be paid by the coach in charge from cash advance from team athletic funds. Should boosters club be paying for food the purchase must be pre-approved by the athletic director and receipt for food is turned into athletic director. Each head coach will turn in all meal receipt and excess such to the athletic director or financial director immediately upon return to school.
- 2.) Meals will be limited to \$30.00 a day per traveling member, plus tips.

### **SPECIAL TRIPS**

All over night trips in excess of 150 miles must be pre-approved by the Grant County Board of Education. All over night trips less than 150 miles must be approved by the school principal.

- 1.) Each head coach taking an over night trip must turn into the athletic director a itemized budget of trip and travel report detailing dates and times of trip.
  - 2.) Each head coach shall give each parent a travel report and contact emergency numbers before trip.
  - 3.) Make arrangements for direct billing, or determine if credit cards are necessary.
  - 4.) If direct billing is possible, the hotel/motel may request a letter from your school administration. If this is the case, determine if you can bring that letter with you and present it upon check-in. In all direct billing cases, keep a copy of the letter of authorization in case the original has been misplaced.
  - 5.) Indicate the schools tax free number. Submit a purchase order from school as proof of status and, if possible, pay the bill with a school check. Determine exact amount of bill in advance.
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1-1-07

## ATHLETIC POLICY

School District: Grant County

School: Grant County High School

(01-2007) Scheduling of Events

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### **A. Responsibility of Scheduling**

The head coach is responsible for scheduling all interscholastic contests for each team within the athletic program.

- 1.) The head coach shall consult the athletic director to discuss teams to be scheduled at all levels of the respective program.
- 2.) In some instances, the athletic director may schedule game contests in the absence of the head coach.
- 3.) The head coach is responsible for scheduling all scrimmages.
- 4.) The athletic director approves and signs all game contracts.

### **B. Contest Limitations**

- 1.) Each head coach must schedule no more games than allowed by KHSAA Bylaw 25. Each number of allowable games is covered in the KHSAA handbook under Bylaw 25.
- 2.) In non-revenue sports, the athletic director reserves the right to limit the number of contests in time of financial crisis.

### **C. District Seeding Commitments**

- 1.) District schedules drawn up by the athletic administrators and approved by the district principals shall be played in their entirety. Any district seeded games postponements shall have priority over other scheduled contest.
- 

1-1-07

## **ATHLETIC POLICY**

School District: Grant County

School: Grant County High School

(01-2007) Guidelines for scheduling facilities

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- A.) All scheduling of facilities will be scheduled through Assistant Principal of Athletics.
  - B.) All practice schedules will be equitably developed by the varsity head coach and approved by the athletic director.
  - C.) All game schedules will be developed by the varsity head coach and approved by the athletic director. The athletic director will input all home games into Assistant Principal calendar.
  - D.) All weight room schedules will be equitably developed by the head football coach and given to the athletic director for approval.
- 

1-1-07

# ATHLETIC POLICY

School District: Grant County

School: Grant County High School

(01 – 2007) Guidelines for purchasing athletic awards, trophies, letters, bars, banners, and banquets.

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## A. Guidelines

All extracurricular sports purchasing awards, trophies, letters, bars, banners, and banquets for teams must follow guidelines listed below. All awards must be approved by Athletic Director before purchase is processed.

- A. Boosters may only contribute to awards by giving annually to the B.J. Toll Scholarship fund of \$250.00 per year.
- B. **Trophies:** Each team coach may purchase trophies for student athletes for end of the year banquet not to exceed \$15.00 per award. Each Head Coach will only purchase 10 Varsity, 10 Junior Varsity, and 10 Freshman awards. The Athletic Director will make sure each girls and boys awards are even in numbers purchased and cost.
- C. **Letters and bars:** Each student athlete receiving a letter or bar must have participated in at least 40% of games at the Varsity, Junior Varsity, and Freshman level.
- D. **Banners:** All banners purchased for teams will have qualified for a KHSAA sanctioned tournament. Each banner will be permanently displayed in the Grant County High School gymnasium.
- E. **Banquets:** Each sports team at Grant County High School will have the opportunity to hold an end of year banquet.

Each head coach will work with each booster organization to organize the banquet each year. Boosters may only purchase meat for banquet with the rest being by covered dish or by outside donations to cover the cost of food for banquet.

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1-1-07

*Final  
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## **ATHLETIC POLICY**

School District: Grant County

School: Grant County High School

(01-2007) Publicity and Promotion of all Sports

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- 1.) The athletic director or head coach will send all girl's and boy's schedules to the local news outlets.
  - 2.) All girl and boy games are posted on the school announcements and Braves report each day.
  - 3.) For each fall, winter, and spring sports the athletic director works directly with the local sports editor to create a sports preview with pictures, schedules, and articles about each girl and boy team.
  - 4.) The athletic director will work with local cable TV network to insure the equal amount of games for girl and boy basketball games to be replayed for local cable TV network.
  - 5.) Each head coach will be responsible for reporting girls and boys scores to news outlets.
  - 6.) Each head coach will be responsible for reporting girls and boy stats to news outlets.
  - 7.) Each head coach will make arrangements for player interviews after each contest with local news.
  - 8.) Each head coach and booster club must have all schedule card, game programs, media guides, tournament programs, and posters approved through athletic director before these items are produced. Each sport promotional item produced for a team must be given to athletic director to be kept on file. The athletic director will insure that both girls and boys teams are promoted equally.
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1-10-07



## **ATHLETIC POLICY**

School District: Grant County

School: Grant County High School

(01-2007) Guidelines for scheduling facilities

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- A.) All scheduling of facilities will be scheduled through Assistant Principal of Athletics.
  - B.) All practice schedules will be equitably developed by the varsity head coach and approved by the athletic director.
  - C.) All game schedules will be developed by the varsity head coach and approved by the athletic director. The athletic director will input all home games into Assistant Principal calendar.
  - D.) All weight room schedules will be equitably developed by the head football coach and given to the athletic director for approval.
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1-1-07

## ATHLETIC POLICY

School District: Grant County

School: Grant County High School

(01-2007) Food expenses for away games

Special trips taken by athletic teams

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### FOOD EXPENSE

- 1.) All team meals will be paid by the coach in charge from cash advance from team athletic funds. Should boosters club be paying for food the purchase must be pre-approved by the athletic director and receipt for food is turned into athletic director. Each head coach will turn in all meal receipt and excess such to the athletic director or financial director immediately upon return to school.
- 2.) Meals will be limited to \$30.00 a day per traveling member, plus tips.

### SPECIAL TRIPS

All over night trips in excess of 150 miles must be pre-approved by the Grant County Board of Education. All over night trips less than 150 miles must be approved by the school principal.

- 1.) Each head coach taking an over night trip must turn into the athletic director a itemized budget of trip and travel report detailing dates and times of trip.
  - 2.) Each head coach shall give each parent a travel report and contact emergency numbers before trip.
  - 3.) Make arrangements for direct billing, or determine if credit cards are necessary.
  - 4.) If direct billing is possible, the hotel/motel may request a letter from your school administration. If this is the case, determine if you can bring that letter with you and present it upon check-in. In all direct billing cases, keep a copy of the letter of authorization in case the original has been misplaced.
  - 5.) Indicate the schools tax free number. Submit a purchase order from school as proof of status and, if possible, pay the bill with a school check. Determine exact amount of bill in advance.
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## **ATHLETIC POLICY**

School District: Grant County

School: Grant County High School

(01-2007) Scheduling of Events

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### **A. Responsibility of Scheduling**

The head coach is responsible for scheduling all interscholastic contests for each team within the athletic program.

- 1.) The head coach shall consult the athletic director to discuss teams to be scheduled at all levels of the respective program.
- 2.) In some instances, the athletic director may schedule game contests in the absence of the head coach.
- 3.) The head coach is responsible for scheduling all scrimmages.
- 4.) The athletic director approves and signs all game contracts.

### **B. Contest Limitations**

- 1.) Each head coach must schedule no more games than allowed by KHSAA Bylaw 25. Each number of allowable games is covered in the KHSAA handbook under Bylaw 25.
- 2.) The athletic director reserves the right to limit the number of contests in time of financial crisis.

### **C. District Seeding Commitments**

- 1.) District schedules drawn up by the athletic administrators and approved by the district principals shall be played in their entirety. Any district seeded games postponements shall have priority over other scheduled contest.
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1-1-07

# ATHLETIC POLICY

School District: Grant County

School: Grant County High School

(01 – 2007) Guidelines for purchasing athletic awards, trophies, letters, bars, banners, and banquets.

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## A. Guidelines

All extracurricular sports purchasing awards, trophies, letters, bars, banners, and banquets for teams must follow guidelines listed below. All awards must be approved by Athletic Director before purchase is processed.

A. **Boosters** may only contribute to awards by giving annually to the B.J. Toll Scholarship fund of \$250.00 per year.

B. **Trophies:** Each team coach may purchase trophies for student athletes for end of the year banquet not to exceed \$15.00 per award. Each Head Coach will only purchase up to ten awards for Varsity, Junior Varsity, and freshmen. The Athletic Director will make sure each girls and boys awards are even in numbers purchased and cost.

C. **Letters and bars:** Letters or bars may be awarded for participation on varsity, junior varsity, or freshman teams. Team members who are not players will be considered for school letters or bars. Each student athlete receiving a letter or bar must have participated in at least 40% of games at the Varsity, Junior Varsity, and freshman level. The head coach will determine recipients.

D. **Banners:** All banners purchased for teams will have qualified for a KHSAA sanctioned tournament. Each banner will

be permanently displayed in the Grant County High School gymnasium.

- E. **Banquets:** Each sports team at Grant County High School will have the opportunity to hold an end of year banquet or comparable function. Each head coach will work with each booster organization to organize the banquet each year. Boosters may only purchase meat for banquet with the rest being by covered dish or by outside donations to cover the cost of food for banquet.
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1-1-07