



Kentucky High School Athletic Association
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

TO: Superintendent, Principal and Athletic Director
KHSAA Member School

FROM: Darren Bilberry, Assistant Commissioner

DATE: December 17, 2009

SUBJECT: Annual Title IX Self-Audit Report Forms
2009-2010 School Year

Enclosed are the forms that are to be used in compiling the data required to be submitted by your school in your Annual April 15th Title IX Self-Audit report. Please review the forms thoroughly since minor changes have been made from last year. As you know from previous Annual Self-Audit Report submissions over the last nine years, your 2009-10 Report is due to the Kentucky High School Athletic Association no later than April 15th, 2010.

For your annual convenience, these report forms are found on the KHSAA website, www.khsaa.org/titleix for your Report preparation.

If you have any questions, feel free to contact us.



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
2009-2010 ANNUAL VERIFICATION OF TITLE IX
PROCEDURES**

(To be submitted by April 15, 2010 along with other required forms)

The _____ High School, _____, Kentucky
(Name of High School) (City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX). **I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, at least one copy of which must be maintained in the Principal's office, and to the best of my knowledge have completed the following tasks:**

- I. Established a gender equity committee at the high school. **(List committee personnel and provide attachment if necessary)**

Name	Address	Phone	Title (Supt., Principal, Student, Parent, Coach, Etc.)

- II. Scheduled a minimum of three meetings during the 2009-2010 school year on the following dates:

- III. Designated the following person(s) as the Title IX coordinator for the school:

Name	Title	Address	Phone

- IV. Designated the following person(s) as the Title IX coordinator for the district:

Name	Title	Address	Phone

School personnel are continuing to make periodic reviews of the boys' and girls' athletics program reflected in the Corrective Action Plan.

In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.

Principal's Signature _____ **Date** _____

Superintendent Signature _____ **School Board Chairpersons' Signature** _____
(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)



2009-2010
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART (Form T-1)

Participation Opportunities Test One

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS				
Row 2	BOYS				
Row 3	Totals		100%		100%

Instructions: *Number of 8th grade students & below used in Column 3 and Column 4 calculations: _____

- 1) Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- 2) Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- 3) Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by Row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- 4) Ask coaches to confirm the names of those individuals who are on the team as of the first **date of regular season competition**, and cross out the names of those who were cut from the team or quit the team prior to the first regular season competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. * In addition, should 8th grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk in the above notation as to how many 8th grade students & below are included in the totals.
Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- 5) Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: _____ **Date:** _____



2009-2010
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART (Form T-1)

KHSAA Form T1
 F:Forms/T1Sample
 Rev. 04/09

Participation Opportunities Test One

SAMPLE FORM

		Column 1	Column 2	Column 3	Column 4
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	429	52.1%	96	36.5%
Row 2	BOYS	394	47.9%	167	63.5%
Row 3	Totals	823	100%	263	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations: _____

- Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by Row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- Ask coaches to confirm the names of those individuals who are on the team as of the first **date of regular season competition**, and cross out the names of those who were cut from the team or quit the team prior to the first regular season competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams or pom squads**). Calculate the same way for boys and girls. * In addition, should 8th grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk in the above notation as to how many 8th grade students & below are included. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3. Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3).
- Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: _____ **Date:** _____



2009-2010
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART (FORM T-2)
PARTICIPATION OPPORTUNITIES TEST TWO

		Column 1	Column 2	Column 3	Column 4	Column 5
Program		Number of Teams Currently Offered	Number of Participants	Number of Teams Added Since the beginning of the 2005-2006 School Year	Current Number of Participants for the 2009-2010 school year who are playing on teams added since the 2005-2006 School Year	Percent of Total Participation By Sex Added Since the beginning of the 2005-2006 School Year
GIRLS	Row 1	varsity:				
	Row 2	j.v.:				
	Row 3	frosh:				
	Row 4	total:				
BOYS	Row 5	varsity:				
	Row 6	j.v.:				
	Row 7	frosh:				
	Row 8	total:				

- 1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. **Note:** The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
- 3) For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 4) For Column 4, list the number of participants that are **currently** on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.
- 6) **Note: If the percentage of current participants added in the last five years is 25% or greater, compliance with Test Two may be possible. If less than 25%, then compliance with Test Three should be analyzed. CAUTION: 25% is not a formal compliance standard.**

Principal's Signature: _____ Date: _____



2009-2010
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART (FORM T-3)

KHSAA Form T3
Rev. 10/08

Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED "YES" IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS (Yes / No)	BOYS (Yes / No)
1. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an <u>intramural team</u> .		
2. For a sport not currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on a <u>club team</u> .		
3. For a sport <u>not</u> currently offered, is there sufficient interest, based on the responses to your most recent Student Interest Survey, to form a viable interscholastic team for a sport not currently offered. If yes, what sport?		
4. For a sport currently offered at the <u>interscholastic junior varsity or freshman</u> level is there sufficient interest, based on your most recent Student Interest Survey, to form a <u>varsity team</u> not currently offered?		
5. For a sport not currently offered at the <u>interscholastic junior varsity</u> level is there sufficient interest, based on your most recent Student Interest Survey, to form a <u>varsity team</u> not currently offered?		
6. For a sport not currently offered at the varsity level only, is there sufficient interest, based on your most recent Student Interest Survey, to form a viable team for an <u>interscholastic freshman team</u> that is not currently offered?		
7. If you answered YES to question (1), (2), (3), (4), (5), or (6) are there enough high schools in the geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?		

Plans to Address Interest:

Principal's Signature : _____ **Date:** _____



2009-2010
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART (FORM T-4)

KHSAA :FormT4
 Rev.04/09

Levels of Competition Test One

		Column 1	Column 2	Column 3
Girls	Team Levels	Number of Teams Currently Offered	Number of Participants	Percentage of Participants at Each Level
Row 1	varsity:			
Row 2	j.v.:			
Row 3	frosh:			
Row 4	total:			100%
Boys				
Row 5	varsity:			
Row 6	j.v.:			
Row 7	frosh:			
Row 8	total:			100%

- 1) Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
- 2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
- 3) For Column 3, calculate the percentage of female and male participants at each level.
 For girls' varsity, junior varsity, and frosh, respectively:
 Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1
 Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
 Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.

 For boys' varsity, junior varsity, and frosh, respectively:
 Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
 Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
 Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature: _____ **Date:** _____



2009-2010
ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 1 -(FORM T-35)
TO INCLUDE BOOSTER CLUB FUNDING

KHSAA Form T35
REV.04/09

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment; <i>dollar amount required</i>)		facilities improvements		publications (if sport-specific)	
	Expenditures		Expenditures		Expenditures		Expenditures		Expenditures		Expenditures	
	School	Booster	School	Booster	School	Booster	School	# Coaches for all levels / # Teams for all levels	School	Booster	School	Booster
G basketball												
B basketball												
G softball												
B baseball												
G cross country												
B cross country												
G golf												
B golf												
G soccer												
B soccer												
G swimming												
B swimming												

1. Total expenditures on T-35 and T-36 on the 2009-2010 year report due by April 15, 2010 of each school year, should reflect the total monies spent (rounded off to nearest dollar) for the entire school year of 2008-2009 ending June 30, 2009.
2. Booster Club Funding/Contributions must be included in the above expenditures total. (Note: It is illegal for coaches to be paid by Booster Clubs - Reference KHSAA Bylaw 27)

Principal's Signature: _____

Date: _____



**2009-2010
ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2 - (FormT36)
TO INCLUDE BOOSTER CLUB FUNDING**

KHSAA Form T36
REV.04/09

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment; <i>dollar amount required</i>)		facilities improvements		publications (if sport-specific)	
	Expenditures		Expenditures		Expenditures		Expenditures		Expenditures		Expenditures	
	School	Booster	School	Booster	School	Booster	School	# of Coaches for all levels / # of Teams for all levels	School	Booster	School	Booster
G track												
B track												
G tennis												
B tennis												
G volleyball												
B wrestling												
G (list sport)												
B football												
G (list sport)												
B (list sport)												

- Total expenditures on T-35 and T-36 on the 2009-2010 year report due by April 15, 2010, should reflect the total monies spent (rounded off to nearest dollar) for the entire school year of 2008-2009 ending June 30, 2009.
- Booster Club Funding/Contributions must be included in the above expenditures totals. Indicate percentage of total expenditures for each gender: (If disparities are obvious, list on your Corrective Action Plan (T-60) what action you will take to correct the problem.

Gender	Expenditures	Percentage
Boys	\$	
Girls	\$	
Total:	\$	100%

Principal's Signature: _____ **Date:** _____



2009-2010 KHSAA TITLE IX ATHLETICS AUDIT (Form T-41)
Checklist - Overall Interscholastic Athletics Program

KHSAA Form T41
Rev. 04/09

DIRECTIONS:

For the Areas of Compliance (Opportunities and Benefits) listed on the left hand side of the page, place a checkmark under the appropriate column identifying whether your school provided an advantage to the Girls' Program, or to the Boys' Program or to Neither Program. A review of T-35 and T-36 spending patterns might be helpful in completing this form.

Areas of Compliance:	ADVANTAGE TO:		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities			
BENEFITS			
Equipment and Supplies			
Scheduling of Games and Practice Time			
Travel and Per Diem Allowances			
Coaching			
Locker Rooms, Practice and Competitive Facilities			
Medical and Training Facilities and Services			
Publicity			
Support Services			
Athletic Scholarships			
Tutoring			
Any meals provided for home games			

If an advantage/inequity is indicated, corrective action should be shown on the Corrective Action Plan, Form T-60.

Principal's Signature: _____ Date: _____



SCHOOL NAME _____

2009-2010 TITLE IX
CORRECTIVE ACTION PLAN
(FORM T-60)

DIRECTIONS:

1. For Column 1, indicate the intended area (Opportunities or Benefits) which needs corrective action in order to achieve gender equity. For Column 2, write the suggested change or activities that will correct the area in need of alteration. For Column 3, include the estimated completion date for the changes or activities.
2. It is possible to attain compliance with Title IX and no longer need "corrective" action. However, the KHSAA strongly encourages compliant schools to identify items for improvement (Column 1), activities to accomplish the improvement (Column 2) and a timetable for completion (Column 3) that will strengthen the athletic program.
3. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2010.

COLUMN 1	COLUMN 2	COLUMN 3
SPECIFIC ITEM FOR CORRECTION/ IMPROVEMENT	PLAN FOR SUGGESTED CHANGE	START DATE AND COMPLETION DATE OF CORRECTIVE ACTION

Principal's Signature: _____ **Date:** _____



INTERSCHOLASTIC ATHLETICS STUDENT SURVEY – (FORM T-61)

1. Is the School District offering the interscholastic sport(s) you want to play?
 Yes
 No, I want to play _____
 I am not interested in athletics

2. During the **fall season**, which sport would you like to play?
 Football
 Volleyball (Girls)
 Cross Country (Boys)
 Cross Country (Girls)
 Golf (Boys)
 Golf (Girls)
 Soccer (Boys)
 Soccer (Girls)
 I would not participate

3. During the **winter season**, which sport would you like to play?
 Basketball (Boys)
 Basketball (Girls)
 Swimming & Diving (Boys)
 Swimming & Diving (Girls)
 Wrestling (Boys)
 Indoor Track (Boys)
 Indoor Track (Girls)
 I would not participate

4. During the **spring season**, which sport would you like to play?
 Track (Boys)
 Track (Girls)
 Tennis (Boys)
 Tennis (Girls)
 Fast Pitch Softball (Girls)
 Baseball (Boys)
 I would not participate

5. Do you participate in intramural sports? If yes, which sports(s)?
 Yes _____
 No

6. Which intramural sports, if any, would you like to see added?



INTERSCHOLASTIC ATHLETICS STUDENT SURVEY – (FORM T-61)

7. Do you participate in non-school sport activities? If you do, which sport(s)?
 Yes _____
 No _____

8. Are you currently participating in interscholastic athletics during any season?
 Yes
 If no, why don't you participate in interscholastic athletics?
 I prefer other activities such as band, chorus, etc.
 I don't have time
 The practice schedules and game times are inconvenient
 The sport I like isn't offered
 It's too expensive
 I prefer to participate in club or intramural sports
 Working
 Other

9. Do you have any suggestions to encourage participation?

10. Which Non-KHSAA championship sport would you like to play?
 Archery
 Field Hockey
 Bowling
 Gymnastics (Boys)
 Gymnastics (Girls)
 Ice Hockey
 Lacrosse (Boys)
 Lacrosse (Girls)
 Rifle
 Rodeo
 Slow Pitch Softball
 Volleyball (Boys)
 Weightlifting
 I would not participate

OPTIONAL

Name: _____
Age: _____
Male: _____
Female: _____

(check one)



INTERSCHOLASTIC ATHLETICS
SURVEY (FORM T-63)
Summary of Student Responses

KHSAA Form T63
Rev.04/09

School Year: _____

School Name: _____

Enrollment
(9-12 Grade): (SHOULD AGREE WITH FORM T-1, COLUMN 1, ROW 3)

Number of 9-11 Grade Students Surveyed: _____

Number of 8th Grade Students Surveyed: _____

Date: _____

Completed By: _____

Instructions:

- 1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date this Summary Form (T-63) and mail this Summary Form only to the KHSAA by April 15. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

Number of Surveys
Total Returned (A minimum of 80% return is expected)
Grades Surveyed (Should be grades 9-11 and 8th grade if school has a feeder system)

Who Administered The Survey? _____

How Was The Survey Administered? _____

Give details on how it was administered and to which school group, Example: English classes, or all home rooms, etc. or advisee/advisor?)

KHSAA Sanctioned Fall Sports (List Total Number of Participation Responses)

- Cross Country (Girls)
Cross Country (Boys)
Football (Boys)
Golf (Girls)
Golf (Boys)
Soccer (Girls)
Soccer (Boys)
Volleyball (Girls)

Winter Sport (List Total Number of Participation Responses)

- _____ Basketball (Girls)
- _____ Basketball (Boys)
- _____ Indoor Track (Girls)
- _____ Indoor Track (Boys)
- _____ Swimming & Diving (Girls)
- _____ Swimming & Diving (Boys)
- _____ Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

- _____ Baseball (Boys)
- _____ Fast Pitch Softball (Girls)
- _____ Tennis (Girls)
- _____ Tennis (Boys)
- _____ Track (Girls)
- _____ Track (Boys)

Non-KHSAA Championship Sports (From Student Survey T-61 Question 10)

- _____ Archery
- _____ Field Hockey
- _____ Bowling
- _____ Gymnastics (Boys)
- _____ Gymnastics (Girls)
- _____ Ice Hockey
- _____ Lacrosse (Boys)
- _____ Lacrosse (Girls)
- _____ Rifle
- _____ Rodeo
- _____ Slow Pitch Softball
- _____ Volleyball (Boys)
- _____ Water Polo
- _____ Weightlifting

Number of Students who participate in Intramural Sports
(From Student Survey T-61 Question 5)

<u>Sport</u>	<u>Number</u>

List Intramural Sports students are interested in adding:
(From Student Survey T-61 Question 6)

<u>Sport</u>	<u>Number</u>

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

<u>Sport</u>	<u>Number</u>

Reasons for not participating in interscholastic athletics
(From Survey Question 8)

- _____ I prefer other activities such as band, chorus, etc.
- _____ I don't have time
- _____ The practice schedules and game times are inconvenient
- _____ The sport I like isn't offered
- _____ It's too expensive
- _____ I prefer to participate in club or intramural sports
- _____ Working
- _____ Other: _____

Student Suggestions to encourage participation

Principal's Signature

Date

**KHSAA
Title IX
Financial Forms T-35 and T-36
Expenditure Categories - Recording Cost**

Equipment and Supplies – Record all monies spent in this category for the following types of items. Note: equipment and supplies are not limited to uniforms and apparel.

Game uniforms including shorts or pants, shirts or jerseys, jackets, sweat shirts/pants, shoes

Practice uniform including the same as above

Sport Specific Equipment – bats, gloves, helmets, balls, sticks, clubs, mats, scoring devices, catcher's equipment, etc.

Teaching/coaching aids such as pitching machines, batting cages, basketball shooting devices, etc.

Training equipment including weights and conditioning devices

First Aid supplies

Items used for game preparation including field marking equipment

Miscellaneous items such as sweat-bands, water bottles, braces, etc.

Ice machines, coolers

Equipment used for gym or field maintenance (mowers, drags, etc.)

Office supplies for coaches

Video devices to include tapes/DVD/etc.

Computers

Phone service if special phone lines are used

Re-conditioning of player equipment

Travel – Record all monies spent in this category, by school, Board of Education, Booster Clubs, or team fund raising/coaches for the following types of items:

Bus transportation to all games, practices, clinics, camps, etc.

Hotel accommodations for games, practices, clinics, camps, etc.

Meals and/or lodging provided by Booster Clubs, schools or coaches on any trips

Miscellaneous items such as snacks, recreational activities provided on trips.

Awards – Record all monies spent in this category for the following types of items:

- Athletic bars and letters
- Award trophies
- Items that recognize accomplishment (for example, items given to seniors to reward them for completing a program)
- Award banquet food
- Award banquet decorations
- Banners
- Athletic apparel such as letter jackets
- Scholarships
- Photos or plaques displayed for athletic accomplishments
- State Championship rings or other jewelry

Coaches Salaries – Record all monies spent that include supplemental and extended employment. Note that a dollar amount is required.

If coaches are paid a stipend record the dollar amount

If coaches are paid a stipend plus extended employment for a number of days record both the stipend and pay for extended employment

If coaches are paid a percentage of teaching salary, record only the amount of salary that is supplemental pay for their coaching duties, not total salary

This total should be the total salaries of **all coaches** in a program, **not just** the head coach

Remember it is illegal for a booster club to pay any part of a coach's salary.

Number of Coaches – Record the total number of coaches on staff for that program (including salaried and volunteer coaches). It would be beneficial to add an addendum if there are more boys coaches than girls.

For example, a school reports that they have 5 boys' soccer coaches and only 3 for girls. They attach an explanation that the difference is due to the fact that they only offer girls soccer at the varsity level due to lack of interest.

Facilities– Record all monies spent for the development of new facilities. Also include funds spent for facility improvements for these following types of items:

Improvements made to athletic fields or gymnasiums including the following types of maintenance items.: turf improvements, resurfacing, new fencing, seating, locker room, painting, landscape additions, dugouts and flooring

Scoreboards

Improved or installed lighting

Sound systems

Concession booths/buildings

Press boxes

Publications – Record all monies spent for publications (if sport specific) for these types of items.

Payments for ads for radio or TV coverage to promote contests

Schedule cards/pocket schedules

Schedule calendars

Team pictures

Media guides

Pep type media events including school pep rallies

Other Helpful Hints for Forms T35 and T36

At this time the following costs are not required to be included in the annual April 15th Self Audit Report:

The cost for contest officials

The cost for Assigning Secretary officials services

The cost for Coaching Education Courses for new coaches

The cost for Medical Symposiums required of head coaches every other year

Security costs