



Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • (859)299-5472 • (859)293-5999 (fax)

MEMORANDUM

DATE: July 23, 2019

TO: Member School Superintendent, Principal, Athletic Director

FR: Julian Tackett, Commissioner
Darren Bilberry, Assistant Commissioner

RE: 2019-2020 Title IX Review

Under the direction of the Kentucky Department of Education, the KHSAA is continuing an ongoing effort to assess Title IX compliance among all KHSAA member schools.

Approximately forty-three member schools have been identified to participate in the ongoing Title IX Review during the 2019-2020 school year. This year your school is scheduled for a Title IX revisit. The complete listing of schools is on the KHSAA website, on the Title IX page.

Plans are for our audit team to visit your school to ascertain the progress made in attaining and maintaining gender equity for male and female student-athletes. The purpose of this memorandum is to assist you in preparing for this visit by KHSAA Audit Team members.

We will consult with you regarding the specific date for a visit. The visit will consist of several components. We ask that any required information be made available and arrangements made for the activities listed in the schedule. An estimated timetable for the day of the visit is included in this letter. In addition to the Title IX and facility review, our audit team will also be verifying the presence of a written plan for athletic emergencies in compliance with KRS160.445.

Following the visit, your Superintendent, Principal, and Athletic Director, as well as your School and District Title IX Coordinators, will receive a written report describing the findings and any recommendations of the KHSAA Title IX Audit Team members, as approved by the KHSAA. The Kentucky Department of Education will be notified of any deficiencies or other notable findings as part of an annual report.

Should you have any questions about the forms or the structure of the activities, please call the KHSAA offices, (859)299-5472, and speak with Assistant Commissioner Darren Bilberry, or email him at (dbilberry@khsaa.org).

We thank you for your participation in this Title IX Review and commend you and your Gender Equity Review Committee for making advancements in achieving parity for female and male participants. The commitment of school personnel and community members in enhancing opportunities and benefits is resulting in improved educational programs for Kentucky's student-athletes.

The following is a projected schedule for the day of the revisit. Thank you in advance for your cooperation.

(All times local to site) **11:00 am – 11:45 am**

- 1) Prior to the visit, you should review all of the permanent records related to your school regarding Title IX (commonly called your Title IX file). Previous Annual Report and Site Visits are available for review on the KHSAA website.**

2) To expedite the visit, please make available in one central location, the following for display:

- a) A copy of your athletic facility emergency medical action plan per KRS160.445.
- b) A list of the locations of AEDs in the school building and athletic facilities.
- c) The following items related to Title IX should be available for review by the audit team:
 - i) Current list of all members of the school's Gender Equity Review Committee
 - ii) Minutes of all Gender Equity Review Committee meetings for the past three years
 - iii) All letters/written communications made to the school regarding Title IX
 - iv) Sample uniforms for each team including warm-ups, travel uniforms, and practice uniforms
 - v) A uniform review, rotation, and replacement plan showing a full cycle of rotation for each school-sponsored team
 - vi) Most recent game schedule for all school-sponsored teams, sample media guides, sponsored seasonal schedule cards, and game programs
 - vii) Facility usage schedules for the gymnasium, athletic fields, weight room, and any other shared athletic practice or game facilities, and team practice schedules
 - viii) Written policies/guidelines or regulations regarding the provision of athletic travel and per diem
 - ix) Extra service pay schedule or salary schedule for coaches
 - x) Written guidelines for awards and recognition of athletic teams including team banner displays
 - xi) Written designation of locker room space assigned each team
 - xii) Written list of athletic equipment storage space assigned to each team
 - xiii) School generated athletic handbooks, if such exist
 - xiv) Written and signed booster club agreements, if such exist

3) Arrange for the following activities:

- a) Guided tour of indoor and outdoor athletic-related facilities **(11:45 am – 1:00 pm)**
- b) Selected interviews **(1:00 pm – 2:00 pm)**
 - i) One male and one female student-athlete preferably from the Gender Equity Review Committee representatives
 - ii) Two head coaches of female athletic teams
 - iii) Principal, Athletic Director, School Title IX Coordinator and District Title IX Coordinator
- c) Gender Equity Review Committee Meeting **(2:00 pm - 3:00 pm)** (Committee members already interviewed are invited, but not required, to attend the meeting)
- d) Public Comment Session **(3:00 pm - 3:30 pm)** (It is the obligation of the school/school system to publicize this session locally including the proper location)