



Kentucky High School Athletic Association

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

MEMORANDUM

TO: Member School Superintendent, Principal, Athletic Director

FROM: Julian Tackett, Commissioner
Darren Bilberry, Assistant Commissioner

DATE: August 23, 2011

RE: 2011-2012 Title IX Review

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

Approximately forty-one member schools have been identified to participate in the ongoing Title IX Review during the 2011-2012 school year. This year your school is scheduled for a Title IX re-visit. We will, once again, visit your school to ascertain the progress made in attaining gender equity for male and female students-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 the visit. The visit will consist of a number of components. We ask that the required information be made available and that arrangements be made for the activities listed on the following page. An estimated timetable for the day of the visit is also presented.

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 ongoing deficiencies.

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 Darren Bilberry, Assistant Commissioner (dbilberry@khsaa.org).

We thank you for your participation in this Title IX Review. Also, we 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.

We have included a projected schedule for the day of the re-visit. Thank you in advance for your cooperation.

(All times local to site) **1:00 pm – 1:30 pm**

A. In order to expedite our visit, please make available in one central location, the following for display:

- Your school's permanent Title IX file which should include all annual reports for the past five years, minutes of all Gender Equity Review Committee meetings for the past three years, and all letters/written communications regarding Title IX.
- A copy of the Original Audit Report
- Sample uniforms for each team including warm-ups, travel uniforms, and practice uniforms
- Most recent game schedule for all school sponsored teams, media guides, sponsored seasonal schedule cards, and game programs
- Facility usage schedules for the gymnasium, athletic fields, weight room, and any other shared athletic practice or game facilities, and team practice schedules
- Written policies/guidelines regarding travel and per diem
- Extra service pay schedules for coaches
- Written guidelines for awards and recognition of athletic teams including team banner displays
- Written designation of locker room space assigned each team
- Written list of storage space assigned each team
- Current list of all members of the school's Gender Equity Review Committee
- Written and signed booster club agreements, if applicable
- District planning documents for attaining athletic gender equity, if applicable
- School generated athletic handbooks, if applicable
- A uniform review, rotation, and/or replacement plan, if applicable

B. Arrange for the following activities:

- Guided tour of indoor and outdoor athletic-related facilities (1:30 pm – 3:00 pm)
- Selected interviews (3:00 pm – 4:00 pm)
 - A. Principal, Athletic Director and/or District Title IX Coordinator
 - B. Two coaches of female athletic teams
 - C. One male and one female athlete, each from different sports (preferably, these students are members of the Gender Equity Review Committee)
- Meeting with Gender Equity Review Committee* (4:00 pm – 5:00 pm)
*** A quorum (at least 50%) of your Gender Equity Review Committee members must be present for the meeting from 4:00 to 5:00 p.m. or the visit will be rescheduled.** Please include a school board member if one is not currently a member of the committee.
- Public Comment Session (Please publicize locally) (5:00 pm – 5:30 pm)