



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
Member High School

FROM: Brigid L. DeVries, Commissioner
Darren Bilberry, Assistant Commissioner

DATE: September 1, 2009

RE: 2009-2010 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.

In that light, approximately thirty-five (35) member schools have been identified to participate in an ongoing Title IX Review during the 2009-2010 school year. Your school was among those chosen to take part in this update. We will, once again, visit your school to ascertain the progress made in attaining athletic 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.

First, please complete the attached forms and return them to the KHSAA office no later than October 1, 2009. Every effort has been made to reduce the amount of paperwork and to request the needed information in a clear and concise manner.

The aim of a couple of the included charts is to summarize the status of your program during the past five years. Consequently, it is imperative that you use information that is a part of the Annual Reports for 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009. Also, regarding the Annual Reports you have submitted, it has been the practice of the KHSAA to forward a copy to you of any corrected sheets in which there was an error in your calculations and/or submissions. Be sure to also refer to these corrected sheets when reporting the 2009-2010 information.

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

(1:00 pm – 1:30 pm)

Your schools' Permanent Title IX file with the 1999-2000 Self Study, all Annual Reports, minutes of Gender Equity Review Committee meetings, supplemental information such as the board approved salary schedule for coaches, letters/written communications regarding Title IX

Sample uniforms for each team, to include warm-ups, travel uniforms and practice uniforms

continued on next page

Schedules for 2008-2009 and 2009-2010 boys' and girls' varsity basketball games, media guides, sponsored seasonal schedule cards and game programs
Facility usage schedules for the gymnasium, fields, weight room and team practice schedules
Written policies regarding awards and recognition of athletic accomplishments pertaining to both genders
Written designation of locker room and storage space assigned each team
Written booster club agreements
District planning documents for attaining athletic gender equity
School generated athletic handbooks

(1:30 pm – 3:00 pm) Guided tour of indoor and outdoor athletic-related facilities

(3:00 pm – 4:00 pm) Selected interviews

- A. Principal, Athletic Director and/or District Title IX Coordinator
- B. Two coaches of female teams
- C. One male and one female athlete, each from different sports (hopefully, these students are members of the Gender Equity Review Committee)

(4:00 pm – 5:00 pm) Meeting with Gender Equity Review Committee – **A quorum (at least 50%) of your Gender Equity Review Committee members must be present for the meeting or the visit will be rescheduled.**

Please include a school board member if one is not currently a member of the Committee.

(5:00 pm – 5:30 pm) Public Comment Session (Please publicize locally)

Third, 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 within a few weeks of the visit. The Kentucky Department of Education will be notified of any ongoing deficiencies.

Fourth, should you have any questions about the enclosed 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.