

2019-20 TITLE IX ASSESSMENT

BLANK SAMPLE WORKSHEETS

TITLE IX ATHLETICS TREATMENT AND BENEFITS ASSESSMENT

WORKSHEET B		EQUIPMENT AND SUPPLIES/ITEMS PROVIDED TO PLAYERS AND ITEMS PLAYERS MUST PURCHASE THEMSELVES - SURVEY EACH COACH	
<p>Sport Team NOTE: If Varsity, JV and Frosh are provided with the same equipment, all three teams can be listed together (i.e., Football -V/JV/F). If they use different equipment, list separately.</p>	<p># of Athletes</p>	<p>List those items of SPORTS EQUIPMENT OR PLAYING IMPLEMENTS PROVIDED TO PLAYERS ON THIS TEAM (i.e., gloves, balls, bats, tennis rackets, golf clubs, sport shoes -NOT items of apparel or safety equipment such as shin guards, knee pads, helmets, shoulder pads, t-shirts or uniform tops) THAT ARE PAID FOR FROM YOUR SCHOOL SPORT BUDGET OR FUNDRAISING ACCOUNT OR DONATED TO THIS SPORT PROGRAM</p>	<p>List those items of SPORTS EQUIPMENT OR PLAYING IMPLEMENTS (i.e., gloves, balls, bats, tennis rackets, golf clubs, sport shoes -NOT items of apparel or safety equipment such as shin guards, knee pads, helmets, shoulder pads, t-shirts or uniform tops) THAT YOU REQUIRE YOUR PLAYERS TO PURCHASE THEMSELVES (NOT purchased using the school budget or your fundraising account) Provide an estimate the cost of each item (example: shin guards (\$12), tennis racket (\$60). Indicate "None" if you do not require students to provide any sports equipment or implements.</p>

WORKSHEET C		PRACTICE APPAREL ASSESSMENT - ANSWERED BY ATHLETIC DIRECTOR WHO POLLS COACHES						
Instructions: Use the definitions at the top of each column to rank each practice apparel category								
Sport Team NOTE: If Varsity, JV and Frosh are provided with the same practice apparel, all three teams can be listed together. If they are provided with different items, list teams separately.	# of Athletes	PRACTICE APPAREL REPLACEMENT SUPERIOR (new apparel provided annually), ADEQUATE (New practice apparel provided on a varying year schedule) INADEQUATE (no practice apparel provided/inadequate replacement schedule/or insufficient amounts)	SUITABILITY OF PRACTICE APPAREL - SUPERIOR (sport specific/gender specific) ADEQUATE (generic gear or wrong sport or wrong gender) INADEQUATE (not provided)	QUALITY OF PRACTICE APPAREL SUPERIOR (Top quality/wicking, etc.) ADEQUATE (good quality) INADEQUATE (not provided or athlete provided)	QUANTITY OF PRACTICE APPAREL SUPERIOR (Multiple sets of practice apparel) ADEQUATE (one set) INADEQUATE (none provided or made available)	Comment if necessary:		
		Total MALE						
		Total FEMALE		MALE ATHLETES BENEFITING FROM				
% males -SUPERIOR								
ADEQUATE								
INADEQUATE								
		FEMALE ATHLETES BENEFITING FROM						
% females- SUPERIOR								
ADEQUATE								
INADEQUATE								

WORKSHEET D	PRACTICE APPAREL PROVIDED TO PLAYERS AND PRACTICE APPAREL PLAYERS MUST PURCHASE THEMSELVES - SURVEY EACH COACH		
<p>Sport Team NOTE: If Varsity, JV and Frosh are provided with the same practice apparel, all three teams can be listed together (i.e., Football -V/JV/F). If they are provided with different practice apparel, list separately.</p>	<p># of Athletes</p>	<p>List those items of PRACTICE APPAREL PROVIDED TO THE PLAYERS ON THIS TEAM (i.e., shorts, t-shirts, socks, jock straps/sports bras, etc.- NOT equipment, sport implements, sport shoes or game uniforms) THAT ARE PAID FOR FROM YOUR SCHOOL SPORT BUDGET OR TEAM FUNDRAISING ACCOUNT OR ARE DONATED TO THE PROGRAM</p>	<p>List those items of PRACTICE APPAREL (i.e., shorts, t-shirts, socks, jock straps/sports bras, etc.- NOT equipment, sport implements, shoes or game uniforms) THAT YOU REQUIRE YOUR PLAYERS TO PURCHASE THEMSELVES - NOT purchased using the school budget or your fundraising account. Provide an estimate of the cost of each item (example: t-shirt (\$8), shorts (\$14)). Indicate "None" if you do not require students to buy practice apparel.</p>

WORKSHEET J - MEALS, SNACKS and BEVERAGES

The following questions are intended to help you determine whether inadvertent discriminatory treatment is occurring because decisions are left to the coaches or each team's and/or are dependent on available budget or fundraising account funds. Title IX is explicit in directing that male and female athletes be treated equally. A team having more money to spend, being more successful with regard to fundraising, or the excuse of inadequate funds are unacceptable reasons for unequal treatment. It is acceptable to treat male and female athletes differently as long as the same percentage of male and female athletes receive the different treatment.

EQUITY QUESTION	Response	Important Information on Equity
<p>1. The athletic program has a per diem policy (a specific amount of money for breakfast, lunch or dinner) that should be provided to players when meals are provided during team trips. Answer 'YES' or 'NO'.</p>		<p>Having such a policy requiring equal treatment is highly recommended and such expenditures should not depend on available budget or fundraising account funds.</p>
<p>2. If you answered "YES" to the question above, is the same per diem policy is used for all male and female athletes without exception? Answer 'YES' or 'NO' after emailing your coaches and asking if they always comply with this policy and, if not, the reason for exceptions.</p>		<p>If exceptions are made for various teams, determine whether the same percentage of male and female athletes are equally treated by the policy requirements and by the exceptions.</p>
<p>3. The athletic department provides box lunches from the cafeteria for any team whose scheduled team travel results in missing lunch. Answer 'YES' or 'NO'.</p>		<p>Having such a policy would avoid inadvertent inequitable treatment of male and female athletes that could happen if walk-on coaches are not aware that such arrangements could be made. The athletic director could assure that such arrangements occur.</p>
<p>4. The department has a pre-game and post-game meal home event policy that specifies when a coach is allowed to provide a meal in conjunction with a home event. Answer 'YES' or 'NO'.</p>		<p>Having such a common policy applicable to all male and female teams is highly recommended and should not depend on available budget or fundraising account funds.</p>
<p>5. Decisions to provide pre-game or post-game meals in conjunction with HOME EVENTS are at the discretion of the coach and dependent on funding from the team's budget or fundraising account. Answer 'YES' or 'NO'. Email your coaches to ask how many times they provided such meals in the most recently completed academic year so you can determine the percent of male and female athletes provided with such a benefit.</p>		<p>Leaving these decisions to coaches or having such decisions dependent on availability of team funds is a prescription for inadvertent unequal treatment.</p>
<p>6. The coach has a choice whether or not money will be provided to players for MEALS ON A TRIP dependent on whether funds are available in the sport fundraising account. Answer 'YES' or 'NO'.</p>		<p>Leaving these decisions to coaches or having such decisions dependent on availability of team funds is a prescription for inadvertent unequal treatment.</p>
<p>7. Meal money on trips is provided to an athlete only if the coach knows the athlete can't afford it. Answer 'YES' or 'NO'.</p>		<p>Different treatment of athletes based on gender neutral factors is permitted. For instance, if meal money is provided or meals paid for in the case of all athletes eligible for the school lunch program, regardless of whether they are male or female, this is acceptable. However, this situation should be addressed by a policy with good definitions of the gender neutral criteria.</p>

WORKSHEET J - MEALS, SNACKS and BEVERAGES

The following questions are intended to help you determine whether inadvertent discriminatory treatment is occurring because decisions are left to the coaches of each team and/or are dependent on available budget or fundraising account funds. Title IX is explicit in directing that male and female athletes be treated equally. A team having more money to spend, being more successful with regard to fundraising, or the excuse of inadequate funds are unacceptable reasons for unequal treatment. It is acceptable to treat male and female athletes differently as long as the same percentage of male and female athletes receive the different treatment.

EQUITY QUESTION	Response	Important Information on Equity
8. Even if there is an athletics policy requiring a per meal payment to athletes, sometimes the coach and athletes agree to use the money for other purposes. Email your coaches to find out how frequently teams do this so you can calculate the percentage of male and female athletes negatively impacted by such a practice. Answer "YES" or "NO".		Athletes cannot vote to have a law requiring gender equity suspended or not applied.
9. Other than water, Gatorade or other beverages, no other beverages are provided to a team before, during or after PRACTICE. Email your coaches to determine team practices. Answer "YES" or "NO".		Be wary of some teams providing juice, snacks and other benefits to athlete because of adequate budgets or fundraising accounts and other teams being unable to do so. Athletes in some sports and not other can be provided with such benefits as long as equal percentages of male and female athletes are treated in the same way.
10. Email each head coach to assess how many trips during the most recently completed season, they used their fundraising account funds to provide players with meal money? Ask each, on the average, what amount of \$ did they provide to or spend on each player? (Answer: "3 trips/\$5 each)		If you do not have a standard meal provision policy, this is a good way to determine current practice and the percentage of male and female athletes benefiting.

WORKSHEET K - Transportation policies and practices

The following questions are intended to help you determine whether inadvertent discriminatory treatment is occurring because decisions are left to the coaches of each teams and/or are dependent on available budget or fundraising account funds. Title IX is explicit in directing that male and female athletes be treated equally. A team having more money to spend, being more successful with regard to fundraising, or the excuse of inadequate funds are unacceptable reasons for unequal treatment. It is acceptable to treat male and female athletes differently as long as the same percentage of male and female athletes receive the different treatment or such treatment is the happenstance result of the application of a gender neutral policy.

GENDER EQUITY QUESTION	RESPONSE	IMPORTANT TITLE IX INFORMATION
1. There is a departmental policy on mode of transportation applicable to all men's and women's teams. YES or NO?		Having a common policy requiring equal treatment of all teams is highly recommended.
2. The policy for transportation policy is based on distance traveled and the size of the team. - YES or NO?		Ideally, there should be a transportation policy applicable to all teams that uses gender neutral criteria to determine the mode of transportation to be used by a team. For instance, consider provisions such as: (a) school buses shall be used for all trips within 60 miles one-way and charter buses for all trips over 60 miles one-way. For teams with less than 25 players, rental vans may be used in lieu of a school bus. No private vehicles may be used for team travel. Mode of transportation should not depend on size of sport budget or fundraising account
3. Mode of transportation is determined by coach and based on size of travel budget YES or NO?		Allowing this practice invites the occurrence of gender inequities.
4. A qualified driver is required by department policy for all teams. YES or NO?		Every effort should be made to use leased or rented vehicles with paid qualified drivers rather than using coaches or parents as drivers.
5. The coaches of teams are permitted to be "qualified drivers". YES or NO? If yes, determine the percentage of male and females athletes whose coaches are the drivers versus paid 3rd party drivers.		There are some Title IX court cases in which plaintiffs have maintained that having paid drivers allowed coaches to interact with their teams during team trips, which was a benefit afforded male and not female athletes. Having a common policy providing 3rd party drivers reduces the risk of such an allegation.
6. Ask each coach to give an example of the quality of motel/hotel accommodations for overnight stays (i.e., Marriott, Best Western) used by this team. For all those teams taking overnight trips, determine the percentage of male and female athletes using higher quality hotels and percentages using lower quality hotels. Determine whether equal proportions of male and female athletes are provided the same treatment.		The athletic department should have a policy requiring the same quality hotel for any team that travels and requires an overnight to insure that those sports with higher budgets or fundraising accounts provide athletes of one gender with better treatment than athletes of the opposite gender.
7. Ask each head coach to tell you many overnight trips per season his or her team took in the most recently completed academic year? Determine the percentage of male and female athletes with no overnight trips, 1-2 overnights and 3 or more. There should be equal percentages of male and female athletes provided with the same treatment among these categories.		Overnight trips are considered a travel benefit and the athletic director has an obligation to ensure that male and female athletes are equally treated. Always look at the percentage of all male and percentage of all female athletes provided with such benefits - not teams.
8. Ask each coach whose team was provided with an overnight travel opportunity, whether they provided their players with trips to the cinema or other forms of entertainment during the trip? Determine whether equal proportions of male and female athletes participating in overnight trips were provided the same treatment.		Providing trips to the cinema, an amusement park, mall, etc. are considered benefits that should be equally provided to male and female athletes. Always examine the percentage of all male and percentage of all female athletes engaged in such trips who were provided with such benefits - not teams.

WORKSHEET L		QUALITY OF TRANSPORTATION - Information provided by each head coach and athletic director reviews responses for accuracy								
		# TRIPS TO AWAY REGULAR SEASON LEAGUE CONTESTS				# TRIPS TO AWAY NON-LEAGUE CONTESTS				
Sport Team	# Athletes	School bus	Chartered bus	Rental car or van	Parent or volunteer driving personal auto	School bus	Chartered Bus	Rental car or van	Parent or Volunteer Personal Auto	
Total Trips - Boys' Teams										
Total Trips - Girls Teams										
Summary Analysis (Add League and Non-League Together)										
					Percent					Percent
Percent of Male Athletes with no use of chartered buses						Percent of Male Athletes with no use of school buses				
Percent of Female Athletes with no use of chartered buses						Percent of Female Athletes with no use of school buses				
Percent of Male Athletes with use of 1-2 chartered buses						Percent of Male Athletes with 2-4 time use of school buses				
Percent of Female Athletes with use of 1-2 chartered buses						Percent of Female Athletes with 2-4 time use of school buses				
Percent of Male Athletes with use of 3 or more chartered buses						Percent of Male Athletes with more than 4 time use of school buses				
Percent of Female Athletes with use of 3 or more chartered buses						Percent of Female Athletes with more than 4 time use of school buses				
Percent of Male Athletes with no use of private vehicles						Percent of Male Athletes with no use of rental vehicles				
Percent of Female Athletes with no use of private vehicles						Percent of Female Athletes with no use of rental vehicles				
Percent of Male Athletes with 2-3 time use of private vehicles						Percent of Male Athletes with 2-4 time use of rental vehicles				
Percent of Female Athletes with 2-3 time use of private vehicles						Percent of Female Athletes with 2-4 time use of rental vehicles				
Percent of Male Athletes -more than 4 time use of private vehicle						Percent of Male Athletes with more than 4 time use of rental vehicles				
Percent of Female Athletes-more than 4 time use-private vehicle						Percent of Female Athletes with more than 4 time use of rental vehicles				

VARSITY ASSISTANT COACHES								TOTAL
Total Yrs. Experience-Boys' Asst. Coaches								
Avg. Yrs. Experience-Boys' Asst. Coaches								
Total Yrs. Experience-Girls' Asst. Coaches								
Avg. Yrs. Experience-Girls' Asst. Coaches								
Percent of total Varsity Asst.coaches = male								
Percent of total Varsity Asst.coaches= female								
JUNIOR VARSITY ASSISTANT COACHES								TOTAL
Total Yrs. Experience-Boys' Asst. Coaches								
Avg. Yrs. Experience-Boys' Asst. Coaches								
Total Yrs. Experience-Girls' Asst. Coaches								
Avg. Yrs. Experience-Girls' Asst. Coaches								
Percent of total JV Asst. coaches = male								
Percent of total JV Asst. coaches= female								
FROSH ASSISTANT COACHES								TOTAL
Total Yrs. Experience-Boys' Asst. Coaches								
Avg. Yrs. Experience-Boys' Asst. Coaches								
Total Yrs. Experience-Girls' Asst. Coaches								
Avg. Yrs. Experience-Girls' Asst. Coaches								
Percent of total Frosh Asst. coaches = male								
Percent of total Frosh Asst. coaches= female								
ALL SPORTS/ALL COMPETITIVE LEVELS								
Total Yrs. Experience-Boys' Asst. Coaches								
Avg. Yrs. Experience-Boys' Asst. Coaches								
Total Yrs. Experience-Girls' Asst. Coaches								
Avg. Yrs. Experience-Girls' Asst. Coaches								
Percent all coaches = males								
Percent all coaches = females								

APPENDIX X: GENERAL POLICY QUESTIONS: INTEREST SURVEYS, SELF-EVALUATIONS, SEXUAL HARASSMENT, PREGNANCY, PARENTING, OTHER	
GENERAL QUESTIONS	
ANSWER THE FOLLOWING QUESTIONS:	ANSWER
Title IX Coordinator	
1. Does institution have a "Title IX Coordinator"?	
a. If yes, indicate name	
b. If yes, indicate title	
c. If yes, indicate department the coordinator works for (i.e., Superintendent's Office, School Principal, etc.)	
Title IX Self-Evaluations, Interest Surveys, Policies	
2. Has institution complete a previous Title IX athletics self-evaluation? ("Yes" or "No")	
a. If yes, indicate year of last evaluation	
3. Has institution ever performed a student-body "survey of athletics interests"? ("Yes" or "No")	
a. If yes, indicate year of last survey	
4. Does your school or school district have a policy/procedure for adding new sports to the athletic programs or elevating club sports to varsity or junior varsity status? Respond with "YES" or "NO" or "I DON'T KNOW".	
Title IX Policies	
5. Does your school or school district have a written Title IX policy? Respond with "YES" or "NO" or "I DON'T KNOW".	
6. Does your school or school district have a written Title IX complaint procedure? Respond with "YES" or "NO" or "I DON'T KNOW".	
a. If your school does have a written complaint procedure, is it distributed to students at the beginning of each school year? Respond with "YES" or "NO" or "I DON'T KNOW".	
b. If your school does have a written complaint procedure, is it distributed to parents at the beginning of each school year? Respond with "YES" or "NO" or "I DON'T KNOW".	
7. Does your school or school district have a policy which specifically prohibits retaliation against any individual who raises a Title IX concern? Respond with "YES" or "NO" or "I DON'T KNOW".	
Cheerleading	
8. At how many sport contests each year do school's cheerleaders appear to lead fans in cheering for a sport team? Respond with name of sport and # of appearances (i.e.; Football-5, Boys Basketball-8, etc.)	
9. At how many scheduled contests each year does your cheerleading team compete against the cheerleading team of another school(s)?	
Recent Complaints or Issues	
10. Within the last two years, have you received an oral or written complaint from any student, parent, coach or teacher regarding an athletics, physical education, intramurals, club sports, or summer sports program gender equity concern or about the treatment of a student athlete or team by a coach? Respond with "YES" or "NO".	
a. If you responded with a "YES", has this complaint been resolved or is it still pending? Respond with "PENDING" or "RESOLVED".	
b. If you responded with a "YES", was this an oral or written complaint Respond with "ORAL" or "WRITTEN" or "I DON'T KNOW".	
c. If you responded with a "YES", was this complaint handled to the satisfaction of the student or parent? Respond with "YES" or "NO" or "I DON'T KNOW".	
d. If you responded with a "YES", with regard to the complaint, do you have any concern that the student or parent might contact a lawyer in the future to further pursue their concern? Respond with "YES" or "NO".	
Sexual Harassment	
11. Does the athletics department (or school) have a written policy that details the prohibition of sexual harassment by athletes, coaches, staff and administrators, clearly explaining the sanctions for sexual harassment that is distributed to coaches, athletes and staff each year?	
12. Does athletics department have clear rules/policies that prohibit coach-athlete dating and/or sexual relationships that are distributed to coaches and athletes each year?	
13. Does athletics department provide annual in-service training or written information to coaches about how power, dependence, "love," and sexual attraction can influence coach/athlete relationships?	

APPENDIX X: GENERAL POLICY QUESTIONS: INTEREST SURVEYS, SELF-EVALUATIONS, SEXUAL HARASSMENT, PREGNANCY, PARENTING, OTHER	
GENERAL QUESTIONS	
ANSWER THE FOLLOWING QUESTIONS:	ANSWER
14. Does the institution or athletics department have a complaint procedure for reporting sexual harassment to neutral persons, that is, officials from outside the athletic department and is procedure part of the policy statement distributed to coaches, athletes and staff each year?	
15. Do procedures for reporting sexual harassment include all parties being advised of their rights, limitations on confidentiality and statutes of limitations?	
16. Do institution or athletics policy sexual harassment guidelines protect coaches and athletes from retaliation during and after a hearing or appeals process?	
17. Do policy guidelines require prompt responses to allegations of harassment and immediate administrative action to ensure that the environment is free of sexual harassment?	
18. Is the sexual harassment policy is prominently posted in staff and athlete areas?	
19. Are all applicants for coaching staff and volunteer positions required to have criminal background checks and are all references and previous employers contacted?	
Pregnancy	
20. Title IX prohibits discrimination against pregnant or parenting student-athletes. Does the institution have a policy that prohibits discrimination against pregnant or parenting student-athletes with regard to participation, scholarships and treatment/benefits?	
21. Does the athletic department health insurance policy cover student-athletes who are temporarily disabled and if so, does this policy include coverage of pregnant or post-pregnant student-athletes? (Note that many health insurance policies carry pregnancy exclusions.)	
22. Are pregnant or parenting student-athletes permitted to fully participate on the team and in all team-related activities, unless the student-athlete's physician certifies that participation is not medically safe.	
23. Are coaches and other institutional staff members prohibited from representing or implying that eligibility for athletics participation will be affected by pregnancy or parenting status?	
24. Is return to participation status (i.e., starter, substitute, etc.) or in a position (i.e., forward, catcher, etc.) occupied prior to pregnancy determined based on objective standards applied to all student-athletes unrelated to pregnancy or parenting status?	