



PUSD ATHLETICS

GENDER EQUITY HANDBOOK

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, against any anyone, based on the student's actual or perceived race, color, ancestry, national origin, immigration status, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a group with one or more of these actual or perceived characteristics.

<https://tinyurl.com/pusd51453>

<https://www.piedmont.k12.ca.us/about/policies/non-discrimination-policy>

The material contained within the PUSD Athletics Gender Equity Handbook is intended for general information purposes only and does not constitute legal advice.

PUSD ATHLETICS GENDER EQUITY POLICY HANDBOOK

Table of Contents

Section	Page
1.0 Director of Athletics Title IX Compliance Checklist	3
2.0 Important Phone Numbers – Who to Ask for Help – Title IX Questions & Answers	5
2.1 PUSD Title IX Coordinator – Athletics Title IX Complaints	5
3.0 California Education Code Mandates – Legal References	6
4.0 PUSD Non-Discrimination Policies Related to Athletics Gender Equity	7
5.0 PUSD Title IX Athletics School Policies	11
5.1 Training and Gender Equity Oversight	11
5.2 Title IX Notifications to Parents and Students	11
5.3 Participation Policy: Gender Equity, Roster Management, Girls on Boys’ Teams, Adding and Dropping Teams	14
5.4 Policies Related to Funding, Fundraising and Participation Donations	21
5.5 Policy on the Provision of Athletics Equipment, Practice Apparel, and Competition Uniforms	24
5.6 Transportation and Team Travel Policies	27
5.7 Provision of Snacks and Meals to Athletic Teams	28
5.8 Employment and Compensation of Coaches	29
5.9 Scheduling of Practice and Competition Times and Use of Facilities	31
5.10 Provision of Equipment, Supplies, Weight-Training, Conditioning and Athletic Training Facilities	32
5.11 Awards, Publicity and Promotional Support	33
5.12 Encouragement of Athletic Participants	34
6.0 Title IX Complaints – Uniform Complaint Procedures	35
7.0 Document Revision	35
APPENDIX A: 2020-21 SPORT INTEREST SURVEY - Grades 6-12	37
APPENDIX C: RECOMMENDATION FOR ADDING OR DROPPING AN INTERSCHOLASTIC ATHLETIC TEAM	38
APPENDIX D: Approval for and Documentation of Gifts-in-Kind to ASB Athletic Director’s All-Sports Account or Team Account	41
APPENDIX E: Application for ASB Athletics Club and Request for Separate Team Sub-Accounts and an All-Sports Sub-Account	43
APPENDIX F: ASB Athletics Club Constitution and Bylaws	45
APPENDIX G: Sample Request for Approval Fundraising Event	46
APPENDIX H: PUSD Parent Permission and Release from Team Travel Return to Campus	48
APPENDIX I: Approval of Supplemental Instructional Benefits	49

1.0 Director of Athletics Title IX Compliance Checklist

The following checklist is intended to be a reminder of annual tasks related to the monitoring of Title IX athletics compliance. Make a copy of this section and use it to record annual meetings and task completion. Feel free to adjust all dates so they make sense given the current school year and Director of Athletics and Title IX Coordinator workloads.

TITLE IX ATHLETICS - DIRECTOR of Athletics RISK PREVENTION CHECKLIST - to be completed by the Director of Athletics and reviewed by the Title IX coordinator	Suggested Date	Indicate Date Completed
1. Enter the name of the PUSD Title IX Liaison in your phone directory (who to call for advice –)		
2. Confirm the name and contact information for your school Title IX Coordinator, confirm that the school web site has been updated with all notice materials and posters with any new information.	June	
3. Confirm that Title IX athletics policies have been included in the Athletic's Handbook.	June	
4. Confirm that Title IX policies are included on your school website and all PUSD athletics eligibility forms and are available on the PUSD website.	June	
5. Review the previous year's student sports interest survey (Every 3 years) and current sport participation numbers to determine whether additional promotional activities need to occur for the underrepresented gender. Discuss these efforts with the Title IX Coordinator, appropriate coaches and the school principal.	June	
6. Review your school's end of previous year Title IX assessment with the Title IX Coordinator and revise the coming year's gender equity plan accordingly. The Title IX Coordinator should present any such changes to the district governing board for approval.	June	
7. With the Title IX Coordinator and Principal, review all your school gender equity policies and ASB procedures to ensure they include all policies recommended in this handbook.	August	

8. Meet with all coaches prior to the start of the school year to review the importance of equal treatment of girls' and boys' teams, the need for the Director of Athletics to approve all expenditures out of fundraising accounts, and the importance of "asking before you do" when providing new benefits to student athletes. Review team roster management caps and gender equity plan goals for the coming year. Distribute reporting forms for tryouts.	August	
9. Review all practice and sport contest schedules for the coming year to ensure that male and female athletes are treated equally.	Ongoing	
10. Meet with all student-athletes participating at the beginning of each sports season to review gender equity requirements and how to express concerns and complaints. Distribute Title IX policy information and contact information for the Title IX Coordinator.	Ongoing	
11. On the first day of competition in each sport, enter official participant counts in the participation plan. Consult with the Title IX Coordinator if there are significant differences between actual and projected participation for the year to determine whether the plan needs to be immediately adjusted.	Ongoing	
12. Review all uniform purchase requisitions to ensure compliance with gender equitable uniform replacement policy.	Ongoing	
13. Review all expenditures from fundraising accounts to ensure that they meet gender equity policies.	Ongoing	
14. Inspect locker rooms to ensure that Title IX policies are posted in all Athletic locker rooms and team rooms.	Monthly (record dates performed)	
15. At the end of each season, meet with the head coach to review the end of season equipment and uniform inventory and determine whether any student must be billed for lost equipment or uniforms.	Ongoing	
16. Ensure that the annual sports interest survey is administered to 6 th through 11 th graders every 3rd school year.	May	
17. Post Athletic Participation Data on District web page.	May	
18. Update all Title IX assessment data sheets and review with the Title IX Compliance Coordinator to determine the need to address identified deficiencies.	June	

2.0 Important Phone Numbers – Who to Ask for Help – Title IX Questions & Answers

Many athletic issues can be addressed with the coach and Director of Athletics at 510-594-2744. Concerns about discrimination based on sex can also be directed to the PUSD IX Coordinator.

2.1 PUSD Title IX Coordinator – Athletics Title IX Complaints

Title IX requires school districts that are the recipients of federal funds to designate one employee to serve as the Title IX Coordinator. The PUSD Title IX Coordinator has district wide responsibilities and more than athletics compliance responsibilities. This person is also assigned to oversee compliance with the sexual harassment, pregnancy and parenting, physical education and other aspects of Title IX.

The PUSD Title IX Compliance Coordinator is Ariel Dolowich (or his/her designee), who handles all Title IX complaints and investigations including Title IX athletics complaints and investigations.

Ariel Dolowich

Assistant Superintendent, Educational Services

(510) 594-2687

Piedmont Unified School District

Piedmont, CA 94611

Email: titleixcoordinator@piedmont.k12.ca.us

3.0 California Education Code Mandates – Legal References

EDUCATION CODE

200-262.4	Prohibition of discrimination/educational equity
270-271	Athletes' Bill of Rights
17578	Cleaning and sterilizing and repair of football equipment
17580-17581	Football equipment
33353-.5	CIF implementation of policies
33354	California Dept. of Education authority over interscholastic athletics
35160.5	District policies; rules and regulations
35179	Interscholastic athletics
49020-49023	Athletic programs; legislative intent, equal opportunity
51242	Exemption from physical education for high school students in interscholastic athletic program

CODE OF REGULATIONS, TITLE 5

4900-4965	Nondiscrimination in elementary and secondary ed. programs
4920-4922	Nondiscrimination in intramural, interscholastic, and club activities
5531	Supervision of extracurricular activities of students
5590-5596	Employment of temporary athletic team coaches

UNITED STATES CODE, TITLE 20

1681-1688	Discrimination based on sex or blindness, Title IX
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CODE OF FEDERAL REGULATIONS, TITLE 34

106.31	Nondiscrimination on the basis of sex in education programs or activities
106.33	Comparable facilities
106.41	Nondiscrimination in athletic programs

MANAGEMENT RESOURCES

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

CIF Constitution and Bylaws: <http://cifstate.org/governance/constitution/index>
Equity in Athletics: www.cifstate.org/governance/equity/index

OFFICE FOR CIVIL RIGHTS, U.S. DEPT OF EDUCATION PUBLICATIONS

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague letter, April 20, 2010: <https://www2.ed.gov/about/offices/list/ocr/docs/clarific.html>

WEB SITES:

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
California Interscholastic Federation: <http://www.cifstate.org>
U.S. Dept. of Education, OCR <http://www2.ed.gov/ocr>

4.0 PUSD Non-Discrimination Policies Related to Athletics Gender Equity

Nondiscrimination in District Programs and Activities

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Athletic Competition

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for all genders.

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

Business and Non Instructional Operations

Student Activity Funds

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

Management of Funds

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)

Business and Non Instructional Operations

Other Food Sales

The Governing Board authorizes the Chief Business Officer to approve the sale of food items and beverages outside the district's food services program, including sales by student or adult organizations, sales through vending machines and/or sales at secondary school student stores for fundraising purposes.

Food sales are prohibited during school hours, and within one hour before or after school hours, unless the organization is legally organized as a nonpartisan, charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Piedmont Unified School District Board Policy. (Education Code 51520)

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or Deputy Superintendent of Business Services shall determine how and where vending machines may be placed at school sites, district offices or other school facilities.

Athletic Competition

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law.

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she/they is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes. The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)
 - a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments

- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
- 2. The provision and maintenance of equipment and supplies
- 3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
- 4. Opportunities to receive coaching
- 5. Assignment and compensation of coaches
- 6. Provision of locker rooms, practice facilities, and competitive facilities
- 7. Provision of medical and training facilities and services
- 8. Publicity
- 9. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school website, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

- 1. The total enrollment of the school, classified by gender
- 2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
- 3. The number of boys' and girls' teams, classified by sport and by competition level

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

5.0 PUSD Title IX Athletics School Policies

5.1 Training and Gender Equity Oversight

5.1.1 Responsibility of School Principals and the Director of Athletics

School principals and the Director of Athletics (AD) are responsible for ensuring that the following policies are implemented on their respective campuses. Because interscholastic athletics is one of the only education programs that is permitted to be conducted on a sex separate basis (separate boys and girls teams), if boy and girl athletes are treated differently, which easily occurs with sex separate teams, PUSD must ensure that equal proportions of boy and girl athletes are provided with equal benefits and treatment.

5.1.2 Importance of Consulting with the PUSD Title IX Coordinator

Because Title IX athletics regulations are numerous, somewhat complicated, but also allow for considerable flexibility in the development of gender-neutral policies or the application of policies that treat boy and girl athletes differently, obtaining advice from a trained Title IX athletics expert is essential. The Superintendent has provided such training to the PUSD Title IX Coordinator who has access to a Title IX athletics consultant.

5.2 Title IX Notifications to Parents and Students

5.2.1 Sample Annual Notification of Department of Education Title IX Regulations

The following notification shall be:

- posted in all physical education and athletics team locker rooms (principal/AD)
- included in the Annual Parent Handbook (Title IX Coordinator)
- included in the Athletics Eligibility Forms packet for every sport (AD)

ANNUAL NOTIFICATION OF CALIFORNIA DEPARTMENT OF EDUCATION TITLE IX REGULATIONS

Title IX remains a critical federal civil rights law that prohibits discrimination on the basis of sex (including sexual harassment) in our schools. It protects male and female students and employees in any educational entity that receives federal funds. In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX requires that each public school district, as well as state-approved nonpublic special education programs, have at least one person designated as the Title IX Coordinator. The Title IX Coordinator ensures active compliance with the law. Title IX Web pages can be found by going to <http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>

As defined and required by Title IX all schools will post, in a prominent location, the notification of the name, address and telephone number of the District Title IX Coordinator:

Ariel Dolowich

Assistant Superintendent, Educational Services

(510) 594-2687

Piedmont Unified School District

Piedmont, CA 94611

Email: titleixcoordinator@piedmont.k12.ca.us

Compliance with Title IX is essential to ensure equity in education. Complaints pertaining to Title IX issues can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600., If you want to learn more regarding Title IX provisions, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov.

5.2.2 "Athlete's Bill of Rights"

The following document shall be included in the Athletics Eligibility Forms packet for every sport and posted on the district's Title IX overview webpage.

ATHLETES' BILL OF RIGHTS (Education Code Section 270-271)

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - (1) Equipment and supplies.
 - (2) Scheduling of games and practices.
 - (3) Transportation and daily allowances.
 - (4) Access to tutoring.
 - (5) Coaching.
 - (6) Locker rooms.
 - (7) Practice and competitive facilities.
 - (8) Medical and training facilities and services.
 - (9) Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.

- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

5.2.3 Parent-Athlete Notification of Team Tryouts

Parents and students shall be annually informed that (1) all teams are required to conduct tryouts open to all eligible boys and girls as an essential element of ensuring equal opportunity to be selected and (2) that team roster sizes are limited based on cost considerations and the obligation to ensure that all boys and girls are equally treated with regard to coach to athlete instructional ratios, thus letting them know that not every child can be selected. Such notice shall be included in PUSD athletics eligibility registration.

5.2.4 Sample Web Site Title IX Posting

The following posting should be included on your school, school district and athletics website:

TITLE IX REGULATIONS

Every school district that receives federal funding is required to designate and/or adequately train at least one employee to coordinate the recipient's Title IX responsibilities. Title IX regulations also require the name and contact information of each Title IX Coordinator be made public by the educational institution. The Piedmont Unified School District affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program and activity on the basis of age, race, color, national or ethnic origin, ancestry, citizenship, sex, gender, gender identity, sexual orientation, disability, medical condition, religion, or marital status.

Complaints alleging noncompliance with Title IX can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600 et. seq. and Piedmont Unified School District Policy 1312 and should be directed to the Title IX Coordinator(s):

Ariel Dolowich

Assistant Superintendent, Educational Services

(510) 594-2687

Piedmont Unified School District

Piedmont, CA 94611

Email: titleixcoordinator@piedmont.k12.ca.us

The same rights apply to physical education. Boys and girls have the right to equitable treatment, equitable locker room and activity facilities and the same process with regard to their right to file a complaint and receive an answer within 60 days. If boys receive physical education credit for participation in sports, girls must be equally treated.

5.3 Participation Policy: Gender Equity, Roster Management, Girls on Boys' Teams, Adding and Dropping Teams

5.3.1 Gender Equity in Participation

5.3.1.1 Counting and Monitoring Participation. The Director of Athletics shall continually monitor roster sizes and annually monitor the percentage of boys and girls participating in the athletic program toward the end of the year, ensuring that the percentage of boys and girls in the athletic program are proportional to the general student population.

5.3.1.2. Participation on Teams of the Opposite Gender. Any member of the "underrepresented gender" (the gender that has the fewest opportunities overall-all sports considered) shall be provided an opportunity to try out for and be selected on the same skill and ability basis on a team that is offered for members of the overrepresented gender (even if the team involves a contact sport) and that player is not provided with a team consisting of participants of the player's own gender.

5.3.1.3 Roster Management. The Director of Athletics in consultation with the Superintendent shall be responsible for establishing roster limits (maximum allowable participants) for each boys' and girls' team that will enable the athletic program to maintain the percentage of males and females participating in the athletic program that is equal to the percentage of males and females in the general student population ("Title IX Proportionality").

- a. **Roster Caps for Boys' and Girls' Teams in the Same Sport.** Roster caps for boys' and girls' teams in the same sport do not have to be identical but they should be in the same range for that sport. Caps may vary as a function of (a) maintaining overall Title IX proportionality, (b) maximizing sport choices for males and females based on their respective interests and (c) equalizing the opportunities of each sex to participate at various competition levels.
- b. **Roster Cap Variance by Competition Level.** Roster caps may be different for varsity, junior varsity and frosh sports, recognizing that larger frosh and junior varsity teams may exist for developmental reasons.
- c. **Acceptable Percentage Difference to Achieve Title IX Proportionality.** There is no fixed acceptable percentage difference. Rather, an acceptable percentage difference is when the percent difference represents that number of athletes of the underrepresented gender that is less than the size of any team for the underrepresented sex that could be added. This "less than the size of any team that could be added" represents the degree of flexibility in the roster management system.

Scenario 1: Assume that a high school has student enrollment that is 50% male and 50% female. However, the total number of athletes at the school is 45% female (90 girls) and 55% male (110 boys). Title IX's proportional participation standard requires that girls be given the same opportunity as boys. Athletic participation has to match percent male female enrollment – 50% male/50% female. There are a number of ways to reach 50-50. One way is to reduce boys' participation to 100 and increase girls' participation to 100

which might require cutting the boys' tennis team or telling the football coach he has to cut ten players. Another way, which we have chosen as our philosophical initial approach, is, budget permitting, not eliminating any opportunities for boys and bringing girls' participation up to the boys' level of participation. So, to get from 90 to 110 girl participants (the boys participation level), we might add a girls' soccer team. So, we have perfect proportionality. We tell all the coaches to maintain gender equity by keeping each of their teams at their current size. This is called "capping" rosters. Assume all the team rosters are capped at an adequate size for their sport and no teams have artificially inflated rosters (told to carry more players than might be normally expected on a team in that sport.) See the school example on the next page with the new girls' soccer team of 20 in the green cell. Below the chart see instructions on how to compute the participation gap for the underrepresented gender.

SAMPLE HIGH SCHOOL			PROPOSED SOLUTION	
SUMMARY	Male	Female	Male	Female
Total # High School Athletes	110	90	110	110
% Athletes	55.0%	45.0%	50.0%	50.0%
Total # Students (grades 9-12)	800	800	800	800
% Students	50.0%	50.0%	50.0%	50.0%
OVERALL FEMALE PARTICIPATION GAP*		20		0
VARSITY SPORTS	Male	Female	Male	Female
Football	30	0	30	0
Tennis	10	12	10	12
Basketball	12	13	12	13
Soccer	18	0	18	20
Cross Country	8	9	8	9
Golf	8	8	8	8
Track and Field	24	32	24	32
Volleyball	0	16	0	16
Total - Athletes	110	90	110	110

First determine the underrepresented gender which is the gender where its percent of all athletes is LESS than percent of all students. To compute the participation gap for the underrepresented gender (number of participants to be added to equalize percent athletes and percent all high school students of that gender assuming the number of participants for the overrepresented sex is kept constant: (# of overrepresented athletes divided by percent of that gender among all students) minus (actual number of male athletes plus actual number of female athletes). For columns 2 and 3 above: $(110/.50)-(110+90)=20$. For the solution, columns 4 and 5 above: $(110/.50)-(110+110)=0$

Scenario 2. Now assume the football coach comes to the Athletic Director and says, "I need ten more players to create a safer playing environment. We have too many kids playing offense and defense and fatigue increases the risk for injury." Does the athletic director tell the football coach "No, we have to maintain exactly proportional opportunities." Or, is there an acceptable variance? The answer is that there is an acceptable variance – a underrepresented gender participation gap that is less than the size of a team that could be added for the underrepresented gender. The chart on the next page shows a participation solution that allows ten more football players. Computation of the female participation gap shows a variance or female participation

gap of 10. See columns 4 and 5 below showing in the green cells the football team with 10 more players and the 20 players on the new girls' soccer team.

SAMPLE HIGH SCHOOL			PROPOSED SOLUTION	
SUMMARY	Male	Female	Male	Female
Total # High School Athletes	110	90	120	110
% Athletes	55.0%	45.0%	52.2%	47.8%
Total # Students (grades 9-12)	800	800	800	800
% Students	50.0%	50.0%	50.0%	50.0%
OVERALL FEMALE PARTICIPATION GAP*		20		10
VARSITY SPORTS	Male	Female	Male	Female
Football	30	0	40	0
Tennis	10	12	10	12
Basketball	12	13	12	13
Soccer	18	0	18	20
Cross Country	8	9	8	9
Golf	8	8	8	8
Track and Field	24	32	24	32
Volleyball	0	16	0	16
Total - Athletes	110	90	120	110

First determine the underrepresented gender which is the gender where its percent of all athletes is LESS than percent of all students. To compute the participation gap for the underrepresented gender (number of participants to be added to equalize percent athletes and percent all high school students of that gender assuming the number of participants for the overrepresented sex is kept constant: (# of overrepresented athletes divided by percent of that gender among all students) minus (actual number of male athletes plus actual number of female athletes). For columns 2 and 3 above: $(110/.50)-(110+90)=20$. For the larger football team solution, columns 4 and 5 above, a new girls' soccer team is added and the football roster adds 10 more players: $(120/.50)-(120+110)=0$

If the AD allows the football coach to have 10 more players, boys will receive 120 opportunities compared to 110 for girls. The female participation gap or variance is 10 players. Now the AD looks at all sports currently offered for girls and determines whether there is a sport not currently offered for girls, which, if added would close the gap of 10, but not exceed 10 because then the underrepresented gender would shift to being boys. If the school already has girls' cross country, golf and tennis as in the example above – teams that usually consist of 8-10 players and the next sport indicated on the boys' and girls' interest survey and for which competition is available within the school's normal geographic region is Stunt which requires at least 18 players or lacrosse which requires at least 16 players, the acceptable variance would be 16. However, if the school did NOT offer girls golf, a girls' golf team would have to be added if the AD wanted to approve 10 more players for the football team. The acceptable variance would be less than 8, the size of a team that could be added that is less than 10. Thus, exact proportionality is not required and this is how the AD would go about determining the acceptable variance for the school's athletic program.

Caution: In the above school example, at the beginning of the year the AD would know that the size of the smallest team for the underrepresented sex that could be added was 16 if the smallest team that could be added was lacrosse. So, knows that 15 (one less than 16) are available if sports want to add players above the roster cap assigned. So, in this example, the AD could give the 10 extra roster slots to football, could allow rosters to

exceed caps in other sports up to 5 more male participants. But the AD should be careful. What if only 28 girls came out for the track and field team and the projected girls' roster size for equity was 32? The AD just lost four of the variance roster slots she/he thought were available. The caution is for the AD not to give away all of these variance roster slots early in the year. Five or more variance slots should be unused until the AD knows actual roster sizes for the boys' and girls' spring sports. The AD never knows whether projected caps or roster sizes will materialize. Thus, it is important for the AD to enter the actual roster size for each sport on the first day of competition in that sport in real time as the school year progresses, remembering that, when all sports are considered, teams may be somewhat over or under their respective roster limits as long as the total overage for all teams is less than the size of any team that could be added for the underrepresented sex.

- d. Maintaining Equal Proportions of Athletes Within Each Competition Level (Varsity/JV/Frosh).** The roster management system must also ensure that equal proportions of boys and girls are accommodated within each competition level (i.e., if 30% of all boys are provided Varsity opportunities, 30% of all girls should be provided with varsity opportunities). The acceptable difference standard is computed by (1) determining the percentage difference and (2) multiplying that percent time the total number of all athletes of the underrepresented gender. If that number of participants of the underrepresented gender in that competition level is less than the size of any team of the underrepresented gender that can be moved into that competition level, the difference is acceptable.

Scenario 3: The school below has programs within two competition levels – Varsity and Junior Varsity. The school has an overall female participation gap of 65 that must be resolved AND there are differences in the percent of boys and girls provided varsity and junior varsity opportunities.

SAMPLE HIGH SCHOOL w/ VARSITY and JV TEAMS			PROPOSED SOLUTION	
SUMMARY (Varsity/JV)	Male	Female	Male	Female
Total # High School Athletes (Varsity/JV)	180	115	188	188
% Athletes	61.0%	39.0%	50.0%	50.0%
Total # Students (grades 9-12)	800	800	800	800
% Students	50.0%	50.0%	50.0%	50.0%
OVERALL MALE PARTICIPATION GAP		65		0
Varsity Sports	Male	Female	Male	Female
Football	30	0	38	0
Tennis	10	12	10	12
Basketball	12	13	12	13
Soccer	18	0	18	18
Cross Country	8	9	8	9
Golf	8	8	8	8
Track and Field	24	32	24	32
Volleyball	0	16	0	16
Lacrosse	0	0	0	16
Total - Athletes	110	90	118	124
% Athletes in this Sex in this Comp. Level	61.1%	78.3%	62.8%	66.0%
Junior Varsity Sports	Male	Female	Male	Female
Football	34	0	34	0
Soccer	23	0	23	21
Basketball	13	12	13	12
Volleyball	0	13	0	13
Tennis	0	0	0	10
Golf	0	0	0	8
Total -Athletes	70	25	70	64
% Athletes in this Sex in this Comp. Level	38.9%	21.7%	37.2%	34.0%

Examining columns 2 and 3, at the varsity level 78.3% of all girl athletes receive varsity opportunities compared to 61.1% of all boys – a 17.2% difference. At the JV level, 38.9% of all boy athletes receive JV opportunities compared to 21.7% of all girls – a 17.2% difference. The solution proposed – see columns 4 and 5 - adds new varsity girls' teams in soccer and lacrosse and new girls' JV teams in soccer, tennis and golf. Or, instead of adding girls' JV tennis and golf, JV girls' lacrosse could be added. This solution accomplishes the overall participation solution of a zero participation gap. With regard to solving the differences in Varsity and JV opportunities, the boys' varsity percent shortfall of 3.2% is an acceptable variance, because 3.2% of 188 total boy athletes is only six athletes, less than the size of any boys' team that could be added to varsity. Similarly, the girls' JV shortfall of 3.2% is an acceptable variance, because 3.2% of 188 total female athletes is six athletes, less than the size of any girls' team that could be added to JV.

- e. **Counting Rules.** Generally, the team's sport eligibility form should be used for participant counts. Any athlete cleared to participate and who actually participates in practices, whether or not the athlete actually competes, should be counted. (Injured athletes count as long as they continue with team activities and receive the same benefits as if they were play)
- (1) **Date of Counting.** All athletes who are listed on a team's squad or eligibility list and are on the team as of the team's first competitive event are counted as participants.
 - (a) Courts have held that institutions cannot cheat by purposefully designing a situation where male athletes are told not to attend practice until after the first date of competition for the purpose of not counting them when from that point

forward they practice and play for the rest of the season. Such a practice would artificially reduce the male participant count. Similarly, an institution that purposely keeps every female who tries out for a team through the first day of competition and then drops one or more female athletes from the squad after that day in order to artificially inflate the female participant count would not be complying with Title IX.

- (b) If the school sponsors cross country and outdoor track, independent participant counts must be made in each season. A school cannot automatically count an athlete in multiple sports (i.e., cross country or track) unless they actually practice in each of the countable seasons.
- (c) Count all competition participants even if they did not participate on the first day of competition. The first day of season is a measure of convenience and form rather than substance. Athletes who participate in any competition during the academic year while representing the school, in the traditional season of the sport, or who otherwise participate sufficiently to be charged with a year of eligibility or earn a letter should be counted as participants whether or not they were on the squad list on the day of the first competition.
- (d) Junior varsity players who are moved up for any reason to play varsity, count as JV players for the season if they practiced/played the majority of the season as JV or count as varsity players if they played the majority of the regular season as Varsity.

(2) Definition of Participant. Participants are those athletes:

- (a) Who are receiving the institutionally-sponsored support normally provided to athletes competing at the institution involved (e.g., coaching, equipment, medical and training room services) on a regular basis during a sport's season; and
- (b) Who are participating in organized practice sessions and other team meetings and activities on a regular basis during a sport's season; and
- (c) Who are listed on the eligibility or squad lists maintained for each sport.

(3) Cheerleaders, Managers and Male Practice Players. Sideline cheerleaders and managers do not count. Male practice players on girls' teams who receive all the benefits of the athletics program except eligibility to compete, do not count as females and because they are ineligible to play on the girls' team, do not count as male athletes.

5.3.2 Authority and Process for Adding or Dropping Teams

Approval of the School Board, PUSD Superintendent, upon recommendation of the school principal, Title IX Coordinator and Director of Athletics, is required for the adding or dropping of sports programs because the District budget is the primary funding source for interscholastic athletic programs. Further, when teams are eliminated, such actions often result in community reactions which should be weighed as a factor. The Director of Athletics in consultation with the Title IX Coordinator and Principal shall be responsible for developing recommendations and justification consistent with the requirements of Title IX of the Education Amendments of 1972 and the following policies.

5.3.2.1 Responsiveness to Underrepresented Gender

If one gender is underrepresented to the extent that adding an additional team will remedy the underrepresentation, being responsive to meeting identified interest and abilities of the underrepresented sex shall receive priority attention with regard to adding new sports. Neither a poor competitive record of a club team nor the inability of currently interested students or admitted students to play at the same level of competition engaged in by the institution's current varsity teams shall be considered evidence of lack of ability. Rather, the athletic department shall determine whether encouraging interested students, providing summer programs, physical education, elective classes or workshops to assist the underrepresented gender in developing skills and confidence in trying out for athletic teams, and providing the same recruiting budget, treatment, and benefits afforded current varsity, junior varsity or freshmen teams would have the potential to sustain an interscholastic team.

5.3.2.2 Monitoring Interest of Underrepresented Gender.

The athletic department shall annually monitor developing interests and abilities of the underrepresented gender by conducting periodic nondiscriminatory assessments as follows:

- a. Following an initial interest survey at the end of the 2021-22 school year, an interest survey will be administered once every three years thereafter. See Appendix A and B.
- b. Review participation in the institution's club sport and intramural (if any) sports programs, if any. Review of any feeder sports programs (PRD) they may indicate interest.
- c. Examine the feasibility of adding sports in which league or CIF championships are offered but that the institution is not currently sponsoring
- d. Review the sports programs in high schools within the normal geographical playing area of District
- e. Review petitions or letters requesting the addition of varsity sports

5.3.2.3 Process for Adding Teams.

The Director of Athletics in consultation with the Title IX Coordinator shall be responsible for performing due diligence as described below and shall present his or her recommendations to the principal for consideration. Such recommendations shall include a projected budget, a timetable for adding the team, and an analysis of the effect of such an addition on compliance with Title IX. If approved by the school principal, the proposal will be forwarded to the Superintendent for action and, if approved, the new team shall be established in the next academic year or other time as specified by the Superintendent.

All of the following factors shall be examined in determining priorities among sports considered:

- a. Number of participants expected to participate in the new sport program in relation to the participation gap of the underrepresented gender
- b. Cost of adding the sport program including salaries for coaches and additional support personnel, equipment, travel, and other operating expenses, noting that lack of financial resources is not an acceptable reason for providing unequal opportunities to members of the underrepresented gender

- c. Quality of existing facilities or facilities that would have to be improved or added to accommodate the sport
- d. Location of available competition, compared to the geographical location of regular season competition of current varsity, junior varsity or freshmen teams
- e. Availability of postseason interscholastic or open amateur sport championship opportunities

5.3.2.4 Process for Dropping Teams. No sport may be dropped if doing so will create a situation in which one gender becomes underrepresented or becomes increasingly underrepresented.

The Director of Athletics in consultation with the Title IX Coordinator shall be responsible for submitting a report to the school principal that contains all of the following information on the team proposed to be dropped from the interscholastic athletic program:

- a. Complete history of the program and rationale for dropping the team
- b. Proposed timeline for the process
- c. Description of the effect on current student-athletes and staff
- d. Evaluation of how dropping the sport will affect Title IX compliance
- e. Analysis of budgetary ramifications of dropping the sport and a plan for reallocation of money saved
- f. Evaluation of the effect on athletic program fund-raising, particularly with regard to major athletic programs or District donors
- g. Anticipated effect on community response or alumni involvement
- h. Any other predicted ramifications

5.4 Policies Related to Funding, Fundraising and Participation Donations

The following fundraising policies applicable to all boy and girl athletes and teams shall be annually distributed to all athletes and coaches.

5.4.1. PUSD District Funding of Piedmont High School Athletic Programs. The PUSD funding of interscholastic athletics covers school costs related to the provision of competition uniforms, necessary equipment, officiating fees, league dues custodial services related to athletics events and rental fees for sports facilities not offered by the district.

5.4.2. Participation Fees. No student shall be denied the ability to participate in interscholastic athletics due to financial constraints. No fees shall be charged to participate in sports.

5.4.3. Participant “Donations” or “Solicitation”. Participation “donations” for athletics shall not be required as a condition of participation. Individual athletes shall not be required to solicit donations. However, athletes and their families may be asked to volunteer to solicit or make donations for team support.

- a. **Fundraising goals (CSF).** Athletes and families are encouraged to make donations to meet fundraising goals but no athlete or family shall be required or penalized for failure to meet fundraising goals.

5.4.4 Business Sponsorships, Advertising Revenues and Corporate or Business Donations. The Piedmont Booster Club is responsible for generating funds from business sponsorships, advertising revenues and donations from individual corporations or businesses who wish to support all sports at all PUSD schools rather than or in addition to support the fundraising activities of specific sports. Nothing in this policy shall prohibit any school from soliciting business sponsorships, advertising revenues or donations from any corporation or business and providing signage or other benefits specific to that school.

5.4.4.1 Display of Signage. Recognition of such sponsorships or donations may require that the school display signage on their respective campuses. The location and size of such signage in each athletics facility shall be approved by the school principal prior to the construction of sponsorship and advertising solicitation materials.

5.4.5 Regular Season Event Gate Receipts.

All gate receipts from regular season events in any sport shall be deposited into the Gate Fee ASB account (as opposed to any school's sport team fundraising account). Such funds shall be used to fund PUSD team budget allocations to be used for the purpose of purchasing sports equipment and supplies. Funds are also used to make up for the cost of CIF Playoff Expenses.

5.4.6 ASB Fundraising Accounts.

The Director of Athletics shall be responsible for establishing an ASB Athletics Club account with one sub account for each team and an "all teams" account. The Director of Athletics signature, as the club advisor, is required for all expenditures from each account and the acceptance of any gift-in-kind by the team, including any donation of product purchased by coaches or parents (see Appendix D). Appendix E contains a sample application form and Appendix contains a sample constitution and bylaws to be submitted to the school treasurer, finance secretary or other individual responsible for ASB accounts.

5.4.6.1 Team ASB Accounts. Team ASB account proceeds must first be used to provide for the same benefits or treatment of every boys' and girls' team. Following is a sample list of permissible purchases.. The list should be no longer than three or four items that represent (a) those items all teams wish to purchase that are not permitted as expenditures by PUSD team operating budget policy and (b) together represent total costs that every team can reasonably be expected to raise using a fundraising campaign.

Examples:

- a. a reasonably priced mid-range warm-up suit appropriate to that sport;
- b. a reasonably priced mid-range light warm-up athletics shirt which may be branded with the name of the team. Shirt quality specifications and price shall be common to all teams and be determined by the Director of Athletics;
- c. participant fee for local skills clinic or summer camp fee reasonably priced and appropriate to that sport as determined by the coach in consultation with the Director of Athletics;
- d. an end of season awards banquet

- e. Bus transportation to non playoff away contest

After the team raises and expends funds to purchase these items, additional uses of the ASB account must be pre-approved by the Athletic Director who shall ensure that equal proportions of male and female athletes are equally treated with regard to the provision of additional benefits.

Director of Athletic's ASB Account. The Director of Athletic's ASB account shall first be used to provide for awards for all teams (Certificates, Letters), second for any 5.4.8.1 a-e expense that cannot be provided by a team ASB team account, thereby ensuring gender equity in treatment and benefits provided to male and female athletes and last, to fund additional benefits or treatment for an equal proportion of athletes of the opposite gender when a team fundraising account is used to provide benefits in addition to 5.4.8.1 a-e.

Approval of Fundraising Initiatives. ASB policy requires prior approval of all teams or Director of Athletics all teams fundraising initiatives. See Appendix H for a sample form to be used for this purpose. The head coach of each team is responsible for submitting an approval form for team fundraising initiatives

Q&A

Q: From time to time, a team may identify a unique competition or other training opportunity. The team has money in its fundraising account or wishes to do a special fundraising campaign to be able to afford the cost taking advantage of this opportunity which is not accommodate by the team's operating budget. (ASB rules requires prior approval of all fundraising campaigns). Assume the team is a boys' team and that no girls' team(s) in the athletic program can afford to provide an equal benefit to an equivalent percentage of female athletes. Must the Director of Athletics refuse to approve use of existing team funds or the proposed fundraising initiative?

A: No. The Director of Athletics has the following other options:

Option 1: Use the General Athletic Fund ASB account (derived from Gate Fees Account) to fund an equal benefit to an equal proportion of girls' teams.

Option 2: Query girls' teams regarding their interest in a similar fundraising campaign to fund an equivalent special benefit. Advise both the boys' and girls' teams that funds raised cannot be used until both teams raise sufficient funds to accomplish this purpose. The Director of Athletics can say that both teams have two years to raise the funds, approving the first team to acquire and expend the funds in Year One and the next team to do so the following year.

Option 3: Same as option 2 except if within the two-year period, the second team still has not reached its goal, the Director of Athletics can fund the balance from the General Athletics ASB account.

Key is that the Director of Athletics design a reasonable gender equity solution that is not limited to execution in the current academic year.

5.4.7 Concessions. Concessions at all athletic events are under the control of the Director of Athletics who shall ensure that concession services are equally provided to school teams

for home events. The Piedmont High School booster club shall manage and facilitate the concessions. Each team shall have the ability to work concessions at one athletic event each year in the off-season of that team. Part of the proceeds will go to that team's ASB account.

Equal Provision Defined. This policy does not require that concession services be provided at all athletic events, only that equal proportions of male and female athletes (number of athletes, not number of teams) be served or unserved by concessions at their events.

Finances. The Booster Club shall pay for all products and receive all revenues derived from concession operations except for the portion that the working team receives .

Concession Product. Products sold must meet the nutritional standards and preparation conditions (i.e., preparation in licensed school kitchen, no food prepared from homes, etc.) established by school ASB policy.

Third-Party Operations of Concessions at Athletic Events. Third-party operations of food or product concessions at athletic events held on school property may not be held without the permission of the school principal and Director of Athletics.

5.5 Policy on the Provision of Athletics Equipment, Practice Apparel, and Competition Uniforms

The following equipment, practice apparel and competition uniform policies shall be applicable to all male and female athletes and teams and shall be annually distributed to all student-athletes and coaches.

5.5.1 California Education Code Mandate. The California Education Code provides that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. "Educational activity" includes extracurricular activities such as interscholastic athletic programs. Prohibited "fees" include any charge that is a condition for athletic participation such as locker, uniform or equipment security deposits or payment for balls, athletic equipment, practice or competition apparel.

5.5.2. Provision of Athletics Equipment, Practice Apparel and Competition Uniforms. All competition apparel and safety equipment required by the rules of each sport shall be provided to participants at no charge.

5.5.3 Provision of Competition Uniforms. The PUSD team uniform budget, provided by PUSD, shall fund the purchase of an official team competition uniform for every team, on a once every four years rotation according to a schedule established by the Director of Athletics approved by the Superintendent. A team competition uniform shall consist of a reasonably priced competition uniform (including socks, belt, hat or other required uniform elements appropriate to that sport). For sports in which the sport or league rules require dark and

light uniforms, two uniforms may be required. The four-year cycle will be adjusted for teams that do not complete their seasons.

5.5.3.1 Damaged Uniforms or Inadequate Sizes. Individual replacement uniforms may be purchased at any time due to inadequate sizes or uniform damage upon request to the Principal by the Director of Athletics.

5.5.3.2 Swimming and Water Polo. Swimming and water polo shall be an exception in that bathing suits shall be the official competition uniform, shall be provided in school colors and imprinted with the official school name or logo, shall be reused from season-to-season by the athletes to whom they are issued and are non-returnable following completion of the athletes' eligibility.

- a. Swimming apparel shall be provided to new athletes each year.
- b. Each athlete is responsible for using that uniform until completion of eligibility.

5.5.3.3 Team Colors and Logos. Competition uniforms and warm-ups shall be in official school colors and be imprinted with the official school name or logo.

5.5.3.4 Player Names on Uniforms. No player names shall appear on uniforms.

5.5.3.5 Extra Sets of Uniforms. Teams are not permitted to purchase, or accept as a gifts-in-kind, an extra set of competition uniforms beyond what the rules require unless the school site ensures that a corresponding proportion of athletes of the opposite sex also receives the extra set benefit. The Principal's approval is required for the early replacement plan.

5.5.3.6 Acceptance of Competition Uniform Gifts in Kind. Acceptance of all uniform gifts-in-kind by any school team, from an apparel manufacturer or provided by a donor, requires the prior approval of the Director of Athletics and is conditioned on PUSD being able to provide comparable benefits to an equal proportion of participants from the opposite sex.

5.5.3.7 Fundraising for Team Uniforms. Per 5.4.8.1 above, every school determines the priority use of ASB fundraising accounts. If those priorities are met and it is the team's year to receive competitive uniforms in the rotation, a team may raise funds to purchase their own uniforms under the following conditions:

- a. The Principal is informed;
- b. No team member is told they must (1) pay for their own uniform or (2) raise an amount equal to that cost;
- c. Team members are told that uniforms purchased are school property which they may keep upon graduation only if they pay the replacement cost at that time;
- d. The uniforms are of the same quality as that provided to other teams;
- e. Policies regarding team colors and team logos are followed; and
- f. No names of individuals are permitted on such uniforms.

5.5.4 Maintenance, Storage and Inventory. All uniforms are the property of PUSD. The Director of Athletics is responsible for the maintenance, storage and proper inventory control of all team uniforms.

5.5.4.1 Postseason Inventory. The Director of Athletics and coach will meet following the conclusion of each season to review the return and inventory of all uniforms and equipment.

5.5.4.3 Purchase of Uniforms Upon Completion of Eligibility. Players who have completed their eligibility and wish to purchase their uniforms may do so at replacement cost as long as a replacement uniform is available.

5.5.4.4 Team Inventory Losses. Any team inventory (equipment or uniforms) losses must be made up as first priority use of team fundraising income.

5.5.5 Safety Equipment. Helmets, shin guards, knee pads, chest protectors and other catcher's equipment, shoulder and other football/Lacrosse pads and other safety "equipment" required by sport rules shall be provided to athletic program participants and are not considered to be practice or competition "apparel" or "personal sports equipment". Issued safety equipment must be returned to the athletic department at the end of the season or the student participant shall be charged for replacement costs. PUSD shall provide each team with an operating allocation each year in order to enable the purchase of such equipment.

5.5.6 Personal Sports Equipment. Any individual athlete who does not provide his or her own personal sports equipment (i.e., golf clubs, baseball bats, softball and baseball gloves, tennis rackets, etc.) shall be provided with such equipment which must be returned at the end of the season or the individual will be charged for its cost.

5.5.7 Consumable and Permanent Sports Equipment. The athletic department shall ensure that sufficient consumable non-personal sports equipment (tennis balls, golf balls, volleyballs, baseballs, etc.) and permanent non-consumable equipment (blocking sleds, pitching machines, hurdles, nets, etc.) are provided for each sport on a gender equitable basis. The PUSD operating budget allocation provided for each team shall first be used to provide sports equipment which must be returned at the end of the season and kept track of via an annual inventory. If any equipment issued to an athlete for season use is not returned, the individual will be charged for its cost.

5.5.8 Practice Apparel. No district account may be used to provide practice apparel to any athletic team, including athletics shoes. No coach is permitted to require participants to purchase the same or specific practice apparel, including athletics shoes. Athletes may wear any practice apparel of their choosing as long as such apparel does not represent a safety hazard.

5.5.8.1 Availability of Spirit Packs for Optional Student Purchase. The Director of Athletics shall arrange for an online retailer(s) to provide low cost practice apparel for the voluntary purchase of participants. This “spirit pack” program shall be administered by the Director of Athletics. A menu of generic practice apparel items (i.e., t-shirts, shorts, and sport specific items that meet team needs but are not competition uniforms) shall be made available for student purchase via direct online ordering using one or more retail suppliers. The menu of spirit pack items shall be developed and implemented by the Director of Athletics. The purchase of spirit packs shall be on a voluntary basis for all athletes.

5.5.8.2 Shoe Loan Program. The Director of Athletics may establish a shoe loan program, purchasing athletic shoes for the use of athletes who cannot afford to purchase them. The shoes may be issued and used during the sport season, but must be returned at the end of the season.

5.5.9 No Athletic Department Provision of Undergarments. Undergarments (jock straps, sports bras, compression shorts or tops, non-uniform socks, etc.) are not considered to be team uniforms and must be purchased by each team member. Neither athletic department funds nor team fundraising accounts shall be used for the purchase of such items.

5.6 Transportation and Team Travel Policies

5.6.1. Hotel Accommodations. The team fundraising account is used for the provision of hotel accommodations. If overnight stays are required, athletes shall be accommodated four to a room at mid-range hotel accommodations such as Comfort Inn, Hampton Inn, Fairfield Inn, etc. During such trips, team activities may include transportation to entertainment areas but team budgets and fundraising accounts may not be used for provision of cinema or other entertainment benefits.

5.6.2 Modes of Transportation – High School. The Director of Athletics shall be responsible for ensuring that all male and female athletes are equally treated with regard to modes of transportation provided for travel to athletics events. The use of charter buses or vans shall be used.

a. Teams/Programs (That travel in one group) of 36 or more members, may request chartered buses for team travel to away contests. All Teams participating in postseason play may request transportation to away contest.

5.6.2.1 Travel to and From High School Competitions. All athletes are required to travel to and from competitions with their team.

5.6.2.1.1 Waiver of Requirement to Return to Campus with Team. The parent or a legal guardian (on file with PUSD) of a student-athlete may request a waiver of the policy requiring the athlete to return to the school campus

with the team by completing the PUSD Parent Permission and Release from Team Travel Return to Campus Policy form (see Appendix H). Athletes released under this waiver may leave the event site at the time the bus departs for return to the school campus or at another time following the completion of the competition as determined by the head coach.

- a. **48-Hour Notice Required.** This form must be submitted at least 48 hours before travel to the head coach and the Director of Athletics must validate that the signatory is a parent or a legal guardian on file with PUSD. If the 48-hour timeline cannot be accommodated under unique circumstances, the decision is at the discretion of the school athletic director, but the form must still be completed before departure from an event site.
- c. **Copy on File for One Year.** After the form is signed by the head coach and athletic director, a copy is kept on file for one year.
- d. **Prohibition of Blanket Approval.** For multiple requests, the approval form must be completed for each request.

5.6.2.2 Off-Campus Practice. PUSD does not provide transportation to off-campus practice sites.

5.6.2.3 Release from High School Practice. Players are responsible for providing their own transportation home following the end of team practice. Coaches may not leave the practice location until all players have exited school property or the off-campus practice site.

5.6.2.4 Coaches Prohibited from Transporting Students. Coaches are prohibited from transporting students home following practice or competitions unless it is an official field trip for which the coach is registered as an official field trip driver.

5.7 Provision of Snacks and Meals to Athletic Teams

5.7.1 Departure Prior to Lunch Period. If a team is required to depart prior to the school lunch period, the Director of Athletics shall request that the cafeteria prepare box lunches for all team members.

- 5.7.2 Provision of Beverages and Snacks on Team Trip.** Director of Athletics budgets, team fundraising accounts or gift-in-kind donations from parents may be used to provide beverages and pre-packaged snacks not to exceed \$15 per student in conjunction with home or away events that do not require an overnight stay. The Director of Athletics is responsible for ensuring that such benefits are equally provided to boys' and girls' teams. If team fundraising accounts are insufficient to provide equal treatment, purchase of beverages/snacks shall be from the Director of Athletics all sports gender equity account. Parents are encouraged to donate bottled water and packaged nutrition bars.
- 5.7.3 Meals During Overnight Trips.** The team fundraising account is used for the provision of providing meals during overnight trips. In the case of travel to competitions that require an overnight stay, meals provided may not exceed \$20 per diem. If the team fundraising account is insufficient to cover the expense, the General Athletics ASB account shall cover the expense. Funds may only be used for meals and may not be designated for other purposes. The team is obligated to conform to the PUSD overnight field trip pre-approval process.
- 5.7.4 School Campus Team Meals.** Parents providing on campus meals for athletes are providing "gifts in kind." The Director of Athletics must ensure that such meals are equitably provided to equal proportions of boy and girl athletes during the course of the school year.
- 5.7.4.1 Parents Bringing Food to Campus.** Parents are permitted to bring food to campus to provide a team with a pre-game meal. Arrangements must be made with the site administrator regarding the on-site location used for this activity.

5.8 Employment and Compensation of Coaches

The following policies and recommended practices apply to the hiring and payment of coaches for boys' and girls' sports and are intended to prevent or correct imbalances in the provision of more experienced coaches, male and female coaches, walk-on versus on-campus certificated teacher or classified staff coaches to boys' and girls' teams.

5.8.1 Affirmative Efforts to Increase the Quality of Coaches Provided to Female Athletes. Recognizing that significant changes in the gender composition of the coaching staff and increases in the number of on-campus full-time certificated teachers and classified staff member coaching girls' teams will take time because they must occur through attrition, a commitment to more aggressive affirmative action to increase the qualified female and certificated teacher applicant pool is necessary.

5.8.2 Encouragement of Athletic Participation. Recognizing that the most qualified person must be hired for any job and that training and incentive programs must be offered on an equal basis to males and females, the athletic department may implement the following practices,

dependent on the availability of funds, to increase the number of minority and certificated teacher applicants for coaching positions:

- a. The Director of Athletics is authorized to pay for one CPR and first aid class per year to offer to coaches who will need to complete or re-certify their certification.
- b. The Director of Athletic's should survey all current PUSD employees to determine which employees have past coaching and competitive sport experience. An "apprentice program" should be initiated that provides incentives such as Sub coverage, last period preparation, paid apprentice stipends and access to funding to participate in coaching certification programs.
- c. The principal and director of athletics shall aggressively market the availability of full-time physical education or academic positions to certificated teachers who are also qualified and interested in coaching in order to increase the short- and long-term applicant pool for coaching positions.
- d. All District employees shall be surveyed with regard to whether individuals hold current sport coaching certifications or experience. Coaches with limited experience and credentials should be offered the opportunity to apply for athletic department funding for reasonably priced clinics and online courses to obtain such certifications.

5.8.3 Coach to Athlete Instructional Ratios.

Coach-to-athlete instructional ratios for male and female athletes should be equal for each competition level (varsity, junior varsity and frosh) and overall.

5.8.4 Use of Team Fundraising Accounts to Compensate Coaches. PEF, booster club, team fundraising accounts may not be used to pay head, assistant or volunteer coaches. All payments must conform to sport position stipends and numbers of coaches established by the PUSD stipend schedule.

5.8.5 Splitting Coach Stipends. The practice of splitting one stipend between two or more coaches is not permitted. This coach stipend limitation is a programmatic decision which expresses the philosophy that all paid coaches should be at every practice.

5.8.6 Volunteer Coaches. To be a volunteer coach, the volunteer must complete the same requirements as all paid coaches and be cleared by that process. Teams may not accept the services of volunteer coaches unless approved by the director of athletics and PUSD. While this is currently the practice because the director of athletics is responsible for ensuring that all coaches, paid and volunteer, must pass criminal background checks, receive CIF certification, be certified in CPR, concussion, cardiac arrest and first aid, and other requirements, the director of athletics must also be cognizant of the fact that approval of the addition of a volunteer coach represents the provision of a full or partial FTE that affects coach to athlete

instructional ratios. Thus, care should be taken to make sure additional volunteer coaches do not result in instructional ratio imbalances and inequitable treatment.

5.8.7 Opportunity to Receive Supplemental Expert Instruction. The approval of the director of athletics is required prior to the start of the season of sport for any team to attend clinics or workshops or bring guest coaches, conditioning or strength training specialist or similar experts to campus for special training sessions. Requests from all teams should be assembled prior to decision-making to ensure that male and female athletes are provided equal opportunity to participate in such special instructional programs. If such activities require team fundraising account funding and some teams have insufficient funds to purchase such services, the requirement for equal treatment may require the use of general athletic account funds to supplement team funded activities.

5.9 Scheduling of Practice and Competition Times and Use of Facilities

The following policies shall apply to the scheduling of practice and competition times and the use of athletics facilities and locker rooms which shall be assigned to ensure equal treatment of male and female athletes:

5.9.1 Practice and Competition Schedules. The Director of Athletics shall annually review team schedules and take action to correct identified deficiencies if male and female athletes are not provided with the same benefits and treatment related to the following considerations:

- a. the numbers of contests scheduled as a percentage of maximum allowable competitions should be equal
- b. the balancing of home and away contests (except for cross country and Beach Volleyball that have schedules consisting of mainly tournaments in which multiple schools participate) and access to non-league competition should be equal
- c. the opportunity to engage in pre-season practice
- d. the opportunity to have the same length of competitive season
- e. the opportunity to have practices of the same length

5.9.1.1 Preferred Practice Times. While giving practice time preference to coaches in their respective team's competitive seasons is good practice in order to adjust to walk-on coach availability, coach convenience cannot take precedence over preferred practice times for student athletes. The Director of Athletics must balance practice schedules so that equal percentages of male and female athletes are affected by Prime (3:30pm to 6pm), Non-Prime (after 6 pm and before school) or Hybrid (combinations of Prime and Non-Prime). Interscholastic practice times should take precedence over community use schedules.

5.9.2 Physical Education Classes Must be Co-ed. Title IX requires that physical education classes, including sport-specific classes, must be offered on a co-ed basis. Such co-ed classes should be offered in sufficient quantity to accommodate all student-athletes who are interested in

registering for this opportunity, or, if class space is limited, equal proportions of male and female athletes should be accommodated.

Contest Days and Times. The Director of Athletics shall schedule contest days and start times so that equal percentages of male and female athletes are affected by Prime (Friday nights, weekend), Adequate (weekday evening not including Fridays) and Non-Prime (immediately after school on week days when it is difficult for parents to attend) contest days and times. To the extent that the school's league controls day and time scheduling.

Locker Room Assignments. If the quality of locker rooms, size of lockers, size of locker rooms and location of locker rooms (i.e., adjacent to competition facilities, off-campus, etc.), differs for males and females, scheduling shall be adjusted to ensure that an equal percentage of male and female athletes are assigned to equivalent quality locker rooms. Deficiencies that may only be remedied through construction, renovation, the purchase and installation of better lockers, etc., that prevent immediate resolution of inequities should be timetabled and approved as part of the school's athletics gender equity plan and temporary compensatory arrangements should be arranged for those teams experiencing the inequity during the resolution period.

Practice and Playing Facility Assignments. Equal percentages of boy and girl athletes shall be provided with practice and playing facilities of equal quality, location in relation to on-campus versus off-campus, quality of spectators' amenities (i.e., seating, access to restrooms and concessions, scoreboards, etc.) and maintenance. Deficiencies that may only be remedied through construction, renovation, the purchase and installation of better lockers, etc., that prevent immediate resolution of inequities should be timetabled and approved as part of the school's athletics gender equity plan and temporary compensatory arrangements should be arranged for those teams experiencing the inequity during the resolution period.

5.10 Provision of Equipment, Supplies, Weight-Training, Conditioning and Athletic Training Facilities

Equipment and Supplies. Boy and girl athletes shall be provided with the same quality and quantity of permanent and non-permanent equipment and consumable supplies.

Strength and Conditioning Facilities. Boy and girl athletes shall be provided with the same quality of equipment and access to strength training and conditioning and athletic training services. The Director of Athletics is responsible for ensuring that weight training and conditioning facilities meet the needs of all teams and not primarily those teams that require power lifting or other absolute strength as opposed to cardio conditioning.

Athletic Trainers and Strength Coaches. Boy and girl athletes must be equally served by athletic trainers and strength and conditioning coaches. This policy permits the assignment of athletic trainers and medical personnel based on gender neutral policies (i.e., assignment of trainers or doctors based on sport risk rather than gender of team).

5.11 Awards, Publicity and Promotional Support

The athletic director shall be responsible for ensuring that all boy and girl athletes are provided with equal awards benefits, publicity and promotional support.

Band and Cheerleaders. Arrangements for band and cheerleaders to appear at athletic contests shall ensure that the equal percentages of boy and girl athletes are provided with such promotional support.

Game Programs. Game programs should be produced for home events to the extent that equal proportions of boy and girl athletes receive such benefits.

Yearbooks. Each school's Yearbook Advisor shall ensure that Yearbook coverage (#'s of photos, pages, etc.) is equal for boy and girl athletes.

5.11.4 Athletics Web Pages. The school and athletics web sites shall provide for equal coverage, content and promotion of boys' and girls' teams.

Championship Banners and Sport Trophies. Banners recognizing league and state championship participation and achievement shall equally recognize girls' and boys' teams and individual champions with regard to size and location of banners. Team and individual trophies shall be displayed in equally prominent places on the school campus.

Awards. Letter awards, plaques and other team and individual participation, achievement and commemorative awards shall be equally provided (i.e., MVP, most improved, etc.) to boy and girl athletes and teams.

School Public Address Announcements and Social Media Promotion. School public address announcements, school, or athletic-department-controlled Facebook, Twitter or other social media electronic communications promoting tryouts, team activities, games and game results shall be equally afforded boy and girl athletes.

School Rallies and Assemblies. The conduct of school rallies and assemblies shall provide equal recognition of boys' and girls' teams.

Team Schedules, Posters, and Programs. The production of team schedules, posters, programs or other school or athletic department promotions shall treat all boys' and girls' teams equally.

5.12 Encouragement of Athletic Participants

The District recognizes that, historically, girls have not received the same encouragement and opportunities to participate in sports as boys and that culturally, their participation is less likely to be supported. Whether boys or girls are underrepresented in the athletic program, identification of student interest and abilities is important in the selection of new sports to be added to the athletic program for either gender. The following policies are intended to address confidence and other barriers commonly experienced by underrepresented populations.

5.12.1 Sport Interest Survey. The District shall conduct an interest survey among 6th through 11th grade students at least once every three years to determine the sports interests of boys and girls. If for any reason, the sports and participation numbers projected for the achievement of Title IX compliance do not materialize, the institution should be ready to identify other girls' sports that can be added. The school would need to demonstrate that it conducted such a survey and other assessments before it could adopt a defense for being unable to meet participation proportionality.

5.12.2 Tryouts. Recognizing that the fair and transparent conduct of tryouts influence decisions by boys and girls to initially or continue to try out for athletic teams and the fact that many girls are not as confident about engaging in tryouts as boys, all coaches are required to conduct tryouts. All tryouts shall be announced on the school website, via posted flyers as well as email notifications.

5.12.3 Increasing Student Interest and Confidence in Trying Out for Teams. In the case of establishment of new sports teams for the underrepresented gender or identification of the need to increase participation on existing teams, the following recruiting, instructional and promotional actions shall be implemented:

- a. A coach should be hired as soon as possible.
- b. Several after-school introductory "clinics" should be offered in each new sport. Each introductory clinic should be promoted several weeks in advance via school public address system announcements and flyers advertising "Is this the sport that's right for you? Come learn how to play it and see if you like it!"
- c. A college female athlete, current boys' coach in that sport or the coach hired to coach that sport should be asked to offer the clinic and should be asked to address the "confidence to try out" issue.
- d. All physical education and home room teachers should be asked to promote the new sport clinics.
- e. Offer open gym or intramurals for sports in which there is an underrepresented population.
- f. Current participants in the sport should be asked to "recruit" prospective athletes for their respective new teams - for example swimmers should promote a new water polo program, varsity tennis players should recruit players for a new junior varsity tennis

- team.
- g. The Director of Athletics and new coaches should visit middle school assemblies or home rooms to promote the new sports and encourage students to attend the introductory clinics.
 - h. The new coach should visit local amateur sports programs in the new sport to inquire whether there are participating players currently attending District schools who might wish to try out.
 - i. The annual interest survey should ask for contact emails and phone numbers for students who indicate an interest in learning more or trying out and the new coach should personally contact those who indicated an interest in playing.
 - j. If possible, new sports should be embedded in the PE middle school and grades 9 and 10 curriculum or considered as physical education elective offerings.
 - k. Orientation and other assemblies conducted at the start of school should be used to promote the sport opportunities.
 - l. The Director of Athletics and on-campus certificated teacher and classified employee coaches should be required to recruit on campus in the cafeteria during lunch period.

6.0 Title IX Complaints – Uniform Complaint Procedures

The Piedmont Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district has established Uniform Complaint Procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying against any protected group and all programs and activities that are subject to the UCP.

The District encourages the early, informal resolution of complaints at the site level whenever possible. If possible, we ask that you first, please contact your Principal or Director of Athletics if you have a concern.

Complaint procedures and guidance are available on the district website at

<https://www.piedmont.k12.ca.us/about/policies>

7.0 Document Revision

Document Revision

Date	Description of update	Person updating
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6/2022	Draft received from Donna Lopiano	
2022-2023	Updates to align with Piedmont Board Policies and internal procedures	BSmet, D Evans, S Griffin
8/22/2023	Removed "working" from title per J Hawn. Post to website. Added Document Revision Appendix	S. Griffin
9/1/2023	Formatting in Google Docs vs MS Word. Removed section on Officials as managed by WACC. Moved Document Revision to Section 7.0 instead of Appendix	S. Griffin

APPENDIX A: 2020-21 SPORT INTEREST SURVEY - Grades 6-12

Interest Survey

https://docs.google.com/spreadsheets/d/e/2PACX-1vRTgdC4VxG31a-h7TCVKvgzrl_YQysmMi2VDJAR9C0ZRzEduf0iBulZJ3rC1Wzgqg5jE0a3umn7ePaO/pub?gid=215418188&single=true&output=csv

APPENDIX C: RECOMMENDATION FOR ADDING OR DROPPING AN INTERSCHOLASTIC ATHLETIC TEAM

School _____ Date _____

Authorized Signatures*:

School Principal

Director of Athletics

PUSD Title IX Coordinator

***5.3.2 Authority and Process for Adding or Dropping Teams.** Approval of the PUSD Superintendent, upon recommendation of the school principal, Title IX Coordinator and Director of Athletics, is required for the adding or dropping of sports programs

CHECK APPLICABLE RECOMMENDATION(s): ☐ Adding a Team ☐ Dropping a Team

ADDING A TEAM

1. Teams proposed to be added: provide the following information:

TEAM (Sport)	Gender of Athletes	Projected # Athletes	Competition # Athletes	School Year/Sport Level	Season
<u>(Fall/Winter/Spring)</u>					

2. Participation Impact

- a. Does this addition remedy a current participation deficiency (underrepresentation)?
☐ YES ☐ NO If yes, please describe:
- b. What evidence exists with regard to student interest and ability in this sport (interest surveys, etc.)? Explain.

3. Financial Impact – provide a budget for the first year of the program:

- | | |
|---------------------------|----------|
| a. Coach Stipend | \$ _____ |
| b. Officials | \$ _____ |
| c. Transportation | \$ _____ |
| d. Uniforms | \$ _____ |
| e. Equipment and Supplies | \$ _____ |
| f. Facility Costs | \$ _____ |
| g. Custodial Services | \$ _____ |
| h. Other: _____ | \$ _____ |

- i. Explain and provided estimated costs for improvements or additions to locker rooms, practice or competition facilities:
4. Scheduling. Attach the first year's home and away schedule upon which transportation, facilities and custodial costs were based.
5. Is the location of available competition as represented in the above schedule, comparable to the geographical location of regular season competition of current varsity, junior varsity or freshmen teams?
 _____ YES _____ NO If no, please explain:
6. Describe the availability of post season conference, sectional and state postseason competition.

ELIMINATING A TEAM

1. Teams proposed to be eliminated: provide the following information:

TEAM (Sport)	Gender of Athletes	Number of Athletes	Competition Athletes	School Year/Sport Level	Season
<u>(Fall/Winter/Spring)</u>					
2. Following the elimination of this teams, will athletic program participation continue to meet the Prong One proportionality requirements of Title IX? YES _____ NO _____ If no, explain how this deficiency will be remedied in the same year that the sport is dropped:
3. What is the history of the program (year established) and rationale for dropping the team?
4. Provide the proposed timeline for the process: informing players, informing parents, press release, etc.

5. Describe the anticipated effect of this program elimination on current student-athletes and staff and plans for mitigation of community or parent objection.
6. Analysis of budgetary ramifications of dropping the sport and a plan for reallocation of money saved:
7. Evaluation of the effect on athletic program fund-raising, gate receipt revenues, and the support of sponsors or District donors.
8. Explain anticipated community response or alumni reaction or other possible ramifications:

DECISION OF SUPERINTENDENT:

___ APPROVED ___ DISAPPROVED ___ APPROVED WITH THE FOLLOWING CONDITIONS:

Superintendent

Date

APPENDIX D: Approval for and Documentation of Gifts-in-Kind to ASB Athletic Director's All-Sports Account or Team Account

Name of School: _____

Name of Club Account: ASB ATHLETICS
ADD "All-Sports Equity" or "Name of Team"

Donation to ASB

Fiscal Year: _____

Name of Donor: _____

Street Address: _____

City, State & ZIP: _____

Telephone: _____

Description of the donation: (If cash or check, show the exact amount; if other than cash or check, include a detailed description of each item, including serial number, color, etc.)

Donor's estimate of value: \$ _____

Purpose of the donation: **School site athletic program or team account indicated above**

Retain this form as a record of the donation.

Report prepared and approved by: _____
Signature of Athletic Director and Date

Verified by ASB bookkeeper: _____
Signature, Title and Date

Donor: _____
Signature, Title and Date

Submitted and Approved by:

Student Club

Representative: _____
Signature, Title and Date

Club Advisor: _____
Signature of Director of Athletics, and Date

Principal/School Administrator:

Signature, Title and Date

Recorded in ASB Student Council Minutes on: _____
Date

IV. We have attached:

- A copy of the proposed constitution for this club (see Appendix F).
- A copy of the proposed budget for this club for the current school year.
- Title, powers and duties of the officers and the manner of their election.
- Scope of proposed activities.
- List of students who are interested in starting this club and interested in becoming members (attach team rosters).

V. Submitted by:

Student Club Representative Elected by all Team Representatives:

Signature, Team and Date

Club Advisor:

Signature, Title and Date

Approved by:

Principal/School Administrator:

Signature, Title and Date

ASB Student Council President:

Signature, Title and Date

Recorded in ASB Student Council Minutes on (date):

APPENDIX F: ASB Athletics Club Constitution and Bylaws

**School
Club**

ASB Athletics Club

ARTICLE I

The club shall be called the ASB Athletics Club.

ARTICLE II

The purpose of the ASB Athletics Club shall be to enable the members of all boys' and girls' interscholastic athletic teams to raise funds to support practice and interscholastic sports competition, sports workshops and clinics, equipment, uniforms and supplies, an annual awards program, and other annual operating expenses, including an all-sports account that shall be used to ensure gender equity in the provision of such benefits.

ARTICLE III

Any (name of school) student who tries out and is selected as a member of any interscholastic athletic team shall be eligible for membership. There shall be no restrictions. Membership shall begin when a student is added to the team roster.

ARTICLE IV

Each boys' and girls' team shall elect a representative who shall be a member of the governing Council of the ASB Athletics Club. The Council, by a simple majority vote of members present, shall elect a president who shall, with the advice and counsel of the athletic director, control the use of the All-Sports Equity account.

The club may elect any other officers it deems necessary by a simple majority vote.

There may also be various members appointed to be in charge of various tasks as the need arises.

All council members shall serve one-year terms. The President or any Council member may be removed when a 2/3 vote of the members present at any meeting decides to remove them, whereupon only a simple majority will be needed to elect the new officers or Council members.

ARTICLE V

The club shall meet at least once annually. Other meetings shall be held if sufficient need exists in the opinion of the members. Parliamentary authority shall be Sturgis' *Standard Code of Parliamentary Procedure*.

ARTICLE VI

This constitution shall be amendable with the consent of 2/3 of the members present at a regular meeting. Any amendment the majority decides on shall be considered an amendment, and the constitution shall reflect that change.

ARTICLE VII

This constitution becomes effective upon the acceptance of a majority of the members present at the first meeting

APPENDIX G: Sample Request for Approval Fundraising Event

Name of School: _____

Name of Club/Team: _____

Fiscal Year: _____

Date this form is completed: _____

Proposed event: _____

Description of fundraiser: _____

Requesting Club/Organization(s): _____

Proposed Date(s) of Event: _____

Club Contact Person: _____

Club Advisor/Athletic Director: _____

Location of Proposed Activity: _____

Status of Event (Check one): New Event _____ Held Previously____ (Indicate Years)_____

Budget Plan for Activity (Attach Description including projected revenues and expenses)

Other Background Information (such as other schools or clubs that have held similar events):

Approvals

Submitted and Approved by:

Student Club Representative: _____

Signature, Title and Date

Club Advisor/Athletic Director _____

Signature, Title and Date

Student Council Recommendation – Check one: Yes _____ No _____

Student Council Representative: _____

Signature, Title and Date

Principal/School Administrator or Designee Recommendation-Check One: Yes ____ No ____

Approved by:

Principal/School Administrator: _____
Signature, Title and Date

ASB Student Council President: _____
Signature, Title and Date

Recorded in ASB Student Council Minutes on: _____
Date

Presented to District Office, if applicable, on: _____
Date

Reason for disapproval, if applicable:

APPENDIX H: PUSD Parent Permission and Release from Team Travel Return to Campus

The athletic department requires that student-athletes travel to and return from an athletic-related event with the team unless special circumstances exist. The head coach and his or her supervising administrator must approve the special circumstance. Athletes released under this waiver may leave the event site at the time the bus departs for return to the school campus or at another time following the completion of the competition as determined by the head coach.

1. The student-athlete will be traveling with a parent or guardian.
2. The student-athlete has completed this form at least 48 hours before travel and submits it for approval to the head coach or supervising administrator. If the 48-hour timeline cannot be accommodated under unique circumstances, the decision is at the discretion of the responsible party (head coach or supervising administrator), but the form must still be completed before departure from an event site.
3. After the form is signed by the head coach or supervising administrator, a copy is kept on file for one year.
4. For multiple requests, the approval form must be completed for each trip. No blanket approvals will be made.

Student-athlete's name: _____

Sport: _____

Type, date, and location of event: _____

Reason for alternative transportation with parents or guardian:

I, _____, understand that the athletic department, its administrators, coaches, staff, and personnel are not responsible or liable for my child after the event has concluded and the student has been released by the coach as I have requested.

Parent or guardian signature if athlete is under 18: _____ Date: _____

Head coach approval: _____ Date: _____

Athletic Director approval: _____ Date: _____

APPENDIX I: Approval of Supplemental Instructional Benefits

The approval of the athletic director is required prior to the start of the school year for any team to attend clinics or workshops or bring guest coaches, conditioning or strength training specialist or similar experts to campus for special training sessions. Requests from all teams should be assembled prior to decision-making to ensure that male and female athletes are provided equal opportunity to participate in such special instructional programs. If such activities require team fundraising account funding and some teams have insufficient funds to purchase such services, the requirement for equal treatment may require the use of general athletic account funds to supplement team funded activities.

SCHOOL _____

TEAM _____

DATE REQUEST SUBMITTED: _____

DESCRIPTION OF SUPPLEMENTAL INSTRUCTION OPPORTUNITY:

DATE TO BE PROVIDED: _____

COST PER ATHLETE: \$ _____ **NUMBER OF ATHLETES:** _____

SOURCE OF FUNDING TO PROVIDE THIS EXPERIENCE? _____

REQUESTED BY: _____
Head Coach

APPROVAL:

I have determined that an equal proportion of athletes of the opposite gender will also be provided with an equivalent instructional opportunity. That team is _____ and a description of the equivalent opportunity is as follows:

Date Provided: _____

Approved by: _____ **Date:** _____

Signature of Athletic Director