Disclosure of Interscholastic Athletic Opportunities in Secondary Schools

School Year 2014-15

pennsylvania
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street
Harrisburg, PA 17126-0333
www.education.state.pa.us

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DEPARTMENT OF EDUCATION

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Equal Employment Opportunity Representative
Bureau of Human Resources
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Harrisburg, PA 17126-0333
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If you have any questions about this publication or for additional copies, contact:

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Pennsylvania School Code (24 P.S. § 16-1601-C)

Duty to disclose – All public school entities shall annually submit information to the Pennsylvania Department of Education (PDE) regarding interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year. If your school does not sponsor an interscholastic athletic team, you will have to complete only Page 1 – General Information of the disclosure form.

PDE's duties – PDE has established an *Interscholastic Athletic Opportunities Disclosure Form* for the submission of the required information for the preceding school year by all public school entities of secondary students. PDE will post all submitted *Interscholastic Athletic Opportunities Disclosure Forms* on its website. Once each LEA completes and submits their disclosure form, they will send an Accuracy Certification Statement (ACS) signed by the superintendent or executive director. PDE will prepare an annual report by January 15 of each year for the General Assembly regarding interscholastic athletic opportunities for treatment of each gender and any other information as PDE deems relevant.

Submission by school entities – Public school entities must submit an *Interscholastic Athletic Opportunities Disclosure Form* by October 15 of each year.

Public access – No later than Noember 1 of each year, a school entity shall post on their website their disclosure form and also make available a hard copy of their completed *Interscholastic Athletic Opportunities Disclosure Form* for public inspection during regular business hours. Including on any publicly accessible website of the school entity. The completed *Interscholastic Athletic Opportunities Disclosure Form* will constitute a public record subject to public inspection under the Right-To-Know Law.

Notice to students and other affected individuals – As soon as the *Interscholastic Athletic Opportunities Disclosure Form* is submitted to PDE, each school entity shall provide notice of its availability for review to students, educational personnel, student athletes and parents by posting a notice on school bulletin boards, school newspaper, any electronic mailing list or list serve, and by any other means reasonably to provide such notice.

Guidance on Terms in the Athletic Survey

Athletic Facilities – Locker rooms, playing fields, gymnasiums, field houses, arenas, athletic training rooms, stadiums, weight rooms or any other location used by interscholastic teams and their coaches for sports training, practice, competition and coaching.

Equipment and Supplies – Examples would include sport specific equipment and supplies, general equipment and supplies, instructional devices, conditioning and weight training equipment.

Interscholastic Athletic Team – A Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned team. It does NOT include intramurals or club sports.

Participant – A secondary school student who is a student in grades 7-12th. The athlete will participate in the practices, scrimmages, competitions and play-offs.

School Entity – A school within a school district, joint school district, full-time area vocational-technical school, cyber or charter school that provides interscholastic athletic opportunities for secondary school students.

Secondary School Student – A student who attends a school entity in grades 7-12.

Travel – Transportation, housing furnished during travel and per diem dining allowances.

Uniforms – Clothing for practice and games such as shoes, rain gear and warm-up suits.

Supplies and Equipment – Bats, balls, hurdles, etc.

Facilities – Building or field rentals, lights, grass seed, field paint, etc.

Others – Officials, security, time keepers, janitorial expenses specific to a team and other expenses that are not mentioned above.

Who Must Report?

All secondary public school entities that have students in grades 7-12 including:

- Public Schools
- Joint Schools
- Full-time Area Vocational-Technical School
- Charter Schools
- Cyber Charter School

Those LEAs that do not fund athletic teams will only complete page 1 and submit. Information collected and submitted on the *Interscholastic Athletic Opportunities Disclosure Form* will be through the Pennsylvania Information Management Services (PIMS).

Collection of Data

- The collection of data for interscholastic athletic opportunities will be for the previous school year (July 1 – June 30) and sent to PDE no later than October 15 of each year.

- Non-school (booster clubs, alumni and other non-school) contributions, donations, gifts-in-kind and purchases for each school year will be should be collected and submitted on October 15. From the school year 2014-15 and forward, we will be collecting this data.

Interscholastic Athletic Opportunities Disclosure Form

The form to collect the data is available on PDE's website (www.education.state.pa.us). Additional specific information about the *Interscholastic Athletic Opportunities Disclosure Form* and uploading the data through PIMS is available on PDE's website. The Accuracy Certification Statement (ACS) for each LEA must be completed and signed by the superintendent/executive director and submit to PDE. Please submit by **one** of these modes: mail, email at Ra-AthleticOppReport@pa.gov or fax.

General Information (Page 1)

***All eligible LEAs and school entities must complete**

- LEA and School Information – Make selection from drop-down box.

- School Enrollment Data – PDE will pre-populate the enrollment data. When all information has been completed on the disclosure form it should be given to the LEA's PIMS administrator for input in the PIMS system by October 15.

- Contact Information – Complete the contact information for the LEA's Title IX Compliance Officer and the name of the person completing this form.

- Interscholastic Team Sponsorship – If your school does not fund athletic sports, it is preferable that you complete the General Information section (Page 1) however, you may also send an email, to Ra-AthleticOppReport@pa.gov, which includes your LEAs AUN, four-digit school number, name of the school entity and contact information, and which school your athletes play for.

Team Information (Page 2)

- Team – Select the specific sport.

- Boys/Girls – Indicate if there are boys and/or girls on the team.

- Level of Competition – Varsity, Junior Varsity, Freshman, 8th Grade or 7th Grade.

- Total Number of Participants – The number of athletes on the team.

- Season Team Competes – Indicate fall, winter or spring.
- Team History – You can transfer last year's data and you can make any updates if necessary.
- Total Number of Competitions Scheduled per Season – Include the total number of scrimmages and games listed on the PIAA schedule.
- Total Number of Competitions Played per Season – The amount of games actually played. If scrimmages are on the scheduled, they will be included. Post season games are not included.
- Numbers of Coaches per Team – In Pennsylvania high school athletics, we only have part-time coaches. We do not have any full-time coaches. You will not include the volunteer coaches.
- Percentage of Time Spent by Each Athletic Trainer with Each Team – Best estimate.

Financial Information (Page 3)

***Collection is from July 1 – June 30**

- Team – Select the specific sport.
- Boys/Girls – Indicate number of boys and /or girls on the team.
- Level of Competition – Varsity, Junior Varsity, Freshman, 8th Grade or 7th Grade. If you have a combination grade-level team, use the grade level you used last year.
- School's Annual Expenditures for Each Team:
  - Travel – Transportation, housing furnished during travel and per diem dining costs.
  - Uniforms – Purchase and/or replacement of athletic uniforms for practice or games.
  - Supplies and Equipment – Relating to the team.
  - Facilities – Expenditures for construction, renovation, maintenance, rental, expansion and repair of athletic facilities. For facilities shared by multiple teams, calculate per team costs by dividing the percentage of time used by each team. If the facilities are shared by the physical education/gym classes or community teams, you do not need to include them. If you have a facility that is only for the athletic team, you must include those expenses.
  - Other – If you have any miscellaneous expenditure that does not fit in the other categories include them here (security, janitorial, time keepers etc…).
  - Coaching Staff Compensation per Sport per Season – Fall, winter and spring.

- Total Compensation for All Athletic Trainers per Academic Year – If someone fills the position of Athletic Trainer such as the Nurse or Athletic Director, include the expenses as Athletic Trainer.

Non-School Funds (Page 3)

Beginning with the 2014-15 school year, all school entities will be required to collect and submit financial data pertaining to interscholastic athletics from the previous school year (July 1 – June 30). This includes the information above as well as non-school contributions, donations, gifts – in-kind and purchases by October 15 of each year.

Comments (Page 4)

***Limited to 100 characters**

Please provide all applicable comments on this page. For best results, compose in a Word document and, copy and paste into the formula bar at the top of the form, and then press enter. The Comments section is limited to 100 characters. For specific questions or clarifications, please send an email to Ra-AthleticOppReport@pa.gov. If you need to include more than 100 characters in your Comment section, you could create a PDF and post that on your school's website with the disclosure form.

PIMS Submission (Page 5)

The data collected on the *Interscholastic Athletic Opportunities Disclosure Form* must be submitted to PDE through PIMS by October 15 of each year. Additional information about the disclosure form and the process for uploading the data will be posted on the PIMS website. Each LEA must complete and sign the Accuracy Certification Statement that is required and available on PDE's website as well as the PIMS website. If you have any questions regarding the submission process please contact the PIMS Help Desk at 1-800-661-2423.

For Additional Information

Disclosure form, directions and documents:
www.education.state.pa.us/interscholasticathleticdisclosure

Questions:
Ra-AthleticOppReport@pa.gov