

Interscholastic Athletic Opportunities Domain

The LEAs are required to submit the following template in the Interscholastic Athletic Opportunities Domain:

- **Location Fact**

This domain only applies Schools in the following organizational types that educate student in any of the grades 7-12:

- School Districts
- Comprehensive Career and Technology Centers
- Charter Schools

Location Fact Template (18 Fields, 9 Collected)

Target Table: LOCATION_FACT

Template Description

The Location Fact Template is used to submit the results of the Interscholastic Athletic Opportunities Disclosure Form. Information is captured in an Excel file, automatically creating the Location Fact template to be submitted to PIMS. This survey applies to School Districts, Comprehensive Career and Technical Centers, and Charter Schools.

The Interscholastic Athletic Opportunities Disclosure Form and directions on how to complete this form are located on the PDE website at www.education.state.pa.us/interscholasticathleticdisclosure. After reading the directions, please proceed as follows:

1. Open the Excel file "Interscholastic Athletic Disclosure Form" and supply the LEA & School Information by selecting from the drop-down box. Certain information will automatically populate this first page.
2. Proceed to filling out page 1 of the Disclosure Form.
 - a. If the school **does not** sponsor any Interscholastic Athletic Teams, but the school does have athletes playing for another school entity, please explain on Page 4 Comments and proceed to step 3.
 - b. If the school **does not** sponsor any Interscholastic Athletic Teams and the school does not have athletes playing for another school entity, only fill out page 1 and go to step 3.
 - c. If the school **does** sponsor Interscholastic Athletic Teams, proceed to filling out the additional pages 2, 3, and 4.
3. When all information has been completed on the disclosure form it should be saved in Excel
4. After saving the disclosure form in Excel, click on Page 5_PIMS Input Page and do the following:
 - a. Click on File
 - b. Click on Save As
 - c. Name the file correctly (AUN_LOCATION_FACT_DATE&TIME). Example file name: 123456789_LOCATION_FACT_201406110800
 - d. Save file type as .csv
5. Upload the .csv file into the PIMS system as a Location Fact template. **NOTE:** Only a PIMS administrator has the ability to upload files into PIMS.

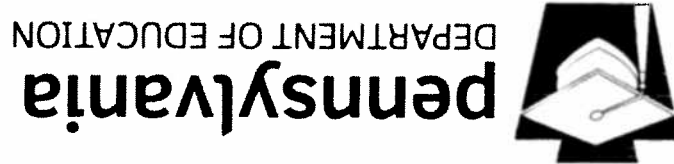
Grain: One record per District Code / Location Code / Reporting Date / Category 1 / Category 2 / Category 3 / Category 4



Please note that only the Fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.



**Disclosure of Interscholastic
Athletic Opportunities in
Secondary Schools
School Year 2012-2013**



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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Harrisburg, PA 17126-0333
www.education.state.pa.us



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The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:

Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
Voice Telephone: (717) 787-4417
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For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:

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If you have any questions about this publication or for additional copies, contact:

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Commonwealth of PA Law – Act 82 Article XVI-C

Duty to disclose – A school entity shall annually submit information to PDE regarding interscholastic Athletic Opportunities and treatment for male and female secondary school students for the preceding school year.

The Pennsylvania Department of Education's (PDE) duties – PDE shall establish an *Interscholastic Athletic Opportunities Disclosure Form* for the submission of the required information for the preceding school year by all school entities of secondary students. PDE will post this form on its website and shall provide technical assistance. PDE will post all submitted *Interscholastic Athletic Opportunities Disclosure Forms* on its website and will make hardcopies available as well. 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 – School entities must submit an *Interscholastic Athletic Opportunities Disclosure Form* by Oct. 15, 2013, and Oct. 15 of each year thereafter.

Public access – No later than Nov. 1 of each year, a school entity shall make available a hard copy of the 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, or any electronic mailing list or list serve and by any other means reasonably to provide such notice.

Definitions Outlined in Act 82

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

Department – The Pennsylvania Department of Education (PDE).

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

Interscholastic Sports Teams – A PA Interscholastic Athletic Association (PIAA) sanctioned competition between two schools. It does NOT include intramurals or club sports.

- First collection of data for Interscholastic Athletic Opportunities will be during the school year 2012-13 and filed to PDE no later than Oct. 15, 2013.
- Non-school (booster clubs, alumni and other non-school) contributions and purchases for the school year 2013-14 will be collected and submitted on Oct. 15, 2014.
- October 15th of each following year the disclosure form will be due to PDE.

Submission of the Interscholastic Athletic Opportunities Disclosure Form to PDE through PIMS

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

All secondary public school entities that have students in 7-12 grades must submit an *Interscholastic Athletic Opportunities Disclosure Form*, including:

Who Must Report?

- School Entity** – A school of a school district, joint school district, 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.

- Receiving institutionally sponsored support provided to athletes competing at the institution involved such as coaching, equipment, medical and training room services during a sport's season;
- Participating in organized practice sessions, other team meetings and activities on a regular basis during a sport's season; and
- Listed on the team list on the day of the first scheduled competition (excludes preseason, scrimmages and postseason games).

Participant – A secondary school student who is:

Interscholastic Athletic Opportunities Disclosure Form

This is the "FINAL" Disclosure Form. You must **rerecord** your final data in the Final Disclosure Form. Additional specific information about the *Interscholastic Athletic Opportunities Disclosure Form* and uploading the data through Pennsylvania Information Management System (PIMS) will be available on PDE's website this summer for the Oct. 15, 2013 deadline.

Page 1 – General Information

- LEA & School Information – Make selection from drop-down box.
- School Enrollment Data – When all information has been completed on the disclosure form it should be given to the LEA PIMS administrator for input in the PIMS system.
- Contact Information – Complete with the contact information for the LEAs Title IX Compliance Officer and the name of the person completing this form.
- Interscholastic Team Sponsorship – If your school does not fund a team at your school building, but sends them to another school entity to play sports, please make a comment in the Comment Section (page 4).

Page 2 – Team Information

- Team – Select the specific sport.
- Boys/Girls – Indicate if there are boys and/or girls on the team.
- Level of Competition – Varsity, Jr. Varsity, freshman, 8th grade or 7th grade.
- Total Number of Participants – The number of athletes on the team.
- Season Team Competes – Is this a fall, winter or spring.
- Team History – For the first submission only, indicate the year the team was established (you could use past yearbooks), the year it was demoted from interscholastic, the year it was eliminated, or the year it was reinstated.
- Total Number of Competitions Scheduled Per Season – The total number of games scheduled.
- Total Number of Competitions Played per Season – The amount of games actually played.
- Number of Coaches per Team – List full-time and part-time coaches (not volunteers).
- Percentage of Time Spent by Each Athletic Trainer with Each Team – Best estimate.

Page 3 – Financial Information

The data collected on the *Interscholastic Athletic Opportunities Disclosure Form* will be submitted by the school entity's PIMS coordinator. This page is under development at this time, but will be available during the summer of 2013 for the Oct. 15, 2013, submission deadline. Additional information about the disclosure form and the process for uploading the data will be posted on PDE's website closer to the Oct. 15, 2013 deadline.

Page 5 – PIMS Submission

Please provide all applicable comments on this page. For best results, compose in a Word processor, copy and paste to the formula bar above, and then press enter. The Comments section is limited to 100 characters. Please put comments in a bullet format. For specific questions or clarifications, please send to Ra-AthleticOppReport@pa.gov. If your answer was "NO" to the Interscholastic Team Sponsorship question on page 1, because your school did not fund a sport, but your students played for another school entity, you will indicate which school they played for in the Comment section of page 4 on the disclosure form.

Page 4 – Comments – Limited to 100 characters

- Total Compensation for All Athletic Trainers per Academic Year – If someone fills the position of Athletic Trainer, Nurse, Athletic Director, etc.,) add the expenses here.
- Coaching Staff Compensation per Sport per Season – fall, winter and spring.
- Other – If you have any miscellaneous expenditure that does not fit in the other categories.
- 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.
- Supplies and Equipment – Relating to the team.
- Uniforms – Purchase and/or replacement of athletic uniforms for practice or games
- Travel – Transportation, housing furnished during travel and per diem dining costs.
- School's Annual Expenditures for Each Team:
 - Total Annual Team Expenditures
 - Level of Competition – Varsity, Jr. Varsity, freshman, 8th grade or 7th grade.
 - Boys/Girls – Indicate if there are boys and /or girls on the team.
 - Team – Select the specific sport.

Non-School Contributions and Purchases

Beginning with the 2013-14 school year, all school entities will be required to collect and submit the information concerning the above information on the *Interscholastic Athletic Opportunities Disclosure Form* as well as Non-School Contributions and Purchases by Oct. 15, 2014.

This will include all funds provided by booster clubs, alumni, in-kind (estimate value) contributions and any other individuals or groups that make a contribution or purchase for an interscholastic athletic team. When entering the financial data on the disclosure form, report the total value of contributions per team as well as a separate entry for the total value of purchases per team that have been made as a non-school contribution, gift or purchase.

If you have further questions concerning the *Interscholastic Athletic Opportunities Disclosure Form*, you can send them to ra-AthleticOppReport@pa.gov.

Frequently Asked Questions

Interscholastic Athletic Opportunities Disclosure

1. Why is PDE requiring this information?
Act 82 of 2012 requires PDE to collect this information.
2. Why is the report for only for grades 7 through 12?
Act 82 specifies the reporting levels.
3. Why does this report not include band or clubs?
Act 82 only requires the collection of information directly related to interscholastic athletic opportunities.
4. Are marching bands, clubs and intramurals included?
No. Act 82 only requires the collection of information directly related to interscholastic athletic opportunities.
5. Does this apply only to schools that have federal funding under Title I, II, and III?
No. This law applies to all public school entities that offer interscholastic athletic opportunities to its students in grades 7 through 12, regardless of federal funding.

The school entity should choose the appropriate team to report all team participants. For example, if a school entity reports the golf team as male, it can add the female numbers in the box provided.

1. How should a school entity report co-ed teams?

Athletes

The school entity will complete the General Information section (page 1) and explain the situation in the Comment Section (page 4).

3. What if a school entity sends athletes to another school entity or another one of its school buildings to play on a sports team?
- Act 82 defines a public school entity as a school of a school district, joint school district, area vocational-technical school, and a charter school (brick-and-mortar and cyber). Nonpublic schools are not included in this definition.
2. What is a public school entity?

All public school entities that offer interscholastic opportunities to its students in grades 7 through 12 must report and submit the *Interscholastic Athletic Opportunities Disclosure Form*.

1. Who must file the *Interscholastic Athletic Opportunities Disclosure Form*?

Filing of Disclosure Forms

PDE advises LEAs to use whatever resources are reasonably available to accurately supply the information required. By way of example, some LEAs may find old yearbooks, news clippings, or other documents found at the district helpful in completing this section.

1. How far back in a school's history do we have to go to provide the historical data for each team?

Historical Data Collection

PDE is required to develop the disclosure form, collect forms from school entities, post forms filed with the Department, and submit an annual report concerning information contained in the reports.

1. What is PDE's role in implementing the athletic opportunities disclosure law?

Duties of PDE

1. If an athletic director also serves as an athletic trainer, should their time be reported separately when they are doing training work?
 Their time should be documented only when they are performing athletic trainer responsibilities.
2. We do not have an athletic trainer, but hire a school nurse for emergencies. Do we count this as expenses?
 When the school nurse acts as an athletic trainer, only their time spent as an athletic trainer would be documented as an expense.
3. How does a district account for the time an athletic trainer spends with each team when they are outside for multiple practices or events?
 They will need to account for their time as a percentage to describe how much of their time was spent with each team.

Athletic Trainers/Athletic Director

1. Do the activities of volunteer coaches need to be reported?
 No.
2. Do the salaries and benefits for coaches need to be reported?
 Yes, as compensation.

Coaches

1. Do the activities of volunteer coaches need to be reported?
 No, only when they supervise interscholastic athletic teams that compete.
2. If we sponsor one Jr. High basketball and football team that includes 7th and 8th graders, where do we classify them?
 The school entity should choose which team best describes the athletes.

Teams

1. Will we have to report a coach's time when they supervise a club sport team?
 An athlete should be counted for each team on which they compete.
2. How should a school entity report an athlete who competes for both a varsity and junior varsity team?

Questions please send to Ra-AthleticOppReport@pa.gov.

www.education.state.pa.us/InterscholasticAthleticDisclosure

please visit PDE's website at:

For additional information on the *Interscholastic Athletic Opportunities Disclosure Form*,

For Additional Information

Each school building will complete the General Information section (page 1) of the *Interscholastic Athletic Opportunities Disclosure Form*. The school building where the sports team practices and plays will complete the rest of the *Interscholastic Athletic Opportunities Disclosure Form*, whereas the school building where the sports team does not practice and play will only complete the Comment section (page 4).

2. How do you report costs for a team from multiple school buildings like middle and high school buildings?

No, because activity fees would be considered revenue.

1. Do activity fees need to be reported?

Financials

All expenses for the in-house athletic trainers as well as the out-sourced athletic trainers from an agency must be included on the form.

4. Does a contracted athletic trainer need to be reported?