DISTRICT OF COLUMBIA STATE ATHLETIC ASSOCIATION

School Year 2018-19 Title IX Athletic Data Submission Guide

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Introduction

Title IX Athletic Equity Act of 2015 ("The Act" or "Athletic Equity Act") (D.C. Official Code § 38-841.01 *et seq*.) requires that all District of Columbia public schools, public charter schools, and public LEAs submit comprehensive athletic program data to the District of Columbia State Athletic Association (DCSAA) for review in an effort to ensure gender equity within athletics. The Act requires that schools analyze this data in order determine if programs are equitable within genders, race, and ethnicity. The Act indicates that schools are to create a formal action plan to address disproportion or inequities displayed within the data.

In order to support schools and LEAs with this significant task, the DCSAA is offering to collect, organize, and analyze this data per the requirements of the law. Using the service will require that your school or LEA sign a data sharing agreement, authorizing DCSAA to receive some student information in order to assist with analysis for your school.

Not all of the data submission forms require the data sharing agreement however, your school must sign the document before your data submission can be completed.

Please follow the instructions outlined below for your School Year 2018-19 Title IX Data Submission and feel free to contact Natalie Randolph at Natalie.randolph@dc.gov with any questions that may arise.

Gaining Access to the DCSAA Data Submission Portal

In order to gain access to the Data Submission Portal on the DCSAA website, you will first need to create an account with us. The instructions below will guide you through the account creation process. You will need access whether or not you decide to receive data submission assistance from DCSAA.

1) Go to the DCSAA website at https://DCSAASports.org
2) At the top left corner of the page, select the "Create and Account" button.
3) You will be taken to a SportsEngine registration page. Follow the instructions to create an account and verify the account from your email account.

4) Log back into the site and click on the blue circle with your initials, on the top right of the page. Select "Connect to This Site" within the drop down menu. Follow the prompts to join the network.
5) Once you have created your account and become a member, you will be given access to the data submission portal no later than the next business day. To expedite this process, please email Natalie.randolph@dc.gov as soon as you complete the steps above.
6) If you have never attended a DCSAA Title IX Training, you will be given access one day after you complete training.
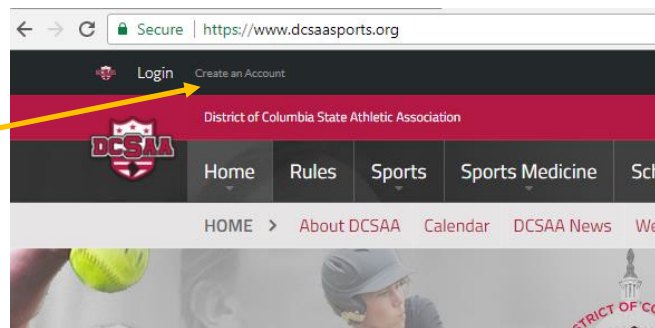
Data Submission Process Summary

For the 2018-19 Data submission year, the following process must be followed by all LEAs.

Complete DCSAA Title IX Training in order to gain access to the online Data Submission Portal.

⬇

Log in to the DCSAA website at DCSAAsports.org and click on the Data Submission tab unter the Title IX Tab

⬇

Complete data submission forms, along with a Data Sharing Agreement, according to instructions.

⬇

Receive proportionality and equity determinations from DCSAA based on your submitted data within two weeks after submission of the last form.

⬇

Complete action plans if necessary.

⬇

Submit Statment of Compliance and/or Assurance of Compliance document(s) via the Data Submission Portal by August 1, 2019.

⬇

Receive conformation from DCSAA that your data submission is complete.

2018-19 Data Submission Process

Submitting Your Data

Submitting your data requires access to the Data Submission Portal. Follow the instructions in the "Gaining Access to the DCSAA Data Submission Portal" to register with the website.

1) Click on the Title IX tab from the home page. This will take you to the Title IX information page.
2) Once you have access to the portal, you will be able to see the Data Submission tab at the top of the Title IX page. <u>You will not be able to see this tab without access.</u>
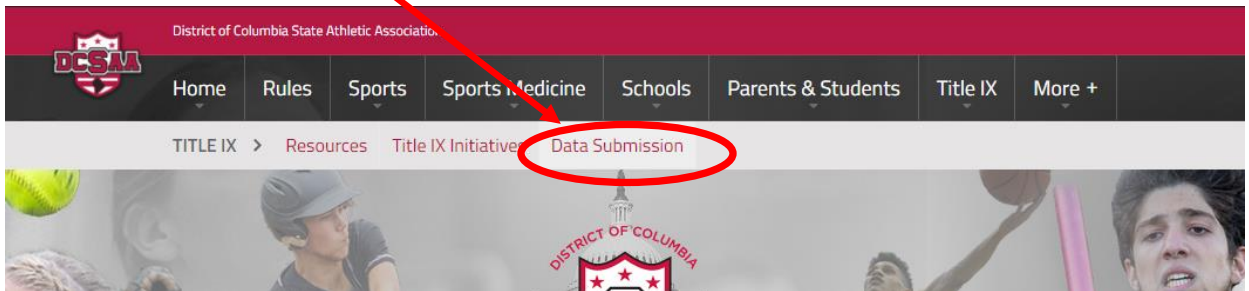
3) The Data Submission Portal contains data submission forms for you to complete based on your type of school (DC Public or Charter). Use the tabs to view the forms necessary for your school. You must complete all forms designated for your school type in order to initiate the analysis of your data.

4) The "Team Roster Information", cannot be submitted unless your school or LEA has completed the data sharing agreement referenced in the Introduction of this guide. **If you submitted last year, you do not need to resubmit the data sharing agreement.**

Data Submission Forms – General Information

Each form has a few standard sections. Click the green [CONTINUE] button to move to the next page of any form.

Welcome Page – At the beginning of each form, there will be a welcome page that gives you the basic instructions for completing the form and the information that you will need to have available in order to complete the form.

Who Are You Registering? – On this page, always select the first option which will be your name.

Review – Once you have completed all pages of the form, you will see a [REVIEW] button that will allow you to review your entries and go back if need be.

Receipt – Once you have selected "Complete Registration" you will see the Receipt page. If you are satisfied with your entry, click on the "Back to Title IX Forms List" to go back to the list of forms in the Data Submission Portal.
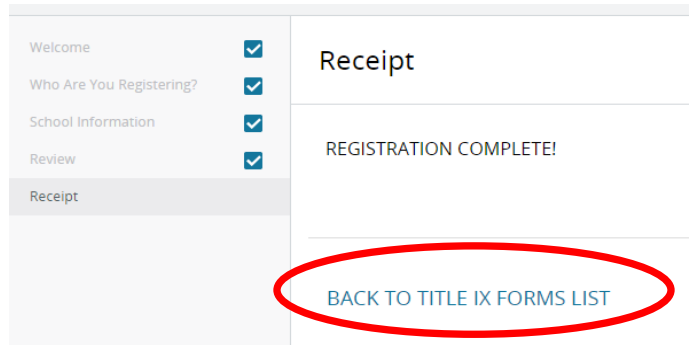
There may be variations to the above based on which form you are completing. Information specific to each form will be outlined in the next subsection.

Data Submission Forms – Individual Form Instructions

The following sections will provide detailed instructions for each of the five data submission forms. You do not have to complete them in the order that they appear and based on whether you are a DCPS or Charter school, you may not have to complete all of them.

Form 1 - DCSAA 2018-19 School Information:

This section will ask you for information about your school, LEA, and athletic personnel that are not coaches. Have the following information available before you start this form.

School Enrollment and Title IX Personnel

1) Your school code
2) The name and email address of your LEA Title IX Coordinator
3) The name and email address of your school Title IX Liaison. (These two people can be the same if you are at a single school charter LEA.
4) The names and email addresses of the members of your school's Gender Equity Review Committee (GERC)
5) Your school's total student enrollment number.
6) School enrollment by gender
7) School enrollment by race and ethnicity (enter this information if you have access to it. If you do not have access to official numbers from you school, leave this part blank.)

Non-Coaching Athletic Personnel

8) Personnel information for athletic personnel that are not coaches, such as athletic directors, assistant athletic directors, athletic trainers, administrative assistants, and interns.
   a. Name
   b. Position
   c. Compensation
   d. Experience
   e. CPR and First Aid certification status

This form has two pages. Once you have entered all of the information, click on the [REVIEW] button to review your answers.

Once you are satisfied with your answers, you will be presented with two options.

[Register Another Person]   [COMPLETE REGISTRATION]

Select "Complete Registration" to submit this form. You will then be presented with a Receipt page. Click on the link "Back to Title IX Forms" in order to return to the Submission Portal to start a new section.

Form 2 - DCSAA 2018-19 Coaching Personnel Information:

This form requires you provide information about your coaches by sport. You will be asked to complete the full form for **EACH** sport within your program.

Before starting this section, have the following information available for each coach in your program:

1) Full name
2) Position (head coach or assistant)
3) Years of experience (total years of experience coaching this sport)
4) Years of service (total years served at this school)
5) Compensation dollar amount (if a coach is a volunteer, enter $0.00 for compensation)
6) CPR and First Aid certification status and dates of each certification
7) Whether or not each coach has attended a Title IX training within the past two years.

There are two pages within this form.

> **Team Information** – This page will ask for information about the team whose coaches you are about to report.

> **Coach Information** – This page will ask you for the information listed above for each coach on this team.
> 1) There are a total of 15 slots for coaches per team.
> 2) Fill in information for the coaches on this team. Leave the others blank and scroll to the bottom of the page.
> 3) If there are more than 15 coaches on one team, complete your entry for this team and begin another team entry for that same sport to continue entering coaches.

4) Once you complete the form for your first team, and have reviewed your answers, click on the "Register Another Person" button in order to start entering coaches for another team.

Register Another Person   COMPLETE REGISTRATION

5) You will be taken back to the "Who are you registering" page. You will still register a new team under your name. **DO NOT** select "A New Team".

Who Are You Registering?

SELECT THE PERSON YOU ARE REGISTERING

◉ 👤 Natalie Randolph (self)

○ A New Team

○ A Team Unconnected to My Account (Admin Only)

6) Once you have entered coaches for each team within your program, select the "Complete Registration" button to exit and return to the Submission Portal.

Register Another Person   COMPLETE REGISTRATION

Form 3 - DCSAA 2018-19 Expenditure Reports

This section requires information about all of your athletic department expenditures. It requires you to download a pre-formatted excel document in order to enter your information. Once you have completed this document on your computer, you will be asked to save it and upload it back to the site.

You MUST enter information by sport. You are not able to enter blanket expenses. In cases where funds were spent on more than one sport equally, simply divide that number by the number of sports that benefitted from the funds.

Example:
- *$1000 spent on the school athletics banquet.*
- *The school had 10 total sports that year.*
- *Enter $100 per sport for banquet expenses.*

Gather the following information before you begin:

1) Separate all expenses by sport
2) Determine the sources of your athletic funds. You may report up to four general sources of funding for the entire athletic program. Examples of funding sources include the Student Activities Fund (SAF), LEA or athletic league funds, and local school funds.
*** When reporting your expenditures per sport, only report on funds that your school facilitated.

Example:
- *Your school spent $1000 of league appropriated funds on volleyball uniforms.*
- *Your league provided transportation for all league games.*
- *REPORT the $1000 because your school determined the use of those funds.*
- *You DO NOT need to report the league game transportation expense. Your school did not determine the use of those funds, the league did.*

3) Donation totals by sport.
4) Information for facilities used by each sport, including locker rooms.
5) Information about academic support programs that are in place for each sport.

Reporting your expenditures: Follow the instructions below to report your expenditures.

1) Download the Expenditures and Benefits spreadsheet from the "Welcome Page"

2) Save the file to your computer and complete it with your school's expenditure information. There are instructions within the spreadsheet.
   a. There are two tabs; one for women's program expenditures and one for men's program expenditures.
   b. There are 15 total spaces for sports within each gender; five slots per season.
   c. If you require more than 30 total sport spaces, you may complete and save an additional spreadsheet. You will then need to complete the online form twice in order to upload both documents.
   d. Save the Excel file with your school name in the file name.
3) Once you have completed and saved the Excel spreadsheet, return to the online form and click CONTINUE to move to the next page.

4) Select yourself as the person you are registering and CONTINUE .

5) Choose your school's name and then click on "Choose File" in order to upload your saved Expenditure spreadsheet.

Expenditure Report

👤 Currently Registering: Natalie Randolph

School Name: *

Completed Expenditure Report: *
Choose File   No file chosen

REVIEW

6) Click the "Review" button and then "Complete Registration" to submit your form.

Register Another Person   COMPLETE REGISTRATION

7) If you need to submit two Expenditure spreadsheets in order to accommodate all of your sports, select "Register Another Person" to return to the beginning of the form to upload a second spreadsheet.

Form 4 - DCSAA 2018-19 Athletic Schedules

This section allows you to input your team schedule information as well as team records. Please have the following information available before beginning this form.

1) General practice schedule for each team.
2) Contest schedule for each team
3) Season record for each team.

On the Welcome page for this form, you will be given several options for submitting information for this section. *Please review all of the options BEFORE you move on to the rest of the form.*

Practice Schedule: You will be give two options for submitting this information. Follow the instructions for the option that you choose.

Option 1 – Use a pre-formatted Excel spreadsheet
1) Read all of the information on the Welcome page.
2) Click on the "Pre-Formatted Practice Schedule Spreadsheet" link at the end of the Practice Schedule section of the Welcome page to download the Excel file.
3) Follow the directions within the spreadsheet to enter practice schedule information.
4) Keep in mind that this information represents a general schedule for practices at your school. It is understood that practices change based on unforeseen events each day.
5) Once completed, save the spreadsheet with your school name in the file name.
6) Re-enter the form if have exited. Move through the form until you reach the Practice Schedule section.
7) Select your school and CONTINUE .
8) On the Practice Schedule page of the form, you will be presented with a question asking how you will submit your information.
9) Select "I will use the provided spreadsheet" as your answer.
10) Click "Choose File" to upload your practice schedule.

Which method will you be using to submit your practice schedules?:

I will use the provided spreadsheet.

PRE-FORMATTED PRACTICE SCHEDULE SPREADSHEET

Upload completed practice schedule here.:
Choose File   No file chosen

Option 2 - Upload your own Excel, Word, or PDF Document
1) Read all of the information on the Welcome page.
2) Scroll down to the bottom of the page and click CONTINUE to move to the next page.
3) Select your school and CONTINUE .
4) On the Practice Schedule page of the form you will be presented with a question asking how you will submit your information.
5) Select "I will upload my own document" as your answer.

6) You will be reminded of the requirements for your document.
    a. Practice schedules for all teams must be represented in ONE document.
    b. The document must be in Excel, Word, or PDF form.
    c. Schedules for each team clearly indicate the Sport, Competition Level (V, JV, C, or grade), and Team Gender (M, F, Co-ed).
7) Click "Choose File" to upload your practice schedule document.

Which method will you be using to submit your practice schedules?:

I will upload my own document.

BE SURE THAT YOUR DOCUMENT MEETS THE FOLLOWING REQUIREMENTS.

a) Practice schedules for all teams are represented in ONE document.

b) The document is in Excel, Word, or PDF form.

c) Schedules for each team clearly indicate the Sport, Competition Level, Season, and Team Gender (M, F, Co-ed).

Upload completed practice schedule here.:
Choose File   No file chosen

Competition Schedules and Records: You will be given THREE options to submit this information. Follow the instructions for the option that you choose.

Option 1– Submit all information in one document.
1) Read all of the information on the Welcome page.
2) This option gives you the ability to create your own document with all of the information contained in one document.
3) Gather the following information:
    a. Competition schedules for each team within your program. Include post-season competitions.
    b. Competition records for each team within your program. This should indicate the number of wins, losses, and ties for each team. Competitions that do not yield one winner such as track meets, please indicate that the team participated with the letter "P".
4) Scan or create ONE document with all of the above information and save it with your school name in the file name.
5) Move through the online form until you reach the Competition Schedule and Records page.
6) You will be presented with a question that asks how you will submit your schedules and information.
7) Select "**All-in-One**" as your answer and click "Choose File" to upload your document.

How will you submit your schedule and records information?:

All-in-One

All-in-One Schedules and Records:
Choose File   No file chosen

8) Click "Review" to check your submission then click "Complete Registration" to submit your information.

Option 2 – Submit separate documents for competition schedules and season records.
1) Read all of the information on the Welcome page.
2) This option gives you the ability to create your own separate documents for competition schedules and season records.
3) Gather the following information:
   a. Competition schedules for each team within your program. Include post-season competitions.
   b. Competition records for each team within your program. This should indicate the number of wins, losses, and ties for each team. Competitions that do not yield one winner such as track meets, please indicate that the team participated with the letter "P".
4) Scan or create TWO documents; one for competition schedules and one for season records. Save both documents with your school name in the file name.
5) Move through the online form until you reach the Competition Schedule and Records page.
6) You will be presented with a question that asks how you will submit your schedules and information.
7) Select "Separate Schedule and Records".
8) There will be two upload buttons, one for competition schedules and one for win/loss records. Upload your files in the appropriate place by clicking on "Choose File" for each.

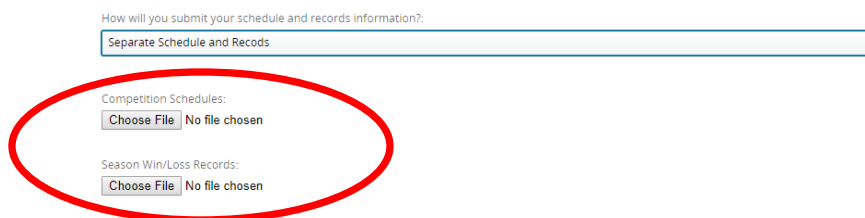How will you submit your schedule and records information?:

Separate Schedule and Recods

Competition Schedules:
Choose File No file chosen

Season Win/Loss Records:
Choose File No file chosen

9) Click "Review" to check your submission then click "Complete Registration" to submit your information.

Option 3 - Download a Pre-Formatted Spreadsheet
1) Read all of the information on the Welcome page.
2) This option gives you the ability to use a pre-formatted Excel spreadsheet to submit your information.
3) Download the spreadsheet from the bottom of the Welcome page.
4) Follow the instructions within the document and complete it.
5) There are two tabs, one for schedules and one for records.
6) Save the document with your school name in the file name.
7) Re-enter the submission form if you have exited.
8) Move through the form until you reach the Competition Schedules and Records page.
9) You will be presented with a question that asks how you will submit your schedules and information.
10) Select "Pre-Formatted Spreadsheet".
11) Select "Choose File" to upload your saved Excel spreadsheet.
12) Click "Review" to check your submission then click "Complete Registration" to submit your information.

Option 3 – Continued

How will you submit your schedule and records information?:

Pre-Formatted Spreadsheet

CLICK HERE TO DOWNLOAD PRE-FORMATTED SPREADSHEET.

Upload Completed Pre-Formatted Spreadsheet

Choose File   No file chosen

Form 5 - DCSAA 2018-19 Team Roster Information

IMPORTANT NOTE
Do not submit information for this section until your school or LEA submits a signed Data Sharing Agreement to the DCSAA. If you are not sure about the status of your school's Agreement, contact your school's administration or the DCSAA to find out.

The team roster information form requires you to enter roster information for each team within your athletic program. Prepare the following information before you begin:

Team Information
    1) Sport
    2) Gender
    3) Competition level

Team Roster Information
    1) Player first and last name.
    2) Plater date of birth
    3) Player gender (you will only be asked for the gender of each player if the team is a co-ed team)
    4) You must designate a team as Co-ed if there are one or more players of a different gender on the team.

You will be give two options for submitting this information. The following subsections give detailed instructions for completing each option. Read through both options before making your choice.

Option 1 – Submitting rosters online within the Team Roster Information form
    1) Read the entire welcome page to consider both options.
    2) Move to the bottom of the page and click `CONTINUE` .
    3) Select your name on the "Who Are You Registering?" page and then `CONTINUE` .
    4) Select your school.
    5) For the "How will you submit team roster information?" question, select "*I will enter my team rosters within this online form*" as your answer.

SCHOOL INFORMATION

School Type:

District of Columbia Public School ⌄

Public School Name:

Make Selection ⌄

How will you submit team roster information?:

I will enter my team rosters within this online form. ⌄

6) A Team Information section will appear.
7) Decide which team you will enter first. You must enter the roster information for ONE team at a time. You will need to complete the form for EACH team in your program.
8) Enter the season, gender of the team, competition level, and sport. Click **CONTINUE** to move to the next page.
9) The next page will be titled "Roster 1-10". This refers to the first 10 players on your team.
10) Begin entering player information.
11) Enter the player name by entering LAST name first, then FIRST name.
12) Enter the player's birthdate.
13) *** For teams that you select a single gender, you will not be required to enter gender for each player. If you select "Co-ed" for the team gender, you will be required to enter the gender for each player. If there is ONE or more players on a team of a different gender, you must select "Co-ed" for the gender of the team.*
14) Once you have filled all player slots for this page, you will be presented with a question that asks "Are there more than 10 players on this team?".
15) Selecting "Yes" to this question will take you to another page with 10 player slots.
16) Selecting "No" to this question will take you to the end of the form.
17) *** Each roster page has room for ten players. At the end of each page you will be asked if you have more players to enter. If you answer "No" you will be taken to the end of the form.*
18) At the end of the form click "Register Another Person" to return to the beginning of the form to enter your next team.
19) Repeat these instructions until you have entered rosters for EACH team within your athletic program.

Register Another Person   **COMPLETE REGISTRATION**

Option 2 – Submitting rosters with Excel
1) Read the entire Welcome page and consider both options.
2) Download the "2018 Team Roster Spreadsheet" file at the bottom of the page.

Option 2 - Submitting rosters with excel:

If you would prefer to submit your roster via an excel spreadsheet follow the instructions below:

- 1) Download the excel 2018 Team Roster Spreadsheet below.
- 2) Complete the spreadsheet for each team in your athletic program. The document has tabs for 15 teams.
- 3) Follow the instructions within the document to create more team tabs, if necessary.
- 4) Save the spreadsheet with your school name in the file title.
- 5) Move to the next page of this form to upload your completed spreadsheet.

2018 TEAM ROSTER SPREADSHEET

Option 2 – Continued

3) Save the file on your computer with your school name within the document title.
4) Read all of the instructions on the first tab of the document. This tab is titled "Instructions"
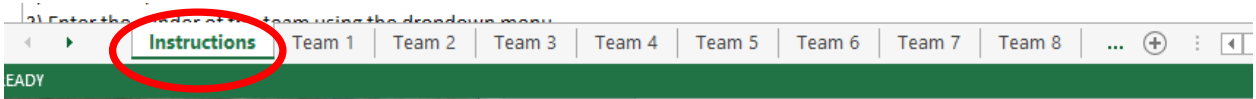
5) Complete the spreadsheet according to the instructions in the document.
6) Save the file with your changes.
7) Re-enter the online form if you have logged out.
8) Move past the welcome page until you reach the Team Information page.
9) Enter your school name.
10) For the "How will you submit team roster information?" question, select "*I will use the pre-formatted spreadsheet*" as your answer.
11) The "Team Roster File Upload" section will appear.
12) Click "Choose File" to upload your completed Roster Spreadsheet.

13) Click [CONTINUE] to move to the end of the form.
14) Click "Complete Registration" to submit your roster information.

What Happens After I Submit My Data?

Once you have completed ALL FIVE 5) of the data submission forms, the DCSAA will calculate proportionality and equity for you. <u>You will receive a detailed Individual School Data Report containing the results of these calculations within three weeks after the submission of your last form.</u>

Please keep in mind that not all data elements are used for calculation. Your school report will only include results for calculated data elements described in the 2019 Title IX Data Guidance Standards. All other information will be included in a year-end District report exactly as you have submitted it.

If data shows disproportion or inequity…

1) You will be notified by DCSAA via your Individual School Data Report within three weeks following the submission of your last data form.
2) You will be required to complete an action plan for each data category showing disproportion or inequity.
3) Along with your action plans, you will be instructed to complete your school and/or LEA compliance forms. Compliance forms are described in the next section.
4) Once action plans and compliance forms are submitted, your school will have completed the 2018-19 data submission process.

Action plan templates are available within the Data Submission Portal online and will be included in each school's individual report.

If data does not show disproportion or inequity…

1) You will be notified by DCSAA within three weeks following the submission of your last data form.
2) You will be instructed to complete your school and/or LEA compliance forms described in the next section.
3) Once compliance forms have been submitted, your school will have completed the 2018-19 data submission process.

Title IX Compliance Forms and Other Requirements

Once you have completed all of the data forms and have received an analysis summary from the DCSAA, your school and LEA must submit signed forms that certify that your school and respective LEA are in compliance with Title IX and the Athletic Equity Act.

Statement of Compliance:

Each individual school must download, sign, and upload the signed Statement of Compliance. This statement certifies that your is in compliance with Title IX and the Athletic Equity Act, that your submitted data is accurate and complete, and that several Title IX documents are available for review at your school on demand.

Assurance of Compliance:

Each LEA must download, sign, and upload the signed Assurance of Compliance. This document certifies that all schools under the LEA are in compliance with Title IX and the Athletic Equity Act, that each school's submitted data is accurate and complete, and that several Title IX documents are available for review at each school and at the LEA headquarters, on demand.

Charter Schools:

If your school is also its own LEA, BOTH forms must be completed. If your school is part of a large LEA, each school must complete a Statement of Compliance and the LEA must complete an Assurance of Compliance.

DC Public Schools:

Each individual school must complete the Statement of Compliance and the DCIAA will complete the Assurance of Compliance.

How Will My School's Data Be Reported?

A summary of each school's data will be included within the year-end Title IX Athletic Equity Report compiled by the DCSAA. No individual personnel or student data will be reported.

Each school will receive a detailed report of the analysis done by DCSAA

Any action plans will be included at the end of the year-end report.

School Data Report Template: The following is an example of what an individual school data report will look like.

School Name			School Code	
School Title IX Personnel				
Principal		Principal Email Address		
Athletic Director		Athletic Director Email Address		
Title IX School Liaison		Title IX Liaison Email Address		
LEA Title IX Coordinator		LEA Title IX Coordinator Email Address		
Gender Equity Review Committee (GERC)				
GERC Member #1		GERC Member #1 Email Address		
GERC Member #2		GERC Member #2 Email Address		
GERC Member #3		GERC Member #3 Email Address		
Student Data				
Total Enrollment		Female Enrollment	Male Enrollment	
Total Athletic Participation		Female Athletic Participation	Male Athletic Participation	
Female Athletic Participation Opportunities Required			Percent Difference (female/male participation)	
Athletic Personnel Compensation Data				
Total Athletic Personnel		Total Athletic Personnel Positions		
Total Personnel (Women's Program)		Total Personnel (Men's Program)	Percent Women's Personnel	
Total Personnel Compensation		Total Compensation (Men's Program)	Total Compensation (Women's Program)	
Percent Compensation (Women's Program)			Total Compensation % Difference (Women's Program – Men's Program)	
Athletic Personnel Experience (Years) and Roles per Person				
Total # Head Coaches (Women's Program)		Total # Assistant Coaches (Women's Program)	Total Experience (Women's Program)	
Average Experience (Women's Program)		Average Roles Per Person (Women's Program)		
Total # Head Coaches (Men's Program)		Total # Assistant Coaches (Men's Program)	Total Experience (Men's Program)	
Average Experience (Men's Program)		Average Roles Per Person (Men's Program)		

Athletic Expenditures				
Total Expenditures (Women's Program)		Total Expenditures (Men's Program)		
Total Expenditures per Student (Women's Program)		Total Expenditures per Student (Men's Program)	Total Expenditures per Student Difference	
Total Expenditures – school funds only (Women's Program)		Total Expenditures - school funds only (Men's Program)		
Total Expenditures per Student – School funds only (Women's Program)		Total Expenditures per Student – school funds only (Men's Program)	Total Expenditures per Student Difference (School funds only)	
Athletic Benefits – Numbers are averages across all sports.				
Facility Location (Women)		Facility Location (Men)	Facility Location Difference	
Facility Condition (Women)		Facility Condition (Men)	Facility Condition Difference	
Facility Lights (Women)		Facility Lights (Men)	Facility Lights Difference	
Academic Support (Women)		Academic Support (Men)	Academic Support Difference	