

Administrative Regulation Topic NEW PROPOSAL POLICY ATHLETIC ACTIVITY EVALUATION POLICY	Adoption Date	Rescinds/Amends
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Wording:

This policy is designed to give the board of education an objective, simple, and streamlined method to evaluate current and or proposed athletic activities. The intent of the policy is to provide a systematic approach that will allow the district to reach a non-emotional consensus for the benefit of the entire school system and community.

* Please see “Procedure” attachments

PROCEDURES

The following procedures are designed to carry out the Norfolk Public Schools Policy 503.5 (“Athletic Activity Evaluation Policy”). It is the hope of the board of education to provide direction and guidance to those involved in evaluating the school athletic activities.

THE STEPS:

- 1) The Activities Committee will determine category factors to the rubric worksheet and recommend to the board of education. (See Attachment A – Worksheets) – This will help define the value the Norfolk Public School places on each of the eleven (11) categories. (See Attachment B – Evaluation Categories)
- 2) The Board of Education will make a final determination on both the factors and policy procedures.
- 3) The high school activities director will conduct an athletic interest survey to all students in grades 7 through 11 every three (3) YEARS. The survey is to be completed by September 15th during the year in which it is given. The results of this survey will be used for baseline information.
- 4) All head varsity coaches and/or their designee will fill out a rubric worksheet. (There will be one coach represented for each sport.) (Attachment A)
- 5) All members of the Activities Committee will fill out a rubric worksheet.
- 6) A community sub-committee will be developed for further input. This committee will be facilitated by the high school activities director will be comprised of the following representatives: 2 parents representing a boy and girl from each of the following graders: 7th, 8th, 9th, 10th, and 11th. All parents who have a student participating in an athletic activity in grades 7-11 will be eligible to serve on this sub-committee. Interested parents will submit their names to the high school activities director. The director will then randomly select names for the sub-committee from the parents who submitted their name to serve.
- 7) All members of the community sub-committee will fill out a rubric worksheet.
- 8) The school district will set up an open meeting involving the following groups: all head varsity coaches or their designee; Activities Committee; and Community Sub-Committee. This meeting will be used to review the results from each group on the rubric worksheet. A total composite score from all 3 groups will be determined with the results being used as part of an overall recommendation to the board of education.

- 9) The superintendent of schools, the high school activities director, and the senior high principal will evaluate the results collected from 3 groups (Activities Committee, community Sub-Committee, Coaches) and make a final recommendation to the board of education.
- 10) The board will review the composite score of all 3 groups as well as each group's individual composite scores. The board of education will also take into consideration the recommendation of the superintendent, activities director, and senior high principal prior to making a final decision.
- 11) The final decision to add or delete an athletic activity will be based on the final overall composite score from all 3 groups. The overall composite score should be within ten percent (10 percent) of the lowest existing athletic activity score to be considered for board action.
- 12) The activity Committee, Coaches, and Community Sub-Committee will complete a rubric worksheet every 3 years. (Note: No individual will be allowed to fill out more than one (1) survey.
- 13) If a request to add another sport is denied using this procedure, a period of 2 years must pass before a similar request will be considered unless waived by the Board of Education. (Any waiver would be based on an "unusual" circumstance occurring).
- 14) All requests for adding a sport must be given to the Secretary of the Board of Education by April 1. A final decision will be made by the regular school board meeting in August of the same year. If the request is approved the sport will be added no later than August 1 of the following school year. (If the Activities Director can finalize a playing schedule, facility needs, coaches, finances for start up costs, and all other items need to insure a quality program prior to the deadline date, he may recommend to the board to begin the athletic activity on an earlier timeline).

(Attachment B)
EVALUATION CATEGORIES

1. Gender Equity
2. Strain on Facilities
3. Strain on Existing Programs
4. Strain on Administration
5. Availability of Competition
6. Start up Expenses
7. Ongoing Expenses
8. Student Body interest
9. Community Support
10. Potential to Field Competitive Teams
11. Availability of Qualified Coaches

Attachment B

CATEGORIES OVERVIEW

1. **GENDER EQUITY – TITLE IX CONSIDERATIONS**
2. **STRAIN ON FACILITIES – BURDEN ON AVAILABILITY OF FACILITIES**
3. **STRAIN ON EXISTING PROGRAMS – MONETARY AND PARTICIPANT REDUCTION FROM CURRENT PROGRAMS**
4. **STRAIN ON ADMINISTRATION – ADDITIONAL ADMINISTRATION SUPERVISION TIME**
5. **AVAILABILITY OF COMPLETION – DIFFICULTY IN FILLING A COMPETITIVE SCHEDULE**
6. **START UP EXPENSES – ONE TIME CAPITAL OUTLAYS**
7. **ONGOING EXPENSES – YEARLY EXPENSES**
8. **STUDENT BODY INTEREST – POTENTIAL TO ATTRACT STUDENT PARTICIPATION**
9. **COMMUNITY SUPPORT – OVERALL FINANCIAL SUPPORT AND ATTENDANCE**
10. **POTENTIAL TO FIELD COMPETITIVE TEAMS – POTENTIAL TO MEET DESIRED LEVEL OF SUCCESS**
11. **AVAILABILITY OF QUALIFIED COACHES – ARE THERE INDIVIDUALS AVAILABLE WHO HAVE THE SKILLS AND EXPERTISE TO COACH THIS ATHLETIC ACTIVITY**

Attachment A – I

Category I – Gender Equity

Value	Rubric
5	Is a co-ed sport that would maintain a gender equity?
4	Would create gender balances in a currently unbalanced athletic program.
3	Would not affect the district's Title IX standing.
2	Would necessitate the addition of another activity for gender equity to be restored.
1	Would create an imbalance in gender related activity offerings at a time when the district has no intention of adding other activities.

Considerations

1. Will the addition of this activity create a situation where the district is not in compliance with Title IX of the
2. Civil Rights Act?
3. Will the addition of this activity help create balance in activity offerings as they relate to Title IX?
4. Is this activity a co-ed sport? If so, would boys and girls compete together or on separate teams? What problems would this create?
5. Would the district be willing to absorb the cost of creating a new program that the addition of this activity would necessitate because of Title IX considerations?

Comments/Notes

Value Selected _____ X 1. _____ Factor = Category Score _____

Attachment A – II

Category II – Strain on Facilities

Value	Rubric
5	Would cause no problem with the use of existing facilities.
4	Would require moderate restructuring of current facilities schedule.
3	Would require changes in current facilities schedule.
2	Would require major restructuring of current facilities schedule.
1	Would require expensive construction of facilities.

Considerations

1. Are current facilities that would be required for the addition of this activity already being used at a premium:
2. Would practice time for existing activities have to be curtailed?
3. Is the construction of additional facilities possible, and at what expense?
4. Would the increased use of current facilities necessitate a revamped maintenance schedule?
5. Would support facilities such as training rooms and strength-training areas have difficulty absorbing the new athletes created by the activity?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – III

Category III – Strain on Existing Programs

Value	Rubric
5	The addition of this activity would not weaken current activities.
4	The addition of this activity's affect on existing programs would be minimal.
3	The addition of this activity would have noticeable affects upon existing programs.
2	The addition of this activity would seriously weaken competitiveness of existing programs.
1	The addition of this activity would in all likelihood cause the elimination of an established program.

Considerations

1. How would this activity affect other existing programs in terms of student interest and participation?
2. How would this activity affect the ability of existing programs to field competitive teams?
3. How would this activity affect community interest in existing programs?
4. Would this activity reduce the amount of coaches available for existing activities?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – IV

Category IV – Strain on Administration

Value	Rubric
5	The addition of this activity would create no new administrative workload.
4	The addition of this activity would create limited new administrative responsibilities.
3	The addition of this activity would create significant new administrative workload.
2	The addition of this activity would seriously dilute the amount of administrative time for existing activities.
1	The addition of this activity would require hiring additional personnel to administrate this activity.

Considerations

1. Would this activity require direct administrative supervision at contests?
2. If the answer is yes, would the amount of increased supervision time be significant?
3. How much administrative time would be needed to do the necessary scheduling for this activity?
4. How much administrative time would have to be devoted to the supervision of coaches and the necessary budgeting for this activity?
5. What steps would have to be taken to free up additional supervision time and what are the consequences of this action.

Comments/Notes

Value Selected _____ X 1. _____ Factor = Category Score _____

Attachment A – V

Category V – Availability of Completion

Value	Rubric
5	The abundance of area competition would necessitate little travel.
4	There would be some required travel to fill the schedule.
3	Necessary travel would be consistent with other activities.
2	Necessary travel would be greater than most other existing activities.
1	The minimal amount of competition available in area would necessitate extensive travel.

Considerations

1. Is this activity a conference sport?
2. Are the area schools that compete in this activity of comparable size and skill to ours?
3. Does this activity offer the opportunity to advance to district, sectional, and state competitions?
4. How many contests must be scheduled to meet normal standards for this activity?
5. How difficult will it be to meet this acceptable standard?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – VI

Category VI - Start Up Expenses

Value	Rubric
5	Start up expenses would be minimal.
4	Start up expenses would require limited additional district funding.
3	Start up expenses would be a major budget expense.
2	Start up expenses would require some outside fund raising.
1	Start up expenses would require major outside fund raising.

Considerations

1. What amount of money is projected for start up costs?
2. How much of start up costs will be an often repeated item, i.e., uniforms?
3. How much of start costs will be a long-term investment, i.e., construction of playing facilities?
4. How much of the overall budget is currently supported by outside fund raising and will the community support further such fund raising?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – VII

Category VII – Ongoing Expenses

Value	Rubric
5	Maintaining this activity would result in minimal expense.
4	Maintaining this activity would require additional yearly funds.
3	Maintaining this activity would require major restructuring of the department budget.
2	Maintaining this activity would result in funds being withdrawn from current activities.
1	Maintaining this activity would require the elimination of current activities to meet budget considerations.

Considerations

1. How much in additional funding will be needed to be budgeted for coach’s salaries, uniforms, transportation, training supplies, contest expenses, practice equipment, and miscellaneous supplies?
2. What percent of maintenance expenses for this activity will comprise the overall budget?
3. How do maintenance expenses for this activity compare to other activities?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – VIII

Category VIII – Student Body Interest

Value	Rubric
5	Data indicates a very high level of student interest in this activity.
4	Data indicates above average student interest in this activity.
3	Data indicates average student interest in this activity.
2	Data indicates a minimal amount of student interest in this activity.
1	There is no data that indicates student interest in this activity.

Considerations

1. Has the student body been surveyed for their interest levels in this activity?
2. How many participants would be needed to field a competitive team in this activity?
3. Are college scholarships readily available for this activity?
4. Is there potential for area and statewide recognition for participants in this activity?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – IX

Category IX – Community Support

Value

Rubric

- | | |
|---|--|
| 5 | There is a very high level of community support of this activity. |
| 4 | There is above average community support for this activity. |
| 3 | There is an average amount of community support for this activity. |
| 2 | There is minimal amount of community support for this activity. |
| 1 | There is no indication of any community support for this activity. |

Considerations

1. Does this community provide and support lower level opportunities to participate in this activity?
2. Is this activity one that traditionally has a high level of spectator support?
3. Is there a tradition of support for this activity within the community and the immediate area?
4. How would the community react to a negative effect that the addition of this activity could have on current activities? For example, the weakening of a boys basketball program by the addition of wrestling.
5. Has the community been surveyed to determine interest in the addition of this activity?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – X

Category X – Potential to Field Competitive Teams

Value	Rubric
5	A talent pool is in place to field statewide competitive teams.
4	A talent pool is in place to field above average area wide competitive teams.
3	A talent pool is in place to field average area wide competitive teams.
2	A talent pool is in place to field below average area wide competitive teams.
1	There is no indication that this activity would be able to field competitive teams.

Considerations

1. Have established community teams (Example: Little League) displayed competitive success in this activity?
2. What would be an acceptable level of success in this activity and how visible would this goal be?
3. Is the available competition in the immediate area of a level that would be conducive for our success?
4. How long would it take to field competitive teams and would this timeline be acceptable to the student body and community?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Attachment A – XI

Category XI – Availability of Qualified Coaches

Value	Rubric
5	There is an abundance of qualified coaches in this area.
4	The availability of qualified coaches in this area is above average.
4	The availability of qualified coaches in this area is average.
2	The availability of qualified coaches in this area is below average.
1	The availability of qualified coaches in this area is non-existent.

Considerations

1. Will the district have difficulty finding a qualified coach in this area?
2. Will having a qualified person for this activity take away quality coaches from other existing athletic activities?
3. If yes to #2, will this have an overall negative impact on the entire athletic program?
4. Will the school district have to provide additional incentive/compensation in order to hire coaches for this area?

Comments/Notes

Value Selected _____ X 1. _____ Factor _____ = Category Score _____

Athletic Activity Cumulative Work Sheet

Activity _____ **Date** _____

