

# **GOOD SPORTS, INC.**

Title IX and Gender Equity Specialists

## **TITLE IX SELF-EVALUATION CLASSES**

### **About The Class**

Participants in the Title IX self-evaluation classes learn how to conduct an analysis of an intercollegiate athletics program by actually analyzing their own programs during these intensive classes. By the end of the class, participants will have answers regarding their institution's compliance status for the issues addressed. One-day, two-day, and four-day classes are offered:

- **Four-Day Class** – all 13 Title IX issues, i.e., three-part test, scholarships, coaching, recruitment, facilities, travel, scheduling, equipment, medical and training facilities and services, housing and dining benefits, publicity, support services, and tutoring.
- **One-Day Class** – the three-part test and scholarships.
- **Two-Day Class** – the three-part test, scholarships, coaching, recruitment, and facilities.

(The four-day class may be provided in three days if all participants are from NCAA Division III and/or community college institutions.) Class sizes generally range from 2 to 10 participants. Participants receive a copy of our self-evaluation manual "Title IX and Intercollegiate Athletics: How It All Works – In Plain English" and a carrying case for the manual. Participants must bring significant program documents to the class (see the lists of items to bring for each class). Coaches' and staff questionnaires, which are used for all but the one-day class, may be completed electronically. The class will have limited value without the information specified.

### **Schedule of Classes in San Diego**

See the attached schedule for the specific dates for the one-day, two-day, and four-day classes in San Diego. The specific location will be determined by the number of participants.

### **Classes "On The Road"**

Educators may schedule a class at the offices of their athletics conference, at a member campus, or a hotel meeting room conveniently located to conference members or other institutions.

### **Schedule Your Own Class**

If you do not see dates that fit your schedule, then schedule your own class, either in San Diego or "on the road!" A minimum of two participants is required if you schedule a class in San Diego, while a minimum of three participants is required for classes "on the road."

### **Who Should Attend The Class**

Designed primarily for athletics administrators, class participants to date have included athletics administrators, coaches, athletics trainers, human resources staff, Title IX coordinators, general counsels, and university vice presidents.

## Tuition Amounts

Tuition costs are per person. Tuition costs cover our self-evaluation manual and carrying case for each participant. For all classes, participants make their own travel and lodging arrangements.

**In San Diego:** tuition also covers lunch each day, and a get-acquainted dinner for those able to attend is provided the night before the first day of class.

**On The Road:** tuition costs do not cover meals, meeting room costs, or travel and shipping expenses for Good Sports, Inc., to take the class on the road; participants and/or the conference are charged for the expenses of Good Sports, Inc.

Class	Tuition – San Diego	Tuition – On The Road	
<b>One-Day Class</b>	\$695.00	3 - 5 participants:	\$595.00
		6 or more participants:	\$525.00
<b>Two-Day Class</b>	\$925.00		\$825.00
<b>Four-Day</b>	\$1,850.00*		\$1,500.00*
	\$ 950.00**		\$ 900.00**

\* cost for first person attending from an institution.

\*\* cost per person for each additional participant from the same institution.

Tuition amounts for three-day classes addressing all 13 Title IX program components, in which all participants are from NCAA Division III and/or community college programs, are the same as the four-day classes.

## Application Deadlines and Tuition Payments

Application deadlines are 30 days before each class. Tuition is to be pre-paid, and tuition deadlines are 15 days before each class. Class sizes are limited and not all applicants may be accepted for their preferred class. Priority is based on the order in which applications are received. Applicants who are accepted for a class but fail to pay the tuition by the due date may forfeit their place in the class.

## Application Process

Educators interested in participating in a class should telephone Good Sports, Inc., at 858-695-9995 or send an e-mail to Valerie Bonnette at [goodsports@earthlink.net](mailto:goodsports@earthlink.net) with the following information: 1) their name and title; 2) institution name; 3) phone number; 4) e-mail address; and 5) the dates of the Title IX Class they would like to attend. Otherwise, the attached application form may be completed and sent by fax to 858-695-9909. An acknowledgement that the application has been received will be sent by e-mail, usually within 24 hours.

# **GOOD SPORTS, INC.**

Title IX and Gender Equity Specialists

## **TITLE IX SELF-EVALUATION CLASSES FOR 2011 / 2012**

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<b>4 - DAY CLASSES DATES</b>	<b>APPLICATION DEADLINE</b>	<b>TUITION PAYMENT DUE</b>
<b>September 26-29, 2011</b>	30 days before class	15 days before class
<b>November 14-17, 2011</b>	30 days before class	15 days before class
<b>Jan 30 – Feb 2, 2012</b>	30 days before class	15 days before class
<b>March 26-29, 2012</b>	30 days before class	15 days before class

\*\*\*\*\*

<b>1-DAY / 2-DAY CLASSES* DATES</b>	<b>APPLICATION DEADLINE</b>	<b>TUITION PAYMENT DUE</b>
<b>October 17-18, 2011</b>	30 days before class	15 days before class
<b>October 24-25, 2011</b>	30 days before class	15 days before class
<b>December 5-6, 2011</b>	30 days before class	15 days before class
<b>February 6-7, 2012</b>	30 days before class	15 days before class

\* One-day classes are scheduled for the first day of the dates listed, while participants choosing the two-day class option will be scheduled for both dates.

\*\*\*\*\*

**LOCATION:** Good Sports, Inc., office or area hotel meeting room, likely to be in north county San Diego, about 20 miles north of the San Diego airport

**TUITION:** See the class descriptions for tuition amounts in San Diego and “on the road.” Applicants who have paid tuition but must cancel will be provided priority in attending a future class, and their payment will be applied to the future class.

# **APPLICATION FORM**

## **Title IX Self-Evaluation Classes**

The Title IX self-evaluation classes for colleges and universities are intensive classes lasting eight to nine hours each day, and may include evening hours. Please complete the sections marked by an asterisk and send the completed form by fax to 858-695-9909. Otherwise, the information requested below may be submitted by phone to Valerie Bonnette at 858-695-9995 or by e-mail to [goodsports@earthlink.net](mailto:goodsports@earthlink.net). An acknowledgement that the application has been received will be sent by e-mail, usually within 24 hours.

**\* Please check or circle the class you would like to attend:**

**September 26, 27, 28, 29, 2011 (4-day class)**

**October 17, 18, 2011 (1-day / 2-day class)**

**October 24, 25, 2011 (1-day / 2-day class)**

**November 14, 15, 16, 17, 2011 (4-day class)**

**December 5, 6, 2011 (1-day / 2-day class)**

**Jan 30, 31, Feb 1, 2, 2012 (4-day class)**

**February 6, 7, 2012 (1-day / 2-day class)**

**March 26, 27, 28, 29, 2012 (4-day class)**

Please **Do Not Send** payment with the application form as the number of participants per class is limited. The application deadline date is approximately 30 days before each class.

**\*Name:**

**\*Title:**

**\*Institution:**

**\*Phone Number:**

**\*E-mail Address:**

**Thank You!**

# **TITLE IX CLASS AGENDA**

**4 DAYS\***

## **DAY 1**

**9:00 am to @ 6:00 pm**

De-Mystifying Title IX

Accommodation of Interests and Abilities

## **DAY 2**

**9:00 am to @ 6:00 pm**

Athletic Financial Assistance

Coaching

Recruitment of Student-Athletes

## **DAY 3**

**9:00 am to @ 5:00 pm**

Locker Rooms, Practice and Competitive Facilities

Scheduling of Games and Practice Times

Travel and Per Diem Allowances

Medical and Training Facilities and Services

## **DAY 4**

**9:00 am to @ 3:00 pm**

Publicity

Equipment and Supplies

Support Services

Housing and Dining Facilities and Services

Tutoring

\* THE FOUR DAY CLASS ADDRESSES ALL 13 TITLE IX ATHLETICS PROGRAM COMPONENTS  
WHEN SOME OR ALL CLASS PARTICIPANTS ARE FROM NCAA DIVISION I, II OR NAIA INSTITUTIONS

# **TITLE IX CLASS AGENDA**

**3 DAYS\***

## **DAY 1**

**9:00 am to @ 6:00 pm**

De-Mystifying Title IX

Accommodation of Interests and Abilities

Athletic Financial Assistance

## **DAY 2**

**9:00 am to @ 6:00 pm**

Locker Rooms, Practice and Competitive Facilities

Coaching

Recruitment of Student-Athletes

Travel and Per Diem Allowances

Scheduling of Games and Practice Times

## **DAY 3**

**9:00 am to @ 3:00 pm**

Medical and Training Facilities and Services

Equipment and Supplies

Publicity

Support Services

Housing and Dining Facilities and Services

Tutoring

\* THE THREE DAY CLASS ADDRESSES ALL 13 TITLE IX ATHLETICS PROGRAM COMPONENTS WHEN ALL CLASS PARTICIPANTS ARE FROM NCAA DIVISION III OR COMMUNITY COLLEGE INSTITUTIONS

# **TITLE IX CLASS AGENDA**

**2 DAYS\***

## **DAY 1**

**9:00 am to @ 6:00 pm**

De-Mystifying Title IX

Accommodation of Interests and Abilities

Athletic Financial Assistance

## **DAY 2**

**9:00 am to @ 6:00 pm**

Coaching

Recruitment of Student-Athletes

Locker Rooms, Practice and Competitive Facilities

\* The two-day class addresses the five major program components under the Title IX athletics provisions. These issues involve significant benefits for student-athletes. Compliance problems in these areas are common and viewed as more significant because of the importance of the benefits covered. The class includes a review of the Title IX policy documents and civil rights compliance approaches under the Title IX athletics provisions (de-mystifying Title IX).

# **TITLE IX CLASS AGENDA**

**1 DAY\***

**DAY 1**

**9:00 am to @ 6:00 pm**

De-Mystifying Title IX

Accommodation of Interests and Abilities

Athletic Financial Assistance

\* The one-day class addresses the two most important Title IX athletics requirements with which to comply: the three-part test (under the accommodation of interests and abilities) and athletic scholarships. Noncompliance with either issue may be viewed as a violation of federal civil rights law. Noncompliance in any of the other eleven program components under Title IX is usually viewed as a disparity in benefits for student-athletes, which is considered a less significant infraction than a violation. The class includes a review of the Title IX policy documents and civil rights compliance approaches under the Title IX athletics provisions (de-mystifying Title IX).

# TITLE IX ATHLETICS SELF-EVALUATION CLASS

## ITEMS TO BRING – FOUR DAY CLASS

Most of the items on the following list may be brought to the class by electronic means, with the exception of the media guides, game programs and schedule cards. However, hard copies may be easier to review for the class. Participants should bring the following:

1. Completed questionnaires for coaches and staff (may be sent and returned by e-mail).\*
2. If possible, completed facilities charts for practice, competitive, and locker room facilities (charts are sent by e-mail, and participants should complete hard copies to be brought to class).\*
3. If possible, pictures of practice, competitive, and locker room facilities and weight rooms and training rooms, and if possible, in power point format.
4. For **2010-11 or 2011-12**,\*\* the enrollment figures for full-time undergraduate students by sex. Also, if available, the enrollment from each state, and the enrollment of part-time and graduate students by sex.
5. The **2010-11 or 2011-12** squad lists for each team.
6. A list of the current teams offered and the year each team began intercollegiate competition.
7. A list of the women's and men's intercollegiate teams that have been discontinued, the last year of competition for each team, and the number of participants on each team that was discontinued.
8. For **2010-11 or 2011-12**, a list of club sports and intramural sports and the number of participants by sex participating in each club and intramural sport.
9. A list of sports offered in elective physical education activity courses (not professional courses for teaching the sports skills) and the number of students by sex participating in each course.
10. A copy of any survey instrument of students' athletic interests and abilities and the results of the survey.
11. For **2010-11 or 2011-12**, completed mileage charts, following the instructions attached.
12. The operating budgets and expenditures by line item for each intercollegiate team for the current year.
13. Any other budgets and expenditures (from booster accounts, separate team accounts, etc.), if those funds are used for scholarships, recruitment expenses, or coaches' salaries.
14. The dollar amount for a full athletic scholarship (e.g., tuition, room, board, and books) for in-state and out-of-state students.

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15. The athletic scholarship grants awarded by team for **2010-11 or 2011-12** for:

- a) the regular academic year
- b) the most recently completed summer term
- c) 5th year athletes who have exhausted their eligibility

(Bring separate lists if the squad lists are not sufficiently up-to-date / accurate for regular year awards and/or 5th year awards.)

16. For each coach by name and by team for **2010-11 or 2011-12**:

- a) salary for coaching duties
- b) salary for other duties and the department(s) from which coaches are paid
- c) benefits and additional income
- d) length of each coach's contract (e.g., 3 years, 1 year, 9 months, etc.)
- e) stipends and/or tuition waiver amounts for graduate assistant coaches
- f) outside employment – include job titles for off-campus positions

17. A list of coaches, by team, who are provided courtesy cars, car lease options, or car allowances, and the amount of each allowance.

18. The competitive schedules for each intercollegiate athletic team (varsity, junior varsity, etc.) for **2010-11 or 2011-12**, including:

- a) regular season events
- b) non-traditional season events – dates and locations
- c) special competitive events – e.g., summer events; foreign tours; exhibitions
- d) special training trips taken or planned by any team

19. A sample media guide, game program, and schedule card for one men's team and one women's team (bring hard copies, if available).

20. Any available organizational charts showing the lines of authority for all persons involved in intercollegiate athletics indicating:

- a) the administrative and clerical support personnel assigned to each unit;
- b) by unit and teams, the names of all personnel assigned and their titles.

21. A campus map.

22. If desired, a laptop computer.

\* Questionnaires to be completed by coaches and staff, and facilities charts to be completed by class participants will be sent by e-mail to accepted applicants. The questionnaires are designed to be completed on a computer by coaches and staff and returned by e-mail. Coaches and staff may choose instead to complete hard copies.

\*\* Information for only one academic year should be brought to the class, and all information should be for the same academic year.

# TITLE IX ATHLETICS SELF-EVALUATION CLASS

## ITEMS TO BRING – TWO DAY CLASS

Most of the following items may be brought to the class by electronic means. However, hard copies are much easier to review for the class. Participants should bring the following:

1. Completed questionnaires for coaches and staff (may be sent and returned by e-mail).\*
2. If possible, completed facilities charts for practice, competitive, and locker room facilities (charts are sent by e-mail, and participants should complete hard copies to be brought to class).\*
3. If possible, pictures of practice, competitive, and locker room facilities and weight rooms and training rooms, and if possible, in power point format.
4. For **2010-11 or 2011-12**,\*\* the enrollment figures for full-time undergraduate students by sex. Also, if available, the enrollment from each state, and the enrollment of part-time and graduate students by sex.
5. The **2010-11 or 2011-12** squad lists for each team.
6. A list of the current teams offered and the year each team began intercollegiate competition.
7. A list of the women's and men's intercollegiate teams that have been discontinued, the last year of competition for each team, and the number of participants on each team that was discontinued.
8. For **2010-11 or 2011-12**, a list of club sports and intramural sports and the number of participants by sex participating in each club and intramural sport.
9. A list of sports offered in elective physical education activity courses (not professional courses for teaching the sports skills) and the number of students by sex participating in each course.
10. A copy of any survey instrument of students' athletic interests and abilities and the results of the survey.
11. For **2010-11 or 2011-12**, completed mileage charts, following the instructions attached.
12. The dollar amount for a full athletic scholarship (e.g., tuition, room, board, and books) for in-state and out-of-state students.
13. The athletic scholarship grants awarded by team for **2010-11 or 2011-12** for:
  - a) the regular academic year
  - b) the most recently completed summer term
  - c) 5th year athletes who have exhausted their eligibility

(Bring separate lists if the squad lists are not sufficiently up-to-date / accurate for regular year awards and/or 5th year awards.)

**PAGE 2 – TITLE IX SELF-EVALUATION CLASS - ITEMS TO BRING (2-day class)**

14. The operating budgets and expenditures by line item for each intercollegiate team for the current year.
15. Any other budgets and expenditures (from booster accounts, separate team accounts, etc.), if those funds are used for scholarships, recruitment expenses, or coaches' salaries.
16. For each coach by name and by team for **2010-11 or 2011-12**:
  - a) salary for coaching duties
  - b) salary for other duties and the department(s) from which coaches are paid
  - c) benefits and additional income
  - d) length of each coach's contract (e.g., 3 years, 1 year, 9 months, etc.)
  - e) stipends and/or tuition waiver amounts for graduate assistant coaches
  - f) outside employment – include job titles for off-campus positions
17. A list of coaches, by team, who are provided courtesy cars, car lease options, or car allowances, and the amount of each allowance.
18. The competitive schedules for each intercollegiate athletic team (varsity, junior varsity, etc.) for **2010-11 or 2011-12**, including:
  - a) regular season events
  - b) non-traditional season events – dates and locations
  - c) special competitive events – e.g., summer events; foreign tours; exhibitions
  - d) special training trips taken or planned by any team
19. A campus map.
20. If desired, a laptop computer.

\* Questionnaires to be completed by coaches and staff, and facilities charts to be completed by class participants will be sent by e-mail to accepted applicants. The questionnaires are designed to be completed on a computer by coaches and staff and returned by e-mail. Coaches and staff may choose to complete hard copies as well.

\*\* Information for only one academic year should be brought to the class, and all information should be for the same academic year.

# TITLE IX ATHLETICS SELF-EVALUATION CLASS

## ITEMS TO BRING – ONE DAY CLASS\*

Most of the following items may be brought to the class by electronic means. However, hard copies are much easier to review for the class. Participants should bring the following:

1. For **2010-11 or 2011-12**,\*\* the enrollment figures for full-time undergraduate students by sex. Also, if available, the enrollment from each state, and the enrollment of part-time and graduate students by sex.
  2. The **2010-11 or 2011-12** squad lists for each team.
  3. A list of the current teams offered and the year each team began intercollegiate competition.
  4. A list of the women's and men's intercollegiate teams that have been discontinued, the last year of competition for each team, and the number of participants on each team that was discontinued.
  5. For **2010-11 or 2011-12**, a list of club sports and intramural sports and the number of participants by sex participating in each club and intramural sport.
  6. A list of sports offered in elective physical education activity courses (not professional courses for teaching the sports skills) and the number of students by sex participating in each course.
  7. A copy of any survey instrument of students' athletic interests and abilities and the results of the survey.
  8. For **2010-11 or 2011-12**, completed mileage charts, following the instructions attached.
  9. The dollar amount for a full athletic scholarship (e.g., tuition, room, board, and books) for in-state and out-of-state students.
  10. The athletic scholarship grants awarded by team for **2010-11 or 2011-12** for:
    - a) the regular academic year
    - b) the most recently completed summer term
    - c) 5th year athletes who have exhausted their eligibility
- (Bring separate lists if the squad lists are not sufficiently up-to-date / accurate for regular year awards and/or 5th year awards.)
11. The competitive schedules for each intercollegiate athletic team (varsity, junior varsity, etc.) for **2010-11 or 2011-12**, including:
    - a) regular season events
    - b) non-traditional season events – dates and locations
    - c) special competitive events – e.g., summer events; foreign tours; exhibitions
    - d) special training trips taken or planned by any team
  12. If desired, a laptop computer.

\* There are no questionnaires to be completed by coaches or staff for the one-day class.

\*\* Information for only one academic year should be brought to the class, and all information should be for the same academic year.

## **TITLE IX SELF-EVALUATION CLASS – MILEAGE CHARTS**

**INSTRUCTIONS, EXAMPLES, and WORKSHEETS** for determining your institution's normal competitive region.

**THE WORKSHEETS FOLLOWING THE EXAMPLES BELOW SHOULD BE COMPLETED PRIOR TO ATTENDING ANY OF THE TITLE IX ATHLETICS SELF-EVALUATION CLASSES.**

The most important Title IX athletics requirement with which to comply is the three-part test under the accommodation of interests and abilities. Institutions need to comply with just one of the three tests, and institution officials may choose which test to meet for compliance. Part of the analysis for determining compliance with test three (full accommodation of the underrepresented sex) is identifying your institution's normal competitive region. This involves determining the one-way mileage to each regular season away event. It is also useful to determine the mileages to all members of your institution's primary conference, and to any secondary conference affiliations for individual sports. The manner in which this information fits in to the Title IX analyses will be discussed during the class.

For completing the worksheets below (and all charts), it is useful to list sports alphabetically, as this simplifies comparisons among several charts. Using abbreviations for the sports, such as those suggested below, will save time in completing the charts.

### **SUGGESTED SPORTS ABBREVIATIONS**

AR – Archery	RI – Rifle
BA – Badminton	RO – Rowing
BB – Baseball	RU – Rugby
BK – Basketball	SK – Skiing
BO – Bowling	SO – Soccer
CC – Cross Country	SB – Softball
EQ – Equestrian	SQ – Squash
FE – Fencing	SW – Swimming
FH – Field Hockey	SY – Synchronized Swimming
FB – Football	TN – Tennis
GF – Golf	TR – Track
GY – Gymnastics	VB – Volleyball
IH – Ice Hockey	WP – Water Polo
LX – Lacrosse	WR – Wrestling

The following examples for Fairness University show how to complete the charts and compile the information for conference member institutions. This is followed by the worksheets you should complete prior to attending the Title IX athletics self-evaluation class.

**EXAMPLE – FAIRNESS UNIVERSITY**

**ONE WAY MILES TO CONFERENCE INSTITUTIONS**

1) Institution A	397
2) Institution B	65
3) Institution C	73
4) Institution D	426
5) Institution E	522
6) Institution F	123
7) Institution G	221
8) Institution H	127
<b>Total Miles:</b>	<b>1,954</b>

**Average Miles to Conference Member Institutions:      244**

<b>FAIRNESS UNIVERSITY – WOMEN’S TEAMS</b>				
<b>Team</b>	<b>total trips</b>	<b>one-way miles for each trip</b>	<b>total miles</b>	<b>average miles per trip</b>
<b>BK</b>	12	1340, 820, 1045, 850, 970, 530, 575, 270, 840, 95, 480, 355	8,170	681
<b>CC</b>	5	95, 270, 95, 355, 290	1,105	221
<b>GF</b>	8	1230, 950, 510, 95, 920, 850, 755, 270	5,580	698
<b>GY</b>	6	980, 710, 730, 355, 1070, 875	4,720	787
<b>SO</b>	12	320, 725, 530, 55, 295, 320, 145, 440, 40, 95, 355, 270	3,590	299
<b>SB</b>	12	320, 980, 140, 210, 575, 55, 440, 40, 270, 95, 920, 140	4,185	349
<b>SW</b>	7	320, 270, 95, 655, 575, 55, 270	2,240	320
<b>TN</b>	10	740, 210, 420, 425, 95, 270, 530, 55, 440, 40	3,225	323
<b>TR</b>	11	270, 95, 420, 270, 240, 270, 135, 355, 655, 95, 155	2,960	269
<b>VB</b>	12	940, 135, 155, 720, 295, 530, 55, 355, 270, 695, 480, 40	4,670	389
<b>Totals</b>	95		40,445	426

**EXAMPLE – FAIRNESS UNIVERSITY**

**ONE WAY MILES TO CONFERENCE INSTITUTIONS**

<b>FAIRNESS UNIVERSITY – MEN’S TEAMS</b>				
<b>Team</b>	<b>total trips</b>	<b>one-way miles for each trip</b>	<b>total miles</b>	<b>average miles per trip</b>
<b>BB</b>	13	210, 1020, 220, 805, 60, 775, 55, 440, 40, 270, 95, 755, 95	4,840	372
<b>BK</b>	12	1230, 4000, 650, 720, 820, 440, 680, 270, 95, 355, 530, 575	10,365	864
<b>CC</b>	5	95, 270, 95, 355, 290	1,105	221
<b>FB</b>	5	1070, 675, 440, 480, 355	3,020	604
<b>GF</b>	6	775, 270, 95, 50, 860, 1075	3,125	521
<b>SW</b>	6	270, 95, 655, 575, 55, 270	1,920	320
<b>TN</b>	9	710, 420, 425, 95, 270, 530, 55, 440, 40	2,985	332
<b>TR</b>	11	270, 95, 420, 270, 240, 270, 135, 355, 655, 95, 155	2,960	269
<b>WR</b>	8	210, 720, 530, 125, 480, 355, 270, 95	2,785	348
<b>Totals</b>	75		33,105	441

<b>FAIRNESS UNIVERSITY – NORMAL COMPETITIVE REGION</b>			
<b>Program</b>	<b>number of trips</b>	<b>total miles</b>	<b>average miles / trip</b>
<b>WOMEN</b>	95	40,445	426
<b>MEN</b>	75	33,105	441
<b>Totals</b>	170	73,550	433

## WORKSHEETS FOR NORMAL COMPETITIVE REGION

Using the examples for Fairness University as a guide, list each institution in your regional athletics conference and the mileage to each institution. Then, total the miles and calculate the average miles to your conference member institutions.

ONE WAY MILES TO CONFERENCE MEMBER INSTITUTIONS:

Institution	One-Way Miles
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	
16)	

**Total Miles:**

**Average Miles to Conference Member Institutions:**

## WORKSHEETS FOR NORMAL COMPETITIVE REGION

Complete the following three worksheets, one for the women’s program, one for the men’s program, and then the summary worksheet for the men’s and women’s programs combined. Calculate the one-way mileage for each regular season away event (an event that counts toward the maximum permitted for the sport). Do not count scrimmages, exhibition games, or season-ending conference tournaments. Internet sites, such as Rand McNally or Map Quest, may be used to identify the mileages between cities. Certain teams may compete in multiple events during weekends. For example, the women’s soccer team competes in an event 425 miles from the campus, and then travels to another site 76 miles away for a second competition, before returning to campus. The one-way mileage between the two away sites is calculated to better reflect actual team travel patterns. Also, some women’s and men’s teams, such as cross country and track, may travel together. Include the one-way miles for the men’s team on the men’s program worksheet and the one-way miles for the women’s team on the women’s program worksheet. See the charts above for Fairness University for guidance in completing the worksheets below. The worksheets below will be sent to accepted applicants in Word software that may be copied, and the mileages for your program may be typed into the worksheets.

<b>WOMEN'S PROGRAM - Worksheet for Normal Competitive Region Mileage to Regular Season Away Events</b>				
<b>Team</b>	<b>total trips</b>	<b>one-way miles for each trip</b>	<b>total miles</b>	<b>average miles</b>
<b>Totals</b>				

**WORKSHEETS FOR NORMAL COMPETITIVE REGION**

<b>MEN'S PROGRAM - Worksheet for Normal Competitive Region Mileage to Regular Season Away Events</b>				
<b>Team</b>	<b>total trips</b>	<b>one-way miles for each trip</b>	<b>total miles</b>	<b>average miles</b>
<b>Totals</b>				

**SUMMARY CHART for NORMAL COMPETITIVE REGION**

<b>SUMMARY Normal Competitive Region / Mileage to Away Events</b>			
<b>Program</b>	<b>number of trips</b>	<b>total miles</b>	<b>average miles per trip</b>
<b>WOMEN</b>			
<b>MEN</b>			
<b>Totals</b>			