

# 2018-2019 Responsibilities

# Michael Barren

Assistant Commissioner - Director of Internal Operations

Primary Sport Contact - Field Hockey, Wrestling, Archery, Bass Fishing, Tennis

Secondary Sport Contact - Dance, Volleyball, Swimming and Diving, Softball

NFHS Publications Ordering, Shipping and Receiving, Office Plant Operations including Heat and Air, Staff Meeting Management and Setup with designated staff, Event Hotels for Specific Events (all except BK HQ), Coordinate Assistance with PPM and Event Contacts loading and unloading of event trucks including pickup; In-Office Meeting non-tech setup with IT Director; Work directly with Commissioner on Office Organization Strategy and Implementation; NFHS Coach of year submissions

# Darren Bilberry

Assistant Commissioner - Director of Eligibility for Hearing Officer Matters

Primary Sport Contact - N/A

Secondary Sport Contact - Field Hockey, Soccer, Cross Country, Cheer, Archery, Track and Field, Baseball

Ruling Officer for Hearing Officer Matter related to Bylaws 2 through 14 (Minimal work with any other bylaw), Student Eligibility and Due Process, Title IX Compliance Officer, Title IX Site Visit and Education Project Program; KHSADA/NIAAA Liaison

# Sarah Bridenbaugh

Assistant Commissioner - Director of Middle Schools and Emerging Opportunities

Primary Sport Contact - Cross Country, Dance, Bowling, Lacrosse, Track and Field, Softball

Secondary Sport Contact - Wrestling

Middle School Director; Event On-Site Novelties and Trophies, Adapted and Unified Opportunities; Emerging Sports-Serve to help facilitate review of future activities such as Lacrosse; General Admission Entry Supplies, Annual Financial Aid Reporting from Membership, Constituent Surveys; Assist Asst. Commissioner Barren with Inner-office Organization/Storage

# Butch Cope

Associate Commissioner - Director of Championships, Officials and Student Services

Primary Sport Contact - Golf, Volleyball, Cheer, Swimming and Diving, Baseball

Secondary Sport Contact - Football, Bowling, Basketball, Tennis

Championship Venue RFP Assistance, Quality Control on Championship Consistency, Officials Division Supervisor including Awards Banquet, Officials Division Policy Board Liaison, Officials Camp Coordinator, Student Service Programs (HYPE Student Leadership, NFHS NSLS Conference, Backup Ruling Officer for Bylaws 2-14, Player and Coach Disqualifications, Liaison with eLLe Marketing; NFHS Official of year submissions; REI officials submissions; NFHS officials liaison

# Julian Tackett

Commissioner

Primary Sport Contact and Playing Rules Interpreter - Football, Basketball

Secondary Sport Contact - N/A

Chief Executive Officer of Association, Board of Control, Commissioner's Advisory Committees, Constitution and Bylaw Interpretations, State Event Sites, KHSAA Museum and Foundation, Basketball and Football Championships, Alignment of Schools and Teams, Legislation and Legislature, Coordinate Technology Design and Development for Member Schools and Officials, Coordinate Public Website Design and Maintenance; Coordinate Sentry File Design

# Chad Collins

General Counsel to the KHSAA and Board of Control

Primary Sport Contact - Soccer

Secondary Sport Contact - N/A

Eligibility Appeals Hearings, Due Process Procedure, Catastrophic and Officials Insurance, Open Records Custodian and Open Records Requests, Association Contracts

# Joe Angolia

Communications Director

Primary Sport Contact - N/A

Secondary Sport Contact - Golf, Bass Fishing

Communications including News Releases and Social Media, Statistical and Historical Athletic Records, Media Relations, Policies and Credentials, Production of KHSAA Online Publications including Handbook, Calendar, Athlete Magazine and Programs, KHSAA Scoreboard including out of state opponents, Interstate Sanctioning of Member School Contests, Open Dates, Assist with Hall of Fame Nomination, Screening, Selection Process, Coordinate Hall of Fame Announcement and Banquet, Coordinate Collegiate and Graduate Intern Program



# Rob Catron

IT Director

Network Supervisor, IT Consultant, In-House Training and Support for Computer Hardware and PC based software, Video and Telephone Systems, School Subdomain Support with Membership, Liaison for Custom Programming for School Subdomain, Open Jobs; Event Management Technical Needs at All Events Including Internet Connectivity and Phone Service (phasing out), Facility Usage and Rental Fulfillment, Equipment Catalog and Storage under supervision; Office Plant Operations Electronic (Copies, Computers, Phones)

# Dan White

## Event Management Specialist

All KHSAA instructions related to managing the district, region, semi-state, and state championship events to include directives for managers, participating teams, workers and officials; Compilation of material and records related to the site selections and seeding plans of all district and region tournaments in all championships; Contact with and logistical arrangements for contest officials and workers at all KHSAA state championship events, including compensation and attendance records, in collaboration with assigned Executive Staff supervisors for that event; Facilitate the transportation of the equipment needed for championship events including driving rental trucks; Assist as requested with other association publications; Assist as requested with social media and KHSAA website ([www.khsaa.org](http://www.khsaa.org)); Assist as requested with the entry of contest results on KHSAA/Riherds scoreboard; Assist as directed at State Events; Ticket Reconciliation and Attendance Totals; Anniversary Team Recognitions

# Marilyn Mitchell

Office Manager and Assistant to the Commissioner

Regular Board of Control Communication; Supervise Office Operations and Support Staff; Tax Exempt Forms and Certificates; General Ledger Reconciliation; Facilitate Board of Control Meetings; Short Term Intern Program, NFHS Coach Registration Program, NFHS K12 Licensing Program Royalties, Process Incoming Mail; Assist users with Secure Areas of the KHSAA website

Administrative Support for the Commissioner

# Kara Howard

Administrative Assistant

Daily Posting of Officials Division Receipts; Player/Coach Disqualifications; HYPE Conference Support; Assigning Secretary Contracts, Billing, Receipts and Payments and Information Storage; Officials Merchandise Contracts and Invoices; Scholarship Follow-up, Tracking and Payment; Officials and Coach Rule Book Mailings; Accounts Receivable; Office Credit Card Transactions; Phone Answer Pool including secure website login and officials licensing assistance

Staff Assistance for Associate Commissioner Cope

# Marsha Day (PT)

Administrative Support (PT)

Accounts Payable including Archive, 1099 Production and Collection of W-9; Assist with Officials Licensing; Coordinate Sentry File Entry; Event Supply Boxes; Academic All State Program; Sentry File Management; Phone Answer Pool including secure website login and officials licensing assistance

# Ginger Gilbert (PT)

Administrative Support (PT)

Basketball and Football Ticket Liaison; NFHS Publications; Assist with Corporate Fulfillment Grids; School Dues and Membership Forms; Corporate Marketing Contracts and Records; Phone Answer Pool including secure website login and officials licensing assistance

Staff Assistance for Assistant Commissioners Barren and Bridenbaugh and eLLe Marketing

# Jeremy Ison

Administrative Support Specialist

All Ruling Officer Correspondence, Eligibility Hearing Scheduling and Appeals Records, Due Process Correspondence for Hearing Officer Matters (Appeals); Hearing Scheduling and Processing; Rules Clinic Intro Videos; Podcast/Webcast Periodic Videos; Scoreboard Assistance (Volleyball); Daily Bank Deposits; School Administrator Cards; Video Orders; Video Uploads to Youtube channel, Video Production and Cataloging, Assist IT Director in all duties

Interim Duties- District Site Selection Plans 2018 and prior; Region Site Selection Plans 2018 and prior; District and Region Financial Reports Process and Sentry 2018 and prior

Administrative Support for General Counsel Collins

# Jeanie Molloy

Administrative Support Specialist

Process Forms for Hearing Officer Matters including electronic filing prior to ruling request; Title IX Reports and Revisit Program; Participation and Title IX Reports Into Sentry; Sentry File Scanning and Entry; Phone Answer Pool including secure website login and officials licensing assistance; Outgoing Daily Mail

Administrative Support for Assistant Commissioner Bilberry