

Tackett	Cope	Angolia
<p>Chief Executive Officer of Association</p> <ul style="list-style-type: none"> <li>• Constitution Duties</li> <li>• Board Matters-ALL (BL1, BL16-27)</li> <li>• Constitution and Bylaw Interpretations</li> <li>• Board of Control</li> <li>• Alignment of Schools and Teams</li> <li>• Legislation (past and proposed)</li> <li>• Inquiries-SB128 (2021)</li> <li>• Inquiries-BL 8 (HB563)</li> <li>• Inquiries-BL 22 (SB83)</li> <li>• Sports Medicine Inquiries and Advisory Committee</li> <li>• Hall of Fame Selection Process and Nominations</li> <li>• State Event Site Determinations and Contracts (ALL)</li> <li>• Region Sites (ALL)</li> <li>• KHSAA Museum and Foundation</li> <li>• Annual Meeting, AD Workshop, Region Meetings</li> <li>• Technology Design and Development for Member Schools and Officials</li> <li>• Public Website Design and Maintenance</li> <li>• Sentry File Design</li> <li>• Commissioner's Sports and Sport-Activities Focus Groups</li> </ul> <ul style="list-style-type: none"> <li>• Primary-Football Championships</li> <li>• Primary-Football Rules</li> <li>• Primary-Basketball Championships</li> <li>• Primary-Basketball Rules</li> <li>• Secondary-Football Regular Season</li> <li>• Secondary-Basketball Regular Season</li> </ul> <ul style="list-style-type: none"> <li>• Assist Monitoring social media</li> <li>• Pre-Event Initial Communication with Workers for Primary Sports</li> <li>• Assist Staff with Google Forms</li> <li>• Assist Staff with Gravity Forms</li> <li>• Assist with Constituent Surveys/Google Forms</li> <li>• Assist at events as directed by Event lead</li> <li>• Other duties as may be assigned by the Board of Control</li> </ul>	<p>Associate Commissioner and Director of Championships, Officials and Student Services</p> <ul style="list-style-type: none"> <li>• Ruling Officer-BL 9, 10, 12, 13, 14</li> <li>• Backup Ruling Officer for Bylaws 6-7</li> <li>• BL 15</li> <li>• Quality Control on Championship Consistency</li> <li>• Championship Venue RFP Assistance</li> <li>• Event EAP Electronic Execution</li> <li>• KHSAA Streaming Productions and NFHS Network and Webcasting Logistics</li> <li>• KU Radio Network</li> <li>• Pre-Event Initial Communication with Workers for Primary Sports</li> <li>• Supervisor of Officials Licensing and Recognition</li> <li>• Supervisor of Policy Boards</li> <li>• Assigning Secretaries and Assigning Secretary Contracts</li> <li>• Facilitate District and Region Officials Assignments</li> <li>• State Officials Logistics, Assignments and Arrangements</li> <li>• Officials Website</li> <li>• NFHS Officials Liaison and Official of year submissions</li> <li>• Player and Coach Disqualifications</li> <li>• Coordinate Hall of Fame Announcement and Banquet</li> <li>• NFHS Publications Ordering</li> <li>• Student Service Programs (HYPER Student Leadership</li> <li>• NFHS NSLS Conference)</li> <li>• Liaison with TPG Marketing</li> <li>• Coordinate Intern Programs, Short and Long-Term</li> </ul> <ul style="list-style-type: none"> <li>• Primary-Golf (1)</li> <li>• Primary-Volleyball (through 22-23)</li> <li>• Primary-Football Regular Season</li> <li>• Primary-Basketball Regular Season</li> <li>• Primary-Baseball</li> <li>• Secondary-Football Championships</li> <li>• Secondary-Football Rules</li> <li>• Secondary-Volleyball (23-24 and beyond)</li> <li>• Secondary-Swimming and Diving</li> <li>• Secondary-Basketball Rules</li> <li>• Secondary-Basketball Championships</li> <li>• Secondary-Cheer</li> <li>• Secondary-Tennis</li> </ul> <ul style="list-style-type: none"> <li>• Assist Monitoring social media</li> <li>• REI officials' submissions</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Assistant Commissioner for External Relations and Internal Operations</p> <ul style="list-style-type: none"> <li>• Ruling Officer- BL 4, 5</li> <li>• Event On-Site Novelties and Trophies</li> <li>• Approval of New Schools for Scheduling including home school groups</li> <li>• KHSAA Hotel Needs for events other than BK</li> <li>• Novelty Sales at Events</li> <li>• Novelties and Amenities for use by Association</li> <li>• Interstate Sanctions of Contests Including NFHS Sanctioning</li> <li>• Trophies and Awards Contract Execution</li> <li>• Statistical and Historical Athletic Records Final Approval</li> <li>• Facilitate the transportation of the equipment needed for championship events</li> <li>• Manage out of state opponents, Interstate Sanctioning of Member School Contests and Open Dates</li> <li>• Assist with KHSAA / NFHS Network Streaming Productions</li> <li>• NFHS Coach Recognition Program</li> </ul> <ul style="list-style-type: none"> <li>• Primary-Golf (2)</li> <li>• Primary-Volleyball (23-24 and beyond)</li> <li>• Primary Esports</li> <li>• Primary-Wrestling</li> <li>• Primary-Tennis</li> <li>• Secondary-Field Hockey</li> <li>• Secondary-Volleyball (through 22-23)</li> <li>• Secondary-Soccer</li> <li>• Secondary-Softball</li> <li>• Secondary-Track and Field</li> <li>• Secondary-Dance</li> </ul> <ul style="list-style-type: none"> <li>• Assist Monitoring social media</li> <li>• Pre-Event Initial Communication with Workers for Primary Sports</li> <li>• Lanyard supplies for events including appropriate storage</li> <li>• Assist Physical Plant Director as Needed</li> <li>• Facilitate Deliveries as Needed</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>

Bilberry	Bridenbaugh	Collins
<p>Assistant Commissioner - Director of Eligibility for Hearing Officer Matters (Bylaws 2, 3, 6 and 7)</p> <ul style="list-style-type: none"> <li>• Ruling Officer for Hearing Officer Matter related to Bylaws 2, 3, 6 and 7 (Minimal work with any other bylaw)</li> <li>• Student Eligibility and Due Process</li> <li>• Title IX Compliance Officer</li> <li>• Title IX Complaints with KHSAA jurisdiction</li> <li>• Title IX Site Visit and Education Project Program</li>   <li>• Primary-Field Hockey</li> <li>• Primary-Bass Fishing</li> <li>• Primary-Bowling</li> <li>• Secondary-Archery</li> <li>• Secondary-Wrestling</li> <li>• Secondary-Golf (2)</li> <li>• Secondary-Baseball</li> <li>• Secondary-Cross Country</li> <li>• Secondary-Track and Field</li>   <li>• Assist Monitoring social media</li> <li>• Pre-Event Initial Communication with Workers for Primary Sports</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Assistant Commissioner - Director of Middle Schools and Assistant Director of Championships</p> <ul style="list-style-type: none"> <li>• Middle School Regulation and Communication Director</li> <li>• Ruling Officer- BL 11</li> <li>• Office Organization Strategy and Implementation</li> <li>• Basketball Prime Date Regulation</li> <li>• Adapted and Unified Opportunities</li> <li>• Annual Bylaw 11 Financial Aid Reporting from Membership</li> <li>• Prospective and Candidate Member Schools</li> <li>• Prime Date Basketball Scheduling</li>   <li>• Primary-Cross Country</li> <li>• Primary-Dance</li> <li>• Primary-Cheer</li> <li>• Primary-Swimming and Diving</li> <li>• Primary-Softball</li> <li>• Primary-Track and Field</li> <li>• Secondary-Bowling</li> <li>• Secondary-Golf (1)</li>   <li>• Assist Monitoring social media</li> <li>• Pre-Event Initial Communication with Workers for Primary Sports</li> <li>• Assist with Constituent Surveys/Google Forms</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>General Counsel to the KHSAA and Board of Control</p> <ul style="list-style-type: none"> <li>• Eligibility Appeals Hearings</li> <li>• Due Process Procedure</li> <li>• Open Records Custodian and Open Records Requests</li> <li>• Assist with Board Matters</li> <li>• Catastrophic and Officials Insurance</li> <li>• Liability Insurance</li> <li>• Association Contract Review</li> <li>• Trademark and Licensing</li> <li>• Music Copyright</li> <li>• Liaison with General Counsel at Kentucky Department of Education</li> <li>• Assist with legislation and legal monitoring</li> <li>• Assist with legislation</li> <li>• Assist with Inquiries-BL8 (HB563) and BL22 (SB83)</li> <li>• Assist with Annual Meeting</li>   <li>• Primary-Soccer</li> <li>• Primary-Archery</li> <li>• Secondary-Softball</li>   <li>• Assist Monitoring social media</li> <li>• Pre-Event Initial Communication with Workers for Primary Sports</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>

Catron	Elder	Link
<p>Information Technology Director</p> <ul style="list-style-type: none"> <li>• School Subdomain Support with Membership</li> <li>• Liaison for Custom Programming for School Subdomain including data system and safety course</li> <li>• Open Jobs</li> <li>• Liaison to KHSADA</li> <li>• Online Rules Clinic Production including Sports Safety Course</li> <li>• Clinic Videos</li> <li>• Event Management Technical Needs at All Events Including Internet Connectivity and Phone Service (phasing out)</li> <li>• KHSAA Facility Usage and Rental Fulfillment</li> <li>• Network Supervisor and IT Consultant</li> <li>• Office Plant Electronic Operations Electronic (Copies, Computers, Phones)</li> <li>• Video and Telephone Systems</li> <li>• In-House Training and Support for Computer Hardware and PC based software</li>   <li>• Secondary-Esports</li>   <li>• Assist Monitoring social media</li> <li>• Assist Physical Plant Director as Needed</li> <li>• Sole Liaison to contract software developer</li> <li>• Facilitate Outside Meetings</li> <li>• Facilitate Deliveries that Come to Front</li> <li>• Facilitate Outside Meetings Inside KHSAA</li> <li>• SurveyMonkey Key Forms</li> <li>• Equipment Catalog and Storage under supervision</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Event Services and Social Media Director</p> <ul style="list-style-type: none"> <li>• Instructions related to managing the district, region, semi-state, and state championship events, participating teams, workers and officials</li> <li>• State Instructions (all Events)</li> <li>• Compilation of KHSAA Records Book</li> <li>• Coordinate KHSAA Social Media posts</li> <li>• Court of Support Bricks</li> <li>• Anniversary Team Recognition</li> <li>• Event Worker Follow-up Communication and Updates</li> <li>• State Event Worker Post Event</li> <li>• Primary- Event Signage Needs</li> <li>• Assist with Public Website</li> <li>• Primary contact with, and logistical arrangements for, workers at all KHSAA state championship events</li> <li>• NFHS Network Get-to-100 Program Primary</li> <li>• General Admission Event Entry Supplies</li> <li>• Credential Production for all events including media and workers</li> <li>• Inventory of supplies for credentials including lanyard monitoring</li> <li>• Video Production and Cataloging</li> <li>• Liaison for external printing company</li> <li>• Secondary- Hall of Fame Nomination Screening and Selection Process</li> <li>• Assist with Media Relations Policies and Credentials</li> <li>• Assist with Coordination of Association Calendar</li> <li>• Assist with Ticket Reconciliation and Attendance Totals</li>   <li>• Secondary-Bass Fishing</li>   <li>• Assist Monitoring social media</li> <li>• Assist with publications as approved by the Commissioner or Associate Commissioner</li> <li>• Assist in emergencies with KHSAA public website (www.khsaa.org) and KHSAA/Riherds scoreboard</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Media Relations and Publications Director</p> <ul style="list-style-type: none"> <li>• Produce all association publications for championships</li> <li>• Annual Athlete Magazine and Supplemental Event Publications</li> <li>• All Programs for Championships</li> <li>• Primary Riherds Scoreboard Score and Results Entry and Maintenance</li> <li>• Postseason Bracket entry for postseason championships via KHSAA scoreboard</li> <li>• Entry of New Teams and Tournaments</li> <li>• Open Dates for Member Schools</li> <li>• Current Year Statistics and Records Form Intake</li> <li>• Media Communications including News Releases and appearances by staff</li> <li>• Secondary-Event Signage Needs</li> <li>• Implement Media Relations policies at KHSAA events</li>   <li>• Assist with Media Relations Policies and Credentials Development</li> <li>• Secondary-Statistical Records Verification</li> <li>• Video Uploads to YouTube Channel</li> <li>• Assist Monitoring social media</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>

Howard	Molloy	Ison
<p>Office Manager and Assistant to the Commissioner</p> <ul style="list-style-type: none"> <li>• Administrative Support Duties for the sports and duties assigned to Commissioner Tackett</li> <li>• Supervise Office Operations and Support Staff</li> <li>• Board of Control Communication from Commissioner</li> <li>• Board of Control meetings Facilitation</li> <li>• Regular Board of Control Communication</li> <li>• Facilitate Board of Control Meetings</li> <li>• Coordinate Staff Accounting Functions</li> <li>• Accounts Receivable</li> <li>• General Ledger Reconciliation</li> <li>• Tax Exempt Forms and Certificates</li> <li>• Scholarship Follow-up, Tracking and Payment</li> <li>• NFHS K12 Licensing Program Royalties</li> <li>• Corporate Sponsor Fulfillment Grids</li> <li>• Site Selection Plans (ALL)</li> <li>• District Financial (ALL)</li> <li>• Seeding Plans (ALL)</li> <li>• Region Financial (ALL)</li> <li>• Short-Term Intern Program</li> <li>• Coordinate Sentry File Scanning and Entry</li> </ul> <ul style="list-style-type: none"> <li>• Assist Monitoring social media</li> <li>• Phone Answer Pool including secure website login and officials licensing assistance</li> <li>• Inventory of Office Supply Needs</li> <li>• Credit Card Processing as needed</li> <li>• End of day closing procedure</li> <li>• Altered Office Hours Visible Notifications including messaging</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Administrative Support Specialist, Event Management Support</p> <ul style="list-style-type: none"> <li>• Officials and Coach Rule Book Mailings</li> <li>• Officials Rule Book Mailings</li> <li>• Player/Coach Disqualifications</li> <li>• Post Official Advance Camp Clinic Attendance</li> <li>• Officials Merchandise - Contracts</li> <li>• Primary Officials Licensing</li> <li>• Daily Posting of Officials Division Receipts</li> <li>• Assigning Secretaries and Assigning Secretary Contracts</li> <li>• Assigners Lists on Website</li> <li>• Assigners Address Book Maintenance</li> <li>• Event Supply Box Prep</li> <li>• Sentry File Scanning and Entry</li> <li>• Credit Card Processing as needed</li> <li>• Membership Application Tracking</li> <li>• File School Annual Participation and Title IX Reports in Sentry</li> <li>• Membership Dues Billing</li> <li>• Process Incoming Mail</li> <li>• School Administrator Cards</li> <li>• NFHS Publications Order Assistance</li> <li>• Physical Bank Deposits</li> </ul> <ul style="list-style-type: none"> <li>• Assist Monitoring social media</li> <li>• Phone Answer Pool including secure website login and officials licensing assistance</li> <li>• Secondary end of day closing procedure</li> <li>• Monitor and maintain copier and equipment supply levels</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Administrative Support Specialist, Student Eligibility Records and Title IX</p> <ul style="list-style-type: none"> <li>• Ruling Officer Correspondence</li> <li>• Transfers (includes immediate Sentry filing)</li> <li>• Appeal and Due Process Hearings Scheduling and Processing</li> <li>• Title IX Reports and Revisit Program</li> <li>• Process Forms for Hearing Officer Matters including electronic filing prior to ruling request</li> <li>• Sentry File Scanning and Entry</li> <li>• Outgoing Daily Mail</li> </ul> <ul style="list-style-type: none"> <li>• Assist Monitoring social media</li> <li>• Phone Answer Pool including secure website login and officials licensing assistance</li> <li>• Credit Card Processing as needed</li> <li>• Monitor Supply levels on postage equipment</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>

<p>Mitchell (PT)</p> <p>Administrative Support, Accounting</p> <ul style="list-style-type: none"> <li>• Accounts Payable including Archive, 1099 Production and Collection of W-9</li> <li>• Archive accounts payable</li> <li>• Archive accounts receivable</li> <li>• W9 Compilation</li> <li>• Sentry File Scanning and Entry</li>   <li>• Assist Monitoring social media</li> <li>• Phone Answer Pool including secure website login and officials licensing assistance</li> <li>• Other duties as may be assigned by the Commissioner or event lead</li> </ul>	<p>Tatum</p> <p>Physical Plant Director</p> <ul style="list-style-type: none"> <li>• Custodial and Maintenance</li> <li>• Shipping and Receiving</li> <li>• Building and Grounds</li> <li>• Meeting Setup Assistance</li> <li>• Asset Inventory</li> </ul>	
---	--	--

WORKING DRAFT

