

NORTH COAST SECTION STAFF

Major duties and responsibilities of the NCS Staff

Gil Lemmon (Ext. 21)

Email: gdemmon@cifncs.org

- ◆ Governance
- ◆ Eligibility
- ◆ Alignment/Classification
- ◆ Financial Administration
- ◆ Marketing
- ◆ Personnel
- ◆ Board of Managers
- ◆ Executive Committee
- ◆ Multi-Campus/Unified Team Application

Karen Smith (Ext. 20)

Email: ksmith10@cifncs.org

- ◆ NCS Championships
 - Fall**
 - ◆ Football
 - ◆ Water Polo
 - ◆ Golf (b)
 - Winter:**
 - ◆ Basketball (b & g)
 - Spring:**
 - ◆ Baseball
 - ◆ Golf (b)
 - ◆ Lacrosse
 - ◆ Badminton
 - ◆ Track & Field
- ◆ Sports Advisory Committee
- ◆ Rule Interpretations
- ◆ Games Wanted/Job
- ◆ Master Calendar
- ◆ Computer Resource
- ◆ Website supervision
- ◆ Office staff Supervision

Bri Niemi (Ext. 15)

Email: bniemi@cifncs.org

- ◆ NCS Championships
 - Fall:**
 - ◆ Volleyball (g)
 - ◆ Tennis (g)
 - ◆ Soccer (b & g)
 - ◆ Cross Country
 - Winter:**
 - ◆ Soccer (b & g)
 - ◆ Wrestling
 - Spring:**
 - ◆ Swimming
 - ◆ Tennis (b)
 - ◆ Soccer (g)
 - ◆ Softball
 - ◆ Volleyball (b)
- ◆ Souvenirs
- ◆ Official Ball Program
- ◆ Seeding
- ◆ NCS Prep & Inserts
- ◆ Broadcast Rights

Sharron Boricchio (Ext. 11)

Email: sharron@cifncs.org

- ◆ Souvenirs (take orders, process, mail)
- ◆ Roster Coordinator
- ◆ Rule books
- ◆ Data Base updates
- ◆ Filing
- ◆ Complimentary tickets
- ◆ Mail
- ◆ Manual upkeep
- ◆ Dues/directory/ejection/Steroid/officials
- ◆ Accounts Receivable Clerk
- ◆ Account collection
- ◆ Maintain check register

Sandy McBride -Lemmon(Ext. 19)

Email: smc@cifncs.org

- ◆ Championship events
- ◆ Tickets/Revenue Reconciliation
- ◆ Sports Advisory Committee
- ◆ Championship Awards
- ◆ Programs, Ticket & Award Distribution
- ◆ Certificate of Insurance
- ◆ Facilities
- ◆ Sports Packets

Sally Phillips (Ext. 12)

Email: shillips@cifncs.org

- ◆ Marketing Clerk
- ◆ Sponsor Service/NCS Prep sponsor page
- ◆ Vendors
- ◆ Official Ball Program
- ◆ Alignment & Classification
- ◆ Phone System Administrator
- ◆ Sanction Events
- ◆ Maintain Data Bases
- ◆ Broadcast Rights

Renee Mencarelli (Ext. 10)

Email: rmencarelli@cifncs.org

- ◆ Scholastic Awards Clerk
- ◆ CIF Distinguished Award
- ◆ Phil Hempler Award
- ◆ Seeding Personnel
- ◆ Honor Coach Award
- ◆ Eligibility Clerk
- ◆ School/Governance Directory
- ◆ Games Wanted/Job

Laura Nathlich (Ext. 14)

Email: laura@cifncs.org

- ◆ Accountant
- ◆ Salary Survey

Harry Schrauth (Ext. 16)

Email: refboss@cifncs.org

- ◆ ◆ Officials Information

