



Guidelines for Communication with Office Personnel – 2016-2017

Please feel free to contact our staff if you have any questions. We are here to serve the needs of our member schools. A list of the specific duties assigned to office personnel follows for your reference.

Rob Wigod

Commissioner of Athletics (robw@cifss.org)

Sharon Hodge

Executive Assistant (sharonh@cifss.org)

Activities Directors Committee
Athletic Administrator Summit
Champions for Character Awards
Champions for Character Golf Tournament
Commissioner's Newsletter
Council
Courtesy Cards
Eligibility
Ethics in Sports Committee
Executive Committee and Meetings
Financial Matters
Golf (Boys and Girls)
Hardships
Hardship Appeal Hearings
League Minutes and Sports Survey
Life Passes
Membership
Multi-Campus
New Schools Orientation
Playoff Groupings
Releaguings
CIF State and National Federation
Summer Dead Period

Glenn Martinez

Assistant Commissioner (glennm@cifss.org)

Susan Miller

Administrative Assistant (susanm@cifss.org)

Area Assignment Liaisons
Athletic Administrators Committee/Summit
Athletic Trainers Committee
Baseball
Eligibility
Eligibility Workshops
Football
League Compliance Officers
League Coordinators
Principal/Athletic Director Orientation
Officials (Assigned Sports)
Officials Fees/Relations Committee
President's Council
Transfer Eligibility (S-Z)
Wrestling (Boys and Girls)

Kristine Palle

Assistant Commissioner (kristinep@cifss.org)

Brenda Bomgaars

Administrative Assistant (brendb@cifss.org)

Badminton
Blue Book
Blue Book Committee
Eligibility
Gymnastics
Hardships
Hardship Appeal Hearings
Office Calendar (Yearly)
Officials (Assigned Sports)
Officials Fees/Relations Committee
Soccer (Girls)
Swimming and Diving (Boys and Girls)
Transfer Eligibility (M-R)
Water Polo (Boys and Girls)

Mike Middlebrook

Assistant Commissioner (mikem@cifss.org)

Kim Willeman

Administrative Assistant (kimw@cifss.org)

Athletic Administrators Committee
Eligibility
Fall Soccer
Fall Volleyball
Field Hockey
Foreign Exchange
Minutes of the Council
Officials (Assigned Sports)
Official Fees/Relations Committee
President's Council
Soccer (Boys)
Softball
Sports Calendars (Yearly + 3 Year)
Transfer Eligibility (E-L)
Volleyball (Boys and Girls)

Rainer Wulf

Assistant Commissioner (rainerw@cifss.org)

Kristine Trost

Administrative Assistant (kristinet@cifss.org)

Basketball (Boys and Girls)
CBED Accounting
Cross Country (Boys and Girls)
Eligibility
Officials (Assigned Sports)
Officials Survey
Officials Fees/Relations Committee
President's Council
Public/Private Committee
Sanctioned Event Oversight
Tennis (Boys and Girls)
Track and Field (Boys and Girls)
Transfer Eligibility (A-D)

Thom Simmons
Director of Communications (thoms@cifss.org)

Anita Fopma
Administrative Assistant (anitaf@cifss.org)

Alumni Committee
CIF Southern Section Bulletin
CIFSSHome
Commissioner's Cup
Commissioner's Newsletter
Eligibility
Football Press Conference
Hall of Fame/Distinguished Service Awards
LA 84 Foundation (Amateur)
Lacrosse (Boys and Girls)
League Standings
Master Schedules (Football)
Media Advisory Committee
Media Credentials
Media Releases
Officials (Lacrosse)
Officials Fees/Relations Committee
President's Council
Public/Private Committee
Radio/TV Rights
Record Book
Technology Committee
Top Ten Polls
Web Site Management

John Costello
Director of Marketing (johnc@cifss.org)

Jackie Gibson
Administrative Assistant (jackieg@cifss.org)

Academic Awards Program
Advertisers/Corporate Support
Awards Certificates
Bids
CIF State Marketing Committee
Office Management/Purchasing/Building Maintenance/IT
Programs
Radio/TV Rights
Tickets
Web Site Management

Mitch Carty
Chief Financial Officer (mithc@cifss.org)

Erin Crenshaw
Finance Assistant (erinc@cifss.org)

Accounts Payable
Accounts Receivable
Auditor
Audit Committee
Budget/Finance Committee
Defined Benefit Plan (PERS)
Employment Verification
Financial Statements
Human Resources
Investments
Member School Dues and Assessments
Payroll
Playoff Financial Reports
Playoff Meal/Lodging Approvals
Rule Books/Publications/Sales
Sales/Use Tax
Tickets

Sharon Hodge
Administrative Assistant Supervisor

CIFSSHOME New Accounts
Communication
Directory
Minutes of the Executive Committee
Playoff Work Schedule
Vacation Calendar

Lisa McInerney
Receptionist
(lisam@cifss.org)

Approval to Travel
Courtesy Cards
Games Wanted and Coaching Vacancies
Receiving/Shipping
Rule Books/Publications/Sales
Sanctioned Events
Switchboard