



ADMINISTRATOR WORKSHOPS 2009

Dates & Locations

**All Workshops start at 8:30 a.m. and
will end at 12:00 noon.**

For your convenience, NCS will be conducting six workshop in selected locations representing the geographical areas of the section. Administrators, athletic directors, athletic secretaries and other interested parties from our member schools are welcome!!!

Please RSVP your attendance to
rmencarelli@cifncs.org
Please include school name & # of attendees

8:00 to 8:30—Arrive
8:30 a.m. to 12:00 noon - Workshop

September 29, 2009
Humboldt Office of Education
901 Myrtle Ave., Eureka, Madrone Room

October 1, 2009
Kelseyville High School
5480 Main St., Kelseyville, Room 203

October 7
MCAL Office
375 Doherty Drive, Larkspur, Room A

October 8
Acalanes Adult and Community Education Center
1963 Tice Valley Rd., Walnut Creek, Library

October 13
Alameda County Office of Education
313 W. Winton Ave., Hayward, Room L-3

October 14
Sonoma County Office of Education
5340 Skylane Blvd., Santa Rosa, Room, TBA

SCHEDULE

INTRODUCTIONS

Attendees and NCS staff will introduce themselves

CIF/NCS HISTORICAL POWERPOINT

Review the formation of CIF and NCS, outline of governance structure, other historical information

ADMINISTRATOR ORIENTATION POWERPOINT

Review of athletic administrative responsibilities at each school

DISTRIBUTE NCS GOVERNANCE DOCUMENTS

NCS Constitution and Sports & General Rulings Handbook and briefly review the documents

ELIGIBILITY REVIEW

Conduct an Eligibility Workshop, reviewing rules and forms

SPORTS HANDBOOK: CHAMPIONSHIP EVENTS

Review the 100H and 200H sections as well as basic rules of participation in the NCS Championships, hosting and supervision of events and review of Guidelines on Practice and Conditioning

REVIEW OF NCS WEBSITE POWERPOINT

Review of the NCS website, location of agendas, minutes, sports pages, School Login, etc.

RECOGNITION PROGRAMS

Quick review of recognition awards presented each year within NCS and CIF (Phil Hempler Award, NCS and CIF Distinguished Service Awards, Honor Coach Awards)

FINAL COMMENTS/COLLECT EVALUATIONS AND ADJOURN

Final comments, comments by attendees and completion of evaluations