

**Goal 3.0 – Ensure adequate staffing of KHSAA administration and continued Professional Development.**

**Strategy 3.1 – The staff shall participate fully in the National Federation process and shall ensure Kentucky's representation where feasible and practical.**

An important part of the Association is its work with the National Federation. Through committees, periodic meetings and professional development opportunities, the staff can acquire information to better serve the member schools and other KHSAA constituencies.

***Tactic 3.1.1- Participate in the NFHS Rules Committee Process at every level.***

*Implementation 3.1.1.1 - Assist in the identification of committee members when the Association's rotated position on committees arrives, emphasizing staff involvement where possible.*

*Implementation 3.1.1.2 - Utilize Association and NFHS resources to ensure consistent application of all provisions of the playing rules of the Association.*

*Implementation 3.1.1.3 – Participate, when asked, on selected NFHS panels and committees.*

***Tactic 3.1.2- Participate in all National Federation Conferences and Workshops when the Association is afforded such an opportunity.***

*Implementation 3.1.2.1 – Send appropriate Executive staff members to the NFHS Summer Workshop meeting, NFHS Fall Section meeting, NFHS Winter meeting and NFHS Legal Conference for applicable professional growth and development and for the benefit of the members of the Association, subject to feasibility analysis.*

*Implementation 3.1.2.2 – Send Executive staff members to the NFHS Athletic Directors Conference for the applicable professional growth and information retrieval and exchange opportunities, such subject to feasibility analysis.*

*Implementation 3.1.2.3 – Send appropriate Executive and professional staff members to other NFHS functions such as the Student Leadership Conference, for the applicable professional growth and information retrieval and exchange opportunities, such subject to feasibility analysis.*

**Strategy 3.2 – The Commissioner shall continually provide the opportunity for professional development through training and other initiatives that allow for personal and professional growth.**

The strength of the Association's operations rests on the capabilities and in terms of knowledge and ability to assist the membership.

***Tactic 3.2.1- Educate staff on technology to improve efficiency and maintain highest possible performance standards.***

*Implementation 3.2.1.1 - Schedule staff education through seminars and internal training conducted by other state agencies, outside businesses, videotape or interactive programs.*

*Implementation 3.2.1.2 - Conduct periodic training programs in-house or using outside sources based on the needs of new employees or those in need of "refresher" courses.*

*Implementation 3.2.1.3 - Training will be ongoing as technology is upgraded including updates to multi-media and other training materials.*

*Implementation 3.2.1.4 – Utilize a "bottom-up" methodology where applicable for training utilizing support staff expertise to ensure that all executive staff members can fully utilize all technology.*

***Tactic 3.2.2- Cross train selected job functions within the Association's operations to ensure no loss of service to the schools and other constituencies due to the absence or other obligations of staff members.***

*Implementation 3.2.2.1 – Cross train staff on essential office operations to allow for smooth transitions between assigned employees when vacancies occur or during vacation time.*

*Implementation 3.2.2.2 – Ensure that all key tasks related to the safety and security of the headquarters facility, its occupants, and its contents, are documented, and distributed to employees.*

*Implementation 3.2.2.3 – Assign a backup person for Executive staff members for major job assignments.*

***Tactic 3.2.3- Annually review Association benefit packages offered to employees along with other employment policies.***

*Implementation 3.2.3.1 – Review and study feasibility of cafeteria style benefit plans to enable the employees to fully develop their talents.*

*Implementation 3.2.3.2 – Study the feasibility of providing for an Employee Education Plan to assist personnel willing to continue their education and better fulfill their job responsibilities.*

*Implementation 3.2.3.3 – Refine and further enhance the evaluation plan for employees to ensure complete individual growth and Association improvement.*

***Strategy 3.3 – Increase staffing levels when appropriate to meet the ever increasing service demands by the membership.***

*Implementation 3.3.1 Hire an additional Assistant Commissioner.*

*Implementation 3.3.2 Hire part time or full time compliance officer.*