NSC Officials Chair Responsibility Timeline (September to August)

⇒ September
1⇒.Report on End of Season Issues and Successes
2⇒.Report on Training Course Feedback Survey (if any)
3⇒.Solicit and/or recommend any changes to the officials position
a) Changes to by-laws
b) Changes to training class
c) Changes to rules

⇒ October
1⇒.Propose and/or vote on changes to the officials position
2⇒.Identify April/May training dates ; Last week of April / First week of May

⇒ November
1⇒.Toward end-of-month, contact the Naperville Park District to reserve space to conduct training
a) Main Contact: Debbie Kretzmann - dkretzmann@napervilleparks.org
b) Past spaces:
- Alfred Rubin Riverwalk Community Center - Community Hall (305 W Jackson)
- The Barn (421 W. Martin Ave)
- 95th Street Center (2244 West 95th Street)

2⇒.Begin to incorporate new USA Swimming Rules into Training Slides

⇒ December

⇒ January
1⇒.Introduce any significant changes to Swimming Rules from USA Swimming/FINA to NSC
2⇒.Solicit and/or identify any changes to the rules
3⇒.Propose any changes to rules for voting during February meeting

⇒ February
1⇒.Early February: Contact Instructors to "Save the Date" for Training Sessions
2⇒.Late February: Send "Save the Date" Email to NSC Conference Reps and "past" officials
3⇒.Vote on any changes to rules proposed during January meeting
4⇒.Late February: Begin housekeeping on the officials' section of NSC website
5⇒.Discuss with Dave Johnson about "holding" a training course back for any "stragglers"

Last updated September 8, 2025

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⇒ March
1⇒. Early March: Finalize training materials
2⇒. Late March: Confirm instructors
3⇒. Late March: Send training materials to instructors
4⇒. Early March: Confirm training rooms with NPD
5⇒. Post training materials to NSC website

⇒ April
1⇒. Early April: Begin registration of participants (signupgenius.com)
2⇒. Early April: Send Reminder email to NSC Reps
3⇒. Late April: If scheduled, begin training

⇒ May
1⇒. Begin or Continue Training
2⇒. Track participants
3⇒. Determine if clubs are sending enough participants through training (each club should have at least five (5) officials)
4⇒. Send reminder emails if a club needs more officials
~~5⇒.~~ Send out list of certified officials to teams (Team Official Coordinators) Also put on website
6⇒. Post any other documents to NSC Website

⇒ June
1⇒. Continue to organize Officials section of NSC Website
2⇒. Create and distribute survey (optional) to training participants (surveymonkey.com)
3⇒. Early June: Begin conversation with Dave Johnson on USA officials for City
4⇒. Mid June: Begin recruiting NSC officials for Classic, especially Starters and Refs
5⇒. Begin to troubleshoot any issues that arise

⇒ July
1⇒. Continue to organize Officials section of NSC Website
2⇒. Continue to troubleshoot any issues that arise
3⇒. Early July: Finalize any details for City with Dave Johnson
4⇒. Early July: Finalize officials for Classic
5⇒. Obtain DQ cards for City and Classic
6⇒. Finalized any details for City and Classic

⇒ August

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NSC Officials Chair Responsibility Timeline (September to August)

1⇒.Complete any organization to NSC Website
2⇒.Compile season summary for September meeting

New for 2025-2026:

- Formalize NSC approach to 6U Disqualification protocol.
    - Establish task force to include:
        - Officials Trainers- Dave Johnson, Dave Malinger, Brent Novak, Sean Barrett, and 3-4 NSC Reps.
    - Update Officials Training Docs
- Build out process to identify QUALIFIED officials to Officiate during Classic Championships.
    - For example: During Training registration add in a question indicating willingness/abilty to work at Classic.
        - This will be used so the Classic Committee has a better way of identifying officials to work Classic.

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