



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”



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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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- 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.