



# Naperville Swim Conference

2023 Season Committee Descriptions

# Notes

- In creating the new committee roles for 2023 we have attempted to bring parity by ensuring every Club leads/co-leads one committee.
- Each club will also fulfill one “secondary” role.
- City and Classic now has a specific assigned role. Note: City and Classic Chair reserve the right to change these roles.
- We have more clearly defined some of the committee descriptions in an effort to better position our conference for the future.
- For Committees with “co-chairs” the expectation is that you will work split the responsibility as you see fit while ensuring progress made and reported monthly during NSC Meetings.
- During our November 14<sup>th</sup> NSC Meeting we will conduct 2 rounds of drawings. The first round will be for a Primary job.

# Committee Roles (# of Primary & Secondary)

Committee	# Chair Positions	# of Secondary Jobs
Awards	1	1
Rules and Bylaws	2	2
Communications	2	2
Computers	2	0
Dual Meets	2	0
Sponsorship	2	0
City	1	7
Classic	1	7
Officials	1	2
Coaches Council	2	0

# Awards

- Collect new orders from each club.
- Place bulk order with vendor.
- Communicate when orders are fulfilled and arrange distribution.
- Determine Award style and needs for Championship Season (ie rosette, ribbons, medals, team plaques, etc).
  - Work with Championship Organizing teams.
- Develop and communicate Championship Meet procedures for the distribution of individual and team awards.

# Bylaws & Rules

- Be Subject Matter Expert on NSC Rules and Bylaws.
- Build and communicate a new process for ensuring NSC Reps “Affirm” they have read and understand Rules & Bylaws.
- 2023 Task: Complete a thorough review of our existing Rules and Bylaws to determine if updates are required.
  - Draft proposal for next steps on “modernizing” NSC Rules and Bylaws documents prior to end of 2023 season.
- Take lead on wording for proposed Amendments.

# Communications

- Modernize and maintain NSC Representatives directory.
  - Collect and post updates regularly.
    - Should include: Reps, Committee Roles, Coaches, Computer Leads, etc
  - Build turnkey process for go forward directory updates.
- Plan and host New Rep Orientation: To take Place December 12th
- Update/Improve NSC Website or other alternative.
- Determine and build Social Media presence for NSC.
- Assist Championship Meet Organizers with Clubs Leads for Volunteers, Area of Responsibility, etc.

# Computers

- *Hy-Tek Team Manager* subject matter experts for meet set up and scoring.
- Build, communicate and execute training for new Computer Leads.
- Manage computers/scoring for Championship Meets.
- As needed, coordinate Hy-Tek licenses for conference.

# Dual Meets

- Build Dual Meet schedule for coming season.
  - Disseminate and collect meet preference sheet to each club.
- Collect Invitational Meets for scheduling purposes.
- Recommended Schedule:
  - Preference Sheets sent to clubs in December.
  - Draft due to NSC for February Meeting.
  - Finalize version posted in March/April.

# Officials

- Primary role is to certify the individual Officials from each club.
- Build and maintain roster of past and current Officials.
- Communicate new season training schedule.
- Book rooms for trainers and training rooms for next season.
- Gather USA Swimming & YMCA Certified Officials' credentials for those exempt from NSC Training.
- Distribute final roster of certified Officials.
- Responsible for staffing Officials at Championship Meets by working with Championship Meet Organizers

# Coaches Council Committee

- Create NSC Coaches Council
  - Organize and host monthly or bi-monthly coaches meetings.
  - Build agenda focused on what matters to our new and tenured coaches.
- Help draft meeting protocol.
- Bring relevant points of discussion to NSC Rep meeting for review and input.

# Sponsorship

- Seek fundraising opportunities in local community.
- Provide Monthly updates to NSC on outreach efforts.
- Create “bio” on who/what the NSC is to facilitate conversations with potential partners.