

New Rep Training Monday December 12, 2022

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NSC Website

As a conference rep you are the liaison between your team and the NSC - communication is key to being a successful rep

General

- Participant Waiver – needs to be completed by all swimmers (can be done electronically as a separate check box during registration)
- **Rules/Bylaws – PLEASE READ THEM!**
- City/Classic Information

Conference Information *currently being updated for 2023*

- Committees, team rep info, team computer contacts, and head coaches are listed here
- If you see any info that needs to be updated after Jan 1, or have changes through the season, please let us know.

Documents

- Meeting documents (agenda, minutes, financials) can be found under documents and then current year and month
- Other training, waivers, accident forms, DCFS forms, etc can be found under documents -> rep general documents

Coaches

- Coach Training
- DCFS Training (due in Feb)
- Concussion Protocol Training
- All Trainings and background check info needs to be submitted NO LATER than February 15.

NSC Responsibilities

Committees

Each team is required to sit on two committees. Work varies depending on committee... some is more season specific, while others can be more offseason

- **Awards** - collect orders via email from each team (December), enter into spreadsheet, place order, separate ribbons by team when they arrive in April, distribute to teams (they pick up or you bring to May meeting), transport championship ribbons to or from championship meets
- **Rules and By-Laws** - have a copy of them at monthly meetings, help reword, rework, and change documents based on conference votes
- **Classic and City** - run championship meets
- **Communication** – NEW COMMITTEE! Streamline championship requests/information, other communication as necessary... this one will evolve as we go!
- **Computers** - either work the computer table at a championship session or find someone to work it
- **Dual Meets** - collect dual meet requests from teams (December), enter info into spreadsheet, proofread spreadsheet, send out to teams (January), finalize schedule in February
- **Officials** - set up officials training for conference (April/May), collect names of people that went to training and send out to teams, find officials for championship meets
- **Sponsorship** – help secure sponsors for the championship meets to help offset costs to teams
- T-shirts/Bag Tags - talk with printer, get a design, present it to reps at meeting, finalize design, get pre-orders from teams, sort t-shirts and bag tags by team and distribute at July meeting, deliver to championship meets (with inventory sheet), collect extras after City and donate

Meetings

- One rep must be in attendance at the monthly meetings
- Your main job at the meeting is to take notes and report back to your team regarding information that might be needed - examples: ribbon orders, dual meet requests, officials training, t-shirt orders, voting decisions, etc.
- Typically in November, December and January we discuss new business or rules and bylaws we'd like changed for the coming season - we discuss it, a motion is made and the following month we vote. You need to talk to your team about the proposed change and decide how you'd like to vote. Each team is only allowed one vote
- Your team may want to suggest changing or updating something - you are the one that does that - read over the rules and by laws before doing so, be very specific with your proposal, talk to other teams, gather as much info about the topic as possible prior to making a suggestion

Dual Meet Responsibilities

You are the contact person for dual meets!

- Weather delays/cancellations
 - o Work with reps (and usually presidents get looped in) when inclement weather is pending.
 - o Try to make the decision early (if possible) so the home team does not have to set-up the meet, concessions, etc.
 - o Once the meet starts the head official makes the actual decision about calling the meet
- Please remember we are here for the kids (all of them regardless of skill level), we try to make decisions that fit best with not only our own team but the conference as a whole (22 teams)

NSC Rep Championship Meet Responsibilities

- Each team must have a NSC rep at each session of a championship meet - do not assign a random parent on your team to stand in for you this person must be a rep
- Each team must have an NSC rep at their classic set up or take down, and city set up (set ups are Friday night/late afternoon prior to the meet)
- Each team is given an area of responsibility at classic and at each session of city (awards, bullpen, t- shirt sales, hospitality, marshal, scoring, timers) these job descriptions can be found under the general info tab on the website
- As an NSC rep you need know what your assigned job involves

Final Thoughts

- Communication is key - talk to other reps, ask questions
- Use the website to find information (this will be updated throughout the year)
- Email me, text me - I will answer any and all questions if I don't have the answer, I will find it or point you in the right direction.