

New Rep Training Monday October 8, 2018

Welcome

- Kellie Spreitzer - kspreitzer12@gmail.com
- 630-862-8245 (cell number) feel free to text me
- [NSC Website](#)
- As a conference rep you are the liaison between your team and the NSC - communication is key to being a successful rep

Website

- Look under the rep documents tab and click [2018 documents](#) for minutes, agendas and financials
- You can also find insurance info and forms under the rep documents tab
- It hasn't been updated yet for 2019 but this is where you will find [team/rep info](#) for committees
- Conference tab is useful in that you can see all reps sorted by [team with contact info](#) (also will be updated in the coming month)
- Is your team info not updated under the conference tab? UPDATE IT - upper right corner there is a small button that says edit, click it, scroll down to your team and update the info
- Also listed under the conference tab is a [committees link](#) - find your committee and see who you need to introduce yourself to - will be updated in the next month when committees are finalized
- [Committee chairs](#) is also linked under conference tab - here you will find job descriptions for each committee (more on that below)
- General Info tab is quite useful - especially as the season starts and we gear up for championship meets
- Under general info you will find [rules and bylaws](#) - familiarize yourself with these documents prior to making suggestions at meetings
- You can also find [City and Classic documents](#) under the general info tab - also [JOB DESCRIPTIONS](#) for these meets - READ THEM

Committees and Responsibilities

- Each team is required to sit on two committees
- Some of these committees require more work than others, some require more off season work and some are intensive during the final three weeks of the season
- 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 meet
- Computers - either work the computer table and a championship session or find someone to work it
- Dual Meets - collect dual meet requests from teams (December), enter info into spreadsheet, proof read spreadsheet, send out to teams (February), finalize schedule in March
- Education/social media - under construction will finalize in November 2018
- 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
- 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
- Concessions - find teams (swim teams or others), groups, clubs, etc. to work each session of the championship meets
- Play to your strengths when choosing a committee to serve (sometimes you're stuck with the lesser of two evils but the advice still applies)
- Once you pick a committee be sure you're able to fulfill your responsibility otherwise you need to work something out with the other rep from your team

- Contact the committee chair (if you're the chair contact your committee) let them know that you're new but willing to learn and give them your contact info (texting can be a lot quicker/easier depending on the job)
- If you wind up chairing a committee - do not reinvent the wheel - follow the job description and delegate to your committee

Monthly Meetings

- Your team must have at least one rep at the monthly NSC meeting
- A meeting agenda will be emailed out prior to the meeting (typically the weekend prior to the meeting)
- We meet on the first Monday of the month (dates on the website)
- 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 make a proposal - 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

NSC Rep Dual Meet Responsibilities

- You are the contact person for dual meets if a meet needs to be rescheduled, cancelled, called due to weather, etc.
- At home meets you have slightly more say in cancelling or continuing due to weather
- Once the meet starts the head official makes the actual decision about calling the meet
- Work with your head official, make sure you're on the same page
- Occasionally special requests are made from the opposing team and you will be the contact person - example: a swimmer wanted to make a city time in breast stroke, but couldn't stay for the whole meet are you ok with this swimmer swimming breast during the freestyle event
- 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