* 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
     1. Changes to by-laws
     2. Changes to training class
     3. 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
     1. Main Contact: Debbie Kretzmann - [dkretzmann@napervilleparks.org](mailto:dkretzmann@napervilleparks.org)
     2. 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”
* 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

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