



OKS MISSION STATEMENT: To develop excellence, integrity, and growth in swimming in a safe environment for all.

OKS VISION STATEMENT: Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

OKS BOARD OF DIRECTORS MEETING AGENDA

Saturday, April 8, 2023, 10:30 AM

Location: Glenpool Conference Center,

Google Meet joining info

Video call link: <https://meet.google.com/cwt-xwjv-nxn>

Or dial: (US) +1 208-696-2718 PIN: 269 965 864#

More phone numbers: <https://tel.meet/cwt-xwjv-nxn?pin=5455696358727>

Item # Time Estimate	Topic	Item
A. 10 min	Call to Order	<ul style="list-style-type: none"> ● Call to order (GC) ● Read Mission/Vision (GC) ● Roll (S) ● Declaration of Conflict of Interest (S): <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addresses under the USA-Swimming Conflict of Interest Policy".</i> <u>If a board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and or action is being taken, a declaration of a conflict of interest should be made at that time.</u> ● Additions to the Agenda (GC) ● Approval of Agenda (GC) ● Approval of Minutes (GC)
B. 5 min	Finance Vice-Chair	<ul style="list-style-type: none"> ● Financials Update - Includes 2022 Tax & Audit Status ● 14-Under State Financials/Distribution Information ● Arvest Card Program Update ● Citizens Bank of Edmond Bank Account/Credit Card Update ● Jotform Update
C. 5 min	Athlete Rep	<ul style="list-style-type: none"> ● Athlete Rep Elections



D. 20 min	General Manager (attachment)	<ul style="list-style-type: none">• See attachment
E. 5 min	Adjourn	<ul style="list-style-type: none">• May Board Meeting<ul style="list-style-type: none">○ 5/15/23

- P&P (see below)
 - 211 - update to remove Sanctions Committee, update to include Equity in the DEI committee, and delete Data Analytics and Performance Committee.
 - 221 - If the Data Analytics Committee is deleted in 211
 - 312 - update to include that reimbursement request for all meets must be submitted within 30 days.
 - 314 - update to include; delete working in national championship level competitions, add that swim meet hosts for the D2, 14-under, Sr State, and State Championships must pay Referee and Admin Ref hotel costs, and add that reimbursement requests for all meets must be submitted within 30 days.
 - 421 - recommend delete as this is no longer necessary with SWIMS and included in our new sanctioning process
 - 432 - update to delete that HOD establishes criteria which makes it the same as
 - 502 - update to reflect current practice


- 2024 Ic championship meets bids
 - Division II - SwimTulsa
 - State Championships - American Energy Swim Club

- Zone Open Water meet - should OKS send a coach?
 - Airfare - \$500
 - Rental car \$350
 - Stipend- 4 @ \$160
 - Per diem - 2 @ \$59 and 2 @ \$45

- Zone 14-u meet changes for 2023
 - Format---3.5 days (from previously 4 days)
 - Bonus cuts: Swimmers with 1 AAA may swim up to 2 bonus entries (100M or less); Swimmers with 2 AAA may swim 1 bonus entry (100M or less)
 - A qualifying time in the 800 freestyle or 1500 freestyle will allow entry into the other distance event
 - 11-12 and 13-14 Mixed 200 Medley Relays have been added
 - Any swimmer achieving a Junior National Cut or faster *before July 15th* may not swim that event at the meet.

- Zone Athlete Summit - June 8-11 at the Univ of MN (see attachment)
 - Register April 1-May 5
 - Can send 4 athletes and 1 chaperone
 - Arrive by 3:00 pm on June 8th and depart after 12:30 on June 11
 - LSC's to pay for transportation and rooming (athletes to share room)
 - Chaperone track

- Action Items Outstanding
 - Non profit support P&P
 - Equipment P&P
 - Safe Sport Support

	Policies and Procedures	
Subject: Committees and Task Forces	Document Number: 211 Version Number: 01	Effective Date: September 27, 2019 Last Revision: September 27, 2019


1. The OKSI Bylaws establish permanent committees important to the governance of OKSI. The committees established by the bylaws include (see bylaws for the complete list) the Finance Committee, The Governance Committee, The Athletes Committee, The Coaches Committee, and the Officials Committee.
 - 1.1. In some cases, the bylaws establish a coordinator position for important functions of OKSI that do not require a full committee.

2. The OKSI Board of Directors or House of Delegates have established the following permanent committees:
 - ~~2.1. Sanctions Committee~~
 - 2.1.1. ~~This committee's purpose is to propose and administer the policies and procedures related to sanctioning swimming competitions within OKSI in accordance with the OKSI bylaws and the requirements established by USA Swimming.~~
 - 2.2. Diversity **and**, **Equity, and** Inclusion Committee (DE&I)
 - 2.2.1. This committee's purpose is to propose and administer policies, procedures, and programs that promote diverse and inclusive participation in the swimming programs of OKSI.
 - 2.3. Championship Meet Committee
 - 2.3.1. This committee's purpose is to govern the format and execution of the various OKSI Championship meets.
 - ~~2.4. Data Analytics and Performance Committee~~
 - 2.4.1. ~~This committee's purpose is to review and analyze any available data related to the performance of OKSI. This committee is established to support other committees, task forces, and programs of OKSI.~~

3. The General Chair can create a Task Force for any purpose not explicitly covered by an existing committee.
 - 3.1. A task force operates like a committee, but is not permanent.
 - 3.1.1. A task force should generally include the officer of OKSI most closely associated with the function of the task force.

- 3.1.2. The task force shall report findings and recommendations to the General Chair and Admin Vice Chair on a regular basis.
- 3.2. Where the business of a task force is ongoing or a permanent need for the function of the task force is identified, the task force should propose the BOD or the HOD to establish it as a permanent committee or propose the function be adopted under an existing permanent committee.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-27-19	Establish Committees / whole document	D. Mink	BOD	OKS-0008

	<h2>Policies and Procedures</h2>	
<p>Subject: Data Analytics and Performance</p>	<p>Document Number: 221 Version Number: 01</p>	<p>Effective Date: September 27, 2019 Last Revision: September 27, 2019</p>

- ~~1. The purpose of Data Analytics and Performance Committee is to analyze any data available to them for the purposes of supporting the goals of OKSI, OKSI committees, or OKSI programs.~~
- ~~2. The Data Analytics and Performance Committee falls under the Administration Division as described in the OKSI Bylaws and Policies and Procedures.~~
- ~~3. The General Chair appoints committee members.

 - ~~3.1. Selection and appointment is based on an interest to advance the mission of OKSI, technical aptitude to participate in the work of the committee, and other criteria as deemed important to the work of the committee.~~
 - ~~3.2. One or more athlete members shall be appointed in accordance with the requirements of the OKSI bylaws.

 - ~~3.2.1. The selection criteria for athletes include an interest and technical aptitude to perform the required work.~~~~
 - ~~3.3. The General Chair and Admin Vice Chair are permanent members of the committee.~~
 - ~~3.4. The OKSI General Chair appoints the Chair of the committee.~~~~
- ~~4. Data access and control:

 - ~~4.1. The committee may request copies or access to the data of OKSI including registration data, times data, financial data, or any other data that may be available to OKSI.~~
 - ~~4.2. If the data includes Personally Identifiable Information (PII) or data otherwise considered sensitive or confidential, the committee is responsible that appropriate actions be taken to protect the data.~~~~
- ~~5. Officers, Directors, and Committee Chairs of OKSI may request the support of the committee as needed. The General Chair has the ultimate authority to set priorities or resolve conflicts between any groups needing the support of the committee.~~
- ~~6. The committee has a broad charter to analyze any data made available to them.~~

~~6.1. The committee may ask for data from OKSI teams and other organizations:~~


~~6.1.1. OKSI teams are not required to participate or provide data requested from them.~~

~~6.2. The committee may negotiate terms for access to data. For example, a team may agree to provide certain data to the committee related to a training program but request that certain aspects of the data are kept confidential.~~

~~7. The committee may propose a budget or otherwise request funding for software tools or computing hardware or services:~~

~~8. The committee shall report on findings and activities on a regular basis as appropriate, but at least annually.~~

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-27-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0008

	<h2>Policies and Procedures</h2>	
<p>Subject: Athlete Meet Reimbursement</p>	<p>Document Number: 312 Version Number: 02</p>	<p>Effective Date: January 17, 2022 Last Revision: January 17, 2022</p>

1. The Athlete Meet reimbursement program has the following goals:
 - 1.1. To financially assist our top athletes in participating at the most elite levels of competitive swimming.
 - 1.2. To encourage the exposure of our top Oklahoma swimmers to the best swimmers in the country.
 - 1.3. To improve Oklahoma Swimming by increasing athlete participation at the sport's highest levels. Great Athletes return to our clubs and inspire future success.


2. Funding Guidelines:
 - 2.1. Athletes must provide documentation (event results and expense receipts)
 - 2.2. This proposal removes the travel day stipend for all meets
 - 2.3. Daily Stipend is paid starting the first day the athlete competes and stops after the last event they swim. There is no change in funding for days between start and finish regardless of competition. So, if you swim day 1 and day 4 of Nationals you receive 4 days of stipend money.
 - 2.4. Guideline removes the 'outside Oklahoma' requirement for sectional support. Athletes **MUST** confirm hotel lodging in order to receive funding.
 - 2.5. Tiers 1 and 2 also receive support from Region 8
 - 2.6. No support for "relay only" participants- all meets
 - 2.7. All payments will be sent to the athlete (family)

3. Funding Limits- (Jan. 1-Dec. 31 of each year)
 - 3.1. A swimmer can receive up to \$2,000 in total support from OKS in a single year
 - 3.2. Tier 1- swimmer can receive funding from up to 2 meets a year
 - 3.3. Tier 2- swimmer can receive funding from up to 2 meets a year
 - 3.4. Tier 3- swimmer can receive funding from up to 2 meets a year
 - 3.5. Tier 4- swimmer can receive funding from up to 2 meets a year
 - 3.6. Tiers are independent. You may go to as many meets as you wish and receive funding for two in each tier and up to \$2,000 total.
 - 3.7. Tiers 1 and 2 also include para-events of parallel level of competition.

4. A link to the reimbursement form, yearly funded meets, and guiding principles can be found at oks.org

5. *Reimbursement request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org*


Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-27-19	Restatement of previous policy in new format	D. Mink	BOD	OKS-0008
02	01-17-22	Update to place funding forms, yearly funded meets, and guiding principles on website	B. Staab	BOD	OKS-

	<h2>Policies and Procedures</h2>	
Subject: Meet Travel Reimbursement for Officials	Document Number: 314 Version Number: 03	Effective Date: June 3, 2019 Last Revision: March 20, 2023

1. The Officials Travel Reimbursement is intended to assist with an official's travel expenses ~~to work in National Championship level competition.~~
2. OKSI Officials Traveling to qualifying meets may be eligible for full or partial reimbursement of their travel expenses. A link to the reimbursement process, yearly funded meets, and guiding principles can be found at oks.org.
3. Officials working at a qualifying meet may not receive more than their actual expenses in travel assistance.
4. The Officials Chair or Officials Committee may recommend changes to this policy to the Board of Directors. The Board of Directors retains authority over this program.
5. An official may receive up to \$1600 maximum total meet travel funding per calendar year.
6. *OKS Meet hosts for the Division II, 14-under Championships, Senior State Championships, and the State Championships shall pay for hotel accommodations for the Meet Referee and Admin Meet Referee when they travel more than 40 miles one way for the meet. This reimbursement does not count against the #5 above.*
7. Reimbursement will be distributed subject to the rules below.
 - 7.1. The official must be registered with OKS for at least six months prior to the meet and be registered with USA Swimming through OKSI as an official during the time of the meet being funded.
 - 7.2. The official must work all sessions of the meet.
 - 7.3. The official must have worked at least 4 sessions each, in at least five OKS sanctioned meets during the 12 months immediately preceding the request for reimbursement.
 - 7.4. Once travel is completed, reimbursement requests for travel assistance shall be submitted using the online form available at oks.org following P&P 310 and 311.
 - 7.5. The official must attach a brief trip report to their reimbursement request. The trip report should include:

- 7.5.1. A brief summary of the experience
- 7.5.2. Highlights of the meet
- 7.6. Exceptions to this policy may be granted on a case by case basis with the approval of the Officials Chair and the General Chair.
- 8. *Reimbursement request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org*


Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Modified for clarity / whole document Maximum reimbursement no longer capped to two meets / 5. Modified for online forms / 6.4 and 6.5 Trip Report requirement / 6.7 Add exception policy / 6.9	D. Mink	BOD	OKS-0004
02	10-08-22	Update funding process and submittal process	C. Hanson	BOD	OKS-0005
03	3-20-23	Add meet host paying for hotel accommodations	B. Staab	BOD	

	OKLAHOMA SWIMMING	<h2>Policies and Procedures</h2>	
Subject: National Time Verification Certification	Document Number: 421 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019	

1. NATIONAL TIME VERIFICATION CERTIFICATION (NTV) – Times qualifying a swimmer for national competition must be certified through the issuance of an NTV by an NTV official.
 - 1.1. An NTV official of the LSC in which the qualifying time is achieved must submit the NTV to the SWIMS database.
 - 1.2. Qualifying times swum in OKS – All times achieved at an OKS sanctioned or approved meet is to be submitted by the meet host to the NTV Chair for inclusion in the SWIMS database.

2. Observed Swims – In order for meets that are not sanctioned or approved to have observations of swims for National or U.S. Open qualifying times, the following process must take place.
 - 2.1. A written request for observation must be made prior to the meet in accordance with Article 202.5 of USA Swimming Rules and Regulations.
 - 2.2. An NTV will be issued if the qualifying time is achieved and approved by the USA Swimming observers.
 - 2.3. The proper paperwork in the form of a request for observation must be filed prior to the swim (or following the swim, if the time was for an individual freestyle event) at meets that are not under blanket observation.
 - 2.4. The meet host must submit meet management data files and documentation for all observed swims to the NTV chair.
 - 2.5. Any observed but not approved swim for conformance to USA Swimming technical rules will have no NTV issued.
 - 2.6. Requests for NTVs from observed meets must be made at or within two weeks of the conclusion of the meet.
 - 2.6.1. Requests made more than two weeks after the conclusion of the meet must include a \$5.00 administrative fee (to OKS) for each requested swim

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001


	<h2>Policies and Procedures</h2>	
Subject: OKSI Swimmer Recognition Awards	Document Number: 432 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019

1. OKS SWIMMER RECOGNITION AWARDS - Age Group Swimmer of the Year awards will be given for each season, short and long course, to both girls and boys in each age group:
 - 1.1. 10 and under,
 - 1.2. 11-12,
 - 1.3. 13-14,
 - 1.4. 15-16,
 - 1.5. 17-18

2. Women's Senior Swimmer of the Year and Men's Senior Swimmer of the Year shall be recognized annually ~~based on the criteria established by the OKS HoD.~~

3. Where qualified candidates are available, awards shall be presented to Disability Swimmer of the Year (Male and Female).

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001

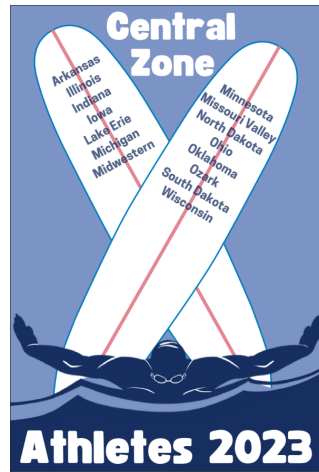
	<h2 style="text-align: center;">Policies and Procedures</h2>	
Subject: Officials Chair	Document Number: 502 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019

1. OFFICIALS CHAIR-The duties and the powers of the Officials Chair shall be those listed in the OKSI Bylaws.
2. In addition, the Officials Chair shall:
 - 2.1. ~~Attend the annual meeting of USA SWIMMING for the purpose of attending all meetings relevant to rules interpretation and officiating, when funding is provided by OKS.~~
 - 2.2. Apply for approval for National Certification of officials at qualifying meets sanctioned in OKS.
 - 2.3. Assign meet officials to work at OKSI sanctioned competitions.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001



2023 CZ Athlete Summit Updated Info



- **Dates:** June 8th-11th
- **Location:** Minneapolis, MN @ University of Minnesota
- **Practice Location:** Jean K Freeman Aquatic Center
- **Registration Opens:** April 1st
- **Registration Closes:** May 5th
- **Adult Chaperones:** Each LSC may send 1
- **Athlete Leadership:** Zach Toothman, Savannah Gurley, Topher Bishop (AEC)
- **Non Athlete Leadership:** Jack Swanson, Michael White, and Pam Lowenthal

Our Expectations and Goals

Mission: *To further empower well-rounded athletes aspiring to enhance their knowledge and well-being as a person and athlete in and out of the pool to create a prosperous and successful quality of life.*

We would like to see 4 Athlete Reps per LSC at max or at minimum the Junior and Senior Rep from each LSC at minimum.

Quick Facts

1. Registration form is due May 5th at 11:59pm CT. The athletes attending should each individually fill out this form.
2. Athletes will fill out this form found here: <https://forms.gle/Yruisjv6i4HfW1ENA>
3. Workshop will be held June 8th-11th.
4. Athletes will arrive June 8th at the University of Minnesota at 3pm CT to check in. Athletes will depart at 12:30pm on June 11th.
5. Athletes will fly into the Minneapolis Airport and will be responsible for transportation to the hotel. If the athletes live within driving distance that is an option as well. We recommend that the chaperone's travel with their athletes from the airport to the hotel; please plan flights accordingly.

6. Recommended forms of transportation from the airport to the hotel are taxi services, Uber, and Lyft.

7. We will be staying in the dorms of University of Minnesota (Double Rooms for Athletes and Single Rooms for Chaperones)

Chaperones:

1. Each LSC may send ONE chaperone
2. The chaperone's will have a specific non athlete education track during the event.
3. The LSC's chaperone must be a current non athlete member of USA Swimming in good standing.
4. The LSC will be responsible for covering the transportation and lodging of the chaperone.

Sunday June 11th Inter LSC Relations Meeting w/ General Chairs

One of the curriculum topics we have planned is for a working session for athlete reps and their General Chairs. We ask that you please keep the morning of Sunday June 11th free so you can zoom in with your athlete reps and participate with them to make this an effective and beneficial session.

Financials and Expenses

- Each LSC would be required to cover the following:
 - **Transportation to the Event**
 - **Lodging Expenses**
 - **1 Dinner during the weekend**
- The Central Zone will cover everything else (food, materials, swag, etc.)
- Contact us privately if your LSC has financial restraints we can assist with

Questions? Contact Savannah or Zach at savannah.gurley@miswim.org or ztooth21@gmail.com