

Oklahoma Swimming

Overview of Short and Long Term Goals Diversity, Equity and Inclusion October 2022

Elizabeth Harkins, DEI Chair

Fall/Winter, 2022 Spring 2023

Build a DEI Committee:

* visit as many of the clubs in our LSC in person or schedule Zoom meetings with the purpose of “introducing” DEI, share the goals for our LSC and build a committee.

* begin communication with schools, parents and educators about the importance of water safety in those communities that are traditionally underserved in this regard.

*before Summer 2002 the average rate of lifeguard water rescues (at Woodson Park & Northeast) averaged 19-20 every two hours. While not all were EMSA rescues, this is an urgent need. OKS can play a big part in reducing this number in the following ways.

* host informational booths at same (school events, etc.) to get the word out about Swim 1922 Clinics

* look at ways to create opportunities for this demographic to have opportunities in the sport

*lessons

*club swimming

*summer “learn to swim” camps

Disability Inclusion –

*continue to work with KMSC and other clubs to build “para” athlete programs into their programs

*continue to work with the OKS officials committee and USP to bring training opportunities to our OKS officials so that OKS can build a lasting legacy for its differently abled swimmers well into the future

*currently I am on the committee for the 2024 Central Zone Diversity meet in conjunction with the Olympic Trials in Indianapolis, I plan to continue working with this committee so that Oklahoma can take part in this historic event!

*I will continue to work with USAS DEI on both a Zone and National level to help bring awareness and opportunities to Oklahoma Swimming.

Summer 2023


* host clinics and lessons with SGRho & OKC Parks
& continue to build relationships in that demographic

Long Term 3-5 year goals

Native American Communities

*build a relationship with the Chickasaw, Choctaw and Cherokee tribes with the goal of integrating them into the swimming community, offering outreach, lessons, etc.

*look at hosting Native American Meet once again

	<h2>Policies and Procedures</h2>	
Subject: Approvals General Policy	Document Number: 310 Version Number: 01	Effective Date: October 8, 2022 Last Revision: October 8, 2022

1. Authority to define approvals may be granted by:
 - 1.1. The OKSI Bylaws
 - 1.2. The OKSI Policies and Procedures as implemented by the OKSI Board of Directors

2. Authority to create, modify, delete or replace approval procedures shall be delegated as follows:
 - 2.1. All decisions shall require the consent of the General Chair.
 - 2.2. Primary ownership of maintenance of Approval workflows in any application shall be the responsibility of the Finance Vice Chair.
 - 2.3. The Finance Vice Chair shall coordinate with the General Chair and Admin Vice Chair for any issues related to the approval processes.



3. Approval Workflows
 - 3.1. Approval Workflows will reside within the currently supported form and workflow tools as approved by the BOD.
 - 3.2. Administration and oversight of Approval Forms and related workflows is the responsibility of the Finance Vice Chair.
 - 3.3. The Finance Vice Chair may delegate oversight access of in-process workflows to LSC staff and BOD members as necessary.

4. Approval Authority
 - 4.1. All approval processes shall include the Finance Vice-Chair
 - 4.2. Final approval Authority resides with the General Chair, unless identified different and listed in Section 5 of this policy
 - 4.3. Approvals Required based on BOD Roles:
 - 4.3.1. All requests initiated by the General Chair (regardless of type) require final approval by the Admin Vice Chair.
 - 4.3.2. All requests initiated by the Finance Vice Chair (regardless of type) require final approval by the General Chair.
 - 4.4. Approvals for the General Chair may be reassigned to the Admin Vice-Chair for final approval, so long as the Admin Vice Chair did not initiate the request

5. Approval Procedures
 - 5.1. Athlete Travel Funding
 - 5.1.1. Require Approval by the Finance Vice Chair and the Senior Chair

- 5.1.2. Senior Chair approval can be reassigned to the Admin Vice Chair or General Chair
- 5.2. Coaches Travel and Education Funding
 - 5.2.1. Require Approval by the Finance Vice Chair and the General Chair
 - 5.2.2. General Chair approval can be reassigned to the Admin Vice Chair
- 5.3. Officials Travel Funding
 - 5.3.1. Pre-approval is required by the Officials Chair before reimbursement
 - 5.3.2. Reimbursement
 - 5.3.2.1. Require Approval by the Officials Chair, Finance Vice Chair and General Chair
 - 5.3.2.2. General Chair approval can be reassigned to the Admin Vice Chair
 - 5.3.2.3. Requests by the General Chair require final approval by the Admin Vice Chair
- 5.4. Expense Reports
 - 5.4.1. Require Approval by the Finance Vice Chair and General Chair
 - 5.4.2. Expense Reports entered by the General Chair require final approval by the Admin Vice Chair
- 5.5. Check Requests
 - 5.5.1. Require Approval by the Finance Vice Chair and General Chair
 - 5.5.2. General Chair approval can be reassigned to the Admin Vice Chair
 - 5.5.3. Check Requests by the General Chair require final approval by the Admin Vice Chair
- 5.6. Staff Payments
 - 5.6.1. Require Approval by the Finance Vice Chair and General Chair
 - 5.6.2. General Chair approval can be reassigned to the Admin Vice Chair

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	10-04-22	Updates related to form names, clarification of Coaches Travel reimbursement and additional reference to Approval Procedures 310 P&P	J. Salcher	BOD	OKS-0001

		<h2>Policies and Procedures</h2>	
Subject: Travel and Expense Reimbursement General Policy	Document Number: 311 Version Number: 02	Effective Date: April 6, 2019 Last Revision: October 8, 2022	

1. REIMBURSEMENT FOR OKS MEMBERS
 - 1.1. PHILOSOPHY-To support those athletes, coaches, teams and volunteers in OKS who attend various qualified competitions, educational opportunities and OKS/USA Swimming sponsored events.
 - 1.2. REIMBURSEMENT -Application forms for reimbursement shall be completed using the guidelines included with the application and submitted by the established deadline.

2. BASIS FOR REIMBURSEMENT
 - ~~2.1. TEAMS— Teams are currently eligible for Coaches Education Assistance in accordance with the OKS Coach Education Reimbursement and Guidelines Form as posted on the OKS Website.~~
 - 2.2. COACHES/TEAMS –
 - 2.2.1. Coaches Travel: Teams are currently eligible for Coaches Travel reimbursement in accordance with the OKS Coach Travel Reimbursement and Guidelines Form as posted on the OKS Website.
 - 2.2.2. Coaches Education: Teams are currently eligible for Coaches Education Assistance in accordance with the OKS Coach Education Reimbursement and Guidelines Form as posted on the OKS Website.
 - 2.3. BOD MEMBERS, STAFF and VOLUNTEERS – Volunteers are currently eligible for travel **and expense** reimbursement in accordance with the OKS ~~Volunteer Reimbursement~~ **Expense Report** Form as posted on the OKS Website.
 - 2.4. ATHLETE – Athletes are currently eligible for travel reimbursement in accordance with the OKS Athlete Financial Assistance Reimbursement Forms as posted on the OKS Website.
 - 2.5. OFFICIAL – Officials are currently eligible for travel reimbursement in accordance with the OKS Official Travel form as posted on the OKS Website.

3. APPROVALS
 - 3.1. All approvals for reimbursement shall follow OKS P&P 310 using the online forms and workflow.
 - 3.2. No approvals are allowed outside of the established workflows.
 - 3.3. All approvals require supporting documents/receipts.

4. CAUTION-A swimmer should not accept total reimbursement amounts from all sources in excess of the actual out-of-pocket expenses which the swimmer has personally

incurred for that particular meet. To do so could jeopardize the swimmer's ability to compete in future high school, college, or other amateur competition.

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
02	10-08-22	Updates to reflect team reimbursement for coaches; add reference to new approval P&P	J. Salcher	BOD	OKS-0002

**2023 Proposed Budget
Oklahoma Swimming Inc.**

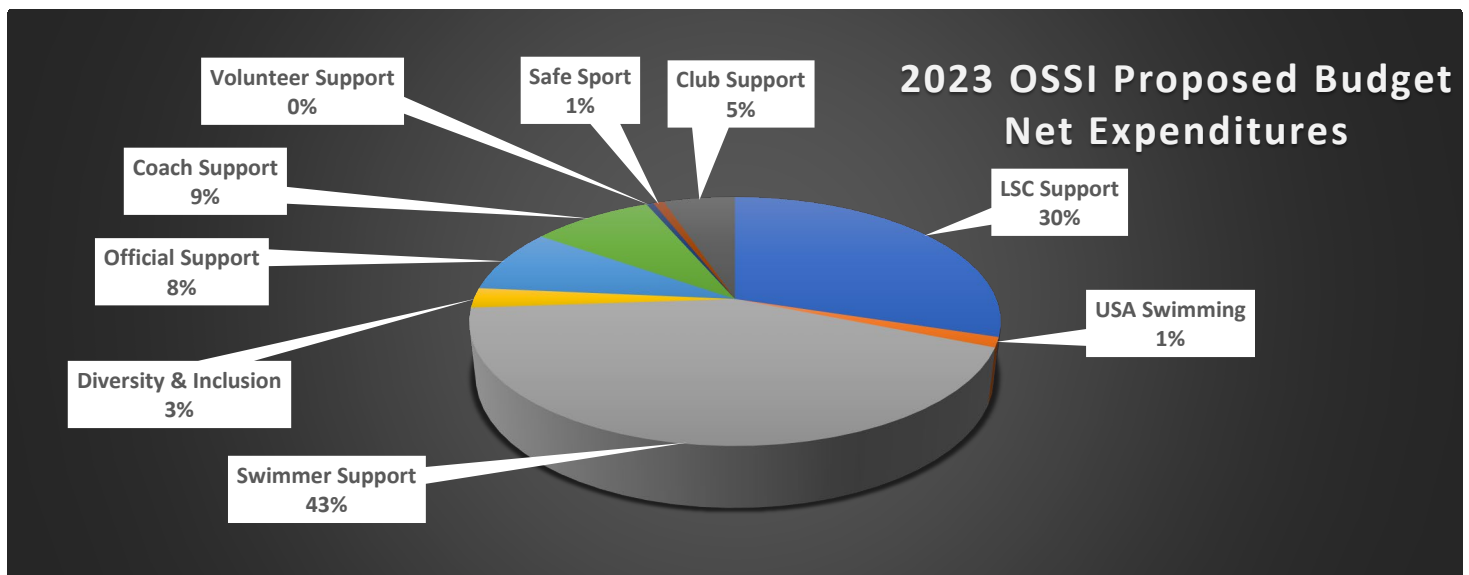
	Actual YTD	2022 Budget	Proposed 2023 Budget
Revenue			
510 Interest Income			
513 Interest - Investment Income		\$1,000.00	\$1,000.00
514 Inter - Arvest Bank Savings	\$0.02	\$150.00	\$150.00
519 Interest Citizens bank of E	\$0.18	\$50.00	\$50.00
Total 510 Interest Income	\$0.20	\$1,200.00	\$1,200.00
520 OKS Registration Income	\$27,128.06	\$32,000.00	\$32,000.00
525 USA Registration Income	\$44,119.00	\$128,000.00	\$0.00
530 Meet Sanction Income	\$2,575.00	\$3,000.00	\$3,000.00
540 Meet Entry Income	\$41,520.00	\$110,000.00	\$110,000.00
555 CS REG VIII Travel Fund		\$1,000.00	\$1,000.00
560 Zone Income	\$2,484.90	\$5,000.00	\$3,000.00
590 Expedited and Fee Income	\$200.00	\$500.00	\$500.00
598 State Income	\$74,739.64	\$95,000.00	\$75,000.00
Memorial Income	\$350.00		\$0.00
Total Revenue	\$193,116.80	\$375,700.00	\$225,700.00
Gross Profit	\$193,116.80	\$375,700.00	\$225,700.00
Expenditures			
600 Dues & Fees			
602 Bank Service Fee	\$31.03	\$95.00	\$95.00
604 Central Zone		\$500.00	\$500.00
605 Miscellaneous Dues & Fees		\$500.00	\$500.00
Total 600 Dues & Fees	\$31.03	\$1,095.00	\$1,095.00
610 Computer Software	\$444.20	\$2,000.00	\$2,000.00
620 Office Supplies	\$154.36	\$200.00	\$200.00
625 Equipment Expense	\$1,170.83	\$2,500.00	\$2,500.00
630 Postage, Mail and Phone Exp		\$150.00	\$150.00
640 Professional Services	\$3,800.00	\$4,000.00	\$4,000.00
650 LSC Services			
652 PO Box		\$200.00	\$100.00
654 Registration Services	\$2,250.00	\$4,500.00	\$4,500.00
655 Treasurer Services	\$2,250.00	\$4,500.00	\$4,500.00
656 Miscellaneous LSC Services	\$10,839.16	\$30,000.00	\$30,000.00
Total 650 LSC Services	\$15,339.16	\$39,200.00	\$39,100.00

670 HOD/BOD Meetings	\$3,563.06	\$6,000.00	\$6,000.00
680 Convention Seminar Expense	\$9,372.38	\$14,000.00	\$14,000.00
700 Registration Expense	\$61,809.00	\$128,000.00	\$0.00
710 Age Group Meets			
714 Central Zone Meet	\$1,641.10	\$16,500.00	\$8,000.00
716 Diversity & Inclusion			\$0.00
717 State Expenses	\$49,939.52	\$80,000.00	\$80,000.00
718 OK Championship Meets		\$15,000.00	\$0.00
Total 710 Age Group Meets	\$51,580.62	\$111,500.00	\$88,000.00
720 Swimmers Expenses			
721 Summer Sectional	\$9,200.00	\$12,000.00	\$12,000.00
722 Jr Nationals	\$1,680.00	\$6,500.00	\$5,000.00
724 Spring Sectional	\$10,400.00	\$12,000.00	\$12,000.00
725 Summer Nationals	\$550.00	\$4,500.00	\$3,000.00
726 Winter Nationals/US Open		\$500.00	\$3,000.00
727 Winter Juniors		\$4,500.00	\$4,500.00
728 TYR	\$310.00	\$6,000.00	\$4,500.00
729 Futures	\$5,940.00	\$8,000.00	\$8,000.00
732 Zones	\$6,830.00	\$15,000.00	\$15,000.00
Total 720 Swimmers Expenses	\$34,910.00	\$69,000.00	\$67,000.00
736 LSC Apparel		\$500.00	\$500.00
740 Coaches Expenses			
741 Coaches Education		\$6,000.00	\$5,000.00
742 Coaches Travel	\$8,108.10	\$10,000.00	\$12,000.00
Total 740 Coaches Expenses	\$8,108.10	\$16,000.00	\$17,000.00
746 Select Camp Expense		\$1,000.00	\$1,000.00
750 Diversity & Inclusion			\$5,000.00
755 Workshops			
756 LSC Practice Day		\$6,000.00	\$6,000.00
759 LSC Travel Workshops		\$2,500.00	\$2,500.00
Total 755 Workshops	\$0.00	\$8,500.00	\$8,500.00
760 Zones Expenses	\$7,459.66		\$8,500.00
770 Officials Expense	\$1,481.13	\$15,950.00	\$15,950.00
780 Safe Sport Expense		\$3,000.00	\$1,500.00

790 Sanction fee/fine reimburse	\$0.00		\$0.00
800 Miscellaneous Expense	\$160.89	\$500.00	\$500.00
810 Foundation -Champions Club		\$2,500.00	\$2,500.00
840 Volunterism Recognition		\$1,000.00	\$1,000.00
845 Merchant Service Fees	\$662.82	\$1,000.00	\$1,500.00
QuickBooks Payments Fees			
Unapplied Cash Bill Payment			
Expenditure	\$0.00		
Total Expenditures	\$200,047.24	\$427,595.00	\$282,495.00
Net Operating Revenue	-\$6,930.44	-\$51,895.00	-\$56,795.00
Other Expenditures			
Returned Check		\$500.00	\$500.00
Total Other Expenditures	\$0.00	\$500.00	\$500.00
Net Other Revenue	\$0.00	-\$500.00	-\$500.00
Net Revenue	-\$6,930.44	-\$52,395.00	-\$57,295.00

2023 Proposed Budget

LSC Support	\$57,600.00
USA Swimming	\$2,500.00
Swimmer Support	\$82,500.00
Diversity & Inclusion	\$5,000.00
Official Support	\$15,950.00
Coach Support	\$17,000.00
Volunteer Support	\$1,000.00
Safe Sport	\$1,500.00
Club Support	10000






General Manager report for October 8 BOD meeting

- USA Swimming Annual Business Meeting
 - [Legislation items](#) - some highlights are below
 - R-15 was withdrawn which would have required a quality control system which would have required clubs to check all those working a meet to see if they were on any banned list.
 - R-16 which passed will require as part of the sanction request "A description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet"
 - R-17 which passed changes the 120 day rule to 60 days.
 - R-25 which passed requires all those voting at the LSC House of Delegates to be USA Swimming members. (OKS will have to update their bylaws effective January 1, 2023)
 - HK-4 which passed will change the MAPP wording for meet books to state "All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition."
- Zone Meeting - some highlights are below
 - Proposal #1: Modifying the current 4 day format to a 3.5 day format. PASSED
 - Proposal #2: Allowing swimmers with 1 AAA time 2 bonus entries (100M or less). Allowing swimmers with 2 AAA times 1 bonus entry (100M or less) PASSED
 - Proposal #3: A USA AAA QT in an 800/1500 will allow entry into the other distance event. PASSED
 - Proposal #4: LSCs may fill events that do not have 2 qualifiers in distances 200M or less. FAILED
 - Proposal #5: Adding 11-12 and 13-14 Mixed 200 Medley Relay. PASSED
 - Proposal #6: Any swimmer achieving a Junior National or faster cut before July 15th may not swim that event at the CZ 14&U Championships. PASSED
 - New Non-Coach Director is Jack Swanson from MN
 - New Sec/Treas is Tracy Meece from MN
 - New Junior Athlete Rep is Savannah Gurley from MI
 - New Senior Athlete Rep from Junior Rep is: Zach Toothman
- P&P Update
 - 314-02
- Updated planning calendar
- USA Swimming workshop - do we want to fund additional people to attend?



2022			
September			
2-4			
9-11			
17	OKS Athlete Practice Day		Jenks
19	OKS BOD meeting		Jenks, OK and Google Meet
22-24	USA Swimming Annual Business Meeting		Colorado Springs and Zoom
24-25	AESC Let Freedom Fly Meet		Edmond
30-2	JTSC Fall Invitational		Jenks, OK
October			
8	OKS HOD and BOD Meeting		Glenpool, OK
14-16			
21-23	AESC Halloween Invitational		Edmond, OK
29	BVSC 10-under Halloween Meet		Bartlesville, OK
November			
4-6	Mighty 2500 Workshop		Colorado Springs, CO
11-13	JTSC Gobbler Invitational		Jenks, OK
19-20	Bison Aquatic Club Turkey Meet		Edmond, OK
21	OKS BOD meeting		Jenks, OK and Google Meet
25-27	Thanksgiving weekend		
29-3	Toyota U.S. Open	QT's	Greensboro, NC
December			
2-4	BVSC Stars of Winter		Bartlesville, OK
7-10	Speedo Winter Junior Championships	QT's	Austin, TX
16-18	AESC Elite Meet	QT's	Edmond, OK
15-18	KMS Pro AM Classic	QT's	Lewisville, TX

	<h2>Policies and Procedures</h2>	
Subject: Meet Travel Reimbursement for Officials	Document Number: 314 Version Number: 02	Effective Date: June 3, 2019 Last Revision: October 8, 2022

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.*
 - ~~2.1. The maximum reimbursement amounts are determined by meet type:~~
 - ~~2.1.1. \$400 for Nationals, Winter Nationals, US Open, Jr. Nationals, Winter Jr. Nationals & Disability National Meets.~~
 - ~~2.1.2. \$300 for Pro Swim Series, Futures Championship, Open Water Nationals & Open Water Jr. Nationals~~
 - ~~2.1.3. \$200 for Sectionals & Zones~~
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 \$~~800~~ **1600** maximum total meet travel funding per calendar year.
6. Reimbursement will be distributed subject to the rules below.
 - 6.1. 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.
 - 6.2. The official must work all sessions of the meet.
 - 6.3. 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.
 - ~~6.4. The traveling official shall submit a pre-approval request using the online form at oks.org.~~

- 6.4.1. The pre-approval request should be submitted as early as possible, but must be submitted prior to the start of the meet.
 - 6.4.2. If this request is completed prior to the official being formally accepted to the meet, the traveling official shall notify the officials chair once this is determined.
 - 6.5. 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.**
 - ~~6.6. All reimbursement requests are due within thirty (30) day of the meet.~~
 - 6.7. The official must attach a brief trip report to their reimbursement request. The trip report should include:
 - 6.7.1. A brief summary of the experience
 - 6.7.2. Highlights of the meet
 - ~~6.7.3. How the experience will help the official to improve.~~
 - ~~6.7.4. How the experience will benefit Oklahoma Swimming~~
 - ~~6.8. Receipts (electronic copies) must be provided for reimbursable expenses.~~
 - 6.9. Exceptions to this policy may be granted on a case by case basis with the approval of the Officials Chair and the General Chair.
- ~~7. The following process for approval and payment may be modified at the discretion of the Finance Vice Chair and the Admin Vice Chair with approval from the General Chair.~~
- ~~7.1. The electronic request form will be sent to the Officials Chair, Admin Vice Chair, Finance Chair, and General Chair.~~
 - ~~7.2. The OKS Officials Chair will certify the Official is eligible and meets all requirements. The officials Chair will reply to the notification e-mail with their acceptance or rejection of the request.~~
 - ~~7.2.1. A request rejected by the Officials Chair should be communicated to the traveling official for an opportunity to address the issue.~~
 - ~~7.2.2. The General Chair or the Admin Vice Chair shall review requests once the Officials Chair approves them. Their approval is indicated by a reply all e-mail to the Finance Vice Chair.~~
 - ~~7.2.3. The Finance Vice Chair shall review requests approved by the Officials Chair and the General Chair OR Admin Vice Chair. The Finance Vice Chair concludes the approval process by forwarding their approval to the OKSI Treasurer with instructions for payment.~~

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	C. Hanson	BOD	OKS-0005



Oklahoma Swimming Mission Statement: To develop excellence, integrity, and growth in swimming in a safe environment for all.

Oklahoma Swimming Vision Statement: Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

2022-23 Funded Meets and Guiding Principles For Officials

Meet	Travel	Daily	Maximum Allowed
Tier 1			
Phillips 66 International Team Trials	\$250	\$100	\$750
Phillips 66 National Championships	\$250	\$100	\$750
Toyota US Open	\$250	\$100	\$750
Tier 2			
Open Water Nationals	\$200	\$90	\$470
Speedo Junior Championships	\$200	\$90	\$650
Speedo Winter Junior Championships	\$200	\$90	\$560
Tier 3			
TYR Pro Swim Series Meets	\$150	\$80	\$470
Futures Championships	\$150	\$80	\$470
Central Zone Championships	\$150	\$80	\$550
Central Zone Open Water Championships	\$150	\$80	\$310
Tier 4			
Sectional Championships	N/A	\$50	\$200

For Para-meets, please submit a request to OKS Officials Chair, Craig Hanson.

Goals-

- To financially assist our officials in participating at the most elite levels of competitive swimming.
- To encourage exposure of our top Oklahoma officials to the top swimmers and officiating in the nation.
- To improve Oklahoma Swimming by increasing officials participation at the sport's highest levels. Great officials return to Oklahoma clubs and inspire future success.

Funding Guidelines-

- Daily stipend is paid starting the first day of competition and stops the last day of competition.