

	<h2>Policies and Procedures</h2>	
<b>Subject:</b> Introduction to Policies and Procedures	<b>Document Number:</b> 001  <b>Version Number:</b> 01	<b>Effective Date:</b> April 6, 2019  <b>Last Revision:</b> April 6, 2019

1. The Policies and Procedures (P&P) of Oklahoma Swimming, Inc (OKSI) are established and maintained for the purpose of administering USA Swimming competition and support activities within the geographical boundaries of OKSI, which is a Local Swim Committee (LSC) assigned to Region 8 of the Central Zone of USA Swimming.
  
2. Authority to create or amend any policies and procedures of OKSI is granted to the Board of Directors (BOD) of OKSI by the bylaws adopted on April 6, 2019.
  - 2.1. Authority to rescind, modify, or affirm any decision of the BOD resides with the OKSI House of Delegates (HOD) in accordance with the bylaws of OKSI.
  - 2.2. BOD or HOD decisions may have the effect of creating, modifying, or removing one or more P&P documents.
    - 2.2.1. Where the specific proposed language for the impacted policy or procedure was not explicitly approved by the BOD or HOD, the Admin Vice Chair, or other delegated Board Member, shall edit the appropriate P&P document(s) to conform with the will of the governing authority. For example, the BOD passes a resolution impacting the travel policy for OKSI. This may require a change to multiple policy and procedure documents.
    - 2.2.2. All changes and the documentation of the authority for those changes will be tracked for each P&P document in a change log.
    - 2.2.3. A master list of HOD and BOD decisions (normally in the form of a resolution) or directives from USA-S shall be maintained by the Secretary of the BOD in coordination with the General Chair and Admin Vice Chair. Each P&P change will refer to a control number which refers to a line in this master list.
  
3. USA Swimming Rules and Regulations, the Rules for Competitive Swimming of the Federation Internationale de Natation Amateur (FINA), OKSI Bylaws and such other rules and/or directives as may be issued by or recognized by USA Swimming and/or OKSI shall govern the conduct of all competition sanctioned or approved by OKSI and other activities mentioned herein.
  
4. Policies and Procedures created before April 6, 2019 are contained in a Policy and Procedure Manual.

4.1. When all content from the previous manual has been migrated to this new system, the previous manual will be removed from use.

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