

	<h2>Policies and Procedures</h2>	
Subject: OKSI Zone Team	Document Number: 442 Version Number: 01	Effective Date: June 3, 2019 Last Revision: June 3, 2019

1. The Zone Team shall consist of properly qualified members of OKSI as set forth in the Central Zone Handbook and in the meet entry information.
2. The Age Group Vice-Chair with the consent of the Board shall annually name the Head Zone Coach who, in turn, will select a Team Manager and the remainder of the coaching staff, subject to the approval of the Board.
 - 2.1.1. The Age Group Vice-Chair may serve as the head coach.
 - 2.1.2. Authority is delegated in the following order:
 - 2.1.2.1. The Board of Directors or the subset of officers that includes the General Chair, Admin Vice Chair, and the Finance Vice Chair where specifically indicated in the procedures outlined in this document.
 - 2.1.2.2. The Age Group Vice Chair
 - 2.1.2.3. The Zone Team Head Coach
 - 2.1.2.4. The Zone Team Manager
 - 2.1.2.5. Coaches, Staff, Chaperones, and other personnel of the team as determined by the Head Coach
3. All team staff (coaches, chaperons, team managers, and trainers) shall be non-athlete members of USA Swimming and be in compliance with all requirements of membership (background check, athlete protection training, etc).
 - 3.1. All swimmers, coaches, chaperons and others involved shall be required to sign and adhere to:
 - 3.1.1. OKSI Team Travel Policy (P&P 901)
 - 3.1.2. Athlete Code of Conduct (P&P 902)
 - 3.1.3. Other USA-S or OKSI mandated requirements as applicable (Safe Sport, Social Media, Electronic Communications, etc)
 - 3.1.4. Team rules as deemed necessary by the Head Coach with the approval of the Age Group Vice-Chair.
4. A budget shall be submitted to the Board of Directors for the Zone Team that is equal or less than the amount approved by the House of Delegates in the OKSI annual budget.

- 4.1. Submission of the budget is the final responsibility of the Head Coach but, may be delegated to or done in collaboration with the Team Manager.
- 4.2. The Zones Head Coach, working through the Age Group Vice-Chair when they aren't the same person, is required to work within the overall approved budget.
 - 4.2.1. The General Chair, the Admin Vice Chair and the Finance Vice Chair must review and approve deviations from the budget.
 - 4.2.2. The budget submission shall include amounts for payment to staff. Inclusion of these amounts in the approved budget is required in order for team staff to be paid.
- 4.3. The Zones Head Coach and all Zones Team Staff shall be responsible for managing actual expenses within the budget.
 - 4.3.1. All out-of-pocket expenses shall be submitted within one month of the completion of the trip.
 - 4.3.1.1. Late expenses shall not be reimbursed unless a valid reason, approved by the General Chair and Finance Vice-Chair are accepted.
5. The Head Coach, in collaboration with the Team Manager and staff, shall be responsible for administering the affairs of the Zone Team, including but not limited to arranging for uniforms, transportation, lodging, meals and team entry.
 - 5.1. The Head Zone Coach or designee shall be the only person permitted to submit entries for the OKSI team.
 - 5.2. The preferences of the swimmers shall be given highest priority when selecting and entering individual events.
 - 5.3. All swimmers and coaches of the Zone Team must travel, lodge and eat with the Zone Team until withdrawal from the Team or the conclusion of the Zone Team trip.
 - 5.3.1. OKSI Board may grant exceptions to this policy with the agreement of the Age Group Vice-Chair.
 - 5.4. The General Chair or Admin Vice Chair in accordance with the OKSI Bylaws must sign contracts for transportation or other services.
 - 5.5. All contracts for the Zones team must be in the name of OKSI.
 - 5.6. The Head Coach may make reservations for rooms or other services as long as they can be canceled without penalty up to 48 hours prior to the beginning of the reservation. The Head Coach is encouraged to look for cost savings through the use of reservations that may come with a penalty, but must do so with the concurrence of the Age Group Vice-Chair and the General Chair or Admin Vice Chair.
6. A Trip Report shall be submitted by the Head Coach within one month of the completion of the trip which includes:
 - 6.1. Athlete Performance highlights
 - 6.2. Highlights other than swimming events (e.g. travel landmarks, fun experiences)
 - 6.3. Challenges or areas of improvement for future trips
 - 6.4. The budget and actual expenses

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Age Group Chair authority / 2. Budget and Expenses / 4. Contracts and Reservations / 5.4 – 5.6 Trip Report / 6.	D. Mink	BOD	OKS-0006