



Policies and Procedures

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1. The following procedures and protocols have been established for all votes at the NJS HOD.
 - a. For each vote at a meeting of the HOD, ballots will be distributed only to those representatives registered with the NJS Administrative Office at least one week prior to the meeting.
 - b. The default representative will be the team contact person.
 - c. If a team wishes to change who will be voting at the HOD meeting, that change must be submitted in writing to the NJS Administrative Office at least one week prior to the meeting.
 - d. The person designated must be a member of USA Swimming as well as a member of the team for which they will be representing.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06/23/2023	Restructure of P&P / whole document	E.Harse	BOD	NJS-0001