



Policies and Procedures

Subject: Introduction to Policies and Procedures	Document Number: 001	Effective Date: June 23, 2023
	Version Number: 001	Last Revision: June 23, 2023

1. The Policies and Procedures (P&P) of New Jersey Swimming, Inc (NJSI) are established and maintained for the purposes of administering USA Swimming competition and support activities within the geographical boundaries of NJSI, which is a Local Swim Committee (LSC) assigned to the Eastern Zone region of USA Swimming as set forth in Article 603 of the USA Swimming Rules and Regulations.
2. Authority to create or amend any policies and procedures of NJSI is granted to the Board of Directors (BOD) of NJSI by the bylaws adopted on January 30, 2022.
 - a. Authority to rescind, modify, or affirm any decision of the BOD resides with the NJS House of Delegates (HOD) in accordance with the bylaws of NJSI.
 - b. BOD or HOD decisions may have the effect of creating, modifying, or removing one or more P&P documents.
 - i. 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 of NJSI. This may require a change to multiple policy and procedure documents.
 - ii. All changes and the documentation of the authority for those changes will be tracked for each P&P document in a change log.
 - iii. 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 World Aquatics, NJSI Bylaws and such other rules and/or directives as may be issued by or recognized by USA Swimming and/or NJSI shall govern the conduct of all competition sanctioned or approved by NJSI and other activities mentioned herein.

4. Policies and Procedures created before June 23, 2023, are contained in a Policy and Procedure Manual.
 - a. 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	06/23/2023	Restructure of P&P / whole document	E.Harse	BOD	NJS-0001