

	OKLAHOMA SWIMMING	Policies and Procedures	
Subject: Expedited Service	Document Number: 105 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019	

1. EXPEDITED SERVICE - Any request for expedited administrative services outside of the normal business operating schedule where registration either by individual or as a team is required in order to compete in a swim meet within a 7 day window will incur an expedite fee.
 - 1.1. The expedite fee is \$100.
 - 1.2. The registration must be completed electronically.
 - 1.3. Include an image of the payment check with the submission.
 - 1.4. Scan and email all documents to the Registration Chair.
 - 1.5. The check must be sent by Express Mail or in person delivery.

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