

# WISCONSIN SWIMMING, INC.

## Title: Travel Fund Policy

Number 12

Effective Date: May 1, 1997

Revisions:	March 23, 1999	12.3
	January 27, 2004	12.2.E
	April 27, 2004	Move Glossary, formerly Rule 12, to front of Rules: Transfer 2.8.3 to 12
	June 28, 2005	12.2.I & J; 12.2.2 M & N
	June 27, 2006	12.1
	June 25, 2007	12.1, 12.2, 12.2.1, 12.2.2, 12.4.1, 12.5.2, 12.6.2

**Scope:** This policy establishes a Travel Fund for the purpose of reimbursing members expenses incurred for specified competitions. This policy provides direction on collecting the necessary money, managing the Travel Fund, determining eligibility for reimbursement, and making reimbursements. The Travel Fund supports LSC athletes seeking peak performance at a higher level of competition than can be found within the LSC. This fund is not designed as a reward for athletes achieving higher time standards within the progression of USA Swimming Sanctioned meets that are open to all USA Swimming registered athletes. The reimbursement increases in response to the greater financial burden incurred by the higher level meets.

### 12.1 Establishment and Management of Travel Fund.

- 12.1.1 The LSC shall establish a Travel Fund. Money will be contributed to the fund as outlined in 2.8.
- 12.1.2 Any money contributed to the Travel Fund is maintained in a separate account by the LSC Treasurer, who shall establish a bank account and/or certificates of deposit for that purpose.
- 12.1.3 The Treasurer will report to the LSC board and members at least annually on the amount of contributions to and disbursements from the Travel Fund.
- 12.1.4 Each year the LSC Finance Committee will review the contributions to and disbursements from the Travel Fund over the previous two year period, and will request the Age Group Committee and the Senior Committee to make recommendations for revision(s) of the Policy, if necessary, to ensure the Travel Fund contributions and disbursements are reasonably balanced over time.

### 12.2 Disbursement of Travel Funds—Swimmer Reimbursement

- 12.2.1 Qualifying Meets: The LSC will reimburse an athlete, who competes in a meet identified below, according to the following schedule. Relay only athletes will be reimbursed one half the level share.

- A. Level 1 (1 share)            Short Course Speedos, Long Course Speedos, Zone C
- B. Level 2 (4 shares)        NCSA Spring Junior Championships
- C. Level 3 (7 shares)        Long Course Junior Nationals, Paralympic Open (winter)
- D. Level 4 (11 shares)       Short Course Nationals, Long Course Nationals, Paralympic Nationals (summer)
- E. Level 5 (14 shares)       Olympic Trials

12.2.2 The LSC Treasurer shall calculate the reimbursement shares at the end of the Long Course season.

**12.3 Swimmer Reimbursement Limits:**

12.3.1 Travel Fund reimbursement will not exceed expenses.

12.3.2 A swimmer is eligible for reimbursement for the Central Zone Championships (Age Group Meet) or for reimbursement for the Speedo Champions Summer Meet, but is not eligible for Travel Fund assistance for both Meets.

**12.4 Disbursement of Travel Funds—Team Reimbursement**

12.4.1 A WSI registered Team that sends athletes to a qualifying meet (not including the Central Zone Championships) will be reimbursed based on the number of individual athletes who participate in the Meet. Relay only swimmers do not count in the athlete totals. Each team share will correspond to the reimbursement dollar amount for a single individual athlete participating in the Meet.

12.4.2 Reimbursement will occur as follows:

- A. Between 1 and 6 individual athletes participating one share
- B. Between 7 and 12 individual athletes participating two shares
- B. Between 13 and 18 individual athletes participating three shares
- C. For more than 18 individual athletes participating, the scale continues in multiples of six (6) individual athletes.

**12.5 Swimmer Reimbursement Procedures**

12.5.1 A team with a swimmer/s eligible for reimbursement must submit the WSI Travel Reimbursement Request to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying meet along with a copy of the meet Final Results indicating/highlighting at least one individual event or relay event in which the swimmer competed to show the swimmer’s eligibility for the level of reimbursement requested.

12.5.2 The LSC Treasurer shall reimburse the club the swimmer represents for no more than one hundred percent (100%) of the travel expense using the existing formula in October.

12.5.3 If a swimmer did not represent a club, the LSC Treasurer will reimburse the swimmer after the swimmer has submitted the Travel Reimbursement Request to the LSC Treasurer along with original itemized expense receipts for expenses to attend the qualifying meet and a copy of the meet Final Results indicating/highlighting at least one individual event in which the swimmer competed. The request and reimbursement occurs as stated in 12.5.1 and 12.5.2 above.

12.5.4 Request for Any Exception: A swimmer requesting an exception to the Travel Fund disbursement policy must make the request to the LSC Review Committee in writing prior to attending the subject meet.

### **12.6. Team Reimbursement Procedures**

12.6.1. A team eligible for reimbursement must submit the LSC Travel Reimbursement Request along with a copy of meet Final Results indicating/highlighting the number of eligible individual event swimmers competing to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying Meet.

12.6.2. The LSC Treasurer shall reimburse the club that said coach represented using the existing formula in October.

### **12.7 Swimmer Requirements for Reimbursement Eligibility:**

12.7.1 Disability Championship Meet: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the previous and current years and have competed in individual events in at least three (3) LSC sanctioned or approved Meets.

12.7.2 Speedo and Zone Championship Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the current year.

12.7.3 All Other Reimbursable Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming in the previous and current years and have participated in individual events in at least three (3) LSC Championship Meets.

#### Reason for Change:

March 23, 1999	Add Team/Coach reimbursement (now 12.3 and 12.5)
January 27, 2004	Establish reimbursement requirements for swimmers competing in USA Swimming Disability Championship Meets
June 28, 2005	12.1 G & H Revise reimbursement for U.S. Open 12.1.2 Add reimbursement for Junior Championships, NCSA Junior Meets, U.S. Paralympic National Championships, and U.S. Paralympic Open
June 27, 2006	12.1 Change to formally establish the Travel Fund; re-number other sections 12.2 through 12.6

June 25, 2007

Revise section 12.2 to reflect reimbursement shares rather than exact dollars