

	POLICY & PROCEDURE	POLICY NUMBER: 302
	Subject: AGE GROUP SWIMMING – MEET ENHANCEMENT	EFFECTIVE DATE: 11/17/2010 Revised 11/17/2010

A. Enhancement for State Championship & Certain Regional Meets

1. Classes of Swimming Competition for which Enhancements are available

a. **Meets:** The following are brief descriptions of the types of meets which qualify for meet enhancement funds from Arizona Swimming:

1) **Short Course:**

- a. Regional short course meets as approved by House of Delegates, and
- b. State short course Championship meets

2) **Long Course:**

- a. Regional long course meets as approved by House of Delegates, and
- b. State long course Championship meets.

2. Funding:

a. The following reimbursement is available, subject to the restrictions and limitations below. For the various classes of competition:

- 1) Short Course Regional meets \$ 500.
- 2) Short Course State Championship meet: \$2,500.
- 3) Long Course Regional meets \$ 500.
- 4) Long Course State Championship meet: \$2,500.
- 5) 8 and Under Championship \$1,000.

3. Expenditures Qualifying for Reimbursement:

- a. AzSI shall reimburse host clubs for Qualifying Expenditures incurred by clubs hosting regional or state championship meets which will enhance the meet experience for participating athletes. Examples of items for which reimbursement is available include, but are not limited to, balloons, bunting, flags, streamers, approved heat awards, sound system rental and when appropriate, special awards.
- b. Clubs may not use funds from, or apply for reimbursement for, expenses which will 1) provide a permanent benefit to host club (e.g. purchase of new shade, etc); 2) rental of items which benefit primarily adult volunteers, coaches or staff (e.g. rental of shade); 3) increase in or coverage of items

normally associated with running of such meets (e.g. hospitality, shirts for volunteers/officials, normal meet awards, etc; 4) items may not 'rented' from organizations affiliated with the Club in any manner. In short, nothing can benefit the host club or individual(s) running the meet, period.

4.. Expenditures Not Qualifying for Reimbursement

- a. AzSI shall not reimburse host clubs for i) security hired to police the meet; ii) equipment necessary to conduct the competition, including but not limited to touch pads, Swimmer V, scoreboards, tables chairs, tents for workers; iii) workers / volunteers "gifts" or reimbursements, and iv) any other item which might benefit the club, Officials or members of the host club

5. Requests for Reimbursement of Expenses

- a. Host Club may request advance of 75% of the maximum allocable funds allocated to that class of meet 60 days prior to start of competition. Request for such advance shall be made in writing, by email, fax or snail mail, to the Executive Director of Arizona Swimming.
- b. Clubs must account for all fund advanced as well as those for which it is requesting current reimbursement. Host Club shall provide copies of paid invoices from various vendors etc to support such reimbursement request.
- c. Clubs will not be reimbursed for items gifted, donated or otherwise acquired by Clubs in any matter other than direct purchase.
- d. Request for reimbursement are due within 30 days of the conclusion of competition. Requests should be sent to the then current Treasurer. The Treasurer shall make determination of what expenses qualify. Should a Host Club disagree with the findings of the Treasurer, determination shall be made by the then General Chair, whose decision shall be final.
- e. Reimbursement is limited to the total Qualified Expenses. Excess funds advanced over Qualified Expenditures shall be refunded to AzSI with filing of Request for Reimbursement.