

	POLICY & PROCEDURE	POLICY NUMBER: 402
	Subject: SENIOR SWIMMING – MEET ENHANCEMENT	EFFECTIVE DATE: 12/1/04; 09/01/08 Approved: 11/17/2004; 04/23/08

A. Enhancement for State Championship

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. State short course Championships meet
 - 2) **Long Course:**
 - a. State long course Championship meet.
- b. Purpose:** Participation in and acceptance of various Arizona Swimming Championships meets has waned in recent years. In an effort to increase participation, acceptance and ‘fun’ for the athletes at these meets, Arizona Swimming should provide substantial funding solely for the purpose of improving the athletes experience.

2. Funding:

- a.** The following reimbursement is available, subject to the restrictions and limitations below. For the various classes of competition:
- 1) Short Course State Championship meet: \$2,500.
 - 2) Long Course State Championship meet: \$2,500.

3. Expenditures Qualifying for Reimbursement:

- a.** AzSI shall reimburse host clubs for Qualifying Expenditures incurred by clubs hosting 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 requests advance of 75% of the maximum allocable funds allocated to that class of meet 60 days prior to start of competition.
- 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 AzSI swim office. 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.