



2013-2014 ARIZONA SWIMMING PILOT OFFICIALS RETENTION AND DEVELOPMENT PROGRAM RULES

INTRODUCTION:

For fiscal year 2013-2014, Arizona Swimming, Inc. (Arizona Swimming) has implemented a pilot program for Officials Retention and Development otherwise known as the Pilot Step-Up Program. The pilot program establishes incentives based on levels of participation at Arizona Swimming Sanctioned meets. The following criteria for participation were established for the pilot program.

<u>Level</u>	<u>Criteria</u>
I.	17 sessions (7 cross-over)
II.	25 sessions (10 cross-over)
III.	35 sessions (20 cross-over)
IV.	50 sessions (35 cross-over)

In general, qualified Officials that volunteered and worked at Arizona Swimming sanctioned meets may be eligible to receive an incentive based on the criteria listed above. The overall intent of the program was to provide encouragement for participating Officials to serve at regular season meets that their teams are not hosting. This was especially targeted at those officials that volunteer for less than ten (10) sessions per year, those who only volunteer to officiate home meets, and to encourage participation from volunteers from Clubs who do not host meets.

ELIGIBILITY CRITERIA:

Arizona Swimming Certified Officials that meet the criteria levels per the tiered schedule above are eligible for reimbursement of allowable incentives. To be eligible for an incentive, Officials must:

- 1) Maintain continuous year-round membership and Certification as an Official with Arizona Swimming in good standing with AZ/USA Swimming; and,
- 2) Be a Certified Official at the time of the request for the incentive; and,
- 3) Satisfy the meet attendance criteria level requirements listed above at Arizona Swimming Sanctioned meets as documented through the USA Swimming On-Line Officials Tracking System (OTS); and,
- 4) Submit via mail or delivery, a fully completed and signed Arizona Swimming Officials Step-Up Program Application (Step-Up Application) for Incentive form with applicable backup documentation by the time specified.

To be eligible for an incentive, an Official must have Officiated at Arizona Swimming Sanctioned meets from September 1, 2013 to August, 2014.

To be eligible for reimbursement of travel expenditures for one (1) of the three (3) available travel reimbursements to either 2014 LC Junior Nationals or Sr. Nationals (National Level Event), the requesting Official must:

- 1) Apply, and be invited to officiate at the desired National Level Event; and,
- 2) Apply, and be accepted for the Arizona Swimming's National Travel Incentive; and,
- 3) Attend and provide proof of service at pre-meetings and all available sessions at the National Level Event; and
- 4) Expend travel costs that are not reimbursed by others.



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DISBURSEMENT OF INCENTIVES

For fiscal year 2013-2014, funds are limited and incentives will be provided based on a first-come, first-served basis based on date of receipt of a completed application at the Arizona Swimming Office. A maximum of one incentive per Official shall be available for distribution depending on the level of accomplishment. The following presents the incentives that will be distributed for this Pilot Program.

Incentive Items

- 1) Official's Shirts for Officials that have met Level I or greater criteria.
- 2) Membership Reimbursements for Officials that have met Level II or greater criteria.
- 3) Rain Jackets or Brief Cases for Officials that have met Level III or greater criteria.
- 4) Parkas for Officials that have met Level IV criteria but are not requesting reimbursement for travel to Nationals.
- 5) A maximum of three (3) Officials who request travel reimbursements may receive travel reimbursement for attending a National Level Event. Reimbursements are limited by Arizona Swimming Policy and a maximum of \$350.00 for airfare and total of \$400.00 for Per-Diem costs.

An applicant Official may only receive one of the above items for this Pilot Program. An applicant Official may request a lower level item than that of the level that they have achieved but they are still limited to one incentive for this Pilot Program and limitations thereof. All items, except for reimbursement of travel funds, shall be ordered and distributed during August of 2014. Funds for National Level Events will be reimbursed after the meet and within 15 business days after receipt of a complete and authorized expense reimbursement form.

ELIGIBLE EXPENDITURES

Expenditures that are eligible for reimbursement must be considered reasonable and include the following in accordance with limitations established in Arizona Swimming Policy:

- 1) Applicant Official's airfare, hotel, and/or per diem costs, or portions thereof, spent by the applicant Official for the applicant Official's costs for attending the National Level Event.

Expenditures not eligible for reimbursement include, but are not limited to, the following:

- 1) Any cost or expense covered by a club or any other entity that supports the Official for the same Pilot Program costs (such as membership, travel, etc.); and,
- 2) Recreational activities; and,
- 3) Hotel, Meals or Per Diem in excess of GSA allowable rates; and,
- 4) Meals or other expenses for other persons; and,
- 5) Other expenses not allowed in accordance with Arizona Swimming Policies.

INCENTIVE PROCESS

The process for request for incentive from the Pilot Program is separated into two general groupings including the following processes for General Incentives and National Travel Incentives.



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General Incentives

General incentives include a certificate, apparel and membership reimbursements. The process for the application and distribution of General Incentives shall be as follows:

- 1) The applicant Official serves the required number of sessions to meet criteria listed above from September 1, 2013 to August, 2014; and,
- 2) The applicant Official completely fills out the Arizona Swimming Officials Step-Up Program Application for Incentive form and attaches a printout of their OTS tracking report showing Arizona Sanctioned meets for meets held between September 1, 2013 to August 2014 (application package); and,
- 3) The applicant Official submits a hard copy of the completed and signed Stepping-Up Application and OTS system tracked meets; and,
- 4) The applicant Official sends the completed and signed application package to be **received** by the Arizona Swimming Office via regular or express mail prior to **4:00 PM Arizona Time on August 8, 2014**; and,
- 5) The application is deemed by the Arizona Swimming Office to be complete and signed; and
- 6) The Officials Chair and General Chair confirm that the requirements of the Pilot Program have been met by the applicant Official.

After the deadline for submittals for General Incentives, Arizona Swimming will process the requests in the order in which they have been received at the Office until all available General Incentives have been processed.

National Travel Incentives

Step 1 Authorization: National Travel Incentives shall be processed on a first-come, first-served basis until all three (3) available incentives are authorized. The following presents the process for authorization of the Incentive and reimbursement of allowable costs.

- 1) The applicant Official serves the required number of sessions to meet criteria listed above from September 1, 2013 to August 2014; and,
- 2) The applicant Official completely fills out the Step-Up Application for the National Level Meet Incentive and attaches a printout of their OTS system tracked meets for Arizona Sanctioned meets held between September 1, 2013 to August, 2014 and a copy of their notification of acceptance to Officiate from the National Level Meet Referee (application package); and,
 - a. The applicant Official submits a hard copy of the completed and signed Step-Up Application and OTS system tracked meets along with proof of service at pre-meetings and all sessions at the National Level Event; and,
 - b. The applicant Official sends the completed and signed application package to be received by the Arizona Swimming Office via mail or regular mail prior to **4:00 PM Arizona Time on July 25, 2014**; and,
 - c. The application is deemed by the Arizona Swimming Office to be complete and signed; and
 - d. The Officials Chair and General Chair confirm that the requirements of the Pilot Program have been met by the applicant Official.



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Step 2 Reimbursement: The applicant Officials that are authorized to receive available National Level Event Incentives (Authorized Official) will be notified via email by **July 25, 2014** of the authorization of the Award. Officials that applied but were not authorized to receive the Incentive shall also be notified by email but will be allowed to submit for a General Incentive with their place in line established as the date of receipt of the National Travel Incentive Application. Their alternative incentive must be marked on the Step-Up Application form that was submitted for the National Travel Incentive.

Criteria for reimbursements of allowable National Travel Award funds shall be as follows:

- 1) The Authorized Official must represent Arizona Swimming and must attend all required meetings and work all sessions of the National Level Event; and,
- 2) The Authorized Official shall expend funds for transportation (air fare) and per diem that are not reimbursed, or paid for, by any other entity; and,
- 3) Upon five (5) business days after their return from the National Level Event, the Authorized Official shall submit a hard copy of a reimbursement request package to Arizona Swimming, Inc that includes the following documentation:
 - a. A completed, signed and dated Arizona Swimming Expense Reimbursement form; and
 - b. Original receipts(bank statements or credit card statements will not be accepted as a receipt)for all costs included for reimbursement; and
 - c. Verification that the Authorized Official attended required meetings, training and sessions of the meet. This may be an OTS file and copies of sign-in forms or verification for attendance at meetings from the Meet Referee.

Requests for reimbursement must be received by the AzSI Office by **4:00pm Arizona Time, five (5) business days** after completion of the National Level Event competition where the Authorized Official seeks reimbursement. The reimbursement request package must be received via mail or delivery by the Office by the due date to be eligible for reimbursement. Reimbursement shall be issued in accordance with Arizona Swimming travel policies. Late submittals will not be processed for reimbursement.

It is the responsibility of the applicant and/or authorized Official to verify that any submittal was received. Arizona Swimming will not be responsible for late submittals or failure of the selected delivery service. Postmarked documents, faxes, or emails will not be used as proof of submittal.

Checks for reimbursement of Incentive funds will be sent to the Authorized Official at the address listed in the SWIMS database upon acceptance of funding allocations by the AzSI General Chair. If it is determined that an Incentive was allocated based on falsified information, the offending Official shall reimburse Arizona Swimming for costs associated with the Incentive provided and/or return the item in a new and unused condition.