

	POLICY & PROCEDURE	PROCEDURE NUMBER: 140
	Subject: TRAVEL – USA SWIMMING MEETINGS	EFFECTIVE DATE: 07/18/2012 Revised 7-31-2017

1. General Abstract

Arizona Swimming (“AzSI”) generally budgets for annual travel of certain of its members to various meeting / training / events (“Events”). Such budgeted travel is in addition to that necessary for the USA Swimming Annual Convention.

- a. This procedure will address selection of who may attend such Events and the approval process for such participation. In all cases, approval of such travel must be obtained prior to attending to be reimbursed.
- b. It is the intent of AzSI that individuals who attend these authorized USA Swimming Events should be reimbursed for expenses associated with such travel in accordance with the AzSI Expense Policy (Policy 100 et seq).
- c. This Procedure does not cover athlete travel reimbursement except in their capacity as elected AzSI Athlete Representatives.

2. Events for Elected or Appointed Committee Chair & Various Officers

From time to time USA Swimming holds Events targeted at specific areas affecting the LSCs. These include, but are not limited to, meetings for Treasurer, Safety, and Officials Chairs as well as periodic meeting for General and Administrative Vice Chairs.

- a. While it is in the best interest of AzSI that its committee chairs and elected officers to be well versed and up to date with other LSC’s and USA Swimming, not all such requests to attend can be granted.
- b. Committee Chair’s whether elected or appointed shall request permission to attend an Event from the General Chair prior to attending. In arriving at the decision, the General Chair shall:
 - a. Review the agenda for the Event and the cost of attending, and
 - b. Review the estimated costs of attending, including but not limited to expenses subject for reimbursement, as well as per diem, under Policy 100 et seq. and
 - c. Consult with the Committee Chair as to the amounts budgeted for such Events as well as the amount currently available, and, at the General Chair’s discretion may either approve or decline to approve attendance at the Event.
 - d. Should the General Chair decline to approve participation in an Event, the Committee Chair may appeal that decision to the Board of Directors whose decision shall be final. Such appeal shall be in writing and filed within 15 days of decision by the General Chair.
 - e. Should the Committee Chair requesting such approval be for a minor, the General Chair may require, including but not limited to, permissions

from parents / guardians, Medical releases and Codes of Conduct as s/he sees fit.

- c. Within two weeks of returning from an Event, the Committee Chair shall submit to the general Chair a written report highlighting the Event and the application of its topics to AzSI.
 - a. Failure to submit the required report shall disqualify the participant from further such Events.

Updates

Date	By Whom	Abstract of Change	Section	Control #
07/18/2012	B of D	initial adoption	All	12-009
7/31/2017	Ofc	hskg	All	16-048