

	POLICY & PROCEDURE	PROCEDURE NUMBER: 201-P
	Subject: CLUB INCENTIVE	EFFECTIVE DATE: 11/18/2015

I. Purpose:

- A. AZSI has established a Club Incentive Program to provide annual monetary incentives for clubs and volunteer participation in LSC activities, committees, etc.
 - 1. Eligible clubs are classified as small or large club based upon athlete membership of a club as of the last day of the previous membership registration year (“Registration Period), August 31. For purpose of this policy, there are two classes of membership:
 - a. Small club is defined as those with 150 or fewer athletes as of the end of the Registration Period.
 - b. Large club is defined as those with 151 or greater athletes as of the end of the Registration Period.
 - 2. Award Period for these Club Incentives, starts on the date of the Fall House of Delegates meeting and concludes on the last day of the month prior to the next Fall House of Delegates meeting.
 - 3. Awards under this policy are determined based on point system the clubs with the club with the greatest number of points winning.

II. Procedure:

- A. In order to be considered for an award under this policy, clubs must submit to the office a written listing detailing their achievements under the policy and the points allocated to them as a result.
 - 1. Clubs must submit their qualifying information no later than the last day of the month immediately preceding the Fall House of Delegates meeting.
 - 2. All items submitted as part of the qualifying process are subject to verification.
- B. A listing of the categories and respective points awarded for the completion of each category is attached.
 - 1. A club must have earned a minimum of 20 points to be considered for any level of award.

III. Awards,:

A. Monetary awards under this policy shall be based on total points awarded during the Award Period. The Executive Director shall be responsible for verification of items submitted as part of this program and shall notify the General Chair of the award winners prior to the Fall House of Delegates Meeting.

B. After determining the recipients of the monetary awards, the Executive Director shall cause checks to be issued in the name of the winning clubs.

C. Such awards levels shall be in the amount of:

1. First place \$750
2. Second place \$500
3. Third place 250

D. Should there be a tie for any award levels the teams with the same score shall split the sum of the two levels equally.

E. Protests regarding the award shall be forwarded to the Board of Directors within ten calendar days following the original awards. The decision of the Board of Directors shall be final.

Updates:

<u>Date</u>	<u>by Whom</u>	<u>Basic Abstract</u>	<u>Sections</u>	<u>Control #</u>
11/18/15	HOD	entire policy	All	16-018

Category	Small Club	Large Club
Per Board Member	30	30
Per Active Committee Chair	15	15
Per Active Committee/Task Force Member	6	2
Per Workshop Presenter	10	10
Per Newly Certified Official	15	5
Per club with all 3 voting delegates at House of Delegates	10	10
Per Athlete Rep present at House of Delegates meeting	5	5
Per club member attending AZSI workshop, Swimposium, etc.	3	1
Athlete named on club registration	3	3
Safety Coordinator named on club registration	3	3
Safe Sport Coordinator named on club registration	3	3
Safe Sport Presentation	5	5
Club Safety Kit	3	3
Data Base Reconciliation -- August and April	3/3	3/3

Arizona Swimming

Club Incentive Worksheet

Award period begins on the date of the Fall House of Delegates meeting
and concludes on the last day of the month prior to the next Fall HOD meeting.

Category

Points

Board Member (please list names during award period)			
1			
2			
3			
			Sub total
Active Committee Chair			
1			
2			
3			
			Sub total
Active Committee/Task Force Member			
1			
2			
3			
			Sub total
Workshop Presenter(such as Officials Wkshp)			
1			
2			
3			
			Sub total

Newly Certified Officials (September -August of award period)			
1	_____		
2	_____		
3	_____		
			Sub total
ALL 3 voting delegates at House of Delegates (Nov & April)-PROVIDE names*			
1	_____		
2	_____		
3	_____		
*Must have all three to be awarded ANY points			Sub total
Club Designated Athlete Rep present at House of Delegates(provide names)			
1	November	_____	
2	April	_____	
			Sub total
etc(attach separate list if needed/include name of wkshp and/or swimposium			
1	_____	6	_____
2	_____	7	_____
3	_____	8	_____
4	_____	9	_____
5	_____	10	_____
			Sub total
Athlete named on club registration(list name)			
1			Sub total

Safety Coordinator named on club registration			
1		Sub total	
Safe Sport Coordinator named on club registration			
1		Sub total	
Safe Sport presentation (provide date)		Sub total	
Club Safety Kit(provide contents listing picture)		Sub total	
List on separate page			
Data Base Reconciliation submitted to AZSI			
1	August		
2	April		
		Sub total	

See policy for points awarded for each listed item.

Grand Total	
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