

	POLICY & PROCEDURE	POLICY NUMBER: 106
	Subject: TRAVEL-ATHLETE TRAVEL REIMBURSEMENT	REVISED DATE: 8-19-2020

A. Purpose

- a. Arizona Swimming (“AZSI”) has adopted an Athlete Travel Plan (the “Plan”) for funding limited travel expense reimbursement for eligible AZSI athletes traveling to and competing in certain national level USA Swimming meets (“Qualifying Meets”).
 - i. In April of 2012 Arizona Swimming House of Delegates made a provisional transfer of \$10,000 to open an athlete travel endowment fund. The organization was charged with developing a travel fund plan before May 31, 2013 or the money would revert to the AZSI General Fund.
 1. An Athlete Travel Plan was presented and adopted at the April 2013 House of Delegates thus meeting this requirement.
 - ii. The Plan covers Qualified Meet (see below) at locations outside the State of Arizona and within the United States.
 - iii. Cost for other athlete travel not specifically identified herein are not to be paid from the Plan.

B. Travel Fund Committee

- a. A Travel Fund Committee shall be appointed to administer the Plan. The Travel Fund Committee (the “Committee”) shall consist of five members consisting of the past two General Chairs of AZSI, current Treasurer, current Senior Chair and a current Athlete Representative.
 - i. All members of the committee shall be current members in good standing of USA/Arizona Swimming.
 - ii. The current General Chair will submit the names and qualifications of the members of the Committee to the Board of Directors, which shall give their advice and consent on the Committee.
 - iii. If a vacancy exists on the Committee, the current General Chair, with the advice and consent of the Board of Directors, shall appoint such member(s) to fill the committee.
 - iv. The current General Chair shall not be a member of the Committee.
 - v. No Committee member may hold more than one position on the Committee. If a Committee member qualifies as more than one member of this committee, the General Chair shall, with the advice

and consent of the Board of Directors, appoint another qualified member to the committee.

- vi. The Committee shall meet at least twice a year, after the conclusion of Qualifying Meets. Each meeting shall include an evaluation of the Plan in general, the funds available under the Plan and other funding considerations.
 1. Such meetings shall be held in accordance to the requirements for committees contained in the By-Laws of AZSI.
 2. The Committee shall prepare recommendations regarding funding and disbursements together with minutes of their meeting and submit them to the General Chair and office of AZSI for forwarding to the Board of Directors for action.
 3. If no funding requests are received the Committee may cancel the meeting upon unanimous consent from all Committee members. An email vote may be used for the cancelation of a meeting.

C. Plan Funding

- a. A portion of the AZSI Meet Surcharge which is charged to all participants in AZSI sanctioned or approved competitions are collected on behalf of the Plan.
 - i. Such fees are collected and paid to AZSI by teams hosting meets.
 - ii. The amount of the allocation to the Plan from the Meet Surcharge, together with the total Meet Surcharge, is indicated on the then current AZSI Annual Statement of Fees.
 - iii. Funds collected on behalf of the Plan shall be transferred to the Plan at least quarterly.
 - iv. According to the terms of the policy as adopted by the AZSI House of Delegates, the funds received into the Plan are divided into two funds:
 1. 50% of the funds allocated to the Plan shall be held in the Athlete Travel Endowment Fund (the “Endowment”) such fund being Policy Restricted as listed in Section III, item e and
 2. 50% of the funds allocated to the Plan shall be held in the Athlete Travel Fund (the “Travel Fund”), also being restricted under the policy in Section III, item e.
 - v. It is the purpose of the Endowment to provide a source of income for the Travel Fund. This 50 / 50 split of funds received shall continue at least until the balance in the Endowment reaches \$300,000.
 - vi. Funds allocated to the Endowment shall be held and only the income generated from investment of the held balances in the

Endowment shall be used for reimbursements of athlete travel under the Plan.

1. Income from the Endowment shall be transferred to the Travel Fund no less often than annually.
- vii. Funds allocated to Travel Fund, together with income earned by the Endowment and subsequently transferred to the Travel fund, net of
 1. Expenses such as bank charges, allocated personnel costs, postage and other items consisting of administrative burden, will be borne by the Plan and reimbursed to the AZSI General Fund at least annually.
 - a. Such expenses shall be deducted and paid prior to the allocation of funds under the Plan.
 - b. In no case shall the Endowment bear any administrative costs, all shall be reimbursed from Travel Fund.
 - c. The balance in the Travel Fund after payment of expenses in i. above will be available to reimburse athletes' for travel costs ("Available Funds")
 - b. Plan funding shall be reviewed annually by the Committee and the results of this review, together with any and all recommendations, shall be reported as described in B. a. vi. et seq above.
 - c. At the end of each fiscal year, 66% of the amount of funds remaining in the Travel Fund after payment of allocations and administrative costs shall be transferred to the Endowment Fund.

D. Eligibility (collectively known as Eligible Athletes)

- a. In order to participate in the Plan, all athletes applying for any reimbursement of travel related costs under the Plan shall be 18 years of age or younger, members of an AZSI team and year round members in good standing of USA / AZ Swimming for the periods described with the exception of Futures reimbursement which will be eligible for ½ of the established share allocation of other eligible meets.
 - i. Shares and proportional shares will be allocated based upon length of athlete's continuous registration with AZSI and memberships as a roster athlete with an AZSI team. Calculation of such shall be based solely upon USA Swimming Time's database. The allocation of shares shall be:
 1. One year or less swimming and registered with AZSI team – no funding
 2. Two years swimming and registered with AZSI team – 1/3 share (33.3%)
 3. Three years swimming and registered with AZSI team – 2/3 share (66.6%)

4. Four years swimming and registered with AZSI team – 1 full share (100%)
- b. Athletes are eligible for a maximum of two shares per calendar year.
 - c. To be eligible for reimbursement, an athlete shall compete in a no less than a minimum of four AZSI sanctioned meets (virtual or in person) as a roster member of an AZSI team during the previous consecutive 12 month period.
 - i. Dual or IntraSquad meets do not count.
 - ii. Participation in such meets shall be verified through the USA Swimming Times database.
 - d. Additionally, Athletes must qualify for and participate in a Qualifying Meet and such participation must be verifiable through the USA Swimming Times Database.
 - i. Athlete must represent the AZSI team on which he is a roster member at the Qualifying Meet and
 - ii. Athlete must participate in at least one individual event at the Qualifying Meet for which he has achieved the meet time standard.
 - iii. Athletes who compete unattached or do not represent the AZSI team on which they are on the roster of an AZSI team at the Qualifying Meet will receive no funding under the Plan. The Board of Directors may waive this participation standard if:
 1. At least 7 days prior to the Board of Directors meeting immediately preceding the entry deadline for the Qualifying Meet for which reimbursement is to be requested.
 - a. the Athlete files a request for such waiver in writing with the AZSI office
 - iv. No share or proportional share shall be available or awarded to an athlete that competes only in time trials or is a relay only swimmer at a Qualifying Meet.
 - e. List of Qualifying Meets shall be published annually at the winter House of Delegates meeting for the following calendar year. The list will also be available on the AZSI web site Athlete page. Qualifying Meets are set by Policy. They are as follows:
 - i. Olympic Trials(in Trials years), USA Swimming Summer and Winter Nationals, USA Swimming Summer and Winter Junior Nationals, US Open, and USA Swimming Futures.
 - ii. The list of Qualifying Meets shall be reviewed by the Committee and confirmed by the Board of Directors annually.
 - iii. Should USA Swimming modify its policy regarding schedule of or number of meets listed for 2020-2021, the Committee will be required to make changes to schedule of Qualifying Meets for 2021. These recommendations and all future recommendations shall be submitted to the Board of Directors for action.

E. Calculation of Shares

- a. Maximum amount available to athletes is based upon shares. The Committee will calculate available shares by Qualifying Meets. Each Share has a maximum, such maximum being determined by the Committee based on Available Funds.
 - i. Shares shall be equal to the product of the total Available Funds divided by total number of Eligible Athletes applying for reimbursement LIMITED to maximum reimbursement as determined by the Committee.
- b. At each of the semiannual meetings, the Committee shall determine the amount of funds available ("Available Funds) for disbursements to Eligible Athletes.
 - i. In no case shall the Available Funds exceed the amount currently in the Athlete Travel Fund.
- c. Limitations for calendar years are:
 - i. From 2019 Forward one full Share shall not exceed \$300 and ½ share shall not exceed \$150.
 1. Regardless of balance in Athlete Travel Fund, combined distributions to all Eligible Athletes shall not exceed \$20,000 for the year.
- d. The Committee will review the Share allocation to annually to determine funding of maximum shares, Available Funds, and make recommendations to the Board of Directors for action.

F. Eligible Expenditures

- a. Eligible Athletes may request reimbursement of certain travel expenses related to their participation in a Qualifying Meet.
 - i. Only expenses incurred by the Eligible Athletes, or in the case of a minor, his family may be reimbursed.
 1. Eligible Athletes must affirmatively state that they have not, nor will they, received reimbursement of these claimed expenses from any other source, including but not limited to team or USA Swimming.
 2. The providing of travel related expenses directly to an athlete by a third party shall constitute reimbursement to the athlete and such expenses will not qualify for reimbursement.
 3. Should it be determined that an athlete did receive reimbursement of expenses from those other than the Travel Fund, such reimbursement shall be returned to the Travel fund by the Athlete.
 4. Eligible Athletes may request reimbursement of expenses defined below only for the period during travel to and from Qualifying Meet. No other expenses will be reimbursed.

- b. Expenditures which are eligible for reimbursement include, but are not limited to:
 - i. Airfare
 - ii. Meals
 - iii. Lodging (shared lodging shall be reimbursed appropriately)
- c. Expenditures which in general are NOT eligible for reimbursement include, but are not limited to:
 - i. Costs covered by Team or other entity
 - ii. Meet entry fees, including surcharges
 - iii. Recreational activities while at Qualifying Meet
 - iv. Meals in excess of the then current GSA allowable rate e. Meals for other persons, coaches or family
 - v. Coaching or Chaperone costs

G. Reimbursement Process

- a. Eligible Athletes shall request reimbursement of expenses incurred for participation in Qualifying Meet within 30 calendar days after the close of competition of the Qualifying Meet.
 - i. Reimbursement requests received late will not be processed and no reimbursement will be available.
- b. Requests for reimbursement shall be submitted using the Athlete Travel Fund Request Form and submitted together with copies of original receipts for expenses. Incomplete or unsigned requests for reimbursement will not be processed and will be returned
- c. Requests for reimbursement are reviewable by the Committee and additional information may be requested prior to determination of final eligibility and payment will be made
- d. If the Committee declines request for reimbursement, the athlete may appeal such denial to the Board of Directors.
 - i. Such appeal shall be in writing and filed with the AzSI office within 20 days of the denial. A copy of the appeal should be sent to the General Chair.
- e. The Board of Directors decision on any appeal shall be final.

H. Member Notifications

- a. The goal of the notifications program is to effectively advertise to, and notify, Arizona Swimming athlete and coach members of the Travel Fund availabilities so that qualified athletes may apply for reimbursement of certain costs associated with higher level competitions. This may be accomplished by Arizona Swimming through the following.
 - i. Annual or bi-annual email notifications to coaches;
 - ii. Announcements during HOD and BOD meetings.
 - iii. Postings to the Arizona Swimming Web page at the Age Group and Senior pages as well as newsworthy items for the main page.

- iv. Other advertisement opportunities as identified by the Committee or BOD
- v. Post cards shall be mailed annually to all athletes 12 and over regarding the Travel Fund Policy.
- vi. The Athlete Committee/Representatives will assist in notification of athletes.

UPDATES

Date	By whom	Abstract	Section	Control #
4-21-2012	HOD	Travel Policy Endowment	All	NEW
4-20-2013	HOD	Travel Policy	All	14-7
12-08-2015	Office	Revision to Applic Forms		16-008
9-14-2016	BOD	Travel Policy	All	16-029
6-21-2017	BOD	Rev # Meets	All	16-033
10-19-2018	BOD	Address-Form		
8-19-2020	BOD	Committee Review	Various	20-8



Arizona Swimming, Inc.
Application for Athlete Travel Reimbursement

Instructions

**THE MOST OFTEN REASON FOR DENIAL OF REIMBURSEMENT IS
*****AN IMPROPERLY COMPLETED APPLICATION FORM*******

1. Please read the travel policy (106 - Athlete Travel Reimbursement) that is attached carefully. It is your responsibility to comply with all aspects of the policy and procedure.
2. Complete and sign the attached application and send it to Arizona Swimming in accordance with the instructions on the form. If you are under 18 years of age, your parents or guardian must also sign the form. The form must be signed.
3. Attach copies of the original receipt to the form supporting all expenses. Please do not send originals because they cannot be returned. Use of a credit card or bank statement entries will not satisfy the substantiation requirement of the policy.
4. Required participation in Arizona Swimming sanctioned competition will be verified through SWIMS. If you are uncertain as to which meets you participated in, contact your Coach for assistance. It is your responsibility to satisfy the participation documentation requirement and write in correct information. Some types of meets, such as Dual Meets and the Grand Prix do not qualify under the participation standard. Check AzSI Policy 106 for specific requirements.
5. Be specific as to the Qualifying Meet in which you participated and the events in which you competed. Your participation will be verified through SWIMS.
6. The completed, signed application together with copies of receipts and all other required information must be received by the AzSI office no later than 20 calendar days after the last day of the meet for which you are applying for assistance. No exceptions. Office mailing address is 301 E Bethany Home Rd., Suite A227 Phoenix, AZ 85012
7. The Travel Fund Committee will review your application. They may contact you for additional information regarding your application, they will verify certain information on your application through SWIMS and they may contact others regarding your application.
8. Your reimbursement, if any, will be mailed to the address on record in the USA Swimming SWIMS database. If you have moved recently, please complete AzSI Change of Address form available on our website and submit it to the AzSI office for processing. It is your responsibility to insure we have a correct address.

If your application for travel assistance is denied by the Travel Committee, you have certain appeal rights. These rights have certain timing requirements and must be adhered to in order for the appeal to be considered. The appeal rights and procedure are stated in the Policy.

INCOMPLETE APPLICATIONS WILL CAUSE DENIAL OF REIMBURSEMENT MONIES



Arizona Swimming, Inc.

Application for Athlete Travel Reimbursement

Instructions: **FIRST READ** the attached instructions completely. To be considered, you need to complete the entire form, sign & return a hard copy to Arizona Swimming within 20 days of close of competition.

Athletes Name: _____ **Your USAS ID Number:** _____

Membership
 I have continuously participated in USA/AZSI Swimming since _____ and I am currently
Date
 a member of and on the roster of _____. Before that I was a member of _____
Team Name/Code Team Name/Code

Participation
 I have participated in the following **AZSI Sanctioned** Competitions (Arizona Meets NOT including Grand Prix)

#1	Meet Name	Meet Location	Date
#2	Meet Name	Meet Location	Date
#3	Meet Name	Meet Location	Date
#4	Meet Name	Meet Location	Date

Note: Meets must be within 12 months immediately preceding the Qualified Meet where reimbursement is being requested.

Information Regarding Qualified Meet
 I qualified for, and competed in _____ At that meet I swam:
Meet Name/Location

Please list only four (Events will be verified through USA Swimming Time Database. Time Trials & Relays only events do NOT qualify)

#1	Event Name	#2	Event Name
#3	Event Name	#4	Event Name

Expenses Incurred to Compete
 I incurred the following expenses in my travel to compete in the above meet. None of these expenses have been or will be reimbursed by others. No third party, including but not limited to, my Team or USA Swimming, provide any of these expenses directly to me. If it is determined that I have been reimbursed for these expenses by others, I will be required to return any Travel Reimbursement received to AZSI.
(Please attach additional sheets if necessary)

Travel _____	Amount:	
	\$ _____	Office use only
	\$ _____	
Lodging _____	\$ _____	
	\$ _____	
Meals _____	\$ _____	
	\$ _____	
Total Eligible Expenses	\$ _____	

Actual Reimbursement is based upon annual share computation and limitations placed on it by AZSI Policy

Athletes Signature & Date Parent/Guardian Signature & Date (if Athlete is less than 18 years old)

INCOMPLETE APPLICATIONS WILL CAUSE DENIAL OF REIMBURSEMENT MONIES