

Medicine Hat Waves Swim Club

Swim Meet & Travel Policy



“Organization” – refers to MEDICINE HAT WAVES SWIM CLUB

1. Attending Swim Meets

The season swim meet schedule will be selected by the Head Coach and approved at the AGM. This will determine the budget for travel expenses for the year.

Invitational swim meet minimum standards to have coaches attend a swim meet are:

- 6 swimmer to attend
- Up to 10 swimmers – one coach to attend
- 11- 20 swimmers – two coaches to attend
- 21 and over – 3 coaches to attend (if a home meet, all coaches can attend)

If there are less than 6 swimmers committed to attend a swim meet, the board will put it up to vote to see if we as a club will attend the swim meet or not to attend. If the board votes that we are not attending, the board can also vote on if the members who are committed to attend can attend, however the members attending shall split the coach's travel expenses as per the “Organization” approval rate below in section 3.

Provincial or National swim meets do not have a minimum attendance to be allowed to attend the meet. However these meets do follow the stipulation below in section 3.

2. Meet Fees

All swim meet fees will be paid by the members of the “Organization”. Swim meet fees must be paid the day before scratch deadlines. If not paid, the member will be notified and has till noon on the day of the scratch deadline to pay. If not paid, the swimmer will be removed from the meet on the scratch deadline and will not be able to attend. If a swimmer scratches out of a meet after the scratch deadline, there is no refund on meet fees paid.

3. Travel Expenses

a) Coaches Travel 600km of Medicine Hat

- i) Mileage Reimbursement – Coaches will be reimbursed \$0.50 per Kilometre for travel.
- ii) Accommodations – Coaches hotel rooms will be reimbursed for the night before a swim meet starts to the day after a swim meet ends. The “Organization” will not

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pay for extra nights attached on either side of a swim meet. Room must be a standard room.

- iii) Meals – Coaches are reimbursed \$60 per day for meals.
- iv) Parking – Coaches will be reimbursed paid parking at hotel or at the facility where the swim meet is held.

All receipts must be submitted to Treasurer for reimbursement.

b) Coaches Travel over 600km of Medicine Hat

The “Organization” will pay a total of \$2500 for travel for coaches further than 600km away from Medicine Hat. The “Organization” will pay for coaching for a total of 2 Elite swim meets per season. Any cost above \$2500 shall be split equally among members attending the meet.

- i) Mileage Reimbursement – Coaches will be reimbursed \$0.50 per Kilometre for travel.
- ii) Accommodations – Coaches hotel rooms will be reimbursed for the night before a swim meet starts to the day after a swim meet ends. The “Organization” will not pay for extra nights attached on either side of a swim meet. Room must be a standard room.
- iii) Meals – Coaches are reimbursed \$60 per day for meals.
- iv) Parking – Coaches will be reimbursed paid parking at hotel or at the facility where the swim meet is held.
- v) Airfare - Reimbursement or payment of authorized travel costs will be considered at the lowest air-fare rate for travel outside of the province, or if by car, mileage will be reimbursed as per the “Organization” approved rate, but will not exceed the lowest air fare rate.

All receipts must be submitted to the Treasurer for reimbursement and invoicing.

Approved by Board at AGM on June 7, 2018

Revised by Board at AGM on June 4, 2020

Revised by Board at AGM on June 9, 2022

Revised by Board at AGM on June 22, 2023