

	<h2>Policies and Procedures</h2>	
<b>Subject:</b> Coach Meet Reimbursement	<b>Document Number:</b> 313 <b>Version Number:</b> 01	<b>Effective Date:</b> September 27, 2019 <b>Last Revision:</b> September 27, 2019

1. Expense Reimbursement is available for coaches traveling to the following meets:
  - 1.1. CSRVIII Sectional
  - 1.2. Futures
  - 1.3. Pro Series
  - 1.4. Jr. Nationals
  - 1.5. Sr. Nationals
  - 1.6. US Open
  - 1.7. Olympic Trials
  - 1.8. Central Zone Open Water Championship
  - 1.9. US National Open Water Championships
  - 1.10. World Trials (meets may be either SCY or LCM winter or summer)
  - 1.11. This funding program is for travel to meets only. It does not cover travel to meetings, workshops, or other non-meet activities.
  
2. The funding program is available for events from January 1 – December 31 of each year.
  - 2.1. Total reimbursements are capped at \$800 per year per club
  - 2.2. There are two (2) funding periods: Short Course Season and Long Course Season.
    - 2.2.1. The maximum reimbursement for each funding period is \$400.
  
3. Receipts covering the amount being requested are required.
  
4. Reimbursement Request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-27-19	Restatement of previous policy in new format	D. Mink	BOD	OKS-0008