



Policy & Procedures Manual

Wisconsin Swimming, Inc.

Policy 12: Outreach Meet Entry Reimbursement Program

Effective Date: *October 25, 2022*

Last Revision Date: April 25, 2025

Background: *Each LSC is required by USA Swimming to offer outreach memberships to qualified candidates. The goal of offering outreach membership is to provide opportunities in swimming to economically disadvantaged youth in the United States. Each Local Swimming Committee determines how they will qualify athletes for outreach membership. They may use but are not limited to national guidelines based on Federal Food Stamps, Free School Lunch and/or Federal Poverty Guidelines.*

Scope: *This policy establishes an LSC Outreach Meet Entry Reimbursement of 50% of individual meet entry fees to minimize the impact that family finances have on Outreach Athletes' opportunity to have competition experience. Swimming competitions can be costly, and this can limit outreach families from participating, especially if they have multiple swimmers within their families*

12.1 Program Guidelines/Rules:

12.1.1 Qualification Criteria

- A. The athlete(s) must be registered and in good standing, at the time of reimbursement request, as a USA Swimming Premium - Outreach Athlete Member.
- B. Unattached outreach athletes may apply but they must send their proof of need to the WSI Registration Specialist for verification.

12.1.2 Meet Entry Fee Reimbursement Limitations

- A. The 50% meet entry fee reimbursement is not retroactive to other years or previous seasons.
- B. The 50% meet entry fee reimbursement includes only sanctioned or approved meets within the Wisconsin Swimming LSC.
- C. The 50% reimbursement does NOT include relay entry fees, splash fees, facility fees, late entry fees, or other fees/expenses for a meet.

12.1.3 Reimbursement Request Conditions

- A. The member(s) team must show proof of participation for the event reimbursement requests. One proof of time will be required for each event fee requested. Fees will not be reimbursed for "No Show" events.
- B. The reimbursement will be sent to the member(s) club. It will not be sent directly to the athlete, or to the club hosting the competition.
- C. Reimbursement Requests must be completed and submitted, using the Outreach Meet Entry Reimbursement Form, within 30 days after the conclusion of the competition.
- D. It is recommended that the club submits requests at the end of each month.
- E. All lines in the form must be completed for each athlete reimbursement request. If a line is missed, that athlete will reimbursement request will not be processed.

12.1.4 Reimbursement Requests Process

- A. Teams must complete and submit the online Outreach Meet Entry Reimbursement Form. (see Appendix)
- B. Teams must attach a Proof of Swim, for each event for all participating outreach athletes. "Proof of Swim" includes one of the following: Meet Manager Summary, SWIMS report, or a copy of meet results.
- C. The Outreach Meet Entry Reimbursement Form must be completed within 30 days of the completion of the meet
- D. The Wisconsin Swimming Finance Manager will submit a check, to the club.

Date of Revision	Policy Section(s)	Changes Made
October 25, 2022	N/A	Outreach Meet Entry Program established, but not codified into an LSC Policy
April 25, 2025	New Policy established	Policy formally codified with new online reimbursement form created.

Appendix – Outreach Meet Entry Reimbursement Form

Club Information:



Today's Date:

Club Name:

Club Code:

Person Completing The Form:

First Name

Last Name

Position With Club:

Email

example@example.com

Club's Mailing Address:

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Athlete 1:



Athlete 1:

First Name

Last Name

Athlete USA Swimming ID:

Meet Name:

Meet Start Date:



Date

Meet End Date:



Date

Number of Individual Swims Completed At This Meet:

Individual Entry Fee For This Meet:

Total Individual Entry Fees For Completed Swims:

Please Load Proof of Time(s) For Athlete 1:



Browse Files

Drag and drop files here