

ADOPTED by the DMSF Board: June 9, 2021

DMSF Financial Assistance Policy:

It is the policy of Des Moines Swim Federation (DMSF) to offer financial assistance in accordance with the terms and conditions in this Policy in order to improve access to competitive swimming regardless of financial status.

1. Financial Assistance Committee and Confidentiality:

Only the following individuals shall be involved in decision-making regarding the granting of financial assistance. No other individuals shall have access to the identity of the applicant or recipient of financial assistance under this policy:

- a. Head Coach
- b. Team Manager
- c. Board President
- d. Board Financial Officer

Together, the above group shall be referred to as the “Financial Assistance Committee.” All documents which are provided by the applicant under this policy shall be maintained in a confidential manner by the Financial Assistance Committee.

2. Financial Assistance Fund or Board Approval:

Financial Assistance will only be provided to the extent of the funds available in the DMSF Financial Assistance Fund. If no such fund exists, each application for financial assistance will be presented to the Board for approval. The application will be de-identified and the Financial Assistance Committee will present its recommendation to the Board about each application in a manner that protects the confidentiality of each applicant. In evaluating whether to approve an application, the Board shall consider the funds available in the DMSF budget to support the requested Financial Assistance application.

3. Financial Assistance:

- a. **25% reduction in DMSF swim fees** for any athlete who qualifies for the USA Swimming Outreach scholarship program.
 - i. Reapplication for the 25% reduction shall occur on an annual basis. Proof of qualification for USA Swimming Outreach shall be provided on an annual basis at the time of reapplication.
- b. **50% reduction in DMSF swim fees** for any athlete whose family’s income is documented to be at or below 250% of the federal poverty level (FPL), OR who qualifies for one of the following public assistance programs: free or reduced school

lunch; food assistance through SNAP or WIC; Medicaid or Hawk-I Tier 1; or Low Income Energy Assistance.

- i. Reapplication for the 50% reduction shall occur on an annual basis. Documentation to demonstrate family income or qualification for one of the above-listed public assistance programs shall be required annually.
- ii. If applicant is seeking assistance based on family income being at or below 250% of the FPL:
 1. If financial circumstances change and the athlete's family income exceeds 250% of the FPL, the recipient's family shall notify DMSF of the change in circumstances so that the 50% reduction can be removed (note, the athlete may still qualify for a 25% reduction as set out in subsection 3(a), above).
 2. The Financial Assistance Committee shall determine the appropriate documentation to evidence income. The primary documents that the athlete's family shall provide are the most recently filed tax returns of both parents supporting the athlete.
 3. However, if the athlete's family believes that the most recently filed tax returns do not accurately portray the current financial condition of the family, then the athlete's family will provide documentation of both parents' W-2 wage statements and paystubs from all jobs for the prior quarter, and any other documentation of income which is determined relevant by the Financial Assistance Committee.
 4. The following are details of the documentation to be provided, and the information considered from those documents:
 - Current Federal 1040 Personal Tax Return
Line 9 - Total Income
 - Current W-2 Wage & Tax Statement (All Jobs)
Box 5 - Medicare Wages (If current tax return unavailable, in process, on extension or not reflective of changing employment situation)
 - Current 2 Paystubs All Jobs
Gross Income (will annualize based on pay period frequency).

4. Commitments from Recipients of Financial Assistance:

- a. Recipients of financial assistance shall attend, on average, the minimum number of practices per week that are required for all members of the athlete's group, as determined from time to time by the Head Coach, unless excused by the Head Coach

(e.g., injury, out of town). Head Coach shall report Recipient's attendance to the Financial Assistance Committee on an annual basis as part of the Recipient's annual reapplication, and such information shall be considered in the decision to renew the financial assistance award.

- b. Recipients of financial assistance shall attend all DMSF hosted meets if the athlete is in a competitive group, as expected for all athletes in DMSF competitive groups, unless excused by the Head Coach (e.g., injury, out of town). Head Coach shall report Recipient's attendance at DMSF hosted swim meets to the Financial Assistance Committee on an annual basis as part of the Recipient's annual reapplication, and such information shall be considered in the decision to renew the financial assistance award.
- c. Recipient's family shall participate in team volunteer work, as is expected of all members of DMSF's competitive groups, including volunteering at least one session per athlete for each DMSF hosted meet, unless excused by the Head Coach under particular circumstances (e.g., family out of town). Volunteer Coordinator for each DMSF hosted meet shall record and report Recipient's family volunteer work at DMSF hosted meets as part of the Recipient's annual reapplication, and such information shall be considered in the decision to renew the financial assistance award.