

OFFICIALS TRAVEL EXPENSE REIMBURSEMENT POLICY

Purpose - To encourage Allegheny Mountain Swimming (AMS) officials to participate at higher level meets and to provide experienced mentoring for new officials, to improve officiating within the LSC by:

- Enabling AMS Officials to experience national deck protocols, allowing them to interact with officials from other LSCs and to learn and reinforce protocols, rules, applications/ interpretations, and situation resolution.
- Providing additional opportunities for advancement/sustainment within the National Officials Certification Program.
- Developing/sustaining National Evaluators and local Mentors to support advancement and training opportunities at Allegheny Mountain Swimming LSC meets.

AMS recognizes that significant expenses may be incurred by Officials who travel to these meets. To help offset travel costs, Allegheny Mountain Swimming officials may be reimbursed travel-related expenses, subject to the requirements listed below.

[CLICK HERE FOR THE REIMBURSEMENT FORM](#)

Guidelines

The AMS Officials Chair, in discussion with the officials committee, is responsible for managing the Officials Travel Expense Reimbursement program. Changes may be made to this program for fiscal/budgetary reasons, However, due to the nature of the championship meet schedule occurring in late Autumn, Spring, and late Summer, it is unlikely that changes would be necessary until the summer championship meet season. Every attempt will be made to communicate changes well in advance of upcoming championship seasons.

Travel-related expenses include reasonable and customary: coach airfare (date of booking), hotel room, rental car and gas, or mileage, meals (excluding alcoholic beverages), toll and parking fees.

An Allegheny Mountain Swimming official may not receive more than their actual expenses. In addition, AM reimbursement cannot be requested by both an official and their athlete for the same expenses. Detailed paid receipts must accompany the reimbursement request. If an official shares a room with another official, actual paid expenses will be reimbursed based upon paid receipts.

Reimbursement will not occur if meets are held within Allegheny Mountain Swimming LSC.

Officials receiving reimbursement will be expected to serve as mentors for LSC officials' development and may be asked to speak about their experiences at Officials Clinics, LSC meets and special events.

A written report shall be provided to the Official's Chair detailing any information that may be beneficial to the LSC regarding the position worked at the meet.

Eligibility Criteria

To be considered for reimbursement, the following criteria must be met:

- Must be registered with AM Swimming as an official for at least one year prior to the meet.
- Must actively participate in LSC meets in both SC and LC Seasons in a variety of all certified positions. (A minimum of 10 sessions in a Season (September-August) and at least one LSC Championship (prelims/finals) meet in either the Short Course or Long Course Season. The championship meets being SC Silver Champs, SC Age Group Champs or LC Age Group Champs.
- Must be registered as an AM Swimming official through the duration of the meet.
- For meets with a minimum of 7 sessions you must work a minimum **of 4 sessions at the meet.** (not to include Time Trials).
Ex: 100% reimbursement up to the maximum amount for 5 or more sessions, 50% reimbursement for 4 sessions.
- Must submit an Officials Travel Reimbursement Application to the AMS Officials Chair to receive approval, no exceptions.
- Must submit an AM Expense Reimbursement Form and proof of receipts paid to the AMS Officials Chair within 30 days after the meet. Link to the forms is found on the AMS website under Officials Home menu.

The AMS Officials Chair will complete and forward the AMS Expense Reimbursement Form to the AMS Treasurer, for approved expenses. Reimbursement payment will be sent directly to the Official.

Officials Travel Expense Reimbursement - AM Swimming officials who officiate at higher level meets may be reimbursed travel-related expenses up to a total \$1,000.00 (September 1 – August 31).

If an AMS official is selected to officiate at Olympic Trials* is not included in the normal related travel expenses.

Beginning in the 2024-2025 Season, the travel reimbursement amounts are fixed per person, based upon the Meet Name in the table above, regardless of the number of officials attending the meet. Knowing the reimbursement amount in advance should greatly help officials when planning their meet expenditures.

Meet Name/Level of Meet	Max Amount
EZ Senior Champs/EZ Champs	\$250
Sectionals	\$250
Futures	\$250
Pro Series (Grand Prix)	\$450
Jr + Sr Nationals/US Open	\$600
Open Water Nationals	\$600
*Olympic Trials	\$1,000

*Officials may submit reimbursement requests up to the limit of \$1,000 per year. For example, if an eligible official works Jr Nationals in December, a Pro Series in February and Junior Championships in March, and submitted qualified expenses, they would be reimbursed **\$600 + \$400.00**, as the annual limit was reached with the Junior Championship reimbursement request.*