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|  | <h2>Policies and Procedures</h2> | |
| Subject: Travel and Expense Reimbursement for Athletes and Coaches | Document Number: 720 Version Number: 5 | Effective Date: November 8, 2016 Last Revision: March 2, 2021 |

Table of Contents

- 1. POLICY OVERVIEW 2
- 2. PURPOSE OF POLICY..... 2
- 3. DEFINITIONS..... 2
- 4. AVAILABILITY OF FUNDING 2
- 5. SENIOR ATHLETE REIMBURSEMENT IS GENERALLY A SHARE SYSTEM 3
- 6. ATHLETE FUNDING 3
 - 6.1. Requirements..... 3
 - 6.2. Eligibility 3
 - 6.3. Reimbursable Meets and Shares Allotted 4
 - 6.4. Reimbursable Flat Rate Meets 4
 - 6.5. Deadline for Athlete Reimbursement Requests 4
- 7. COACH FUNDING 4
 - 7.1. Eligibility 4
 - 7.2. Deadline for Coach Reimbursement Requests 5
 - 7.3. Coach Reimbursement Formula 5
- 8. ACTION PLAN 5
- 9. RELATED DOCUMENTS AND FORMS..... 5
 - 9.1. Senior Athlete Travel Reimbursement Request Application 5
 - 9.2. Coach Travel Reimbursement Request Application 5
- 10. NOTIFICATION 5
- 11. DISTRIBUTION AND UPDATING OF POLICY 6
- CHANGE LOG 6
- APPENDIX..... 6
- Senior Athlete Travel Reimbursement Request Application 7
- Coach Travel Reimbursement Request Application 8

1. POLICY OVERVIEW

- 1.1. Sections two (2) and three (3) give general information applicable to the entire policy.
- 1.2. Section four (4) through eight (8) set form the requirements, eligibility, and procedure for financial reimbursement of Senior Athletes and defines the Eligibility and Procedure for financial reimbursement of Utah Swim Clubs or Coaches.
- 1.3. Section nine (9) lists documents and forms applicable to this policy.
- 1.4. Sections ten (10) and eleven (11) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. This policy provides that UTSI will financially support eligible UTSI Athlete Members and Coach Members for a portion of their expenses incurred while participating or coaching in USA Swimming Regional and National level meets.
- 2.2. The goal is to encourage Regional and National level meet participation by permitting financial reimbursement of qualifying Utah Swimming Senior Athletes and Coaches for a portion of their meet expenses by Utah Swimming, Inc.

3. DEFINITIONS

- 3.1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
- 3.2. **Athlete or Athlete Member:** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.3. **Bonus Event:** An additional event for a qualifying swimmer with a slower qualifying time than the official qualifying time for the same event.
- 3.4. **Coach or Coach Member:** USA Swimming Non-Athlete member, age 21 or older and in good standing who is also not a coach.
- 3.5. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.6. **Level 1 ASCA Swim Coach:** A Coach who is a member of the American Swimming Coaches Association and holds the designation of at least Level 1 Certification in that association.

4. AVAILABILITY OF FUNDING

- 4.1. UTSI will financially support eligible UTSI Athlete Members and Coach Members for a portion of their expenses incurred while participating or coaching in the USA Swimming Olympic Team Trials, USA Swimming Junior National Championships, the USA Swimming National Championships, the U.S. Open, Grand Prix, National Disability Championships, USA Futures Championships, Speedo Championship Series meets, the Western Zone Championships and any other competition approved by the UTSI Board of Directors. Other meets must be approved by the UTSI Board of Directors before the start of the meet.

5. SENIOR ATHLETE REIMBURSEMENT IS GENERALLY A SHARE SYSTEM

- 5.1. Senior Athlete Reimbursement is based on a share system with the exception of the Disability National Championship and the U.S. Olympic Trials. A flat rate reimbursement will be issued to athletes attending those meets. Reimbursement forms are available on the Utah Swimming Website. Athlete Requirements and Eligibility, along with the shares allotted for reimbursable meets are listed below.

6. ATHLETE FUNDING

6.1. Requirements

- 6.1.1. Swimmer must be in good standing with USA Swimming and Utah Swimming and their club team.
- 6.1.2. Swimmer must compete in at least four (4) meets in the Short Course season and eighteen (18) swims in the LSC for short course reimbursement.
- 6.1.3. Swimmer must compete in at least three (3) meets and fifteen (15) swims in the LSC during the Long Course season for reimbursement.
- 6.1.4. An Athlete will only be reimbursed the amount shown on receipts they turn in. You may not be reimbursed more than the amount spent by the individual.
- 6.1.5. All receipts must be turned in by the deadline set by the Senior Committee and Utah Board of Directors. The deadline will be posted on the UTSI website.
- 6.1.6. Swimmer needs to have complied with the Team Travel Policy and USA Swimming Code of Conduct Rules.
- 6.1.7. Only athletes qualifying and competing in individual events will be eligible for reimbursement. Relays and time trials DO NOT count towards shares. Bonus Swims may be counted for USA Winter and Summer Junior Nationals and Winter and Summer Senior Nationals.
- 6.1.8. Swimmer may only apply for reimbursement for 1 meet per season, (2 meets per year).
- 6.1.9. Swimmers may not “double dip” or be reimbursed from any other LSC, Team, College/University.

6.2. Eligibility

- 6.2.1. All swimmers 18 and under, who have not yet graduated from high school, shall be eligible for full reimbursement with membership in Utah Swimming.
- 6.2.2. Swimmers 18 and older who were registered members of Utah Swimming prior to high school graduation shall be eligible for full reimbursement.
- 6.2.3. Swimmers 18 and older whose first registration with Utah Swimming, is after high school and have been registered members of Utah Swimming for less than one full calendar year will be eligible for 50% reimbursement.
- 6.2.4. Swimmers 18 and over whose first registration with Utah Swimming is after high school and who have been registered in Utah Swimming for greater than one full calendar year shall be eligible for full reimbursement. However, if this swimmer leaves for a season their eligibility requirements start over.
- 6.2.5. Adaptive swimmers who achieve their required cuts and compete in an eligible meet are eligible for funding.

6.2.6. Athletes who qualify for and attend the Age Group Zone Championships cannot be reimbursed for any other meets in that same season.

6.3. Reimbursable Meets and Shares Allotted

| Meet | 1st Qualifying Individual Event | Each Additional Qualifying Event** (Not to include Relays or Time Trials) |
|-----------------------------------|--|--|
| Senior Zone Championships | 2 shares | 1 share |
| Speedo Championships (Sectionals) | 3 shares | 1 share |
| Futures Championships (LC only) | 4 shares | 1 share |
| Short Course Jr. National Champs | 5 shares | 3 shares |
| Long Course Jr. National Champs | 5 shares | 3 shares |
| Senior National Championships | 6 shares | 4 shares |
| Pro Series | 6 shares | 3 shares |

** Bonus events may be counted *only* for USA Winter and Summer Jr. Nationals and Senior Nationals.

6.3.1. Additional meets may be funded as approved in advance by the UTSI Board of Directors.

6.4. Reimbursable Flat Rate Meets

6.4.1. National Disability Championships: \$200 flat Reimbursement. Will be deducted from reimbursement budget before shares have been divided.

6.4.2. United States Olympic Trials: \$1000 per Athlete. Not to exceed cost of trip. If more than 5 qualify, monies will be divided equally.

6.4.3. Additional meets may be funded as approved in advance by the UTSI Board of Directors.

6.5. Deadline for Athlete Reimbursement Requests

6.5.1. Request for reimbursement deadlines are April 30 for the most recent Short Course season, and August 31 for the most recent Long Course Season.

7. COACH FUNDING

7.1. Eligibility

7.1.1. Coaches must be at least a Level 1 ASCA Swim Coach, must be current on all credentials two weeks prior to attendance at meet, and coaches' home clubs must be in good standing with Utah Swimming. All coaches must comply with the Utah Swimming Athlete Protection Policy, Team Travel Policy, and all USA Swimming Athlete Protection Policies and the Code of Conduct while at meet.

7.2. Deadline for Coach Reimbursement Requests

7.2.1. Request for reimbursement deadlines are April 30 for the most recent Short Course season, and August 31 for the most recent Long Course Season.

7.3. Coach Reimbursement Formula

Coaches will be reimbursed according to the following formula

| <u>Event</u> | <u>1-4 Athletes</u> | <u>Each additional 3 Athletes</u> |
|------------------------------------|---------------------|-----------------------------------|
| Senior Zones | 2 shares | 1 share |
| Sectionals | 2 shares | 1 share |
| Futures LC Only | 3 shares | 2 shares |
| SC Jr. Nationals | 5 shares | 3 shares |
| LC Jr. Nationals | 6 shares | 4 shares |
| Senior Nationals | 6 shares | 4 shares |
| Pro Series | 3 shares | 2 shares |
| Nationals Disability Championships | --- | --- |
| United States Olympic Trials | 6 shares | 4 shares |

8. ACTION PLAN

8.1. Athletes and Coaches shall apply for reimbursement properly before the deadlines listed on the Reimbursement Forms. Reimbursement shall be calculated by the current Utah LSC Senior Chairperson and be in the form of checks issued by the Utah Swimming, Inc. Treasurer, and signed as specified in the UTSI Financial policy. Reimbursement should be done in a timely manner following the deadlines.

9. RELATED DOCUMENTS AND FORMS

9.1. Senior Athlete Travel Reimbursement Request Application

9.1.1. See example in the Appendix.

9.2. Coach Travel Reimbursement Request Application

9.2.1. See example in the Appendix.

10. NOTIFICATION

- 10.1. At least 3 weeks before each seasonal deadline, the Senior Chairperson or designee will email a current copy of each Athlete and Coach Travel and Expense Reimbursement Request Applications to all Utah Swimming coaches and club contacts and ask them to notify eligible athletes of the policy. They should also invite all eligible coaches to apply.
- 10.2. Both the athlete and coach reimbursement request forms will contain a link to this policy.
- 10.3. When emailing the coaches and club contacts, the Senior Chairperson or designee should also notify the Treasurer of the upcoming need to cut timely reimbursement checks.
- 10.4. After the deadline and processing of all applications, the Senior Chairperson or designee will notify all applicants of acceptance or rejection of application. In the case of rejection, the notification will let the applicant know why the application was rejected.

11. DISTRIBUTION AND UPDATING OF POLICY

- 11.1. Policy will be posted on the Utah Swimming website.
- 11.2. Annually, the Senior Chairperson will read and review this policy, updating as needed with approval by the Board of Directors. Ensure current practice conforms to policy.
- 11.3. Before mid-February each year, the Senior Chair will review the list of meets approved for reimbursement. If the list needs updating, the Senior Chair will ensure that the board updates the list as needed according to policy requirements.

| CHANGE LOG | | | | |
|------------|------------|---|-----------------------------|--|
| Version | Date | Description of Change/Section(s) | Author or Editor | Authority |
| 1 | Pre 3/2014 | Existing Policy # 1.23 in March 2014 P&P Manual/ Entire Policy | Unknown | BOD |
| 2 | 8/19/2019 | Expanded and reformatted policy. Renumbered to #311/Entire policy | Lorinne Morris & Stan Crump | BOD |
| 3 | 11/12/2019 | Added header, page numbers, and changed policy number to #720/Entire policy | Cathy Vaughan | BOD |
| 4 | 4/14/2020 | Updated Definitions to comply with standardized definitions accepted by the Board of Directors. | Cathy Vaughan | BOD |
| 5 | 3/2/2021 | Standardized headers and formatting. Correlated with current policy and the <i>Leadership Task Calendar</i> . Added example applications to Appendix. | Cathy Vaughan | Minor Changes. Delegated BOD Authority |

APPENDIX

Senior Athlete Travel Reimbursement Request Application

Documentation: Please fill out completely. For more information, see the *Travel and Expense Reimbursement for Athletes and Coaches policy*. (#720 in the [Utah Swimming Policies and Procedures](#))

YES NO

| | | |
|---|--|--|
| Current member in good standing with Utah Swimming and USA Swimming? | | |
| Competed in at least 4 meets and 18 swims this season in the Utah LSC? (For Short Course Reimbursement) | | |
| Competed in at least 3 meets and 15 swims this season in the Utah LSC? (For Long Course Reimbursement) | | |
| Athlete may not be reimbursed for more than expenses shown on receipts. Receipts attached? | | |
| Athlete has complied with USA and Team Travel Policies and Code of Conduct Rules? | | |
| Has attached a printout of eligible swims in LSC for current season? | | |
| This reimbursement form is filled out completely? | | |

Athlete Name: _____

Address: _____

Phone Number: _____ Swim Club: _____

Coach Signature: _____

| Reimbursable Meet Name (see policy) | Individual Qualified Events** | Time | Place |
|-------------------------------------|-------------------------------|------|-------|
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Deadline for Short Course Season: April 30 // Deadline for Long Course Season: August 31

Swimmers may be reimbursed for 1 meet per season (2 per year)

** Swimmers may include Bonus individual events for Winter & Summer JR Nationals and Senior Nationals

Please remit to:

[Senior Chair Name]

[Senior Chair Address 1]

[Senior Chair City, UT, Zip]

Coach Travel Reimbursement Request Application

| | |
|----------------|---------------|
| Coach Name: | Club Name: |
| Coach Address: | Club Address: |
| Coach Phone: | Club Phone: |

| Date | Meet Name | # of Athletes | # of Relays |
|------|-----------|---------------|-------------|
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Submit this form and your receipts to:

Reimburse: Club Coach

Deadlines for Submittal:

[Senior Chair Name]

(circle one)

Short Course Season: April 30

[Senior Chair Address]

Long Course Season: August 31

[Senior Chair Email]

For more information, see the Travel and Expense Reimbursement for Athletes and Coaches policy. (#720 in the [Utah Swimming Policies and Procedures](#))