

Pacific Northwest Swimming Rules and Procedures	PNS Officials Travel Expense Reimbursement
Index AD-23-05	Effective Date 5/13/23
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1. **Purpose:** To support, promote, encourage Pacific Northwest Swimming (PNS) officials to participate at higher level meets such as Officials Qualifying Meets (OQM) Championships, Sectionals, and Futures held outside of PNS to provide experienced mentoring for new officials and to improve officiating within the LSC by:
 - Enabling PNS Officials to experience national deck protocols, allowing them to interact with officials from other LSCs and to learn and reinforce protocols, rules, application/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 PNS LSC meets.

PNS recognizes that significant expenses may be incurred by Officials who travel to these meets. To help offset travel costs PNS officials may be eligible for reimbursement of travel-related expenses, subject to the requirements listed below.

2. **Guidelines:** The PNS Officials Committee is responsible for managing the Officials Travel Expense Reimbursement program. Changes may be made to this program for fiscal/budgetary reasons, at the discretion of the PNS BOD. 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, which is near the end of the PNS fiscal year. Reimbursement priority (in the following specified order) will be for requests for 1) 'first-timer' officials at OQMs, 2) those seeking advancement of their N3 credential, 3) those seeking N3 recertification. Every attempt will be made to communicate changes well in advance of upcoming championship seasons.

Travel-related expenses include reasonable and customary coach air fare, lodging, use of rental or personal car, gas, and associated parking fees incurred during travel. A PNS official may not receive more than their actual expenses (i.e., payment will be the lesser of allowable expenses incurred or the maximum eligible funding). In addition, PNS reimbursement cannot be requested by both an official and their athlete (if eligible under separate PNS policies) for the same expenses. Detailed receipts must accompany the reimbursement request. 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.

3. **Eligibility:** To be considered for reimbursement, the following criteria must be met:
 - i. Must be registered as a current PNS official for at least one (1) year prior to and during the meet.
 - ii. Must have worked a minimum of sixteen (16) sessions, as recorded in the Officials Tracking System (OTS), at USA Swimming and/or PNS sanctioned meets in the prior two (2) years.
 - iii. Must have worked four (4) sessions, as recorded in OTS, at a PNS-sanctioned OQM in the prior (2) years.
 - iv. Must submit an Officials Travel Reimbursement Application to the Pacific Northwest Officials Committee (email to officials@pns.org) at least 30 days prior to the meet. A link to the online request form is located on the PNS website under the Officials home tab.
 - v. Must work all assigned sessions of the meet. Sessions worked will be verified in OTS prior to any approval for reimbursement. An official may request reimbursement for one (1) meet per

season (defined as Season A -- 1 October to 31 March -- and Season B -- 1 April to 31 August.)

- vi. Official must submit a short report to PNS Officials Committee or lead a learning activity regarding his/her experience at the meet attended (e.g., what did you see? what could be done similarly at the local LSC level meets?). An N2 Official must agree to be available as a mentor/evaluator at least once in the following year at a designated OQM in the PNS LSC.
- vii. Must submit a PNS Expense Reimbursement Form, along with applicable receipts and a copy of the OTS log identifying the meet/sessions worked, to the PNS Officials Committee (email to officials@pns.org) and PNS Office (email to office@pns.org) within 30 days after the meet or by August 31 of that fiscal year. A link to the online expense reimbursement form is located on the PNS website under the Officials home tab.
- viii. Note: PNS reimbursement cannot be requested by both an official and their athlete (if eligible under separate PNS policies) for the same expenses.
- ix. Reimbursement approvals will be made by the PNS Officials Chair with priority given to requests for 'first-timer' officials at OQMs and those seeking National level credentials and recertification.
- x. The PNS Board of Directors (BOD) may waive an eligibility criterion under special circumstances.

An official may request reimbursement for expenses for only one meet in Season A (1 October to 31 March – a.k.a., Short Course Season) and one meet in Season B (1 April to 31 August – a.k.a., the Long Course Season) during any fiscal year [1 September to 31 August]. To facilitate processing of reimbursement requests in a timely manner, submittals are due no later than 30 days after the meet or August 31 of that fiscal year.

Please note that the Western Zone has established a program to encourage officials to participate in the Age Group and/or Senior Zone Long Course Championships meets –the Officials Reimbursement Fund. PNS does not offer further reimbursement for these two meets and, therefore, these meets are not eligible under this PNS policy.

- 4. **Additional Considerations for Officials' Travel within PNS:** In an effort to offer officials development experience within PNS, those who reside more than 75 miles away from the Weyerhaeuser King County Aquatic Center (KCAC) may request reimbursement for one round trip per Season subject to the Eligibility requirements above. Meets under this section of the Policy must be a PNS Sanctioned meet. PNS promotes carpooling to meets for both environmental reasons and because of parking limitations at meets. When officials carpool to KCAC, only the driver may file a request for reimbursement for the mileage traveled.
- 5. **Payment Schedules:** Payments will be made for eligible and approved requests using the following table. Payment amounts will be the lesser of the incurred eligible expenses or the rate below.

Meet (outside of PNS)	Reimbursement Rate***
Junior/Pro/Open/National	\$500
Futures	\$500
Sectionals	\$400
Zones*	\$300
OQM Championships	\$200
PNS Sanctioned at KCAC **	\$120

* If not covered by the Western Zone Officials Reimbursement Fund

** For those officials residing outside of 75 miles from KCAC

*** subject to reimbursement priority as defined under Guidelines