

Pacific Northwest Swimming Rules and Procedures	PNS Travel Fund
Index AD-97-05	Effective Date 03/02/20
<p>Original: 1997, Updated: 9/1/01</p> <p>09/26/05: Added officials, updated list of applicable meets, changed National Travel request due date to Aug 1502/25/08: Complete revision</p> <p>04/28/08: Clarified the intent of the funds and that funds are claimed by and paid to teams, not athletes.</p> <p>10/08/11: Revised policy to match approved funding proposal Fall HOD.</p> <p>09/29/12: Clarified eligibility.</p> <p>12/07/15: Added the wording and tables to make funding based on airfare + money.</p> <p>07/11/16: Clarified officials wording and added officials table (Table C)</p> <p>03/06/17: Further clarifications to wording for Officials and corrections to Table C</p> <p>09/10/18: Senior Zones moved to Season 4 with funding calculation. Travel Period in Table A changed to Sep 1-Aug 5</p> <p>06/19/19: Corrected Table B.</p> <p>03/02/20: Update Table B &amp; C: Season 1 Winter Para Can Am, Season 2 Para World Series</p>	

1. It is the policy of PNS to recognize PNS athletes who perform at a national level and to offset some of the travel costs necessary for that participation. As such, PNS has established a Meet Entry Support Fund. These funds will be paid to the club that the athlete represents on receipt of appropriate application filed within required timelines. The allocation of these funds to various expenses incurred while participating at the qualifying national level event is at the discretion of the receiving entity. The funds are intended to assist in the defraying of expenses associated with attendance at the qualifying national level events and are not intended to defray regular program operational costs. These include, but are not limited to, at the discretion of the receiving organization: air and ground transportation, lodging, per diem, and other enhancements to the competitive environment while competing at the event for which funds have been granted. The level of funding for athletes is determined in the table below.

a. Eligibility for Meet Entry Support

- i. The swimmer must be a current athlete member of USA Swimming and PNS.
- ii. The swimmer must have achieved the Qualifying time standard during the qualification time period and must have competed in an individual event. Swimmers who represent and compete for a PNS team as a Relay-only swimmer at Nationals, U.S. Open, or Junior Nationals will receive 50% of the allocation amount.
- iii. Clarification
  - (1) Swimmers shall compete in at least one PNS sanctioned meet while registered as a PNS athlete, not including dual meets or time trials, during the qualifying period for which the reimbursement is being requested.
  - (2) Swimmers must list the PNS team as their primary affiliation if multiple affiliations are listed (e.g., KING-PN/CAL-PC).
  - (3) Following verification of eligibility, payment will be made to the club. Reimbursement for unattached swimmers will be made to the club with which the athlete is training.
  - (4) Individual swimmers competing attached or unattached, may request an exemption to the above requirements. Exemption requests shall be submitted to the Senior Vice Chair no later than April 10 for Season 1, or August 10th for Seasons 2, 3, 4, or 5.
  - (5) Teams may claim travel funds for a qualifying swimmer from only a single fund during each funding season. If, during a season, a swimmer who has qualified for funding from one fund qualifies for another higher-level fund, the team may request to receive the difference in funds as long as the request is made within the time limits.

- (6) Season 2 competitions meeting the “Approved LC Meet” are determined by the Senior Vice Chair. Requests to have a meet approved must be submitted at least 90 days before the first day of the meet or funding will not be available for that meet.
- (7) ALL TRAVEL FUNDS GO DIRECTLY TO THE TEAM FOR TEAM DISBURSEMENT.
2. In addition, it is the policy of PNS to promote and reward excellence in coaching as measured by the development of swimming talent to a national level. As such, teams may apply for travel funds for coaches attending meets in which they have both coaches and qualified athletes attending according to the following schedule.
- ✦ 1-6 athletes: 1 coach
  - ✦ 7-12 athletes: up to 2 coaches
  - ✦ 13 & more athletes: up to 3 coaches

3. It is the policy of PNS to support and promote the development of officials working at national, sectional, and local meets as identified on Table A. As such, officials traveling to and participating in meets may be reimbursed for expenses up to the travel fund amount allotted for the meet. Application for funding must be made through the Officials Committee by the specified deadline and the specific requirements for that type of meet must be met per Table A.

Receipts for any expenses incurred must be submitted together with the request for reimbursement as well as a copy of their Officials Tracking System (OTS) log identifying meet/sessions worked. Amounts allocated and paid to an official will be based on related and receipted travel expenses up to a maximum of the level of funding as calculated via Table C Officials Funding Schedule. (Payment will be the lessor of allowable expenses incurred or the maximum eligible funding). Officials who are requesting reimbursement must work 100% of the assigned sessions including time trials if offered.

Officials who must travel prior to the meet (for Assigned Team meetings, etc.) can include those additional days as part of the request for reimbursement that is submitted. Reimbursement will be at the daily rate defined for that type of meet.

Please note that the Western Zone has established two programs in order to encourage officials to participate in the Age Group and/or Senior Zone Championships meets – the Mentor/Mentee Program and the Officials Reimbursement Fund. **PNS does not offer further reimbursement for these two meets** (i.e., an official may receive funds from either the Western Zone programs or PNS, but not both for the same meet).

In order 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 mileage of one round trip to the 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.

An official may request reimbursement for expenses for only one meet in each season.

4. All fund requests must be submitted in the fiscal year for which reimbursement is being sought. The Season 1 deadline is April 30 and the Seasons 2, 3, 4 and 5 deadline is August 31.
- a. “Air” will be determined by a PNS appointee. Approximately 57 days prior to the first day of competition, the appointee will use a common travel website (such as travelocity.com) to research flights departing the day before competition begins and returning the day after competition concludes. Considering only flights arriving and departing between 6:00am and 10:00pm, the airfare amount used for funding shall be the average of the least expensive fares from each of the three least expensive airlines (each airline will only have one fare count toward the average).

- b. "Meet" is considered the number of days competition is held at the meet. Time trials only days are not considered competition days.
- c. "Day" is considered 50% of the Government Reimbursement Rate for hotels in the city where the meet is conducted, multiplied by the number of meet\_days an official travel for the meet.
- d. "Mileage" is calculated using the guidelines set forth in the PNS Mileage Policy.

**Table A – Qualifications and Periods for Funded Meets**

<b>Travel Fund</b>	<b>Competition</b>	<b>Fund Qualifying Standard</b>	<b>Travel period</b>
Season 1	Winter Nationals	Proof of participation.	Sep 1 – Apr 30
	Winter Para CanAm	Proof of participation.	Sep 1 – Apr 30
	Winter Junior Nationals	Proof of participation.	Sep 1 – Apr 30
Season 2	Pro Series	Proof of participation.	Sep 1 – Aug 15
	Spring Para World Series	Proof of participation	Sep 1 – Aug 15
	Approved LC Meet	<i>Proof of one PNS National Development Standard.</i>	Sep 1 – Aug 15
Season 3	Olympic Trials	Proof of participation.	Sep 1 – Aug 15
	World Championship Trials	Proof of participation.	Sep 1 – Aug 15
	Paralympics Trials	Proof of participation.	Sep 1 – Aug 15
Season 4	Summer Nationals	Proof of participation.	Sep 1 – Aug 15
	Summer U.S. Open	Proof of participation.	Sep 1 – Aug 15
	Summer Para CanAm	Proof of participation.	Sep 1 – Aug 15
	Summer Junior Nationals	Proof of participation.	Sep 1 – Aug 15
	Futures	Proof of participation.	Sep 1 – Aug 15
	Western Sr Zones	Proof of participation	Sep 1 – Aug 15
Season 5	Open Water Nationals	Proof of participation	Sep 1 – Aug 15

**Table B – Athlete and Coach Funding Schedule**

	<b>&gt; 300 miles from Sea-Tac</b>	<b>&lt; 300 miles and outside PNS</b>	<b>Within PNS Boundaries</b>
Season 1 – Winter Nationals	Air + Day	\$100 + Day	Day
Season 1 – Winter Para CanAm	Air + Day	\$100 + Day	Day
Season 1 – Winter Junior Nationals	Air + Day	\$100 + Day	Day
Season 2 –Pro Series	Air + Day	\$100 + Day	\$0
Season 2 – Spring Para World Series	Air + Day	\$100 + Day	\$0
Season 2 – Approved LC Meet	75% of Air	Day	\$0
Season 3 – Olympic Trials	Air + Day	\$100 + Day	Day
Season 3 – World Championship Trials	Air + Day	\$100 + Day	Day
Season 3 – Paralympics Trials	Air + Day	\$100 + Day	Day
Season 4 – Summer Nationals	Air + Day	\$100 + Day	Day
Season 4 – Summer U.S. Open	Air + Day	\$100 + Day	Day
Season 4 – Summer Para CanAm	Air + Day	\$100 + Day	Day
Season 4 – Summer Junior Nationals	Air + Day	\$100 + Day	Day
Season 4 – Futures	Air	\$100 + Day	Day
Season 4 – Western Sr Zones	50% of Air <sup>#</sup>	\$0	\$0
Season 5 – Open Water Nationals	Air + Day	\$100 + Day	Day

# designated airport used for calculation

**Table C – Officials Funding Schedule**

	<b>&gt; 300 miles from Sea-Tac</b>	<b>&lt; 300 miles and outside PNS</b>	<b>&gt; 75 miles from home to KCAC</b>
Season 1 – Winter Nationals	Air + Day	\$100 + Day	Mileage
Season 1 – Winter Para CanAm	Air + Day	\$100 + Day	Mileage
Season 1 – Winter Junior Nationals	Air + Day	\$100 + Day	Mileage
Season 2 –Pro Series	Air + Day	\$100 + Day	Mileage
Season 2 – Spring Para World Series	Air + Day	\$100 + Day	Mileage
Season 2 – Approved LC Meet	Air + Day	\$100 + Day	Mileage
Season 3 – Olympic Trials	Air + Day	\$100 + Day	Mileage
Season 3 – World Championship Trials	Air + Day	\$100 + Day	Mileage
Season 3 – Paralympics Trials	Air + Day	\$100 + Day	Mileage
Season 4 – Summer Nationals	Air + Day	\$100 + Day	Mileage
Season 4 – Summer U.S. Open	Air + Day	\$100 + Day	Mileage
Season 4 – Summer Para CanAm	Air + Day	\$100 + Day	Mileage
Season 4 – Summer Junior Nationals	Air + Day	\$100 + Day	Mileage
Season 4 – Futures	Air + Day	\$100 + Day	Mileage
Season 5 – Open Water Nationals	Air + Day	\$100 + Day	N/A