

Reimbursement Procedure for Meet Entry Fees:

1. The FL Swimming, Inc. Registration Chair will maintain the names and club affiliation of all eligible Outreach & Diversity Athletes registered with FL and USA Swimming and who are also eligible for Outreach benefits.
2. FL Swimming will notify a clubs point of contact that registers eligible athletes that they are eligible for reimbursement of meet entry fees paid by the club on behalf of the athlete. It is the responsibility of the club to ensure that eligible athletes are correctly registered and identified with FL Swimming, Inc., through completion and submission of the FL Swimming Outreach Application along with official verification of eligibility.
3. The Outreach Entry Fee Reimbursement Request Form is posted on the FL Swimming Website.
4. The reimbursement will be paid for the individual event entry fees and facility fees paid by the club for the athlete. Relay Entry Fees and Heat Sheet Fees are not included in the reimbursement.
5. The club must file for the entry fee reimbursement within **45 days** of the conclusion of the meet, by submitting the request for reimbursement form to the FL Swimming Registration Chair.
6. For reimbursement, the request form must be fully completed. The club must provide the following, however, FL Swimming, Inc. may request additional information:
 - The athletes full name/age
 - The date and location of the meet
 - The individual events for which entry fees were paid for the athlete.
7. The Registration Chair will confirm the athletes entry information by verifying from the official published meet results. If the athlete did not swim an entered event, the club must provide a copy of the clubs entry information, which is provided by the meet host.
8. Upon satisfactory submission of required information, the reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
9. A club may only be reimbursed for up to \$200, per eligible swimmer and the amount may not be exceeded.
10. In the event that entry fee reimbursement funding has not been fully utilized at year's end, the FL Swimming Board of Directors reserves the right to consider additional reimbursements to eligible athletes, contingent upon required proof of participation.