R-2 ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled

Policy & Procedures Manual
Wisconsin Swimming, Inc.

Policy 12: Travel Fund Policy

Effective Date: *January 1, 2008 (with exceptions noted in the October 2008 LSC House of Delegates Meeting Minutes)*
Last Revision Date: ~~*June 19, 2012*~~*October 22, 2019*

Scope: *This policy establishes a Travel Fund for the purpose of reimbursing members' expenses incurred for specified competitions. This policy provides direction on collecting the necessary money, managing the Travel Fund, determining eligibility for reimbursement, and making reimbursements. The Travel Fund supports LSC athletes seeking peak performance at a higher level of competition than can be found within the LSC. This fund is not designed as a reward for athletes achieving higher time standards within the progression of USA Swimming Sanctioned Meets that are open to all USA Swimming registered athletes. The reimbursement increases in response to the greater financial burden incurred by the higher level Meets.*

12.1 Registration of Swimmers in Meets

12.1.1 The LSC shall establish a Travel Fund. Money will be contributed to the fund as outlined in 2.8.

12.1.2 Any money contributed to the Travel Fund is maintained in a separate account by the LSC Treasurer, who shall establish a bank account and/or certificates of deposit for that purpose.

12.1.3 The Treasurer will report to the LSC board and members at minimum annually on the amount of contributions to and disbursement from the Travel Fund.

12.1.4 Each year, the LSC Finance Committee will review the contributions to and disbursements from the Travel Fund over the previous two year period. The LSC Finance Committee will request the ~~Age Group Committee and the Senior~~Technical Planning Committee to make recommendations, if necessary, for revision(s) of the Policy, to ensure the Travel Fund contributions and disbursements are reasonably balanced over time.

12.2 Disbursement of Travel Funds- Swimmer Reimbursement

12.2.1 A table of Qualifying Meets for swimmer reimbursement will be published by the Technical Planning Committee on the Wisconsin Swimming website each year at the end of the Long Course season (by October 1st) for the upcoming Short Court Course and Long Course seasons.

12.2.2 USA Swimming's National Junior Team or Select Camp member travel will be reimbursed based on USA Swimming's recommendation. A NCSA Junior Team member will be reimbursed two hundred fifty dollars ($250), upon receipt, by the LSC

Treasurer, of his/her written Meet Report. These funds will be obtained from the LSC General Fund.

12.2.3 The LSC Treasurer shall calculate the reimbursement shares at the end of the Long Course season.

12.3 Swimmer Reimbursement Procedures

12.3.1 A team with a swimmer(s) eligible for reimbursement must submit the Wisconsin Swimming Travel Reimbursement Request to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying meet. They also must submit a copy of the meet Final results indicating/highlighting at least one individual event or relay event in which the swimmer competed to show the swimmer's eligibility for the level of reimbursement requested.

12.3.2 The LSC Treasurer shall reimburse the club the swimmer represents for no more than one hundred percent (100%) of the travel expense using the existing formula in October.

12.3.3 If a swimmer did not represent a club, the LSC Treasurer will reimburse the swimmer after the swimmer has submitted the Travel Reimbursement Request, original itemized expense receipts for expenses regarding attendance of the qualifying meet, and a copy of the meet Final Results indicating/highlighting at least one individual event in which the swimmer competed to the LSC Treasurer. The request and reimbursement occurs as stated in 12.3.1 and 12.3.2 above.

12.3.4 Request for Any Exception: A swimmer requesting an exception to the Travel Fund disbursement policy must make the request to the ~~Age Group/Senior~~Technical Planning Committee in writing prior to attending the subject meet.

12.4 Swimmer Reimbursement Limits

12.4.1 Travel Fund reimbursement will not exceed expenses.

12.4.2 ~~A swimmer is eligible for Travel Fund assistance/reimbursement of only one of the following meets in a travel reimbursement cycle: the Central Zone 14 & Under Championships (Age Group Meet), the Senior Zones, or the Long Course Sectional Meet~~Swimmers will be reimbursed for up to one Level of meet for each session (i.e. Swimmer can be reimbursed for a Level 2 and Level 3 meet each session, but not two different Level 2 meets).

12.5 Disbursement of Travel Funds- Team Reimbursement

12.5.1 A Wisconsin Swimming registered Team that sends athletes to a qualifying meet ~~(not including the Central one 14 & Under Championships or Senior Zones)~~ will be reimbursed based on the number of individual athletes who participate in the Meet. Each team share will correspond to the reimbursement dollar amount for a single individual athlete participating in the Meet.

12.5.2 Reimbursement will occur as follows:

A. Between 1 and 6 athletes participating one share
B. Between 7 and 12 athletes participating two shares
C. Between 13 and 18 athletes participating three shares

D. For more than 18 athletes participating, the scale continues in multiples of six (6) athletes.

12.6 Team Reimbursement Procedures

12.6.1 A team eligible for reimbursement must submit the LSC Travel Reimbursement Request along with a copy of Meet Final Results within sixty (60) days from the first day of competition of the qualifying Meet to the LSC Treasurer. The reimbursement request must indicate/highlight the number of eligible individual event swimmers and relay event only swimmers competing.

12.6.2 The LSC Treasurer shall reimburse the club that the coach represented using the existing formula in October.

12.6.3 Failure to submit the reimbursement by the sixty (60) day deadline will result in forfeiture of reimbursement. All reimbursement request forms must be postmarked, faxed, or e-mailed by the due date.

12.7 Swimmer Requirements for Reimbursement Eligibility:

12.7.1 Disability Championship Meet: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the previous and current years and have competed in individual events in at least three (3) LSC sanctioned or approved Meets.

~~12.7.2 Sectional Meets, Central Zone 14 & Under Championships, and Senior Zone Championship Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the current year.~~

12.7.2 All Other Reimbursable Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming in the previous and current years and must have participated in individual events in at least three (3) LSC Championship Meets.

A. LSC Championship Meet to include: LSC Regional Meet, LSC 12 & Under, and/or 13 & Over State Championships.

12.8 Right to Appeal:

~~12.7.3~~12.8.1 Pursuant to Wisconsin Policy 15.1, you may appeal a decision to Wisconsin Swimming's Executive Committee. The review will be based upon the record and any written briefs, unless otherwise determined by the Executive Committee. The petition shall set forth the grounds for the appeal, citing factual and legal issues in as much detail as possible. It must be served upon the General Chair and be accompanied by at $150 filing fee payable to Wisconsin Swimming. If the situation is not addressed to the satisfaction of the individual filing the complaint/appeal, the individual shall have the right to file a formal petition with USA Swimming's National Board of Review.

Date of Revision	Policy Section(s)	Changes Made
March 23, 1999	All	Add Team/Coach reimbursement
January 27, 2004	All	Establish reimbursement requirements for swimmers competing in USA Swimming Disability Championship Meets

June 28, 2005	12.1 G – H 12.1 – 12.6	Revise reimbursement for U.S. Open Add reimbursement for Junior Championships, NCSA Junior Meets, U.S. Paralympic National Championships, and U.S. Paralympic Open
June 27, 2006	12.1	Change to formally establish the Travel Fund; re-number other sections 12.2 through 12.6
June 25, 2007	12.2	Revise to reflect reimbursement shares rather than exact dollars
October 27, 2009	12.2.1.D	Added U.S. Open & World Trials
January 28, 2011	12.4.2 12.5.1 12.5.2.A – D 12.6.1 12.7.2	Established reimbursement for only one of the three listed Meets Includes relay only swimmers in reimbursements Strike "individual" preceding "Swimmer" Add "relay only event" swimmer Change "Speedo" to "Sectional" Meet
April 24, 2012	12.2.1 12.2.2 12.3.4	Eliminate identifying specific qualifying Meets; specific Technical Planning Committee will post qualifying meets on LSC website by October 1st of each year Added reimbursement for National Junior Team member and NCSA member from General Fund Age/Senior Committee to review request for exception, rather than LSC Review Board
June 19, 2012	12.4.2	Amended to clarify reimbursement eligibility
October 22, 2019	12.1 & 12.3 12.3 & 12.6 12,4.2 12.8 12.7.2	Changed to Technical Planning Committee Changed time period to thirty (30) days. Change limits to one level of each type 1, 2 or 3. Added section for Right to Appeal Section deleted, and 12.7.3 renumbered

RATIONALE FOR ABOVE CHANGES:
Updating the Committees that make the decision for reimbursable meets from Age Group and Senior Committees to Technical Planning Committee.

Eliminating the 14Under Central Zones, Sectionals and Senior Zones from this Policy. 14Under Central Zones has its own separate budget line item and does not fall under this Policy. Senior Zones is no longer meets and Sectionals is no longer a reimbursable meet.

Sixty (60) Day to Thirty (30) Days: LSC Treasurer feels that reducing the timeline/due date to thirty (30) days is sufficient time for individuals to complete the required documents and keeps the meet/deadline fresh in their mind.
Technical Planning Committee discussed the above rationale but feel that keeping the sixty (60) day deadline should be kept. Technical Planning also felt that a reminder should be sent out to clubs with approximately one week prior to the sixty day deadline.

12.7.3 was discussed and it was the recommendation of the Coaches Forum that some athletes don't have enough development to have qualified for three LSC State Championships - hence the addition of the Regional meet being a qualifier as a reimbursable meet.