



**To: MW Club Registrars**

**From: Scot Sorensen, Membership/Registration Coordinator**

**Date: August 9, 2019**

**Re: Outreach Meet Entry Fee Policy - UPDATED**

Approved at the March 3, 2019 MW BOD meeting is the following policy change in outreach meet entry fees that will be effective with the start of the 2019 short course season. Please share this information with your club meet entry personnel.

***MW OUTREACH REDUCED ENTRY FEE POLICY:***

1. All outreach reduced entry fees shall be funded by MW and not the hosting clubs.
2. Funding for reduced entry fees will be only for individual events and the MW event fees and facility surcharge. Reduced relay event fees will not be allowed.
3. At this point, no-shows will not be included in the calculated amount due the entering club. Only those events actually swum will be eligible for reduced entry fees.
4. Authorization of reduced entry fee amounts paid to clubs will be handled as follows:
  - a. Clubs will enter all athletes (outreach included) with no reduced fee calculation. The fee due at the time of entering will be as if no reduction in fees was made. Payment of the total amount due from the entering club will be made to the host club.
  - b. Clubs who have entered outreach athletes and wish to receive compensation for such from MW shall submit an Outreach Meet Fee Request within twenty-one (21) days of meet completion to the MW office. At that time,
    - i. Verification of current outreach membership for each listed athlete will occur.
    - ii. Verify the accuracy of requested fees due based on entered and swum events,
    - iii. A request for meet fee reimbursement will be then sent to the MW Office.
  - c. Funds will then be paid directly to the entering club from MW.
5. Requests received after the twenty-one (21) day deadline will not be processed and payment for such will be disallowed.
6. Modifications in procedural issues will be made with the assistance of and input from the MW Office.
7. Modifications in this policy can be made in the future.
8. Implementation of this updated policy will commence with the 2019 Short-Course season.
9. At this point, no reduced entry fee will be disallowed because of MW funding limits. The MW Budget Committee will budget for this amount annually and determine if, and when, any cap in the amount is to be made.

All forms/documents will be posted and available on the MW registration website.