



Northern Lights Swim Club Booster Policy Travel Payment Policy - By Boosters To Club

The purpose of the Booster Club is to enhance the swim team experience for youth in Alaska through the support of the Northern Lights Swim Club (NLSC) and its swimmers. One of the functions of the Boosters is to provide support for competitive swimming to support coach's travel. The guidelines outlined herein set the parameters for Booster Club support.

A. Non-Chaperoned Travel Swim Meet (swimmers travel with parent/guardian)

Some travel meets do not require chaperones. This might include a meet for our younger swimmers and parents attend with their swimmer or a parent arranges for their swimmer to travel with another family. An example of this is the 2022 Age Group Championship Swim Meet in Fairbanks.

The NLSC Booster Club will cover the following expenses:

1. Travel expenses for 1 coach per 10 swimmers. This includes the equivalent of one coach airline ticket per coach, one hotel room (2 coaches per room, if same sex) and daily food and incidentals per diem as outlined in the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
2. The cost of the ground transportation for the coaches will be divided up amongst the number of swimmers attending the meet.

B. Chaperoned Travel Swim Meets

Some travel meets will require chaperones to assist with team travel. This might include a senior meet where parents send their swimmers unaccompanied. An example of this is the 2022 Senior Championship Swim Meet in Sitka.

The NLSC Booster Club will cover the following expenses:

1. Travel expenses for 1 coach per 10 swimmers. This includes the equivalent of one coach airline ticket per coach, one hotel room (2 coaches per room, if same sex) and daily food and incidentals per diem as outlined in the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
2. The cost of the following items will be divided up amongst the number of chaperoned swimmers attending:
 - a. Ground transportation for the coaches, athletes and chaperones.
 - b. Per diem rates (lodging, meals and incidentals) as outlined in the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates> specific to the location of travel for the chaperones to offset their cost to travel with the team.
 - c. Accommodations for chaperones.

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3. Athletes will pay for their own hotel rooms, meals and incidentals. It is typical that the block of rooms will be paid for upon check in by the team and the divided charges will be billed to your team unify account on the first of the following month. There may be some cases where the chaperones determine a food budget and then this gets divided by the number of swimmers attending.
4. Only chaperoned swimmers will be allowed transport in the ground transportation. If the swimmer is traveling with their parent/guardian, they need to provide their own transportation to/from the venue and eating establishments. Swimmers of the chaperones are included in the chaperoned group.
5. Chaperones will pay for their own airfare.

C. Non-Chaperoned Travel Swim Meet (swimmers travel without parent/guardian)

This section applies to a swim meet where a very small number of swimmers attend and travel with the coaches. In this case, the Safe Sport requirements would need to be reviewed and followed and agreement made (and signed off on) by parents/guardians prior to the meet.

The NLSC Booster Club will cover the following expenses:

1. Travel expenses for 1 coach per 10 swimmers. This includes the equivalent of one coach airline ticket per coach, one hotel room (2 coaches per room, if same sex) and daily food and incidentals per diem as outlined in the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
2. The cost of the following items will be divided up amongst the number of chaperoned swimmers attending:
 - a. Ground transportation for the coaches and athletes.
3. Athletes will pay for their own hotel rooms, meals and incidentals. It is typical that the block of rooms will be paid for upon check in by the team and the divided charges will be billed to your team unify account on the first of the following month.

D. Payment and Reimbursements

1. The Team shall submit all reimbursements, using the NLSC Boosters Reimbursement Form, to the Booster Club treasurer within two weeks upon completion of the swim meet.
2. Families will be assigned all charges from the swim meet on the 1st day of the month following the swim meet.

E. Disclaimer

1. It is up to the discretion of the NLSC Booster board to fund the swim meet in full as outlined above and when funds are available.