

Niagara LSC Board of Directors Meeting Minutes for April 21, 2016

Call to Order:

- The meeting was called to order at 09:05pm.

Roll Call:

Position	Incumbent	Present	Absent
General Chair	Eric Lind	X	
Administrative Vice-Chair	Adam Zaczkowski	X	
Senior Vice Chair	Shane Logan	X (joined late)	
Co-Age Group Vice Chair	Christine Regelsberger	X	
Finance Vice Chair	Doug Evans	X	
Secretary	Sara Smith		X
Treasurer	Steve Snyder	X	
Senior Coach Representative	Becky Sapio		X
Junior Coach Representative	Chris Musshafen	X	
Senior Athlete Representative	Nick Burdo		X
Junior Athlete Representative	Jared Kettinger	X	
Safety Committee Chair	Chris Torell		X
Co-Technical Planning Chair	William Chidsey		X
Co-Technical Planning Chair	Ryan Callan	X	
Member/Registration Coordinator	Eric Stimson	X	
General Chairman Appointment – 1	Bob Matlack	X	
General Chairman Appointment – 2	Jim Stromski	X	
General Chairman Appointment – 3	Greg Danner	X	
General Chairman Appointment – 4	Shawn Parkhurst		X
Immediate Past General Chair	Jim Bowen	X	
Diversity Chair	Mike Switalski	X	

Approval of Agenda:

- Motion was made to approved the agenda and seconded
- All in favor, motion carries

Unfinished business:

a) Discussion of Conflict of Interest Document

- E. Lind restated the need for ensuring all board members to have read and sign the conflict of interest documents. A copy of the pdf acknowledging the reading and understanding of the Conflict of Interest was provided.
- b) Discussion of Niagara Governance Documents**
 - E. Lind restated that it was the responsibility of the board members to understand both the Governance documents (Niagara By-laws and Policies and Procedures). A copy of a pdf acknowledging the reading and understanding the governance documents was provided.
 - J. Bowen recommended putting a single acknowledgement document together. E. Lind was going to look into doing this.

New Business:

- a) Discussion and Approval of the 2016-2017 Short Course Bid Calendar** – E. Stimson presented the 2016-2017 Short Course Bid Calendar. After discussion, a motion was requested to accept the Short Course Bid Calendar for presentation to the HOD for the May meeting. A motion was made and seconded. The motion passed.
- b) Discussion of Travel Memorandum**– A. Zaczkowski provided the board a recommendation to modifications to the travel memorandum (see attached). Discussion among the board centered around proposed changes in particular, the increase in per diem fee from \$30.00 to \$40.00 per day. No action was taken on approval.
- c) Discussion on HOD Meeting (May 14, 2016) preparation**- E. Lind provided an update on the status of the HOD meeting preparation. Request was made to have reports into E. Stimson a week before the meeting.

Reports of officers, committees and coordinators:

- Reports were made by officers (no notes were taken).

Adjournment:

Motion made to adjourn, was moved and seconded. ALL in favor

Meeting adjourned at 10:45 pm



Niagara Board of Director's Meeting Agenda
April 21, 2016 9PM

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Unfinished Business
 - a. Discussion of Conflict of Interest Documents
 - b. Discussion of Niagara Governance Documents
5. New Business
 - a. Discussion and Approval of 2016-2017 Short Course Calendar
 - b. Discussion of Travel Memorandum
 - c. Discussion on HOD Meeting (May 14, 2016) preparation
6. Officer Reports
7. Committee Reports
8. Adjournment

EXHIBIT B

NIAGARA SWIMMING, INC. STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST ADOPTED MARCH 2008

Those who choose to serve Niagara Swimming as volunteers are held to a high standard of conduct. As the local arm of USA Swimming, Niagara Swimming is similarly a guardian of Olympic ideals, so in representing Niagara Swimming, volunteers assume an obligation to subordinate their individual interests to the interests and ideals of the Olympic Movement. What may be considered acceptable conduct in some business or personal dealings may be inappropriate in Olympic service.

Niagara Swimming expects that its officers, directors, committee chairs, committee members, coordinators, and other volunteers acting on its behalf, will follow high ethical standards in the performance of their duties. They must do so without personal gain or the perception of bias, favoritism or conflict of interest, in order to avoid any loss or embarrassment to the sport, and they must behave in such a way that trust and public confidence in USA Swimming, Niagara Swimming and the sport are enhanced. Among other considerations, it is important that volunteers avoid any real, potential or perceived conflicts of interest.

While no set of guidelines can guarantee appropriate behavior, the principles that guide behavior in this area are:

1. Not receiving any compensation for, or having any interest, financial or otherwise, direct or indirect, in, any transaction to which Niagara Swimming is a party. This principle is to be construed broadly. It includes not only personal or family interest, but also the interest of a group member (leagues or clubs) with which an individual is affiliated or associated. Moreover, for purposes of this statement, "transaction" is used in the broad sense of that term, and is intended to include any action (or decision not to act) that is taken by Niagara Swimming that is specific to a particular athlete or group member (league or club).
2. Making full, accurate and prompt disclosure to the Board of Directors whenever a conflict of interest is a possibility, and not participating in the discussion or evaluation of, or vote on, such transaction.
3. Honoring the confidentiality of information of Niagara Swimming, its athlete, non-athlete and group members (leagues and clubs), and the discussions of the Board of Directors in executive session.

All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Niagara Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mixture of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict non-participation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Niagara Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws and maintenance of its tax-exempt status.
2. Niagara Swimming properties, services, information, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Niagara Swimming will disclose the nature and extent of an actual or potential conflict of interest when it arises in the evaluation of an issue or opportunity, and will not participate in the evaluation or discussion of, or vote on, the matter involved. This includes, without limitation, the award of meet sanctions and contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Niagara Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors from athlete, non-athlete or group members (leagues and clubs) of Niagara Swimming should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Niagara Swimming.
5. Expenses incurred in the furtherance of Niagara Swimming business are to be reasonable, necessary and substantiated in accordance with the Policies and Procedures adopted by the Board of Directors from time to time.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Niagara Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes all sensitive information relating to Niagara Swimming itself, its athlete, non-athlete and group members (leagues and clubs), and the discussions of the Board of Directors in executive session.

**NIAGARA SWIMMING, INC.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST
ADOPTED MARCH 2008**

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Niagara Swimming's Statement of Principles on Ethical Behavior and Conflicts of Interest, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Committee

Chair

Committee

Athlete

Committee

Committee Member

Committee

Fax, mail or PDF back to: Niagara Swimming, Inc., Secretary

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF
THE NIAGARA SWIMMING LSC BYLAWS AND POLICIES AND PROCEDURES**

I acknowledge that as part of the Board of Directors of the Niagara Swimming LSC, it is my responsibility to know and understand the Bylaws and Policies and Procedures documents of the organization. I acknowledge that I have read the Niagara By-laws and Policies and Procedures documents and, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Niagara Swimming, Inc. Travel Memorandum

March 2016

By: Adam A. Zaczkowski, Administrative Chair

Over the past years, as the Niagara Board of Directors and its agents (including non-elected appointees) have had an increase in travel demands. This memorandum is now written to make sure that each Board member understand his or her expected travel requirements.

The following will provide a general overview of each type of meeting. At the end of this document, there are more specific requirements.

Travel and Attendance at Board of Director Meetings:

It is expected that all Board members attend regularly scheduled meetings. For time to time, there may be an in-person meeting required. Board members make file a reimbursement request for mileage to and from the meeting and tolls, if required, with receipt. **Mileage reimbursement is \$0.40 per mile.** Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify mileage or tolls.

It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

Travel and Attendance at Niagara LSC House of Delegates Meetings:

It is expected that all Board members attend the semi-annual House of Delegate meetings as representatives of the board under their specific department. Board members make file a reimbursement request for mileage to and from the meeting and tolls, if required, with recipient. Mileage reimbursement is \$0.40 per mile. Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify mileage or tolls.

It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

Travel and Attendance at Eastern Zone Spring Meeting:

For the Eastern Zone Semi-Annual meeting, **generally held annually in May, the Niagara Delegation should consist of the following Board members: WHO?? General Chair, Sr Athlete Rep, Tech Planning, Age Group...**

These delegates are expected to represent the interests of Niagara Swimming as a whole and attend all prescribed meetings within reason. The General Chair will register and pay for delegates attendance costs.

Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify any and all expenses.

The LSC will reimburse each approved delegate for:

Meetings that are less than 350 miles from the Delegate's home:

- If meeting is within 350 miles, no airfare will be provided. In such occasion, mileage (\$0.40/mile) and tolls (if needed, with receipt) reimbursed.
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Parking at hotel. Least expensive parking option
- \$40 per diem for food. No receipt required.
- It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

Meeting that are greater than 350 miles from Delegates Home:

- Airfare
- Mileage to and from home airport
- Parking at home airport
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Local transportation, via Taxi and or Uber like service, with receipt. It is recommended that livery services are shared to reduce overall cost.
- \$40 per diem for food. No receipt required.

Travel and Attendance at United States Aquatics Sports (USAS) Convention:

The USAS convention is the annual meeting for USA Swimming, USA Master's Swimming, USA Water Polo, USA Diving and USA Synchronized Swimming governing bodies. This meeting is generally held in September and the Niagara Delegation should consist of the following Board members: WHO?? General Chair, Sr Athlete Rep, Tech Planning, Age Group, Senior Chair, Admin. It is also recommended that the Diversity and Official's Chair Attend. The General Chair shall have the power to appoint a substitute as needed.

These delegates are expected to represent the interests of Niagara Swimming as a whole and attend all prescribed meetings within reason.

Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify any and all expenses.

The LSC will reimburse each approved delegate for:

Meetings that are less than 350 miles from the Delegate's home:

- If meeting is within 350 miles, no airfare will be provided. In such occasion, mileage (\$0.40/mile) and tolls (if needed, with receipt) reimbursed.
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Parking at hotel. Least expensive parking option
- \$40 per diem for food. No receipt required.
- **Convention Registration Fees**
- It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

Meeting that are greater than 350 miles from Delegates Home:

- Airfare
- Baggage Fees (if applicable)
- Mileage to and from home airport
- Parking at home airport
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Local transportation, via Taxi and or Uber like service, with receipt. It is recommended that livery services are shared to reduce overall cost.
- \$40 per diem for food. No receipt required.
- Convention Registration Fees

Travel and Attendance at USA Swimming, Eastern Zone or Other Functions not listed:

From time to time, the Board may find certain meetings that LSC representation is required. After Board approval, the attendees should follow the general guidelines for travel to and from the USAS Convention as a template for reimbursement and requirements. It is also expected that a written summary is provided to the Board for its permanent record of the event.

Minor Athlete Attendance at all Events

The LSC should make every reasonable effort to ensure athlete representation is at every Niagara LSC, Eastern Zone and USA Swimming related function, where required.

As such, it is the responsibility of the General Chair or the Senior Chair to help the minor athlete arrange travel including flights and hotels. The athlete travel may be paid through a board member or the

athlete's legal guardian. If the athlete's guardian pays for his or her travel, the guardian is eligible for reimbursement in any of the manners listed above.

It is the athlete and his or her guardian's responsibly to fill out any LSC, Zone or USA Swimming required attendance form prior to travel.

Specific Guidelines:

Air Travel:

Flights should be reserved as soon as possible to secure best rates and preferred itinerary. Any flights greater than \$600 should receive General Chair approval.

Benefits accrued from frequent travel programs may be retained by the traveler. However, that program should not override the selection of a more cost effective carrier.

Charges for re-ticketing, schedule changes, etc are reimbursable if incurred for valid business reasons. Any fees should be noted and sent to Treasurer with explanation.

Hotel Reservations:

If the convention or meeting hotel is outside the market rate, the member should look for a reasonable alternative. Only room rate and occupancy tax is reimbursable, with the exception of internet connection fees. Members should opt for the least expensive option for the charges.

Personal Travel:

Board Member may combine personal and business travel providing it is at no cost to Niagara Swimming.

Ineligible Expenses

In general terms, the following expenses will not be covered, unless pre-approved by the Finance Committee:

- Rental Cars and costs associated including, gas, insurance, tolls, etc.
- First or Business Class Airfare
- Baggage fees for trips less than 48 hours
- Hotel Suites or luxury accommodations
- Annual Fees, late fees or finance charges on personal cards for LSC expenses
- Expenses relating to unlawful activities (i.e. parking tickets)
- In-Air internet charges
- Laundry or Dry Cleaning

EXHIBIT C

NIAGARA SWIMMING, INC. TRAVEL POLICY

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Definition: Niagara LSC team travel is defined as overnight travel to a swim meet or other Niagara LSC team activity that is planned and supervised by the Niagara LSC.

Section 1 - USA Swimming Required Policies

These items are Code of Conduct stipulations from the USA Swimming Rulebook.

- a. A copy of the Niagara LSC travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Niagara LSC. (305.5.D)
- b. Niagara team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Niagara LSC Required Policies

- a. During Niagara LSC team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
- b. During overnight Niagara LSC team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 and older, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent must be given by athlete's parents (or legal guardian).
- c. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms unless the other athlete is a sibling or spouse of that particular athlete.

- d. A copy of the Niagara LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- e. Niagara LSC staff will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- f. Niagara LSC staff will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- g. Curfews will be established by the Niagara LSC staff each day of the trip.
- h. Niagara LSC team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- i. The directions and decisions of Niagara LSC coaches/chaperones are final.
- j. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the Niagara LSC coach or chaperone.
- k. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. Athletes 12 or younger will be accompanied by a chaperone.
- l. The Niagara LSC Head Coach or his/her designee shall make a written report of Niagara LSC travel policy or Niagara LSC code of conduct violations to the appropriate club, Niagara LSC leadership and the parent or legal guardian of any affected minor athlete.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Niagara Swimming's Travel Policy, and I pledge my full support of, and my personal commitment to live up to, the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

2016-2017 Winter Calendar for BOD.xlsx

Meet Name	Meet Start Date	Meet End Date (leave blank if single day)	Club (Host)	Pool Location	Meet Director	Meet Director email	Meet Referee
Niagara Fall HOD Meeting	9/11/2016		NIAGARA	MCC			
GCOM Practice Meet	10/3/2016		GCOM	Monroe Community College	Keena Smith	ksmith9@mail.naz.edu	Dan Crist
GCOM Harvest Festival Invitational	10/15/2016	10/16/2016	GCOM	Monroe Community College	Keena Smith	ksmith9@mail.naz.edu	Dan Crist
2016 Haunted Halloween	10/16/2016		SKAN	Skaneateles YMCA & Community Center	Melissa Colombo	colombomelissaa@gmail.com	Sid Parkhurst
October Invite	10/21/2016		FAST	Fairport HS	Mike Miller	mmil001@gmail.com	Brooks Howard
2016 Mexico Tiger Sharks Fall Meet	10/22/2016	10/23/2016	METS	Mexico High School	Amy Clark	jabaclark@aol.com	Sid Parkhurst
2016 Annual Fire in Water Invitational	10/22/2016	10/23/2016	SDSC	Penfield High School	Oliver Hahn	meets@seadragons.org	Tom Ebert
Titan's Halloween Meet	10/28/2016	10/30/2016	TTSC	Town of Tonawanda AFC	Timothy Bennett	tmbennett1@roadrunner.com	F. Mattuszewski
Victor Halloween Classic	10/29/2016		VICT	Victor Schools Aquatic Center	Sean Barry	sbarry91@gmail.com	Lisa Chapin
Kiwanis Swim Meet	11/5/2016		EAST	East Aurora High School	Mindee Mutty	MINMAC29@GMAIL.COM	Ann Masood
2016 Swim for Time Fall Swim Meet	11/6/2016		SEAS	Churchville-Chili High School	Amy DiFante	adifante@rochester.rr.com	Joe Reitz
2016 Fourth Annual Turkey Splash	11/11/2016		PACK	Mendon High School	Gina Lau	xtalau@Hotmail.com	Kevin Horey
FAST Fall Invite	11/12/2016		FAST	Fairport HS	Mike Miller	mmil001@gmail.com	Brooks Howard
Camillus Sprints	11/13/2016		CSCI	West Genesee High School	Ted Smith	esmith@smithsovik.com	Fred Leff
2016 Veterans Day Memorial Meet	11/13/2016		HAST	Hilton Aquatic Center	Rick Kidder	hastseals@gmail.com	Joe Reitz
27th Annual Marlins Thanksgiving Invitational	11/19/2016		GRSC	Spencerport High School	Leanne Polvino	meetdir1@teammarlins.com	Jamie Wolcott
2016 Greater Syracuse Invitational	11/19/2016	11/20/2016	JETS	Liverpool High School	Steve Wolf	sawolf351@yahoo.com	Jim Stromski
2016 SHAQ Open	11/20/2016		SHAQ	Sweet Home High School	Andrew Spence	andrewjtspace@gmail.com	Julio Garcia
2016 Turkey Splash Open Meet	11/26/2016		TWST	Orchard Park High School	Jim Ronald	jr12bucs@roadrunner.com	Ann Masood
FAST Winter Invite	12/2/2016	12/3/2016	FAST	Fairport HS	Mike Miller	mmil001@gmail.com	Brooks Howard
31th Annual Pentathlon	12/4/2016		WEBS	Webster Aquatic Center	Tammy Eggert	president@wsabluefins.com	Anita Pellitier
GCOM Winter Classic	12/16/2016	12/17/2016	GCOM	Honeoye Falls-Lima High School	Keena Smith	ksmith9@mail.naz.edu	Dan Crist
Holiday Swim Meet	12/26/2016	12/27/2016	TTSC	Town of Tonawanda AFC	Timothy Bennett	tmbennett1@roadrunner.com	F. Mattuszewski
FAST Winter Invite	12/27/2016		FAST	Fairport HS	Mike Miller	mmil001@gmail.com	Brooks Howard
2017 STAR Fire Marshall Invitational	1/7/2017		STAR	Southwestern Elementary School	Anne Smith	aysmith@stny.rr.com	Ann Masood
Victor New Year's Invitational	1/7/2017	1/8/2017	VICT	Victor Schools Aquatic Center	Sean Barry	sbarry91@gmail.com	Lisa Chapin
Niagara Regional Meet (12&U IMX/Sr. PP)	1/13/2017	1/15/2017	FAST	Webster Aquatic Center	Doug Evans	devans.fast@gmail.com	Brooks Howards
Niagara Regional Meet (12&U IMX/Sr. PP)	1/13/2017	1/15/2017	GCOM	Monroe Community College	Keena Smith	ksmith9@mail.naz.edu	Dan Crist
Niagara Regional Meet (12&U IMX/Sr. PP)	1/13/2017	1/15/2017	GOST	Owego Free Academy	Jim French	jfrench@stny.rr.com	Diane Thornton
Niagara Regional Meet (12&U IMX/Sr. PP)	1/13/2017	1/15/2017	HHSC and NCRC	Eden High School	Mike Nowicki	mike@cheekrays.com	Glenn Kerwin
2017 SEAS 42nd Annual Westside Invitational	1/20/2017	1/22/2017	SEAS	SUNY Brockport	Amy DiFante	adifante@rochester.rr.com	Joe Reitz
Camillus 3rd Annual Classic	1/21/2017	1/22/2017	CSCI	West Genesee High School	Ted Smith	esmith@smithsovik.com	Fred Leff
HAST Winter Warrior Invitational	1/28/2017	1/29/2017	HAST	Hilton Aquatic Center	Rick Kidder	hastseals@gmail.com	Joe Reitz
2017 Oswego Laker Polar Plunge	1/28/2017	1/29/2017	OLSC	SUNY Oswego Laker Hall	Laurel vonHoltz	lvonholt@twcny.rr.com	Bob Sarkissian
2017 Winter Wonderland	1/29/2017		SKAN	Skaneateles YMCA & Community Center	Melissa Colombo	colombomelissaa@gmail.com	Sid Parkhurst
2017 Annual Snowball Invitational	2/4/2017	2/5/2017	SDSC	Penfield High School	Oliver Hahn	meets@seadragons.org	Tom Ebert
2017 - 21st Annual Snowball Open Meet	2/11/2017		TWST	Orchard Park High School	Jim Ronald	jr12bucs@roadrunner.com	Ann Masood
Victor Winter Classic	2/11/2017		VICT	Victor Schools Aquatic Center	Sean Barry	sbarry91@gmail.com	Lisa Chapin
2017 Niagara Championship Qualifier	2/24/2017	2/26/2017	HAST	Hilton Aquatic Center	Rick Kidder	hastseals@gmail.com	Joe Reitz
Niagara Championship Qualifier	2/24/2017	2/26/2017	TTSC	Town of Tonawanda AFC	Timothy Bennett	tmbennett1@roadrunner.com	F. Mattuszewski
2017 Niagara Championship Qualifier	2/24/2017	2/26/2017	UNAC	Maine Endwell High School	Mike Richeda	mricheda78@yahoo.com	Pete Burnett
2017 Mexico Tiger Sharks Spring Meet	3/4/2017	3/5/2017	METS	Mexico High School	Amy Clark	jabaclark@aol.com	Sid Parkhurst
2017 Niagara Swim League Championships	3/4/2017	3/5/2017	NISL	SUNY Fredonia	Mike Nowicki	mike@cheekrays.com	Glenn Kerwin
2017 Shamrock Meet	3/4/2017	3/5/2017	RAYS	Cheektowaga High School	Frank Jones	frankjones35@yahoo.com	Pat Scherer
Niagara LSC Champs	3/9/2017	3/12/2017	FAST	Webster Aquatic Center	Marci Callan/Doug Evans	devans.fast@gmail.com	TBA
GCOM Themed Meet	4/8/2017		GCOM	Monroe Community College	Keena Smith	ksmith9@mail.naz.edu	Dan Crist
HAST IMX Madness	4/8/2017	4/9/2017	HAST	Hilton Aquatic Center	Rick Kidder	hastseals@gmail.com	Joe Reitz
Marlins Spring Fling Invitational	4/29/2017		GRSC	Spencerport High School	Leanne Polvino	meetdir1@teammarlins.com	Jamie Wolcott

USA SWIMMING TRAVEL POLICY SUMMARY

AIR TRAVEL

- A travel authorization must be done before a reservation can be ticketed for any trips. Travel authorizations must be sent by e-mail to travelauthorizations@usaswimming.org. In addition, the authorization should be copied to the manager in charge of the program, as according to the most current Chart of Accounts.
- If the domestic airfare exceeds \$500 (\$2,000 on international itineraries), the traveler must send an explanatory note to his/her Division Director (or Executive Director) or staff liaison, with a copy to travelauthorizations@usaswimming.org.
- Free certificates will be used on domestic airline tickets over \$700, provided they are available and the trip is to a single destination.
- Use the on-line booking tool offered through Polk Majestic Travel, USA Swimming's designated travel agency.
- Reserve tickets more than 30 days in advance of travel (to take advantage of United discounts). USA Swimming reserves the right to refuse future travel to those that violate this and incur higher priced tickets.
- Staff or volunteers may select any flight or carrier within \$100 of the lowest fare offered, provided the flight is within a two-hour time window of the desired departure time (ex. Traveler wants to leave at 4 p.m. – range would be 2-6 p.m.).
- Use alternative airports if they are within 75 miles (or drive if destination is within 200 miles) in order to maximize cost savings and time of travel.
- One stop or connecting flights will be required if savings of \$250 or more is achieved without extending the total one-way air travel time by more than two (2) hours.

HOTELS

- Hotel reservations must first be made through the Marriott travel port on the USA Swimming website, unless a USA Swimming direct-bill applies or a special conference rate is offered.
- Use Polk Majestic Travel's preferred hotel program as a supplement to USA Swimming event rates.
- Use the published high-low rates for a given city in order to determine the reasonable rates in that city. Travelers should make all efforts to keep hotel prices at or below the level indicated in the current year's budget.

CAR RENTAL & GROUND TRANSPORTATION

- Use resX for booking car rentals when possible.
- Consider alternative ground transportation: taxi or shuttle vs. car rental.
- Decline insurance if you are a volunteer or USA Swimming staff.
- Select "return with gas tank full" option.

EXPENSE REPORT SUBMISSION

- Complete expense reports, with proper approvals, not more than 10 days after trip for staff, and not more than 60 days after trip for volunteers.
- All expense report submissions must be accompanied by receipts and approvals.

TRAVEL AND ENTERTAINMENT EXPENSE POLICY

Policy Overview

USA Swimming will pay for reasonable travel expenses for employees and volunteers that are incurred in the performance of their duties for USA Swimming. Travel approval must be obtained prior to making any reservations. The approved USA Swimming Travel Request/Authorization Form must be submitted by e-mail to travelauthorizations@usaswimming.org for approval at least 31 days prior to departure. The travel authorization should also be copied by email to the program manager. The travel authorization must include the following items:

1. Program Name (ex. Rules Committee Meeting)
2. Budget Number
3. Name(s) of traveler(s)
4. Date(s) of Program
5. Travel dates
6. Airport location

All travel arrangements must be made through Polk Majestic Travel, USA Swimming's designated travel agency, either through the on-line booking tool or directly with Polk Majestic.

Employee and volunteer travel procedures will be monitored by the Financial Affairs Division to ensure that policies and best business practices are followed. The responsibility and authority to implement and enforce this policy is placed with the Executive Director and the CFO.

Acknowledgment and Receipt

A copy of this policy will be provided to all staff and volunteers who travel or who approve travel expenses on behalf of USA Swimming. Each traveler will be required to acknowledge receipt of this travel policy, which implies an understanding of the contents of this policy.

No request for travel will be honored without this acknowledgement. Each traveler is responsible for understanding and following the current policy, which is subject to change.

Polk Majestic Travel

The following requirements regarding travel arrangements apply to all USA Swimming staff and volunteers when traveling on USA Swimming business. The requirements also apply to all contracted service personnel, when travel arrangements are offered by USA Swimming management and accepted by the contracted service personnel's employer.

All travel reservations shall be made through Polk Majestic Travel and paid for by USA Swimming's travel credit card. Requests for reimbursement will not be approved for those using alternate booking methods.

Any initial arrangements not made through USA Swimming's designated travel agency and not pre-approved by the CFO or Executive Director will not be reimbursed.

Audits/Controls/Enforcement

USA Swimming has audits and controls to ensure that travel expenses are managed and cost-effective. Polk Majestic Travel and USA Swimming's Financial Affairs Division will monitor use of preferred suppliers and provide reports to USA Swimming senior management, and the Board of Directors, as necessary.

General Guidelines

Documentation of Reimbursable Business Expenses

Accounting for travel expenditures must be completed within 10 days of the conclusion of a trip for staff travel and within 60 days of the conclusion of a trip for volunteer travel. Expenses covering activity more than 60 days old will not be routinely processed and may not be reimbursed.

In order to be reimbursed, staff must complete a USA Swimming Expense Report via Expense Expert. Volunteers must complete a Volunteer Reimbursement report. Both must be completed in sufficient detail to permit determination of the business purpose and reasonableness of the expenditures. Expense reports must show costs by category and include original receipts (faxed copies if using Expense Expert) for all expenses. An explanation must be provided to support all exceptions.

All expenses must be supported by original hotel folios, airline passenger receipts or boarding passes, credit card receipts, or cash register receipts. Other receipts may be used in special circumstances when original receipts are not available (Example: taxi).

When original receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the expense report. USA Swimming does not reimburse staff or volunteers for expenses of \$25 or more unless a receipt is included.

Expense reports that are not prepared in accordance with these guidelines, or that contain unapproved exceptions to company policy will be returned, with explanations of the deficiencies. Deductions will be made for unauthorized expenses.

Employees are responsible to use good judgment and to check for accuracy of bills and other documents before paying or accepting them.

Spousal/Non-USA Swimming Travel

Spouses, friends or family members may accompany staff or volunteers traveling on USA Swimming business, providing their travel expenses are paid for by the staff member or volunteer, and there is no net expense to USA Swimming. Polk Majestic Travel may be used for booking family members; however, a personal credit card must be used for payment.

Specific Guidelines

Air Travel

Polk Majestic Travel offers an on-line reservation system for air, hotel and rental car. It is required that travelers use this on-line system. A toll-free travel agency number is provided for more complex reservations that require the assistance of an agent. The use of the designated travel agency is mandatory. Travel bookings arranged through other sources will not be reimbursed.

The traveler should reserve flights more than 30 days prior to travel to ensure the greatest opportunity to obtain the lowest fare and preferred itinerary. USA Swimming reserves the right to refuse future travel to those that violate this and incur higher priced tickets.

The least expensive routing for air travel based upon USA Swimming's guidelines and the traveler's flexibility will be offered through the on-line tool or through the agent-assisted booking. Discounted, coach fares will be used. Business class will be reserved only at the traveler's expense.

Benefits accrued from frequent flyer programs may be retained and used by the individual traveler. However, an employee's participation in a particular airline's frequent flyer program should not override the selection of the most cost-effective, reasonable reservation.

Traveler Profiles

All staff and volunteers who travel at least twice a year must complete a traveler profile on-line provided with Polk Majestic Travel. Traveler profiles are confidential and are maintained in the computer reservation system. These profiles provide a readily accessible guide to important company requirements and billing information.

Travel Document Delivery

Polk Majestic Travel will issue electronic tickets whenever possible. Paper tickets will be provided only if the air carriers do not permit electronic tickets. Passenger receipts for electronic tickets and a copy of the itinerary will be emailed to the traveler upon completion of the reservation. This passenger receipt must be submitted with the Expense Report.

Note: In the case of a cancellation or flight change, it is imperative that the traveler notifies Polk Majestic Travel to ensure that proper credit or refund is given to USA Swimming.

Unused or Lost Airline Tickets

It is the responsibility of the traveler to cancel his or her reservation with Polk Majestic Travel prior to the departure of the first flight on the itinerary. Ignoring this responsibility will result in additional costs for USA Swimming. All unused airline tickets are to be returned immediately to USA Swimming or Polk Majestic Travel.

Unused or Lost Airline Tickets (continued)

Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Financial Affairs Division upon completion of travel.

Reservations

All air travel must be booked through the approved on-line booking tool or directly with Polk Majestic Travel. The following criteria will be considered in determining the most reasonable airfare cost:

- 1) One stop or connecting flights will be required if savings of \$250 or more is achieved without extending the total one-way air travel time by more than two (2) hours.
- 2) Alternative airports should be considered. (please see next section)
- 3) Non-refundable tickets are to be purchased whenever possible, unless the savings is less than \$100.
- 4) Staff or volunteers may select any flight or carrier within \$100 of the lowest fare offered, provided the flight is within a two-hour time window of the desired departure/arrival time (ex. Traveler wants to leave at 4 p.m. – range would be 2-6 p.m.).

Additionally, if the domestic airfare exceeds \$500 (\$1200 on international itineraries), the traveler must send an explanatory note to his/her Division Director (or Executive Director) with a copy to travelauthorizations@usaswimming.org. Free certificates will be used on domestic airline tickets over \$700, provided they are available and the trip is to a single destination.

Alternate Airports

Polk Majestic Travel will offer alternative airports for travel to cities where multiple commercial airports exist, e.g. Boston, New York, Philadelphia, South Florida, Dallas, Houston, Chicago, Los Angeles, San Francisco, etc. Travelers will be informed of these alternate airports and are required to use them provided:

- The business purpose of the trip is not impacted and savings is in excess of \$250.
- The total air travel or ground transportation time is not increased by more than two hours.
- The arrival time is not later than 9:00 PM and the departure time is not earlier than 8:00 AM

Use of Personal Vehicles

Personal vehicles may be used if it saves times and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on USA Swimming business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges.

If a traveler prefers to take his/her vehicle on approved USA Swimming business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use the on-line booking tool to plot the trip and then print the screen before purchase.) Mileage reimbursement amounts will be in accordance with IRS regulations.

Ground Transportation

Expenses for taxis, shuttles or public transportation for business purposes are reimbursable with receipts.

Travelers may use their personal automobiles to and from the airport. Travelers will be reimbursed for actual parking expenses. Economy parking should be utilized.

For staff, where it is found to be a significant savings to fly out of Denver, actual mileage, tolls and parking will be reimbursed. To be reimbursed for these Denver related expenses, itineraries must be included with the expense report, one from the DIA travel and one that indicates what the cost would have been out of the Colorado Springs airport. The Accounting Department will apply the calculations to determine if additional expenses will be reimbursed for travel out of DIA.

Staff and volunteers traveling to the same location should share ground transportation to and from the airport whenever possible.

Rental Cars

A traveler may rent a vehicle when renting would be more advantageous to USA Swimming than other means of commercial transportation, such as a taxi. Midsize cars (or more economical) should be used when possible. When traveling with a group, rental cars should be shared to minimize costs.

The traveler should refuel the car prior to returning the vehicle to the rental agency to avoid the high fuel surcharges. When possible, travelers should use self-park at hotels, versus valet parking.

Staff and volunteers should decline all optional insurance coverage except when traveling internationally (including Canada). When rented vehicles are used in accordance with the executed rental agreement, and travel is booked on contracted rates, our preferred vendors and/or our USA Swimming insurance policy provide protection for renter's bodily injury, death, or property damage up to at least the compulsory insurance limits of the state in which any accident takes place.

In the event of an accident in a rental car, an accident report must be prepared and filed with the local police as well as the car rental agency. If you are involved in an accident in a company-owned, rented, or leased vehicle and are convicted of a violation of any alcohol or drug statute, you will be personally responsible for all damages as well as possible disciplinary actions.

A traveler may be reimbursed for property damage to a rental vehicle only if such expenses were incurred on days the vehicle was being used for USA Swimming business purposes. The traveler must submit with the expense report, a brief description of the damage to the vehicle, including an explanation of the cause of such damage, and either a police report or a report prepared by the rental company.

Hotel

Hotel reservations must first be made through the Marriott portal on the USA Swimming website, unless a USA Swimming direct-bill applies or a special conference rate is offered. Travelers should use common sense when making hotel bookings and should look for reasonable rates within that market, whenever possible. In a market where the average price is \$100/night for a mid-priced hotel, staff and volunteers should attempt to find a hotel near that price. This would mean staying in a \$200/night hotel would need pre-approval by a Division Director or Executive Director. Travelers should make all efforts to keep hotel prices at or below the level indicated in the current year's budget. Using luxury hotels will require the approval of a Division Director or Executive Director.

USA Swimming staff and volunteers will be limited to paying for their own room and tax charges.

Staff and volunteers must cancel hotel reservations within the required cancellation window – note: this could be as much as 72 hours prior to arrival – if the need arises. Charges will not be reimbursed unless the cancellation was caused by circumstances beyond the traveler's control. A fair and reasonable evaluation will prevail in such circumstances.

Hotel incidentals will not be reimbursed with the exception of internet connection fees. Again, travelers should opt for the least expensive connection charges whether that is wireless, Ethernet, or business center.

Meals and Entertainment

USA Swimming will provide staff and volunteers a per diem allowance to defray a portion of meal costs. The daily rate for per diem must be pro-rated for partial days and reduced if meals are provided by USA Swimming. USA Swimming follows current IRS regulations for per diem reimbursements utilizing the High-Low method for different cities. These rates are circulated annually and copies can be obtained from the Financial Affairs Division.

Entertainment expenses must be ordinary and necessary expenses directly related or associated with the active conduct of business. For tax purposes, it is very important to properly document entertainment expenses and substantiate the following elements:

- Itemized receipt reflecting actual meals, drinks, etc. (not a credit card receipt)
- Date
- Place
- Description of type of entertainment
- Business purpose and nature of the business benefit expected to be gained by USA Swimming
- Business relationship to USA Swimming of the person(s) entertained (name, occupation, title, etc.)

Daytrip Per Diem

If it necessary for a staff member to travel for the day (meetings, training, etc.), the staff member may not submit for per diem related to incidentals or breakfast but may submit for lunch per diem and dinner per diem if required to work after 7:00 p.m.

Corporate Card

As a part of our business relationship with American Express we are able to offer to our employees a joint liability credit card from American Express. The joint liability is between the employee and USA Swimming. The statements for this credit card are sent to the Accounts Payable Department at USA Swimming.

This card is to be used only for hotel and auto expenses when the employee is on business travel. The card is not eligible for any type of Membership Rewards.

No personal expenses are to be paid with this card. Once the receipts are matched to the statement, it will be paid directly by USA Swimming.

Billing Personal Travel

Staff and volunteers may combine personal and business travel providing it is at no cost to USA Swimming.

Non-Reimbursable Expenses

The following types of expenditures incurred by USA Swimming staff and volunteers will not be reimbursed unless specifically authorized by the approving manager:

General

- Personal expenses that would be incurred by the employee regardless of the employee's work-related responsibilities
- Amounts spent in excess of those considered reasonable
- The costs of the personal leg of the business trip that is extended for personal reasons
- Airline or hotel upgrades
- Annual fees, late fees, or finance charges on personal credit cards
- Expenses relating to unlawful activities (i.e. parking tickets, moving violations, fines)
- Air phone expense, other than in an emergency
- Laundry or dry cleaning, except on trips lasting more than six days
- Courier and messenger services unless transferring work related materials that could not be checked on the plane or carrier in the train or car.

Policy Exceptions

Exceptions to policy require approval by the Division Director and Executive Director. Policy exceptions can be made to reasonably accommodate employees and volunteers with disabilities.

Policy updated on February 9, 2011.