Proposal for change to MS Rules & Procedures

TRAVEL FUND POLICIES (current rule):

Eligibility for Travel Fund Reimbursement

• The minimum criteria for travel fund reimbursements shall include MS registration at the time of the national meet and participation in at least 2 MS meets and 8 individual events during the previous 12 months.

• A swimmer who has been registered with MS for 4 years, either continuously or discontinuously shall receive 1.0 share for each national meet in which s/he participates in an individual event. A swimmer who has been registered with MS for 3 years shall receive .75 share, a swimmer registered for 2 years shall receive .50 share, and a swimmer registered for 1 year shall receive .25 share.

• Meets that qualify for travel fund reimbursements shall include trials for USA SWIMMING national teams, senior nationals, junior nationals, U.S. Open, open water national championships, and major national or international swimming competitions for swimmers with disabilities.

Administrative Procedures

• The dollar value of a share shall be based upon the current MS budget, the distance to the meet, the number of swimmers applying, and the type of meet.

• The Travel Fund Coordinator shall email a “Travel Fund Reimbursement Form” and instructions directly to each MS registered coach.

• The swimmer must submit the travel fund request and appropriate documentation of expenses by the deadline (a specific deadline will be established for each meet and will be publicized in the materials disseminated by the Travel Fund Coordinator). Late requests for reimbursement will not be honored.

• The Travel Fund Coordinator will determine the number of shares that each swimmer has earned and will notify the Treasurer of dollar amounts to be paid by a date set by the Travel Fund Coordinator

• The Treasurer will write travel reimbursement checks within 30 days of the deadline set by the Travel Fund Coordinator. Checks for high-school aged swimmers shall be made payable to the swimmer’s parents or club to avoid conflict with Michigan High School Athletic Association rules.

Proposed Change:

Eligibility for Travel Fund Reimbursement

- To qualify for travel expense reimbursement a swimmer must: Be a Michigan registered swimmer at the time of competing in a qualifying meet; Have competed in at least three (3) Michigan Swimming sanctioned meets, which are open to all Michigan swimmers and have completed a minimum of three (3) individual events at each of these three meets. If a prelim/final meet any scratches from finals will not be counted as an individual event. Athletes are not eligible for Travel Fund Reimbursement if they are eligible to receive funding from USA Swimming, another LSC, and/or college/university.
- Any swimmer, who believes they will be reasonably unable to satisfy the requirements apply to the number of meets in which an athlete must compete, may file a request for waiver with the Michigan Swimming Board of Directors. The Board of Directors will review these requests on a case by case basis, their decision is final.
- Qualifying Meets and their reimbursements are as follows:

Trails for USA Swimming National Teams	$500
Major National and International swimming competitions for disability swimming	$500
Major National/International swimming competitions not funded by USA Swimming	$500
US Open Championship	$350
Senior Nationals (short and long course)	$350
Junior Nationals (short and long course)	$300
Open Water National Championships	$300
NCSA Junior Nationals	$200

Relay Only ½ the eligible amount at the above listed meets only

(If the overall requests exceed the budgeted amount for the season, reimbursements will be prorated.)

- If a swimmer competes in two meets which are held consecutively in the same vicinity, the swimmer may be reimbursed the full amount for one of the meets and no more than 50% for the second meet. An athlete may only request no more than two reimbursements per season.

Administrative Procedures

- Swimmers having been registered with Michigan Swimming for four (4) years or more shall be eligible for 100% of the share; three (3) years for 75% of the share; two (2) years for 50% of the share; one (1) year for 25% of the share. The dollar

value of the share will be based on the current Michigan Swimming Inc. budget. It is up to the individual completing the form to list the number of years attached to Michigan Swimming. If this is not completed or is partially completed then the reimbursement will be based on the information provided on the form. Separate forms must be completed for each meet.

- Reimbursements will be made at the end of each short and long course season. Applications must be postmarked by May 1st for the short course season and September 15th for the long course season. Any claim rejected due to the postmark rule must be available to Michigan Swimming and any Michigan Swimming Club with the postmarked envelope attached for proof of denial. You must include all receipts or legible copies of receipts. Athlete meal receipts must be annotated to show the athletes meal items.
- The reimbursement form can be found on the Michigan Swimming website in the forms area under the Athlete heading. The completed forms must be signed by the athlete and the parent/legal guardian or coach.
- Clubs that provide receipts/reports for airfare, lodging, travel at the meet, and meals, through club booked meets must contain the following: Athlete Full Name, Meet Name, Dates, Host City and State, Itemized totals for each individual athletes travel, lodging, transportation cost at the meet if applicable, and meals.
- The completed forms and all accompanying documentation should be mailed to the following:
  Michigan Swimming Office
  Attn: Finance, Vice-Chair
  P. O. Box 1784
  Midland, MI 48641