Michigan Swimming

FORM FOR PROPOSED NEW RULE OR PROCEDURE
Revised 4/10

This form should be submitted a minimum of 20 days prior to the Board of Directors Meeting to be acted upon at that meeting. (Copies of all proposed legislation will be sent to all Board Members for their consideration, recommendation and possible Approval.) This form can also be used to submit Rule and Procedure proposals at the House of Delegates.

Date Submitted: March 20th, 2011

Date of Board Meeting to be discussed: March 20th, 2011

Affected Rule or Procedure
(current page #, or n/a): **Currently no written rule, but procedure in place**

Description of Issue: (include copy of rule that is being modified, if applicable)
Stipend for Officials who travel to National meets or meets of that caliber. Currently, by action of the Board of Directors at a meeting prior to my role as Vice-Chair of Finance, a stipend was authorized for officials who attend national meets, however nothing was ever placed in writing. I am proposing that the attached change be implemented to replace/enhance the current rule to ensure ease of processing by the Finance group and to add this to the rules and procedures for documentation purposes. The amounts authorized mirror the athlete amounts for these same meets.

Requested New Rule or Procedure:
Use separate page(s) if necessary

Please see attached.

Proposed Effective Date: Immediately upon passing vote.

Proposed by (must be a current member): JEFFREY WILKINS

Club: Vice-Chair, Finance

Board Action: _____(Adopted by Board)_____(Adopted by Board with modification)_____(Board recommends rejection)_____(Board recommends referral to House of Delegates)

OFFICIAL TRAVEL STIPEND POLICIES

Eligibility for Travel Fund Stipend

To qualify for the travel fund stipend an official must:

1. Have been a Michigan registered official at the time of the qualifying meet.

2. Have officiated in at least three (3) Michigan Swimming sanctioned meets within the last six months and have an average rating of three (3) or higher.

Qualifying Meets and their reimbursements are as follows:

Trials for USA Swimming National Teams	$500
Major National swimming competitions for Disability Swimming	$500
U. S. Open Championships	$350
Senior Nationals (Short and Long Course)	$350
Junior Nationals (Short and Long Course)	$300
Open Water National Championships	$300

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

An official may request only one (1) reimbursement per year. Reimbursements will be made after the completion of the meet where the official has worked. You will need to complete the Officials Travel Stipend form and provide copies of your receipts. Reimbursements will be made for actual expenses or the amounts listed above whichever is less.

The completed form and all accompanying documentation should be mailed or e-mailed to the following:

Michigan Swimming Office
Attn: Finance, Vice-Chair
Official's Travel
P.O. Box 1784
Midland, MI 48641

miswimfinance@yahoo.com

The Vice-Chair of Finance along with the Official's Chair will determine the amount to be reimbursed and will notify the Treasurer of the dollar amounts to be paid by a date set by the Vice-Chair of Finance. The Treasurer will ensure reimbursement checks are processed within 30 days of the deadline set by the Vice-Chair of Finance.