

PPST Travel Meet Policy Rev 0 21 Sep 2017

The following policy is contingent on the budget resources and financial feasibility will be determined by the Board.

Purpose: To ensure that our Athletes who have achieved their time standard cuts and goals have the opportunity to travel to meets where they are able to swim with competition of their level. In addition, to ensure that all athletes, at all levels, have the opportunity to experience what it is like to travel along with creating team comradery. The criteria listed in this policy will be used for meets outside of Western Washington. In the event where there are multiple meets for the same date and PPST has Athletes swimming for local meets and travel meets, the Board and Head Coach will determine which coach goes to which meet. In some cases there may be more than one travel meet in the categories listed, occurring at the same time, and it will be up to the Board and Head coach to determine if a coach can be sent to both. If this cannot happen, they will need to determine which meet they will send a coach to and which they will use the Host Team Coach or reach out to another team for (based on what best serves the needs of the swimmers). All meets listed here will conform to PPST standard meet policies and rules (as parents are responsible for all travel just as they are for local meets) with the exception of Category 5 which will follow USA Swimming Team Travel Policy. A travel manager, appointed by the Board, will work in conjunction with the coach for coaches travel plans and applying to PNS and/or USA Swimming for reimbursement when it is indicated.

Meet Selection Criteria:

Category 1: A USA Swimming sponsored event (i.e. Futures, Jr Nationals, Nationals, Olympic Trials, etc.).

- If a single swimmer achieves this level of meet PPST will cover the travel costs of the Coach, with no additional PPST fees of any kind charged to the member (i.e. surcharges, admin fees, etc).
- The swimmer's Parent/Guardian is financially responsible for the swimmers travel costs and arrangements.
- Any reimbursement received by PPST from PNS or USA Swimming for Coach travel costs will be the property of PPST and are to be put back into the "away" travel fund.
- Any reimbursement received by PPST from PNS or USA Swimming for a specific Athlete's travel costs and/or meet fee's will be returned to the family of that Athlete(s) via check or cash.
- Swimmers who have not been a PPST member for at least twelve (12) months may be responsible for any unreimbursed coach travel costs. This will be reviewed and determined by the Board.

Category 2: Championship meets with qualifying time standard requirements (i.e. Far Westerns, Sr. Zones). The number of meets to be selected for this category is 3, with consideration of additional meets if funds are available.

- The Head Coach will submit a "wish list" to the board by Sept 15 of the USA Swimming swim year running 9/1/xxxx through 8/31/xxxx, OR as additional events become available for the swim calendar year. Actual dates TBD once the meet information is available.

- The Board will review and agree upon which meets will be offered for participation, followed by notification to the team with general information so that members have the time to review and plan for which they may want to attend.
- A minimum of 6 swimmers will be needed for participation in this category. If there are 6 or more qualified swimmers that agree to attend, PPST will cover the travel costs of the Coach(es) at a ratio of 1 per 20 swimmers, with no additional PPST fees of any kind charged to the member (i.e. surcharges, admin fees, etc).
- The swimmer's Parent/Guardian is financially responsible for the swimmers travel costs and arrangements.
- If a Parent/Guardian has confirmed attendance to create the minimum of 6 swimmers, and backs out there will be a \$150 surcharge, or the percentage of cost for coaching expenses, whichever is less, per backed out swimmer, administration fee applied to compensate PPST for sending 5 or less.
- Any reimbursement received by PPST from PNS or USA Swimming for Coach travel costs will be the property of PPST and are to be put back into the "away" travel fund.
- Any reimbursement received by PPST from PNS or USA Swimming for a specific Athlete's travel costs and/or meets fees will be returned to the family of that Athlete(s) via check or cash.

Category 3: Team Travel Meets. These meets allow all swimmers to attend. They will have no qualifying or de-qualifying times. (i.e. Wine Country, Moses Lake, Mt Hood). The number of meets to be selected for this category is 2, with consideration of additional meets if funds are available.

- The Head Coach will submit a "wish list" to the board by Sept 15 of the USA Swimming swim year running 9/1/xxxx through 8/31/xxxx, OR as additional events become available for the swim calendar year. Actual dates TBD once the meet information is available.
- The Board will review and agree upon which meets will be offered for participation, followed by notification to the team with general information so that members have the time to review and plan for which they may want to attend.
- A minimum of 20 swimmers will be needed for participation in this category. If there are 20 or more qualified swimmers that want to attend, PPST will cover the travel costs of the Coach(es), at a ratio of 1 per 20 swimmers, with no additional PPST fees of any kind charged to the member (i.e. surcharges, admin fees, etc).
- The swimmer's Parent/Guardian is financially responsible for the swimmers travel costs and arrangements.
- If a Parent/Guardian has confirmed attendance to create the minimum of 20 swimmers, and backs out there will be a \$75.00, or the percentage of cost for coaching expenses, whichever is less, per backed out swimmer, administration fee applied to compensate PPST for sending 19 or less.

*****For categories 1-3, Athlete travel and supervision is the responsibility of their parent(s)/guardian(s). If a family is unable to attend but still wishes for their swimmer(s) to attend it is**

their responsibility to make arrangements with another family for supervision (at all times) of their child(ren). As a last resort, a member can approach the board regarding obtaining a chaperone with the understanding that all chaperone costs related to travel (same items as the coach) will be the responsibility of the family/families in need of this service. In a case where only a few of swimmers may be traveling along with a coach, it will be up to the coach and family(s) to determine whether or not the coach can act as the chaperone or if another person will need to be sent. The maximum swimmer to coach "as a chaperone" ratio is 4 swimmers to 1 coach. For swimmer ages 10 and under no Team arranged chaperones will be allowed. A family will still be able to make arrangements with another family if they choose to do so ****

Category 4: PNS Select Teams. (i.e. PNS All-Stars, Age Group Zones)

- Parent/Guardian is responsible for submitting the application to PNS for their qualified swimmer and submit any payment due with application to PNS.
- If the swimmer is selected onto the PNS team, PPST will reimburse the family at 50% of the total costs, not to exceed \$250.00.
- Swimmer and Family must follow all PNS rules and regulations agreed upon at the time of their application. These are PNS sponsored events and PPST is to be held harmless.
- PPST will not provide coaching for these events as this is covered by PNS.

One of the goals of PPST is to enable all athletes to attend meets they have qualified for and/or will be near while out of town. If there is a meet, near or far, that your swimmer wishes to attend and is not a meet on our schedule, please contact the PPST head coach so that they can post the meet for ease of sign up. PPST Coaching will request the host team to provide for pool on-deck courtesy access for the meet for PPST swimmers. Host teams are required to facilitate this and most teams attending are willing to. If a local team is attending a meet that we do not have on our schedule, those coaches can also be contacted if you choose. There will be no financial reimbursement from PPST, however, if PNS or USA swimming provides reimbursement for the athlete it would be directed to the family. Another goal is to be sure that no swimmer misses out on the opportunity to travel with the team to a meet or is unable to attend a high level meet they have qualified for. If there is a financial hardship that keeps your child from participating, contact the head coach. The head coach will address the situation with the board to see if funds are available to help offset some of your travel costs.

In the event that PPST wants to specifically put a Select Travel Team together (for any level of swimmers) to attend meets near or afar it will become **Category 5** and will be defined as: PPST Select Team. The team will consist of 32 swimmers, 4 of each gender for age groups 11&12, 13&14, 15&16 and 17 and over. (If a meet is set to 15 and over it will include 8 of each gender).

- PPST will revert to the USA Swimming Travel Policy for all required forms, conduct guidelines and travel rules, room assignment policies, chaperone policies and requirements.
- The Board will appoint a Travel Manager who will be responsible for:

- Making sure that ALL USA swimming travel policies are addressed and conformed to.
 - All Travel arrangements: i.e. Vehicle Rental, Hotel accommodations, Meal planning, determining Chaperone requirements and acquiring the Chaperones, etc.
 - Price and divide complete costs for swimmers, coach and chaperones travel expenses, meals, etc., amongst the number of swimmers attending (this will include meet fees). This will set the fee for the meet that will be charged per participant.
 - Determine with board approval if whole meet costs or deposit is due upon application.
 - Make sure all proper forms are signed and returned along with payment by set deadline.
 - Create an application process.
 - Shirt and cap orders, if decided upon.
 - Create parameters for team selection, to include alternates.
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- Parent/Guardian will be required to apply for their swimmer with any payment/deposit due by the application deadline. If the swimmer is not selected, any payment or deposit made towards the trip will be refunded in full. Payments will not be processed until after the selection process. Alternates payment/deposit will be held until it is determined whether or not they will attend.
 - Once a swimmer is selected, payment will be processed and is not refundable. If a swimmer ends up not attending, consideration (by the board) of a refund will occur only if their abandoned position is filled and paid for by another swimmer. (This is when the Alternates payment/deposit would be deposited if they agree to go). If no alternates originally chosen wish to attend, it will revert to the next in line and payment in full will be due.
 - Parent/Guardian is responsible to make drop off and pickup arrangements at determined location.
 - In any situation where there will be swimmers age 10 or under included in a travel meet the swimmers must travel, at all times, with a parent or guardian. This rule follows PNS guidelines. Selection will be 4 of each gender for the age group 10 and under (and will not affect the 32 swimmer participation set for 11 and over). All travel expenses for 10 and under swimmers will be incurred by the family), with no additional PPST fees of any kind charged to the member (i.e. surcharges, admin fees, etc.).
 - 10 and under's costs may exceed the rest of the Select Team's fee's. In this case, if the Board determines that funds are available prior to or post the event, PPST may reimburse those family's up to 50% of the additional costs, not to exceed \$250.00 upon submission of receipts.