

OFFICIALS TRAVEL REIMBURSEMENT POLICY

Purpose:

The purpose of this policy is to establish the requirements and guidelines for NCS officials seeking reimbursement for travel expenses while participating as an official at an USA Swimming National Meet(s). This policy and the requirements are maintained by the North Carolina Swimming Official's committee

Criteria:

The NCS Officials Chair or designee will allocate funding from a predetermined travel budget for any NCS official participating at an USA Swimming National meet according to the following guidelines:

- The total amount budgeted for NCS officials travel fund will be determined by the NCS Officials chair or designee and is subject to the overall approval of the NCS officials budget, by the NCS House of Delegates
- Total amount of reimbursement to an individual will be determined by the NCS Officials chair or designee, and shall not exceed the equivalent amount of funding for an athlete according to the NCS travel fund rules and policies.
- An individual must satisfy the requirements and guidelines set forth within the NCS officials travel fund policy.
- An individual may receive multiple reimbursements, but no more than two (2) reimbursements and the total funding may not exceed the amount equivalent to the higher of the two USA Swimming National meets, during each NCS budget year (Olympic Trials are exempt). Officials may receive reimbursement for Olympic Trials in addition to the above limit.
- Reimbursement is not guaranteed.
- When all available travel funds are exhausted, no further reimbursements will be distributed.
- Priority for allocation of funds will be in accordance with the guidelines set forth within this policy
- The NCS Officials chair or designee shall determine the allocation of funds for any priority not listed in this policy, or for any NCS Officials committee budget surplus or for how available funds will be distributed if available funds do not fully cover all individuals requested reimbursements.

Funding Priority:

- 1st** Travel to a national championship meet is needed to attain an N3 certification level for which a final N3 evaluation has been successfully completed.
- 2nd** First time attendees to a national championship meet for any individual that holds N3 stroke and turn and at least one other N2 position.
- 3rd** Individuals who are working in an assigned position that is not reimbursed by USA Swimming.
- 4th** Individuals who have worked the highest number of sessions at NC sanctioned meets in the past 12 months.
- 5th** Discretion of the NCS Officials chair or designee as to the best method of allocating available NCS officials travel funds.

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Requirements/Guidelines:

- Individuals requesting reimbursement must have been accepted to officiate at one of the USA swimming national championship meets and must have committed to working all sessions.
- An individual must submit a NCS reimbursement form.
- All reimbursements will be paid directly to the NCS official upon acceptance of the NCS reimbursement form and receipts sent to the NCS Treasurer at treasurer@ncswim.org
- Individuals must submit to the NCS officials chair or designee a summary of their experience at the USA Swimming National meet including any new ideas that would benefit officials within NCS.
- Each person receiving funding agrees to working as a mentor/evaluator at least once in the following year at a designated OQM meet in NC.

USA Swimming National Meet Allocations:

Up to and not to exceed equivalent funding for athletes per NCS Rule 212.5.1 items A – E and G.

This includes Olympic Trials, Long Course Nationals & Junior Nationals, US Open Championships, Short Course Nationals & Junior Nationals, and Open Water Nationals

NOTE: All reimbursements amounts are subject to change without notice and are the equivalent of, and shall not to exceed the amounts of funding for an athlete according to the NCS travel fund rules and policies.