

Virginia Swimming Officials Travel Expenses Reimbursement Policy

Purpose - To encourage Virginia Swimming officials to participate in Officials Qualifying Meets outside our LSC in order to improve the level of officiating within the LSC by:

- Exposing our officials to higher level meets allowing them to interact with officials from other LSCs and to learn/reinforce protocols, rules applications / interpretations, and situation resolution.
- Providing additional opportunities for advancement / sustainment within the National Officials Certification Program.
- Developing / sustaining National Evaluators and Mentors to support advancement and training opportunities at our LSC meets.

Virginia Swimming officials who officiate an Officials Qualifying Meet outside our LSC may be reimbursed actual travel-related expenses not to exceed on a per meet basis the maximal budgeted amount available to Virginia Swimming athletes attending Short Course or Long Course National Championships. In order to receive the reimbursement, a Virginia Swimming official must meet these eligibility criteria:

- Be registered with Virginia Swimming as an official for at least one year prior to the meet and be registered with USA Swimming through Virginia Swimming as an official during the time of the meet for which reimbursement is requested.
- Have worked a minimum of 8 sessions in at least 4 meets sanctioned by Virginia Swimming plus at least 3 sessions of a Virginia Swimming LSC Championships meet in the twelve months prior to the meet.
- Have worked all sessions (and have received an evaluation from a National Evaluator) of the meet for which reimbursement is requested.
- Prior to the date of the Officials Qualifying Meet, notify the VSI Officials Chair of the intent to request reimbursement. (Waived for 2006/2007 Short Course season)
- Submit a completed Virginia Swimming Officials Travel Expenses Reimbursement Form to the LSC Officials Chair no later than 30 days after completion of the meet for which reimbursement is requested. (Waived for 2006/2007 Short Course season. Please submit no later than June 30, 2007.)

Officials Qualifying Meets are those meets (other than those hosted by Virginia Swimming) approved by the National Officials Committee for National Certification evaluations. These meets include Eastern Zone Championships, *Speedo Champions Series* (Sectional Championships), Grand Prix meets, US Open, World Cup, and USA Swimming Championships level meets identified in USA Swimming Rules and Regulations, Article 207.1.

Travel-related expenses are reasonable and customary coach air fare, hotel room, rental car, gas, and parking fees (receipts must accompany the request).

A Virginia Swimming official may receive a travel expenses reimbursement for no more than two meets per fiscal year (1 September – 31 August).

A Virginia Swimming official (in an assigned position) may not receive more than their actual expenses in travel expenses reimbursement from USA Swimming/Meet Host and Virginia Swimming combined.

All requests for reimbursement will be accumulated over the fiscal year and disbursed at the conclusion of the Long Course season, subject to the provisions indicated above.

The VSI Officials Committee may waive an eligibility criterion under special circumstances.