

Entry Fee Reimbursement Program for Outreach Athletes (DRAFT – 1/22/10)

Purpose of Program:

To encourage the participation of Outreach Athletes in VSI meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes.

Reimbursement Procedure:

1. The Registration Chair will advise the Treasurer of the names and club affiliation of all VSI registered Outreach Athletes.
2. VSI will send a letter to the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
3. The reimbursement will be paid for (a) the swimmer fee and (b) all individual event entry fees paid by the club for the athlete.
4. The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
5. The Treasurer will provide an Outreach Entry Fee Reimbursement Request on the Diversity page of the VSI website for use by clubs eligible for the reimbursement.
6. For reimbursement, the club must provide (a) the athlete's name, (b) the date and location of the meet, and (c) the individual events for which entry fees were paid for the athlete.
7. The Treasurer will confirm the entry information from the published meet results. If the athlete did not swim an entered event, the club must provide a copy of the club's entry information provided by the meet host.
8. The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.