

Virginia Swimming Officials Travel Expenses Reimbursement Policy

Revised ###/###/07

Purpose - To encourage Virginia Swimming officials to participate in Disability Championship Meets outside our LSC in order to:

- Support disability swimming.
- Expose our officials to higher disability meets allowing them to learn/reinforce protocols, rules applications / interpretations, and situation resolution as they pertain to disability swimming.
- Improve the level of disability officiating within the LSC.

Virginia Swimming officials who officiate the US Paralympic Swimming National Championship Meet or USA Swimming National Disability Championships may be reimbursed actual travel-related expenses not to exceed on a per meet basis the maximal budgeted amount available to 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.
- Work all sessions of the meet for which reimbursement is requested.
- Prior to the date of meet, notify the VSI Disability Chair of the intent to request reimbursement.
- Submit a completed Virginia Swimming Officials Travel Expenses Reimbursement Form to the VSI Disability Chair no later than 30 days after completion of the meet for which reimbursement is requested.

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 the 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 Disability Committee may waive an eligibility criterion under special circumstances.