

DATE: May 25, 2006

TO: Members, House of Delegates  
Wisconsin Swimming, Inc.

FROM: Patty Kramer, Chair, Rules Committee  
Wisconsin Swimming, Inc.

SUBJECT: ***Rule 12.0 Travel Fund, Several Revisions***

At its May 24, 2006, meeting, based on a recommendations of the Senior-Age Sub-Committee on Travel Fund and the LSC Finance Chair, the Rules Committee recommended the following:

Scope: This policy ~~provides direction to LSC members on~~ establishes a Travel Fund for the purpose of reimbursing members' expenses incurred for specified competitions. This policy provides direction on collecting the necessary money, managing the Travel Fund, determining eligibility for reimbursement, and making the reimbursements. The Travel Fund supports LSC athletes seeking peak performances at a higher level of competition than can be found within the LSC. This fund is not designated as a reward for athletes achieving higher time standards with the progression of USA Swimming sanctioned Meets that are available to all USA Swimming registered athletes. The reimbursement increases in response to the greater financial burden incurred by the higher level Meets.

**12.1 Establish and Management of Travel Fund**

- 12.1.1 The LSC shall establish a Travel Fund. Money is contributed to the Fund as outlined in 2.8.
- 12.1.2 Any money contributed to the Travel Fund is maintained in a separate account by the LSC Treasurer who shall establish a bank account and/or certificates of deposit for that purpose. Money currently held by the LSC in general accounts, but that has been designated for the Travel Fund, shall be transferred to the separate Travel Fund
- 12.1.3 The LSC Treasurer reports to the LSC Board of Directors and members at least annually on the amount of contributions to and disbursements from the Travel Fund.
- 12.1.4 In the event that the total amounts reimbursed under this policy exceed the amount of contributions to the Travel Fund and the Travel Fund Reserve Balance:
- A. The reimbursement moneys are secured from the General Fund; and
  - B. The General Fund is repaid for the funds loaned to the Travel Fund pursuant to 12.7 below.

12.1.5 The Travel Fund shall maintain a Reserve Balance of at least twenty-five thousand dollars (\$25,000) or such other amount as reasonably directed by the LSC Finance Committee.

12.1.6 At the end of a fiscal year, if the amount of contributions to the Travel Fund exceeds the amount of disbursements, such excess is maintained in the Travel Fund if the Reserve Balance is less than the amount established in 12.1.5 above.

12.1.7 At the end of a fiscal year after all reimbursements are made, if the amount in the Travel Fund exceeds the required Balance Reserve, such excess is used to repay any loan to the Travel Fund under 12.1.4 above and any excess amount above the Reserve Balance is transferred to the LSC General Fund.

12.1.8 Each year, the LSC Finance Committee reviews the contributions and disbursements to the Travel Fund over the previous two year period and makes recommendations for revision of the Policy, if necessary, to ensure that the Travel Fund contributions and disbursements are reasonably in balance over time.

**RATIONAL: WHILE THE LSC TRAVEL FUND HAS EXISTED AS AN ACCOUNT SEPARATE FROM THE LSC GENERAL FUND, THESE SECTIONS ARE CREATED TO ESTABLISH THE FUND IN WRITING AS WELL AS TO SPECIFY BASIC OPERATING POLICIES.**

**LATER SECTIONS IN POLICY 12 NOW ARE RE-UMBERED TO ACCOMMODATE THE INSERTION OF A NEW 12.1.1 – 12.1.8.**

***12.2 Disbursement of Travel Funds***

12.2.1 Central Zones Championships (no change)

12.2.2 Other qualifying Meets: The LSC will reimburse an athlete, who competes in a Meet identified below, according to the following schedule:

A. Speedo Champions Meet, Relay <u>Event</u> Only <del>Swimmer</del>	\$ 50.00
B. Speedo Champions Meet, Individual <u>Event</u> <del>Swimmer</del>	\$100.00
C. National Championship, Relay <u>Event</u> Only <del>Swimmer</del>	\$250.00
D. National Championship, Individual <u>Event</u> <del>Swimmer</del>	\$500.00
E. Disability National Championship, Individual <u>Event</u> <del>Swimmer</del>	\$500.00
F. Olympic Qualifying Meet <del>Swimmer</del>	\$600.00
G. U.S. Open, Relay <u>Event</u> Only <del>Swimmer</del>	\$200.00
H. U.S. Open, Individual <u>Event</u> <del>Swimmer</del>	\$400.00
I. Junior Championships (Summer), Relay <u>Event</u> Only <del>Swimmer</del>	\$200.00
J. Junior Championships (Summer), Individual <u>Event</u> <del>Swimmer</del>	\$400.00
K. NCSA Junior Meet, Relay <u>Event</u> Only <del>Swimmer</del>	\$150.00
L. NCSA Junior Meet, Individual <u>Event</u> <del>Swimmer</del>	\$300.00
M. U.S. Paralympic National Championships (Summer)	\$500.00
N. U.S. Paralympic Open (Winter)	\$400.00

**RATIONALE: THE RULES COMMITTEE SEEKS TO INSURE THAT ONLY SWIMMERS WHO COMPETE IN A SPECIFIED MEET ARE REIMBURSED. RULES DID NOT CONCUR IN ESTABLISHING THE REIMBURSEMENT FOR SPEEDO CHAMPIONS AT TWO LEVELS, DEPENDING ON THE NUMBER OF INDIVIDUAL EVENTS IN WHICH THE SWIMMER COMPETED. ADDING “EVENT” OFFERS BETTER GRAMAR.**

**12.3. Reimbursements Limits**

12.3.1 No Change

12.3.2 No Change

12.3.3 A swimmer is eligible for reimbursement, once per calendar, for a Speedo Champions Meet. Exception: A swimmer who competes as a relay event only swimmer during the Spring Speedo Champions Meet and then competes in an individual event for the Summer Speedo Champions Meet is eligible for reimbursement for the Summer Speedo Champions Meet also.

**RATIONAL: CHANGE SUGGESTED BY SENIOR - AGE GROUP SUB-COMMITTEE ON TRAVEL FUND AND SEEMS REASONABLE.**

**12.4 Team reimbursement**

12.4.1 No change

12.4.2 Reimbursement will occur as follows:

- A. Between ~~(one)~~ 1 and ~~6~~ eight (8) individual event athletes competing participating one share
- B. Between ~~7~~ nine (9) and ~~12~~ sixteen (16) individual event athletes competing participating two shares
- C. ~~Between 13 and 18 individual athletes participating~~ three shares

For more than ~~18~~ sixteen (16) individual event athletes competing participating, the scale continues in multiples of ~~six~~ eight (8) individual athletes

**RATIONAL: CHANGE SUGGESTED BY SENIOR – AGE GROUP SUB-COMMITTEE ON TRAVEL FUND AND SEEMS REASONABLE.**

**12.5 Swimmer Reimbursement Procedures**

12.5.1 A swimmer eligible for reimbursement must submit the WSI Travel Reimbursement Request to the LSC Treasurer within ~~sixty (60)~~ thirty (30) days from the first day of competition ~~of~~ for the qualifying Meet along with a copy of the Meet Final Results indicating/highlighting at least one the individual event(s) or relay event in which the swimmer competed, as required to show the swimmer’s eligibility for the level of reimbursement requested.

12.5.2 The LSC Treasurer shall reimburse the club that said swimmer represents for one hundred percent (100%) of travel expenses using the existing formula, with

~~fifteen (15)~~ thirty (30) days of receipt of the LSC Travel Reimbursement Request.

12.5.3 If a swimmer did not represent a Team, the LSC Treasurer will reimburse the swimmer after the swimmer has submitted the LSC Travel Reimbursement to the LSC Treasurer along with original itemized expense receipts for expenses to attend the qualifying Meet. And a copy of the Meet Final Results indicating/highlighting ~~at least one~~ the individual event(s) in which the swimmer competed as required to show the swimmer's eligibility for the level of reimbursement requested. The ~~request and~~ reimbursement occurs as stated in 12.5.1 ~~and~~ 2 above.

12.5.4 Request for Any Exception: A swimmer requesting an exception to the Travel Fund disbursement policy must make the request to the LSC Review Board in writing prior to attending the subject Meet.

**RATIONAL: CHANGING REQUEST AND REIMBURSEMENT TO 30 DAYS IS CONSISTENT WITH MOST BILLING/PAYMENT PROCEDURES. ADDING LANGUAGE MAKES INSTRUCTIONS MORE SPECIFIC. MOVING THE "EXCEPTION" PROVISION TO THIS SECTION IS REASONABLE.**

#### ***12.6 Team Reimbursement Procedures***

12.6.1 A Team eligible for reimbursement must submit the LSC Travel Reimbursement along with a copy of Meet Final Results indicating/highlighting the number of eligible individual event swimmers participating competing to the LSC Treasurer within ~~sixty (60)~~ thirty (30) days from the first day of competition of the qualifying Meet.

12.6.2 The LSC Treasurer shall reimburse the Club that said Coach represented using the existing formula with ~~fifteen (15)~~ thirty (30) days of receipt of the LSC Travel Reimbursement Request.

**RATIONAL: CHANGING REQUEST AND REIMBURSEMENT TO 30 DAYS IS CONSISTENT WITH MOST BILLING/PAYMENT PROCEDURES.**

#### ***12.7 Swimmer Requirements for Reimbursement Eligibility*** No Change

**RATIONAL: THE RULES COMMITTEE AGREED THAT THE CURRENT SWIMMER REQUIREMENTS WORK, SO DID NOT ACCEPT THE PROPOSED REQUIREMENTS. ALSO, THE COMMITTEE WAS CONCERNED FOR THE ADDITIONAL DOCUMENTS NEEDED AND ADMINISTRATIVE TIME REQUIRED OF BOTH THE SWIMMER/COACH AND THE LSC TREASURER FOR THE CHANGES PROPOSED THAT WOULD HAVE REQUIRED A SWIMMER TO COMPETE IN 1 LSC CHAMPIONSHIP IN THE PRIOR 12 MONTHS OR NO FEWER THAN 4 LSC SANCTIONED MEETS IN THE PRIOR 12 MONTHS --- FOR AN REIMBURSEMENT INCLUDING SPEEDOS AND**

**ZONES. THE PROPOSAL ALSO DEALT WITH EXCLUDING THE COLLEGIATE SWIMMER. THE COMMITTEE CONCLUDED THAT A COLLEGIATE SWIMMER, SATISFYING THE REQUIREMENTS OF OTHER SWSMMERS, SHOULD BE ELIGBLE FOR REIMBURSEMENT.**

**12.8—*Insufficient LSC Travel Funds***

~~12.8.1 In the event the total amounts reimbursed exceed the Travel Fund Balance:~~

- ~~A. The reimbursement moneys would be secured from the General Fund;~~
- ~~B. The formula for reimbursement would be adjusted for the next reimbursement period; and~~
- ~~C. The General Fund would be reimbursed for the Funds loaned to the Travel Fund.~~

**RATIONAL: SECTION NO LONGER NEEDED. POLICY COVERED NOW IN 12.5.4.**