

Travel policy in RED is the current policy that is in effect through August 31, 2009, and will govern assistance requirements through the summer of 2009. Travel policy in blue is new and will be go into effect on September 1, 2009.

4.0 Travel

4.1 Athlete Travel Assistance – effective 9/1/2009

Travel policy in blue goes into effect September 1, 2009

***SUMMARY:** The MA Travel Assistance Policy was modified in 2009. Assistance will now be provided to any swimmer that has achieved a National level Time Standard to attend any of the MA designated meets during each of the Winter, Spring and/or Summer seasons. Time Standards and approved meets will be published in October of each year. Eligibility requirements have been simplified. Awards during each season may be limited by the MA budget, and will be re-considered following the Summer season. College swimmers are not eligible for support during the college school year; swimmers 19 and over are exempt from the MA meet participation requirement (approved by MA Board at May, 2009 mtg.)*

A. General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes participating in USA Swimming championship level meets, including Olympic and/or World Championship Trials (“Trials”), National Championship meets (“Nationals”), Junior National Championships meets (“Juniors”), the NCSA Junior National SC Championships (“NCSA Jrs”), the [Eastern Zone] Speedo Champions Series Meets (“Sectionals”), and other comparable meets designated and approved by the MAS Board of Directors (the “**MEETS**”). In addition, **Travel Assistance** will be provided to athletes that attend designated USA Swimming Open Water (“OW”) and USA Swimming Adapted National Championships (“Adapted”).

“Nationals” shall be understood to include the USA Swimming (LC) National Championships, the USA Swimming Short Course Championships, the USA Swimming Spring Championships, and the US Open. “Juniors” shall be understood to include both the LC and SC USA Swimming Junior National Championships. The “Trials” meets may either be held separately or in conjunction with a National Championship (“Nationals”) meet.

To receive **Travel Assistance** for a **MEET**, a swimmer must qualify for and participate in (see 4.1.A.2 below) at least one Individual Event at that **MEET**. Bonus events at the **MEET** shall not qualify to meet this participation requirement.

MAS also provides support for swimmers that attend the Eastern Zone (EZ) Short Course (All Star) and Long Course Age Group Championships (see section 4.1.C.5 below). Funding is also generally available for participants at designated International Open Water and Adapted competitions, as approved by the MAS Board.

2. Participation in a **MEET** is defined as competing in at least one individual event at the specified meet. Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for a medical or other reason that has been excused by the Meet Referee, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.) Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule will receive **Travel Assistance** only after review and approval by the MAS Board of Directors (the “Board”).

3. The **Travel Assistance** program is managed by the **MAS Travel Fund Committee (“TFC”)**, which shall be appointed annually as provided in Article 607.3.16 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.10 of the ByLaws.
4. For **Travel Assistance** purposes, the ‘year’ shall be from September 1 through the following August 31. **MEETS** for which **Travel Assistance** is provided will be designated annually by the **TFC** for each of the Winter (September – December), Spring (January – April) and Summer (May – August) seasons. **Travel Assistance** may be approved for additional meets during the Spring season when there is no ‘National’ level meet during that season. Requests for such approval must be made to and approved by the MAS Board no later than the February Board meeting.
5. A swimmer will generally be eligible to receive **Travel Assistance** for only one **MEET** during each season. A swimmer that attends a ‘Trials’ class meet that is held separately from a ‘Nationals’ meet shall be eligible to receive additional **Travel Assistance** for another **MEET** during the same season.

B. Travel Assistance Support

1. The amount of **Travel Assistance** provided to swimmers is based on their level of accomplishment, and not on the **MEET** that they attend. The **TFC** will issue **Time Standards** for each of the Winter/Spring and Summer seasons. In general, there will be two levels for the Winter/Spring season and three levels for the Summer season. The Level 1 and 2 **Time Standards** will be different for the Winter/Spring and Summer seasons.
2. The **Time Standards** and the amount of support (the “**Award**”) for each level of accomplishment shall be issued no later than October 15 of each year.
3. A swimmer that has achieved a **Level 1 Time Standard** prior to attending a **MEET** will receive the **Level 1 Award** regardless of which **MEET** they attend. A swimmer that has achieved a **Level 2 Time Standard** prior to attending a **MEET** will receive the **Level 2 Award** regardless of which **MEET** they attend. During the Summer season, a swimmer that has achieved a **Level 3 Time Standard** will receive the **Level 3 Award** regardless of which **MEET** they attend during the Summer season.
3. The **Travel Assistance** budget for each year shall be included in the annual MAS Budget; the **TFC** will determine the allocation of budgeted funds to each season. A separate allocation shall be made for a “Trials” meet, when held separate from a ‘Nationals’ meet. The basis for granting **Awards** to eligible swimmers is described in section 4.1.E.3
4. Initial Awards are expected to be:

	<u>Winter/Spring</u>	<u>Summer</u>
Level 1	\$ 550	\$ 600
Level 2	450	450
Level 3		300

C. Eligibility Requirements

1. Registration –
 - a) To receive **Travel Assistance** for a **MEET**, a swimmer must be currently registered in MAS at the time of the funded travel.
 - b) The **Travel Assistance** support provided to each swimmer may be reduced based on the number of years that swimmer has been registered in MAS, as follows:
 - (1) First registration year in MAS – not eligible – i.e., no **Award**.
 - (2) Second registration year in MAS – 25% of **Award**.
 - (3) Third registration year in MAS – 50% of **Award**.

- (4) Fourth registration year in MAS – 75% of **Award**.
- (5) Fifth and subsequent years in MAS – 100% of **Award**.

- c) To receive credit for a ‘registration year in MAS,’ the swimmer must be registered with Middle Atlantic Swimming on September 1 of each year. Once determined, the ‘registration years in MAS’ for each swimmer will remain the same for the entire year – i.e., registration after September 1 will NOT increase the number of years toward determination of an Award.
- d) Registration with MAS may be either through a Middle Atlantic Club or as an Unattached athlete.

2. Meet Participation

- a) To receive **Travel Assistance**, a swimmer must have participated in at least two (2) MAS Sanctioned meets that are open to all age- and time-eligible MAS swimmers within the one-year period immediately preceding the **MEET** for which an award is granted. Participation in a MAS meet is as defined in paragraph 4.1.A.2 above. Participation in a sanctioned Time Trial, Dual, Intra-squad or other ‘closed’ meet does NOT qualify toward this MAS participation requirement.
- b) As participation at MAS Meets by athletes receiving **Travel Assistance** is designed to present a positive role model experience to other swimmers, all applicants are expected to put forth a good faith effort in their MAS swims.

D. Time Standards

- 1. **Time Standards** for two levels of support during the Winter and Spring seasons and three levels for the Summer season will be established and published by the TFC no later than October 15 of each year. The **Time Standards** will remain in effect for the year – i.e., from September 1 through the following August 31.
- 2. Unless determined otherwise by the TFC, the Winter/Spring **Level 1 Time Standards** shall be the qualifying times for the USA Swimming SC Championships and the **Level 2 Time Standards** shall be the qualifying times for the USA Swimming SC Junior Championships. The Summer **Level 1 Time Standards** shall be the qualifying times for the USA Swimming National (LC) Championship, the **Level 2 Time Standards** shall be the qualifying times for the USA Swimming LC Junior Championships, and the **Level 3 Time Standards** shall be the ‘bonus’ qualifying times for the USA Swimming SC Junior championships.

E. Application / Payment

- 1. All **Travel Assistance** awards will be paid to the swimmer’s respective Club. A Club representative should submit the **Request for Travel Assistance** form, a copy of the **MEET** entry form and proof of participation at the **MEET** to the MAS Office, Attn: Travel Administrator. The form should include any UN-attached swimmers associated with the Club. UN-attached swimmers with no Club association should contact the MAS Office regarding their support.
- 2. The deadline for submission of a completed **Request for Travel Assistance** form is as follows:
 - (a) for Winter MEETS, by December 20 or fifteen (15) days following the last day of any Winter MEET, whichever is later.
 - (b) for Spring MEETS, by April 15 or fifteen (15) days following the last day of any Spring MEET, whichever is later.
 - (c) for Summer MEETS, by August 25 or fifteen (15) days following the last day of any Summer MEET, whichever is later.
 - (d) for any other MEET, fifteen (15) days following the last day of the MEET.
- 3. During each season, **Travel Assistance Awards** shall be first paid to all swimmers attending a **MEET** that have achieved a **Level 1 Time Standard**; and then to those swimmers attending a **MEET** that have

achieved a **Level 2 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 3 Time Standard** (Summer only.) If there are not sufficient remaining budgeted funds within any season to grant the full **Award** to all eligible swimmers at that Award level, then the available budgeted funds shall be equally distributed to those eligible swimmers at that Level, taking into account any reductions as noted in section 4.1.C.1b above.

4. At the completion of the Summer season, the **TFC** shall meet to consider any appeals and to decide whether any remaining funds should be distributed to swimmers that did not previously receive a full **Award** payment.
5. All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

F. College and post-High School swimmers

1. Any swimmer participating in a college program (NCAA, NJCAA, NAIA, etc) is NOT eligible to receive any **Travel Assistance** for the period from September 1 through May 31. Such swimmers may receive **Travel Assistance** during the Summer season if they meet the other requirements. The MAS meet participation requirement will be waived for such swimmers.
2. College swimmers must represent Middle Atlantic at the **MEET** - either a MAS Club or as MA-UN. This may be a 'dual' representation when permitted by the **MEET**.
3. College swimmers that are not registered with MAS on September 1 (i.e., they are registered with their college team) may request that their status be reviewed by the **TFC**.
4. Post-high school graduates that are not attending or participating on a college program and are at least nineteen (19) years of age at the time of the funded **MEET** are exempt from the MAS meet participation requirement.

Note: it is expected that college swimmers receiving Travel Assistance support from MAS are (a) training with a MAS club at the time of funding, and (b) not receiving additional funding from their college program to attend the MEET.

G. Waivers / Appeals

1. In extenuating circumstances, certain eligibility or participation requirements may be waived by the **MAS Board**. An **Application for Waiver** should be submitted by the Club representative (or UN-attached swimmer) to the MAS office.
2. An Appeal of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the **MAS Board** by submitting a letter to the MA Office; such appeal must be submitted by October 1 following the meet in question (see 4.1.C.5 above).

H. Open Water

1. MAS will provide **Travel Assistance** to swimmers attended designated Open Water (OW) Championship events when approved by the MAS Board.
2. Swimmers attending OW events must have achieved a **Level 2 Time Standard** and are subject to the Registration requirements as described above.
3. The amount of support for OW events will be determined by the **MAS Board** and will be equivalent to the support provided to swimmers for comparable meets.

I. Adapted Swimming Championships

1. MAS will provide **Travel Assistance** to swimmers attended designated Adapted Swimming or Paralympic Championship events when approved by the MAS **Board**.
2. The amount of support for athletes attending these meets will be determined by the MAS **Board** and will be equivalent to the support provided to swimmers for comparable meets.

Travel policy in red is in effect until August 31, 2009

4.1 Athlete Travel Assistance – effective through 8/31/2009

A. General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes traveling to and participating in USA Swimming National Championship meets (“Nationals”), Olympic and/or World Championship Trials (“Trials”), the USA Swimming Junior National Championships (“Juniors”), the NCSA Junior National SC Championships (“NCSA Jrs”), the US Open (“Open”), the Eastern Zone Speedo Champions Series Meets (“Sectionals”), the USA Swimming Open Water National Championships (“OW Champs”), the USA Swimming Adapted National Championships (“Adapted”), or any other comparable meet designated and approved by the MAS Board of Directors (the **“MEETS”**).

To receive Travel Assistance for any of the MEETS, an athlete must qualify for and participate in (see 4.1.A.2 below) at least one Individual Event at that MEET. Bonus events shall not qualify to meet this participation requirement. Athletes applying for Travel Assistance to a Sectionals meet must meet an additional Time Standard requirement (see 4.1.B.2 below.)

“Nationals” shall be understood to include the USA Swimming National Championships (LC), the USA Swimming Short Course Championships, the USA Swimming Spring Championships, and the US Open (when held in lieu of a National Championship.) “Juniors” shall be understood to include both the LC and SC USA Swimming Junior National Championships. The “Trials” meets are understood to be held separately from a National Championship (‘Nationals’) meet.

MAS may also provide travel support for swimmers attending the Eastern Zone (EZ) SC and LC Age Group Championships (see section 4.1.C.5 below). On a year-by-year basis, funding may also be available for designated International Open Water and Adapted competitions.

2. **Participation** in a meet is defined as competing in at least one individual event at the specified meet. Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for a medical or other reason that has been excused by the Meet Referee, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.) Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule may receive travel support only after review and approval by the MAS Board of Directors.
3. Travel Assistance will be provided to a swimmer for one **MEET** from each Group (i.e., season - see Table 4.1), except as follows:
 - a) Swimmers who attend separate ‘Nationals’ and Olympic/World Championship ‘Trials’ meets in the same season can receive **Travel Assistance** for both Meets.
 - b) Only swimmers who attend and receive **Travel Assistance** for a ‘Nationals’ (or ‘Trials’) meet or a ‘Juniors’ meet in the WINTER season may also receive **Travel Assistance** for a **MEET** in the SPRING season.

c) Swimmers who receive **Travel Assistance** for a Sectional meet may also receive support for an EZ Age Group Championships.

4. When there is no 'Nationals' level meet in the SPRING season, a swimmer with 'Nationals' qualifying times (i.e., eligible to participate in an Individual Event at the most recent prior 'Nationals' meet) may attend any approved MEET in the SPRING season and receive the Bonus and Destination award for a comparable 'Nationals' meet, unless that swimmer had attended a 'Nationals' meet in the prior WINTER season in which case they are subject to the limitations of section 4.1.A.5 .
- 4a. When there is no 'Juniors' level meet in the SPRING season, a swimmer with 'Juniors' qualifying times (i.e., eligible to participate in an Individual Event at the most recent prior 'Juniors' meet) may attend any approved MEET in the SPRING season and receive the Bonus and Destination award for a comparable 'Juniors' meet, unless that swimmer had attended a 'Juniors' meet in the prior WINTER season in which case they are subject to the limitations of section 4.1.A.5 .
5. Any swimmer that attends a travel meet in BOTH the WINTER and SPRING seasons shall have their Award (Bonus + Destination) for the SPRING Meet limited to 50% of the **Granted Meet Award** given to other swimmers attending that Meet.
6. When approved by the Board of Directors, **Travel Assistance** may be provided for participation at alternative meets in lieu of the EZ Sectional Meets (i.e., "Sectionals"), including Sectional meets outside of the EZ. The level of support will be determined by the Board at the time the meet is approved.
7. **Travel Assistance** is not automatic. All awards are subject to review by the MAS Travel Fund Committee, Senior Committee and the Board of Directors.
(Rev Feb. '09)

B. Requirements

1. Registration
 - a) A Swimmer must be currently registered in MAS at the time of any funded travel.
 - b) A Swimmer must have been registered with MAS for one period of at least twelve (12) consecutive months within the five-year period immediately preceding travel.
 - c) The length of registration will determine the amount of travel assistance for MEETS, as follows:
 - (1) First (calendar) registration year in MAS – no reimbursement.
 - (2) Second registration year in MAS – 70% of Destination Award, no Bonus.
 - (3) Third registration year in MAS – 100% of Destination Award, no Bonus.
 - (4) Fourth and subsequent registration years in MAS – 100% of Destination Award plus Bonus Award.
2. Time Standards for Eastern Zone Sectionals
 - a) In order to obtain **Travel Assistance** for a Spring Sectionals meet, an athlete must achieve a **MAS Sectional Travel Award Time Standard** between March 1 of the previous year and the entry deadline for the Spring Sectional Meet, and participate in that event at the Sectional meet.
 - b) In order to obtain **Travel Assistance** for a Summer Sectionals meet, an athlete must achieve a **MAS Sectional Travel Award Time Standard** between August 1 of the previous year and the entry deadline for the Summer Sectional Meet, and participate in that event at the Sectional meet.

Note: the **MAS Sectional Travel Award Time Standards** are equivalent to the Qualifying Time Standards that were in effect for the 2000 USA Swimming Junior National Championships. These Time Standards are posted on the MA website.

3. MAS Meet Participation

- a) To receive **Travel Assistance** for a **MEET**, a swimmer must have participated in at least six (6) MAS Sanctioned meets that are open to all age- and time-eligible MAS swimmers within the two-year period immediately preceding the MEET. Participation in a meet is as defined in paragraph 4.1.A.2 above. Participation in a sanctioned Time Trials, Dual, Intra-squad or other 'closed' meet does not qualify toward this MAS participation requirement.
- b) As participation at MAS Meets by athletes receiving **Travel Assistance** is designed to present a positive role model experience to other swimmers, all applicants are expected to put forth a good faith effort in their MAS swims.
- c) College/University (hereinafter COLLEGE) students:
 - (1) COLLEGE students competing under their college eligibility must participate in a minimum of three (3) individual events at MAS Sanctioned meets in the approximately twelve (12) month period preceding the Meet for which support is requested; said qualifying period shall begin on December 1 of the preceding year for Winter season meets, March 1 of the preceding year for Spring season meets, and August 1 of the preceding year for Summer season meets – and ends with the first day of the respective Meet. College students who have completed their college eligibility shall be subject to this same participation requirement to obtain support through the Summer season meets following completion of their college eligibility. It shall be the responsibility of each college student to provide satisfactory evidence of his or her college attendance/eligibility to the MAS Travel Fund Committee, when requested.
 - (2) COLLEGE students who are attending college (whether within the MAS region or elsewhere) but are not competing with their college team must meet the same participation requirements as other MAS swimmers, as defined in paragraphs 4.1.B.3.a and 4.1.B.3.b above.
- d) Middle Atlantic registered athletes who attend and board at a Prep School (i.e., high school) outside of the MAS region must participate in a minimum of three (3) individual events at MAS Sanctioned meets in the preceding twelve month period, as described in 3(c)(1) above for college students.
- e) EZ Age Group Championships and Adapted Swimming:
 - (1) Participation (as defined in 4.1.A.2 and 4.1.B.3.a) in six (6) meets within the two-year period immediately preceding the meet.
 - (2) Exception: Swimmers with only one (1) year of MAS registration must participate in a minimum of four (4) meets.

C. Level of Support

1. The **MAS Travel Fund Committee (TFC)** shall be appointed annually as provided in Article 607.3.16 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.10 of the ByLaws. The **TFC** shall propose those Meets to be considered for **Travel Assistance** during the next MAS fiscal year.
2. The **TFC** shall propose a **Meet Support Amount** for each Group of MEETs (i.e., Winter, Spring and/or Summer seasons), which shall be approved as part of the annual MAS Budget process. The Meets in each Group shall be named and prioritized as in Table 4.1. The **Meet Support Amount** shall be based on the level of the MEETs in that Group, as well as the location and expected cost for travel to the meet locations.
3. The **Travel Assistance** for each athlete shall consist of two parts: the **Bonus Award** and the **Destination Award**. The total Bonus and Destination Awards for each individual Meet shall be calculated and referred to as the **Granted Meet Award**.
 - a) The awards for each MEET shall be granted in the priority order based on the numerical listing within each Group; MEETs with the same numerical listing shall be awarded at the same time. The total Granted Meet Awards for each MEET in the Group shall be computed

independently and subtracted from the Meet Support Amount for that Group. The remaining funds shall be used in computing the awards for the remaining MEETS in the Group.

- b) The Bonus Award for each MEET is granted to all swimmers who meet the registration and participation requirements of Sections 4.1.B. 1 and .3, respectively. The Bonus Award is based on the level of each meet, and shall be as follows:

Olympic/World Champ Trials	\$ 150
National Champs (when not a “Trials”)	100
US Open	100
Junior Championships	50
NCSA Junior Champs	50
Sectional	50
USA-S Disability Champs	50

The **Bonus Award** shall be granted to all eligible swimmers qualified for each Meet, regardless of the remaining budgeted **Meet Support** funds available for the Meet.

Note: it is the intention that the **Bonus Award** be awarded to all eligible swimmers qualified for each Meet, regardless of the total funds budgeted or available for the Meet.

- b) The **Destination Award** is awarded as follows. The **Destination Award** (up to the **Max Award** amount) is awarded to all eligible athletes that attended the Meet listed first in the Group (i.e., Meet #1). In some cases, more than one Meet may be designated as Meet #1; in that case, the meets are considered equivalent and the **Destination Award** for those meets are computed together. If sufficient **Meet Support Award** funds are not available to award each eligible swimmer the **Max Award** amount, then each eligible swimmer shall receive an equal proportionate share of the available funds (adjusted as 4.1.B.1c). The total **Destination Award** for that meet is subtracted from the available **Meet Support Amount** for the **Group**. If funds remain, the **Destination Award** (up to the **Max Award** amount) for the Meet (or Meets) listed next in the **Group** (i.e., Meet #2) are then awarded to all eligible athletes that attended that Meet (or Meets.) If there are not sufficient **Meet Support Award** funds to award each eligible swimmer the **Max Award** amount, then each eligible swimmer shall receive an equal proportionate share of the available funds (adjusted as 4.1.B.1c). The total **Destination Award** for that meet is subtracted from the available **Meet Support Amount**. The **Destination Award** for any remaining Meet(s) in the **Group** is determined in the same manner.

When all available funds in the **Meet Support Amount** for a **Group** are expended, no further travel support will be granted for meets in that Group, except for supplemental awards as provided in 4.1.C.4 below).

- c) The **Destination Award** (up to the **Max Award** amount) is awarded to all eligible swimmers that attended the Meet by first subtracting the total **Bonus Awards** for that Meet from the available **Meet Support Amount**. The remaining amount is divided by the number of eligible swimmers (adjusted as in 4.1.B.1c, if necessary) to determine the **Destination Award**, but not to exceed the **Max Award** amount in Table 4.1 . The total **Destination Award** for that Meet is subtracted from the **Meet Support Amount** to obtain the remaining funds available for any remaining Meet(s) in the Group.
- d) When all available funds in the **Meet Support Amount** for a **Group** are expended, no further **Destination Awards** will be granted for meets in that Group. Bonus Awards shall still be granted for any remaining MEETS. Swimmers that receive a Destination Award of less than the **Max Award** amount shall be considered for supplemental awards as provided in 4.1.C.4 below.
4. Following completion of all MEETS, the Board of Directors will determine whether and on what basis

any un-awarded **Meet Support Amount** funds (or additional non-budgeted supplemental funds) may be distributed to those eligible and qualified athletes that did not receive full support funding under the above procedures. The Board will also consider at that time the possible awarding of **Travel Assistance** to any eligible athletes whose application was not submitted within the application deadline or were otherwise denied support under the above procedures.

5. Travel support for MA Zone Team members attending the EZ Age Group Championships (SC or LC) will be determined by the Age Group and/or Zone Committees.
 - a. Total costs for the Spring (SC) All-Star Team will be estimated by the Zone Committee and partially offset by the MAS budgeted support for the Team. Each Team member will be allocated an equal share of the remaining costs. Team members are responsible for their own equipment costs.
 - b. MAS support for the Summer (LC) Zone Team is limited to covering travel, food and room expenses for the Coaches and Administrative costs of the meet; each participating swimmer is responsible for their own travel, housing and meal expenses and equipment costs.

D. Open Water:

1. The Travel Fund Committee (see above) shall propose an Open Water (OW) Meet Support Amount for each year as part of the MAS budget process (see Table 4.2). The MAS Board of Directors shall approve all OW meets that are eligible for support.
2. The MAS Board of Directors shall decide how much of the **OW Meet Support Amount** shall be available for each OW Meet. The allocated **OW Meet Support Amount** for each such meet will be equally divided among those qualifying for support, with a maximum award to be determined by the Board but not to exceed \$500 per swimmer.
3. To receive **Open Water Travel Assistance** -
 - a. a swimmer must have achieved at least one (1) **MAS Sectional Travel Award Time Standard** within the twelve (12) month period prior to the Open Water Meet.
 - b. a swimmer must meet the same registration and participation requirements as stated in paragraphs 4.1.B.1 and 4.1.B.3.a, respectively.
 - c. additional criteria may be established by the Board, as appropriate.
4. A swimmer receiving **Open Water Travel Assistance** may receive three (3) Travel Assistance awards in a year provided at least one award is for a pool event.
5. A swimmer participating in both the **USA Swimming OW Championships** and the **USA Swimming National Championships** in the same season may receive funding for both meets except when they are held consecutively at the same site in which case the swimmer shall be granted the award for the Nationals meet plus an additional \$50 award for the OW meet.

E. Adapted Swimmers:

1. The **Travel Fund Committee** (see above) shall propose an Adapted Meet Support Amount for each year as part of the MAS budget process. The MAS Board of Directors shall approve all Adapted Meets that shall be eligible for support.
2. To receive Adapted Meet Travel Assistance -
 - a. a swimmer must meet the same registration and meet participation requirements as stated in paragraphs 4.1.B.1 and 4.1.B.3.a, respectively. Exceptions to these requirements must be presented to and approved by the MAS Board of Directors.
 - b. A swimmer does not have to meet a Time Standard to be eligible for an **Adapted Swimmer Travel Assistance** award.
3. The MAS budgeted **Meet Support Amount** for Adapted Swimmer Meets (see Table 4.2) will be equally divided among those qualifying for support, with a maximum award to be determined by the Board but not to exceed \$500 per swimmer.

F. Application / Payment

1. EZ Age Group Championships travel assistance:

- a) Athletes who have been selected for the Spring (SC) All-Star Team in accordance with the Zone All-Star Team policies will be charged a flat fee to cover their portion of the trip costs. No further application for funding is required.
 - b) There is no individual reimbursement or support for Summer (LC) Team participants.
2. All other travel:
- a) All **Travel Assistance** awards shall be paid to each swimmer's respective Club. The Club representative shall submit a **Request for Travel Assistance** form, a copy of the meet entry form and proof of participation at the MEET to the MAS Office, Attn: Travel Administrator. The form should include any UN-attached swimmers associated with the Club. UN-attached swimmers with no Club association should contact the MAS Office regarding their support.
 - b) The deadline for submission of a completed **Request for Travel Assistance** form is as follows:
 - (1) for WINTER MEETS, by December 20 or fifteen (15) days following the last day of any WINTER MEET, whichever is later.
 - (2) for SPRING MEETS, by April 15 or fifteen (15) days following the last day of any SPRING MEET, whichever is later.
 - (2) for SUMMER MEETS, by August 25 or fifteen (15) days following the last day of any SUMMER MEET, whichever is later.
 - (3) for any other MEET, fifteen (15) days following the last day of the MEET.
 - c) All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

G. Waivers / Appeals

1. In extenuating circumstances, certain eligibility or participation requirements may be waived. An **Application for Waiver** should be submitted by the Club representative (or UN-attached swimmer) to the MAS office to be referred to the MAS Board of Directors.
2. College students who attend college outside the MAS boundaries may apply for waiver of the Meet participation requirement. A copy of the student's transcript may be required and should accompany the application, when requested.
3. Appeals of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the Board of Directors by submitting a letter to the MAS Office.

(approved Nov '01; revised Apr '04, Nov '04, Sept '06, May '07, June '07, Oct. '07, Jun. '08)

4.2 Foreign Athletes/Travel

- A. USA Swimming coordinates international travel and exchanges for athletes and clubs. Approval is needed from USA Swimming and the foreign Federation involved prior to travel and competition. The following forms can be found in the registration section of the Forms Index.
- 1) **Notification of Membership in USA Swimming.** When a member of a FINA Federation applies for membership in USA Swimming, he/she must complete the **Notification of Membership in USA Swimming** form. This form should be sent to the Middle Atlantic office.
 - 2) **Foreign Travel Permit Request.** LSCs and clubs wishing to compete abroad must complete the **Foreign Travel Permit Request** form and submit it plus the foreign federation invitation and the meet information to the Middle Atlantic office.
 - 3) **Invitation to Foreign Athletes/Teams.** LSCs and clubs wishing to invite foreign athletes or teams to participate in a meet must complete the **Invitation to Foreign Athletes/Teams** form and submit the form and the meet information to the Middle Atlantic office.

