

7.0 Travel Fund Assistance Policy (rev Oct, 2017)

SUMMARY: *The Middle Atlantic Travel Assistance Policy provides support to any registered MAS swimmer that has achieved a specified Time Standard and who attends one of the MAS designated meets during each of the Winter, Spring and/or Summer seasons. When held as a separate meet, a 'Trials' meet is considered as a separate season. The applicable Time Standards and the meets approved for Travel support will be published on the MAS website by November 1 of each year. Eligibility requirements include registration and representation standards. College swimmers are not eligible for support during the college school year and must declare if they receive additional support.*

7.1 Athlete Travel Assistance (Pool swimmers)

7.1.1 General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes participating in USA Swimming (USA-S) championship level meets, including Olympic and/or World Championship Trials ("Trials"), USA-S National Championships ("Nationals"), USA-S Junior National Championships ("Juniors"), the Eastern Zone (EZ) senior meets ("Sectionals"), and other comparable which are designated by the Travel Fund Committee (TFC) and approved by the MAS Board of Directors (the "MEETs").

"Nationals" shall be understood to include the USA-S **Winter (SC or LC) National Championships**, the USA-S **(LC) National Championships**, and any other senior USA Swimming National Championships and/or the US Open, when such meets are held. "Juniors" shall be understood to include the USA-S **Winter Junior Championships (SC or LC)**, the Junior National Championships (LC), and the USA-S Futures Championships. "Sectionals" shall be understood to include the EZ Sectionals/SuperSectionals, and the EZ Championship Series Meets (SC or LC). A "Trials" meet may either be a separate meet or may be held in conjunction with another National Championship ("Nationals") meet.

MAS may also provide support for swimmers that attend an Eastern Zone SC or LC Age Group Championship meets; **such support is covered under separate Budget funding as described in another section of this Policy Manual.**

Funding is also generally available for participants at designated USA-S and International Open Water and Adapted competitions, as approved by the MAS Board.

2. To receive **Travel Assistance** for a **MEET**, a swimmer must qualify for and participate in at least one Individual Event at the **MEET**. Participation only in a Bonus event at the **MEET** shall NOT satisfy this participation requirement. Swimmers who are disqualified from an event for either a technical stroke/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")**; the TFC shall be appointed annually as provided in Article 607.3.17 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.11 of the MAS ByLaws.
4. For **Travel Assistance** purposes, the 'year' shall be the same as the MAS fiscal year – i.e., from September 1 through the following August 31. Specific **MEETS** for which **Travel Assistance** is provided will be designated annually by the **TFC** and shall be posted on the MAS website no later than November 1. Meets will be designated for the Winter (generally September – December), Spring (generally January – April)

and Summer (generally May – August) seasons. **When held as a separate meet, a Trials meet is considered separately and is not included with the meets designated for each season.**

Meets approved for the **Winter** season shall be limited to the USA-S Winter National Championships and the USA-S Winter Junior Championships.

Travel Assistance for meets during the **Spring** season **other than those generally described in 7.1.1.1** above (when there is no ‘National’ level meet during that season) will be considered by the **TFC**, with the understanding that such meets need not occur during the January-April period. Requests for additional Spring meets must be submitted to the **TFC** by February 1; if approved by the **TFC**, the MAS Board will be notified and the meet will be posted on the website no later than February 15.

Travel Assistance for additional meets during the **Summer** season **other than those generally described in 7.1.1.1** above will be considered by the **TFC**, with the understanding that such meets need not occur during the May-August period. Requests for additional Summer meets must be submitted to the **TFC** by June 1; if approved by the **TFC**, the MAS Board will be notified and the meet will be posted on the website made no later than June 15.

Requests for any additional meets, or appeals regarding meets not approved by the **TFC**, will be considered by the MAS Board only in unusual circumstances. Such requests must include a complete description of the meet and justification for why it should be supported.

5. **All meets must be USA-S Sanctioned meets and must be open to all MAS athletes that have achieved a qualifying time for the meet. (Note: it is the responsibility of all athletes to confirm that a meet is appropriately sanctioned when held. Not all meets may have received a sanction at the time they are recognized and approved by the TFC.)**
6. A swimmer will be eligible to receive **Travel Assistance** for only one **MEET** during each season, except that a swimmer that attends a ‘Trials’ class meet shall be eligible to receive additional **Travel Assistance** for another **MEET** during the same season.

7.1.2 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 three levels of **Time Standards** which will generally coincide with the Qualifying Time Standards for certain USA-S Championship meets.
2. *(this section deleted)*
3. A swimmer who achieves or has achieved a **Level 1 Time Standard** will receive the **Level 1 Award** regardless of which **MEET** they attend during each season. A swimmer who achieves or has achieved a **Level 2 Time Standard** will receive the **Level 2 Award** regardless of which **MEET** they attend during each season. A swimmer who achieves or has achieved a **Level 3 Time Standard** will receive the **Level 3 Award** regardless of which **MEET** they attend during each season. (Note: Level 3 Awards will generally not be available during the Winter season.) A swimmer may achieve their initial or a higher **Time Standard** at the **MEET** attended during any season and is eligible to receive the **Award** based on that initial or higher **Time Standard** (see 7.1.3.3).
4. The total **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. *(Note: a separate budget allocation is generally made for the Olympic Trials - see 7.1.2.6).* The basis for granting **Awards** to eligible swimmers is described in section 7.1.5.3;
5. The **Award** for each level of accomplishment is

	<u>Winter/Spring</u>	<u>Summer</u>
Level 1	\$ 675	\$ 675
Level 2	525	525
Level 3	375	375

In addition, a LC Stipend in the amount of \$200 shall be awarded during the Summer season only to any swimmer that has achieved a National LC time standard as specified in section 7.1.3.2 .

6. **Travel Assistance for Olympic Trials (OT)** is provided by a separate allocation in the MAS Budget and shall be distributed separately from the support of other Meets. The amount of **Travel Assistance for OT** shall be determined by the **TFC**, and is presently \$1200. To receive **Travel Assistance for OT** (beginning in 2016), a swimmer must have achieved at least one **OT** Qualifying Time after January 1 of the calendar year prior to the **OT** meet.

7.1.3 Time Standards

1. **Time Standards** for three levels of support will be established and published by the TFC no later than October 15 of each year or as soon thereafter as the appropriate standards are issued by USA Swimming. The **Time Standards** will remain in effect for the year – i.e., from September 1 through the following August 31.
2. Unless decided otherwise by the TFC, the **Level 1 Time Standards** shall be the qualifying times for the current season USA-S (SC) Winter Championships, the **Level 2 Time Standards** shall be the qualifying times for the current season USA-S (SC) Winter Junior Championships, and the **Level 3 Time Standards** shall be ‘Bonus’ qualifying time for the current season USA-S (SC) Winter Junior Championships. Unless decided otherwise by the TFC, the LC Stipend (see section 7.1.2.5) shall be the qualifying times for the summer USA-S National (LC) Championships. (*Note: it is assumed that the Summer LC standards will be significantly faster than the Winter SC standards.*)
3. The qualifying period for achieving a Time Standard shall be no earlier than the following dates one calendar year prior to the Meet (i.e., approximately 12-16 months prior to the Meet.):

Winter	September 1
Spring	January 1
Summer	June 1

7.1.4 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** provided to each swimmer shall 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 MAS on December 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 with MAS after December 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 UN-attached athlete.

2. MAS 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 MAS swimmers (i.e., not a closed competition) within the one-year period immediately preceding the **MEET** for which an award is requested. Participation in a MAS meet is as defined in paragraph 7.1.1.2 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.

7.1.5 Application / Payment

1. **In order to avoid any possible conflict with NCAA regulations**, all **Travel Assistance** awards will be paid to the swimmer's respective Club (i.e., as registered at the time **of the MEET** for which support is requested). **It is highly encouraged that a Club representative submit the Request for Travel Assistance form** (available on the MAS website) to the MAS Office, Attn: Travel Administrator and include a copy of the **MEET** entry form and proof of participation at the **MEET**. The form should include any UN-attached swimmers associated with the Club.

UN-attached swimmers with no Club association at the time of the meet 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 31.
 - (b) for Spring MEETS, by April 30.
 - (c) for Summer MEETS, by August 25.
 - (d) for any other MEET **or for MEETS which conclude on or after the above dates**, 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**. If there are not sufficient remaining budgeted funds within any season to grant the full **Award** to all eligible swimmers at each respective 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 7.1.4.1b above. The LC Stipends shall be awarded during the Summer season as part of the awarding of the **Level 1 Awards**. Any remaining funds after granting the **Awards** in each season shall be added to and be available for **Awards** during the next season. (However, such un-awarded funds shall not be carried over from one year to the next – i.e., from Summer to the following Winter season.)
4. **When there is a Trials meet (other than OT), support for that meet shall be awarded consistent with when that meet occurs during the year (i.e. support for a Trials meet in June shall be paid after the Spring meets and before the Summer meets.)**
5. At the completion of the Summer season, the **TFC** shall meet to consider any appeals or late applications for the current year (see section 7.1.1.4), and to decide whether any remaining funds should be distributed to swimmers that did not previously receive a full **Award** payment. Late requests and appeals must be received at the MA office no later than October 1 or fifteen (15) days after the checks for Summer Travel Assistance have been mailed by the MA office, whichever is later; late requests and appeals will not be considered thereafter.

5. All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

7.1.6 College and post-High School swimmers

1. Swimmers shall be eligible to receive **Travel Assistance** for a period of four (4) years following graduation from High School, not counting the Summer season immediately following graduation. (If a swimmer does not graduate from HS, the year of their presumed graduation will be decided by the TFC and used for this purpose.) In certain situations (e.g., a swimmer with a remaining year of college eligibility), a swimmer may apply for an additional year of **Travel Assistance** by submitting specific justification to the **TFC**; such request must be submitted prior to any **Meet** for which support is to be requested.
2. Swimmers participating in a college program (NCAA, NJCAA, NAIA, etc) are NOT eligible to receive any **Travel Assistance** for the Winter or Spring seasons (i.e., generally September 1 through April 30). Swimmers participating in a college program may receive **Travel Assistance** during the Summer season if they meet the other requirements. The TFC will have sole responsibility to resolve questions regarding whether a swimmer is participating in a college program.

*Note: College athletes are reminded that it is their responsibility to insure that acceptance of MAS **Travel Assistance**, as well as any changes in their USA Swimming registration made to comply with the requirements of the MAS travel policy, does not interfere or violate any NCAA regulations or policies of their respective college which may apply.*

3. In order to receive **Travel Assistance** during the Summer season, a College swimmer must be registered with MAS and must represent Middle Atlantic at the **MEET** for which support is requested. Representation may be either with a MAS Club or as MA-UN; the MA representation may be part of a 'dual' representation when permitted by the **MEET** (e.g., Olympic Trials).
 - a. College swimmers will maintain their registration credit under 7.1.4.1 for all prior registration years with MAS. College swimmers that are not registered with MAS on December 1 (e.g., they are registered with their college team) will receive no additional registration credit for that year (see Section 7.1.4.1c). College swimmers may have their support reduced according to the provisions of 7.1.4.1b.
4. In order to remain eligible to receive the full MAS **Travel Assistance** in subsequent Summer seasons, a college swimmer must maintain their MAS registration and represent MAS in at least one sanctioned meet during each successive Summer season. For each Summer season in which a College swimmer does not meet this requirement, their **Travel Assistance** in subsequent years shall be reduced by 25% of the otherwise eligible support.
5. Swimmers participating in a college program are required to submit a **Travel Support Declaration** which acknowledges any additional financial support (i.e., other than from MAS) that the swimmer has received or will receive while attending the **Meet**; such support is understood to include any meet expenses which have been paid directly by their college program. The amount of **Travel Assistance** will be reduced by the amount of any such additional support. The **TFC** will solely determine how any directly paid expenses (e.g., airfare or hotel costs) will be allocated to the swimmer, and whether the **Travel Assistance** support for a college swimmer should be reduced accordingly. (The **Travel Support Declaration** form is available on the MAS website.)
6. Swimmers continuing to train and compete beyond the period allowed in 7.1.6.1 above may request additional consideration from the **TFC**. Any such request must include an explanation of the reason for which the swimmer is asking for such consideration. In response for such consideration, the **TFC** may require further activities by the swimmer, such as participation at MAS Senior Championship meets and/or participation at MAS clinics or workshops.

7. Swimmers age nineteen (19) or older (at the time of the Meet), including swimmers that are participating in a college program, are eligible only for Level 1 or Level 2 **Travel Assistance**. In addition, such swimmers are exempt from the MAS meet participation requirement in section 7.1.4.2 above.

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. MAS expects that college athletes not satisfying these criteria will not apply for MAS Travel Assistance.

7.1.7 Appeals

1. An Appeal of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the **TFC** by submitting a letter to the MAS Office; such appeal must be submitted by October 1 following the meet in question. Appeals may be referred to the **MAS Administrative Review Board for resolution** (see 7.1.5.4 above).

7.2 Open Water Athlete Travel Assistance

7.2.1 General

MAS will provide **Travel Assistance** to swimmers attending designated Open Water (**OW**) Championship events. The funding for **OW Travel Assistance** shall be included as a separate item in the MA Budget. Unless indicated otherwise below, the criteria and requirements will be the same as stated in section 7.1.4 above for ‘pool’ swimmers.

1. Meets – **OW Meets** eligible for support are USA Swimming Open Water Championships – 5K and 10K; any USA Swimming Trials class OW meet, and any other comparable OW meet which is approved by the MA Board of Directors prior to said meet (the “**OW Meets**”).
2. Participation – an OW swimmer must enter and participate in the designated **OW Meet** in order to be eligible for **OW Travel Assistance**.
3. Registration – OW swimmers are subject to the same registration requirements as pool swimmers, as defined in section 7.1.4.1D above, and may have their OW Travel Assistance reduced accordingly.
4. MAS Meet participation / Time Standard – OW swimmers do not need to participate in a MAS Sanctioned meet during the qualifying period, but must satisfy the **Qualifying Time** Standard in either the 800m/1000yd or 1500m/1650yd Freestyle event for one of the meets as defined in section 7.1.3.2 .
5. The **OW qualifying time** must have been achieved on or after June 1 of the year prior to which OW Travel Assistance is requested. OW swimmers not presently competing in ‘pool’ competition or who have met a Time Standard prior to the qualifying period may request waiver of this requirement by the **TFC** or the **MA Board** by submitting such request to the TFC by October 1 following the Meet.
6. The **Award** amount shall be the same as the Summer award for ‘pool’ swimmers, based on the Time Standards from the meets in section 7.1.3.2 :

Level 1	\$ 675
Level 2	525
Level 3	375

However, any swimmer on a current USA Swimming National OW Team, or who finishes no lower than eighth (8th) place at the current National OW Championship meet (either 5K or 10K race), shall receive the **Level 1 Award** for the meet – including if the swimmer does not have a current **OW qualifying time**.

7. In any year, a swimmer that receives **OW Travel Assistance** may also receive no more than two other **Travel Assistance** Awards under **7.1** above, exclusive of support for Olympic Trials (see 7.1.2.6).

7.2.2 Deadline

The deadline for submitting the **Request for Travel Assistance** is fifteen (15) days following the last day of the MEET..

7.2.3 Payment

If awards to the number of eligible athletes exceeds the budgeted amount, the available funds shall be awarded first to those athletes with a Level 1 time standard, followed by athletes with Level 2 time standard and then to athletes with a Level 3 time standard. At any level, the available funds shall be allocated equitably among those qualified (on a percentage basis, when appropriate.)

7.3 Travel Assistance - Disability or Adapted Swimmers

- A. **Travel Assistance** may be available for swimmers that attend certain Disability or Adapted Swimming events, such as Paralympic Championships. **Contact the Middle Atlantic office for additional information regarding these meets.**
- B. 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 other swimmers for comparable meets.

7.4 Travel Assistance – Club

***SUMMARY:** The MA Club Travel Assistance Program was established to support clubs sending a coach to USA Swimming LC national championship meets during the summer. The level of support is based on and is intended to encourage Club participation in the USA Swimming Club Recognition Program.*

7.4.1. General

1. **Club Travel Assistance** will be provided to eligible MAS clubs that send at least one coach and one swimmer to a USA Swimming LC National Championships, an Olympic or World Championship Trials, a LC US Open, or a LC Junior National Championships held during the summer (i.e., from April 1 through August 31) of each year.
2. The Club must be registered with MAS at the time of the meet. The coach must be currently certified and registered with MAS at the time of the meet. At least one swimmer registered with the Club must represent and participate in the meet according to the conditions of 7.1.1.2 of the Athlete Travel Assistance policy.

7.4.2 Support

1. The **Club Travel Assistance** program shall be funded annually in the MAS Budget.
2. Each MA **Club** shall be eligible to receive only one **Award** during each year. The amount shall be the maximum award for which the Club is entitled for attendance at any eligible meet during the summer.
3. The amount of support available to each **Club** shall be based on the Level of achievement in the USA Swimming **Club Recognition Program** as of the first day of the meet. (The support level shall be the highest level applied for at the time of the meet, even though that level is only recognized subsequent to the meet.) If a Club has not applied for or is not recognized in the **Club Recognition Program**, they are

not eligible for an award. Information regarding the **Club Recognition Program** can be found on the USA Swimming website. The amounts of the **Award** are:

Level 1	\$ 300
Level 2	400
Level 3	500
Level 4	600

Ref: <http://usaswimming.org/DesktopDefault.aspx?TabId=1618&Alias=Rainbow&Lang=en>

- C. Applications for **Club Travel Assistance** must be submitted to the MAS Office by August 25 or fifteen (15) days after the conclusion of a meet, whichever is later. Applications are available on the MAS website and must include proof that a coach and at least one eligible swimmer attended the meet (e.g., copy of airline or hotel receipt with traveler's name included on receipt.)
- D. Late requests and appeals will be considered according to the same procedures as described for Athlete support in section 7.1.5.4 herein.

(adopted by MA Board, October, 2010)

7.5 Team Travel Policies – USA Swimming

The following policies were adopted by USA Swimming and are mandated for all LSC and member Clubs in USA Swimming. All LSC and Club travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.4)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.2)
- c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.1)
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5.3)