

USMS Officials Committee Policy for Financial Support
of Officials at USMS National Pool Championships

This document provides information on the financial stipend provided by the USMS Officials Committee to support officials at USMS Nationals. The meet host will provide whatever financial support to officials that is contractually obligated under USMS Rules and stated in the contract for hosting the national championship meet.

Stipend Amount

The stipend amount will be submitted in the Officials Committee budget request to support both the spring short course and summer long course national meets. Approval is dependent on approval of the budget in the House of Delegates. The Officials Committee Chair should notify the meet referee how much the stipend will be for a particular meet.

Eligibility for Stipend

Outside of whatever financial obligation the host may have regarding officials, any official working the USMS national championship meet may apply for a stipend.

Application Process

Officials working the championship meet should fill out the application for reimbursement for the meet in question. The deadline for filling out the application is midnight on the Sunday before the meet starts. Officials who haven't requested reimbursement are not eligible for funds from the stipend account.

Expenses Eligible for Reimbursement

Hotel expenses

Airfare

Mileage for miles driven from official's residence to the pool in the official's personal vehicle.

Rental Car / Parking expenses

No other expenses are eligible for reimbursement.

Accompanying Documentation

Officials seeking reimbursement shall submit receipts detailing their expenses in the following manner:

Hotel expenses: Detailed hotel receipt.

Airfare: Detailed airfare receipt.

Mileage: Officials need to provide a copy of an itinerary from MapQuest or similar site showing the distance from the official's residence to the pool, traveled in the official's personal car.

Rental: Detailed rental car receipt. Receipts for gas for the rental car may also be submitted. Mileage will not be reimbursed for rental cars.

Documentation Deadline

Receipts shall be emailed to the appropriate email address by midnight of the Sunday two weeks after the conclusion of the meet. Requests received without documentation will not be eligible to receive funds. Late requests will not be eligible for reimbursement.

Reimbursement Approval

The Officials Committee Chair and the Officials Committee Liaison to the Championship Meet will evaluate the requests and allocate the funds.

Please note that applying for reimbursement does not automatically guarantee an official will receive money from the stipend fund. Officials who receive a reimbursement will not necessarily receive the full amount of money requested.

Payments to Officials

Once the reimbursement amounts have been determined and approved, the Officials Committee Chair will forward the documentation to the USMS National Office for processing. Checks will be mailed out to the appropriate officials from the USMS National Office.

USMS Financial Operating Guidelines

This policy conforms with USMS Financial Operating Guidelines. Refer to USMS Financial Operating Guidelines for specific details for reimbursement. <http://www.usms.org/admin/FOG.pdf>