

Western Zone or National Meet Travel Reimbursement

The SCS Officials Zone or National Meet Travel Stipend is intended to assist with an official's travel expenses to work national level competition. The Officials Committee Chair(s) through the Operations Vice Chair shall recommend to the Board of Directors which meets shall be eligible for reimbursement during the following competitive year (September 1 to August 31).

The meets may be recommended from amongst the following meets: Short & Long Course Western Zones, Sectional Championships, Futures Championships, USA Swimming Pro Series meets, USA Swimming Junior National Championships, Trials Class Meets, USA Swimming National Championships, Open Water Championships, and USA Swimming Disability Championships.

Officials working a qualifying meet may not receive more than their actual expenses in travel assistance from USA Swimming and SCS combined. The Officials Committee shall recommend annually to the Board of Directors both the maximum to be paid per meet for meets to be held in the following competition year as well as the total assistance that may be paid for meets held during the following competition year. An official may receive **one** stipend in each competition year.

Officials' reimbursement will be distributed subject to the rules below. When the yearly allocation is exhausted no additional allocations will be made for meets held in that competition year.

To receive travel assistance from SCS, an official must meet certain minimum eligibility requirements:

- a) The official must be registered with SCS for at least 12 months prior to the meet and be registered with USA Swimming through SCS as an official during the time of the meet for which they are requesting assistance.
- b) The official must have worked at least twelve sessions at a minimum of four SCS sanctioned meets during the 12 months immediately preceding the request for reimbursement. Approved and Observed meets are not valid for these purposes.
- c) The official must notify the SCS Officials Chair(s) of the intent to apply and request reimbursement upon acceptance to officiate at the designated meet, and prior to the date of the meet. The official must provide a copy of the acceptance letter for the designated meet.
- d) To be eligible for reimbursement for a Level 2 or above meet, you must have experience in (at minimum) an assigned position at a CA/NV Sectional meet.
- e) Only meets further than 100 miles from the official's residence will be eligible for reimbursement.
- f) An official may only be reimbursed for one meet per fiscal year and only up to the maximum reimbursement value for the level meet worked.
- g) The reimbursement request must be submitted no later than 60 days after the meet ends, or by 8/23 of any year, whichever comes first. This is to meet the SCS fiscal year-end deadline.
- h) The total amount reimbursed will not exceed the maximum amount stated for the particular meet you worked at (see below).
- i) Budgeted Officials' reimbursement funds shall be allocated to each meet by the Officials' Committee at the start of the fiscal year and shall be granted if the criteria above have been met. The total budgeted amount allocated for reimbursement by the Executive Official's Committee for the upcoming fiscal year is requested each year and approved by the House of Delegates as part of the LSC Budget. Once that amount in pre-meet approvals is reached, and/or actual payout has been paid, no further reimbursements will be considered. The amounts shown below were developed to provide the greatest opportunity for multiple officials to receive some reimbursement, while it is known that it will not cover the entire amount for an individual to attend some travel meets.
 - Meets and Maximum Reimbursement amount.
 - Level 5 – Nationals, US Open, OW National (Maximum Reimbursement **\$750**)
 - Level 4 – Pro Series (Maximum Reimbursement **\$750**)
 - Level 3 – Juniors (Maximum Reimbursement **\$750**)
 - Level 3 and above meets within the LSC (over 100 miles from home) – (Maximum reimbursement **\$400**)

- Level 2 – Futures, OW Zone Championship (Maximum Reimbursement [\\$375](#))
 - Level 1 – Sectionals (Maximum Reimbursement \$25 per day (2 days worked minimum) – Not counted toward one meet per year reimbursement.
- j) If you have been compensated/reimbursed through working an assigned position at a national or zone level meet, you are not eligible for SCS reimbursement.
- k) Age group and Senior Zone meets qualify for reimbursement under the Western Zone Mentor Mentee Program, and not under the SCS Reimbursement policy. If you are interested in the Mentor Mentee program, you would need to reach out and submit a request to your Geo committee official's representative.
- l) To request a travel stipend, officials need to complete the SCS Officials' Travel Stipend Application and submit a SCS Expense Report, listing the expenses incurred, to the Officials' Chair(s).
- Receipts for all expenses listed on the report are required. If driving to meet, the standard IRS mileage rate for cars should be used, and only mileage from the originating point to and from the meet location will be reimbursed.
 - The SCS Officials Committee Chair(s) will certify that the Official is eligible and meets all requirements.
 - The SCS Officials Committee Chair(s) submits the names of those officials that meet all the eligibility requirements to the SCS Finance Vice Chair within ten days after the submission deadline for reimbursement.
 - The Officials Committee Chair(s), through the Operations Vice Chair, will submit the report of those officials reimbursed to the SCS Board of Directors.
- m) The SCS Officials Committee Chair(s) will notify any official not meeting the requirements. That official can then submit an appeal which will be heard by the SCS Board of Directors at the next meeting. The Board will vote on the appeal at that time.
- n) Any SCS Official who has been invited to work at Olympic Trials may request to be awarded the same full share amount the Athletes are reimbursed. A recommendation from the Officials Committee Chair(s) will also be requested from the Board to ensure the Official is in good standing with SCS.