

PROCEDURES

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A. FEES AND SURCHARGES

1. For a team to participate in any VSI sanctioned meet, all entry fees must be paid prior to the beginning of the meet. Any swimmer whose team is barred from the meet because of non-payment of entry fees may pay his/her own fees and enter the meet as Unattached.
2. Sanctions and Approvals: \$20.00 for all non-championship meets.
3. Swimmer Fees: \$2.50 per swimmer entered in any capacity in any invitational, special invitational or championship meet.
4. Meet Fees for Championship and Non-championship Age-Group Meets, Senior and Senior Championships are shown in the following tables:

MEET ENTRY FEES CHARGED BY HOST CLUB			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$2.50	\$4.00	\$14.00
AGE GROUP NON-CHAMPIONSHIP MEET	\$2.50	\$4.00	\$14.00
SENIOR NON-CHAMPIONSHIP MEET	\$2.50	\$4.50	\$15.00
DISTRICT & REGIONAL CHAMPIONSHIP MEET	\$2.50	\$4.50	\$15.00
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$2.50	\$6.00	\$18.00

REBATE FEES PAID BY HOST CLUB TO VSI			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$0.00	\$0.35	\$0.35
AGE GROUP NON-CHAMPIONSHIP MEET	\$0.00	\$0.65	\$0.65
SENIOR NON-CHAMPIONSHIP MEET	\$0.00	\$0.65	\$0.65
DISTRICT & REGIONAL CHAMPIONSHIP MEET	\$0.00	\$1.401.25	\$1.401.25
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$0.00	\$1.401.25	\$1.401.25

The following procedure is an updated version of the Outreach Entry Fees Reimbursement Program. VSI has been following this description of the program since September 2013. The program description has been posted on the Outreach page of the website.

Bill Geiszler has edited the procedure to better reflect what is being done for the reimbursement program. Underlining has been used to indicate the areas that he would like to see changed. Italics have been used to indicate new wording that he would like to substitute in the document.

F. ENTRY FEE REIMBURSEMENT PROGRAM FOR OUTREACH ATHLETES

1. Purpose of program: To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the Outreach Athletes. Sanctioned meets for which VSI receives rebate fees qualify for this reimbursement.
2. Reimbursement Procedure:
 - a. The Membership/Registration Coordinator will advise the Treasurer (*Program Coordinator*) of the names and club affiliation of all VSI registered Outreach Athletes.
 - b. The Membership/Registration Coordinator will send a letter to (*notify*) the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
 - c. The reimbursement will be paid for [delete "(a) the swimmer fee and (b)"] all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
 - d. The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
 - e. The Treasurer (*Program Coordinator*) will provide Outreach Reimbursement information and forms on the Diversity page of the VSI website for use by clubs seeking reimbursement.
 - f. [Replace old text with the following] For reimbursement, the club must provide the following information for a meet:
 - an Individual Meet Summary sheet from Meet Manager (see Appendix on website) for each outreach athlete;
 - a completed Outreach Entry Fees Request Summary listing the names of the athletes, the number of events entered for each athlete, and the number of entered events in which the athlete did not swim.
 - g. The Treasurer (*Program Coordinator*) will confirm the entry information from the published meet results and notify the Treasurer of the approved request.
 - h. The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.

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i. The athlete and the club have the right to appeal any decision regarding reimbursement to the VSI Administrative Review Board.

3. Obtaining an individual meet summary sheet for a swimmer:

a. Go to the Meet Manager backup file for the meet in which the swimmer participated.

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b. In Meet Manager, go to Reports.

c. Under Reports, go to Meet Summary.

d. Under Filter, pick the team that the swimmer represents.

e. Under Detailed Journal, select the athlete. (It is the last choice under Detailed Journal.)

f. Once the athlete is selected, Meet Manager generates a report for that athlete showing the entered time as well as the result time. If the athlete did not participate, it shows a NS.

g. If the Meet Manager backup file for the meet is not available, a printout from Team Manager of the Individual Meet Results for the athlete can be substituted for the Individual Meet Summary sheet.