

## **Entry Fee Reimbursement Program for Outreach Athletes (effective September 1, 2013)**

### **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.

### **Reimbursement Procedure:**

1. The Registration Chair will advise the Treasurer of the names and club affiliation of all VSI registered Outreach Athletes.
2. VSI will send a letter to 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.
3. The reimbursement will be paid for 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.
4. The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
5. The Treasurer will provide Outreach Reimbursement information and forms on the Outreach page of the VSI website for use by clubs seeking reimbursement.
6. For reimbursement, the club must provide the following information for a meet:
  - a. an Individual Meet Summary sheet from Meet Manager (see Appendix) for each outreach athlete;
  - b. 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.
7. The Treasurer will confirm the entry information from the published meet results.
8. The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
9. The athlete and the club have the right to appeal any decision regarding reimbursement to the Board of Directors.

## **Appendix - Obtaining an Individual Meet Summary sheet for a swimmer:**

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

In Meet Manager, go to Reports.

Under Reports, go to Meet Summary.

Under Filter, pick the team that the swimmer represents.

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

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.

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.