

CONNECTICUT SWIMMING, INC.
Board of Directors
Tuesday, February 21, 2012 7:30 pm
Orange, CT
AGENDA

Vision Statement: Connecticut Swimming...better life through swimming.

Mission Statement: Connecticut Swimming promotes the pursuit of excellence in swimming and in life through competition and education.

Call to Order/Roll Call

Approval of Agenda/Additions to Agenda

Announcements

Adoption of Minutes
December 7, 2011 BOD Meeting

Old Business

New Business

- Nominating Committee report
- Officials Reimbursement - parking
- Development and Funding of an Eastern Zone budget
- Eastern Zone meeting attendance, Saturday May 12, Fort Lauderdale, FL, 9-1 pm
- Funding travel to USA Swimming Zone Workshop (Registration, OTS, and Times)
- Funding travel to USA Swimming Open Water conference
- New Club Approval
- Preparation for May House of Delegates meeting

Reports of Officers

- General Chair Report – Chris Hug
- Administrative Vice-Chair – Rick Lewis
- Treasurer – Mary Westcott
- Finance Vice-Chair – Todd Gordon
- Age Group Committee Chair – Dave Reilly
- Senior Committee Chair – Bill Ball
- Program Development Vice-Chair – Jeff Gray
- Program Operations Vice-Chair – Tak Takabayashi
- Technical Planning Committee Chair – Kaeley Steinnagel
- Coach Representatives – John Spadafina/Jim Santiago
- Athlete Representatives – Lexi Koukos/Molly Condron/Kaz Takabayashi/Ty Seymour
- Coach-at-Large – George Bradner
- Safety Committee Chair – Ed Heath
- Officials Committee Chair – Ed Becker
- Registration/Membership Coordinator – Judy Snow

Development and Funding of an Eastern Zone budget

Instructions from Paris Jacobs, Eastern Zone Director (non-coach)

#1- Establishing a zone budget-

General chairs to go back to their BOD and see if they endorse this idea. Secondly, propose how we would fund the treasury.

Ideas- \$1.00 added to USA Swimming registration, athlete surcharge on meet entries for Sectionals and/ or zones, athlete surcharge for participating in meet.

#2- Proposals of how we would spend the money within the zone.

Ideas- establish an emergency fund (reserves) for the zone, financial support for the zone & sectional meet, support in programming for diversity programming within the zone, support for athletes who need financial assistance to attend zone/ sectional/ national meets. Grant/ scholarships.



Nan Cooper <office@ctswim.org>

Follow up to last night GC conference call

seiferth@comcast.net <seiferth@comcast.net>

Tue, Jan 24, 2012 at 8:41 PM

To: Paris Jacobs <paris@machineaquatics.com>

Cc: Marci Callan <mcallan@fairport.org>, Nan Cooper <office@ctswim.org>, Laura Matuszak <lmatuszak@smcvt.edu>, Matt Sprang <admingpac@gmail.com>, Raymond Brown <chairman@mdswim.org>, David Strider <generalchair@virginiawimming.org>, Jim Willis <generalchair@maineswimming.org>, Cherita Gentilucci <office@maswim.org>, Bob Vializ <bob.vializ@metroswimming.org>, Laura Hartman <office@amswim.org>, Terri Marlin <terripvs@verizon.net>, Mary Fleckenstein <metro.office@metroswimming.org>, Riley Eaton <jreaton@verizon.net>, Mary Turner <businessoffice@virginiawimming.org>, Bud Rimbault <budr@optonline.net>, Chris Hug <christopher_j_hug@sbcglobal.net>, Carolyn Manor <cmanor@adironackswimming.org>, Eric Fucito <ericf7cito@optonline.net>, Pete Barry <pracoach@gmail.com>, Peter Clark <pclark@usaswimming.org>, "John F. Ertter" <jfertter@cox.net>, Mary Turner <myturner525@gmail.com>

Action Items:

#1- confirm with your LSC the date that would be best for the May 2012 meeting.

AMS prefers the May 12, 2012 date

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#2- Establishing a zone budget-

AMS is of the opinion that Eastern Zone needs to first create the structure within which a budget should exist. We question the legal entity that is Eastern Zone, and the need to develop a structured organization similar to the LSC's. It is our understanding that the Four Zones exist as part of USA swimming Inc. We want to also know how the other Zones are managing this issue, legally, and functionally. We await the responses that are being solicited as mentioned in the meeting and will then take up further discussion.

#3- Proposals of how we would spend the money within the zone. Although this response depends on number 2, our LSC questions adding another layer of funds collection that historically does not come back to the LSC or its member clubs.

From: "Paris Jacobs" <paris@machineaquatics.com>

To: "Mary Turner" <myturner525@gmail.com>

Cc: "Marci Callan" <mcallan@fairport.org>, "Nan Cooper" <office@ctswim.org>, "Laura Matuszak" <lmatuszak@smcvt.edu>, "Matt Sprang" <admingpac@gmail.com>, "Raymond Brown" <chairman@mdswim.org>, "David Strider" <generalchair@virginiawimming.org>, "Jim Willis" <generalchair@maineswimming.org>, "Cherita Gentilucci" <office@maswim.org>, "Bob Vializ" <bob.vializ@metroswimming.org>, "Paul Seiferth" <seiferth@comcast.net>, "Laura Hartman" <office@amswim.org>, "Terri Marlin" <terripvs@verizon.net>, "Mary Fleckenstein" <metro.office@metroswimming.org>, "Riley Eaton" <jreaton@verizon.net>, "Mary Turner" <businessoffice@virginiawimming.org>, "Bud Rimbault" <budr@optonline.net>, "Chris Hug" <christopher_j_hug@sbcglobal.net>, "Carolyn Manor" <cmanor@adironackswimming.org>, "Eric Fucito" <ericf7cito@optonline.net>, "Pete Barry" <pracoach@gmail.com>, "Peter Clark"



Nan Cooper <office@ctswim.org>

Eastern Zone May Meeting Information

Paris Jacobs <paris@machineaquatics.com>**Thu, Feb 9, 2012 at 11:24 AM**

To: john ertter <jfertter@cox.net>, Nan Cooper <office@ctswim.org>, Laura Matuszak <lmatuszak@smcvt.edu>, Matt Sprang <admingpac@gmail.com>, Raymond Brown <chairman@mdswim.org>, David Strider <generalchair@virginiawimming.org>, Jim Willis <generalchair@maineswimming.org>, Cherita Gentilucci <office@maswim.org>, Bob Vializ <bob.vializ@metroswimming.org>, Paul Seiferth <seiferth@comcast.net>, Terri Marlin <terripvs@verizon.net>, Mary Fleckenstein <metro.office@metroswimming.org>, Riley Eaton <jreaton@verizon.net>, Mary Turner <businessoffice@virginiawimming.org>, Bud Rimbault <budr@optonline.net>, Chris Hug <christopher_j_hug@sbcglobal.net>, Carolyn Manor <cmanor@adironackswimming.org>, Marcie Callan <mcallan@airport.org>, jim-wood-bac@juno.com, Laura Hartman <office@amswim.org>
Cc: Greggert@aol.com, Peter Clark <pclark@usaswimming.org>

General Chairs & Office Staff:

Below is the information for the meeting in May 2012. Please make sure you book your rooms in a timely manner to get the best rates.

A huge thank you to Greg Eggert for once again securing the arrangements for the weekend.

See you in May.

Regards,
Paris Jacobs
Eastern Zone Director- Non- Coach
paris@machineaquatics.com

2012 Spring Meeting of the Eastern Zone

Saturday, May 12th

Fort Lauderdale, Florida

The Spring Meeting of the Eastern Zone is scheduled for Saturday, May 12th at the International Swimming Hall of Fame in Fort Lauderdale, Florida. Our meeting will be held in the upstairs museum above the gift shop.

Tentative Schedule

8:00 AM -- Eastern Zone Swimming Technical Planning Meeting
9:30 AM -- Registration & Continental Breakfast
10:00 AM -- Eastern Zone Meeting
1:00 PM -- LUNCH following the meeting at ISHOF

COURTYARD BY MARRIOTT HOTEL ON FORT LAUDERDALE BEACH: A special rate of \$139.00 (plus 11% tax) is available at Courtyard by Marriott Fort Lauderdale Beach Hotel for those attending the Spring Meeting of the Eastern Zone. The hotel is located across the street from the Fort Lauderdale Aquatic Center and the International Swimming Hall of Fame and of course just 100 yards from the beaches of Fort Lauderdale. There is a charge for parking at the hotel. The cost of a taxi cab from the Fort Lauderdale International Airport (FLL) is about \$25.00 each way and takes less than 15 minutes.

Courtyard by Marriott Fort Lauderdale Beach Hotel
440 Seabreeze Boulevard

Fort Lauderdale, Florida 33316 USA

Phone: [1-954-524-8733](tel:1-954-524-8733)

Fax: [1-954-525-8145](tel:1-954-525-8145)

www.marriott.com/hotels/travel/flco-courtyard-fort-lauderdale-beach/

HOTEL RESERVATION DEADLINE IS APRIL 15th: Please advise the reservation agent that you are attending the Eastern Zone Swimming meeting and you would like a book a room(s) within our block of rooms. Call [888-821-1366](tel:888-821-1366) to make reservations using your credit card as a guarantee of your reservation. Our special rate at the hotel is \$139.00 plus tax and you must mention special rate code of either EZSA for King or EZSB for Double/Double. Reservations will be accepted through April 15th. You may cancel by 6 pm on the day of your intended arrival. Please do not call the hotel to make your reservations directly as you will not be able to book our preferred rate. Eastern Zone members will enjoy the same rate for arrival as early as May 9th and through check out through May 15th. In the event you encounter any difficulty booking a reservation at our special rate, or if you have not booked rooms before the deadline, please contact Gregory Eggert at: greggert@aol.com or [908-432-0005](tel:908-432-0005).

REGISTRATION INFORMATION: Checks in the amount of \$125.00 per LSC delegate should be made payable to International Swimming Hall of Fame. Registration will include continental breakfast and lunch buffet on May 12th. Please mail checks to arrive on or before May 7th to:

International Swimming Hall of Fame
c/o Gregory Eggert - Eastern Zone Meeting
One Hall of Fame Drive
Fort Lauderdale, FL 33316

A REMINDER THAT THIS IS ALSO THE WEEKEND OF THE ISHOF INDUCTION WEEKEND:

ISHOF SCHEDULE OF EVENTS: Friday: Paragon Awards, Saturday: ISHOF Hall of Fame Induction.

ISHOF HONOREES: <http://archive.constantcontact.com/fs078/1101669726481/archive/1108211078243.html>

QUESTIONS ABOUT SPRING EASTERN ZONE MEETING:

Eastern Zone Directors:

Marci Callan: mcallen@airport.org

Paris Jacobs: paris@machineaquatics.com

Eastern Zone Sport Development Consultant: Peter Clark: pclark@usaswimming.org

From: **Hug, Christopher** <CHUG@rc.com>
Date: Tue, Feb 14, 2012 at 4:11 PM
Subject: New Club Membership
To: Nan Cooper <office@ctswim.org>

Please forward the attached document to the Board.

Fellow Board Members:

One of the matters for consideration at the next Board Meeting is the approval of The Dive Shop Aquatic Center as a Group Member/Club Member of Connecticut Swimming, Inc. pursuant to Article 2.1.1 of our Bylaws, which appears below. A copy of their application is attached. It has been approved by USA Swimming, Inc. (Peter Clark) and they are now requesting admission to Connecticut Swimming, Inc.

I have communicated with Roger Simons and he is eager to start registering kids for the summer season, so our prompt review and consideration would be appreciated.

Unless Judy Snow has a different understanding, I believe that TDSS has complied with all of the requirements for admission. I am also not aware of any basis upon which they could be terminated (and, thus, denied membership).

Although there is no requirement to maintain the information in the attachment as confidential, I would urge each Board Member to treat it as such considering it contains financial performance information.

Finally, it is my hope that all will have a few minutes before the end of this week to email me with any questions they may have so I can advise Roger Simmons as to whether there is a need for him to attend the meeting. I would rather not drag him to the meeting if there is no need.

Our Bylaws, at Article 2.1.1 require the following: A Group Member is an organization operating in the Territory that has, upon application, been granted membership in USA Swimming and CSI and has paid the fees established by USA Swimming and CSI pursuant to Article 1. **An organization may be denied membership by the Membership/Registration Coordinator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated.** Any denial of membership may be appealed to the Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws; the USA Swimming Rules and Regulations; and the rules, regulations, policies, procedures, and codes of conduct and ethics of CSI and USA Swimming, and may be terminated by a decision of the Board of Review or the National Board of Review. Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by CSI and in competitions sanctioned or approved by USA Swimming, in accordance with Section 9.2.

Officials Report
February, 2011

Committee Members:

Ed Becker, Mike Huffman, Bill Repass, King Lee, Monica Prangley, Marie-Pierre Graf, Barbara Wiederecht, Ed Doernberger, Jeff Scobee, Nancy Wargo, Mike Smalec, Dennis Rodney

Events and Highlights:

1. Committee met on Jan. 18 in Orange. A broad range of topics were discussed, but conversation focused primarily on the OQM noted in item 2 below.
2. 2012 Short Course Age Group Championship has been designated as a national Officials Qualifying Meet (OQM). Evaluators include Paul Memont (Starter, 2012 Olympics, London) Paul Maker (New England Swimming) and our own Bill Repass. Officials can be evaluated for national certification at every national level, except Administrative Referee.
3. 58 officials will receive the new officials' nameplates recognizing tenure and achievement. They will be awarded to officials after five years of service who attain the level of Starter and Referee.
4. The new officials ID tags for 2012 have been distributed to most qualified officials.
5. Clinics since the last Officials Committee Report include:
 - a. Stroke & Turn Officials: Hamden Hall, Jan. 30
 - b. Referees: Hamden Hall, Jan. 23Upcoming clinic: Stroke & Turn Officials: Hopkins, Feb. 29

Ed Becker
Officials Chair

CONNECTICUT SWIMMING, INC.
Board of Directors Meeting Minutes
Wednesday, December 7, 2011
7:30 pm
Teleconference

Call to Order/Roll Call: General Chair Chris Hug called the meeting to order at 7:35pm

Present Board Members: Bill Ball, Ed Becker, Hilary Berger, George Bradner, Molly Condron, Ed Doernberger Jeff Gray, Todd Gordon, Chris Hug, Rick Lewis, Dave Reilly, Judy Snow, John Spadafina, Ty Seymour, Kaeley Steinnagel, Tak Takabayashi, Mary Wescott,

Not Present: Ed Heath, Lexi Koukos, Jim Santiago, Kaz Takabayashi

Approval of Agenda/Additions to Agenda: Agenda was unanimously approved.

Announcements

1. General Chair Chris Hug has received periodic updates from USA swimming reiterating that athlete protection policies are to be implemented by Dec 31, 2011.
2. Reports from USA Swimming are that 2012 membership nationwide is up 7.1 percent over 2011. CSI Technical Planning is currently reviewing ways to accommodate the increase in membership in their planning. We now have more short course meets that are full very early (similar to long course). We need to find new ways for athletes to compete. Need to monitor this carefully.
3. National Select Camps: received updates on these camps.

Adoption of Minutes:

A motion to accept the minutes of the October 1, 2011 meeting was unanimously approved

October 26, 2011 Executive Committee Meeting. Chris Hug agreed to review the policy and rules regarding approval of new clubs with Ed Doernberger. (See further discussion below.) The minutes of the October 26, 2011 Executive Committee Meeting are approved.

Old Business

Reserves Policy Proposal

Finance Chair Todd Gordon presented a discussion proposal wherein CSI would create a reserve fund. M. Gordon will prepare a draft policy for consideration at the next Board meeting.

Cash Disbursement/Procurement/Distribution Policies and Procedure: Mr. Gordon commented on possible ways to improve financial controls concerning our disbursement policy. After substantial discussion, Mr. Gordon agreed to discuss our current practices, existing needs and consider updating our controls. Mr. Gordon is expected to report back at the April meeting.

New Business

USA Swimming LSC Bylaw Changes: included anti-bullying provisions, code of conduct and open water safety. We reviewed these changes. No formal actions need to be taken from our board.

Reimbursement Policy and Practices: Finance Chair Todd Gordon suggested the Board review and clarify existing policy concerning reimbursement policy for travel to meetings, USAS Convention, and Meet Directors/Referees for CT Senior and Age Group Championships. Nan Cooper will insert these policies in the CSI Policy and Procedure Manual

Proposal for Reimbursement of Officials: Ed Becker, Officials Chair, presented proposal for funding officials attending out of state meets for training purposes. Eligibility and eligible expenses were outlined. Motion approved.

CSI Formatted Meets (Program Operations): Program Operations Chair Tak Takabayashi commenced a discussion clarifying roles of Program Development Committee and the Program Operations Division. It is currently understood that Program Operations is responsible for creating and specifying format of all CSI meets based on the input of Program Development Committee and that Program Operations implements and executes the directives of Program Development. Mr. Takabayashi seeks to ensure that current policies and procedures match the needs of CSI, ensures the integrity of all swim meets, and that the host follows the expectations of CSI. The discussion also led into matters concerning annual meet programming currently under consideration by other Committees within CSI.

New Club Approvals General Chair Chris Hug remarked that our by-laws require the CSI Board to approve new Clubs, in addition to the approval required by USA Swimming. In the recent past, CSI has not approved new Clubs and Mr. Hug urged the Board to follow the bylaws and affirmatively approve/disapprove Clubs. A spirited discussion concerning the role of the CSI Board in the approval process. At present, CSI has no specific requirements for approval/disapproval other than that the Club not be in a state wherein CSI could terminate the Club. No consensus was reached. No policy or procedure was proposed or implemented. During the discussion, a number of issues were raised, including: (a) is USA doing an adequate job of reviewing the requirements and application submitted to USA Swimming; (b) should CSI even be considering approval/disapproval beyond USA Swimming's approval; (c) concerns were raised as to CSI's potential interference with a private business enterprise; (d) should CSI give deference to existing CSI members in a geographic area or is this an improper restraint of business – this relates to the issue of controlling Club competition, recruiting and pool usage. These issues were not resolved.

Reports of Officers

General Chair Report – Chris Hug: nothing added

Administrative Vice-Chair – Rick Lewis – banquet went well and asked for suggestions

Treasurer – Mary Westcott – doing audit 6 months earlier than last year.

Finance Chair- Todd Gordon – nothing added

Age Group Committee Chair – Dave Reilly- no quorum at last meeting. Meeting again for SC age group championship meet. Randy and Patty are doing such an amazing job. Thank Bill Ball for maybe using Central Ct for Age Groups. A Program Development issue is that we have 19 year olds swimming

Senior Committee Chair – Bill Ball: is working on a meet announcement and waiting for eastern zone sectional meet order of events. Going with a LC prelims and finals format for Senior Champs

Program Development Vice-Chair – Jeff Gray: nothing added

Program Operations Vice-Chair – Tak Takabayashi: working on a cancellation policy for meet directors.

Technical Planning Committee Chair – Kaeley Steinnagel: LC regionals and trying to add the third site but will wait until Chris hears back from UCONN

Coach Representatives – John Spadafina/Jim Santiago; Starting to plan for coach of the year. Coming up new ideas.

Athlete Representatives – Lexi Koukos/Molly Condron/Kaz Takabayashi/Ty Seymour

Coach-at-Large – George Bradner

Safety Committee Chair – Ed Heath

Officials Committee Chair – Ed Becker: new name plate orders. Age Groups will be a National Qualifier Meet for Officials. This needs to go into the meet announcements.

Registration/Membership Coordinator – Judy Snow: 4298 athletes now registered. 176 coaches, 160 officials, 25 other non athletes. 59 Teams, 2500 females 1789 males. A lot of coaches need to still complete athlete protection test. Chris compares numbers from last year. Ginger is doing an analysis of where our growth is.

Meeting adjourned: 9:40pm.

Respectfully submitted,

Hilary Berger, CSI Secretary

Attachments:

Reserves Policy Proposal

Cash Disbursement/Procurement/Distribution Policies and Procedure

Reimbursement Policy and Practices

Proposal for Reimbursement of Officials

Connecticut Swimming
Reserves Policy Proposal
Todd Gordon, Finance Vice-Chair

Board of Directors Meeting
December 7, 2011

The nature of reserves, as you probably know, is to provide ready funds in the event of significant unplanned expenditures, revenue declines, or other negative economic circumstances. For an operation like CT Swimming, the requirements should not be extreme; the fixed cost of our operations represents well less than 50% of the budget.

In addition, a distinction should be drawn between "capital funds", and reserves. Typically a capital fund is established for major investment initiatives (i.e. pool construction/renovation, significant new program development, etc.) for which operating margin and existing contributions are not likely to cover the required outlays.

Surpluses from a given year are not "automatically" reserves, but can become so, if the board deems this the appropriate disposition for the annual surplus. However, reserves typically are kept separate from operating funds and accounts, and handled under separate governance. i.e. special approvals needed to release any reserve funds.

Reserve funds can, by vote, or approval according to our governance, be used for capital or development projects.

My recommendation for reserves is:

- 1) Establish an initial reserve at 50% of our operating budget; with a target reserve of 1 yrs. operating budget (i.e. to be achieved over time as steady-state reserve)
 - a) describe/document reserve funds to exclude capital project funding - establish separate capital fund as necessary for capital projects.
- 2) Add to our governance/policies specific approval requirements for release of reserves
 - a) recommend a 2/3 majority to approve distribution/release of reserves
- 3) Establish a percent of surplus to be added to reserves for years in which a surplus accrues
 - a) recommend initially adding 15% of surplus to reserve fund, subject to annual approval of this allocation of surplus (i.e. if majority vote determines other uses for surplus that precludes 10% addition to reserve, then no incremental reserve funding in that year)
 - b) For any year in which reserves fall below target, surplus should first be used to reestablish reserve level before other applications of surplus.

Connecticut Swimming
Cash Disbursement/Procurement/Distribution Policies and Procedures
Todd Gordon, Finance Vice-Chair

Board of Directors Meeting
December 7, 2011

In the last annual audit, our auditors remarked on the potential control exposure arising from our check/disbursement practices. We currently have dual signature requirements, with Mary being the required second signature. However, we may have been lax in the timing of approvals or adhering to the process in some cases.

The cutting of the check itself is not the sole issue. We need to ensure that funds cannot be committed without the same two approvals (or more). Any board member or authorized representative of CT swimming could be committing our LSC to the expenditure of funds, even if they do not write a check. Our policies should protect us from accidental or purposeful commitment of funds without adequate budget and/or approval.

At different levels of commitment (i.e. \$ amount) different approvals should be required. Some can be handled automatically, by a department/committee head, because they are relatively small, and contained within their approved budget. Others may be thought to be in their budget, but are more substantial in nature and should be reviewed for appropriateness. Still others may be either not wholly contained within the budget, or very large, and need to be reviewed by multiple parties and potentially approved by the board.

Connecticut Swimming
Summary of CSI's Reimbursement Policies for Athletes and Non-Athletes

Board of Directors Meeting
December 7, 2011

USAS Convention

- 50% hotel room +tax, supersaver airfare, shuttle to/from destination airport and hotel, \$50 per diem food allowance, and conference registration.
- 100% room + tax if no roommate is available.

USA Swimming Workshops, Seminars, other USA Swimming sponsored events, and Eastern Zone Spring Meeting (Eastern Zone fall meeting is held at the USAS convention).

- Supersaver airfare, shuttle to/from destination airport and hotel, and registration fees.
- 50% hotel room +tax if more than 1 adult (same gender) is attending. 100% room + tax if no roommate is available.
- \$50 per diem food allowance if meals are not covered at the event.

Note: If driving, mileage over 50 miles is reimbursed at the current IRS rate. Tolls are reimbursed with receipts.

Note: CSI travel assistance to athletes attending sectional meets and higher is not to be considered reimbursement for travel expenses. It is a flat payment to be used to help defray travel expenses. The payments are determined annually by the Senior Committee with approval by the Board of Directors when the FY budget is presented to the Board of Directors.

CSI Senior Championship and Age Group Championship Meets

- 100% hotel room + tax for Meet Referees and Meet Directors

Connecticut Swimming

Proposal for Reimbursement of Officials Attending Out-of-State Meets for Training Purposes

Ed Becker, Officials Committee Chair

Board of Directors Meeting

December 7, 2011

Certified officials meeting the following requirements can request reimbursement for participating in out-of-state meets at the Zone or higher levels.

Official is required to participate in and successfully complete a national certification evaluation, if offered and the official is eligible. (Generally requires working a minimum of four sessions.)

Eligible expenses: economy (Super Saver) airfare (or IRS mileage > 50 miles); transportation/parking to/from destination airport and to/from venue/hotel; ½ room. Up to two days per diem for travel days.

Maximums: Zone level meets: \$250; Sectional and comparable-level meets: \$400; National championships, Olympic Trials, Grand Prix, and comparable level meets: \$650. Limit two meets per calendar year per official. Official is ineligible if he/she is otherwise reimbursed for expenses, such as being assigned team members. All awards are approval of the Officials Chair and subject to budget limitations.