

4.0 Travel

***SUMMARY:** The MA Travel Assistance Policy was modified in 2009 for Athletes. It was further modified in 2010 to broaden and clarify the assistance available for Open Water swimmers, and to add the Club Assistance policy. Athlete assistance will now be provided to any swimmer that has achieved a National level Time Standard and is eligible to attend any of the MA designated meets during each of the Winter, Spring and/or Summer seasons. Time Standards and approved meets will be published in October of each year. Eligibility requirements for all athletes have been simplified. Awards during each season may be limited by the MA budget; un-funded requests will be re-considered following the Summer season. College swimmers are not eligible for support during the college school year; swimmers 19 and over are exempt from the MA meet participation requirement (approved by MA Board at May, 2009 and Oct., 2010 mtgs.)*

4.1 Athlete Travel Assistance (Pool swimmers)

A. General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes participating in USA Swimming championship level meets, including Olympic and/or World Championship Trials (“Trials”), National Championship meets (“Nationals”), Junior National Championships meets (“Juniors”), the NCSA Junior National SC Championships (“NCSA Jrs”), the [Eastern Zone] Speedo Champions Series Meets (“Sectionals”), and other comparable meets which are designated and approved by the MAS Board of Directors (the “**MEETS**”). In addition, **Travel Assistance** will be provided to athletes that attend designated USA Swimming Open Water (“OW”) and USA Swimming Adapted National Championships (“Adapted”).

“Nationals” shall be understood to include the USA Swimming (LC) National Championships, the USA Swimming Short Course Championships, the USA Swimming Spring Championships and the US Open, when such meets are held. “Juniors” shall be understood to include both the LC and SC USA Swimming Junior National Championships. The “Trials” meets may either be held separately or in conjunction with a National Championship (“Nationals”) meet.

To receive **Travel Assistance** for a **MEET**, a swimmer must qualify for and participate in (see 4.1.A.2 below) at least one Individual Event at that **MEET**. Bonus events at the **MEET** shall NOT qualify to meet this participation requirement.

MAS also provides support for swimmers that attend the Eastern Zone (EZ) Short Course (All Star) and Long Course Age Group Championships. Funding is also generally available for participants at designated International Open Water and Adapted competitions, as approved by the MAS Board.

2. Participation in a **MEET** is defined as competing in at least one individual event at the specified meet. Swimmers who are disqualified from an event for either a stroke or turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, or who fail to swim at Finals in an event for which they have qualified, except when such non-participation is for a medical or other reason that has been excused by the Meet Referee, may not count that event (i.e., a swimmer may not scratch from Finals in an event for which they have qualified and count that event toward participation.) Swimmers who are disqualified for unsportsmanlike conduct or because of a violation of a safety rule will receive **Travel Assistance** only after review and approval by the MAS Board of Directors (the “Board”).
3. The **Travel Assistance** program is managed by the **MAS Travel Fund Committee (“TFC”)**, which shall be appointed annually as provided in Article 607.3.16 of the MAS ByLaws. The responsibilities of the **TFC** are defined in Article 607.4.10 of the ByLaws.

4. For **Travel Assistance** purposes, the ‘year’ shall be the same as the MA fiscal year – i.e., from September 1 through the following August 31. **MEETS** for which **Travel Assistance** is provided will be designated annually by the **TFC** for each of the Winter (September – December), Spring (January – April) and Summer (May – August) seasons. **Travel Assistance** may be approved for additional meets during the Spring season when there is no ‘National’ level meet during that season. Requests for such approval must be made to and approved by the MAS Board no later than the February Board meeting.
5. A swimmer will generally be eligible to receive **Travel Assistance** for only one **MEET** during each season. A swimmer that attends a ‘Trials’ class meet that is held separately from a ‘Nationals’ meet shall be eligible to receive additional **Travel Assistance** for another **MEET** during the same season.

B. Travel Assistance Support

1. The amount of **Travel Assistance** provided to swimmers is based on their level of accomplishment, and not on the **MEET** that they attend. The **TFC** will issue **Time Standards** for each of the Winter/Spring and Summer seasons. In general, there will be two levels for the Winter/Spring season and three levels for the Summer season. The Level 1 and 2 **Time Standards** will be different for the Winter/Spring and Summer seasons.
2. The **Time Standards** shall be issued no later than October 15 of each year.
3. A swimmer that has achieved a **Level 1 Time Standard** prior to attending a **MEET** will receive the **Level 1 Award** regardless of which **MEET** they attend during that season. A swimmer that has achieved a **Level 2 Time Standard** prior to attending a **MEET** will receive the **Level 2 Award** regardless of which **MEET** they attend. During the Summer season, a swimmer that has achieved a **Level 3 Time Standard** will receive the **Level 3 Award** regardless of which **MEET** they attend during the Summer season.
3. The **Travel Assistance** budget for each year shall be included in the annual MAS Budget; the **TFC** will determine the allocation of budgeted funds to each season. A separate allocation shall be made for a “Trials” meet, when held separate from a ‘Nationals’ meet. The basis for granting **Awards** to eligible swimmers is described in section 4.1.E.3
4. The **Award** for each level of accomplishment are:

| | <u>Winter/Spring</u> | <u>Summer</u> |
|---------|----------------------|---------------|
| Level 1 | \$ 550 | \$ 600 |
| Level 2 | 450 | 450 |
| Level 3 | | 300 |

C. Time Standards

1. **Time Standards** for two levels of support during the Winter and Spring seasons and three levels for the Summer season will be established and published by the **TFC** no later than October 15 of each year. The **Time Standards** will remain in effect for the year – i.e., from September 1 through the following August 31.
2. Unless determined otherwise by the **TFC**, the Winter/Spring **Level 1 Time Standards** shall be the qualifying times for the USA Swimming SC Championships and the **Level 2 Time Standards** shall be the qualifying times for the USA Swimming SC Junior Championships. The Summer **Level 1 Time Standards** shall be the qualifying times for the USA Swimming National (LC) Championship, the **Level 2 Time Standards** shall be the qualifying times for the USA Swimming LC Junior Championships, and the **Level 3 Time Standards** shall be the ‘bonus’ qualifying times for the USA Swimming LC Junior championships.

3. The qualifying period for achieving a Time Standard shall be no earlier than the following dates one year prior to the Meet (i.e., approximately 12-16 months prior to the Meet.):

| | |
|--------|-------------|
| Winter | September 1 |
| Spring | January 1 |
| Summer | June 1 |

D. Eligibility Requirements

1. Registration –

- a) To receive **Travel Assistance** for a **MEET**, a swimmer must be currently registered in MAS at the time of the funded travel.
- b) The **Travel Assistance** support provided to each swimmer may be reduced based on the number of years that swimmer has been registered in MAS, as follows:
 - (1) First registration year in MAS – not eligible – i.e., no Award.
 - (2) Second registration year in MAS – 25% of **Award**.
 - (3) Third registration year in MAS – 50% of **Award**.
 - (4) Fourth registration year in MAS – 75% of **Award**.
 - (5) Fifth and subsequent years in MAS – 100% of **Award**.
- c) To receive credit for a ‘registration year in MAS,’ the swimmer must be registered with Middle Atlantic Swimming on September 1 of each year. Once determined, the ‘registration years in MAS’ for each swimmer will remain the same for the entire year – i.e., registration with MAS after September 1 will NOT increase the number of years toward determination of an Award.
- d) Registration with MAS may be either through a Middle Atlantic Club or as an Unattached athlete.

2. MAS Meet Participation

- a) To receive **Travel Assistance**, a swimmer must have participated in at least two (2) MAS Sanctioned meets that are open to all age- and time-eligible MAS swimmers within the one-year period immediately preceding the **MEET** for which an award is granted. Participation in a MAS meet is as defined in paragraph 4.1.A.2 above. Participation in a sanctioned Time Trial, Dual, Intra-squad or other ‘closed’ meet does NOT qualify toward this MAS participation requirement.
- b) As participation at MAS Meets by athletes receiving **Travel Assistance** is designed to present a positive role model experience to other swimmers, all applicants are expected to put forth a good faith effort in their MAS swims.

E. Application / Payment

1. All **Travel Assistance** awards will be paid to the swimmer’s respective Club. A Club representative should submit the **Request for Travel Assistance** form (available on the MA website), a copy of the **MEET** entry form and proof of participation at the **MEET** to the MAS Office, Attn: Travel Administrator. The form should include any UN-attached swimmers associated with the Club. UN-attached swimmers with no Club association should contact the MAS Office regarding their support.
2. The deadline for submission of a completed **Request for Travel Assistance** form is as follows:
 - (a) for Winter MEETS, by December 20 or fifteen (15) days following the last day of any Winter MEET, whichever is later.
 - (b) for Spring MEETS, by April 15 or fifteen (15) days following the last day of any Spring MEET, whichever is later.
 - (c) for Summer MEETS, by August 25 or fifteen (15) days following the last day of any Summer

MEET, whichever is later.

- (d) for any other MEET, fifteen (15) days following the last day of the MEET.
3. During each season, **Travel Assistance Awards** shall be first paid to all swimmers attending a **MEET** that have achieved a **Level 1 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 2 Time Standard**; and then to those swimmers attending a **MEET** that have achieved a **Level 3 Time Standard** (Summer only.) If there are not sufficient remaining budgeted funds within any season to grant the full **Award** to all eligible swimmers at that Award level, then the available budgeted funds shall be equally distributed to those eligible swimmers at that Level, taking into account any reductions as noted in section 4.1.C.1b above.
4. At the completion of the Summer season, the **TFC** shall meet to consider any appeals and to decide whether any remaining funds should be distributed to swimmers that did not previously receive a full **Award** payment.
5. All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

F. College and post-High School swimmers

1. Any swimmer participating in a college program (NCAA, NJCAA, NAIA, etc) is NOT eligible to receive any **Travel Assistance** for the period from September 1 through May 31. Swimmers in a college program may receive **Travel Assistance** during the Summer season if they meet the other requirements. The MAS meet participation requirement will be waived for such swimmers.
2. College swimmers must represent Middle Atlantic at the **MEET** - either a MAS Club or as MA-UN. The MA representation may be one of a 'dual' representation when permitted by the **MEET**.
3. College swimmers that are not registered with MAS on September 1 (i.e., they are registered with their college team) may request that their status be reviewed by the **TFC**.
4. Post-high school graduates that are not attending or participating on a college program and are at least nineteen (19) years of age at the time of the funded **MEET** are exempt from the MAS meet participation requirement.

Note: it is expected that college swimmers receiving Travel Assistance support from MAS are (a) training with a MAS club at the time of funding, and (b) not receiving additional funding from their college program to attend the MEET. MAS expects that college athletes not meeting these conditions will not apply for MAS Travel Assistance.

G. Waivers / Appeals

1. In extenuating circumstances, certain eligibility or participation requirements may be waived by the **MAS Board**. An **Application for Waiver** should be submitted by the Club representative (or UN-attached swimmer) to the MAS office.
2. An Appeal of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the **MAS Board** by submitting a letter to the MA Office; such appeal must be submitted by October 1 following the meet in question (see 4.1.C.5 above).

4.2 Open Water Athlete Travel Assistance

- A. MAS will provide **Travel Assistance** to swimmers attending designated Open Water (**OW**) Championship events. The funding for **OW Travel Assistance** shall be included as a separate line item in the MA Budget. Unless indicated otherwise below, the criteria and requirements will be the same as stated in sections A-G above for 'pool' swimmers.

1. OW Meets – **OW Meets** eligible for support are USA Swimming Open Water Championships – 5K and 10K; any USA Swimming Trials class OW meet, and any other comparable OW meet which is approved by the MA Board of Directors prior to said meet (the “**OW Meet**”.)
2. Participation – an OW swimmer must enter and participate in the designated **OW Meet** in order to be eligible for **OW Travel Assistance**.
3. Registration – OW swimmers are subject to the same registration requirements as pool swimmers, as defined in section 4.1.D.1 above.
4. MAS Meet participation / Time Standard – OW swimmers do not need to participate in a MAS Sanctioned meet during the qualifying period, but must satisfy the **Qualifying Time** Standard in either the 800m/1000yd or 1500m/1650yd Freestyle event for one of the meets listed in section 4.2.A.6 below. The level of support is dependent on the meet for which the time standard is achieved. An OW qualifying time may be achieved in any USA Swimming Sanctioned, Approved or Observed meet.
5. The **OW qualifying time** must have been achieved on or after June 1 of the year prior to which OW Travel Assistance is requested. OW swimmers not presently competing in ‘pool’ competition or who have met a Time Standard prior to the qualifying period may request waiver of this requirement by the Travel Fund Committee or the MA Board by submitting such request to the TFC by September 1 of the current year.
6. The **Award** amount shall be the same as the Summer award for ‘pool’ swimmers:

| | | |
|---------|--------|--|
| Level 1 | \$ 600 | USA Swimming National LC Championships |
| Level 2 | 450 | USA Swimming Junior Natl LC Champ |
| Level 3 | 300 | USA Swimming Jr Natl LC Champ – bonus time |

- B. The deadline for submitting the **Request for Travel Assistance** is the same as for **Summer** meets.
- C. If awards to the number of eligible athletes exceeds the budgeted amount, the available funds shall be awarded first to those athletes with a Level 1 standard, followed by athletes with Level 2 standard and then to athletes with a Level 3 standard. At any level, the available funds shall be allocated equitably among those qualified (on a percentage basis, when appropriate.)

(adopted by MA Board, October, 2010)

4.3 Travel Assistance - Adapted Swimming Championships

- A. MAS will provide **Travel Assistance** to swimmers attended designated Adapted Swimming or Paralympic Championship events when approved by the MAS **Board**.
- B. The amount of support for athletes attending these meets will be determined by the MAS **Board** and will be equivalent to the support provided to swimmers for comparable meets.

4.4 Travel Assistance – Club

***SUMMARY:** The MA Club Travel Assistance Program was established in 2009 to support clubs sending coaches to summer LC National championship meets. The level of support is based on and is intended to encourage club participation in the USA Swimming Club Recognition Program.*

- A. General
 1. **Club Travel Assistance** will be provided to eligible MAS clubs that send at least one coach and one swimmer to a USA Swimming LC National Championships, including Olympic and/or World

Championship Trials, a LC US Open, or a Junior National Championships held during the Summer (i.e., from April 1 through August 31) of each year.

2. The coach must be currently certified at the time of the meet. At least one swimmer registered with the club must participate in the meet according to the conditions of 4.1.A.2 of the Athlete Travel Assistance policy.

B. Support

1. The **Club Travel Assistance** program shall be funded annually by the MAS Budget.
2. Each MA **Club** shall be eligible to receive only one **Award** during each year. The amount shall be the maximum award for which the Club is entitled for attendance at any eligible meet during the summer.
3. The amount of support available to each **Club** shall be based on the Level of achievement in the USA Swimming Club Recognition Program as of the first day of the meet. (Clubs that have applied for a higher level of recognition prior to the meet that is recognized subsequent to the meet shall receive support based on that higher level.) Initial awards amounts are:

| | |
|---------|--------|
| Level 1 | \$ 300 |
| Level 2 | 400 |
| Level 3 | 500 |
| Level 4 | 600 |

- C. Applications for **Club Travel Assistance** must be submitted to the MAS Office (on a form to be provided) by August 25 or fifteen (15) days after the conclusion of a meet, whichever is later. Applications must include proof that the coach and at least one eligible swimmer attended the meet (e.g., copy of airline or hotel receipt with traveler's name included on receipt.)

(adopted by MA Board, October, 2010)