

4.0 Travel

4.1 Athlete Travel Assistance

A. General

1. Middle Atlantic Swimming (MAS) will provide **Travel Assistance** to athletes traveling to and participating in USA Swimming National Championship Meets (“Nationals”), Olympic and/or World Championship Trials - when held as separate meets (“Trials”), the USA Swimming Junior LC National Championships (“Juniors”), the NCSA Junior National SC Championships (“NCSA Jrs”), the US Open (“Open”), the Eastern Zone Speedo Sectional Meets (“Sectionals”), the USA Swimming Open Water National Championships (“OW Champs”), the USA Swimming Adapted National Championships or other comparable meets designated and approved by the MAS Board of Directors (the “**MEETS**”).

To receive **Travel Assistance** for any of the **MEETS**, an athlete must qualify for and participate in (see 4.1.A.2 below) at least one Individual Event at that **MEET**. Bonus events shall not qualify to meet this participation requirement. Athletes applying for **Travel Assistance** to a Sectionals meet must meet an additional Time Standard requirement (see 4.1.B.2 below.)

“Nationals” shall be understood to include the USA Swimming Spring Championships and the USA Swimming Short Course Championships, when held.

MAS may also provide travel support for swimmers attending the Eastern Zone (EZ) SC and LC Age Group Championships (see section 4.1.C.5 below). On a year-by-year basis, funding may also be available for designated International Open Water and Adapted competitions.

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 may receive travel support only after review and approval by the MAS Board of Directors.
3. **Travel Assistance** will be provided to a swimmer for only one MEET from each Group (i.e., season - see Table 4.1), except as follows:
 - a) Swimmers who attend separate Nationals and Olympic/World Championship Trials in the same season can receive assistance for both Meets.
 - c) Swimmers who receive **Travel Assistance** for a Sectional meet may also receive support for an EZ Age Group Championships.
 - d) When approved by the Board of Directors, **Travel Assistance** may be provided for participation at alternative meets in lieu of the EZ Sectional Meets.
4. **Travel Assistance** is not automatic. All awards are subject to review by the MAS Travel Fund Committee, Senior Committee and the Board of Directors.

B. Requirements

1. Registration
 - a) A Swimmer must be currently registered in MAS at the time of any funded travel.

- b) A Swimmer must have been registered with MAS for one period of at least twelve (12) consecutive months within the five-year period immediately preceding travel.
 - c) The length of registration will determine the amount of travel assistance for National level MEETS, as follows:
 - (1) First (calendar) registration year in MAS – no reimbursement.
 - (2) Second registration year in MAS – 70% of Destination Award, no Bonus.
 - (3) Third registration year in MAS – 100% of Destination Award, no Bonus.
 - (4) Fourth and subsequent registration years in MAS – 100% of Destination Award plus Bonus Award.
2. Time Standards for Eastern Zone Sectionals
- a) In order to obtain **Travel Assistance** for a Spring Sectionals meet, an athlete must achieve a **MAS Sectional Travel Award Time Standard** between March 1 of the previous year and the entry deadline for the Spring Sectional Meet, and participate in that event at the Sectional meet.
 - b) In order to obtain **Travel Assistance** for a Summer Sectionals meet, an athlete must achieve a **MAS Sectional Travel Award Time Standard** between August 1 of the previous year and the entry deadline for the Summer Sectional Meet, and participate in that event at the Sectional meet.

Note: the **MAS Sectional Travel Award Time Standards** are equivalent to the Qualifying Time Standards that were in effect for the 2000 USA Swimming Junior National Championships. These Time Standards are posted on the MA website.

3. MAS Meet Participation

- a) To receive **Travel Assistance** for a **MEET**, a swimmer must have participated in at least six (6) MAS Sanctioned meets that are open to all age- and time-eligible MAS swimmers within the two-year period immediately preceding the MEET. Participation in a meet is as defined in paragraph 4.1.A.2 above. Participation in a sanctioned Time Trials, 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.
- c) College/University (hereinafter COLLEGE) students:
 - (1) COLLEGE students competing under their college eligibility must participate in a minimum of three (3) individual events at MAS Sanctioned meets in the approximately twelve (12) month period preceding the Meet for which support is requested; said qualifying period shall begin on December 1 of the preceding year for Winter season meets, March 1 of the preceding year for Spring season meets, and August 1 of the preceding year for Summer season meets – and ends with the first day of the respective Meet. College students who have completed their college eligibility shall be subject to this same participation requirement to obtain support through the Summer season meets following completion of their college eligibility. It shall be the responsibility of each college student to provide satisfactory evidence of his or her college attendance/eligibility to the MAS Travel Fund Committee, when requested.
 - (2) COLLEGE students who are attending college (whether within the MAS region or elsewhere) but are not competing with their college team must meet the same participation requirements as other MAS swimmers, as defined in paragraphs 4.1.B.3.a and 4.1.B.3.b above.
- d) Middle Atlantic registered athletes who attend and board at a Prep School (i.e., high school) outside of the MAS region must participate in a minimum of three (3) individual events at MAS Sanctioned meets in the preceding twelve month period, as described in 3(c)(1) above for college students.
- e) EZ Age Group Championships and Adapted Swimming:
 - (1) Participation (as defined in 4.1.A.2 and 4.1.B.3.a) in six (6) meets within the two-year period immediately preceding the meet.

- (2) Exception: Swimmers with only one (1) year of MAS registration must participate in a minimum of four (4) meets.

C. Level of Support

1. The **MAS Travel Fund Committee (TFC)** 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. The **TFC** shall propose those Meets to be considered for **Travel Assistance** during the next MAS fiscal year.
2. The **TFC** shall propose a **Meet Support Amount** for each Group of MEETs (i.e., Winter, Spring and/or Summer seasons), which shall be approved as part of the annual MAS Budget process. The Meets in each Group shall be named and prioritized as in Table 4.1. The **Meet Support Amount** shall be based on the level of the MEETs in that Group, as well as the location and expected cost for travel to the meet locations.
3. The **Travel Assistance** for each athlete shall consist of two parts: the **Bonus Award** and the **Destination Award**. The total Bonus and Destination Awards for each individual Meet shall be calculated and referred to as the **Granted Meet Award**.
 - a) The **Bonus Award** for each MEET is awarded to swimmers who meet the registration and participation requirements of Sections 4.1.B.1 and .3, respectively. (Note: swimmers must be in their fourth year or longer of MAS registration to receive the **Bonus Award**.) The **Bonus Award** is based on the level of each meet, and shall be as follows:

Olympic/World Champ Trials	\$ 150
National Champs (when not also Olympic/World Champ Trials)	\$ 100
USA Swimming Spring or SC Championships	\$ 100
USA Swimming Junior Championships	\$ 50
NCSA Junior Champs	\$ 50
Speedo Sectionals	\$ 50
US Open	\$ 0

Within each Group (i.e., season), the **Bonus Award** is awarded to all eligible swimmers that have met the MAS registration and participation requirements. The total **Bonus Award** amount for all meets in the Group shall be subtracted from the **Meet Support Amount** for that Group.

Note: it is the intention that the **Bonus Award** be awarded to all eligible swimmers qualified for each Meet, regardless of the total funds budgeted or available for the Meet.

- b) The **Destination Award** is awarded as follows. The **Destination Award** (up to the **Max Award** amount) is awarded to all eligible athletes that attended the Meet listed first in the Group (i.e., Meet #1). If more than one Meet is designated as Meet #1, the meets are considered equivalent and the **Destination Award** for those meets are computed together. If sufficient **Meet Support Award** funds are not available to award each eligible swimmer the **Max Award** amount, then each eligible swimmer shall receive an equal proportionate share of the available funds (adjusted as 4.1.B.1c). The total **Destination Award** for that meet is subtracted from the available **Meet Support Amount** for the **Group**. If funds remain, the **Destination Award** (up to the **Max Award** amount) for the Meet (or Meets) listed next in the **Group** (i.e., Meet #2) are then awarded to all eligible athletes that attended that Meet (or Meets.) If there are not sufficient **Meet Support Award** funds to award each eligible swimmer the **Max Award** amount, then each eligible swimmer shall receive an equal proportionate share of the available funds (adjusted as 4.1.B.1c). The total **Destination Award** for that meet is subtracted from the available **Meet Support**

Amount. The **Destination Award** for any remaining Meet(s) in the **Group** is determined in the same manner.

When all available funds in the **Meet Support Amount** for a **Group** are expended, no further travel support will be granted for meets in that Group, except for supplemental awards as provided in 4.1.C.4 below).

Note: a swimmer may receive **Travel Assistance** for only ONE meet within any Group.

4. Following completion of all MEETS, the Board of Directors will determine whether and on what basis any un-awarded **Meet Support Amount** funds may be distributed to those eligible and qualified athletes that did not receive full support funding under the above procedures. The Board will also consider at that time the possible awarding of **Travel Assistance** to any eligible athletes whose application was not submitted within the application deadline or were otherwise denied support under the above procedures.
5. Travel support for MA Zone Team members attending the EZ Age Group Championships (SC or LC) will be determined by the Age Group and/or Zone Committees.
 - a. Total costs for the Spring (SC) All-Star Team will be estimated by the Zone Committee and partially offset by the MAS budgeted support for the Team. Each Team member will be allocated an equal share of the remaining costs. Team members are responsible for their own equipment costs.
 - b. MAS support for the Summer (LC) Zone Team is limited to covering travel, food and room expenses for the Coaches and Administrative costs of the meet; each participating swimmer is responsible for their own travel, housing and meal expenses and equipment costs.

D. Open Water:

1. The **Travel Fund Committee** (see above) shall propose an **Open Water (OW) Meet Support Amount** for each year as part of the MAS budget process (see Table 4.2). The MAS Board of Directors shall approve all OW meets that are eligible for support.
2. The MAS Board of Directors shall decide how much of the **OW Meet Support Amount** shall be available for each OW Meet. The allocated **OW Meet Support Amount** for each such meet will be equally divided among those qualifying for support, with a maximum award to be determined by the Board but not to exceed \$500 per swimmer.
3. To receive **Open Water Travel Assistance** -
 - a. a swimmer must have achieved at least one (1) **MAS Sectional Travel Award Time Standard** within the twelve (12) month period prior to the Open Water Meet.
 - b. a swimmer must meet the same registration and participation requirements as stated in paragraphs 4.1.B.1 and 4.1.B.3.a, respectively.
 - c. additional criteria may be established by the Board, as appropriate.
4. A swimmer receiving **Open Water Travel Assistance** may receive three (3) Travel Assistance awards in a year provided at least one award is for a pool event.
5. A swimmer participating in both the **USA Swimming OW Championships** and the **USA Swimming National Championships** in the same season may receive funding for both meets except when they are held consecutively at the same site in which case the swimmer shall be granted the award for the Nationals meet plus an additional \$50 award for the OW meet.

E. Adapted Swimmers:

1. The **Travel Fund Committee** (see above) shall propose an **Adapted Meet Support Amount** for each year as part of the MAS budget process. The MAS Board of Directors shall approve all Adapted Meets that shall be eligible for support.
2. To receive **Adapted Meet Travel Assistance** -
 - a. a swimmer must meet the same registration and meet participation requirements as stated in paragraphs 4.1.B.1 and 4.1.B.3.a, respectively. Exceptions to these requirements must be presented to and approved by the MAS Board of Directors.

- b. A swimmer does not have to meet a Time Standard to be eligible for an **Adapted Swimmer Travel Assistance** award.
- 3. The MAS budgeted **Meet Support Amount** for Adapted Swimmer Meets (see Table 4.2) will be equally divided among those qualifying for support, with a maximum award to be determined by the Board but not to exceed \$500 per swimmer.

F. Application / Payment

- 1. EZ Age Group Championships travel assistance:
 - a) Athletes who have been selected for the Spring (SC) All-Star Team in accordance with the Zone All-Star Team policies will be charged a flat fee to cover their portion of the trip costs. No further application for funding is required.
 - b) There is no individual reimbursement or support for Summer (LC) Team participants.
- 2. All other travel:
 - a) All **Travel Assistance** awards shall be paid to each swimmer's respective Club. The Club representative shall submit a **Request for Travel Assistance** form, 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.
 - b) The deadline for submission of a completed **Request for Travel Assistance** form is as follows:
 - (1) for WINTER MEETS, by December 20 or fifteen (15) days following the last day of any WINTER MEET, whichever is later.
 - (2) for SPRING MEETS, by April 15 or fifteen (15) days following the last day of any SPRING MEET, whichever is later.
 - (2) for SUMMER MEETS, by August 25 or fifteen (15) days following the last day of any SUMMER MEET, whichever is later.
 - (3) for any other MEET, fifteen (15) days following the last day of the MEET.
 - c) All **Travel Assistance** awards must be reviewed and approved by the Finance Vice-Chair before payment to any Club or individual.

G. Waivers / Appeals

- 1. In extenuating circumstances, certain eligibility or participation requirements may be waived. An **Application for Waiver** should be submitted by the Club representative (or UN-attached swimmer) to the MAS office to be referred to the MAS Board of Directors.
- 2. College students who attend college outside the MAS boundaries may apply for waiver of the Meet participation requirement. A copy of the student's transcript may be required and should accompany the application, when requested.
- 3. Appeals of any decision regarding **Travel Assistance** may be made by the Club representative (or UN-attached swimmer) to the Board of Directors by submitting a letter to the MAS Office.

(approved Nov '01; revised Apr '04, Nov '04, Sept '06, May '07, June '07, Sept. '07)

4.2 Foreign Athletes/Travel

- A. USA Swimming coordinates international travel and exchanges for athletes and clubs. Approval is needed from USA Swimming and the foreign Federation involved prior to travel and competition. The following forms can be found in the registration section of the Forms Index.

- 1) **Notification of Membership in USA Swimming.** When a member of a FINA Federation applies for membership in USA Swimming, he/she must complete the **Notification of Membership in USA Swimming** form. This form should be sent to the Middle Atlantic office.
- 2) **Foreign Travel Permit Request.** LSCs and clubs wishing to compete abroad must complete the **Foreign Travel Permit Request** form and submit it plus the foreign federation invitation and the meet information to the Middle Atlantic office.
- 3) **Invitation to Foreign Athletes/Teams.** LSCs and clubs wishing to invite foreign athletes or teams to participate in a meet must complete the **Invitation to Foreign Athletes/Teams** form and submit the form and the meet information to the Middle Atlantic office.

Table 4.1
MIDDLE ATLANTIC TRAVEL ASSISTANCE

	<u>Meet Support Amount</u>	<u>Bonus Award</u>	<u>Max Award</u>
2005-06			
US Open, Auburn, AL	\$ 8,000	0	\$ 400
Spring Nationals, Federal Way, WA	\$ 10,000	\$ 100	\$ 500
Spring Sectionals, Annapolis, MD	\$ 15,000	\$ 50	\$ 250
Summer Nationals, Irvine, CA	\$ 15,000	\$ 100	\$ 500
Summer Sectionals, Buffalo, NY	\$ 12,000	\$ 50	\$ 250
Junior Nationals, Irvine, CA	\$ 6,000	\$ 50	\$ 350
2006-07			
US Open, W.Lafayette, IN	\$ 6,000	0	\$ 400
I. SPRING Meets	\$ 25,000		
a. Spring Championships, Long Island, NY		\$ 100	\$ 500
b. NCSA Junior Champs, Orlando, FL		\$ 50	\$ 250
c. Spring Sectionals, Rockville, MD		\$ 50	\$ 250
II. SUMMER Meets	\$ 35,000		
a. Summer Nationals, Indianapolis, IN		\$ 100	\$ 500
b. USA Junior Champs, Indianapolis		\$ 50	\$ 400
c. Summer Sectionals, St. Mary's, MD		\$ 50	\$ 250
2007-08			
Group I. WINTER Meets	\$ 4,000		
1. USA-S Short Course Nationals, Atlanta, GA		\$ 0	\$ 300
USA-S LC Time Trials, Atlanta, GA (must attend SC Natls)			
Group II. SPRING Meets	\$ 31,000		
1. Any Designated or other SPRING meet (w/2007 Summer Natl QT) *		\$ 100	\$ 400
2. NCSA Junior Champs, Atlanta, GA		\$ 50	\$ 350
Spring Sectionals, East Meadow, NY		\$ 50	\$ 250
Spring Sectionals, Univ of Maryland		\$ 50	\$ 250
Group III. SUMMER Meets	\$ 35,000		
1. Summer Nationals, Minneapolis, MN		\$ 100	\$ 500
2. USA Junior Champs, Minneapolis, MN		\$ 50	\$ 400
3. Summer Sectionals, State College, PA		\$ 50	\$ 250
OLYMPIC TRIALS, Omaha, NB	\$ 24,000	\$ 150	\$ 700
* Designated meets includes all Grand Prix meets concluding by April 15, 2008 and other meets approved by the MA Board no later than the February, 2008 meeting. Swimmer must have a 2007 Summer National QT.			

Table 4.2
MIDDLE ATLANTIC - Other TRAVEL ASSISTANCE

	<u>Meet Support Amount</u>	<u>Bonus Award</u>	<u>Max Award</u>
2007			
5K OW National Championships	\$ 1000		\$ 500
10K OW Championships	\$ 1000		\$ 500
25K OW Championships	\$ 1000		\$ 500
Disability / Paralympic Championships	\$ 1000		\$ 500

(Meet Support Awards approved in annual MAS Budget)