



FCST Travel Trip Expense Policy

FCST swimmers are encouraged to participate in FCST Team Travel Trips. They provide a time for team bonding as well as growth personally and as an athlete.

To help control personal costs, the team and coaches will do their best to secure economical lodging commensurate with reasonable and acceptable safety, comfort and hygiene standards.

- a) The safety of our swimmers will always be a key criteria in the selection of appropriate accommodations. FCST will generally try to make team hotel arrangements for interior facing rooms, except in situations where exterior accessible rooms are safe and the best or only available option (such as Sarasota).
 - b) Whenever possible, room sharing between swimmers at occupancy levels commensurate with the available lodging will be encouraged (typically 3-4 swimmers per room).
 - c) Whenever possible, room sharing between 2 male or 2 female coaches (2 per room) will be encouraged.
- 3) FCST will provide each swimmer with an estimated cost of the trip prior to the sign-up deadline. Advance monthly payments may be billed to families, followed by a final billing after the trip. All estimated trip costs should be reviewed with the Finance Manager before distributing to the swimmer.
 - 4) FCST will send a break down of charges to the swimmer prior to the final billing.
 - 5) FCST Travel Trips where airline travel is involved, FCST will bear the cost of one rental vehicle. The cost of additional vehicles will be shared by participating swimmers.
 - 6) OTC Team Training Trips
FCST will not be responsible for any of the travel, lodging or food for swimmers, chaperones or coaches
 - 7) Non-Champ Meet Travel Trips
FCST will not be responsible for any of the travel, lodging, food or meet expenses of either swimmers, chaperones or coaches.
 - 8) Grand Prix Meet Travel Trips
FCST will not be responsible for any of the travel, lodging, food or meet expenses of either swimmers or chaperones. FCST will not be responsible for any coaches attending that may be above the ratio outlined in the FCST Travel Trip Coach and Chaperone Staffing Guidelines.
 - 9) Champ Meet Below the Gulf LSC Reimbursement Specified Junior National Champ Meets
FCST will not be responsible for any of the travel, lodging, food or meet expenses of either swimmers or chaperones. FCST will not be responsible for any coaches attending that may be above the ratio outlined in the FCST Travel Trip Coach and Chaperone Staffing Guidelines.
 - 10) Champ Meets On The Gulf LSC Reimbursement Specified Junior National Champ Meets
FCST will not be responsible for any of the travel, lodging, food or meet expenses for swimmers. FCST will not be responsible for any coaches or chaperones attending that may be above the ratio outlined in the FCST Travel Trip Coach and Chaperone Staffing Guidelines. See FCST Travel Trip Reimbursement For Jr. National and Above Policy

First Colony Swim Team creates opportunity for swimmers to merge passion and commitment with expertise resulting in the highest level of personal performance



FCST Travel Trip Reimbursement For Jr National & Above Policy Swimmer and Chaperone

FCST strongly encourages swimmer participation in higher level meets (Junior Nationals, Nationals, Olympics and other comparable championship level meets). Recognizing that participation in these meets confers compensating benefit to the team in the form of enhanced prestige and recognition, FCST feels it is appropriate and justified to provide some support for this participation.

The purpose of this policy is to help defray the added expenses that participation in these meets entails for both the swimmers and the designated chaperones that have accepted responsibility for the supervision, safety and welfare of the swimmers they're entrusted with during the duration of the trip.

- 1) To be eligible for any expense reimbursements the swimmer or chaperone must be in good standing with the team in terms of currently fulfilled dues, volunteer hours and fundraising commitments.
- 2) For Gulf LSC reimbursement specified Junior National and above championship meets:
 - a) *Swimmer Expenses*: FCST will reimburse for transportation, lodging and food taken with the team in the amount of 20% of expenses in excess (but not in duplication) of those paid or otherwise reimbursed by the team, other sponsors or organizations (USA Swimming, Gulf Swimming, etc.). Relay and individual cuts will be reimbursed at the same rate.
 - b) *Chaperone Expenses*: FCST will reimburse transportation, lodging, food and activities taken with the team up to the full amount of their expenses in excess (but not in duplication) of those paid or otherwise reimbursed by the team, other sponsors or organizations (USA Swimming, Gulf Swimming, etc.).
 - i) Chaperone expenses will be reimbursed in proportion to the chaperone services provided to the team as determined by the Board of Directors.
 - ii) Chaperone may be a coach or parent.
 - iii) Number of chaperones reimbursed will match Coach and Chaperone Staffing Guidelines.
- 3) FCST will only reimburse one meet per short course and one meet per long course (2 per year) for any one swimmer.
 - a) Swimmers or chaperones may request reimbursements for any qualifying meet based on extenuating circumstances, or at the recommendation of the coaching staff. Further, the board may independently decide to offer reimbursements in consideration of benefits conferred to the team and/or of the individual hardships that participation would impose.
- 4) In those cases where swimmers have handled their own reimbursements with USA Swimming or Gulf Swimming, an expense report may be submitted to the FCST Finance Manager detailing the date, place, purpose and amount of expense items, include copies of applicable receipts and amount of reimbursements received elsewhere.

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