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*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

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June 30, 2015

RE: National Officials Travel Expense Program

Swimming Canada recently communicated through an OCRC Bulletin changes to the National Officials Travel Expense Program. Level IV and V Ontario officials using the National Officials Travel Expense Program are asked to send all their claim forms to Swim Ontario in November along with their donation for total claims payable to Swimming Canada.

Procedure for the National Officials Travel Expense Program (excerpt from Swimming Canada website with additional procedures specific to Ontario officials)

**(Effective Date: June 15, 2015)**

1. The Swimming Competition must be sanctioned by the Provincial Section within whose jurisdiction the competition is held.
2. The reimbursement of travel claims related to swimming competitions in Canada is restricted to Level 4 and 5 officials certified in Canada.
3. Officials who wish to participate in the National Officials Travel Program must submit proof of certification signed by the chairperson of the provincial officials association (**Swim Ontario Officials Committee**) with their first application.
4. **Officials must be registered with their Provincial Section to be eligible for reimbursement.**
5. Officials should submit an expense claim form to their Provincial Section office within ten business days of the completion of the competition and/or in accordance with Provincial Section guidelines.

#### **Swim Ontario Guidelines**

- i. Obtain Claim form from Meet Management
- ii. Complete Claim Form and keep receipts of expenses
- iii. Swim Ontario will send a reminder in late October for officials to submit their claims and make their yearly donation payable to Swimming Canada.
- iv. In November, submit all claim forms and one cheque for total amount of all claims.
- v. Swim Ontario then reviews the claims and submits paperwork and donation to Swimming Canada.



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6. Reimbursement for Officials travel claims will be limited to accommodation (original receipts required) and economy airfare or kilometers driven at a prescribed rate of \$0.45 per kilometer and payable at year-end. Officials must have driven a minimum of 50 kilometers (cumulative) to be eligible for reimbursement. The maximum claim for kilometers driven shall be the equivalent of the economy airfare to the specific destination.

*Please Note: Officials who book flights in business class will need to provide a proof of the cost to fly economy on the date of the booking, in order to be eligible for reimbursement.*

7. Attendance Requirements:

- a) For 1 or 2-session meets, an official must work each session.
- b) For 3 or 4-session meets, an official may miss 1 session only.
- c) For 5 or more session meets, an official may miss a maximum of 2 session.

*Please Note: If in an emergency or due to illness, an official is unable to complete the minimum required sessions outlined in this policy, a letter explaining the unexpected extraordinary circumstances that arose while at the meet must be written by the official when applying for an expense claim receipt from the provincial section.*

8. Only expense claims which are not subject to reimbursement by another party are eligible to be submitted.
9. Officials may make a yearly donation made payable to 'Swimming Canada'. A tax receipt will be issued at year-end.
10. The National Officials Travel Program shall be reviewed annually.

If you have additional questions or concerns please do not hesitate to contact Swim Ontario at [officials@swimontario.com](mailto:officials@swimontario.com) or by calling 416-426-7220.

Thank you,

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