

Potomac Valley Swimming, Inc.
Request for Reimbursement - 2011 Officials Background Screen

(Please allow up to 30 days to receive your reimbursement)

Legal Name: _____
Last Middle First

Mailing Address: _____

Email: _____ USA Swim Member #: _____

Amount Paid for Level II Background Screen: \$ _____ Date Paid: _____
(Amount You Paid)

Instructions

Please print legibly. Send the completed form to John Ertter, PVS Executive Director by either: (1) scanning it and emailing it to execdir@pvswim.org, (2) saving the PDF and emailing it to execdir@pvswim.org, or (3) by mail to:

PVS Executive Director
PO Box 3729
McLean, Va. 22103-3729

The cost of screening for most officials will be \$39.00. In some cases however, if you have lived in a foreign country or in some counties of New York State, the cost of screening may be higher. The PVS Board of Directors has authorized reimbursement of the standard \$39.00 charge to all officials who meet the eligibility requirements set forth below. Amounts charged in excess of \$39.00 will be separately reviewed by the PVS Board of Directors for possible additional reimbursement once the volume and aggregate costs of such requests is better known. No receipt is required for officials who are charged the standard \$39.00. Amounts in excess of \$39.00 require documentation in order to be considered for a possible reimbursement in excess of \$39.00. A copy of the charges to your credit card printed from your on-line credit card transaction history is sufficient.

Eligibility

Requirement to work at least 6 sessions: All certified officials and trainee officials who work at least 6 sessions in the 12 month period beginning 6 months prior to the date of background screening and extending to 6 months after the date of screening are eligible for reimbursement. Trainees may count their training sessions as part of the 6 required sessions. Please do not request reimbursement before working the required 6 sessions. Any individual who is certified as both a coach and an official will be deemed a coach and is not eligible for reimbursement.

Deadline for requesting reimbursement: The deadline for requesting reimbursement is 6 months from the date you pass the screening as reflected in the USA Swimming SWIMS database.

Verification

Your eligibility for reimbursement will be verified against the USA Swimming Official's Tracking System (OTS) that is maintained by the PVS Official's Certification Officer. You will be reimbursed only if you appear in the OTS as having worked the required 6 sessions within the timeframe identified above. It is important that when you work a session at a PVS meet, you sign-in on the official's sign-in sheet. These sheets are the only basis used for entering sessions worked into the OTS. In any cases where there is a dispute regarding eligibility for reimbursement, the PVS Officials Committee will make the final decision.

Thank You

The PVS Board of Directors has authorized reimbursement to you for the cost of this new requirement that is being imposed on all officials by USA Swimming. The Board felt that providing the option of receiving reimbursement for this fee is warranted given the significant amount of valuable time you devote to the sport as an official.