

Westfield Aquatics Officials Reimbursement Policy

Westfield Aquatics recognizes that a well-staffed roster of USA Swimming certified officials is vital to the ongoing health and success of the organization. In order to help assure club members are motivated to both become certified and remain certified officials, and to help ensure that they represent the club well at swim meets, the club will reimburse eligible officials the cost for the non-athlete membership registration and background check required to become and remain a certified official.

Initial Certification

Upon successful completion of all requirements to become fully certified, the official will submit a request by email to the Westfield Aquatics Office Manager (manager@swimwestfield.org) for reimbursement of the non-athlete registration and background check fees.

Recertification

Upon successful completion of the requirements to maintain certification (refer to Indiana Swimming Official Standards for current requirements) **and** after officiating at least two sessions at a club hosted or co-hosted swim meet, the official will submit a request by email to the Westfield Aquatics Office Manager (manager@swimwestfield.org) for reimbursement of the non-athlete registration. Currently there are two hosted meets; one in January and the other in June.

Background Check Renewals

USA Swimming requires non-athlete members to renew their background check every two years. The background check must be valid to remain in good standing as a USA Swimming member. It is imperative to renew as required in a timely manner and requests for reimbursement should be sent to the Westfield Aquatics Office Manager (manager@swimwestfield.org).

Upon receiving a request for reimbursement, the Westfield Aquatics Office Manager will verify with the Westfield Aquatics Officials Coordinator that the requirements for reimbursement have been met. Officials should request reimbursement within 30 days of eligibility. The reimbursement will be applied as a credit to their swimmers account.