

# COMSA Delegate Selection and Funding Process For the USAS Convention

## General

COMSA would like to encourage member participation and send as many candidates as possible to the annual USAS (United States Aquatic Sports) Convention. These guidelines are in place to establish consistency and accommodate the possibility that there is more interest than available resources to send a larger number of members to the Convention.

## Funding & Reimbursement

COMSA will generally follow the guidelines put forth by USMS for delegate reimbursement per FOG (USMS Financial Operating Guidelines). Currently this is that delegates sponsored by COMSA will be reimbursed based on the following guidelines:

- 50% of a double occupancy hotel room
- Reasonable round trip coach air fare
- Convention registration fee if filed on time
- \$25 stipend per day, to a maximum of \$100 (this is not in the USMS FOG)
- Fees for the shuttle service that has been pre-arranged by the convention staff for transportation between the airport and the convention hotel
- If for some reason a delegate chooses to drive, reimbursement for driving fees expenses shall be reimbursed at the current Federal Government non-profit rate per mile for a direct route to the location, or the cost of reasonable air fare, which ever is less
- Expense reimbursement requires the submission of original receipts (except for mileage reimbursement)
- Meals, entertainment, and all other expenses are the responsibility of the participant.

## Participant Selection Guidelines:

*Commitment to COMSA:* the delegates chosen should have a commitment to serve COMSA on a year round basis. They should be willing contributors to the ongoing organization. It is of no benefit to COMSA if a delegate attends the convention but does not return with the intention of being involved with the local organization. LMSC Meeting attendance is highly encouraged where possible, but will not be a requirement, as we have many contributors who, for various reasons cannot attend the meetings, but continue to carry out their assigned duties and contribute in an ongoing basis. Concern about making meeting attendance a requirement would take away from our ability to attract volunteers from throughout the State.

*Commitment to USMS Convention:* the delegates chosen should have the intention of attending additional conventions in the future. This is not a life long commitment, but continued involvement is a benefit to the Colorado LMSC.

*Willingness to serve on a National Committee:* the delegates chosen should sign up for at least one national committee. Normally, you can put your order of preference and sign up for multiple committees, being chosen to one. The Colorado LMSC should have a presence on several National Committees. We are one of the largest in the country and we need to have more of a presence at the National Level.

The selection decisions will be made by the COMSA Executive Board.