



Thank you for your interest in chaperoning the Eastern Zone Long Course Age Group Championship Swim Meet. This is a very rewarding position and your support is greatly appreciated. Please read through the information carefully, if you need additional information please contact the Zone Team Manager.

Criteria-

Prospective chaperones must meet the following Criteria in order to travel with the team.

1. Current Membership of USA Swimming, non athlete member
2. Background Screening through USA Swimming
3. Athlete Protection on line course and pass the online quiz at its conclusion
4. Chaperone application completed and submitted to the Zone Team Manager, available on line and at Meet registration
5. Chaperone fees paid in full prior to departure.

Initiation- In order to be selected for consideration to chaperone the meet, membership initiation must be underway no later than Monday, July 27th 2015. Failure to initiate the necessary requirements by the deadline will prevent you from serving as chaperone. This process may take up to two weeks for completion. To ensure that your application can be considered you should begin the process as soon as your athlete meets the 4 cut minimum to make the team.

1. Initiate your background check, the link is posted below. The non-athlete check is required; the cost is about \$35.00 and requires a credit card for payment. It can take up to a week for completion, so initiate this as soon as possible. A few things to remember,
 - Upon completion of the check, save or print the last screen. If in the event verification of information is required during the process this information may be needed and this screen will have your case and confirmation number.
 - An email with the results of the background check will arrive shortly after. It is a form letter that has been known to go directly to junk or spam, please be certain to check these mailboxes for an email from Axicom with the subject title GREEN.
 - Our Registration Chair will receive automatic confirmation of “pass” or “fail” for your check.
 - Military service members or residence in certain areas of New York over the timeframe checked will take longer to complete. If this pertains to you, please initiate the process early.
- 2 Fill out your non athlete membership form and email, scan or fax the signed, completed form to the registration chair, her information is on the form. The link for the form is available at VirginiaSwimming.org on the Registration page. Payment is included in your chaperone fee; **do not send payment to the Registration Chair.**

- 3 Take the on-line Athlete Protection Course and quiz. Brand new members of USA Swimming will be required to have their non-athlete application form processed by the Registration Chair before they can sign in to complete the course. Our Registration Chair automatically receives a report upon completion.

Chaperone Selection- Applications are available on line and at at Zone Team sign ups. Chaperone candidates will be notified if they have been selected by email after Age Group Champs. The chaperone list will be posted on the Virginia Swimming Website's zone team page soon after Age Group Champs. If in the event there are not enough volunteers to chaperone any one age group, that age group will not be able to travel with the team.

Extracted from Virginia Swimming's Policies and Procedures-

10. Chaperones

- a. Prospective chaperones will indicate their interest to the zone team manager at the appropriate level championship meet during zone registration.
- b. Chaperones are selected according to the following priorities:
 1. Medical - 1 per departure location.
 2. Officials - USA stroke and turn certified. Preference will be given to USA National certified officials.
 3. A balance of males and females are needed across the age groups and departure points.
 4. 10-12 chaperones plus the Team Manager are required.
 5. Previous Zone chaperone experience may also be taken into consideration.
- c. Cost
 1. The cost per chaperone will be determined by the location, means of travel, length of meet, and the number of team members.

Links:

NON Athlete membership form available at Virginia Swimming.org on the registration page and is fillable

Background Check-

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=2019&Alias=Rainbow&Lang=en>

Athlete Protection online course-

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1960&Alias=Rainbow&Lang=en-US>