

**Dear Virginia Swimming Zone Team Participant and Parent,**

Congratulations on qualifying for the 2010 Eastern Zone Short Course Age Group Championships!

The Eastern Zone Meet will take place in Webster New York from April 1-April 3<sup>rd</sup>. The total cost of the trip is \$430.00. Checks (made out to Virginia Swimming) and cash are the only acceptable forms of payment. This fee includes transportation, hotel accommodations, breakfast, dinner and a uniform. Our travel itinerary will be posted on the VSI website, [virginiasmwimming.org](http://virginiasmwimming.org).

When packing for the trip, please keep in mind that Virginia Swimming sponsors this meet and Virginia Swimming Zone Team uniform attire is to be worn at all times outside of the hotel. In addition to the provided team uniform, a swim bag is available to purchase at additional cost (\$35.00 each). All items need to be labeled with the athlete's name. Healthy snacks and drinks are encouraged. The team will lunch at the Wegman's Food Court on meet days. Please remember to bring money to pay for lunch and any other incidentals, meet t-shirts etc. A Wegman's gift card is a great idea, especially for the younger athletes.

Our Code of Conduct will be strictly enforced during this trip and it is strongly encouraged that all parents and athletes read the Code of Conduct carefully. The following policies will be implemented for this trip:

Cell phone usage will be limited to day time hours. All cell phones will be secured with the team manager or chaperones at the conclusion of dinner each evening and will be returned to the athletes at breakfast the following day. Please plan accordingly to ensure your phone is charged and that you communicate with your parents/athlete daily.

The following Disciplinary Plan will be implemented if the Code of Conduct is violated.

- A verbal warning to the athlete from a Chaperone, Team Manager or Coach. This will provide the athlete an opportunity to correct the behavior independently.
- A telephone meeting with the athlete, parent and the Head Coach and or Team Manager.
- A parent or guardian of the athlete supervising their athlete for the remainder of the meet or the athlete being sent home.

**All athletes are required to remain at the meet until its conclusion.**

During competition all athletes are required to sit and stay together. Parents and spectators are not permitted to sit/visit with the athletes. Spectator seating is available.

Athlete pick up procedure - If you will be picking up an athlete after the finals session on Saturday evening the following procedure is to be followed. Please advise the team manager "**prior**" to Saturday that you will be taking an athlete home. Chaperones will have release forms available for you to fill out and sign. If someone other than the parent/guardian of an athlete will be taking an athlete home, the parent/guardian of the athlete is asked to contact the team manager for verification. The athletes and their luggage may be picked up at the conclusion of the meet.

This meet, like all other meets requires meet support, also known as "volunteering". We will need parent chaperones to make this trip successful. Virginia will be required to provide officials and timers. If you are planning to attend the meet please make every effort to support the athletes in this capacity and make yourself available to the Team Manager or Chaperones. If you plan on officiating please contact the meet referee. If you would like to be considered as a meet chaperone please advise the team manager. If you have questions or need additional information please don't hesitate to e-mail the Zone Team Manager at [zoneteammgr@virginiasmwimming.org](mailto:zoneteammgr@virginiasmwimming.org).