Thank you for your interest in chaperoning the 2012 Eastern Zone Short 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 online course and pass the quiz at its conclusion
4. Chaperone application completed and submitted to the Zone Team Manager, available at Meet registration during Age Group and Senior Champs.
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 March 14th 2012. Failure to initiate the necessary requirements by the deadline will prevent you from serving as chaperone.

1. Initiate your background check, the link is posted below. The Level 1 non-athlete check is required; the cost is $19 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. 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 usually within three to five business days. 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 when your record in the national database has been updated.

- 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 completed form to the registration chair, her information is on the form. The link for the form is embedded below and is also available at www.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. Records are updated overnight and our Registration Chair automatically receives a report of the update.

Chaperone Selection- Applications are available at Zone Team registration. 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 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-
http://virginiaswimming.org/Registration.htm

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