

CHAPERONE CERTIFICATION PROCEDURE

All adults serving as chaperones are required to be non-athlete members of USA Swimming in good standing. That means a current registration, background check (passed), and completion of The Center for Safe Sport's "Athlete Protection Training" course.

Here is the procedure for certification

*****Do not try this in the Safari browser. (the default internet browser on Apple products) It won't work. Please use another browser*****

1. If you are **not** already a non-athlete member of USA Swimming* (such as a coach, official, Athlete Welfare Advocate, or board member) then you will need to register yourself as a New Member. Your "Parent" status on your USA Swimming account is NOT a membership. **Register with the link below as a non-athlete member of USA Swimming, category OTHER.** It is very important that you select the correct category (OTHER). Send the \$78.00 payment receipt to jennie@tideswimming.com for reimbursement. Your registration fee will be treated as an expense of team travel and shared by the swimmers on the trip.

<https://omr.usaswimming.org/omr/welcome/E24A4BA8E1CF44>

**If you are already a USA Swimming non-athlete member you do not need to register for another membership category. If you are a current member in good standing you do not need to continue to steps 2 - 4. You have already completed them for your non-athlete membership.*

2. Once you are registered as a non-athlete member, return to your USA Swimming account dashboard and in the main menu click on Education / Course Catalog to access the list of courses and required certifications (background check, Athlete Protection Training).

3. **Submit to a background check** and send the receipt to jennie@tideswimming.com for reimbursement. It is customarily a \$38 fee, but if you have ever lived in CA or NY it could cost over \$100. You do not need to send the final report to the team. If you pass, it will be recorded with your USA Swimming membership record. Once again, this expense will be shared by the swimmers on the trip as a chaperone expense.

4. Take **Athlete Protection Training**. Be sure to take the full course, not the shorter version for parents. It should take approximately 90 minutes to complete. Screenshot or download the certificate of completion, which you will ONLY see after you have completed the post course survey. The course should show up as "completed" in your USA Swimming Transcript, but the screenshot is your insurance in case the course does not get recorded correctly.

Questions? Call (757) 987-0127 if you need assistance going through the process.