



Volunteer Policy

SMAC Volunteer Requirements

SMAC is a parent-run organization that involves a commitment from all member families. We require every family to contribute, at a minimum, a certain number of volunteer hours depending on the training group. Please reach out to our Volunteer Director (volunteers@smac.email) with any questions.

SMAC requires each family to perform at least the following hours of volunteer service over the course of the season (Sept-July). Volunteer hours must be earned at an event that SMAC is attending, as a team (with SMAC athletes, SMAC coaches, posted on the SMAC website).

- Senior Performance and National – Minimum of 36 hours
- Age Group Performance- Minimum of 28 hours
- Age Group and Senior - Minimum of 20 hours
- Stroke Development and Fitness - Minimum of 10 hours
- Catfish - Minimum of 8 hours

(Total hours commitment is determined by the most senior swimmer in the family, swimmers that move up groups will not be required to perform the additional hours until the next season begins)

All minimum required volunteer hours must be completed by July 30th, or upon withdrawal from the team.

If you cannot make your volunteer shift that you have already signed up for, it is your responsibility to find a replacement volunteer. If you do not show up for a volunteer shift that you signed up for, there is a **penalty fee of \$100 per occurrence**.

Volunteer hours cannot be donated to another family. If you are working hours for another family, the shift must be signed up under the account that will get the credit. If you have an extenuating circumstance in completing your hours for the year, please contact our volunteer director for assistance.

If you do not perform these hours, **you will be charged \$50 for each hour you are short** (at the end of the season or when you leave the team, whichever is earlier). The volunteer hour's obligation is pro-rated at 20% per month (so if you swim for 2 months, you will have 40% of the total obligation, swim for 3 months, you will have 60% of the total obligation and if you

swim for 5 months or more you would have 100% of the total obligation).

Hosted Meet Policy

As part of your volunteer obligation, **every family is required to volunteer for at least one shift at each SMAC hosted meet** (whether or not you have already met your volunteer obligations through other work AND whether or not your swimmer is swimming in the meet). This policy will be enforced until all shifts are full--particularly for any major meets SMAC hosts such as an Age Group Invitational, and hosted meets at King County Aquatic Center. We need your help to host these meets!

For the 2023/2024 season we will be hosting the following meets: mark your calendar.

- **October 7-8, 2023** – Fall Kickoff at Snohomish, all ages meet without time standards.
- **November 18/19, 2023** – November Age Group Invite, Snohomish Aquatic Center
- **March 9-12, 2024** – Senior Sectionals at KCAC.
- **July 12/13/14 2024**-Summer Classic at KCAC. Silver Time Standards

****Mini Meet schedule (for newer CF/SD and AG swimmers) will be posted on the website**

Families that have not signed up to volunteer will be contacted in the following order.

1. Families with no volunteer hours for the season.
2. Families that have swimmers in the meet, but not volunteering.
3. Families that have not yet met their obligation for volunteer hours.
4. Families that have met their obligation for hours, and assistance is still needed.

Non-Hosted Meet Timing Requirements

There are several meets during the year where SMAC must agree to help in the execution of the meet in order for our athletes to participate. The volunteer effort that is generally required by the host team is timing.

If your athlete(s) participates in these meets, your family may be required to work a shift at the meet. As the meet date approaches, if all shifts are not covered by a volunteer, shifts will be assigned to families based on those meet participants with the fewest volunteer hours recorded to date. Every effort will be made to place members in the sessions where they have an athlete participating, but this cannot be guaranteed. If your family refuses to accept an assigned shift, you will be **assessed an additional \$100 fee for not showing up** for your assigned shift.

Please note that if circumstances change and you cannot show up for a shift that you signed up for or you must leave early, **it is your responsibility to find a replacement, or you will be assessed a \$100 fee.**

Sign Up for Volunteering

Shifts for volunteer positions are posted on our website. All families must sign up via the website, and sign in at the event, to be credited volunteer hours. 1-2 weeks before each event the positions are posted and can be found under “Meets and Events” then the individual event.

All volunteer hours will be credited within two-three weeks of the date of the meet or event. You must be on time for your volunteer shift. This includes timer’s meetings. If we end up filling your position with another volunteer due to tardiness, you may not be needed for the shift any longer, nor receive volunteer hours.

Volunteer Hours - Prorated at 20% per full month of active membership					
Senior Performance & Nationals		36.00 Hours			
1 month 7	2 months 14	3 months 22	4 months 29	5 + months 36	
Age Group Performance		28.00 Hours			
1 month 6	2 months 11	3 months 17	4 months 22	5 + months 28	
Senior & Age Group		20.00 Hours			
1 month 4	2 months 8	3 months 12	4 months 16	5 + months 20	
Fitness & Stroke Development		10.00 Hours			
1 month 2	2 months 4	3 months 6	4 months 8	5 + months 10	
Catfish		8.00 Hours			
1 month 1.5	2 months 3	3 months 5	4 months 6.5	5 + months 8	

Family Responsibilities

It is your responsibility to make sure that you have been given credit for the correct hours by checking the website approximately two weeks after an event or meet.

To check your volunteer hours on the SMAC website:

- Login using your primary e-mail and password.
- Click on the gray tab on the left-“My account”
- Click on - "Account Info"
- Click on the “Service Hours” tab
- *This will list all of the jobs and hours that have been recorded for your family*
- If you did not sign up for a shift via “job sign up”, you must follow the instructions below to get credit.
- Once the hours have been posted, if there are any corrections to your volunteer account, you must e-mail volunteers@smac.email with the following information
 - Name of event/meet
 - Date of event
 - Name of volunteer
 - Swimmers name
 - Job worked
 - Number of hours worked

All requests for volunteer hours must be submitted no later than July 15th, or within two weeks of discontinuation from the club.