



## **2023-2024 Informational Packet**



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## **SMAC's Mission Statement**

"To build an inclusive community committed to exemplary performance."

### **About SMAC**

SMAC is a year-round swim club dedicated to providing swimming opportunities to members of our community in the greater Seattle metropolitan area, and to all seeking a diverse, fun, challenging environment in which to learn and train. SMAC was founded in 1982 and was originally known as the Central Area Swim Team (CAST).

Seattle Metropolitan Aquatic Club is a parent run-team. Board members create the budget, conduct the hiring, run the finances, organize special events and fundraisers, and set policies for the team. SMAC is dependent on the efforts of parents and volunteers.

SMAC is a 501(c)(3) nonprofit organization (taxpayer ID 91-1693654) and we are a member of USA Swimming and Pacific Northwest Swimming.



## SMAC Policies and Expectations

During the registration process with SMAC, there are policies and obligations you agree to comply with. This is a reminder to review these during registration and throughout the season.

The policies are available on the SMAC website under [Bylaws/Team Policies](#).

By registering with SMAC for the 2023-2024 season, you are agreeing to and acknowledging that you have read and understand these policies.



## Volunteer Policy

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### 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 30<sup>th</sup>, or upon withdrawal from the team.

If you cannot make your volunteer shift that you have already signed up for, and the volunteer sign up window has closed, 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 would have 40% of the total obligation, swim for 3 months, you would have 60% of the total obligation, you would have 60% of the total obligation and if you swim for 5 months or more you would have 100% of the total obligation



## Volunteer Policy (Cont.)

### 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.**



## Volunteer Policy (Cont.)

### 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					
<b>Senior Performance &amp; Nationals</b>		<b>36.00 Hours</b>			
<b>1 month</b> 7	<b>2 months</b> 14	<b>3 months</b> 22	<b>4 months</b> 29	<b>5 + months</b> 36	
<b>Age Group Performance</b>		<b>28.00 Hours</b>			
<b>1 month</b> 6	<b>2 months</b> 11	<b>3 months</b> 17	<b>4 months</b> 22	<b>5 + months</b> 28	
<b>Senior &amp; Age Group</b>		<b>20.00 Hours</b>			
<b>1 month</b> 4	<b>2 months</b> 8	<b>3 months</b> 12	<b>4 months</b> 16	<b>5 + months</b> 20	
<b>Fitness &amp; Stroke Development</b>		<b>10.00 Hours</b>			
<b>1 month</b> 2	<b>2 months</b> 4	<b>3 months</b> 6	<b>4 months</b> 8	<b>5 + months</b> 10	
<b>Catfish</b>		<b>8.00 Hours</b>			
<b>1 month</b> 1.5	<b>2 months</b> 3	<b>3 months</b> 5	<b>4 months</b> 6.5	<b>5 + months</b> 8	



## Volunteer Policy (Cont.)

### 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](mailto:volunteers@smac.email) with the following information
  - o Name of event/meet
  - o Date of event
  - o Name of volunteer
  - o Swimmers name
  - o Job worked
  - o 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.





## Registration Details

Registration is available through the Registration portal available online at [www.smac.club](http://www.smac.club).

Upon successful registration, your account will be set up on auto payment with monthly charges being processed on the first of each month. Members have the option to pay their monthly invoice by secure online credit card or ACH bank processing. All registration fees are paid via credit card and the system requires a credit card to be saved to your account for “on-demand” payments.

Once registration is complete, we recommend you set up and switch to ACH payments. Please note that you will need to change your account at the start of each season to ACH if this is your preferred method of payment.

### Instructions to Enter Payment Information:

- Have your credit card or bank account routing information handy
- Sign In to [www.smac.club](http://www.smac.club)
- Under “My Account” at the left margin, click on “Setup Auto Pay”
- Follow the simple instructions

Please contact [office@smac.email](mailto:office@smac.email) if you have any questions regarding registration.

## T-shirt Size Reminder

Please make sure to update your swimmer’s shirt size in the TeamUnify system during registration and any time during the season when you determine your athlete’s size needs to be adjusted. We rely on this information when we order shirts. Please be aware that we are unable to exchange an item if the wrong size is in the system.

### Shirt Sizes Offered:

Youth	Small, Medium, Large, X-Large
Adult	Small, Medium, Large, XL, 2XL, 3XL



## SMAC Registration Fees

These fees help cover the overall administrative costs of running the team, such as team USA Swimming membership, website hosting, outside contracting, marketing, supplies, and equipment. The registration fee is per family (regardless of the number of swimmers). This fee is charged automatically to your account upon registration. Registration fees decrease on April 1st, coinciding with the decrease in USA Swimming fees (see below). In addition, we charge a one-time fee per swimmer for team gear, which is provided after registration.

## USA/PNS Swimming Fees

Fees are required by our parent organization for liability coverage, meet participation, national standards, and team development. USA/PNS Swimming fees are non-refundable yearly per swimmer, with a pro-rated “seasonal” fee starting in the month of April following the beginning of the season the previous September. This registration will be processed separately from SMAC registration. Once you register with SMAC, we will provide you with a link to complete your USA Swimming Registration and you will be responsible for paying this fee on the USA Swimming site.

Categories	Yearly Fee
SMAC Registration Fee	150.00 (per family) + 38.00 (per swimmer) for team t-shirt and cap
After April 1 (through end of season)	75.00 (per family) + 38.00 (per swimmer) for team t-shirt and cap
USA/PNS (Pacific Northwest Swimming) Dues	This is payable directly to USA Swimming.
Annual Fundraising Obligation	\$125.00 (per swimmer)



## Training Fees

The schedule of 2023-2023 training fees is outlined below. We have compared our fees to those of other comparable teams in the area, and we are confident that these are highly competitive.

Training Group	Monthly Fee/Swimmer (11 Installments) *
Catfish	139.00
Stroke Development	172.50
Age Group	209.00
Fitness	181.50
Age Group Performance	255.00
Senior	272.00
Senior Performance	339.00
National	400.00

\*Training fees cover the cost of pool rentals, administrative costs, and staff salaries. *Please note that these fees do not include meet fees, additional apparel, fundraising fees, travel fees or other additional expenditures.*

Financial aid may be granted based on availability of funds and upon written statement of need. If you are interested in financial aid, please contact our financial coordinator at [financialaid@smac.email](mailto:financialaid@smac.email).



## Financial Aid

**NOTE: We are taking applications for financial aid for the 2023-2024 season.**

Seattle Metropolitan Aquatic Club, based in urban Seattle, is committed to providing swimmers of all families, regardless of socio-economic background, the opportunity to participate and excel in USA Swimming SMAC provides an inclusive, fun, respectful and safe environment under the guidance of a highly qualified professional staff and the support of caring and responsible community.

Financial aid may be granted based on availability of funds and upon written statement of need. If you are interested in financial aid, please contact our financial coordinator at [financialaid@smac.email](mailto:financialaid@smac.email).

Use the links below to download SMAC's Financial Aid documents and application:

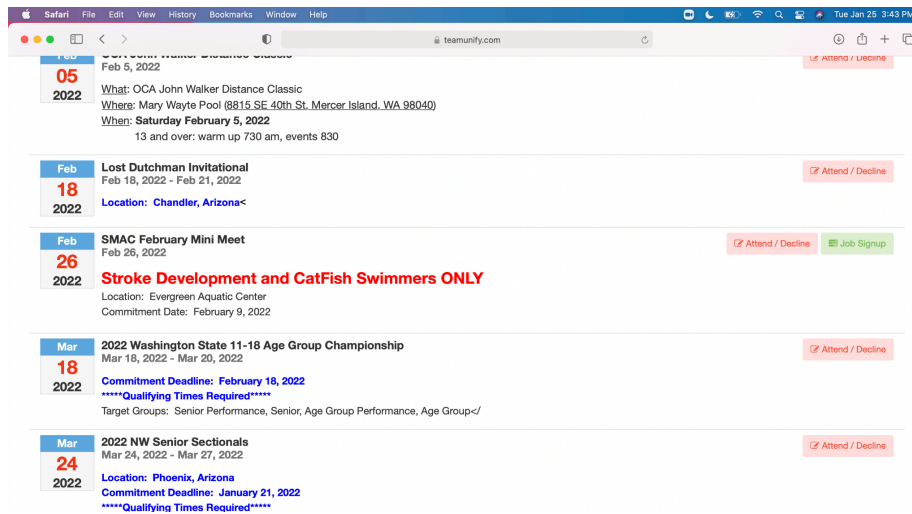
[SMAC Financial Aid Overview](#)

[SMAC Financial Aid Application](#)



## How to Sign Up For a Swim Meet

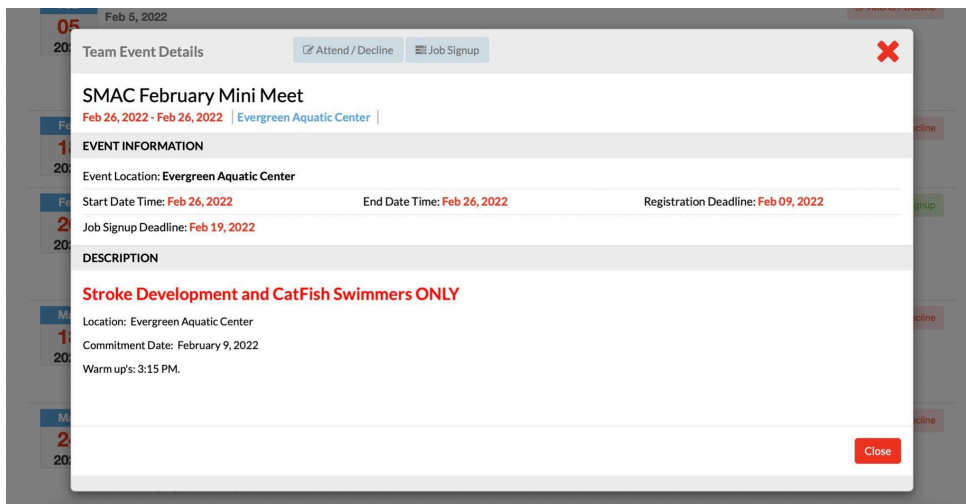
On the SMAC website, click on the [Meets and Events](#) tab. Then scroll down to the meet or event you would like to sign up for.



See if your swimmer qualifies for the meet. There will be a list of swim groups that are eligible for each particular meet. If you are unsure of whether or not your swimmer meets the requirements...do not worry. Your coach will remove you from the roster. Also, feel free to email your coach and find out if you should sign up for a meet or not.

When you're ready to sign up:

- Click on the “Attend/Decline”





## How to Sign Up For a Swim Meet (Cont.)

- Click on your swimmer's name.
- Check "Yes, please sign up (Your Swimmer) for this event."

Team Events

**SMAC February Mini Meet (Feb 26, 2022 )**

Member Athlete:  
**Lucia**

\*Declaration

Notes  
(days cannot attend, etc.):

- Click "Save Changes". You are signed up.



## What to Expect at Your First Swim Meet

Swim meets are a great opportunity for the whole family to spend time together as well as with all the other families on the team. Your first meet or two can be a lot to take in without a little preparation. Below are some guidelines geared to help you through your first couple of swim meets.

### Family Preparation

Check the website under Meets/Events the week of the swim meet. Swimmer's events are posted here, and sometimes heat sheets with the event, heat and lane info is also posted. Swimmers will either write the event, heat, lane info on their arms, or a card to know when they swim.

Warm up times, and the meet timeline will also be posted the week of.

Meet mobile is a great app that allows you to purchase the heat sheet digitally, and also will post results (with a paid subscription).

Swim meets can last up to 4 hours so plan accordingly.

### What to Take To A Swim Meet

- Swimsuit, flip flops/slides, SMAC cap and goggles. Have an extra suit, cap and pair of goggles just in case you might need it.
- Towels — at least two.
- Stadium seats are a great option for families as most meets have bleacher seats.
- Swimmers will need to stay warm between events and there is nothing worse than putting on cold, soggy sweatpants. Swim parkas are a great option. If you do not have a parka, several changes of clothes such as sweatpants, sweatshirts and t-shirts. Sandals, slides, Uggs shoes will help keep them warmer and their feet protected.
- Small cooler of healthy snacks and drinks. Suggestions for items to bring: water, sports drinks, granola bars, fruit, yogurt, nuts, trail mix, sandwiches, etc.
- Sharpie marker for writing on your swimmer's arm/leg, pen, highlighter.
- Entertainment for the whole family such as travel games, cards, coloring books, tablets, or iPad with headphones to avoid disturbing others.
- Cash if you plan on purchasing a heat sheet at the event or for snacks which may be provided by the home pool.



## **What to Expect at Your First Swim Meet (Cont.)**

### **What Your Swimmer Should Expect**

- Most importantly, arrive early and set up blankets/camp chairs along with swim bags and snacks.
- Check in with your coach to let them know you are there.
- Swimmers will be assigned a warm up time. Swimmers should line up single file and once they are at the front of the line, the coach will instruct them on what to do.
- Know your events! Utilize your index card or arms to make it to your event on time.
- Swimmers sit with the team. Parents typically will not be able to yell out to the swimmers if they are missing an event.
- Have fun.





## Fundraising Commitment

Every swimmer is obligated to raise money at the Swim-a-Thon that SMAC holds each year as a fundraising event. SMAC is proud to raise sufficient funds to allow about 10% of our swimmers to be supported in part through financial aid.

Swimmers who do not raise the required fundraising fee at the Swim-a-Thon will be assessed the balance of the obligatory fundraising fee soon after the SMAC fundraiser. Even if you do not swim in the Swim-a-Thon, or if you join the team after the Swim-a-Thon or leave the team before the Swim-a-Thon, you are obligated to satisfy the fundraising obligation.

To see our Fundraising Commitment Policy, click [here](#).



## Year-Round Fundraising Support



### Fred Meyer Community Rewards

Sign up for the Community Rewards program by linking your Fred Meyer Rewards Card to Seattle Metropolitan Aquatic Club at [www.fredmeyer.com/communityrewards](http://www.fredmeyer.com/communityrewards). RV809

You can search for us by our name or by our non-profit number RV809. Then, every time you shop and use your Rewards Card, you are helping earn a donation!

You still earn your Rewards Points, Fuel Points, and Rebates, just as you do today.

If you do not have a Rewards Card, they are available at the Customer Service desk of any Fred Meyer store.

For more information, please visit [www.fredmeyer.com/communityrewards](http://www.fredmeyer.com/communityrewards).

### Employer Matching Programs

Does your employer have a matching program? SMAC is a nonprofit and many companies offer matching funds for volunteer work and/or monetary donations. Check with your company's HR department to see if they match!

For more information, please email our Fundraising Director at [fundraising@smac.email](mailto:fundraising@smac.email)



## Communication

Seattle Metropolitan Aquatic Club leadership and staff wants to promote an open dialog with the SMAC membership. If you have any comments or concerns, we encourage you to contact your swimmer's primary coach ([staff emails listed here](#)), Head Coach [Ken Spencer](#), or the [Board](#).

Swimmers and parents looking to have longer discussions with coaches are encouraged to arrange a meeting with the coach at least 24 hours in advance. This courtesy is very much appreciated. Coaches often have practices back-to-back, sometimes at different locations, and scheduling a meeting allows coaches to make any necessary arrangements.

Outside of emergencies, coaches do not talk with parents during practice times. Practices are coaches time with the athletes. Before or after practices is a great time to ask a quick question.

SMAC regularly sends out email communication. If for some reason you are not receiving emails from us, please do the following:

1. Login to your email host's interface, such as yahoo.com, rather than checking an email program like Outlook. Then do the following:
2. Add [notifications@teamunify.com](mailto:notifications@teamunify.com) to your contacts.
3. Add [notifications+pnscaat@teamunify.com](mailto:notifications+pnscaat@teamunify.com) to your contacts.
4. Check your spam/junk folder for any team emails and mark them as "not spam" if you find any there.
5. In Gmail, check all their category tabs for the email: Primary, Promotions, Social, Updates, and Forums.

**IMPORTANT:** you need to check via the email host's web interface, not just Outlook. For example, if someone has a yahoo.com account, they need to login to their yahoo.com account *in a browser* and check their junk/spam folder. If they find it, they should mark it as "not spam."

One thing that helps is for the user to add both [notifications@teamunify.com](mailto:notifications@teamunify.com) AND [notifications+pnscaat@teamunify.com](mailto:notifications+pnscaat@teamunify.com) to your contacts *in your email host's web interface*. This will often tell the email host to allow email from those addresses.

Please note that you are able to add additional emails to your account. We recommend adding multiple email addresses from members of your family into our system. Please follow these instructions to add email addresses to your account:

Go to your account profile.

1. In the side menu click **My Account > Account Info**.
2. Add up to 3 additional email addresses via the Account tab.
3. Click **Save**.



## **Booster Club**

Seattle Metropolitan Aquatic Club (SMAC) is a parent-run team. Together with our Head Coach and our Board of Directors, the Booster Club focuses on the community activities that rounds out the swim team experience.

Our Booster Club is comprised of parents that volunteer their time to help the club be successful in the following areas:

- Community Building, Social Events, Fundraising
- Meet Hosting, Volunteers, Officials, and Safe Sport
- Other Dry Side activities

To learn more about the Booster Club, visit the SMAC website [□ Boosters tab](#).



## Pool Reps

Each Pool location has a Pool Rep that serves as your liaison between your home pool and the SMAC Board/Boosters.

### Pool Rep Duties:

- Handing out SMAC Caps and T-shirts that aren't picked up at the Fall Kickoff
- Handing out ribbons after swim meets
- Planning an event(s) for your home pool
- Handing out Swim-a-Thon packets and prizes
- Other miscellaneous duties as needed to support the team.

Do not hesitate to reach out to your Pool Rep for any questions you may have. They are a great resource. Visit the SMAC website, [Pool Rep](#) tab.

Pool Reps are assigned by location or swim group. See below to find your Pool Rep.

Central CF/SD/AG/AGP	Ellen Jorgenson
Central SP/NAT	Elise Hooper
Kent/KCAC CF/SD/AG/AGP	Jarna Clough
Kent/KCAC SP/Nat	Ashley Butcher
Evergreen CF1/SD2	Abby Rodeheaver
Evergreen CF2/SD1	Chelsea Leroy
Evergreen AG	Theresa Webb
View Ridge CF/SD/AGP	Pranjal Shirwaiker
View Ridge AG/SR/SRP	Jenny Seibert
Mt Rainier CF/SD/AG/AGP	Trish Stender
MSC CF/SD/AG	Laura Zapata
Tukwila CF/SD	Sam Paulsen
Fife CF/SD/AG/AGP/SR	Catricia Magsayo
SR Mt Rainier/Central/West	Karen Boehmer



USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members, and in 2010, it formally implemented a comprehensive Safe Sport program to respond to and prevent instances of abuse and misconduct within the sport of swimming. Since then USA Swimming Safe Sport has worked tirelessly to educate members, put policies in place, and empower LSCs and clubs to create the best possible environments for all members.

Full implementation of the Safe Sport Program involves six key components:

1. Policies and Guidelines
2. Screening and Selection
3. Training and Education
4. Monitoring and Supervision
5. Recognizing, Responding, and Reporting
6. Grassroots Engagement and Feedback

The USA Swimming site has tools such as dealing with a concern, a club tool kit, background check information, code of conduct policies and more. Please visit this [link](#) for the most up to date information.

USA Swimming and U.S. Center for Safe Sport Contact & Reporting Information

How to [Deal with a Safe Sport Concern](#) Phone (719) 866-4578

To make a report, use the U.S. Center for Safe Sport online reporting [form](#), call (720) 524-5640, or find more information [HERE](#).

In addition, SMAC has a Safe Sport Director within our Booster Club. If you would like to get involved at the club level, or have any questions please contact Carl Baber directly.

Minor Athlete Abuse Prevention Policy (MAAPP)

USA Swimming Member clubs are required to implement the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) in full by June 23, 2019, with updates Sept 1, 2021. MAAPP contains five sections: one-on-one interactions, travel, social media and electronic communications, locker rooms and changing areas and massage, rubdowns and athletic training modalities. Please read below for the Policy and other education materials. Visit [USA Swimming](#) for more information.

Visit our website, [Safe Sport tab](#) for all Safe Sport policies and documents and to learn more.



## Teamwear

There are several ways that families can get outfitted with SMAC gear:

- Registration Team Gear - When you register your athlete with SMAC for the 2023-2023 season, they will receive one SMAC t-shirt and one silicone cap. At the beginning of the season, your gear will be distributed at the Fall Kickoff party or delivered to you by your Pool Rep. Registrations after the Fall Kickoff will have their shirts and caps delivered to their home.
- If you would like to purchase additional SMAC logo items, or general swim fins, goggles, suits please visit our team store on SwimOutlet. Swim Outlet provides 8% back from all sales to the club. Last year this was approximately \$5000 so please consider using Swim Outlet for your swimming needs!
- Personalized caps will be available for special order in the Fall and again in early Spring.
- From time to time we will have team gear available for sale at our hosted meets; please watch for this opportunity!



To set up SMAC as your team in your SwimOutlet.com account follow the instructions below. Part of the proceeds of your purchase will be donated to SMAC.



## Social Media and Apps

Follow us on our Social Media Accounts!



swim\_smac



Facebook: [SMAC-Seattle Metropolitan Aquatic Club](#)



Facebook Marketplace

We also have a Facebook marketplace page: [SMAC Buy, Sell & Trade](#)  
To request access and join, click [here](#).

## Apps We Use/Recommend



### Meet Mobile

The essential swimming app for swimmers, coaches, meet hosts and fans, Meet Mobile provides real-time meet results and standings from anywhere, at any time. There is an annual subscription fee when signing up.



### SportsEngine

Access your team account, events, news, and more.

\*Please note, do NOT use the app for job sign ups as it does not include any of the details/instructions.  
Use the website to sign up for jobs.





## **SMAC Pictures Available for Downloading and Viewing**

Over the years we have many great photographers taking pictures on deck at swim meets and you can view these photos on our team website on SmugMug. The link and password are located below.

<https://swimsmac.smugmug.com/>

The password is case sensitive: SMAC22-23

General Photography information

<https://www.gomotionapp.com/team/pnscaat/page/booster-club/photography>