



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 32 hours.
- Age Group and Senior - Minimum of 24 hours.
- Stroke Development and Fitness - Minimum of 10 hours.
- Catfish - Minimum of 6 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, 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 and if you swim for 5 months or more you would have 100% of the total obligation).

If you choose to not volunteer at all for the season, there will be a surcharge to your account of \$1000. This is in addition to your hour's requirement and the \$50 per hour fee. We need your time, not your dollars, please help volunteer at meets!

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 2024/2025 season we will be hosting the following meets: Mark your calendar.

- **Oct 5/6 Fall Kick Off Snohomish.** All ages meet without time standards.
- **Nov 23/24 Age Group Invite. Hazen High School.** Silver time standards
- **Jan 25/26. Winter Challenge. Snohomish.**
- **March 29/30. Spring Showdown. Snohomish.**
- **Summer Classic June 27-29. 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, sign in at the event, report on time for their shift to the parent lead, and complete their shift, 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 positions are for adults only, unless specifically identified for children. Lane timers can be 13 years and older. Most positions involve walking, standing and bending. If you have specific questions about a specific position, please reach out to our volunteer director at volunteers@smac.email

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. Proration begins first full month on team.				
Senior Performance & Nationals		36.00 Hours		
1 month 7.00	2 months 14.00	3 months 22.00	4 months 29.00	5 + months 36.00
Age Group Performance		32.00 Hours		
1 month 6.50	2 months 13.00	3 months 19.25	4 months 25.50	5 + months 32.00
Senior & Age Group		24.00 Hours		
1 month 5.00	2 months 9.50	3 months 14.50	4 months 19.00	5 + months 24.00
Fitness & Stroke Development		10.00 Hours		
1 month 2.00	2 months 4.00	3 months 6.00	4 months 8.00	5 + months 10.00
Catfish		6.00 Hours		
1 month 1.25	2 months 2.50	3 months 3.00	4 months 4.50	5 + months 6.00

Checking your hours-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.