

\*\*Registration will not be processed unless the Work-Share Agreement policy below is signed and returned

## **UNIVERSITY PLACE AQUATIC CLUB'S (UPAC) WORK-SHARE PROGRAM (Effective September 1, 2019 – August 31, 2020)**

Through UPAC's work-share program families share the work required to host meets, plan special events and perform other functions associated with operating UPAC. Participation in the work-share program is mandatory. UPAC meet success is dependent upon the support of our swimmers and their families to ensure the most rewarding and successful experience for everyone. The work-share program also keeps our dues reasonable and our staffing highly skilled. This WORK-SHARE PROGRAM is required for all families at each swimming level even if your swimmer chooses not to attend meets.

### **A. WORKSHARE REQUIREMENTS:**

Each family with swimmer(s) in National Track Elite, National Track Training, AGE, Gold, Silver and Silver Advanced, Bronze and Bronze Advanced, 3 day a week HS and Full Time HS are required to work a minimum of 40 hours per swim season 2019-2020, which runs September – August. The 40 hours are based upon working a total of 10 hours per meet; currently UPAC hosts meets during the months of November, January and April. Each family with an active account at the time of the meet is expected to volunteer at every UPAC hosted meet regardless if your swimmer participates at the meet. If you are unable to work a specific meet please make arrangements to have another UPAC family to cover your shifts or make arrangements with the volunteer coordinator.

- Any hours worked in excess of the required minimum will not be applied to the following year.
- The majority of the required hours must be performed by the swimmer's parents or guardians, although children, other family members or family friends may perform some jobs. You may have another family work your required hours for you but you may not donate your hours to another family.

### **B. WAYS TO EARN WORKSHARE HOURS:**

- Work-share hours may be earned by assisting at UPAC's hosted swim meets, UPAC's team-related activities and non-hosted swim meets.
- There are numerous jobs associated with running swim meets and planning special events. As work-share opportunities become available, they will be posted for signup on the UPAC website and/or member families notified via email.

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### **C. MANAGEMENT OF THE WORK-SHARE PROGRAM:**

- After each swim meet or activity, hours are recorded on a work-share recording form by a committee chairperson.
- The work-share recording form shall be submitted to the designated work-share Auditor within two weeks after the event. Please be sure to check the accuracy of your recorded hours within 2 weeks after an event. Hour discrepancies will not be changed after the 2-week deadline.
  
- Each family's work-share account status, including number of hours worked and outstanding obligation, is on the UPAC web page. *To find this you first go to "My Account" then to "My Invoice/Payment" (both on left side of the screen) and then finally "Service Hours" (middle of the screen).*

### **D. WORKSHARE HOURS DEFICIT FEE:**

- Families who have completed the minimum required work-share hours will not be assessed work-share hours deficit fees.
- If a family has not completed the minimum required work-share hours by the end of the 2019-2020 season the family will be charged a work-share deficit fee, which shall be \$20.00 per unworked hour, not to exceed a maximum of \$800.00.
- The work-share deficit fee shall be paid within 30 days of receipt of the billing.
- Registration will be denied to returning families, including graduated senior swimmers, who fail to fulfill their hourly work-share obligation or pay the family's work-share deficit fee in full.

### **E. MISCELLANEOUS:**

- Families who join UPAC part way through the season will have their hourly work-share obligation prorated.
- Families who leave the team part way through the season will have their hourly work-share obligation prorated and remain responsible for completing these prorated hours, as well as the work-share deficit fee should the prorated hours not be completed by end of the applicable season.
- Families with more than one UPAC swimmer are responsible only for the 40-minimum work-share hours as those hours are "per family" not "per swimmer."
- If the work-share deficit fee remains unpaid and action is taken to collect, the prevailing party shall recover attorney fees and costs against the non-prevailing party.
- If you sign up for a volunteer position and then do not show (unexcused absence) you will be automatically fined \$50.00.

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**I acknowledge that I have read, understand and agree to all of the terms and conditions of the UPAC WORK-SHARE Program set forth above including, but not limited to the charge of \$20.00 per unfulfilled WORK-SHARE hours per Section (D).**

**Name:** \_\_\_\_\_  
**Print Family Name**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_