

# UPAC FAQ: ATTENDING MEETS

## Are meets mandatory?

Attending meets is not mandatory, but definitely encouraged. For all the work that UPAC swimmers do in the pool, a swim meet is the best way to recognize progress.

## Is there an additional cost to attending meets?

Generally, there is a meet entry fee, and an event entry fee that is charged by the meet host and is assessed to your UPAC account after entries are made. The meet entry fee is usually about \$5, and the event entry fee is usually about \$4. In a typical meet a swimmer might swim 4 events and in addition 1 to 2 relays. The total cost would be about \$21/swimmer. UPAC pays the cost of entering relays.

## Can I enter a swimmer after the UPAC deadline for entries has passed?

The easiest way to be entered into a swim meet is to commit to the meet through [www.upacsharks.org](http://www.upacsharks.org). Doing this allows the UPAC head coach to include your swimmers entry with the entire team's entry. However, if you don't realize that your swimmer can attend until after the UPAC entry deadline there is a possibility of going to the meet and entering on deck. There is no guarantee of space in the pool to allow your late entries, but the possibility does exist. Often meet hosts charge an extra fee for deck entries. Some meets however do not allow deck entries.

## What is typical meet schedule look like?

The most typical meet is made up of 4 sessions: session 1 - Saturday morning (8:00am - 1:00pm), session 2 - Saturday afternoon (1:00pm - 6:00pm), session 3 - Sunday morning (8:00am - 1:00pm), and session 4 - Sunday afternoon (1:00pm - 6:00pm). Sessions however do not always run the full 4 hours.

Each session is made up of a 1 hour warm-up and up to 4 hours of competition. Each age/gender grouping is assigned to one session each day. The breakup of age/gender groupings can vary and is detailed on each meets information sheet.

## What food to bring to meets?

This is up to personal preference but you should consider that a swimmer will be on deck for up to 5 hours. After warm-up, they are likely to swim about once every hour. Healthy snacks and water or sports drinks are probably the best option replenishing nutrients and staying hydrated.

What is positive check in?

Positive check in is typically used by meet hosts when a long distance event is scheduled. It means that every swimmer must check in before the start of the competition session so that the meet host can assign lanes based on the number of swimmers that are in attendance and not the number of swimmers that signed up. This way the meet host can run long events with as few empty lanes as possible.

What does it mean to scratch an event?

Scratching an event is simply that a swimmer has signed up for an event but doesn't swim the event. A swimmer can scratch an event in advance as a courtesy to the meet host. Fees for swimming the event cannot be reimbursed however when a swimmer misses/scratches an event.

If a swimmer misses their opportunity to swim it is possible that the head coach can talk to the meet referee about finding another opportunity for the swimmer to swim the event, probably alongside swimmers of another age/gender group.

About meet mobile and deck pass?

Meet Mobile and Deck Pass are mobile phone apps that can be loaded to your phone. They are sometimes used by meet hosts to report the current progress of a meet and meet results in real time. Not all meet hosts post information to these apps.

What are swimmers marking on their arms?

To keep track of which events a swimmer is scheduled to swim, swimmers often write these details on their arm or leg. For each swimmer is assigned an event #, heat #, and lane #. This information is found in the program can be purchased for a few dollars. The program is also often posted on a wall on the pool deck and/or lobby.

Swimmer write this information with a sharpie in the following format:

Event	Heat	Lane
3 - 50 free	2	4
17 - 100 back	4	1

How do swimmers know when it is their turn to swim?

Swimmer need to pay attention to announcements made by the meet host. A typical announcement is: "First Call: event 3, Heat 2, girls 10&under 50 free; second call: event 3, heat 1, girls 10&under 50 free; Final all: event 2, heat 2, 13&O girls 100 back."

# UPAC FAQ: SWIM MEET SIGNUP

## How do I know which meets my swimmer should sign up for?

The Head Coach will publish a meet priority list before both the Short Course and Long Course seasons that spells out what meets swimmers in the different training groups should attend over the course of the season. This list will be provided by email at the beginning of each season and can be found under the “Events” feed (center bottom of home page at [upacsharks.org](http://upacsharks.org), and at the top of the website’s “Events” page.

## Can swimmers sign up to swim if they don’t have official times?

New swimmers without officially recorded times do not need an official time to sign up for a meet. Without a time swimmers are seeded with a no time (NT) and typically swim in the first of the heats or races for the event with other swimmers that have no time. Without a time however swimmers may not be entered into a meet that requires swimmer to meet a certain time standard, like an Age Group Invitational (AGI) meet that requires PNS Gold Standard times.

Unofficial meets, like the South Sound Summer League recreational swim meets do not require that swimmers have times.

## Where can I find a record of my swimmers times (for events swum in official meets)?

Download Team Unify “On Deck Parent” App to your mobile device.

Login with your UPAC login id and password.

or,

Login in to [www.upacsharks.org](http://www.upacsharks.org)

Click on “My Account” in left hand column under

Click on “My Meet Results” in left hand column under “My Account”

## How do I know if my swimmer has qualifying times?

The following links will direct you to current time standards. Be sure to view the correct table and column of times. These tables are setup to show qualifying times for Boy, Girls, all age groups, and all courses (short course yards – SCY – 25 yard pool; long course meters - LCM– 50 meter pool, and short course meters –SCM -25 meter pool). We only swim SCY (Curtis, Mt. Tahoma) and LCM (South Kitsap, KCAC)

Puget Northwest Swimmer (PNS) Silver and Gold Times:

[https://www.teamunify.com/pnws2/UserFiles/File/2016-17\\_Gold-Silver\\_Standards\(1\).pdf](https://www.teamunify.com/pnws2/UserFiles/File/2016-17_Gold-Silver_Standards(1).pdf)

Puget Northwest Swimmer (PNS) Champs Times:

[https://www.teamunify.com/pnws2/UserFiles/File/TimeStandards/2017\\_14U\\_LCM\\_C\\_HAMPS\\_1.pdf](https://www.teamunify.com/pnws2/UserFiles/File/TimeStandards/2017_14U_LCM_C_HAMPS_1.pdf)

Where do I find detailed information about swim meet, including list of events?

Login in to [www.upacsharks.org](http://www.upacsharks.org)

Click on Events “Tab”

Scroll to the listing for the event.

Click the name of the event, usually in blue.

On this page you should find a pdf that provides details about swim meet, including location, entry costs, entry requirements, and list of events.

The head coach will send out an email the week prior to the event with a listing of all events that each swimmer is schedule to compete in. The email generally include a projected timeline that has been published by the meet organizers.

You should also receive a follow-on email from the head coach in the week after the meet that provides results details.

How to sign up for a swim meet.

Login in to [www.upacsharks.org](http://www.upacsharks.org)

Click on Events “Tab”

Scroll to the Signup listing for the event.

Click “Attend/Decline”

Click on name of swimmer

Check sessions that swimmer will attend

\*Click “Save Changes” in bottom right corner \*Sign-up will not activate without saving\*

or,

On click on “Attend/Decline” button in “Events” feed (center bottom of home page at [upacsharks.org](http://upacsharks.org),

Login to Website

Click on name of swimmer

Check sessions that swimmer will attend

\*Click “Save Changes” in bottom right corner \*Sign-up will not activate without saving\*

# UPAC FAQ: VOLUNTEER REQUIREMENTS:

I never knew I had to volunteer.

Work share agreement is signed at time of initial registration. The full text of the work share agreement is below.

I signed halfway through the season do I have to do all 43 hours or are they prorated hours?

Yes. Work share hours are prorated.

How many hours do I still need? How can I check my hours?

Login to [www.upacsharks.org](http://www.upacsharks.org)

On left side of window, Click "My Account" -> Click "My invoice/payment" -> Click on "Service Hours" tab in middle of screen.

This reports service hours fulfilled and balance.

What do the 43 hours made up of?

In general 40 hours of service and a 3.0 hour equivalent (i.e. snacks, drinks, ice) in hospitality items.

How do I sign up for volunteer hours?

Login in to [www.upacsharks.org](http://www.upacsharks.org)  
Click on Events "Tab"  
Scroll to the Signup listing for the event.  
Click "Volunteer Signup"

The full text of the UPAC work share agreement follows:

UNIVERSITY PLACE AQUATIC CLUB'S (UPAC)  
WORKSHARE PROGRAM  
(Effective September 1, 2016 – August 31, 2017)

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

**A. WORKSHARE REQUIREMENTS:**

Each family of a swimmer(s) is required to work a minimum of 40 hours per swim season (September – August). The 40 hours are based upon working a total of 10 hours per two day meet and 5 hours per one day meet (currently UPAC hosts meets during the months of November, January, April and August). Each family who has a swimmer actively swimming at the time of the meet is expected to volunteer at every UPAC hosted meet (even if your child is not swimming at the meet). If you are unable to work at any one meet please make arrangements to have another UPAC family to cover your shifts in your place or make arrangements with the volunteer coordinator.

In addition to the 40 hours mentioned above an additional minimum of 3.0 hours of goods for concession and/or hospitality need to be donated by each family. Any hours worked in excess of the required minimum are very much appreciated; however, hours 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.

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

WORKSHARE 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 WORKSHARE opportunities become available, they will be posted for sign-up on the UPAC website and/or member families notified via email. You can also contact board members directly to check for opportunities to earn credits.

### C. MANAGEMENT OF THE WORKSHARE PROGRAM:

After each swim meet or activity, hours are recorded on a WORKSHARE Recording Form by a committee chairperson or family member. The WORKSHARE Recording Form shall be submitted to the designated WORKSHARE Auditor within two weeks after the event. Each family's WORKSHARE 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 WORKSHARE hours will not be assessed a WORKSHARE Hours Deficit Fee. If a family has not completed the minimum required WORKSHARE hours by the end of the season, the family will be charged a WORKSHARE Deficit Fee which shall be \$20.00 per unworked hour, not to exceed a maximum of \$700.00. The WORKSHARE 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 Workshare Obligation or pay the family's Workshare Deficit Fee in full.

### E. MISCELLANEOUS:

Families who join UPAC part way through the season will have their hourly WORKSHARE obligation prorated.

Families who leave the team part way through the season will have their hourly WORKSHARE obligation prorated and remain responsible for completing these prorated hours, as well as the WORKSHARE 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 WORKSHARE hours as those hours are "per family," not "per swimmer."

If the WORKSHARE Deficit Fee remains unpaid and action is taken to collect, the prevailing party shall recover its reasonable attorney fees and costs against the non-prevailing party. If you sign up for a volunteer position and then do not show up (unexcused absence) you will be automatically fined \$50.00.

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

Family Name: \_\_\_\_\_

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

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