

FAQ: UPAC VOLUNTEER REQUIREMENTS:

I never knew I had to volunteer. Is volunteering mandatory?

Not exactly. It is mandatory that you meet your membership volunteer requirement but if you cannot or would rather choose not to commit time to the volunteer effort you may pay for the value of these hours in lieu of working. Each volunteer hour is valued at \$20/hr. The total volunteer commitment is 40 hours for every group but Bronze, Bronze Advanced, and 3-day-Highschool. The commitment is 20 hours for Bronze, Bronze Advanced, and 3-day-Highschool. Each volunteer hours is valued @ \$20/hr which equates to \$800/\$400 for the swim year. The maximum volunteer commitment per family is 40 hours.

Work share agreement is signed at time of initial registration online. A hard copy must be signed and placed on file with the team as well. Only one agreement needs to on file for each family.

The full text of the work share agreement is below.

I signed halfway through the season do I have to do all 40 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

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 40 hours made up of?

In general 40 hours of service and/or hospitality items (i.e. snacks, drinks, ice).

How do I sign up for volunteer hours?

Login in to www.upacsharks.org

Click on Events “Tab”

Scroll to the Signup listing for the event.

Click “Job Signup”

The full text of the UPAC work share agreement follows:

UNIVERSITY PLACE AQUATIC CLUB'S (UPAC) WORKSHARE PROGRAM
(Effective September 1, 2018 – August 31, 2019)

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 even if your swimmer chooses not to attend meets.**

A. WORKSHARE REQUIREMENTS:

- Each family of a swimmer(s) in National Track, AGE, Gold, Silver and Silver Advanced are 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, December, February, and April). Each family of a swimmer(s) in Bronze, Bronze Advanced and 3 day per week HS are required to work a minimum of 20 hours per swim season (September - August). The 20 hours are based upon working a total of 5 hours per two day meet and 5 hours per one day meet (currently UPAC hosts meets during the months of November December, February, and April). **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.**
- 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:

- **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 signup 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.
- The WORKSHARE Recording Form shall be submitted to the designated WORKSHARE 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 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 or 20 hours if you have a swimmer in Bronze, Bronze Advanced or 3 day per week HS, 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 nonprevailing 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).

Print Family

Name: _____

Signature:

Date: _____