

THT Job Signup Descriptions

Admissions (Ages: 18+)

Admissions personnel are responsible for the sale and distribution of admission bracelets and meet programs. This is a cash handling position.

Announcer (Ages: 18+)

The announcer is responsible for keeping all individuals (swimmers, coaches, officials, spectators, etc.) up to date on the progress of the meet as well as providing updates and notices as they are available. A knowledgeable swim-parent with a pleasing “radio voice” and a willingness to help are preferred. The announcer should always remain impartial during the course of the meet.

Awards (Ages: 14+)

Awards personnel are responsible attaching award labels ribbons and medals as well as organizing those ribbons and medals as instructed.

Clerk of Course (Ages: 18+)

Clerk of Course personnel are responsible for managing the staging area for our younger, less experienced swimmers. Clerk of Course personnel will arrange swimmers of the appropriate events into lane order, by heat, so that they can quickly proceed to the starting blocks in the correct order when called upon.

Concessions – Food Handling (Ages: 14+)

Food-handling concessions personnel are responsible for assembling food and/or drink items for customers. All items should be delivered to the transaction-handling concessions personnel for distribution to the customers.

Deck Marshals (Ages: 21+)

Deck Marshals are responsible individuals who can actively monitor and maintain order and safety in the swimming venue. The marshal shall warn, order to cease and desist, or, with the concurrence of the Meet Director and/or Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet.

Head Timer (Ages: 18+)

The Head Timer is responsible for starting the Dolphin starter watch for each race.

Hospitality (Ages: 18+)

Hospitality personnel are courteous and outgoing personalities that are responsible for maintaining the hospitality room throughout the meet. This includes but is not limited to replenishing food and drinks, restocking dining utensils, keeping the hospitality room clean, and also offering drinks and snacks to meet personnel and coaches that are working on the pool deck.

Meet Cleanup (Ages: 14+)

Meet cleanup personnel are responsible for helping clear the venue of all trash, collecting all lost personal items, and preparing and resetting all required areas for the next session of the meet.

Officials (Ages: 18+) *CERTIFICATION REQUIRED*****

Officials are certified for their respective positions by Indiana Swimming, Inc. on behalf of USA Swimming. These certifications are obtained through clinics which are held periodically throughout the year, followed by online testing, and completed through apprenticeship sessions at meets. There are also special benefits for THT members that actively participate as officials at our meets. Contact THT's [Meet Referee](#) for more information on becoming an official.

Referee

The Meet Referee is responsible for the conduct of the meet and has full authority over all officials. Among several other duties, the Referee signals the swimmers (via whistle) to step up on the blocks prior to signaling the Starter that the race can begin.

Starter

The Starter, when signaled by the Referee, takes control of the swimmers on the starting blocks and signals the start of the race.

Administrative Official

The Administrative Official is responsible for the supervision of head table and is responsible to the Referee for accurate processing of entries and scratches, accurate seeding of preliminary, semi-final, and final heats, determination and recording of official times, determination of the official results, publication and posting of results and scores, and other duties as assigned by the Referee.

Technical

Technical incorporates a variety of different officiating positions whose purposes include but are not limited to ensuring that the swimmers complete their races while conforming to all rules applicable to the event and stroke being performed. Technical positions include **Chief Judge, Place Judge, Stroke Judge, Turn Judge, and Relay Take-Off Judge.**

Runner (Ages: 14+)

The runner assists the head table with distribution of results, meet programs, lane timer sheets, awards, and other related materials. The runner may also assist the referee with collection of DQ slips from Technical Officials located around the competition pool.

Timers (Ages: 14+)

Timers are responsible for the operation of two devices (one Dolphin watch and one button) in their respective lanes. After stopping their watches, the times are recorded onto the appropriate blanks of the timer sheets that are provided.

Timing Console Operator (Ages: 18+)

The timing console operator is responsible for the automatic timing equipment, including the electronic start system and scoreboard, and advises the Referee or Administrative Official of any system problems that might affect the accuracy of times or whenever the touchpad is observed to have failed to record the finish when a swimmer completes their race. *This position will not be listed for signups as it is an advanced position that requires additional training. If you are interested in learning this position, please contact the [Meet Director](#) for more information.*

See also:

[THT Job Signup Policy](#)

[THT Job Signup FAQ](#)