



Terre Haute Torpedoes 2025-2026 Short Course Season

Job Signup Policy

Meets that THT hosts serve as fundraisers for THT and help to keep dues low. To run the meets, we need workers to serve in a multitude of capacities. Experience is not required for many of the positions, and THT will offer training for any parent who wants to serve in a position but has never done so before.

The following is a list of guidelines on the job signup requirements. If you have any questions, please do not hesitate to contact the [Job Signup Coordinator](#), your group representative, the [Head Coach](#), or any of the [THT board members](#):

1. All THT families are expected to work a designated number of meet sessions (usually 2-3, sometimes more) at all THT-hosted competitions. Each session is usually 2 to 3 hours long but can sometimes run up to 4 hours. This is part of your family's financial commitment to membership in the Torpedoes. **The requirement applies even if your child is not swimming in the meet.**
2. If you are unavailable to fulfill your session requirement, you may ask another responsible individual to work in your place. To receive credit for the session, sign up for the slot that your replacement will work and add their name and contact info when prompted for "Optional Contact Info". If you are having trouble finding coverage, you may also contact the [Job Signup Coordinator](#) for assistance.
3. You must work the entire session to receive credit. If you need to leave before you've been dismissed, you may do so only if you have arranged for a replacement. Do not leave your position without first being dismissed by the Meet Director or the Meet Director's designee. Leaving early without being dismissed may result in being charged for the session.
4. Failure to work the required number of sessions at a meet will result in a charge of \$100 per missed session. If the requirement is three sessions, you could be charged \$300. Charges are typically posted to member accounts the week after the home meet is hosted.
5. If ALL job signup slots have been filled, accounts that have not fulfilled their job signup obligation for that meet will not be charged.
6. The Meet Director will determine the number of workers needed for each session of the meet. The number of required job slots per account for each meet will be listed on the details section of each meet listed on the "Events" section of the website.
7. Approximately two weeks before each THT home meet, signups will be opened on the Torpedoes website. Once the needed number of workers is reached for a particular job or session, no more workers can sign up for that job or session.

8. If you want to work more than the required number of sessions, please contact the [Job Signup Coordinator](#). This will help limit holding places for others and make the signup process as fair as possible.
9. If an emergency occurs, you are responsible for finding a replacement and contacting the Job Signup Coordinator to inform them of what is happening. The Job Signup Coordinator might be able to assist with finding individuals to help fill your slot, but the responsibility to fulfill your obligation is ultimately yours!
10. All workers must report on time. If you arrive late, you run the risk of not receiving credit for that session. Please contact the Job Signup Coordinator if you have any questions on report times. All workers must sign in when they arrive for their session to receive credit.
11. There are minimum age requirements for working at meets. These are listed under each job description beginning on page 6.
12. USA Swimming Guidelines as well as our insurance policies require that access to the pool deck be restricted to meet staff, coaches, athletes, officials, workers, and any other persons who have been specifically approved by the Meet Director during the meet (including warmups). There are no exceptions to this rule.
13. The Meet Director has the authority, and responsibility, to make sure that each meet runs according to the rules and regulations of Indiana Swimming, Inc. and USA Swimming. Therefore, if you sign up to work a specific job during the meet, the Meet Director or his/her designee may reassign you to another job during your work session(s), depending upon the needs of the meet. We need your help to continue the Torpedoes tradition of offering outstanding meets.