



Terre Haute Torpedoes

Job Signup Policy

Meets that THT hosts serve as fundraisers for THT and help to keep dues low. In order 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 that 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 3, sometimes more) at all THT hosted competitions. Each session is usually 2 to 3 hours long. This is part of your family's financial commitment for 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 meet requirement, you may ask another responsible individual to work in your place. In order 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 individuals on the "For Hire" list located on the "Job Signup Info" section of the website.
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 meet requirement is three sessions, you could be charged \$300. Charges are posted to member accounts the week after the home meet is hosted.
5. In the event that 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 prior to 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.

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 making 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. It is critical that all workers report on time. If you arrive late, you run this risk of not receiving credit for that session. Please contact the Job Signup Coordinator if you have any questions on report times. It is important that all workers sign in when they arrive for their session in order 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 course of 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.