

THT Volunteer Policy

Each year, THT hosts 2 invitationals during the short course (fall/winter) season and 1 invitational during the long course (summer) season. Additionally, THT hosts time trials which are smaller meets that are only open to THT swimmers. On occasion, THT may also host a championship meet (e.g. Divisionals).

These meets serve as fundraisers for THT and help to keep dues low. In order to run the meets, we need volunteers to fill several different positions. At the beginning of each season, the Torpedoes will have a meeting for new parents to present information about work sessions and the types of jobs available.

The following is a list of guidelines on the work session requirements. If you have any questions, please do not hesitate to contact the [Volunteer Coordinator](#), your group representative, or any of the [THT board members](#).

1. All THT Families are required to work a designated number of sessions (usually 2, sometimes 3) at all THT hosted invitationals or championship meets and 1 session per THT hosted time trial. This is part of your family's financial commitment for membership in the Torpedoes. It applies whether or not your child is 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, 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 "[Volunteer Info](#)" section of the website.
3. You must work the entire session to receive credit. If you need to leave before the session ends, you may do so only if you have arranged for a replacement.
4. **Failure to work the required number of sessions at a meet will result in a charge of \$100 per missed session.** Charges are posted to member accounts the week after the home meet is hosted.

5. In the event that **ALL** volunteer slots have been filled, accounts that have not fulfilled their volunteer 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. As a result, the number of required work sessions per account for each meet will be listed on the details section of each meet listed on the "[Events](#)" section of the website.
7. Two weeks prior to each THT home meet, sign-ups 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 [Volunteer Coordinator](#). This will help limit holding places for others and making the sign up process as fair as possible.
9. If an emergency occurs, you are responsible for finding a replacement and contacting the [Volunteer Coordinator](#) to inform them of what is happening. If you have not signed up or communicated with the Volunteer Coordinator, we cannot guarantee that a job will be available. If a slot is not available, you may be subject to being charged for a missed work session.
10. It is critical that all workers report on time. Therefore, if you arrive late, you run this risk of not receiving credit for that session. Please contact the [Volunteer 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](#).
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, volunteers, 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.

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.

See also:

[THT Work Sessions FAQ](#)

[THT Volunteer Job Descriptions](#)