

Swim Coach/Chair:

- Prior to Meets:
 - Swim Chairs and Coaches should read the [HELP GUIDE](#) and run a practice meet prior to their first official meet
 - Provide the following information to parents of participating athletes in the days prior to their meets:
 - Obtain host club COVID policy and disseminate.
 - For Volunteers:
 - Link to Swimmingly Timer Training <https://swimmingly.app/training/>
 - Recommendation to download the app prior to the meet
 - Make sure phone is on current operating system
 - Come to meet with a full phone battery charged
 - Educate that personal phone calls should not be taken when timing
 - Indicate referee will conduct timers “huddle” during warm up
- At the meet before warm up:
 - Have rosters printed and mark athletes
 - Follow [Wifi Setup Instructions](#):
 - Hang Wifi Access point on backstroke flag and turn on prior to “Huddle”
 - Plug in to power source (may need extension cord)
- During warm up:
 - Coach to supply a hard copy of your team’s meet lineup and roster to the scorers table at least 15 min prior to the start of the meet.