

Tips and Reminders for In-Person Meet Success
FCSL Summer 2021
Getting back into swimming safely.

2021 Swim Meet volunteer requirements (if using Swimingly)

2 timers/lane (1 per club per lane)

1-2 back up timers and/or start timer (1 per club)

2 Scorekeepers (1 per club)

2 COVID management volunteers to assist with social distancing (1 per club)

Volunteers required if using Swimingly (6 lane pool):: 18 total (9 per club)

Volunteers required if NOT using Swimingly (6 lane pool): 27+ (13+ per club)

While not required, FCSL strongly encourages clubs to use the Swimingly system.

Copy in Italics is specifically for clubs not using Swimingly

Athletes & Parents:

- If using Swimmingley, each parent will enroll their swimmer in <https://clubhouse.swimmingley.app>
 - Clubs will each receive an enrollment link unique to their club.
 - All clubs are set to pay by club. Clubs must indicate to Swimmingley registration if they would prefer their fee (\$10 per swimmer for 2021 season) to be paid individually by the parents.
 - For step by step directions go to the [swimmingley training page](#): and select the admin or parent swimmer activation video links
 - Once registered, parents will receive a COVID liability waiver via provided email (6/28)
 - Parent contact information (email and phone) is vital in the case that contact tracing across teams needs to occur.
- Your child decided to join the team at the end of the meet warm up?!
 - No problem - this process only takes a few minutes and can be done on a smartphone
- Once registered, each swimmer is assigned a number that remains with them all season (and carries over multiple seasons too).
 - Coaches and chairs can reference athlete numbers in Swimmingley Clubhouse
- Before/during/after meet warm up:
 - Swimmer's number should be marked on their hand or upper arm (similar to open water swimming). This can be done by parent, coach, volunteer, etc.
- *For any teams choosing not to use Swimmingley*
 - *Detailed electronic rosters as a HyTek Team Manager file - go to file -> export -> athlete fields in CSV format. Once clicked, select child first name, last name, date of birth, gender, parent phone and parent email then click Create Export File. Rosters need to be provided to the league (webmaster@fcsl.info) at least 1 week prior to the first meet.*
 - *When new children join, roster needs to be updated*
 - *New swimmers must be updated and submitted to webmaster@fcsl.info at least 24 hours prior to their first swim meet*

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.
- *Teams not using Swimmingly:*
 - *Confirm updated team roster has been provided to the league (webmaster@fcsli.info) no less than 24 hours before the meet to get temporary numbers assigned.*

Timers:

- Materials needed for each timer (minimum two timers per lane plus one back up timer per team):
 - Smartphone with Swimmingley app
 - Backup stopwatch (minimum 1 per lane)
 - Recommend using provided lanyards for phones.
 - 12 Lanyards were provided in the Swimmingley box to hold devices . If you need to order more, you can do so at <https://store.swimmingley.app> or through another vendor (eg Amazon).
 - Option to provide/obtain a water-proof lanyard or plastic baggy for anyone concerned about water damage
 - Encourage new timers to watch the Timer tutorial on the training site <https://swimmingley.app/training/>
- While timing:
 - Each timer holds a phone device **and** these same timers may hold a backup stopwatch
 - At the completion of the first race, make sure timers indicate their lane (blue bar). Update only if you switch lanes (e.g. backup timer)
 - After each race, timers simply input the swimmers ID number (so the system knows who swam) and hits submit. **NO MORE PAPER AND PENCIL!**
 - Swimmingley automatically averages the two submitted device times and submits it to the scorekeeper iPad.
 - If you don't have a swimmer in your lane don't do anything.
- What happens in the event of a timing issue?
 - As always, timers should notify the back up timer/scorekeeper during the race if they need to utilize a backup time. The backup timer will stop their device when the swimmer finishes and enter the lane and swimmer ID number on their device.
 - After the conclusion of the race, if for whatever reason, the Swimmingley times are way off (outside of .3) look at the backup stopwatch time. Does back up time come within .3 of either Swimmingley time? If backup time confirms one or the other that one Swimmingley time is correct and simply void the bad time. If back-up time does not confirm either Swimmingley time, use the backup time (timers should notify the backup timer who can take their watch time(s) to the scoretable for manual input.). Any questions - consult Ref for advice and order of finish.
 - Suggestion: Back up timer can have a clipboard with paper and pencil available so they can write down the event #, swimmer # and race time as backup documentation and provide to scorekeeper.
- Back-Up Charging
 - Each club has two back up chargers which were provided by Swimmingley. Have these fully charged prior to the meet warm up. Suggestion: Have a charging dock at the scorers table for volunteers to use during warm up.
 - Rotate your back up timer into the meet if your regular timer needs to take a call or answer a text mid meet.

Official/Starter:

- Reminders/Recommendations:
 - Bring a charged iPhone to meet.
 - Watch relevant training apps prior to first meet: <https://swimmingly.app/training/>.
 - Recommend participating in a mock or intersquad meet prior to your first official paid meet.
 - Recommend use of electronic whistle (COVID safety)
- Timers Meeting ([Huddle page 14-15](#)):
 - Conduct timer huddle during meet warm up (for all timers **and** scorekeepers)
 - Obtain meet ID from home scorekeeper
 - Read “Huddle” document to help timers set up phones and settings
 - Perform a trial start using test event with devices during timer meeting to confirm all phones and watches working properly and timers understand how to use both concurrently
- Start system:
 - If using an automatic timing system use the appropriate wired Infinity/Colorado or Daktronics cord or the Swimmingly Start System.
 - If you do not have a cord or start system (or it is not working) FCSL recommends re-assigning 1 backup timer to be the official “Time Starter”. That volunteer should use the “Starter” app and start the stopwatch for each event at the sound/sight of the starting system.
 - Events/Heats ([pg 19-21](#)):
 - Remember to start with Event 9!!!
 - Whomever is starting the system (ref or start timer) make sure to click on the blue bar to go to the correct event number prior to starting the event
 - Exhibition heats should be swum **after** official heats
 - Refer to the [HELP GUIDE](#) for directions on how to move from event to event and combine events
- DQ Inputs:
 - Option 1 Manual: tell (walk over and talk to or use pencil/paper) the scorekeeper the event, lane and infraction and they can input the DQ in the scorekeeper app.
 - Option 2 Swimmingly S&T role: Use a separate iPhone to input DQs using the Swimmingly app Judge role.
- Final results:
 - At the conclusion of the meet, review digital results to resolve any questions, scan for obvious errors and confirm results look correct and approve scorekeepers to publish. Note: published results can always be altered and resubmitted if necessary.
 - Sign Official Scoresheet document (see last page - also on fcsli.info)

Scorekeepers:

- Scorekeepers should watch [Scorekeeper Training video](#) and [Swim Meet Help Guide](#) prior to their first meet
 - Recommend having parent volunteers interested in scorekeeping help run the scorekeeping app at a mock or intersquad meet prior to their first dual meet
 - Need help during the meet? Call the helpline: 866-377-7946
- Teams should still have a scorers table just as they have in past years. Head scorekeeper (host club parent) and scorekeeper (visiting club parent) should have a table (just as in paper/pencil days) with 1 iPad for running the meet..
 - iPad can be host clubs, visiting clubs, personal, kids, spectators, coaches, or if you absolutely can not get one, FCSL will loan you one. Note: Once you start a meet the same iPad must be used for the duration of the meet.
- Prior to the start of the meet, on iPad (where you have wifi with internet) go to the Swimmingly app, select "Scorekeeper" and input your club ID and Starter key to download latest meet info.
- Official lineup:
 - Hard copy (from Swimmingly lineup, Hy-Tek, TeamUnify or handwritten in traditional format) from EACH team to be provided by Coach to the score table 15 min before the start of the meet as per FCSL rules. These will serve as the official document for entered swimmers. Note: If both teams in-putting digital lineups via Clubhouse you can print one official merged meet lineup.
 - Note: Any changes to the meet lineup after submitting must still adhere to FCSL Swimming rule ([IV.M.6.a](#)) and noted on Hard copy line up(s) at scoretable.
 - Have a print out of each team's roster with assigned #s at the scoretable. (Accessible through Swimmingly Clubhouse)
- At the Official's "Huddle" meeting:
 - Connect to the Swimmingly network
 - Log into the Swimmingly app
 - Choose the number of total lanes being used for races and course (e.g SCM)
 - Click "join swim meet" to access the meet ID.
- During the Meet:
 - While scorekeepers will not need to worry about collecting paper timer sheets or transcribing times, one scorekeeper should monitor the screen to confirm results are loading properly and the other checks that the swimmer names correlate to the official meet lineups.
 - If the incorrect swimmer swam in an event, the scorekeeper should alert the referee and DQ the swimmer in the scorekeeper app.
 - If a child is listed on the hard copy but did not swim in the event, leave as is or add manually to iPad (note adherence to 4 event rule).
 - If you choose, print ribbon labels for finished races.
- At the end of the meet:
 - Review digital results along with Referee
 - Once satisfactory, sign the official scoresheet, attach official line-ups (host team should save for season) and publish results to Swimmingly "Clubhouse". Remember to switch to internet connected wifi to publish.
 - Print/send remaining ribbon labels as needed

- For teams not using *Swimmingly*
 - Provide final results in digital, readable format (e.g. Hy-Tek) to league rep within 48 hours after conclusion of meet

Ribbon Writers:

- For in person dual meets, ribbons can be printed on the fly from the scorekeeper app at any point during the meet.
- Ribbon labels can be sorted by team, name or place. Final ribbon labels can also be easily printed, shared digitally or available in the Clubhouse once results are finalized.
 - Avery 5260 address labels (1"x2.6", 30 on a sheet) - avail at CVS, Staples, Amazon, etc.
- Note: visiting teams who use *Swimmingly* are not required to write ribbons at the meet

Dive Scorekeepers:

- Have printed roster at score table
- Use traditional pencil/paper dive scoresheet and add *Swimmingly* # to name
- Provide scoresheet to Swim Scorekeeper at conclusion of diving for entry into *Swimmingly*
- Swim Scorekeeper can manually input dive place results (put place (1st, 2nd 3rd) in for time - NOT DIVE SCORE) in order to score the meet. [See example.](#)

Water Polo Scorekeepers:

- Have printed roster at score table
- Include *Swimmingly* # in addition to their cap number on the official scoresheet for Contact Tracing purposes.
- Submit electronic copy of final scoresheet to [FCSL Webmaster](#) at conclusion of game

COVID Precautions/Recommendations

LATEST GUIDANCE FROM CT ON YOUTH SPORTS

- Prior to the start of the season:
 - Each club should establish in-person meet guidelines (these can be adapted as situations change) - These are some suggestions:
 - Will your club management cap the number of athletes/visitors?
 - If overcrowding is a concern, consider the options:
 - Splitting the meet in half by age groups 10&Under/11&up or girls/boys (should be mutually agreed by Swim Chairs)
 - Utilize alternative areas (tent in parking lot) to distance swimmers & spectators
 - Develop club specific spectator guidelines (# allowed/family)
 - E.g. Consider only allowing spectators that are volunteering.
 - If completing the majority of your lineup in Swimingly, parents will receive a push notification 3 heats prior to their child's event (allow only those parents on deck)
- Prior to the Meet/Game:
 - Host Club Swim Chair should share their COVID meet guidelines with the visiting team at least 3 days prior to the meet
 - The number of swimmers/divers each club will allow at each meet
 - Spectator limitations
 - Rules regarding snacks/drinking/open snack bar
 - Seating arrangement for children/spectators for your club (e.g. one side host, other side visiting)
 - Direct athletes/family to follow the latest CDC, state and local guidelines. Stay home if they are experiencing symptoms of COVID or have been in direct contact with an individual who has tested positive
- At the Meet/Game:
 - Do not let swimmers into the facility until divers have cleared the deck and any necessary sanitation is completed.
 - Provide sanitizing station including extra disposable masks, hand sanitizer, thermometer (perhaps at athlete check in/# station?)
 - Set up Social Distancing markers
 - Behind blocks/boards - only one heat lined up behind timers.
 - The end of the pool should have no more than four people (two timers, swimmer on block, swimmer in next heat)
 - Consider social distancing markers for athletes/spectators at 3 foot intervals (wearing masks)
 - For water polo - consider expanding the bench area to allow for distancing
 - Locker Rooms
 - Locker rooms are for emergency bathroom use only.
 - Swimmers should come to the meet in their bathing suits and leave without changing.
 - If an athlete, spectator, coach or volunteer develops symptoms during the meet

- Isolate the individual (contact guardian if needed) until they are able to leave the club
 - Instruct them to contact their local health provider
- Masks (as of 5/19/21)
 - Encourage use by athletes and spectators when social distancing can not take place
- After the Meet/Game: Contact Tracing
 - In the event of a positive case, this protocol will be enacted
 - Infected individual (or guardian of individual) should immediately alert their LHD to begin contact tracing
 - Provide LHD contact tracer email of FCSL COVID Officer (email TBD) if attended a meet/game within determined infectious time period (2 days prior to symptom onset)
 - Clubs must have up to date rosters with contact information and meet results in Swimmingly or provided to FCSL
 - Officer will work with LHD (confidential/HIPPA compliance) on necessary next steps