



Swim Meet Huddle Cheat Sheet

STARTERS, TIMERS & STROKE/TURN JUDGES

We will review this in the huddle prior to the meet!

PLEASE REVIEW BEFOREHAND

1

DEVICES: TIMERS can have both ANDROID and iOS. PLEASE download the app before arriving to the swim meet. STARTER & STROKE/TURN JUDGES must have an iOS device.

2

Make sure your device is fully charged.

3

On the pool deck, ensure that your Bluetooth, Cellular Data, and Wi-Fi are turned ON!

4

Put your device in "DO NOT DISTURB" mode to avoid notifications. This will limit distractions from any notifications during the meet.

5

Make sure you have the latest Swimmingly® app version downloaded. Seriously -> go to the app store and double-check that you are on the most recent version!

6

Tap the Swimmingly® app > Select your role > Tap "Ready To Huddle"

7

Confirm that Locations Services and Local Network are both GREEN; if not, simply click on them to turn them on > Tap "Ready To Huddle"

8

Make sure your device is on the latest version.
Scan the QR Code on the Scorekeeper.
Please wait while you connect. Best practice to complete a test event!



STARTER CHEAT SHEET

STARTER

1

GO TO NEXT EVENT

- To select an event, tap the blue "event bar" at the top of the screen > Tap desired event > Tap "Start Selected Event"

2

START RACE > Tap on the clock screen to start the heat:

- Clean start? Good! Allow the clock to run.
- When the last swimmer in that heat touches the wall, proceed to the next heat within that event!
 - Tap the running clock screen > Tap "Reset For Next Heat"

3

FALSE START:

- Once the race has started, you have 5 SECONDS to tap the "False Start" button on the bottom left side of the screen
 - Tap "False Start" > Tap "Recall Heat"
- You can always recall a heat after the 5 second window by tapping anywhere on running clock screen to bring up option, "Recall Race".

4

COMBINE EVENTS:

- Tap the blue "event bar" > Tap "Combine Events" (Top Right)
- "Are you sure you want to choose multiple events?" > Tap "Yes"
- Tap to select each event you would like to combine
- Tap "Start All Selected Events"
- Tap anywhere on the clock screen to start the heat

5

RETURN TO "SINGLE EVENT" MODE:

- Tap the blue "event bar" > Tap "Single Event" (Top Right)
- "Are you sure you want to choose a single event?" > Tap "Yes"
- Tap to select desired event
- Tap "Start Selected Event"
- Tap anywhere on the clock screen to start the heat

6

Best Practice:

- Follow along with a printed out copy of your heat sheet
- Make sure to switch the event when starting a new event



TIMER CHEAT SHEET

TIMERS

1

When the STARTER begins the first race, this will AUTOMATICALLY START THE CLOCKS ON YOUR DEVICE!

2

Tap the running clock screen to STOP your clock:

- Tap the BLUE BAR to enter your lane (Only have to do this ONCE)
- Tap the boxes to enter the ID of the swimmer (shoulder, back etc)

3

If you accidentally stop your clock, DO NOT PANIC!

Tap the back button on your device (iOS: On screen upper-left hand corner. ANDROID: Actual "back" button on the device). You will be taken back to the still-running clock!

4

When the swimmer comes in to touch the wall at the finish, stand close to the edge and TAP THE SCREEN TO STOP THE CLOCK.

- The whole running clock screen is a stop button, so watch the swimmers' fingertips touch the wall as you stop your clock.

5

ENTER THE SWIMMER'S (3-Digit) ID # > Tap "Save and Continue". Times will automatically send to the Scorekeeper!

6

If NO SWIMMER IS IN YOUR LANE: (EITHER/OR)

- Leave the clock running...Don't do anything :) Time will automatically reset when the next race begins!
- Stop Clock > Do NOT enter ANY Swimmer ID > Tap "Save and Continue" > Tap "My Lane is Empty"

7

If you encounter any issues, please raise your hand!

8

Back Up Timers/Floaters - Unless you need to step into help capture a time, simply let your clock reset with each new race.

9

During shift changes (if applicable): Departing timers swipe out of the app to quit and stay after and help the new timer scan the QR Code provided by the Scorekeeper in their same lane through a few races.



STROKE & TURN JUDGE CHEAT SHEET

S&T JUDGES

1

Watch your lane(s) that you are assigned to. If you witness an infraction, tap the screen to make a DQ.

2

INDIVIDUAL: Tap to make a DQ > You must select the lane > select the category of infraction of which it occurred (Start, Swim, Turn) > select the specific infraction(s) > Tap "Save & Continue".

3

RELAY DQ's: Tap to make a DQ > You must select the lane > select the swimmer (1, 2, 3, 4) > select the category of infraction of which it occurred (Start, Swimming, Turn) > select the specific infraction(s) > Tap "Save & Continue".

4

COMBINED EVENTS: You will need to select the appropriate event in which the infraction occurred, then proceed with Step 2 or 3 above.

5

INDIVIDUAL MEDLEY: Remember the order (Butterfly, Backstroke, Breaststroke, Freestyle) when scrolling to select the infraction(s).

6

Reminder: You CAN select multiple infractions for a single DQ.

7

Have a Head Ref? Best Practices:

- Option 1: Raise your hand, await the head ref for verification, proceed, or simply tap 'back' if the call is overturned.
- Option 2: Head Ref can review DQs at the Scorekeeper table, and reverse calls if necessary on Scorekeeper's iPad.
- Option 3: Stroke & Turn carry out duties as normal and head ref inputs the DQs on the Swimmingly® app directly.