

# JSFC/COMA Masters Swimming

## Postal Swim Instructions for Groups

### Show Up Early!

#### Get Equipment Out:

- Stopwatches (many-up to 32)
- Clipboards (many-up to 16)
- Pencils (many-up to 32)
- Entry Forms (many-up to 50)
- Chairs (many-up to 16)
- Whistle (1)
- Table (1)
- Traffic cones (4-8: One-Hour Swim only).
- Pace Clock (1-2)

#### Set Pool Up:

- Put equipment on table.
- Put lane lines in & tighten them.
- Set traffic cones on the pool edge each 5 yards/meters (One-Hour Swim only).
- Place portable pace clock(s) on the pool edge.

#### Create Heats:

- Assign heats, based on pool needs and personal preference.
- If two-swimmers-per-lane is required...
  - Ask for volunteers to double.
  - Avoid assigning swimmers of the same speed to the same lane.
  - Avoid doubling in the outside lanes unless the outside lane markers are in.

#### Brief Timers/Counters:

- Assign each timer/counter a clipboard, entry form, two pencils, and two stopwatches.
- Demonstrate stopwatch use:
  - Set watches on "cum" (cumulative) function.
  - Push "start", then only the "split" button thereafter for splits and finish.
- Explain taking and recording of splits at each 50 (100 for 5 & 10-km Swims).
- One-Hour Swim only: explain how to determine the final distance (add the last split distance to the remaining distance rounded down to the nearest five meter/yard increment).
- Answer questions.

**Bathroom Break:** Give a quick bathroom break for swimmers and timers.

**Set Pace Clock:** Reset pace clock minute hand to 58 minutes. This is the two-minute warning before the heat.

**Start:** Start the swim when the pace clock minute and second hands reach 60. If possible, each timer/counter starts two watches (in case of malfunction), then places extra watch aside to use if needed.

**Finish (One-Hour Swim only):** Sound one long loud whistle at the end of the hour. Let the lifeguard staff know this before you do it, as long loud whistles are a JSFC emergency signal.

#### After Each Heat:

- Have each swimmer and timer/counter complete the entry form; check for accuracy and legibility (Note: our club is "Oregon", abbreviated "OREG").
- Photocopy each completed entry form.
- Distribute entry blanks; give original to swimmer and retain copy for Bob.

#### After the Event:

- Pick up and return equipment (equipment box, cones, pace clock).
- List & post results.
- Feel the satisfaction of a job well done.