



ANNOUNCER

DESCRIPTION

- The ANNOUNCER is responsible for the complete setup of the broadcast system.
- The ANNOUNCER is responsible for being familiar with the day's activities, announcing the flow of all activities leading up to the start of the Meet, and for announcing all Events during the Meet.

REQUIREMENTS

- All ANNOUNCERS must attend a Swim Circuit's Official Clinic once every year for training and certification.
- An ANNOUNCER is required for all Events in a Dual Meet.
- One ANNOUNCER is required for each half of a Dual Meet. An ANNOUNCER should not be changed unnecessarily during either half of the Meet.

DUTIES

- The ANNOUNCER (along with the Meet Setup Volunteers) will arrive early for each Home Meet to set up and ensure the working order of the Broadcast system (mixer board, microphones, music, speakers, wiring).
- The ANNOUNCER will announce a 'First', 'Second', and 'Third and Final' Call for each Heat.

PRE-MEET

- The ANNOUNCER shall make announcements based upon the following Meet Start Time schedule (7:30 AM or 8:00 AM) and repeat the applicable portions every 5–10 minutes until the start of the Meet.

Meet Start Time	7:30 AM	8:00 AM
Host Team Warm-up	6:20 – 6:50	6:30 – 7:20
Visiting Team Warm-up	6:55 – 7:25	7:25 – 7:55
All Judges To Meeting Area	7:10	7:40
All Timers to Meeting Area	7:15	7:45
All 1 st Shift Volunteers to their Posts	7:20	7:50

First Call for Events 1, 2, & 3 to Ready Bench	7:20	7:50
Second Call for Events 1, 2, & 3 to Ready Bench	7:22	7:52
Third and Final Call for Events 1, 2, & 3 to Ready Bench	7:25	7:55
First Call for Events 4 & 5 to Ready Bench	7:25	7:55
Start of Event 1	7:30	8:00

Concession Stand Opening (as appropriate)	Pre-Meet	Pre-Meet
Concession Stand Food Availability (as needed)	During Meet	During Meet
Recognition of Sponsors (as appropriate)	During Meet	During Meet



DURING MEET

- The ANNOUCER will announce during 'First', 'Second', and 'Third and Final' Calls with the *Event Number, Event Name, Gender and Age Group* so that all Swimmers know when to report to the Ready Bench.
 - ❖ Each Age Group pair of Events will have a 'First', 'Second' and 'Third and Final' Call.
 - ❖ The ANNOUCER will post the Event and Heat Numbers for the current Heat.
 - ❖ The ANNOUCER will anticipate the timing of the 'First', 'Second', and 'Third and Final' Calls based upon the Age Group, Number of Swimmers, Stroke, and Number of Lengths to allow sufficient time for the Swimmers to get to the Ready Bench and be verified for the Event and Heat.
 - ❖ An Event's 'First Call' will be no later than fifteen (15) minutes prior to the Event. An Event's 'Second' Call will be no later than ten (10) minutes prior to the Event. An Event's 'Third and Final' Call will be no later than five (5) minutes prior to the Event.
- When the Meet score is available, announce the current standings at the end of the Heat.
- The ANNOUCER will coordinate with the STARTER to:
 - ❖ Avoid announcing during the start of and/or during a Heat.
 - ❖ Call for quiet from the spectators at the start of a Heat if the noise level is/becomes excessive.
- The ANNOUNCER may be asked throughout the Meet to page individuals and/or officials in case of issues, problems and/or emergencies.
 - ❖ Most announcements can wait until the end of a Heat. It is the ANNOUNCER's sole judgment based on the current situation whether to make an announcement during a HEAT.
- The remainder of the ANNOUNCER's duties is left to the creativity of the individual subject to proper etiquette and in good taste for those present. For Instance:
 - ❖ Reminding parents not to park on the bridge on School House Lane
 - ❖ Concession Stand information
 - ❖ Recognition of Sponsors (often)
 - ❖ Be the Disk Jockey in between Meet halves and during Meet breaks when Timers are relocating to opposite ends of the pool.
 - ❖ Random announcements as requested using good judgment.