

MEET ANNOUNCERS PROTOCOL

- **The Announcer** is an integral part of **meet management and the Starter/Referee team**. THANK YOU for helping us keep the meet running smoothly!
- **The essential job of the Announcer** is to keep all meet participants informed and instructed. This helps the swimmers arrive timely at their events with best chances for success. **Please keep your volume loud enough** to be heard easily over the crowd, but without becoming hard to understand or creating feedback.
- **The Announcer** will develop an easy rhythm with the signals of the **Referee**, and the instructions of the **Starter**, as each “heat” (race) proceeds.
- **REFEREE WILL:** give a series of short whistles as each heat is finishing, signaling the next heat to prepare, followed immediately by **Announcer’s information (below)**, then by **Referee’s** single long whistle when the next heat is ready to swim. (In backstroke, a second long whistle brings swimmers to their starting positions.)
- **STARTER WILL:** following the final long whistle, instruct the swimmers until a successful start is achieved.

ANNOUNCER WILL:

- **Have a set of “heat sheets”** detailing each event, heat, and the swimmers in each lane. It is important to **keep these sheets organized** as they arrive, so that the correct event and heat is announced in order. Sometimes you will receive corrected replacement sheets. **If you are missing sheets**, inform the Referee ASAP.
- **Immediately after Referee’s series of short whistles, and before the long whistle:**
 - **If a new event:** announce the complete event number/gender/distance/stroke, followed by “heat one.” For example: *“Event number two, 13-14 ladies/gentlemen 200 yard Butterfly, heat one.”* (Please use ladies or gentlemen, instead of the girls/boys or women/men on your sheet.)
 - **If a continuing event,** simply announce the next heat number: *“Heat two.”* (Do not repeat the event number; this may only confuse swimmers listening for their heat number.)
 - Please keep these announcements **short and simple**; only the above wording is necessary.
- **IMPORTANT: ANNOUNCER MUST REMAIN SILENT** from this point until the new heat is successfully started, **except for specific requests from the Referee or Starter**. These may include:
 - For missing swimmer(s), **AFTER Starter** makes the first call for a swimmer, **Announcer may be requested** to make the final call for that swimmer: *“Lane five, Susie Smith, Waterville Sharks, last call.”* If the swimmer appears and is running, *“walk, please”* is also helpful.
 - If **Starter’s** request of *“quiet for the start, please”* is unsuccessful, **Starter** may ask you to repeat that request.
 - If spectators are taking flash photographs, **Starter or Referee** may request you to announce, *“Ladies and Gentlemen, please, no flash photography during the start.”*
- **After the start is successful,** and before the next short whistles, **Announcer** is free to announce the **swimmers/teams** swimming in each lane, **event results**, and **other information as needed** or requested.
 - Begin with *“Now in the water, event 14, heat 2 of 7 heats.”* or *“...the 7th and final heat.”* During short distances, there may not be enough time to announce all swimmers, in which case don’t announce any. Otherwise, keeping it succinct can help: *“In lane one, Susie Smith, Waterville; lane two....”*; team names can be omitted for further brevity.
 - **Other announcements** that take priority include anything related to **safety, closing times for events, preliminary results for a trials/finals event, requests for relief timers**, etc.
- **Before each day’s session(s)**, common announcements include opening/closing of pool(s) for warm-ups, meetings for officials and coaches, repeated **calls for timers**, and National Anthem/Pledge of Allegiance.
 - **Incentives for timers include:** ensuring swimmers receive accurate times; starting/finishing meet on time; best seats/views in the house; shade (when outdoors and hot); free refreshments; easy job with instructions, no prior experience needed (for first-time volunteers); etc.
“If you are not a swimmer, coach, official, or meet host, then you are a timer!”

MEET ANNOUNCERS PROTOCOL – PRELIMS & FINALS SUPPLEMENT

- In a meet with preliminary heats qualifying swimmers for later finals, additional announcements will be needed, including two critically important ones:
 - 1) **during prelims**, announce the preliminary results as soon as practicable, and set the deadline for scratches 30 minutes later, and
 - 2) **during finals**, *if requested by the Referee*, announce the finalists just prior to their race.

DURING PRELIMS: ANNOUNCE PRELIMINARY RESULTS

- As soon as practicable after receiving preliminary results for an event, announce the alternates and finalist qualifiers, along with the deadline for scratches from finals, while other events are proceeding. (NOTE: in some meets, prelims may be mixed with other timed finals events, which are **not** announced.)
- During short events, you may have to split the announcement across more than one race, and/or talk quickly. If so, always make sure:
 - it is always clear which event you are announcing (repeat event followed by “*preliminary results, continued*” if necessary to split up the announcement), and
 - you never talk after the Referee’s long whistle and before a successful start, unless requested by the Referee or Starter.
- **IMPORTANT:** make sure you can be heard loudly and clearly at all times, especially if talking fast.
- **ANNOUNCE SIMILAR TO FOLLOWING:** (team names can be omitted to shorten announcement)
 - *Preliminary results for Event 22, 9-10 ladies/gentlemen 200 yard backstroke: second alternate [name, team]; first alternate [name, team] ...*
 - (ONLY if there are consolation finals: *consolation [or “B”, “C”, etc.] finalists: [name, team]; [name, team], [name, team] ... and [name, team]. Championship*)
 - *Finalists:*[name, team]; [name, team], ... [up through 2nd place] ...
 - *And qualifying first with a time of _____, [name, team].*
 - *The time is now _____ [VERY IMPORTANT: announce official meet time of day and record at top right on your results sheet]. Finalists, you have 30 minutes to scratch or declare your intent to scratch.*
- **MAKE SURE YOUR RESULTS SHEET, WITH TIME OF ANNOUNCEMENT PROPERLY RECORDED, GETS DELIVERED TIMELY TO THE SCRATCH DESK.** (If necessary, call the Runner to the Announcer’s desk.)

DURING FINALS: ANNOUNCING FINALISTS BEFORE RACE:

- **ONLY IF REQUESTED BY REFEREE, ANNOUNCE AS FOLLOWS IMMEDIATELY AFTER SHORT WHISTLES:** (otherwise swimmers may be announced during the race)
 - (If a new event, follow standard protocol for announcing a new event, followed by....)
 - [Championship, Consolation, or “A”, “B”, etc.] *Finals: in Lane 1, [name, team]; Lane 2, [name, team], ... [skip fastest qualifier for now], ... Lane 6, [name, team] ...*
 - *and in Lane [4, 3, wherever fastest qualifier is], qualifying first with a time of _____, [name, team]. Madam/Mr. Referee.*
- **MAINTAIN SILENCE** from this point until the start is successful, unless requested otherwise by Referee or Starter.