



# Announcer Template

## Warm-Ups

- 1) Sit & Slide entries only.
- 2) At end of warm-up: Announce when to clear the pool.

### If warm-ups are split:

- 1) Announce a 5 minute warning when Group 1's time is almost up.
- 2) Announce when Group 2's time begins.

### Other Announcements:

- **Coach's Meeting** – Location and Time from the Meet Referee
- **Timer's Meeting** – Location and Time from Head Timer OR Starter Official
- **Official's Briefing** – Location and Time from the Meet Referee

**Announcer should be given:**

- 1) Current heat sheet printed just prior to the start of the session INCLUDING relay swimmer's names. (Can be printed single column to make it easier to read.)
- 2) List of team names  
In Meet Manager:  
Reports/Teams/Team Roster (Basic)

## 5 minutes before Meet Start Time

- 1) Host specific announcements

**Example: Welcome to GCA Polar Splash Hosted by Granite City Aquatics**  
Site required announcements (Safety announcements)  
Sponsors of meet

- 2) Announce and Play the National Anthem

**Example: Please rise and remove hats for the Playing (Singing) of our National anthem**

## During the Meet

### First heat of an event

<b>Referee:</b>	4-5 short whistle blasts
<b>Announcer:</b>	"Event (Number), (Gender), (Distance), (Stroke). Heat 1."
<b>Referee:</b>	1 long whistle blast. Additional long whistle blast if backstroke or medley relay.
<b>Starter:</b>	"Take Your Mark." Start signal
<b>Announcer:</b>	(When swimmer's heads up) Announce Swimmers name/team for each lane. ("Lane 1, Jane Doe from Alexandria Swim Club; Lane 2, Allie Olson from North Suburban Swim Club, etc.")

### For the subsequent heats of the same event

<b>Referee:</b>	4-5 short whistle blasts
<b>Announcer:</b>	"Heat 2"
<b>Referee:</b>	1 long whistle blast. Additional long whistle blast if backstroke or medley relay.
<b>Starter:</b>	"Take Your Mark." Start signal
<b>Announcer:</b>	(When swimmer's heads up) Announce Swimmers name/team for each lane. ("Lane 1, Jill Robins from Granite City Aquatics; Lane 2, Kate Smith from St Cloud YMCA, etc.")
<i>Repeat this pattern until all heats of an event have been swum.</i>	

*After all heats of an event have been swum, recycle back to the first heat of the next event.*

### Notes:

- The announcement of an event #, gender, distance, and stroke should immediately follow the 4-5 whistle blasts.
- Use the singular for distance (yard, not yards; meter, not meters)
- Use the complete event name, not an abbreviation (Individual Medley, not IM; Freestyle, not Free; Breaststroke, not Breast; Backstroke, not Back; Butterfly, not Fly)

### Distance Events:

- 1) If the timeline dictates a break prior to the distance races (500 Free, 1000 Free, 1650 Free), announce the break and that the pool is open for warm-ups. Sit and slip in entries only. (Prior to the announcement, verify with the Meet Referee if the pool is open to all swimmers or just to distance swimmers.)
- 2) Announce when to clear the pool.
- 3) Ask Meet Referee for clarification on how s/he wants alternating distance events announced.