



TEAM FOXJET SWIMMING

Announcer Volunteer Instructions / Responsibilities

Multi-Session Meets – Announcer

Upon arrival for your shift, please check in with a Volunteer Coordinator/Meet Director to ensure you are credited for your volunteer hours. Pick up a name tag lanyard. Report to the Announcer's table (located on the pool deck in front on the bleachers by the computer table). The Announcer is the "voice of the meet" and can affect the mood of the athletes, coaches, and officials, as well as the impression left with the spectators.

Responsibilities

Before the meet begins

- Review the heat sheets and practice name pronunciations a few days before the meet.
- Establish a relationship with the Head Referee. Since you must work in tandem for a long period, you should know each other and talk about expectations for how the meet should run.
- Meet with a Meet Director to coordinate schedules, announcements, and ceremonies (if applicable).
- Get instruction from a Meet Director on how to use the microphone system.
- During warm-ups, make pre-meet announcements. For example:
 - Timers Meeting, Coaches Meeting, Officials Meeting (when and where will be provided by the Head Official or Meet Director).
 - Reminders to swimmers and coaches as to when the competition pool will be closed to warm-ups in order to prepare for the meet to begin.
 - Reminders that flash photography is not allowed as it may interfere with swimmers' ability to judge the start of their race.

During the meet/at the end of the meet

- Opening remarks for each session include:
 - Welcome spectators to the meet.
 - Announce Awards information (will occur multiple times during meet).
 - "Awards will be given to 1st-8th place finishers for each age group in each event. The Awards table is located in the viewing area, just outside the gym."
 - Announce Time Trial information (See Head Official).
 - Ask everyone to rise for and play the National Anthem.
- Event/heat introduction:
 - Introduce each event; announce the heat that is about to be swam. For example:
 - After first whistle, "This is event 5, Girls 8 and under 50 Yard Butterfly, Heat 1."
 - After Heat 1, only announce heat numbers after the first whistle.
- At the end of the final heat of the final event:
 - Thank spectators for coming; congratulate swimmers on a great season.
 - Announce when pool will open for warm-ups for the afternoon session (if applicable).

Reminders

- You must wear your blue Foxjet Volunteer shirt during your shift.
- Cell phone use is prohibited on deck.

Please note that you are responsible to stay for the entire session unless relieved by a replacement Announcer or a Meet Director. Spectators with questions, comments, or concerns should be referred to the Meet Ambassador, located at the circular desk. Communicate any necessary information regarding your shift with a Meet Director.