



# TEAM FOXJET SWIMMING

## Announcer Volunteer Instructions / Responsibilities

### Winter Classic

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 northeast side of the pool deck). 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 program's heat sheets and practice name pronunciations a few days before the meet.
- Establish a relationship with the Head Referee and the second Announcer (if applicable). 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 (i.e. live singers of the National Anthem, etc., 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 a Meet Director).
  - Reminders to swimmers and coaches as to when the competition pools 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 1<sup>st</sup>-8<sup>th</sup> place finishers for each age group in each event and 1<sup>st</sup>-3<sup>rd</sup> place for relays. The Awards table is located on the north side of the spectator seating."
  - Ask everyone to rise for and play the National Anthem.
- Event/heat introduction – remember to announce for which pool (the pool under the scoreboard is the West Pool and the pool near the diving well is the East Pool):
  - Introduce each event; announce the heat that is about to be swam. For example:
    - After first whistle, "In the West Pool is event 5, Girls 8 and under 50 Yard Butterfly, Heat 1."
    - After Heat 1, only announce heat numbers after the first whistle.
  - Coordinate with the 2<sup>nd</sup> Announcer (if applicable) as to whether you choose to announce names – this may only be possible during events longer than 50's. Announcing team and last names only is acceptable, however, full name is preferred.
- Thank spectators for coming; congratulate swimmers on a great session/meet.

### **Reminders**

- 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. Communicate any necessary information regarding your shift with a Meet Director.