



# Volunteer Job Description

## Announcer

**Morning Announcements - no announcements till 8am** per City of Albany noise ordinance

8:15am

Play music over PA during warm up - use Spotify on your phone or ask Coach Helen or Coach Jesus.

### **Important Tips**

- iPhone controls the music volume
- Use 50% microphone reverb
- Don't point the microphone at the speakers.
- No Mute on mic: unplug or turn off when not in use.
- During warm-up announce the following:
  - **Visit Armada Café!** (check with snack bar for list of items for sale that you can promote on the PA)
  - Thank our sponsors- Tay Tah Cafe, Bua Luan, located on Solano Ave @Cornell
  - Larb Thai Food & Tapas, 10166 San Pablo Ave, El Cerrito, CA 94530
  - Fat Apples- two locations El Cerrito on Fairmount & in Berkeley on MLK
  - Peet's Coffee- it's what's brewing at our snack bar

8:20am

You'll receive check in updates from the check in table regarding closing events.

For first event of the day announce - **Event #1** (or whatever the first event of the day is) **will close @8:30.**

**All swimmers for Event 1 need to be signed in no later than 8:30 for Event 1.**

8:25am

Announce the officials meeting for 8:30am. Officials meeting will take place at the north side near the Colorado (on the ramp outside the gate).

8:40am

Announce the coaches meeting for 8:45 to take place at the north side near the Colorado (on the ramp outside the gate).

8:50am

Announce where to find the heat & lanes postings.

- East side - postings are on the portable classroom just outside the gates
- West Side- postings are on the wall outside the pool
- Meet results are posted near the main entrance of the pool.

8:50am

Announce a call for timers. Announce the list of teams assigned to each lane. Keep announcing till lanes are filled.

8:55am

National Anthem - swimmers will sing the national anthem and should report at 8:55am.

9:00am

Start of meet: You will receive a Heat sheet with the list of names by heat, lane and event. Use this info to announce:

- Event number, Event distance, Heat in the water & total number of heats in the event:
- Example: "This is event #1, Girls 100 yard freestyle, Heat 1 of 6."

10:30am

All events will close, no check in after 10:30am

If you haven't checked in or need to scratch an event do it by 10:30am

## Throughout the meet Reminders:

- Visit our snack bar.
- Check in with the snack bar for a menu to promote on the PA. Lunch items usually are ready by 10:30-11am
- Remind spectators to keep the ramp area clear
- Remind swimmers & parents to keep the area next to the timers clear.
- Remind all - masks are required inside the building, restroom, locker rooms & indoor pool

THANK YOU!!