General Announcements

As a general rule, meetings, check-ins, deadlines, etc., should be announced every 15 minutes, and then 10 minutes, 5 minutes, and immediately prior to the event.

Prior to the session:

- Warm-up sessions
  - Team lane assignments
  - When open
  - 5 min prior to closing
  - Closing
  - Repeat for second, (third) warm-ups
- Positive check-in (if required)
  - Events
  - Check-in time deadline
  - Location
- Scratch deadline (if required)
  - Events
  - Scratch time deadline
  - Location
- Coaches meeting
  - Time
  - Location
- Officials meeting
  - Time
  - Location
- Timers
  - Lane assignments by team
  - Time and location of timer’s meeting
- Other announcements as requested
- Play music if desired/available
• Call swimmers to the Clerk-of-Course as directed by the Clerk-of Course or Referee

5 Minutes Prior to the Start of the Session (or as directed by the Referee)
• National Anthem
• Call first event behind blocks

During session:
• Call swimmers to the Clerk-of-Course as directed by the Clerk-of Course or Referee
• Announce events/heats if directed to by the Referee (see script)
• Play music as directed by Referee (finals session only)
• Announce qualifiers for finals as per script (prelims session only)
• Announce upcoming close of positive check-in and location
• Announce close of positive check-in
• Announce close of scratch periods as per script (prelims session only)
• Do not make announcements (other than even/heat information) after the Referee’s 4-5 whistle blasts
• If you are making an announcement and hear the Referee’s 4-5 whistle blast, immediately stop speaking
• New timers as needed, especially halfway through session
• Thank timers
• Return relay cards (as required and directed by Referee)
  • Time
  • Location

After session:
• Thank volunteers
• Ask swimmers and parents to please pick up trash in their immediate area before leaving