

## **GUIDE TO OFFICIATING SWIMMING ANNOUNCER**

The announcer plays an important role in meet management and control. Under the direction of the Meet Referee and the Meet Director, the announcer controls the tempo of the meet. Under ideal conditions, the announcer should be an experienced individual familiar with the needs and philosophy of meet operations in their State. To be effective, the announcer should be constantly alert and able to adapt quickly to meet conditions. The spectators, coaches and swimmers should be kept informed and their interest maintained throughout the meet. This can best be accomplished with **timely** announcements, information and enthusiastic descriptions of the races, where appropriate.

Sometimes there is a tendency to over announce. A few pertinent announcements are much more effective than too many. The announcer should be familiar with existing records and be prepared to call timely attention to swimmers who are likely to set new records or who have done so in events recently swum. This will add to the spectators' interest and afford proper recognition to the swimmer(s) involved. In summary; the announcer does much more than just call the next heat and announce the results, the announcer plays an important role in maintaining the meet time line.

### **Duties**

- Check with the Referee and the Meet Director for time schedules (warm-up schedules, meet start time, etc.) and instructions for the desired timing and format of announcements. If possible, this should be done prior to the start of the warm-up period.
- Arrive early at the meet.
- Ensure that all of the equipment is in working order (microphone, speakers, volume adjusted properly, etc.).
- Assist the meet management and officials in the opening of warm-ups, assignment of warm-up lanes and reminders of safety procedures.
- If the National Anthem is to be played at the start of competition, make arrangements for this to be done promptly at the appropriate time.
- If a Clerk of Course is being used to assemble the swimmers prior to their heats find out when the swimmers are to be called for their events.
- Announce the Event at the beginning of each event and the Heat number before each heat. These announcements of events and heats should be made after the Referee blows the long whistle.
- Determine from the Referee, whether individual swimmers and lanes are to be announced and, if so, whether this is to be done between heats or while the previous heat is in the water. This may vary between Preliminaries and Finals.
- Provide commentary during the competition as appropriate, including records set, notable swimmers present, etc.
- Provide other information as required. Catering information, awards procedures/location, team manager and time keeper check-ins and other announcements as requested by officials or meet management
- Announce results, finals qualifiers, swim-offs, time trials, withdrawal and check-in deadlines. These announcements should be made so that they do not conflict with the start of another race.  
**Stop talking if the Referee blows the whistle.**
- For preliminary sessions, finalists should be announced as soon as they are determined. The time of the announcement should be noted to ensure compliance with the scratch rules.
- Announce deadlines for relay card pick-ups and when and where they are to be turned in.
- Request Biography forms for final, if applicable, and check to ensure proper pronunciation of

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finalists' names.

- Remind everyone of the time for start of warm-ups and competition for the next session.
- If finals are swum, coordinate the parade of finalists with the appropriate management and introduce the finalists at the blocks using biographies, if applicable.
- Provide appropriate information regarding awards. If appropriate announce team, individual and high point awards. Coordinate as needed with awards personnel if an awards ceremony is held.
- Close by recognising the contribution of key personnel, officials, volunteers, etc. Thank everyone for coming and wish them a safe trip home.

### **Guidelines**

- The Announcer should speak clearly, talk slowly and pronounce names correctly. Look over the heat sheets to determine if you know how to pronounce the names of swimmers and clubs properly. If necessary, coaches, officials, and parents can be consulted to learn the correct pronunciation.
- For most meets, the time line is an important management tool. The announcer has the responsibility to assist the referee in maintaining the required flow of the meet by staying as close as practical to the published time line. The announcer should adjust as required in order to help accomplish this goal. If there is a lull or delay in the activity, use this opportunity to acknowledge sponsors, read results, advertise the catering, etc.
- The announcer should be prepared to help in case of emergencies. If evacuation of the facility should become necessary, the announcer should be prepared to give calm, precise instructions and should be familiar with the location of exits. If appropriate, an early announcement should ask those present to identify the exits nearest them.

### **Presentations**

- The announcer has a key role in presentations
- Following the meet schedule and on advice from the Meet Director and Referee call the presentation break and what events will be presented
- The announcer has the responsibility to name the event; name who it is going to be presented by and if relevant, assisted by.
- The announcer must call medal winners in the following order  
Call bronze  
Call silver  
Call Northern Territory Champion and winner of the gold medal in a time of  
If a visitor achieves 1<sup>st</sup> place  
Call first Territory swimmer and winner of the gold medal in a time of  
Then call Northern Territory Champions and winner of the gold medal in a time of  
Note there will always be a Northern Territory Gold, Silver and Bronze
- If a AAQT is achieved the announcer acknowledge. If a record is achieved acknowledge as a provisional record and note previous time and the swimmer who achieved it in what year

The Announcer's job is to keep everyone informed of the meet's progress in a pleasing and timely manner. It is an important and difficult job, but vital to the operation of a good swimming meet.