



FOUNDED BY ROY ROGERS IN 1979

HINTS FOR THE ANNOUNCER

General Hints

The announcer has 3 main roles:

1. A formal role
 - 1.1. Safety announcements before the warmup and before the races start.
 - 1.2. Announcing each race after the referee's three long whistle blasts
 - 1.3. Reading results and making other formal announcements
2. An administrative and safety role
 - 2.1. Running the warmup
 - 2.2. Clearing the pool
 - 2.3. Making announcements that are required by the pool management, referee, chief timekeeper and meet promoter
 - 2.4. Assisting and guiding everyone for the safe evacuation of the pool if required by the pool staff
 - 2.5. Quietening down spectators if it gets too noisy at the start of races.
3. Information
 - 3.1. Letting spectators know what's happening – e.g. lane draws, raffle, running points.
 - 3.2. Reading the winning raffle numbers.
 - 3.3. Other in gala updates – this could include commentating but is not required.

Arriving at the Pool

- 1) Arrive well before the start of the warm up.
- 2) Download, or obtain prior to the start, a running order of events that you will need to announce the races.
- 3) Bring a pen (or 2), and a clipboard is also useful to lean on as you mark off races.

Before the Gala Starts – Whilst Teams are Preparing for Warm-up

- 4) As soon as the pool staff and referee will let you, check that the equipment is working. At Hitchin and Potters Bar the PA system will have been supplied by the Host Club so please refer any problems to them.
 - a) If not already available, ask a member of the pool staff for the microphone and check that the level is loud enough.
Note - it will be a lot noisier during races than at the warm up so the volume will need to be set quite high.



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- b) If there are any problems with the PA ask the pool staff to rectify the problem before the warm up so that the PA is useable for the gala.
 - c) Identify a sensible place from which to announce where you can easily see the referee and starter. You will be required to read out disqualification notices which will be handed to you by a judge so you will need to be accessible and to know the correct time to write on the slip.
- 5) Before the warm up starts you will need to check and note:
- a) The **depth of the pool at the start end** and **the turn end**. This is always marked poolside.
 - b) The height of the blocks – Best to ask the referee what **height the blocks are above the water**.
 - c) The **approved pool emergency evacuation assembly point**. The pool staff will be able to tell you where this is – usually in a car park.
 - d) Check with the pool staff if there are any potential hazards that need to be pointed out to swimmers, officials or spectators (e.g. if there is a set of pool steps that can't be used or a covered broken drainage grille)
 - e) **The lane draw for the warm-up and the gala**. This is the same for both warmup and gala.
 - f) Remember to fill in the details of **pool depth, blocks, muster point** etc on the attached specimen safety announcement.
- 6) Make yourself known to the referee in plenty of time before the warm-up. The referee will let you know if they have any specific requirements that you may need to announce, how they will communicate that they want you to announce the races and whether you need to check again with them before the warm up can start.

Also, if running late, check whether the referee wants to shorten the warm-up below the usual 25 minutes.

- 7) Make the Safety Announcement (attached on the bottom of this Pack) before the warm up, AND again after the warm-up and before the competition starts.

Before the Warm Up Can Start

- 8) **Announce the lane draw for the warm-up and the gala.**
Clubs should know this, but it is a reminder of warm-up lanes for the team managers and swimmers and helpful for spectators
- 9) **If required by the referee** - check with them that they are happy for you to start the warm-up.



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10) **Announce to swimmers and coaches:**

- a) NO diving is allowed during the warm-up.
- b) Team managers must station a responsible adult at each end of the warm up lane to be responsible for the order and safety of their swimmers during the warm up.
- c) Teams must remain in only their allotted lane during the warm up
- d) **If electronic timing pads are being used** - swimmers must not climb out over the timing pads and should leave the pool by the side steps or the turn end of their lane.
- e) Odd lanes will be swimming clockwise and even lanes anti-clockwise.
- f) **That the swimmers may start the warm-up and that they have 25 minutes** (or less if required by the referee).

During the Warm-up

The warm-up is a good time to get used to the equipment and make alterations. You have most of the 25 minutes before the start of competition to adjust the volume levels and to get used to using the microphone.

Microphone Tips:

- Most microphones need to be held close to your mouth as they are designed to filter out background noise to avoid acoustic feedback.
- Experiment with how close this needs to be to work effectively.
- If the volume is too high or likely to be too low ask the pool staff (or PA operator if separate) to adjust the volume.
- Check that the battery seems OK. If you have any doubts ask the pool staff for a spare and how to change it.

11) During the warm up it would be appropriate to announce:

- a) Anything requested by the Referee or the Gala Secretary
- b) Any request concerning timekeepers by the Chief Timekeeper
- c) Swimmers should not enter the balcony or other public place without changing out of costume and wearing indoor footwear.
- d) Food and drink should preferably be consumed off the poolside.
- e) Request that all mobile phones are switched to silent mode for the duration of the actual Gala.
- f) Spectators should refrain from flash photography and turn off video lights as these can distract swimmer on the blocks.
- g) **(if there is a raffle)** That there is a raffle and where tickets can be bought.

Nearing the end of the Warm-up

- h) Announce a 5-minute warning for the end of the warm up
- i) Announce the end of the warmup and ask for swimmers to clear the pool.

After the Pool is Clear from the Warm-up

- 12) Repeat the Safety Announcement
- 13) Repeat the lane draw for the spectators' benefit

During the Competition

- 14) Ensure that you understand the Referee's signal for the announcement of the next race.
- 15) On the signal from the referee announce the next race. Preferably in the order:
 - a) Event number
 - b) Gender
 - c) Age
 - d) Distance
 - e) Strokee.g "the next event is event number 32, the Girls', under 14 years 100m butterfly"...
- 16) You do not need to announce the results of specific races, but it can make the gala more interesting to spectators if you chose to do so. If you do choose to comment on a race result:
 - a) Only announce the result if it is very clear who finished in which place, or if you have electronic timing to help identify the result.
 - b) If a finish is close, even if you think you saw the positions, do not make a guess, just say it is very close. E.g. "ABC touched first and it was very close between..... and for second and third"
 - c) You need to announce any disqualifications when you are given the DQ slip by the judges. This is important as competitors have a limited time to appeal after they have been made aware of a disqualification and your reading it out is usually that trigger. Try to read it out between races or, during the first part of a 100m race if time is short.
 - i) Announce that you have a Notice of Disqualification
 - ii) Read the event, and the lane numbers
 - iii) Regardless of the actual reason, always announce that the disqualification is for "**a technical infraction**".
 - iv) Initial the slip and write in the time you actually announced the DQ.
 - v) Retain the slip in case it is needed by the referee and hand all slips back to the recorders at the end of the gala.

- 17) **(If there is a raffle)** Someone will give you the winning numbers at some point. When you have the list, look for a convenient point between races around 2 or three ahead and announce that you will read out the winning numbers after race xx. This allows spectators time to get tickets out and for the referee to know that there will be a short break.
- 18) The recorders will let you have the team points at certain points of the gala as set out in the programme. Announce the points and, if the Gala is close, try to give the latest points you have before the last race.
- 19) On completion of the last race, please:
- Remind Team Managers to hand in their team sheets to the recording desk.
 - Request that the spectators remain seated until the final results are announced.
 - Request that all personal belongings and any litter should be taken out of the area and that teams are asked to clear their own area.
 - Thank the swimmers, referee, judges, timekeepers, spectators, managers, coaches and helpful pool staff on behalf of the Hertfordshire Swimming League.
 - If the Gala is a final round top six announce that following a check of the points for all rounds there will be a presentation of a commemorative pennant to all clubs and the trophies to both the runner up and the winner of this years' league.**
 - Ask for a representative or representatives from each team to make their way to the start end of the pool for the presentations.**
- 20) After the recorders have checked the result with the Referee, they will give you the final points position. Please announce the following:
- That the result of the gala is provisional and subject to ratification by the Hertfordshire Swimming League.
 - That the final result will be posted on the League's website.
 - The final, (provisional) points for tonight's gala in reverse order.
 - please again thank the swimmers, referee, judges, timekeepers, spectators, managers, coaches and helpful pool staff on behalf of the Hertfordshire Swimming League.
 - Wish everyone a safe journey home.
- 21) If you have a wireless microphone, **please turn it off** and return it or give it to a member of the pool staff. At Hitchin and Potters Bar the PA system will have been brought/organised by the Host Club.



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Additional Points for a Final Round Top Six Gala

If you are announcing at the final in a top six gala round there will be a presentation to all teams swimming. This will usually be made by the Referee or a league Official. Please check with the Referee who will be making the presentations on behalf of the Hertfordshire Swimming League.

- 22) Announce the result of the gala just swum as usual.
- 23) After checking the overall league points position with the referee, you will be given the league final points and positions.
 - a) Announce who will be making the presentations to the clubs on behalf of the Hertfordshire Swimming League
 - b) Announce (again) that the final result is provisional and subject to ratification by the Hertfordshire Swimming League and that the confirmed result will be posted on the league's website.
 - c) Announce the overall league result in reverse order one team at a time and ask for the representatives to come up and collect their pennant.

NOTE All participating clubs will receive a commemorative pennant and the top two receive pennants for, Runners Up and Winners

The top 2 clubs will receive a shield. It is likely that they will want to take photos of the top two presentations so allow enough of a gap.

- d) After the Winners' presentation please again thank the swimmers, referee, judges, timekeepers, spectators, managers, coaches and helpful pool staff on behalf of the Hertfordshire Swimming League.
- e) Wish everyone a safe journey home.

SPECIMIN POOL SAFETY ANNOUNCEMENT

PLEASE MAKE THIS ANNOUNCEMENT TWICE

BEFORE THE START OF THE WARM-UP & **AFTER WARM-UP AND BEFORE THE FIRST RACE**

You are reminded that the depth of the water at the start end is **[insert depth]** and the depth at the turn end is **[insert depth]**. Starting blocks are **[insert height]** above the water level at the start end of the pool.

Coaches and Team Managers are reminded that only those swimmers who have reached the standard of the Swim England Competitive Start Award are permitted to start with a shallow racing dive from the starting blocks or from the side of the pool. Swimmers who have not reached this standard must start in the water.

Coaches and Team Managers must inform the Referee immediately of any swimmers who are unable to perform a shallow racing dive from a starting block or from the poolside.

If there is a false start, you must continue with a shallow racing dive. You must not topple into the water head downwards as this is dangerous. If you are starting in the water you must lower yourself over the side into shallow water before starting; do not jump or dive. There should be no diving at the start of the warm ups.

In an emergency, if it becomes necessary to evacuate the building you will hear an alarm sound. To evacuate the building, all those present must use the marked emergency exits. Please familiarise yourself with these emergency exits, which are clearly marked, around the pool area and the spectator gallery.

If an alarm sounds everyone must follow the instructions of the pool staff and, if instructed to leave the building, you must do so immediately and assemble at the assembly point which is **[insert the approved pool evacuation assembly point]** and remain there until you are told that it is safe to re-enter the building by a member of the pool staff.

If you are instructed to leave the building swimmers and officials must not return to the changing rooms to collect their clothes or belongings.

In accordance with the Swim England Child Safeguarding Policies and Procedures any parents or carers of swimmers under the age of 18 who wish to take photographic or video images are requested to focus on their own child as much as reasonably possible and to avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms.

Swimmers are requested not to take any pictures with their phones poolside during the event. Those who do so, risk having their phones temporarily confiscated. Should you have any concerns about photography or filming at this event then please bring them to the attention of the Referee.

Please also note that only swimmers, officials and authorised coaches and volunteers are allowed poolside during the event; anyone else will be asked to leave immediately.

A copy of the pool safety information is available at the entrance desk to the centre on request.