

DDST ANNOUNCERS PROTOCOL

- The **Announcer** is an integral part of the **Starter/Referee and meet management team**. THANK YOU for helping us keep the meet running smoothly!
- **The essential job of the Announcer** is to keep all meet participants informed and instructed. This helps the swimmers arrive timely at their events with best chances for success. **Please keep your volume loud enough** to be heard easily over the crowd, but without becoming hard to understand or creating feedback.
- The **Announcer** will develop an easy rhythm with the signals of the **Referee**, and the instructions of the **Starter**, as each “heat” (race) proceeds.
- **Referee will:** give a series of short whistles as each heat is finishing, signaling the next heat to prepare. This is followed by **Announcer’s information (below)**, then by **Referee’s** single long whistle when the next heat is ready to swim. (In backstroke events, a second long whistle brings swimmers to their starting positions.)
- **Starter will:** following the final long whistle, instruct the swimmers until a successful start is achieved.

ANNOUNCER WILL:

- Have a set of “heat sheets” detailing each event, heat, and the swimmers in each lane. It is important to **keep these sheets organized** as they arrive, so that the correct event and heat is announced in order. Sometimes you will receive corrected replacement sheets. **If you are missing sheets**, inform the Referee ASAP.
- **Immediately after Referee’s series of short whistles, and before the long whistle:**
 - **If a new event:** announce the complete event number/gender/distance/stroke, followed by “heat one.” For example: “*Event number 2, gentlemen 200 yard IM, heat one.*” (**Please use ladies or gentlemen**, instead of girls/boys or women/men, regardless of the heat sheets.)
 - **If an ongoing event,** simply announce the next heat number: “*Heat two.*” (Do not repeat the event number; this may only confuse swimmers listening for their heat number.)
 - Please keep these announcements **short and simple**; only the above wording is necessary.
- **IMPORTANT:** ANNOUNCER MUST REMAIN SILENT from this point until the new heat is successfully started, **except for specific requests from the Referee or Starter**. These may include:
 - For missing swimmer(s), AFTER **Starter** makes the first call for a swimmer, **Announcer** may be requested to make the final call for that swimmer: “*Lane five, Susie Smith, Waterville Sharks, last call.*” If the swimmer appears and is running, “*walk, please*” is also helpful.
 - If **Starter’s** request of “*quiet for the start, please*” is unsuccessful, **Starter** may ask you to repeat that request.
 - If spectators are taking flash photographs, **Starter** may request, “*Ladies and Gentlemen, please, no flash photography during the start.*”
- **After the start is successful,** and before the next short whistles, **Announcer** is free to announce the swimmers/teams swimming in each lane, event results, and other information as needed or requested.
 - During short distances, there may not be enough time to announce all swimmers, in which case don’t announce any. Keeping it succinct can help: “*lane one, Susie Smith, Waterville; lane two....*”; team names can be omitted for further brevity.
 - Other announcements that take priority include anything related to safety, closing times for events, requests for relief timers, etc.
- **Before each day’s session(s)**, common announcements include opening/closing of pool(s) for warm-ups, meetings for officials and coaches, repeated **calls for timers**, and National Anthem/Pledge of Allegiance.
 - **Incentives for timers include:** ensuring swimmers receive official times, starting/finishing meet on time, best seats/views in the house, shade (when outdoors and hot), free refreshments, easy job with instructions (for first-time volunteers), etc.