

ANNOUNCER TIPS AND SUGGESTIONS

GENERAL

1. Have your club's sound system checked out at least a week before the first meet.
2. It's a good idea to have a written schedule of pre-meet announcements and script for the meet. A suggested schedule and script are on the NVSL website.
3. Have your team rep fill out the announcer script for you or ask for a meet program on Thursday evening or Friday so that you can fill in the script.
4. Be at the pool by at least 8:00 on meet day for a 9:00 meet.
5. Do the minimum amount of talking needed to run the meet smoothly and make legitimate special announcements.
6. Announce event and swimmers after the Referee blows the four short blasts, signaling preparation for the beginning of the next event.
7. The pace of a meet is controlled by the skill of the referee, starter, and timers. The announcer cannot speed up the meet, but an unprepared announcer can surely slow it down.

BEFORE THE MEET BEGINS

1. Try to arrive at the pool at least an hour before the meet begins. (NVSL dual meets typically start at 9:00 AM.) You will find there is plenty to do before the first event.
2. As soon as you can, identify the referee, meet manager (the home team's team rep), chief timer, and clerk of course.
3. Review your pre-meet schedule with the referee and make any changes he or she wants. But if the referee is late getting to the pool, don't wait—start your announcements according to schedule and keep things rolling until the referee tells you otherwise.
4. Ask where the referee wants to meet with the stroke and turn judges. (You will need this information for an announcement.)
5. Ask the chief timer where he or she wants to meet with the timers.
6. Get your copy of the meet sheet from the meet manager as soon as you can.
7. As soon as you get your meet sheet, start checking the names to make sure you can pronounce them all. Check officials and coaches as well as swimmers. Ask the team reps to help you with any you are unsure of how to pronounce. This is most important!
8. Enter all scratches on your meet sheet and/or script before the meet begins. The team reps should give you their scratches.
9. If the announcer's table is not near the scorers' table, you will need a runner to bring the results to you. Ask your team rep to provide one.
10. While you are attending to all these pre-meet details, use your written schedule to make your announcements on time and keep things moving smoothly toward the first event.

DURING THE MEET

1. Announce event and swimmer after the Referee blows the four to five short blasts, signaling preparation for the beginning of the next event.
2. Do not talk when swimmers are in the water, unless necessary.
3. Use your meet sheet or script to keep track of where you are. As soon as an event ends, draw a diagonal through that event on your sheet. Later, when you announce the results of that event, draw the other diagonal.
4. Try to announce the results of completed races as soon as possible. This requires good liaison with the table. Some table workers are fast, some not so fast; there is not much you can do about that. Remember, however, if you get behind, there will be time for results during the break before the relay events.
5. The best time to start announcements during the meet is at the end of a race, as soon as the last swimmer touches. However, as soon as the referee blows a series of 4-5 short whistles, announce the next event, the swimmers and their lanes. **Do not add "Mr. Starter" or Mr. Referee."** The referee and starter take over then.
6. One way to judge whether you have time to make another announcement is to look at the timers. If they are heads down, consulting their watches and clipboards, go ahead. But if they have finished recording and the chief timer has collected the cards, the meet should be underway again in a few seconds, and it's best to wait.
7. Two announcements are repeated over and over: swimmers for the next event, and results of a previous event. For these, it's best to have a standard formula. For example:
 - Here are the results of event three, the nine - ten boys fifty meter freestyle. Finishing third was Bobby Smith of King's Park. Second was Jason Jones of Olde Creek. The winner was Paul White of King's Park with a time of 38.5 seconds.
 - The key elements of this announcement are the names and teams of the first three finishers, in reverse order, and the winner's time.
 - In the suggested schedule of pre-meet announcements, I recommend that you say the following just before the meet begins:
Throughout the meet, (*home team*) will swim in lanes 1, 3, and 5, (*visitors*) in lanes 2, 4, and 6. Swimmers, names will be announced in that order.
 - If you follow that suggestion, you can announce each event briefly, without repeating all the lane numbers, for example:
Next will be event number six, the 11 and 12 girls fifty meter freestyle. Swimming for King's Park will be Debbie James, Cindy Reilly, and Polly Konieczka. Swimming for Olde Creek will be Ann Smith, Pat Brown, and Tracy Collins.

(*I hope you checked the pronunciation of Polly's name before you made this announcement.*)

AFTER THE MEET

When the meet ends, thank the visiting team for coming to your host pool, the spectators for attending and supporting the teams, and thank the officials for making the meet possible.

DEVELOPMENTAL MEETS

Developmental meets ("B meets") are usually held on Mondays at 6:30 PM. Their purpose is to give swimmers who are not regular competitors at the Saturday meets a chance to swim and improve. The B meets play an important role in developing swimming skills and teamwork.

The B meets are relatively informal. There is no meet sheet. A typical schedule of events is shown below. This schedule is different from a regular meet schedule, and there are often multiple heats, especially in freestyle, backstroke, and breaststroke. At the same time, in butterfly and IM, there may be few or no swimmers. In that case, the clerk may combine swimmers of different ages or combine boys and girls. There are often special 6 and under events to encourage the little ones. Also, many developmental meets combine the ages 13-14 and 15-18 events.

In B meets, the event and heat number are announced but not the names of the swimmers. Results of races are not announced. Ask the clerk of course to tell you the number of heats in each event and to notify you if events are skipped or combined.

B meets need announcers. They are fun, and they are good practice. No one expects perfection at these meets, and everyone will appreciate the announcer's efforts.

Possible Developmental MEET EVENTS (Your pool's events may be different; be sure and check in advance)

BOYS	GIRLS
1 6 and under free	2
3 7-8 free	4
5 9-10 free	6
7 11-12 free	8
9 13-18 free	10
11 6 and under back	12
13 7-8 back	14
15 9-10 back	16
17 11-12 back	18
19 13-18 back	20
21 6 and under breast	22
23 7-8 breast	24
25 9-10 breast	26
27 11-12 breast	28
29 13-18 breast	30
31 8 and under fly	32
33 9-10 fly	34
35 11-12 fly	36
37 13-18 fly	38
39 10 and under IM	40
41 11-12 IM	42
43 13-18 IM	44

DEVELOPMENTAL LEAGUE
MEET EVENT SHEET

Event #	Age Group	Event	Heat Number(s)	Event #	Age Group	Event	Heat Number(s)
1	6 & Under	Boys - 25 M Free	1 2 3 4 5 6	29	6 & Under	Boys - 25 M Breaststroke	1 2 3 4 5 6
2	6 & Under	Girls - 25 M Free	1 2 3 4 5 6	30	6 & Under	Girls - 25 M Breaststroke	1 2 3 4 5 6
3	7-8	Boys - 25 M Free	1 2 3 4 5 6	31	7-8	Boys - 25 M Breaststroke	1 2 3 4 5 6
4	7-8	Girls - 25 M Free	1 2 3 4 5 6	32	7-8	Girls - 25 M Breaststroke	1 2 3 4 5 6
5	Mixed 8 & Under	25 Freestyle EXHIBITION	1 2 3 4 5 6	33	Mixed 8 & Under	25 Breaststroke EXHIBITION	1 2 3 4 5 6
6	9-10	Boys - 50 M Free	1 2 3 4 5 6	34	9-10	Boys - 50 M Breaststroke	1 2 3 4 5 6
7	9-10	Girls - 50 M Free	1 2 3 4 5 6	35	9-10	Girls - 50 M Breaststroke	1 2 3 4 5 6
8	11-12	Boys - 50 M Free	1 2 3 4 5 6	36	11-12	Boys - 50 M Breaststroke	1 2 3 4 5 6
9	11-12	Girls - 50 M Free	1 2 3 4 5 6	37	11-12	Girls - 50 M Breaststroke	1 2 3 4 5 6
10	13-14	Boys - 50 M Free	1 2 3 4 5 6	38	13-14	Boys - 50 M Breaststroke	1 2 3 4 5 6
11	13-14	Girls - 50 M Free	1 2 3 4 5 6	39	13-14	Girls - 50 M Breaststroke	1 2 3 4 5 6
12	15-18	Boys - 50 M Free	1 2 3 4 5 6	40	15-18	Boys - 50 M Breaststroke	1 2 3 4 5 6
13	15-18	Girls - 50 M Free	1 2 3 4 5 6	41	15-18	Girls - 50 M Breaststroke	1 2 3 4 5 6
14	Mixed 9 & Over	50 Freestyle EXHIBITION	1 2 3 4 5 6	42	Mixed 9 & Over	50 Breaststroke EXHIBITION	1 2 3 4 5 6
15	6 & Under	Boys - 25 M Back	1 2 3 4 5 6	43	8 & Under	Boys - 25 M Butterfly	1 2 3 4 5 6
16	6 & Under	Girls - 25 M Back	1 2 3 4 5 6	44	8 & Under	Girls - 25 M Butterfly	1 2 3 4 5 6
17	7-8	Boys - 25 M Back	1 2 3 4 5 6	45	9-10	Boys - 25 M Butterfly	1 2 3 4 5 6
18	7-8	Girls - 25 M Back	1 2 3 4 5 6	46	9-10	Girls - 25 M Butterfly	1 2 3 4 5 6
19	Mixed 8 & Under	25 Back EXHIBITION	1 2 3 4 5 6	47	10&U EXHIBITION	25 Butterfly EXHIBITION	1 2 3 4 5 6
20	9-10	Boys - 50 M Back	1 2 3 4 5 6	48	11-12	Boys - 50 M Butterfly	1 2 3 4 5 6
21	9-10	Girls - 50 M Back	1 2 3 4 5 6	49	11-12	Girls - 50 M Butterfly	1 2 3 4 5 6
22	11-12	Boys - 50 M Back	1 2 3 4 5 6	50	13-14	Boys - 50 M Butterfly	1 2 3 4 5 6
23	11-12	Girls - 50 M Back	1 2 3 4 5 6	51	13-14	Girls - 50 M Butterfly	1 2 3 4 5 6
24	13-14	Boys - 50 M Back	1 2 3 4 5 6	52	15-18	Boys - 50 M Butterfly	1 2 3 4 5 6
25	13-14	Girls - 50 M Back	1 2 3 4 5 6	53	15-18	Girls - 50 M Butterfly	1 2 3 4 5 6
26	15-18	Boys - 50 M Back	1 2 3 4 5 6	54	Mixed 11 & Over	50 M Butterfly EXHIBITION	1 2 3 4 5 6
27	15-18	Girls - 50 M Back	1 2 3 4 5 6	55	10 & Under	Boys - 100 M IM	1 2 3 4 5 6
28	Mixed 9 & Over	50 Back EXHIBITION	1 2 3 4 5 6	56	10 & Under	Girls - 100 M IM	1 2 3 4 5 6
				57	11-12	Boys - 100 M IM	1 2 3 4 5 6
				58	11-12	Girls - 100 M IM	1 2 3 4 5 6
				59	13-14	Boys - 100 M IM	1 2 3 4 5 6
				60	13-14	Girls - 100 M IM	1 2 3 4 5 6
				61	15-18	Boys - 100 M IM	1 2 3 4 5 6
				62	15-18	Girls - 100 M IM	1 2 3 4 5 6