



Volunteer Job Description

Announcer

Morning Announcements - no announcements till 7:30 am per City of Albany noise ordinance

Play music over PA during warm up - use Spotify on your phone or ask Coach Helen or Coach Jesus.

Important Tips

- iPhone controls the music volume
- Use 50% microphone reverb
- Don't point the microphone at the speakers.
- No Mute on mic: use board far left to mute, volume is main and needs to be WAY up
- Announcer is de facto Lost and Found
 - Announce items turned if you get any important items ie phone, keys
- Announcer will receive list of timing lane assignments and announce them before the meet starts @845
- During warm-up announce the following:
 - **Visit Armada Café!** (check with snack bar for list of items for sale that you can promote on the PA)
 - Thank our sponsors Larb Thai Food & Tapas, 10166 San Pablo Ave, El Cerrito, CA 94530
 - Peet's Coffee- it's what's brewing at our snack bar
 - Indoor pool is also available for warm up

8:20am: Event #1 (or whatever the first event of the day is) **will close @8:30. All swimmers for Event 1 need to be signed in no later than 8:30 for Event 1. After that all events close @10:30am**

8:25am: Announce the officials meeting for 8:30 am. Officials meeting will take place in the driveway on the west side of the pool

8:40am: Announce the coaches meeting for 8:45 meeting will take place outside the west gate

8:50am: Announce where to find the heat & lanes postings.

- East side - postings are on the yellow sandwich boards
- West Side- postings are on the fence near check in
- Meet results are posted on the windows of the aquatic center

8:45am: Announce a call for timers. Announce the list of teams assigned to each lane. Keep announcing till lanes are filled.

8:55am: National Anthem - swimmers will sing the national anthem and should report at 8:55am.

9:00am: Start of meet: You will receive a Heat sheet with the list of names by heat, lane and event. Use this info to announce:

- Event number, Event distance, Heat in the water & total number of heats in the event:
- Example: "This is event #1, Girls 100 yard freestyle, Heat 1 of 6."

10:30am: All events will close, no check in after 10:30 am

If you haven't checked in or need to scratch an event do it by 10:30am

Throughout the meet Reminders:

- Visit our snack bar, Armada Cafe
- Check in with the snack bar for a menu to promote on the PA. Lunch items usually are ready by 10:30-11am
- Remind spectators to keep the ramp area clear
- Remind swimmers & parents to keep the area next to the timers clear.