



General Announcements



As a general rule, meetings, check-ins, deadlines, etc., should be announced every 15 minutes, and then 10 minutes, 5 minutes, and immediately prior to the event.

Prior to the session:

- Warm-up sessions
 - Team lane assignments
 - When open
 - 5 min prior to closing
 - Closing
 - Repeat for second, (third) warm-ups
- Positive check-in (if required)
 - Events
 - Check-in time deadline
 - Location
- Scratch deadline (if required)
 - Events
 - Scratch time deadline
 - Location
- Coaches meeting
 - Time
 - Location
- Officials meeting
 - Time
 - Location
- Timers
 - Lane assignments by team
 - Time and location of timer's meeting
- Other announcements as requested
- Play music if desired/available

- Call swimmers to the Clerk-of-Course as directed by the Clerk-of Course or Referee

5 Minutes Prior to the Start of the Session (or as directed by the Referee)

- National Anthem
- Call first event behind blocks

During session:

- Call swimmers to the Clerk-of-Course as directed by the Clerk-of Course or Referee
- Announce events/heats if directed to by the Referee (see script)
- Play music as directed by Referee (finals session only)
- Announce qualifiers for finals as per script (prelims session only)
- Announce upcoming close of positive check-in and location
- Announce close of positive check-in
- Announce close of scratch periods as per script (prelims session only)
- Do not make announcements (other than even/heat information) after the Referee's 4-5 whistle blasts
- If you are making an announcement and hear the Referee's 4-5 whistle blast, immediately stop speaking
- New timers as needed, especially halfway through session
- Thank timers
- Return relay cards (as required and directed by Referee)
 - Time
 - Location

After session:

- Thank volunteers
- Ask swimmers and parents to please pick up trash in their immediate area before leaving