

Appx O5 ANNOUNCER

(Adjust the times below in accordance with the scheduled start time of the carnival as printed in the carnival program booklet.)

PROCEDURE: FOR 9:00 AM START

8:00-8:30 am

- Repeated advice concerning general carnival procedures i.e., marshalling areas, toilets, access pathways for competitors.
- Advise competitors that no warm-ups are to occur in the main pool once the carnival has commenced. Pre carnival warmups are to be done in the MAIN POOL ONLY in their designated lane.
- During the carnival warm-ups and cool downs at the A-D division carnival are to be done in the diving pool in your assigned lane. For E-H divisions use the single designated lane in the outdoor 8 lane pool. Schools MUST supervise their own swimmers during any warmup and cool down sessions.
- Direct officials to the officials sign in area.

8:20 am - Welcome officials

8:45 am - Welcome all schools and marshall events 1 - 12 (A and B divisions), 1 - 6 (C and D divisions), 1 - 4 (E to H divisions)

8:55 am - Ensure all officials are in position at their designated areas ready for start of first event

9:00 am - Announce Start of 1st event. Declare Carnival underway.

9:30-10:00 am - As spectator groups arrive Welcome to all schools. Special welcome to Country Schools.

10:00 am

- Welcome spectators to Carnival.
- Direct movement of seating of schools if required by Carnival Manager.

1:00 pm

- Ensure seating, canteen and toilet areas are clean
- Garbage bags (**PROVIDED BY THE INDIVIDUAL SCHOOL**) are to be used for the final clean up.
- Ask officials to return equipment, files and vests to officials sign on area.

Ongoing

- The Chief Marshall shall continue calling events to be marshalled as per program.
- Announce results (first 3 placegetters, schools, and times) as they come to hand.
- Announce records once they have been verified and you have received a printout from the results room.
- Announce Progressive Scores as they come to hand.
- Call for silence at the start of events, if necessary.
- Call race progress, especially near finish, where possible.
- Highlight any keenly contested competitions in particular events if appropriate.
- Keep noncompeting competitors in their competitor seating areas.

The Announcer can make or break a carnival. Please observe the following guidelines:

DONT

- Encourage students to cheer during starts.
- Announce while competitors are under the control of the starter (ready to race).
- Favour any schools.
- Make any personal comments about competitors.
- Announce records until they have been verified.

DO

- Welcome everyone to the Carnival prior to first event and at other appropriate times.
- Give country schools a special welcome.
- Announce the names and the schools of the first three (3) placegetters in each event.
- Announce records.
- Speak slowly and clearly.
- Work in conjunction with the Marshals to call events.
- Make special announcements (as requested) at your discretion.
- Encourage the lesser performer while congratulating the elite.
- Give continual score updates.
- Call race progress, especially near finish, where possible.
- Encourage schools to keep team and spectator areas clean and tidy. Request schools to do a final clean up at the conclusion of carnival.
- Be conversant with the emergency procedures (see Appendix 31