

## Guidelines for Announcers (Regional Competitions)

All announcers at competitions should be provided with a copy of the Guidelines for Announcer. This guideline has been prepared to assist announcers in completing their duties at a Skate Canada Manitoba Sanctioned event.

The Host Committee is responsible to check with the Audio Electronics Chairman regarding the Announcers required for the event.

Announcers are responsible for the following:

- Be available during practice sessions (coordinated with the Audio Electronics Technician).
- Be available during events (coordinated with the Audio Electronics Technician).
- Check name pronunciations prior to the start of a practice or event.
- Follow directions from the event referee.
  - Introduce yourself to the event referee prior to the start of the event.
- Continually scan the ice for major chips or foreign objects. If you notice a problem, inform the event referee immediately.
- Verify that all doors to the ice surface are closed.
- Work in conjunction with the music personnel.

Announcing requirements:

- Ensure a functional microphone and sound-system is available.
- Check the amount of time allotted for the warm-up for each event.
- For each event:
  - Give a brief description.
  - Announce the names of the event referee and judges.
  - Skaters are not allowed on the ice for their warm-up period without the permission of the event referee (if skaters take the ice prior to being announced ask them to "PLEASE CLEAR THE ICE").
  - Wait for a signal from the event referee before asking skaters to take the ice for warm-up.
  - When the last skater takes the ice start timing the warm-up (ensure a stop- watch is made available to you).
  - Count the number of skaters on the ice; notify the referee immediately if a skater is missing.
- At the completion of the Warm-up or each Performance announce the next skater upon a signal from the event referee.
- Sponsors promos and event announcements are to be made during warm-up or prior to the skaters taking the ice for their warm-up period.
  - Announce the top 3 placings in each event as soon as they are made available.
  - "LADIES AND GENTLEMEN, WE HAVE THE RESULTS OF THE \_\_\_\_\_ EVENT. IN FIRST PLACE skaters name, IN SECOND PLACE skaters name, IN THIRD PLACE skaters name". (Home clubs can also be included)
- Throughout the competition, announce "THE USE OF FLASH CAMERAS CAN BE DISTRACTING AND DANGEROUS TO THE ATHLETES AND IS NOT PERMITTED AT ANY TIME".

## Announcers Script:

- At the start of an event:
  - “OUR NEXT EVENT IS THE (Juvenile Ladies Free Skate). ON THE ICE FOR A \_\_\_\_  
\_\_\_\_ MINUTE WARM-UP”.  
List the skaters in order (do not include the club name for each skater).
  - “THE OFFICIALS FOR THIS EVENT ARE...(use full names)  
THE REFEREE \_\_\_\_\_  
THE JUDGES... JUDGE # 1 \_\_\_\_\_  
JUDGE # 2 \_\_\_\_\_  
JUDGE # 3 \_\_\_\_\_  
ETC...
  - At the appropriate time, announce “THERE IS 1 MINUTE REMAINING IN THE  
WARM-UP”,
  - At the completion of the warm-up, announce  
“WOULD THE SKATERS PLEASE CLEAR THE ICE”.
  - Announcing skaters during the event  
(First skater in event)  
  
“REPRESENTING THE \_\_\_\_\_ FIGURE SKATING CLUB  
skaters name”.  
  
(Subsequent skater’s in the event) upon the signal from the referee  
  
“OUR NEXT COMPETITOR REPRESENTING THE \_\_\_\_\_  
FIGURE SKATING CLUB skaters name”.

## Important points to remember:

- You are primarily a facilitator for the competition; your assistance in ensuring the competition runs in a timely and calm manner is your primary concern.
- You are not there to entertain the audience, tell jokes or take time with wordy statements.
- The acoustics of an arena are usually not the best, remember to...
  - Speak slowly
  - Use simple words and sentences
  - Enunciate clearly (give time for each word to bounce around the building a few times).
  - Have the Audio Electronics Technician adjust the treble / bass of the microphone to match your voice