



Announcer Speaking Notes

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, judges and technical panel.
 - 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".



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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...

THE TECHNICAL PANEL... TECHNICAL SPECIALIST _____

ASST. TECHNICAL SPECIALIST _____

TECHNICAL CONTROLLER _____

- 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 great, so remember to:
 - Speak slowly
 - Use simple words and sentences
 - Enunciate clearly (give time for each word to bounce around the building a few times).
 - Adjust the treble / bass of the microphone to match your voice