

Practice Sessions Only:

For events where there are practice sessions prior to the start of competition, such as Sectionals, please use the following notes as a guide:

Singles/Dance/Pairs:

1. Auto Attendant on the computer is used to announce practices
2. Only background music is played, no programs during the practice

Synchro:

1. Only one team is on the ice per practice. **"Practice session will now begin for[team name]. This is a (10) minute practice. Music will be played at the 90 second and the 6 minute mark."**
(10 minute practice, 7 minute mark for 12-15 practice)
2. Time is by the clock. Start the next practice whether the other team leaves the ice or not.
3. **Announce any time remaining in their practice session.**
4. Twenty (20) seconds before practice is over announce that **"Practice has ended, please clear the ice"**
5. Announce the next practice even if the first team is not off the ice.

Competitions:

Warm-up:

Singles/Pairs:

1. Announce: **"Our next event is the _____ (example, STAR 5 Girls U13)."**
2. Announce: **"Will the following skaters please take to the ice for their ____ minute warm-up"**
Announce each skater's name in the start order provided by the data specialists. There may be more than warm up group for this event. You do not need to list their club name.
3. After the last skater has entered the ice surface for the warm up group start timing the warm up.
4. Once all skaters are on the ice, announce the official for the event, the names of the officials will be listed on the start order provided by the data specialists:
 - a. **"The officials for this event are :**
 - i. _____ (full name), _____, etc..." Starting with the Tech panel
(Controller, Technical Specialist, Assistant Technical specialist)
 - ii. **"The Referee for this event is _____ (full name)"**
 - iii. **The judges are: full name only**
5. Announce when there is **one (1) minute remaining in the warm up**
6. Twenty (20) seconds before the warm up is over announce **"The warm up is now over, please clear the ice"**

Competition:

7. When most of the skaters are close to the gate, or off the ice, immediately announce the first skater for the event:
 - a. **Please welcome the first skater, from the _____ (Club), _____ (name of skater)" OR**
 - b. **Representing the _____ (club), please welcome _____ (name of skater)"**
 - c. If it is pairs or dance, please say both skaters names, and their respective clubs (if the clubs are different from one another)
8. Music person will play their music when the skater is in position.
9. Once each skater is finished, keep your eye on the Referee, or listen over the headset or walkie talkie for your cue to announce the next skater. It can take several seconds to almost a minute between skaters for the officials to be ready.
10. If this is a Sectional event, or other competitive event there may be scores to be announced. **"The score for (skater's name) for this segment is ____."** Do not say points after the score. *Please see the file "Code of Points for Single & Pairs" for Sectional announcing of marks.*
11. Once you read the score or receive your cue from the referee, please announce: **"Our next competitor representing _____ (club), _____ (skater name)"**
12. When the last skater of that warm up group has concluded, and left the ice surface, you will be able to announce the next warm up group – starting from bullet 1.) above, but instead of saying "next event" you can say **"Continuing with warm up group __ (#) of _____ (event name)"**
13. When the last skater of the event has finished, announce the conclusion of that event and announce the warm up for the next one (or flood, or break, or opening ceremonies, whatever is on the schedule)
 - a. **"This concludes the _____ (event name)"**
 - b. **"There will not be a short intermission to resurface the ice" OR "Our next event is the _____ and will start at _____ (time)"**
14. *Please see the file "STAR Announcing Script" for more information*

Synchro:

There is no separate warm up for synchro. The first team is permitted one (1) minute to skate around the ice before the team is announced (usually more than 1 minute for the next team when there are scores). When indicated by the chief referee, announce the category and the name of the team/club.

Other Events:

STAR 1:

- Skaters at the conclusion of the warm up will not leave the ice, they will gather at the boards near the judges
- When skaters enter the rink for their warm up, please also announce their home club
- You will not have to announce each skater as they go to perform each element, unless directed by the referee
- Optional, when the warm up is over you can announce "Skaters, please gather at the boards near the judges"
- Once skaters have concluded all of the required elements (with the last element being the spiral circle, you will announce "Skaters will now warm up for the Creative Expression Element. Skaters, you will now hear the music for the first time"
 - After the playing of the creative expression music for the first time, give the skaters a moment to take a starting pose and then announce **"Skaters will now perform their Creative Expression Element"**
- After the music has concluded announce: **"Skaters please gather at Center Ice to take your bow"**
- *For more information and details, please see the "STAR 1 Announcing Script" on the website*

Improv:

- For Improv events, please follow the same steps for the warm up as Singles
- One addition is that you will need to announce the playing of the Improv music approximately 1 minute into warm up:
 - Announce: **"Skaters, you will now hear the final playing of your music"**
- Follow all remaining announcing the same as the above for competitions

Elements:

- Follow the same as the warm up for singles with the following exceptions:
 - Include each skater's club when initially announcing them as they enter the ice as you will not do it later.
 - Please announce the following ten (10) seconds before the warm up is over:
 - **"The warm up is now over, skaters please gather at the boards by the judges"**
- Once the skaters are lined up by the boards you will announce when prompted by the referee:
 - **"The first element to perform is the _____ (example; Flip jump, or skaters choice of double jump, etc..)"**
 - Then call out skaters name in start order
 - Once all skaters have performed the first element, you will announce the second element as you did the first
 - There are four elements total
- Optional: At the conclusion of the event request the following:

Sample Speaking Notes for Announcers

- **"This concludes the _____ event, Skaters please come to center ice to take your bow"**

CanSkate:

- Announce the event and welcome the skaters on the start order for the event:
 - **"Our next event is _____ (example: Stage 1 and 2 CanSkate). Please welcome the following skaters to the ice, _____ (name) from _____ Club, etc..."**
- At the conclusion of the event:
 - **"Skaters please come to center ice and take a bow"**

Team Event:

- Announce the event and you will welcome all teams on the start order for that event
 - **"Our next event is _____ (example, STAR 2 Teams). Will the following teams please take the ice for _____ minute warm up. _____ (example Silver Blades) representing _____ Club, etc..."**
- Start the timer for the event
- Announce the officials for the event
- When there are ten (10) seconds remaining in the warm up, please announce the conclusion of the warm up and ask the teams to gather at the boards in front of the judges. Skaters will stay on the ice after the warm up and will line up along the board with their team
- When given the cue from the referee, you will announce the following:
- Once the teams/skaters are lined up by the boards you will announce when prompted by the referee:
 - **"The elements to be performed are _____ (example; Flip jump, or skaters choice of double jump, etc..)"**
 - There are four elements total
- At the conclusion of the event request the following:
 - **"This concludes the _____ event, Skaters please come to center ice to take your bow"**

Awards & Other Announcements:

- Sponsor promos and event announcements are to be made during warm ups or prior to the skaters taking the ice for their warm up period
- Announce the top three placings for STAR 4+ categories (or elementary synchro and up), in each event as soon as they are made available
 - **"Ladies and gentlemen, we have the results of the _____ event. In first place _____, in second place _____, in third place _____."**
(Home clubs can also be included, but not required as they will be announced during the medal ceremony)
- Periodically throughout the competition if you notice someone using their flash, announce **"The use of flash cameras can be distracting the dangerous to athletes and is not permitted at any time"**

Important Points to Remember:

The Host Committee is responsible to check with the Audio Chairman regarding the Announcers required for the event. The Host committee will ensure a functional microphone and sound system is available.

Announcers are responsible for the following:

- Be available during practice sessions
- Be available during events
- Check name pronunciations prior to the start of a practice or event
- Follow directions from the event referee
- Work in conjunction with the music personnel
- Check the amount of time allotted for the warm up for each event

Remember:

- Your role is important in ensuring the competition runs in a timely and calm manner. You do not have to worry about entertaining the audience.
- The acoustics of an arena are usually not great, so remember to:
 - Speak slowly
 - Use simple words and sentences
 - Enunciate clearly
 - Adjust the treble/bass of the microphone to match your voice (if possible)