

## **PROTOCOL FOR ANNOUNCERS**

Announcers tend to be volunteers who often have limited experience of point to points. However, they and commentators are the public interface, and therefore both the tone and information provided are vital. Those who get it wrong can upset large segments of the crowd, whilst those who get it right are quietly praised for it. Please ensure they give runners and riders at right time (after the race before) and also the results. Short guide below:

### **1. General notes for secretaries**

- Place the announcer handy to the declarations area and where things happen.
- Have good radio contact.
- Consider having a second system and announcer for your prizegivings (particularly on a busy day).
- Make sure that you can hear what is being said EVERYWHERE including the most remote parts of the car and lorry parks.
- Make sure that the announcer has all details that he will require ( eg sponsors, notices for public especially for their safety, racecard). If necessary make a list of what you want him to announce, and in what order.

### **2. General notes for Announcers**

- If necessary ring the secretary a few days before to check on the form for the day, where you will be positioned, any problems etc.
- Get to the racecourse in good time. Check where all the facilities are, who you are working with etc.
- Discuss any matters with secretary or others. The secretary should give you all the information you want including announcements to be made concerning safe running of the event and support for sponsors etc.
- Make sure the systems work, that you have a radio and that you can use it!
- Ask someone to check that what you are saying into the microphone is being heard or is not too loud.
- During racing be informative – give the relevant information but no more.
- DO NOT ask for doctors/vets over loud speaker system except as a last resort– all officials should have radios and phones.
- Ensure that you have a working system with Clerk of Scales/Decs to get a list of runners along with any changes from racecard
- If a race is divided on the day keep to the same format as for the rest – ie you give runners for the second Division after the first Division is complete
- Ensure you are off air when the commentator is talking (and vv)

**Less is More.** Most of the crowd does not want its ear tuned in to the tannoy all day.

### **3. Before the first race**

- Welcome people on behalf of the organizers a couple of times.

- Make any relevant notices on any changes to the day early.
- Try and find out the state of the going and announce it.
- Announce runners for first race 45 minutes before racing and again 20 minutes or so before.
- Get rid of any general announcements before the first (eg area sponsorships/championships, raffles sponsors (other than race sponsors) to give plenty of time between races.
- Be calm!

#### 4. After 1<sup>st</sup> race and onwards

**Order of announcements.** This is pretty obvious to those of us who go pointing, but its not for someone pitched into the job for the day. The following is a useful guide for the basics. Starting from the end of a race:

- **Judges result.** Either given directly by the Judge or the Announcer immediately after the race
- **Runners for next race.** Normally done in two lots. Numbers first, and then going through in slower time with details. For those being really professional, announce you will give runners in a minute for race at page ... and then thank the sponsor (thus giving everyone the chance to find card, page and pen)
- **Weighed in, horses away, official result.** NB All or part of this can be given after the initial provision of runners for the next race if everything going quickly. In unusual circumstances such as a Stewards Enquiry, you may be forced to interrupt the flow of giving the runners to state 'weighed in' etc.
- **Presentations to winners of last.** Much easier if someone else doing this.
- Normally a gap where silence reigns or other stuff can be fed in – sponsors etc
- **Best Turned Out winner**
- Commentator takes over as horses leave the paddock

NB Do not let garrulous interviewers interrupt flow of information for next race. Nothing more likely to upset racegoers, who can blackball meetings on the strength of it.

#### 5. At the end of the day

- Thank everyone for coming or helping and safe journey home.

#### 6. Suggested method for reading out runners and riders

- 'Here are the runners and riders for the next race, 'The Mixed Open Race' kindly sponsored by ..... There are ..... Runners and they are:
  - Give numbers
  - Then go through each horse as follows:
  - *'no. 13, No Hoper Owned by Mr Wealthy, Trained by Mr Trier and ridden by Mr Knowitall . This horse carries a 7lb penalty and wear blinkers'*. Note any other changes from the racecard (eg colours).