



February 21, 2010

## **ANNOUNCERS & CONTROL BOOTH** **Job Descriptions**

**General Statement:** *The current booth staff takes their role very seriously. The spirit in which we conduct ourselves are: 1) we want the players, fans and guests to have fun and feel welcome. 2) We are careful not to make comments which could be interpreted as denigrating the opponent or posturing. And we hope in performing our duties that we do it graciously and in good taste.*

### **Pre-game preparations:**

#### **1) Concession Stand:**

- a. Power up sound amplifier

#### **2) Announcers/Control Booth:**

- a. Open and secure large window door
- b. Remove covers to side windows
- c. Install (2) exterior speakers on booth (north & south)
- d. Turn on power to sound equipment
  - i. Install & play players warm-up CD (*must be one that has been screened and approved by the coach and/or AD*)
  - ii. Ensure that the speaker to the spectator side of the field is turn off
- e. Hook-up scoreboard control box
  - i. Electrical power
  - ii. Signal jack

#### **3) Flags:**

- a. Position (4) field corner flags and (2) center field flags

- b. Raise flags on flag poles at north end of field:**
  - i. American (east pole)**
  - ii. Husky (west pole)**

**4) Scoreboard:**

**a. Unlock and go through the walk-thru gate near the scoreboard. Unlock the electrical control box and power-up scoreboard** *(for security and safety, insert padlock into the electrical control box and lock it).*

**b. Upon returning to the control booth:**

- i. Adjust the display items on the scoreboard, as they usually will have the previous match's information showing.**
- ii. Set scores to zero; both home and visitors**
- iii. Set period to one**
- iv. Set clock to appropriate minutes so that there is approximately 5-7 minutes before the scheduled start time of the match.**  
*(This is to allow ample time for player name announcements (both teams; visitors first, with appropriate background music) and national anthem.)*
  - 1. Clock should be set so that the horn sounds automatically when the clock time has expired.**
  - 2. Start clock**

**5) Team Rosters:**

**a. Obtain team rosters:**

- i. Home: verify accuracy with coach**
- ii. Visitor: verify accuracy with coach and review proper pronunciation of names.**  
*(Also, at this time the coach will be informed to have his/her players' line up in numerical order in front of their team bench. We will also indicate that we announce all player names, listed on the roster, for both teams*

*and play the national anthem prior to start of match; both JV and Varsity.)*

- 1. Inform the coaches that players who are to enter the field as substitutes are required to be at the center field marker PRIOR to play stoppage. If the player is not there they will be denied permission to enter the field.**

*(This is a policy which most referees usually ascribe to, but do have the authority to over ride it.)*

## **6) Referees**

- a. Log them in (name, ID number and function; dual, center or assistant) and review any pertinent information; rule changes, verify match time length, continuous running clock for JV, clock stoppage procedure, etc.**
- b. Allow them to inspect all game balls to determine proper size and inflation pressure.**  
*(Assist in properly inflating those balls which do not meet the proper standard; PSI printed on the ball).*
- c. They will also be introduced to the ball runners, when they arrive, and will have the opportunity to give them final instructions.**

## **7) Ball Runners:**

- a. Prior ball runner experience and soccer knowledge ability is extremely helpful, but not essential** *(announcer booth staff will train).*
- b. Require a minimum of two and a maximum of six; ideal staffing is four for each soccer match; JV and Varsity.**

- c. Ball runners should report to announcer's booth 10 minutes before the scheduled start time. (Exception is ANY championship match, than its 15 minutes. Refer to separate procedures document).**
- d. The announcer booth staff will log them in, provide a jersey, assess their experience, provide instructions and make specific assignments. New people will receive specific job instructions (their performance will be monitored during the match by the booth staff and helpful mentoring will be provided). They will then be introduced to the referee and his staff for final instructions.**
- e. Ball runners who were allocated a ball have the added responsibility to insure that the ball is in a safe/secure place during the match as well as the half time period. (The balls are an expensive and desirable commodity.)**
- f. During half time of the match all assigned ball runners will be entitled to whatever treat(s) deemed appropriate by the concession stand staff. They will be monitored to insure they return to their duty assignments 1-2 minutes prior to start of the second half of the match.**
- g. At the completion of the match, all ball runners are required to return the jersey and ball (if they were allocated one) to the announcer's booth.**

## **Game Duties:**

*NOTE: Ideally, a staff of three is needed, announcer, sound engineer and timekeeper/scorer. But the duties can be performed in its entirety with two experienced individuals by overlapping functions. Any less than two would required modification of what that individual is capable of handling and still put forth the quality inherent to Portage Northern soccer.*

### **A. Announcer:**

- a. Turn on speakers for spectator's side of field.
- b. Announce each player by jersey number for both teams; visitor's first. Also coaches' names and any others that would be proper; i.e. AD, team manager(s), trainer, etc. (*Appropriate background music provided by sound engineer.*)
- c. Announce the names of the referees and ball runners.
- d. Introduce the playing of the national anthem.
- e. During the match, announce player substitutes and announce who scored the goal. Occasionally, provide commercials for Chez Husky, also any other special announcements approved by the coach and/or athletic director.
- f. At the conclusion of the Varsity match acknowledge the volunteers who make this all possible by reading the "Closing Credits".
- g. Assist the other booth personnel as needed.

### **B. Sound Engineer:**

- a. Insure all sound equipment if functioning properly; both sides of field.
- b. Select and play appropriate introduction and background music for announcing the players.

- c. Play the national anthem at the appropriate time.
- d. Select and play half-time music.
- e. Select and play appropriate music between JV and varsity matches.
- f. Select and play exit music following completion of the varsity match.
- g. Assist the other booth personnel as needed.

**C. Timekeeper/scorer:**

- a. Insure the displays on the scoreboard are correct at the start of each match. Scores at zero, period at 1 and clock set to either 35 minutes for JV and 40 minutes for varsity. The clock control should be set so that the horn will sound when the clock reaches zero time.
- b. When a goal is scored stop the clock (*varsity match only*) and properly displays it on the scoreboard. Obtain jersey number and name of the player who scored; provide this to the announcer. Hard copy document it so if the referee needs confirmation after the match it would be available.
- c. Restart clock at the referee's instruction.
- d. To allow substitute players to enter the playing field. Activate the horn, only when the ball is out of play, (*The referee has final authority as to whether a player may enter the field of play*).
- e. At the completion of the first-half of the match, set the period display to 2 and set and activate the clock to the pre-approved half time limit....generally 10 minutes, but at the discretion of the referee and coaches.
- f. At completion of the half time interval, reset clock to the proper time limit....35 or 40 minutes.
- g. When so instructed/signaled by the referee stop the clock; usually for on-field player injury. Restart clock at referee's instruction.

- h. If referee is issuing a yellow or red card, stop the clock. Then record the player's number and the time when he/she was sent off. If a yellow card is issued the player will not be able to return for 10 minutes (*this will be monitor by booth personnel*). A player receiving a red card is disqualified and cannot return to the match.**
- i. Following the clock stoppage, the referee will indicate when the clock should be restarted.**
- j. Provide assistance to the other booth personnel as needed.**

### **Post Game Duties:**

*Note: The following duties are a collaborative effort of all the booth staff and are not specific to any one of the members.*

#### **1) Ball runners:**

- a. Retrieve all jerseys and game balls.**

#### **2) Flags:**

- a. Retrieve (4) corner and (2) center field flags**

#### **b. Lower flags on flag poles:**

- i. American flag (this flag must be folded in the appropriate triangle; requires two people to do this.)*
- ii. Husky flag (fold)**
- iii. Lock flag pole turn buckle housings**

*NOTE: All the items mentioned above have appropriate storage space allocated in the announcers and control booth.*

#### **3) Scoreboard:**

- a. **Unlock the lock at the control box. Then turn off the power and relock the control box.**
- b. **Secure the walk-thru gate (chain and lock)**

### **Announcers/Control Booth:**

- 4) **Scoreboard Control Box:**
  - a. **Power it down and unplug AC cord and signal jack.**
  - b. **Store box, power cord and signal jack cable in the carrying case.**
  - c. **Place the box in its prescribed shelf space.**
- 5) **Exterior Speakers:**
  - a. **Remove both speakers and store in booth**
- 6) **Sound Equipment:**
  - a. **Fade music and power down when majority of spectators have left**
- 7) **Windows:**
  - a. **Install covers for side windows**
  - b. **Lower and secure large window door**
- 8) **Booth:**
  - a. **Inspect and assure all items are secure and lock the booth.**

### **Concession Stand:**

- 9) **Turn off power to amplifier**

