



IHSAA/NFHS Public-Address Announcers Guidelines



1. **Be early and be prepared.** If possible arrive at the facility one hour before game time. Visit with both coaches to ensure proper pronunciation of players and coaches' names. Also, review any scripted pre-competition announcements required by the school (i.e., National Anthem, emergency procedures, concession and facility announcements, etc.).
2. **Work with the officials.** Communicate with the officials before the game regarding plans for the pre-competition, during competition and post-competition announcements and ask for their feedback. Make sure the final plan works for all involved.
3. **Promote sportsmanship.** Create a positive competitive environment through non-biased promotion of fair play. This may be in the form of a scripted pledge of sportsmanship and/or in the vocal display of respect for all participants (players, coaches and officials).
4. **Stick to the basics.** Deliver pertinent information while avoiding the use of play-by-play and cheerleading.
5. **Be accurate.** Understand the proper terminology used for the sport and avoid the use of slang terms. Wait until officials complete their call(s) before reporting to the spectators.
6. **Never talk over the action.** Understand the appropriate information to be announced and the proper time in which to announce for each sport.
7. **Be on your toes and keep your cool.** Weather alert, emergency evacuation, severe injuries are possible reasons that play could be delayed, and communication becomes essential to facilitate coordinated school/facility emergency procedures. Be familiar with the emergency management plan. The calm tone and direct delivery of instructions to participants and spectators is essential.
8. **Be professional.** Take your job seriously by addressing coaches, officials, administrators and athletes with respect regardless of team affiliation. Be properly dressed and exhibit professional behavior at all times by respecting all school/facility policies.