



Little Athletics Chelsea

Announcer Duty Statement

Objectives

To provide communication at the Centre's Weekly Competition & Event Program

Responsibilities

- The Announcer shall be responsible for communications to the athletes & parents as directed by the Programmer, Operations Manager & Executive Committee.
- Maintain a line of communication between the Executive Committee, Operations Manager and Programmer.
- Ensure PA & audio equipment is in working order and report issues to the Operations Manager.
- Ensure equipment is set up & tested prior to the start of the day and play music.
- Welcome all athletes & parents to the centre to start the day and direct the athletes to the warm up area.
- Liaise with the Programmer, Operations Manager & Executive Committee for any announcements required during the day.
- Liaise with Event co-ordinators to assist with their requirements.
- Pack up PA & audio equipment.
- Liaise with Operations Manager any faulty equipment to be repaired.

Relationships

- The Announcer shall report to the Operations Manager.
- Liaises with the Executive Committee, Operations Manager and Programmer.

Accountability

- The Announcer is accountable to the Operations Manager.