

Chief Announcer / Tower

Manpower of 4 persons required – at least 2 must bring binoculars/optics from home for use

1. Chief Announcer – optics and backup stopwatch optional
2. Left Side of Tower Spotter – optics required
3. Right Side of Tower Spotter – optics required
4. Backup Timer during Team Matches / rotate relief duty during Individual Matches – backup stopwatch required

The Main Tower Staff works under the direction of the Range Officer. When the Range Officer has turned control of the range over to the Tower, they will serve as fire control and it is the responsibility of the Chief Announcer to ensure that all duties and procedures of the Main Tower are performed properly.

Staffing

Three people are required in the Tower for all Individual Matches and four people are required for all Team Matches. Artillery only requires an announcer and can be assigned to a person from the Artillery Crew, providing the Skirmish Director approves and the Chief Announcer or Range Officer have given instruction to that person.

Scripts

At least one month prior to Nationals, all persons who will be announcing will receive electronic copies of the scripts from the National Program Chair(s). Announcers must familiarize themselves with the scripts for each match and contact the National Program Chair(s) with any questions. The scripts are very precise and must be followed without any deviation; deviation opens up the possibility of a protest and may delay the Program at a minimum.

Hard copies of the scripts will be delivered to the Tower by the Program Chair(s) by Wednesday morning of Nationals. The scripts will be in a binder/binders and should be the only scripts present in the Main Tower. The Program Chair(s) will alert you if any changes have been made.

Tower Setup

- See the [Main Tower PA System and Timer Setup](#) section below for instructions in the event that the Signal Officer is not available during the work weekend to assist with setup.
- PA System / Timer Testing: Any person who might be an announcer needs to test the PA system so adjustments to the main announcer's setup can be noted. If the PA system is not adjusted correctly or the microphone is not used properly, the announcer could be hard to understand. Ideally tests should occur during the work weekend; if not possible, tests must be completed in between matches and approved before any live fire announcing is performed.

Responsibilities

- Opening Ceremonies: The N-SSA staff announcers will aid in announcing the opening ceremonies for the Musket company matches and conduct the invocation. Direction may be given by the Board of Directors pertaining to any special announcements or events. This can happen very late, so be prepared to alter your schedule and be flexible.

- **Emergency Procedures:** The Tower Staff must be familiar with all emergency procedures as outlined in the Skirmish Rules and laid out in the Communications Manual. In the event of an emergency, the Tower must ensure that all competitors on the range follow the instructions given. Once the emergency has been resolved, the Tower Staff must resume all Skirmish functions as quickly as possible.
- The Tower Staff must be familiar with the procedures for stopping and restarting a Team Match during an event in the case of an emergency (Skirmish Rules 26.7.1 and 26.7.2). It is very important that the main watch and backup watch are stopped in the event of a relay stoppage. This ensures that the event can be started again in a manner that follows the Skirmish Rules.
- **Spotters:** The left and right spotters must exercise extreme diligence, focusing their attention on their side of the Tower at all times, with primary focus on the Sub Tower flags and the position Safety flags. The spotters should also watch for unsafe conditions created by competitors and spectators in their line of sight, but should only act on issues that require emergency action. All other issues observed should be relayed to the Range Officer.
- **Backup Timer:** the backup timer must not be distracted from the primary task of backing up the main watch. A timing error can result in an event having to be re-fired or thrown out.
- **Restrict Tower Access:** Only the Tower Staff, Range Officer, and those with the Range Officer's permission, including photographers, should have access to the Tower. Competitors, staff and tourists are not allowed in the Tower.
- **Microphone Usage:** When the microphone is hot, the only person in the Tower who should be talking is the announcer. Turn the microphone off when not in use.

NOTE: It is NOT the function of the Tower Staff to make judgments about the manner in which targets are hung; the Tower should only be concerned about the time taken to hang targets. Any complaints about the manner in which targets are hung should be originated by a competitor and be processed through the prescribed challenge / protest procedure. This process does not include the Tower at any point as the Program cannot be delayed.

Reminders During Matches

- **Competitors Down Range:** No competitors should be allowed down range that have not been directed to do so by the announcer – this includes hanging targets, Line Judges and Team Captains inspecting questionable targets, and targets needing to be replaced due to being shot by mistake. Do not allow any competitor down range for any other reason.
- **Event Timing:** In the event that all competitors have completed either their Individual Match targets or all teams have completed their relay before time has expired, the announcer should stop the relay and move to the next relay.
 - If there are no competitors on the firing line, the announcer should ask if any more time is needed.
 - If there is no response after at least 30 seconds, the relay can be ended and the next relay can be started early.
 - During team events, as soon as all teams have been cleared from the firing line, the relay can be ended and the next relay started.

- Ordnance: Communication between the Main Tower and the Ordnance Crew is vital. Once a relay is complete, the Tower should give Ordnance 3 minutes for fouled firearms to be cleared from the line. If a firearm has not been cleared by that time, Tower Staff should call for an Ordnance Vehicle to be directed to the offending position.

To summarize, the Announcer must ensure that:

- He/she speaks clearly, is firm, and runs a tight time schedule,
- Every event starts on time,
- The script is followed without deviation,
- Competitors are not allowed down range unless instructed to do so,
- The target hanging process occurs within the allotted time,
- The call to the line, snapping caps, and loading processes are performed in succession without delay,
- The Ordnance Crew takes fouled firearms off the range efficiently, when needed, and
- The entire program runs in a timely manner.

The Chief Announcer's report should include a summary of problems encountered and any resolutions or suggestions for future announcers. The number of individual relays fired each day and the beginning and ending times for each company match must be included in the report.

MAIN TOWER PA SYSTEM AND TIMER SETUP

1. Inside the base of the Main Tower, there are three switches on the back wall labeled Zone 1, Zone 2 and Zone 3. For Nationals, in the beginning of the day, turn all three Zones on. For Regionals, use the appropriate numbers of zones (usually 1 and 2).
 - a. Zone 1 is from position 1 to the Tower.
 - b. Zone 2 is from just to the east of the Tower to half way down that eastern part of the line.
 - c. Zone 3 is the last third of the line.
2. In the upstairs of the Tower, move the power switch on the timer box to the ON position. Ensure that the **STOP/PAUSE // NORMAL OPERATION** switch is in the **NORMAL** position.
3. Check the RED LED readout on the timer to ensure that it is set up for the proper time for the event that will be held:
 - a. Individuals = **20:00:00**
 - b. Musket and Carbine Team Matches = **05:00:00**
 - c. Smoothbore, Breechloader, Spencer and Single Shot = **03:00:00**
 - d. Artillery = **60:00:00**
 - e. Mortar = **45:00:00**
4. To set the time on the timer, if not at the correct time for that event, follow the steps below:
 - a. First press the **MODE** button on the lower left – the word **SET** will appear in green on the lower left of the LED Display
 - b. Push the << button and the last digit in on the green numeric display will flash.
 - c. Use the << button to move the flashing digit to the left and set the numbers appropriately. For example, when the green numeric display shows **20:00:00**, press the **MODE** button again and the display will change to **20:00:00**. The timer is now set for an Individual Match relay.
 - d. Follow the same basic instructions for Team Matches. After setting the timer, the **RED** LED readout should show the appropriate time as indicated at the beginning of that event.
5. When ready to start the event, press the **START/HORN** button. The **RED** digits will start to count down. When the timer gets to **00:00:00** the horn will sound, signifying the end of the event.
6. Ensure that the **RESET** button is pushed before the next relay so that the **RED** digits show the appropriate time for that event.
7. If there is an emergency during the course of the event:
 - a. Immediately push the **START/HORN** button while flipping the switch from **NORMAL** to **STOP/PAUSE**. This will halt the timer and sound the horn.
 - b. When restarting the event, push the **START/HORN** button and flip the switch from **STOP/PAUSE** button to the **NORMAL** position. This will sound the horn and restart the timer.

Chief Announcer's Schedule

One month before Nationals

- Review electronic versions of scripts – contact National Program Chair(s) if not received
- Ensure Tower Staff has at least 2 sets of binoculars/optics

Work Skirmish

- Get the keys to the tower from the Adjutant
- Test the main range speaker system from the main tower
- Test the main range speaker system from the remote field position
- Verify working condition of radio communications
- Review scripts, practice sequences
- List any questions / Get answers for questions from proper Staff Officer

Monday

- Report to Skirmish Director

Tuesday

- Meet with National Signal Officer for any last-minute questions / instructions

Wednesday

- Attend the Wednesday morning Safety Training at 8:00AM in front of the Stat House
- Pick up Revolver Range scripts from Program Chairs at Safety Training
- Attend Main Tower Training at 8:15AM behind the Main Tower to review the following items:
 - Communications Manual
 - Primary communication method (radio)
 - Secondary communication (phone)
 - When to show green flag
 - When to show red flag
 - System to be used in the event of speaker / power failure
 - Process for contacting Ordnance crew to remove fouled firearms from the range – which direction will vehicles go/when can green flags be shown, etc.
- Operate tower for Individual Matches

Thursday

- Operate tower for Individual Matches

Friday

- Operate tower for Individual Matches
- Operate tower for all Team Matches
- Operate tower for Mortar Team Match - Mortar can be announced by an artillery announcer if one has been approved by the Skirmish Director / Artillery Officer / Range Officer and training has been performed
- Chief Announcer must still ensure the tower is locked and keys recovered after Mortar

Saturday

- Operate tower for Carbine Team Match
- Operate tower for Artillery Match - Artillery can be announced by an artillery announcer if one has been approved by the Skirmish Director / Artillery Officer / Range Officer and training was performed
- Chief Announcer must still ensure the tower is locked and keys recovered after the Artillery Match

Sunday

- Operate tower for Opening Ceremonies
- Operate tower for Musket Team Matches
- Secure all equipment
- Clean tower of all trash and debris
- Lock tower
- Return scripts to the Adjutant
- Return keys to the Adjutant