

IOF Protocol for award ceremonies, details of procedures

6. Award Ceremony

6.1 Description

Award ceremonies at championships and other major IOF events are extremely important to the athletes, their federations, their nations, the spectators and the television audience. They must, therefore, be carefully planned and conducted in a dignified manner.

Award ceremonies can be organised in one or two parts:

- 1) a direct award ceremony in the arena, or
- 2) a provisional ceremony [flower ceremony] in the arena and an award giving ceremony later at the event venue (town/city) at the official ceremony place

It is very important to be able to distribute pictures of the medallists with their medals to the media as early as possible and the organiser shall consider this when planning the ceremonies. Whenever possible, the award ceremony should take place on the day of the competition.

Under no circumstances should an award ceremony be held in an empty stadium, however; in cases where it is foreseeable that this will happen, the award ceremony should be planned for a more appropriate point in time, if necessary the following day.

If the award ceremony is separate from the competition, e.g. organised later in the evening, the organisers shall make every effort possible to stage an attractive programme around the prize giving ceremony to gather as many spectators as possible. A ceremony with only few spectators jeopardises its dignity.

6.2 Protocol

Manning of the award ceremony:

Medals are presented by the nominated IOF representative or the head of state.

Flowers are presented by an appointed accompanying person.

A ceremony at the competition arena (flower ceremony or award ceremony) requires special thought as to the dignity of the ceremony. The athletes have various duties to fulfil after their competition (media interviews, de-briefing with coaches, doping tests, etc.). They have limited time to change their clothes. Nevertheless, each award ceremony still requires strict protocol.

6.3 Activities

A standard pattern and duration for each award ceremony must be used. The award ceremony timetable should be published well in advance so that it is well known to spectators, athletes and officials. It should also be published in the event programme (Bulletin 4 and public programme).

The award ceremony for each race shall last a maximum of 5:00 minutes.



The organiser shall provide a list of national / local dignitaries who could be accompanying persons.

The IOF Event Adviser approves the list of medal presenters / accompanying persons.

No modifications to the final list of medal presenters / accompanying persons will be made because of the actual results.

The list of presenters must be distributed to TV, speaker, data processing service (for graphic inserts), press, Award Ceremony Manager.

The detailed announcements and procedures for the award ceremonies are given below and must be strictly adhered to.

The medal ceremony is organised to give medals and flowers to the three best athletes. In the flower ceremony, six best athletes get flowers.

Medal ceremony procedures and announcements

Time	Audio Message / Music	Action	Notes
- 15:00		Assembly of athletes and presenters	
-10:00		The Award Ceremony Manager checks all athletes to ensure the proper dress code	
0:00	Acoustic signal (fanfare/music) A piece of music is played while athletes are led to the podium	The text ' <i>Award ceremony</i> ' is displayed on the video screen, first in English, then in the local language. It is repeated until music stops and the athletes have arrived to the podium.	1
0:30	Announcement: <i>"Ladies and Gentlemen, the medal ceremony for men's/women's <format></i> <i>The medals are presented by:</i> <Name, Title of Presenter 1> <i>Accompanied by</i> <Name, Title of Presenter 2>" The same announcement in the local language	Simultaneously the athletes led by Hostess 1 march in the following order onto the scene and wait behind the podium (seen from the spectator point of view): 2nd, 1st, 3rd, followed by the medal presenter(s) and Hostess 2 (medals) and Hostess 3 (flowers)	2
1:10	When the three athletes are behind the podium		

Time	Audio Message / Music	Action	Notes
	<p>Announcement: <each time first in English, then in the local language></p> <ul style="list-style-type: none"> • <i>Bronze medallist, representing <country> : <name of athlete></i>, • <i>Silver medallist, representing <country> : <name of athlete></i>, <p><i>Ladies and Gentlemen, the gold medallist and World Champion, representing <country>: <name of athlete></i></p>	<ul style="list-style-type: none"> • Athlete (3rd) mounts the podium • Presenter 1 gives medal and Presenter 2 gives flowers • Idem athlete (2nd) • Idem athlete (1st) • Both presenters step back 	3
3:30	<p>Announcement: <first in English, then in the local language></p> <p><i>Ladies and gentlemen, the national anthem of <winner's country></i></p>	Athletes turn to the flag poles	
3:40	<p>The national anthem of (the) winner's country is played (50-60 sec.)</p>	National flags of the 3 medal winners are hoisted	4
4:40		<p>After the end of the national anthem, athletes turn to photographers (as directed by the Photo Commissioner)</p> <p>Hostess 3 and Hostess 2 lead presenters off the infield.</p> <p>After max 60 seconds, Hostess 1 leads athletes off.</p>	5

Notes:

- 1 Texts must be checked
- 2 The announcements must start in English, followed by the language of the host country. A different speaker should be used for each language.
- 3 To save time the presenters may remain in front of the podium but move to the side of the next athlete; co-ordination of announcement and movement is necessary.
- 4 It is recommended that the national flags are raised by people with proper training, to ensure a smooth and level hoist up the flagpole. The Award Ceremony Manager must coordinate the verification of flags and anthems of each country.
- 5 Allow some time for photographic shoot.
- 6 Diplomas and possible prizes by the organiser must be given to the athletes after the medal ceremony is over. They may not be handed out to the athletes on the podium.

Flower ceremony procedures and announcements

Time	Audio Message / Music	Action	Notes
- 15:00		Assembly of athletes and presenters	
-10:00		The Award Ceremony Manager checks all athletes to ensure the proper dress code	
0:00	Acoustic signal (fanfare/music) A piece of music is played while athletes are led to the podium	The text ' <i>Flower ceremony</i> ' is displayed on the video screen, first in English, then in the local language. It is repeated until music stops and the athletes have arrived to the podium.	1
0:30	Announcement: <i>Ladies and Gentlemen, the flower ceremony for men's/women's</i> <format> <i>The flowers are presented by:</i> <Name, Title of Presenter 1> The same announcement in the local language	Simultaneously the athletes led by Hostess 1 march in the following order onto the scene and wait behind the podium (seen from the spectator point of view): 2nd, 1st, 3rd, 4 th , 5 th , 6 th , followed by the flower presenter march in.	2
1:10	When the six athletes are behind the podium Announcement: <each time first in		



Time	Audio Message / Music	Action	Notes
	<p>English, then in the local language></p> <ul style="list-style-type: none"> • <i>Sixth, representing <country> : <name of athlete></i>, • <i>Fifth, representing <country> : <name of athlete></i>, • <i>Fourth, representing <country> : <name of athlete></i>, • <i>Third, representing <country> : <name of athlete></i>, • <i>Second, representing <country> : <name of athlete></i>, • <i>Ladies and Gentlemen, the Winner, representing <country> : <name of athlete></i>, 	<ul style="list-style-type: none"> • Athlete (6th) steps forward. <p>Presenter gives flowers.</p> <ul style="list-style-type: none"> • Idem athlete (5th) • Idem athlete (4th) <p>Athlete (3rd) mounts the podium</p> <ul style="list-style-type: none"> • Presenter gives flowers • Idem athlete (2nd) • Idem athlete (1st) <p>• The presenter steps back</p>	
		<p>The athletes turn to photographers (as directed by the Photo Commissioner)</p> <p>Hostess leads the Presenter off the infield.</p> <p>After max 60 seconds, Hostess leads athletes off.</p>	5



6.4 Layout of the podium

Because of the importance of the moment of an award ceremony, careful thought and planning must be given to the setting where it will take place. The design of the victory podium should integrate with and reflect the event design. The podium itself should be positioned to be highly visible, well lit and such that the athletes are able to see the flags and the video screen at the same time. The flags have to be visible for the VIPs.

On the front-side of the podium, close to the place for the first ranking athlete, the IOF logo shall feature in an attractive size. Decoration and other enhancements that do not interfere with other aspects of the event should also be employed to create a spectacular image.

6.5 Award Ceremony Management Tasks

The Award Ceremony Manager will be responsible for the preparation and staging of the ceremonies according to the published timetable (subject to any variations required by the Event Presentation Manager) and following the official pattern. At IOF major events, the Award Ceremony Manager and his/her assistants will ideally work from an area with direct access to the position of the victory podium and the VIP seating. The working area will include secure storage for the medals, flowers and equipment required for the ceremonies. It must also have communications links with the Event Presentation Manager, the speaker and the flag pole operators. The key aspects of managing an award ceremony are as follows:

Giving the instruction as to which flags must be used and controlling that this is correctly done

Having ready, in advance, the list of those who will present medals / flowers and assembling the appropriate individuals for the ceremony

Preparing the medals, flowers and the trays

Assembling the hostesses who will carry the awards

Assembling – in collaboration with the responsible technical person – the athletes for the ceremony

Ensuring that the dress code is followed, that award ceremony bibs are properly affixed and that no forbidden items are carried on to the stage (see chapter 7). Athletes are not allowed to bring any accompanying persons to the stage.

Contacting the Event Presentation Manager – at least 5 minutes before the award ceremony is scheduled to take place – to confirm that he/she is ready and has the names of the medal presenter and accompanying persons

It is important that the entire process is carefully rehearsed and tested several times before the event begins.

7 Dress Code

At major IOF events, it is a must to enforce proper dress code for participants of the ceremony (athletes, officials, organisers).

Dress code for athletes:

- Opening ceremony: national team uniform.
- Flower ceremonies: national team's competition uniform.
- Award giving ceremonies: national team uniform (or the national team's competition uniform if there is no time to change into the national team uniform).



National flags, signs, sunglasses, hats, headbands, bottles and other such items are not allowed on the stage. Competition equipment is only allowed on the stage in flower ceremonies.

Before entering the stage, **the organiser shall ensure** that the athletes are correctly dressed. The organiser shall refuse to let any athlete take with him/her any forbidden items.

The medal and flower presenters shall wear appropriate clothing, e.g. suit trousers and a collared shirt for a dignified ceremony.

It is important that the teams are informed in due time about the timetable of prize giving ceremonies and the required dress code. Bulletin 4 and the first team leader meeting of an event week are appropriate places for such announcements and instructions.