



**In Association with World Athletics**

## **Appendix 5**

### **Ceremonial Guidelines**

#### Opening Ceremony

The LOC is responsible for the organisation of an Opening Ceremony in accordance with the WMA Ceremonial Guidelines (see Section 2). The draft program for the Opening Ceremony should be sent to the WMA Executive Vice-President for approval by the WMA Board. The Opening Ceremony is traditionally held early in the evening of the day before the start of competition. An Athletes' parade is included.

#### Flags

For identification purposes, as they are a key element during the championship ceremonies, it is the LOC's responsibility to provide National Flags for all the Participating Countries at the Opening Ceremony, for Medal Ceremonies (on video screens) and at the Closing Ceremony. Smaller flags can also be used as decoration in the "Welcome Centre" and flags should be hung in alphabetical order.

Flags at the main Competition Venue (in order of precedence) should consist of:

- The WMA Flag (provided by WMA)
- The Host Country Flag
- The Competition Flag (if any, including the name of the Title Sponsor if any)
- The Organising Member Flag
- The Host City Flag

Flags should be folded when carried to and from Flagpoles, should be securely fastened on the Flagpole and if visibly deteriorated, replaced by a new one.

#### Closing Ceremony

The LOC is responsible for the organisation of the Closing Ceremony, in accordance with the WMA Ceremonial Guidelines (see Section 2).

The Closing Ceremony is usually held prior to the start of the relay events on the final day of competition. The program must be approved by the WMA Board (through the WMA Executive Vice-President). Past practice has shown that it is difficult to have a meaningful Closing Ceremony following the end of Competition and the final Medal Ceremonies as most spectators will have departed by that time.

It is therefore recommended that any form of Closing Ceremony is very short with acknowledgement of the athletes, officials and volunteers and the handing over the WMA flag to the next host organiser.

#### Medal Ceremonies

Medal Ceremonies are to be conducted in accordance with the WMA Ceremonial Guidelines in Section 2. The LOC, in consultation with the WMA Board, shall determine the venues and times for the presentation of awards.

The Medal Ceremonies are intended to honour the winning Athletes but should not detract from or cause interruption to the Competition. Medal Ceremonies consist of three main parts:

- Presentation of Medals to the first three placed Athletes or Teams;
- Raising of the National Flag (shown on video screen) of the three first placed Athletes or Teams ;
- Playing of the National Anthem of the first-place Athlete or Team.

Well-organised Medal Ceremonies are critical to the overall success of the championships. Advance planning must be coordinated between WMA and the LOC. Presenters should be determined at least twenty four hours prior to the awards ceremonies.

Unless otherwise agreed between the LOC and WMA, the Medal Ceremony and presentation of medals should take place on the day of competition but not until after the expiry of the Protest Period. If a medal presentation is to be held the following day, the LOC must inform the athlete(s).

Water should always be available for the athletes awaiting their medals in the medal ceremony area.

#### Presenters for Medal Ceremonies

The WMA will advise the LOC of Council members available as Medal Presenters. The LOC is invited to confirm with WMA a list of local personalities who will assist with presentations.

#### Location of Medal Ceremonies

During the inspection visit, WMA will approve the location(s) where the Medal Ceremonies are to be conducted. For non-stadia events it is highly recommended that the Medal Ceremony takes place at the venue of the event. Rather than having to travel to a central location (ie the main stadium), this allows spectators and other athletes to view the presentations and congratulate the winners.

#### Awards Podium

The LOC will be responsible for the production of an Awards Podium, the design of which must be approved by WMA prior to construction.

## Medal Design

The design of the medals to be awarded MUST be approved by the WMA Board (through the WMA Executive Vice-President) well in advance of the Championships.

The LOC is responsible for all costs associated with the production of the medals and the lanyards. Technical details for the championship medal are:

- Minimum size of medals: diameter of 5 - 6cm
- Colours: Gold, Silver, Bronze
- Front of medals: logo of Championships, name of city and country, date of Championships
- Rear of medals: WMA logo, major sponsors (the WMA logo should be more prominent than any sponsor logo); and a blank section to allow for engraving of athlete's event and performance

In calculating the number of medals required it is important to remember that, except for the 10km road race, there are team events for non-stadia events and for the relays.

Sample Medal Designs and the estimated quantity of medals required for WMA Championships can be found in Section 3.

The LOC should provide an engraving station near the Medal Plaza to allow athletes to have their medal engraved. The cost for engraving is the responsibility of the athlete.

## Commemorative Medals

The LOC may provide or sell Commemorative Medals.

If the commemorative medals are to have the same artwork/design as the competition medals, they must be smaller and distinguishable from the competition medals.

## Medal Presentation Timetable

A Medal Ceremony Presentation Timetable should be published daily, taking into account the time of the final of the event and any travel time necessary to reach the medal presentation area.

In general the Presentation should take place on the day of the competition, but not until after the expiry of the Protest Period. If a medal presentation is to be held the following day, the LOC must inform the athlete and must arrange for all the athletes in a given event to meet the following day at a specified time and location.

Athletes should not normally go to Doping Control until after the Medal Ceremony.

During the Medal Ceremony the flags of the medallists should be shown on a video screen during the playing of the National Anthem (see WMA Ceremonial Guidelines in Section 2).

## Medal Presentations – Announcer's Script

The appointed Announcer will announce the Medal Ceremonies.

The Standard Announcer Script for Medal Presentations can be found in the WMA Ceremonial Guidelines in Section 2.

#### National Anthems

The LOC is responsible for providing the National Anthems for the Medal Ceremonies. The LOC is reminded of the importance and sensitivity of ensuring the correct Anthem is played.

Most Anthems are approximately 1 minute in duration, so due to the high number of ceremonies, the LOC should use a shorter (30 sec) version.

Current practice is to have Anthems downloaded onto a computer in the medal presentation area.

#### Diplomas for Finalists

The LOC is responsible for the production of a Diploma for the top three (3) athletes in each event (at no cost to the athlete), and to ensure that the athletes receive their Diploma at the medal presentation ceremony.

The Diplomas should normally be A4 size and on good quality paper. The LOC must check if the computer company can include a programme or template in their Results Software for inclusion of the athletes name, position and performance.

A sample format for Diplomas can be found in Section 2.

Due to government regulations in some countries, athletes from those countries will also require a diploma certifying participation in the event, regardless of their finish position, and that cost will be paid by the athlete.

#### Diplomas for Participants

The LOC may also offer to print a personalised Diploma for 4th place and more for any athlete requiring one. This is not compulsory, but the LOC should consider the printing and the distribution of these Diplomas, which can be challenging if not planned carefully. Diplomas should be ordered at the specified TIC desk in the "Welcome Centre", to be paid for by the athlete, at a reasonable charge.

Alternatively, a generic document in which an athlete can inscribe their own results could be included in each athlete pack.