

PROTOCOL AND AWARDS



September 2011

Table of Contents

Page

1. Protocol

1.1	Opening Ceremonies	3
	i) Sequence	3
1.2	Competition	5
	i) March-in and Introduction	5
	ii) Warm-up / Rotation / End of Competition	6
1.3	Award Ceremonies	7
	i) Sequence	7
	ii) Path	8
	iii) Presenters	9
	iv) Hostesses	9
	v) Dress Code	10
1.4	Closing Ceremonies and Closing Social	11
	i) Sequence	11
1.5	VIPs	11
1.6	Other	11
	i) Flags and National Anthem	11
	ii) Head Table	12
	iii) Announcer and Scripts	12
	iv) Music	13
	v) Social Events	13

2. Awards

2.1	Awards Podium	14
2.2	Medals and Ribbons	14
	i) Design	14
	ii) Ordering	14
2.3	Flowers	15
2.4	Special Awards	15
2.5	Pillows/Trays	15

3. Appendices

16

1. PROTOCOL

1.1 Opening Ceremonies

The opening ceremonies can be as creative and glamorous as the organizing committee wishes it to be. It is the organizing committee's responsibility to design and conduct the opening ceremony and to include the protocol sequence;

i) Opening Ceremonies for Canada Gymnastics Championships

***The opening ceremonies must be conducted in Canada's two official languages. (English and French)**

1. Entrance of delegations: The number of delegates participating to the entrance of delegations is at the discretion of the organizing committee. (Entire delegation, one male and one female athlete (chosen by their delegation), one person (chosen by their delegation) or no one (LOC volunteers) etc.).

All participating delegations must be announced and led by their respective flag (carried by a member of the delegation or a volunteer). The order of entry must follow the Canadian Flag Etiquette:

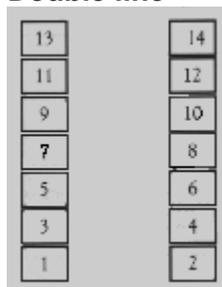
Protocol Order of Provincial/Territorial Flags

The following shows the display of the Canadian flag when displayed with provincial and territorial flags.

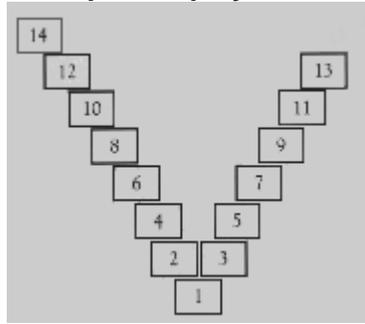
Single Line



Double line



V-shaped display



Key to Numbering

1. National Flag (Canada)
2. Ontario (1867)
3. Quebec (1867)
4. Nova Scotia (1867)
5. New Brunswick (1867)
6. Manitoba (1870)
7. British Columbia (1871)
8. Prince Edward Island (1873)
9. Saskatchewan (1905)
10. Alberta (1905)
11. Newfoundland (1949)
12. Northwest Territories (1870)
13. Yukon Territory (1898)
14. Nunavut (1999)

Following the national flag, provincial flags are displayed in order of the date joining the confederation, followed by territories.

2. Canadian National Anthem: Playing or singing of the bilingual Canadian national anthem.
3. Presentations: Welcome speeches should be given following this order:
 - Chair of the LOC,
 - PTO President and/or CEO
 - Municipal/Provincial/Federal Politicians
 - Title sponsor
4. Judge's and Athlete's oaths: The organizing committee is responsible for finding 2 judges (English and French) and 2 athletes (English and French) to swear the oaths in that respective order.

Judge's Oath

«Au nom de tous les juges et officiels, je promets que nous remplirons nos fonctions pendant ces Championnats en toute impartialité, en respectant et suivant les règles qui les régissent, dans un esprit de sportivité»

“In the name of all judges and officials, I promise that we shall officiate in these Championships with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship”

Athlete’s Oath

«Au nom de tous les gymnastes, je promets que nous prendrons part à ces championnats en respectant et suivant les règles qui les régissent, en nous engageant pour un sport sans dopage et sans drogues, dans un esprit de sportivité, pour la gloire du sport et l’honneur des gymnastes.»

“In the name of all gymnasts, I promise that we shall take part in these Championships, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honour of the gymnasts.”

- 5. Official Opening: The official opening is done by the President and CEO of Gymnastics Canada Gymnastique.

It is recommended that the sequence of the opening ceremonies for national events other than the Canadian Gymnastics Championships be abbreviated to actions 2 and 5 only.

1.2 Competition

The specifics of protocol during competition are slightly different for every event/discipline and shall be finalized in conjunction with GCG, the competition Director and the Protocol Coordinator prior to the event. The following are the general rules of competition:

	March-in / Introduction
Artistic Gymnastics	<p><u>Judges and minor officials:</u> Judges, led by minor officials, march-in before every session cued by the announcer / Judges only are introduced by Olympic order of apparatus (chair of judges introduced first).</p> <p><u>Athletes:</u> Athletes, led by hostesses, march-in directly to the first apparatus before every session cued by the announcer / Athletes are introduced before the FX routine except for apparatus finals competition.</p> <p>Finals format: Athletes, led by hostesses march-in in front of spectators and are introduced in order of competition. They are introduced again before routine.</p>
Trampoline Gymnastics	<p><u>Judges and minor officials:</u> Judges, led by minor officials, march-in before the first session of the day cued by the announcer / Judges only are introduced by Olympic order of apparatus (chair of judges introduced first).</p> <p>Finals format: Judges led by minor officials march-in before</p>

	<p>every finals sessions cued by the announcer.</p> <p><u>Athletes:</u> Athletes, led by hostesses, march-in directly to their apparatus cued by the announcer / Athletes are introduced before each routine.</p> <p>Finals format: Athletes, led by hostesses march-in in front of spectators and are introduced in order of competition. They are introduced again before routine.</p>
Rhythmic Gymnastics	<p><u>Judges and minor officials:</u> Judges, led by minor officials, march-in before opening ceremonies cued by the announcer / Judges only are introduced daily (judges supervisors first).</p> <p><u>Athletes:</u> Athletes are introduced before every routine.</p>

	Warm-up / Rotation / End of session
Artistic Gymnastics	<p><u>Warm-up:</u> Announcer announces the beginning and end of warm-up.</p> <p><u>Rotation:</u> Athletes, led by hostesses, are marched to their next apparatus</p> <p><u>End of session:</u> Athletes, led by hostesses, are marched out of the competition floors at the conclusion of the session.</p>
Trampoline Gymnastics	<p><u>Warm-up:</u> Announcer announces the beginning and end of warm-up.</p> <p><u>End of session:</u> Athletes, led by hostesses, are marched out of the competition floors at the conclusion of the session.</p>
Rhythmic Gymnastics	<p><u>Warm-up:</u> Announcer announces the beginning and end of warm-up.</p> <p><u>End of session:</u> Announcer announces the end of every session.</p>

	Number of hostesses needed for competition protocol
Artistic Gymnastics	MAG: 6 / WAG: 4
Trampoline Gymnastics	3

1.3 Award Ceremonies

Procedures for award presentations are under GCG jurisdiction. However, the LOC must assign a chair of awards and a team of volunteers to conduct award ceremonies.

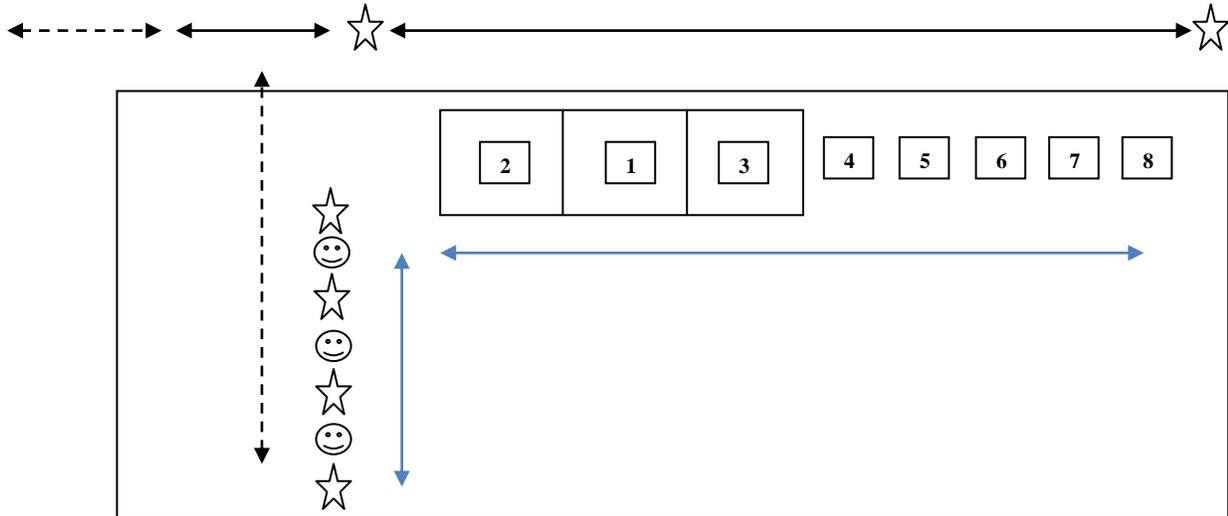
All ceremonies should be conducted to the official music (provided by GCG) and should follow the recommended sequence and path.

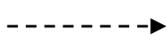
i) Sequence

1. The athletes enter the podium area first, followed by simultaneous entrance of the presenters and the hostesses.
2. Announcer introduces the presenters.
3. Announcer introduces the winners from 8th or 6th or 3rd place to first place. This protocol follows the FIG and IOC rules and regulations for award ceremonies.
4. Presenters go to the podium and present the medals and ribbons.
5. Official presentation of the winners by the Announcer
6. Athletes stay on the podium, salute the crowd and provide photographers opportunities to take pictures.
7. Announcer invites athletes to step off the podium and return to the waiting area.

ii) Path

Option 1



-  Athletes Path
-  Presenters and Hostesses Path
-  Presenters and Hostesses Path to the Podium
-  Presenters
-  Hostesses

iii) Presenters

Three presenters are needed for award ceremonies. One to two presenters (depending on the type of ceremony – decision to be taken by GCG) will be designated by the LOC. Other presenters are designated by GCG. GCG presenters will be advised ahead of time and given a schedule of award presentations. GCG will provide the LOC with its list of presenters for the award presentations upon arrival to the event.

The presenters should be informed by the LOC Chair of Awards as to what is expected of them prior to their scheduled presentation (path and scenario of the ceremony). The LOC is responsible for greeting each presenter, gathering them and guiding them to the march-in area right after the end of a competition. Presenters should be ranked in the right order given the path of march-in.

Table 1: Presenters Awards Assignments

	3 Presenters
Position 1-3	Each presenter will present 1 position
Position 1-6	Presenter 1: 1st, 2nd Presenter 2: 3rd, 4th Presenter 4: 5th, 6th
Position 1-8	Presenter 1: 1st, 2nd Presenter 2: 3rd, 4th, 5th Presenter 3: 6th, 7th, 8th

iv) Hostesses

6 hostesses are needed for each ceremony.

- 2 hostesses to lead the athletes
- 1 hostess to lead the presenters
- 3 hostess for the presenters (see Path (p. 4-5) for placement of hostesses and presenters)

The LOC must also provide the following volunteers to conduct award ceremonies:

- 1 volunteer to assemble athletes
- 1 volunteer to assemble presenters
- 1 volunteer to prepare award pillows

An award ceremony rehearsal with all hostesses must be done in the presence of a GCG representative prior to the first ceremony.

v) Dress Code

Athletes: All athletes have to be dressed in their competitive attire for award ceremonies

Presenters: Presenters have to be dressed business professional for award ceremonies.

Hostesses: A dress code, to be chosen by the LOC, has to be worn by the hostesses.

1.4 Closing Ceremonies and Closing Social

The closing ceremonies and the closing social are held after the last day of competition. All accredited participants are invited (at no cost), as are sponsors, GCG staff, GCG board members, GCG life members and any other designated VIPs as identified by GCG and the LOC.

i) Sequence of the closing ceremonies

- Words from GCG – Presentation of gifts
- GCG President officially closing the championships

The sequence of the closing ceremony should be included within the final award ceremony.

The organization of the closing social is the responsibility of the organizing committee. Like the opening ceremony, it can be as glamorous as they want it to be.

No liquor or alcohol should be in the presence of underage athletes at any time.

1.5 VIPs

GCG invites its Life Members, Members of the Board of Directors and other special guests to attend the championships. A list of attendees will be provided to the LOC 3 weeks prior to the event. The LOC must designate a VIP room within the competition venue and supply it with food and beverages. The LOC has the responsibility to provide for every GCG VIPs; an accreditation, at no cost, with access to the spectators' area and the VIP room.

The LOC will also provide GCG with a list of its VIPs attending the event.

1.6 Other

i) Flags and National Anthem

The flags of every participating Provinces/Territories have to be displayed in the competitive area. The flags display (size and order) must follow the Canadian Flag Etiquette.

The Canadian national anthem will be played/performed once at the opening ceremonies.

ii) Head Table

All head tables must be on a podium (1-2 meters) on the competition floor

Must be seated at the head operations table the following staff/volunteers:

- GCG President
- PTO President
- (3) Board Members / Sponsors
- Competition Director
- GCG Events Director
- Announcer
- Assistant
- Music Coordinator

Must be seated at the head technical table:

Artistic Gymnastics	GCG Program Director National Team Coach / Director Canadian Head Judge Competition Head Judge Floor manager Guest
Trampoline Gymnastics	GCG Program Director High Performance Director Junior National Team Advisor
Rhythmic Gymnastics	GCG Program Director Guest (2)

Each seat must be in the above mentioned order and be clearly identified.

iii) Announcer and Scripts

The announcer for national events is named by GCG. The honorarium, traveling, meal and accommodation expenses of the announcer will be included in the LOC event budget.

A daily detailed script, using the GCG script template (Appendix 2), of all competitions / award ceremonies must be provided by the LOC to the announcer. The scripts have to be approved by GCG at least 2 weeks prior to the championships.

A script and a description of every special award given at the Canadian Gymnastics Championships must be included in the LOC award scenario. (Appendix 3)

iv) Music

The official music for the formal portion of the opening ceremonies, the competitions and the award ceremonies will be provided by GCG. The LOC is responsible for providing background music during the opening ceremonies, trainings, warm-ups, competitions and social events. A playlist must be presented to GCG 3 weeks before to the event.

v) Social Events

It is recommended that the LOC organize, in conjunction with GCG and/or future LOC, additional social events (1-3) for adults throughout the championships. Complete information on social events must be communicated to GCG at least 3 weeks before the championships.

2. AWARDS

2.1 Awards Podium

The LOC is responsible for having a podium that can accommodate up to 7 adults. A picture and dimension of the podium must be sent and approved by GCG one month before the event.

The award ceremony podium must be set up so that from the winner's perspective located in the centre, the second place will be positioned on their right hand side and the third place will be positioned on their left hand side.

2.2 Medals and Ribbons

i) Design

Bronze, silver and gold medals, as well as 4th to 8th, or 4th to 6th place ribbons are awarded to the winners of the different competitions. The LOC determines the design of the medal and the ribbon and must submit to GCG for approval at least three months prior to the event. The following must be included on the medals and ribbons:

- GCG Logo
- Title of the event
- City and or province of the event and year

Both sides of the medal may be used in order to fulfill the above design requirements. The medal ribbon design and color is also the LOC responsibilities to be approved by GCG at least three months prior to the event.

The medals and the ribbons should have a minimum of 60 mm in diameter and 175 mm in length respectively.

The following are the traditional colors for ribbons:

- 4th = yellow
- 5th = green
- 6th = pink
- 7th = purple
- 8th = brown

ii) Ordering

The number of medals and ribbons to order is based on the standardized GCG regulations on awards. (Appendix 1)

GCG is responsible for producing and shipping the awards to the LOC. The LOC is responsible for including all awards in their scenario during the event.

2.3 Flowers

If the budget permits, It is highly recommended that flowers be given to every medalist at a national event.

2.4 Special Awards

Special awards are presented in each discipline at the Canadian Gymnastics Championships. (Refer to Appendix 1) GCG is responsible for designing, producing and shipping the awards to the LOC. The LOC is responsible for including special awards in their scenario during the event.

2.5 Pillow and Trays

For maximum efficiency, GCG recommends the LOC to have a minimum of 6 award pillows or trays, big enough to carry up to 9 medals.

GCG can provide 7 red velour pillows. The LOC must request the pillows in writing to GCG at least 2 months prior to the event if they wish to use them.

3. Appendices

- 1.1 GCG Awards Requirements (Elite Canada and Canada Cup)
- 1.2 GCG Awards Requirements (Canadian Championships)

- 2.1 MAG Script Template
- 2.2 RG Script Template
- 2.3 TG Script Template
- 2.4 WAG Script Template
- 2.5 Awards Script Template
- 2.6 Opening Ceremonies Script Template

- 3.1 MAG Special Awards Scripts
- 3.2 RG Special Awards Scripts
- 3.3 TG Special Awards Scripts
- 3.4 WAG Special Awards Scripts