



AWARDS CEREMONY PROTOCOL

IFSC Event

TABLE OF CONTENT

1. Overview	2
2. Leaders' Corner	2
3. Presentation of The Podium	3
4. Interview with Gold Medallist	4
5. Additional interviews	4
6. Awards Ceremony	4
Presenters, Staff & Volunteers for the Awards Ceremony	4
Awards Ceremony podium	5
National anthems and music accompaniment	5
Lighting	6
Announcer's text	6
Rehearsal	6
Procedure of the IFSC Awards Ceremony	7
Additional sponsors gifts	10
Appendix I – Awards Ceremony Script	11
IFSC Awards Ceremony Script	11
Appendix II – Awards Ceremony Scheme	12
Appendix III - March-in and March-out music	13

1. Overview

This document outlines the procedures for the Awards Ceremony. Modifications to these Rules due to different events, venues, and/or special local circumstances may be made by the IFSC Event Delegate.

This document shall be considered by all the stakeholders involved in the organisation of an IFSC event (IFSC staff, IFSC Officials, LOCs).

2. Leaders' Corner

During Finals of Lead and Boulder competitions, the LOC shall set up a "Leaders' Corner" for Lead, Boulder, and Combined Finals. [For Speed competitions there is **no need** for the Leader's Corner].

The Leaders' corner shall be composed by a set of chairs/sofa to accommodate the athletes, as soon as their performance is over. The Leaders' corner should have a direct view on the Field of Play. Food, drinks, and snacks should be envisaged. The Local Organising Committee should provide:

- **Adequate n. of chairs for the final in the Boulder discipline**
- **Adequate n. of chairs for the final in the Lead discipline**

Chairs must be all the same size and shape.



3. Presentation of The Podium

The Presentation of The Podium is mandatory when the Awards Ceremony is not immediately after the end of the competition and upon specific request of IFSC. TVs and Photographer can catch athletes' emotions immediately after the finish of the competition.

Immediately after Final results are published by IFSC Officials, the announcer shall briefly introduce the three medallists and invite them to the centre of the stage. For Lead and Boulder, the three medallists will move from the Leaders' Corner to the centre of the stage. For Speed, the three medallists will enter on stage and place themselves to the centre of the stage.



IMPORTANT: A volunteer shall properly brief the three medallists on how to enter the stage and exactly where to place themselves on the stage. It is important to make sure that the Gold Medallist stands at the centre, Silver Medallist is the right side and Bronze Medallist at the left side. The volunteer can use a sketch to show Medallists entry practice to avoid language barriers.

Once the Results are official, the speaker will announce the three medallists at the centre of the stage. The medallists are called from the leader's corner to the centre of the stage. Delivering of flowers is not mandatory.

4. Interview with Gold Medallist

Immediately after the Presentation of the Podium and before the beginning of the Awards Ceremony, the Gold Medallist of an IFSC Climbing competition shall go to the Mixed zone for the interview with the IFSC TV production.

IMPORTANT: A volunteer shall make sure that the Gold Medallist is escorted to the Mixed zone in a fast, yet not stressful and respectful way.

The interview will last 5 (five) minutes; in this time the LOC shall set the podium on the stage for the Awards Ceremony.



5. Additional interviews

The requested additional interviews shall be done at the end of the Awards Ceremony. Requests shall be submitted to IFSC Event Delegate in advance.

6. Awards Ceremony

In particular cases the Awards Ceremonies may take place at another place than the Competition Venue (i.e. a public place, an historical building, etc.).

Presenters, Staff & Volunteers for the Awards Ceremony

The LOC must provide a sufficient number of staff / volunteers for the Awards Ceremony. Appropriate clothing for the occasion must be worn.

The standard requirements are as follows:

- One (1) chief to be responsible for the entire course of the presentation;
- Six (6) chaperones (3 male and 3 female) to give medals and gifts. The roles of the volunteers shall swap according to the gender the awarding is for.

Other roles:

- IFSC Presenter: Medals are awarded by the IFSC President or by a Member of the IFSC Executive Board. In absence of any of the above, the Event Delegate will act on their behalf.
- Local Presenter: The LOC can arrange for one (and one only) commemorative gift for the athletes to be handed over by a Local Presenter, who can be either a representative of the National Federation hosting the event or a representative of the LOC.

The LOC must provide personnel to:

- Assemble athletes and officials for the marching-in
- Promptly set up the Awards Ceremony podium at the completion of the event

Awards Ceremony podium

The LOC is expected to provide an appropriate Awards Ceremony podium as per IFSC Graphic Charter. No advertising, other than what approved by IFSC, is allowed on the Awards Ceremony podium.

It is compulsory to display the IFSC backdrop behind the Awards Ceremony podium, as per the disposition of the Graphic Charter.

It is desirable to decorate the area designated for the Awards Ceremony with carpeting and plants or flowers when possible.

The Awards Ceremony podium must be set up so that from the winners' 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.



National anthems and music accompaniment

The national anthems must be played in full within one minute 30 seconds. If for some reason this is not possible the national anthem must be faded out after this time respecting the musical sequence. (Appendix II)

A list of march-in and march-out music is provided from IFSC to the LOC. (Appendix III)

The time allocated to march-in and march-out should be as short as possible, but not longer than 30 seconds.

Lighting

The LOC should ensure that the area set-up for the Awards Ceremony has sufficient lighting for photographers and television.

There are several ratios that describe uniformity over a set of measurement grids.

The main ratios are used to control the occurrence of hot spots over the filming area (minimum/maximum and minimum/average) and to ensure that correct modelling light is available (vertical : horizontal).

The following list illustrates a typical requirement for a broadcast quality lighting system. Note that the list is generic and must be considered as an example and not mandatory requirements. Higher targets and narrower tolerances may be required.*

- Minimum maintained vertical illuminance on grid in 4 directions > 1400 lux
- Uniformity (min:avg) >0.7
- Ratio of vertical to horizontal illuminance >1:2
- Uniformity(min:avg)>0.8
- Uniformity gradient<5%over1m
- Glare (GR) <35 (indoor venue) or 40 (outdoor event)
- Flicker factor<1% (flicker free)
- Colour rendering Ra>90withR9>50, TLCI >85
- Colour temperature 5000-6000Kwith fixtures within 10 mired
- Spectator spill lighting on 12 rows <25% of average illuminance on FOP

**Institution of Lighting Professionals, Guidance for Lightning of Televised Sporting Events, 2018 ILP.*

Announcer's text

The script to be used by the announcer during the Awards Ceremony is compulsory and must be studied carefully in order to avoid errors. The script is included in Appendix I.

The Awards Ceremony must be presented in English and, additionally, can be presented in the Organising Federation's native language.

Rehearsal

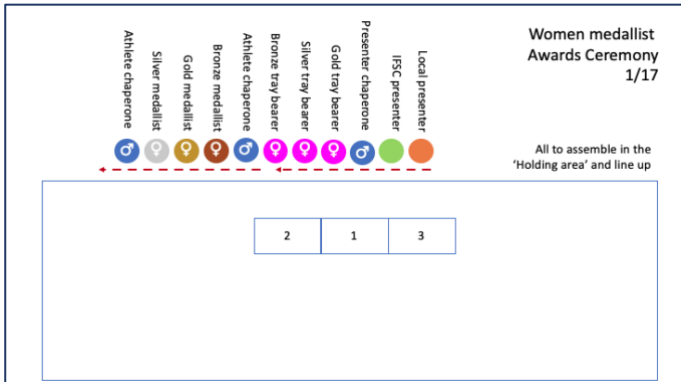
The Event Delegate is responsible for arranging for a rehearsal of the Awards Ceremony and for briefing volunteers, presenters, and the venue speaker of the protocol. The Event Delegate will brief the athletes regarding the protocol and in case of impossibility to do so, will delegate someone to do so on their behalf.

At the conclusion of each competition all medallists shall assemble in the 'holding area'.

IFSC Awards Ceremony – Protocol

I. All to assemble in the “Holding Area” and line up

Immediately after the competitions, medallists, presenters, and volunteers must assemble and line up in the designated area for the march-in. This area must be communicated in advance by the LOC staff to the IFSC Event Delegate.



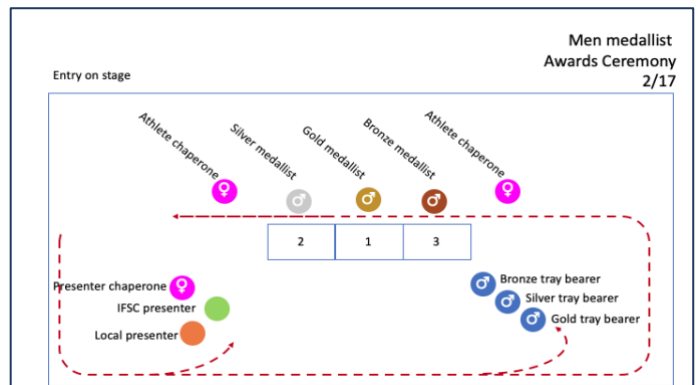
All medallists shall wear their Team Uniform (with closed shoes and, preferably, long trousers). No sport equipment (i.e. climbing shoes...) or accessories must be brought to the Awards Ceremony.

No personal accessories, including but not limited to mobile phones, watches, water bottles, national flags, and point of view camera devices, are permitted during the Awards Ceremony; this is valid for medallists, presenters, and volunteers.

II. Entry on stage

The athlete chaperone enters the podium area first, followed by the athletes, tray bearers and the presenters. If feasible, all parties may march in together in order to save time.

The presenters must march in as follows: 3rd place, 1st place, 2nd place. Depending on the presenters’ positions on the floor area, the reverse order may be used as follows: 2nd place, 1st place, 3rd place. The marching-in will begin with the start of the music.

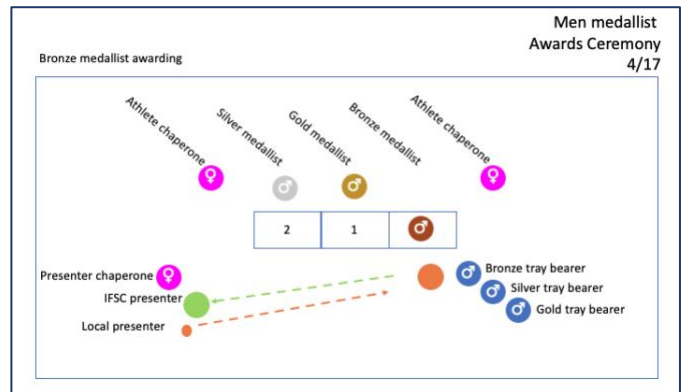
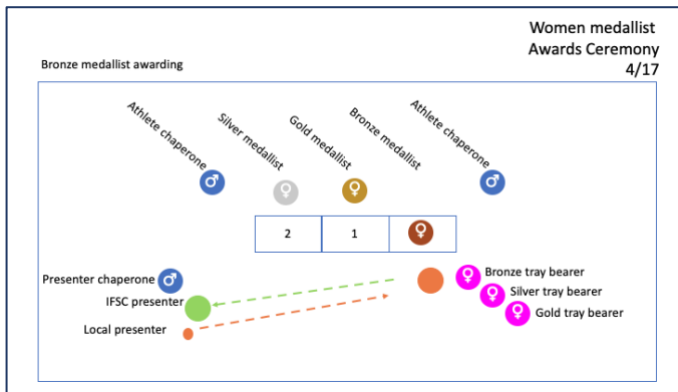
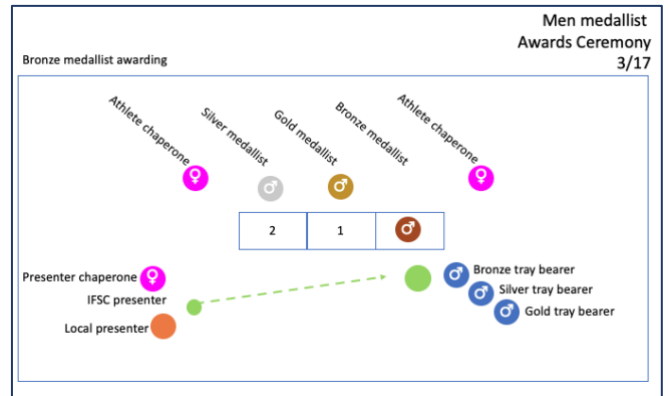


Once the medallists, presenters and chaperones are positioned on the stage, the Ceremony officially starts, at this time the speaker shall follow the script (according to Appendix I).

The medallists shall position themselves behind the relevant podium.

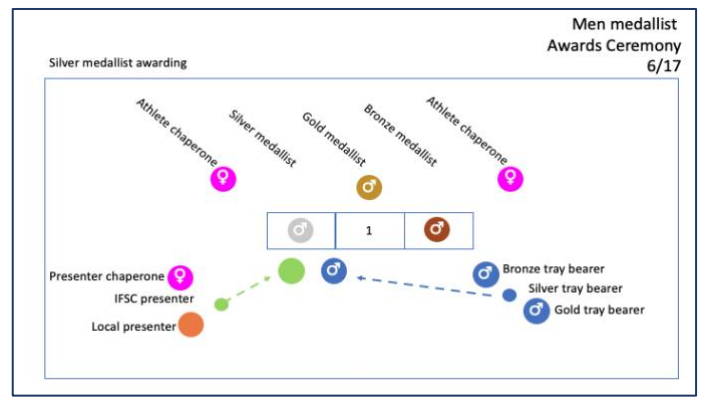
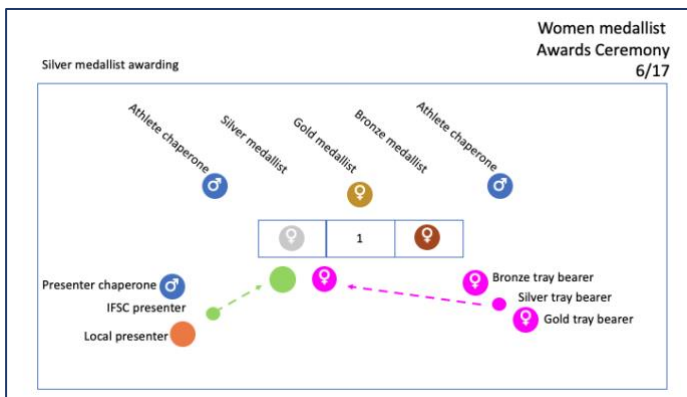
III. Bronze medallist awarding

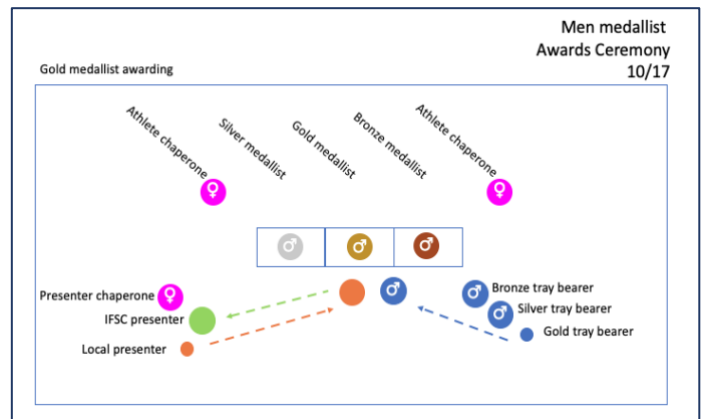
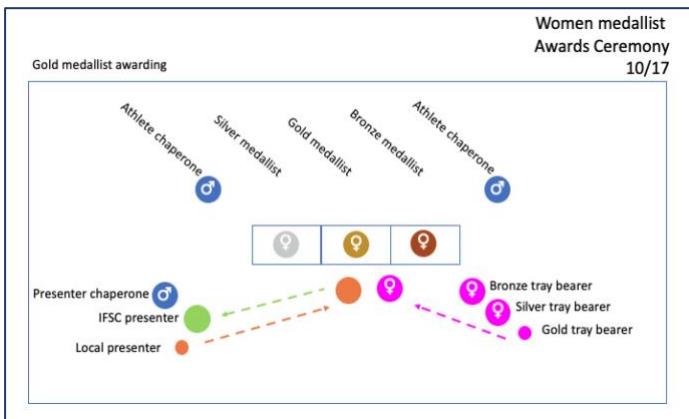
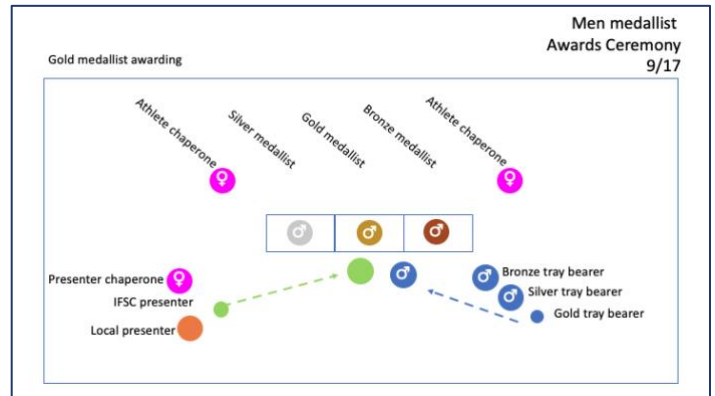
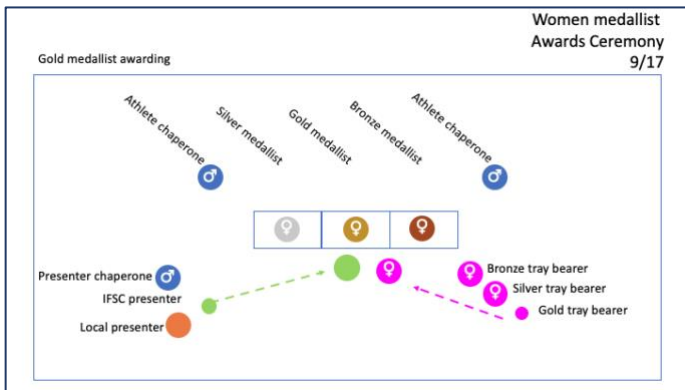
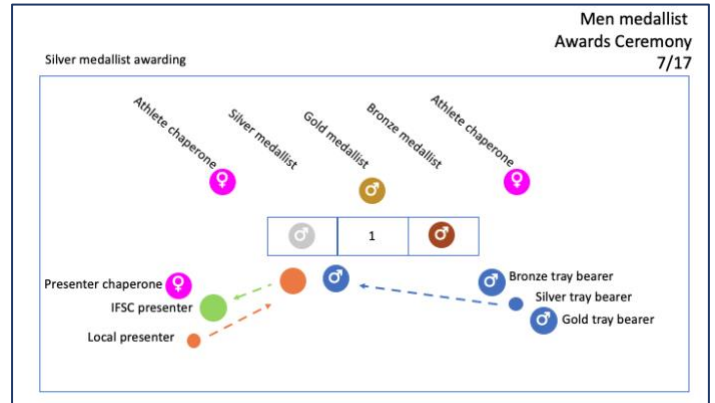
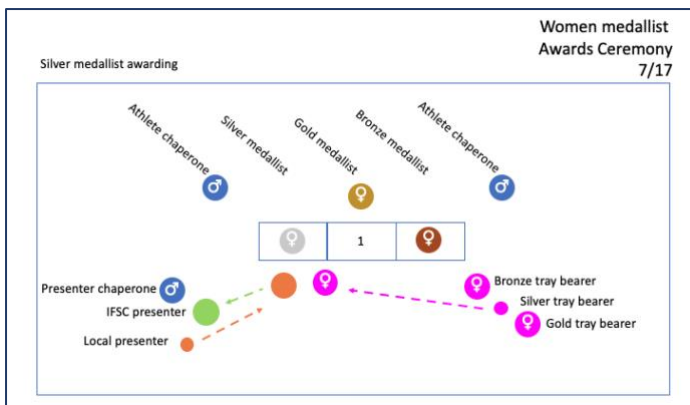
When the announcer says: ‘bronze medallist: athlete’s name + country’, the bronze medallist will step up onto the relevant podium. A presenter will go in the direction of the podium. At the same time, the tray bearer will go in the direction of the podium. The presenter will then collect the bronze medal from a tray and will place it around the bronze medallist’s neck. After shaking hands, a second presenter will go on the direction of the podium, take a gift from the tray bearer, present it to the bronze medallist and shake hands.



IV. Silver and Gold medallist awarding

The same procedure will be repeated for the silver medallist and the gold medallist.





V. National Flags and National Anthem

The announcer will then invite everybody present to stand for the gold medallist's national anthem and the medallists will turn towards the flags (hats must be removed). The flags of the 1st to 3rd ranked participants are raised all at the same time.

VI. Pictures

After the national anthem, the gold medallist customarily invites the other medallists on the top level of the podium. The medallists are encouraged to gather together at least for 20 seconds in order to hug each other in front of the audience, cameras, and photographers.



Additional sponsors gifts

Special trophies, cups, gifts, etc. may be presented by the respective sponsors and other personalities immediately following or during the official Awards Ceremony, provided that prior approval is given by IFSC.

Appendix I – Awards Ceremony Script

IFSC Awards Ceremony Script

Date	
Ceremony number	
Event	

IMPORTANT: we kindly remind every Local Organising Committee to arrange for two (2) announcers—one (1) fluent in English and one (1) in the local language.

CUE No.	PERSON	SCRIPT: FIRST ENGLISH THEN LOCAL LANGUAGE	ACTION
1	Announcer	Ladies and Gentlemen, welcome to the Victory Ceremony for the IFSC World Cup [City] [Year]]	<i>Start of ceremony</i>
2	Audio operator		<i>Play music</i>
<i>Athletes + Presenter march in towards the podium</i>			
3	Announcer	The Medals and Flowers will be presented by _____(name), _____ (position)	
4	Announcer	Accompanied by _____(name), _____ (position)	
5	Announcer	Bronze Medallist, representing _____(country), Name: _____	<i>Bronze medal(s) is presented</i> <i>Medal + Gift is presented</i>
6	Announcer	Silver Medallist, representing _____(country) Name: _____	<i>Silver medal(s) is presented</i> <i>Medal + Gift is presented</i>
7	Announcer	Gold Medallist and winner of the IFSC World Cup [City] [Year] representing _____(country), Name: _____	<i>Gold medal(s) is presented</i> <i>Medal + Gift is presented</i>
8	Announcer	Ladies and Gentlemen, please rise, if you are able to, for the national anthem of _____(Gold medallist country)	
9	Audio operator	<i>National anthem is played, flags PDF are raised</i>	
10	<Pause>	<i>Photo opportunity (photo opportunity on podium)</i>	<Pause>
11	Announcer	Ladies and Gentlemen, we congratulate all the medallists of the IFSC World Cup [City] [Year]	<i>Chaperones lead the medallists and Presenters back of house</i>
12	<End>	(The Announcer may give information about upcoming competition events, the next ceremony, or other special announcements)	<i>Flags are lowered</i>



Appendix II – Awards Ceremony Scheme

	ANTHEM	FLAGS	
FIRST PODIUM _____	_____	1	_____ (country)
		2	_____ (country)
		3	_____ (country)
SECOND PODIUM _____	_____	1	_____ (country)
		2	_____ (country)
		3	_____ (country)



Appendix III – March-in and March-out music

The march-in and march-out segments, being crucial components of these ceremonies, demand careful consideration when selecting accompanying music. One compelling aspect that deserves particular attention is the utilisation of solemn music, as it significantly enhances the prestige of the occasion.

In addition to its emotional impact, it is crucial to consider the legal aspects of music selection. The music must be royalty-free to ensure compliance with copyright regulations, preventing any legal complications and safeguarding the integrity of the event. By being mindful of the royalties associated with the chosen song, organisers can ensure a respectful Awards Ceremony that leaves a lasting impression on participants and spectators.