

BISFed Protocol for Opening and Closing Ceremonies

1. Introduction

- a) This document sets out the standard protocols for Opening, Medal and Closing ceremonies at BISFed – sanctioned Competitions.
- b) The exact format of the ceremonies is flexible, but the Host Organising Committee (HOC) must agree the format with BISFed in advance of the Competition (as specified in the Hosting Contract).

2. General Principals

- a) All ceremonies should be kept as brief as possible, consistent with the dignity required of the occasion.
- b) The guideline for Speakers is that speeches should not exceed 3 minutes.

3. Opening Ceremony

- a) The Opening Ceremony should be held **either** on the evening before the start of competition; **or** at the beginning of the first day of competition.
- b) Athletes of each participating country may either assemble in the venue in advance of the Opening Ceremony, or parade into the venue, depending on the HOC's preference.
- c) Dignitaries and VIPs (including the BISFed representative) should be seated at the front of the venue.
- d) Suitable music should be played to signal that the ceremony is about to begin.
- e) The Master of Ceremonies/Announcer (MC) begins the Opening Ceremony by introducing the Dignitaries/VIPs, and announcing the list of participating Countries. The MC then invites the following speakers:
 - i) **Principal Guest/Dignitary:** who should welcome the athletes and spectators; and
 - ii) **BISFed Representative:** who should thank the HOC and sponsors and declare the Competition Open.

4. Medal / Closing Ceremony

- a) The Medal ceremony and Closing ceremony will normally be combined, but if the HOC is hosting a closing dinner, the short speeches may be delivered during the dinner. The precise arrangements should be agreed by the HOC with BISFed in advance
- b) The MC announces that the Medal Ceremony is about to begin.
- c) All the athletes assemble at the front of venue; Medal Winners assemble separately to one side.
- d) Presenters of the medals should be agreed by the HOC with BISFed, and will normally include a representative from:
 - i) The local governing body (e.g. the Mayor).
 - ii) The HOC.
 - iii) A Sponsor.
 - iv) The BISFed Board.
- e) MC introduces the medal presenters
- f) Medals will be presented in the following order: Bronze, Silver and Gold
 - i) BC1 Individual.
 - ii) BC2 Individual.
 - iii) BC3 Individual.
 - iv) BC4 Individual.
 - v) BC1/2 Team.
 - vi) BC3 Pair.
 - vii) BC4Pair.

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- g) When all the medals for each event (e.g. BC1 Individual) have been presented, the National anthem of the Gold Medal winner should be played and the national flags for Gold, Silver and Bronze winners raised in a prominent position.
- h) When all the medals for all the events have been presented, the MC invites:
 - i) A representative of the HOC to make a short speech (e.g. Congratulate the athletes; thank the sponsors).
 - ii) A representative of either a sponsor or the local governing body to make a short speech (e.g. congratulate the HOC; make some relevant local remarks.)
 - iii) BISFed to Close the Competition. (Thank the Volunteers and athlete assistants; thank the HOC; Declare the Competition closed.)