

INTRODUCTION

The ceremonial presentations at World Boccia events are essential moments for everyone and one of the key factors in the success of your event. Well-executed ceremonies provide a source of photos, videos, key moments and an opportunity to celebrate the athletes, teams, HOC and visiting dignitaries in a respectful and dignified manner.

This document sets out the standard protocols for Opening, Medal and Closing ceremonies at World Boccia-sanctioned competitions. The exact format of the ceremonies is flexible, but the HOC must agree the format with World Boccia in advance of the competition (as specified in the Hosting Contract).

Attendance at all World Boccia ceremonies is mandatory for athletes/teams, **particularly for medal winners**, unless express permission is given by the Technical Delegate in exceptional circumstances.

OPENING CEREMONY

The Opening Ceremony should be held on the evening before the start of the competition.

- * 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 and in agreement with the World Boccia Technical Delegate.
- * Dignitaries and VIPs (including the World Boccia Representative) should be seated at the front of the venue.
- * Suitable music should be played to signal that the ceremony is about to begin.
- * 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:
 - Principal Guest/Dignitary: who should welcome the athletes/staff, officials and spectators; and

- World Boccia Representative: who should thank the HOC and sponsors and declare the Competition Open.

Music

The World Boccia Anthem should be used for all ceremonial presentations (long enough to allow for the announcement, the arrival, the presentation and the exit from the podium). The World Boccia Anthem can be found here: <https://bisfedcom.sharepoint.com/:u:/g/EdHMEvZ94JNOgNKnFksFi-kB9vHMZWNfezYo7zlOVm2R1w?e=xO7Gbr>

In addition, during the day, a dynamic, upbeat ‘main musical theme’, or cultural piece of music reflective of the host country, suitable for all audiences, can also be used to accompany the opening of the event and certain highlights or announcements, to provide a common thread of sound, a real musical signature for your event.

MEDAL PRESENTERS

To highlight the value of the partners and personalities involved and present, it is essential to involve them in the medal presentations, as well as members of the organisation, representative volunteers, officials and former emblematic athletes present. All medal presenters should be agreed with World Boccia in advance.

It is important to appoint someone to oversee this detailed task, who will liaise with the organisers to provide information. The medal presenters must be informed in advance and given a specific gathering place in the protocol area.

It is, therefore, important to invite the official and principal representatives of:

- * The local government representatives (city, department, region, state);
- * The HOC;
- * World Boccia.

The Head of Protocol will ensure that the list, the order, the number and the podium concerned are validated by the Technical Delegate, the competition manager and the president of the HOC, to adapt it to the representatives present and to ensure a balance of representation, gender and disability.

The Head of Protocol must provide surnames, first names and functions, perfectly spelled and accented, on a legible document, identifying the podium concerned.

It is important that the Head of Protocol/MC/presenter is aware of the correct pronunciation of the athlete's name and that this is checked with the athlete/delegation.

Together the head of protocol and the MC determine a suitable means of communication during the protocol sequences (radio, volunteer or simply proximity) to inform each other of any last-minute changes (technical incident, absence of a competitor or presenter, etc.) and of the launch of each sequence, under the supervision of the competition manager.

EQUIPMENT REQUIRED

The equipment required for an official presentation:

- * A dedicated space for the protocol area whenever possible (material management area, waiting area for presenters and athletes and presentation area, dressed with care for photos/videos and without unauthorised access).
- * Sound system
- * Hand-held microphone (with batteries and a second microphone as back-up)
- * Table (to display medals)
- * Medals (choose a secure space for storage)
- * 3 trays or 3 medal cushions
- * Podium, with the necessary accessibility
- * Event Podium Backdrop (should contain the event logo and the World Boccia logo in prominent positions)
- * Plants and other suitable decorations (if available)

- * Lectern for speeches at Opening & Closing Ceremonies.

STAFF (VOLUNTEER) ASSISTANCE REQUIRED

- * 1 Speaker who is close to the podium and VIPs, or in direct liaison with the protocol manager.
- * 9 volunteers:
 - o 3 volunteers in charge of preparing the awards on the trays and welcoming the medal winners in the protocol waiting area.
 - o 3 hostesses/hosts in charge of accompanying medal winners to the podium and handing out awards. If the awards are only medals, only 1 hostess/1 host is sufficient. If the HOC is planning an additional award (bouquet of flowers, mascot, etc.), you can organise your protocol with 2 hostesses/hosts.
 - o 3 volunteers to hang the correct flags for each medal event and to raise the flags at the appropriate time (if done manually).

PRESENTATION ORDER & PARTICIPATION

The podium is strictly limited to those who are being presented with medals, namely athletes and ramp operators. Friends/family etc. are prohibited from joining an athlete during the medal ceremony or during official photographs.

When necessary, coaches/support staff are allowed to accompany athletes onto the podium for the medal presentations and/or photos but must, then, leave once the athlete is in position to allow the athlete 'their moment'.

Athletes cannot take anything onto the podium beyond what is absolutely necessary.

Athletes cannot display any national flags/sponsor flags/banners or any flags or banners with messages during the official medal ceremony. There will normally be an opportunity for photographs with national flags, etc. after the conclusion of the official medal ceremony.

Medals will be presented in the following order: Bronze, Silver and Gold

- * BC1 Individual.
- * BC2 Individual.
- * BC3 Individual. Medals must also be presented to Ramp Operators.
- * BC4 Individual.
- * BC1/2 Team.
- * BC3 Pair. Medals must also be presented to Ramp Operators.
- * BC4 Pair.

When all the medals for each event (e.g. BC1 Individual) have been presented, the National anthem of the Gold Medal winner must be played and the national flags for gold, silver and bronze winners raised in a prominent position or displayed on a large digital screen.

The flags should be positioned in such a way that athletes can easily turn to face them, and the flags should be in a prominent, elevated position that can be viewed by all. The HOC should ensure that all national anthems are correct, of an appropriate length (1 minute) and not cut short.

RECOMMENDED PROTOCOL PATH

The smooth running of medal ceremonies is critical and often televised, so it is strongly advised that dress rehearsals are carried out of the whole ceremony, paying close attention to the movement of people, the positioning of all people and infrastructure, the national anthems and the presentation of the flags for the anthems.

The host/hostess leads the way and stands in front of the medalists.

Medalists are positioned one behind the other in the following order (which corresponds to the placement of the numbers on the podium): 2nd / 1st / 3rd.

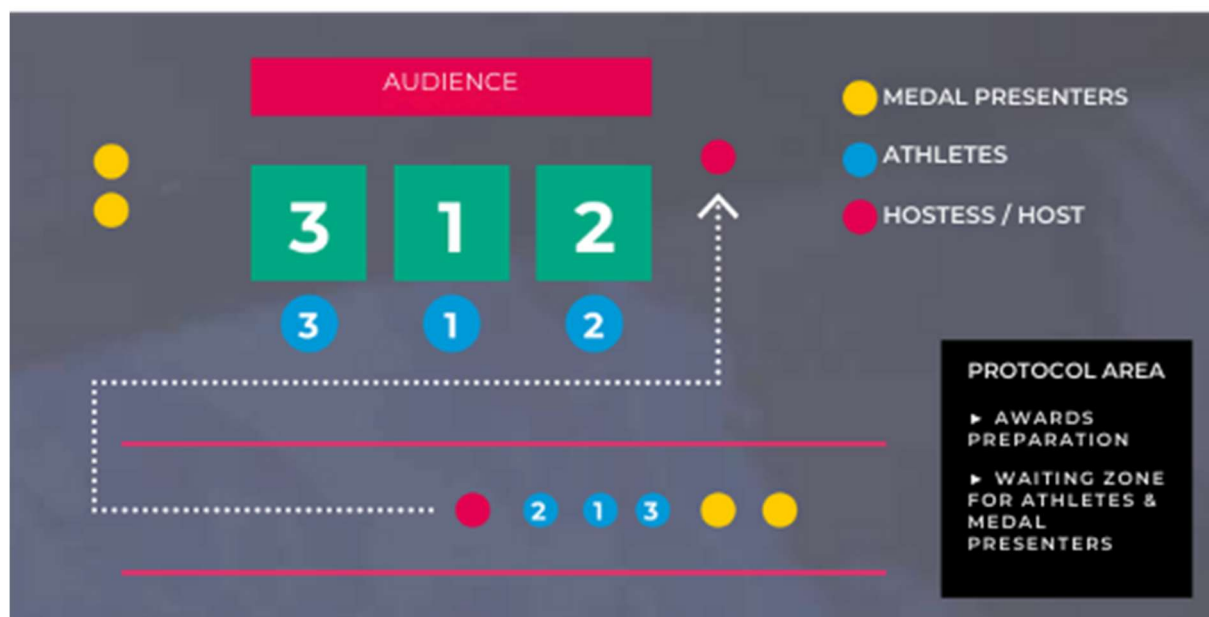
The medal presenters are positioned behind them (1 or 3 maximum per protocol, depending on the total number of presenters in each category).

Pathway:

Ceremonial music begins.

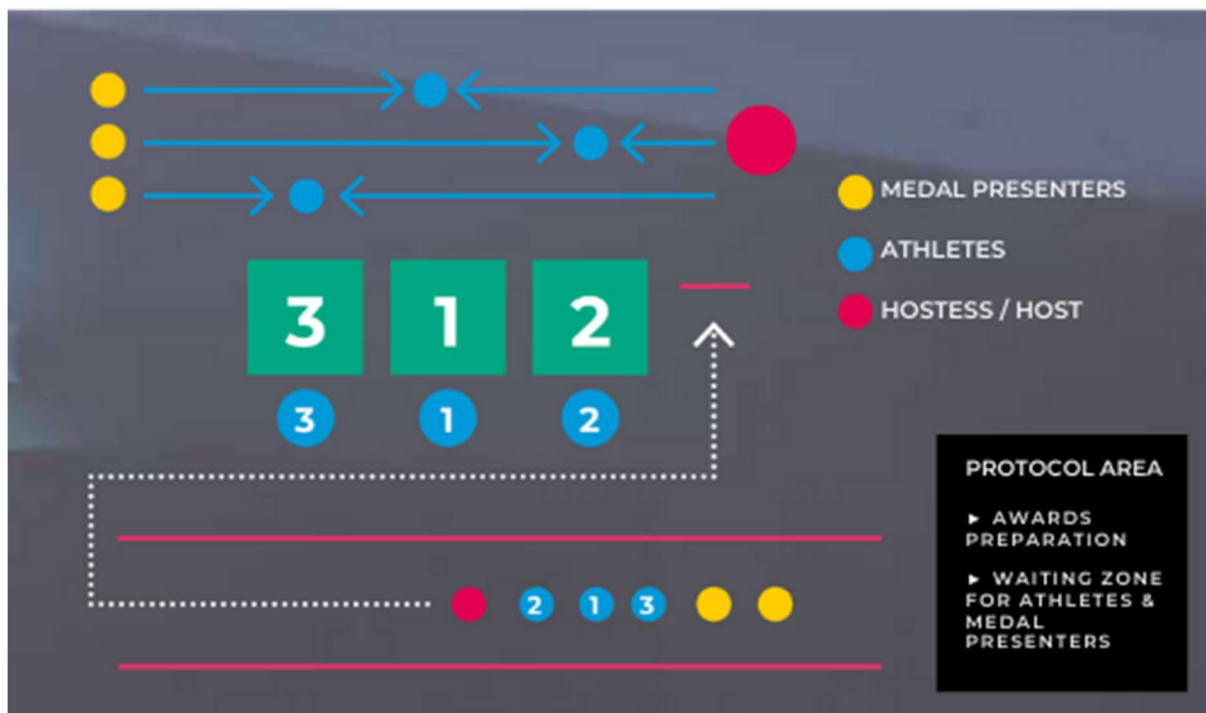
When the speaker announces: “Medal Ceremony for the [event name and category], the medals will be presented by [name and title of the medal presenter/s]”, the hostess/host leads the way, followed by the athletes and presenters.

The presenters stop at a designated place to the left/right of the podium, and the medal winners follow the hostess/host to their position behind the podium corresponding to their result/medal. The hostess/host then moves to the opposite side of the podium from the medal presenters.



When the speaker announces: “In third place, representing [Country], [First Name Surname]”, the athlete moves forward to take their place behind their number on the podium. The hostess/host and the medal presenter step forward to present the athlete with their award, then return to their places.

The procedure is the same, depending on the number of medal presenters. If there is only one, they will present all the medals; if there are 3, they will take turns.



PHOTOS OF MEDALLISTS

Once the awards have been presented, the HOC must capture the moment with a photo of the medal winners, then a second one with the medalists and the medal presenters. Copies of podium shots should be sent to World Boccia (admin@worldboccia.com) as soon as possible after each medal ceremony to allow for use on social media.

It is important to do photo tests once the awards ceremony infrastructure is in place, to check the backdrop and the positions of the presenters and athletes, with the lighting, sound and marketing materials in place.

Please note: Once the protocols have started, it is no longer possible to modify the space (except for security reasons) in the middle of the ceremony, so the podium should be assembled considering the space required for the teams and pairs. Likewise, it is advisable to adjust the distance between the medal ceremony area and the audience, to provide clear lines of sight for the photographers/cameras and spectators.

Closing Ceremony

The Medal ceremony and Closing ceremony will normally be combined. However, 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 World Boccia in advance.

Recommended Protocol

- * The MC announces that the Medal Ceremony is about to begin.
- * All the athletes assemble in front of the podium; medal winners assemble separately to one side. When all the medals for all the events have been presented, the MC invites:
 - A representative of the HOC to make a short speech (e.g., congratulate the athletes; thank the sponsors).
 - 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).
 - The World Boccia Representative to close the Competition. (thank the volunteers and athlete assistants; thank the HOC; declare the Competition officially closed).