



# IF Opening and Closing Ceremony Award Ceremony **Specifics & Protocols**



# Standardised Procedures

The World Games

## CONTENTS

<b>1.</b>	<b>GENERAL REMARKS</b>	<b>4</b>
<b>2.</b>	<b>IF OPENING CEREMONY</b>	<b>5</b>
	On-site specifics	5
	Ceremony Preparations	6
	Rundown IF Opening Ceremony	8
<b>3.</b>	<b>AWARD CEREMONY</b>	<b>11</b>
	Resources Required	11
	Restricted Items	11
	Ceremony Preparations	11
	Rundown Award Ceremony	14
<b>4.</b>	<b>IF CLOSING CEREMONY</b>	<b>21</b>
	Resources required	21
	On-site specifics	21
	Ceremony Preparations	21
	Rundown If Closing Ceremony	22

# Standardised Procedures

The World Games

## 1. GENERAL REMARKS

**The Opening and Closing Ceremony along with the Award Ceremonies are part of the official protocol of a competition at The World Games.**

The Competition Manager (IF) and the Venue Manager (LOC) are responsible for the opening, closing and award ceremonies. In addition, it is advisable to assign a dedicated employee to the planning and proper running of these parts of the competition program.

It is necessary to inform representatives of each country about the rundown at the Team Members Meeting before the competition. A short description should also be included in the Athletes Guide handed out by LOC.

The IWGA will determine the procedure, taking into account the ideas and suggestions of the Local Organiser as well as the regulations of the respective IF. The current state-of-the-art technology will also be considered.

At least two high-ranking officials (preferably more in the case of team sports) will be required for the ceremonies, at least one of whom should be from the IF concerned and one from the Local Organising Committee/Host City.

The observance of the protocol is essential in order to guarantee a dignified course of events and to enable a uniform overall view of TWG. Errors and mishaps can cause discussions and complaints.

According to the Rules of The World Games, IF Presidents, or in case of a Federation participating with more than one distinct discipline of sports, the Presidents or Chairpersons of the respective disciplines of sports of the International Sports Federations, will preside over all ceremonies in connection with their events.

Ceremonies for the different sports disciplines shall also be of uniform format and follow standardised procedures. The Local Organising Committee and the IWGA will coordinate with the International Federations on the involvement of officials in IF Opening, Closing and Award Ceremonies.

Special attention should be paid to the

- **Official Name** (IOC Protocol) of a Nation or Sports Organisation
- **The official anthem** (IOC Protocol)
- **The official flag** (IOC Protocol)
- **The names** (correct spelling) and title of of teams and athletes
- **The representatives** (official title/function, gender, other TWG particulars) and their **official designation**.

## DRESS CODE

- **Athletes:** Official sportswear such as tracksuit or the official competition clothing for The World Games of a participating country
- **Official Representatives:** Business
- **Volunteers such as flag bearers and athlete's escorts:** Official uniform
- **Judges:** Official competition clothing

## 2. IF OPENING CEREMONY

### ON-SITE SPECIFICS

**The Opening Ceremony is for the public to see the participating athletes and the countries they represent. It also has the function of preparing the participants for the competition as part of The World Games.**

The total time for the Opening Ceremony shall not exceed 10 minutes.

#### SETTING

Dedicated area for the Opening Ceremony (as a rule - area for the Award Ceremony). The area shall be branded with the Logo of the event and in line with the design of the event itself. Designation of an area for press photographers during the Opening Ceremony.

#### FLAG ORDER

- IWGA Flag
- IF Flag
- Host Country Flag
- Host City Flag

#### PREPARATIONS

A rehearsal including a technical check should be

carried out **one day prior to the start of the competition.**

The speakers of the oath formulas receive a paper with the printed oath formula in English.

#### RESOURCES REQUIRED

The following physical resources will be required for the IF Opening Ceremonies:

- Flags of the partaking countries
- Name Boards of partaking countries
- Flag pedestal
- Podium
- Backing with Logos

The following human resources will be required for IF Opening Ceremonies:

- An official co-ordinator
- A master of Ceremonies
- Name board bearers
- Flag Bearers
- Two to three high-ranking representatives from IF, BOC and/or IWGA
- One athlete – chosen by the LOC
- One judge – Chairperson of the Tournament Judges' Commission or a representative
- At least one official photographer

## CEREMONY PREPARATIONS

1. A **rehearsal** including a technical check should be carried out one day prior to the start of the competition.
2. The **athlete and judge** giving the oath have to be identified and to be informed at least **one day before** the ceremony.
3. The speech-makers have to be identified and to be informed at least **one day before** the ceremony.
4. All **slides** for the video wall shall be given to the technician running the wall **15 minutes before** the start of the ceremony, at the latest, after confirmation by the Technical Committee.
5. **Flags** of the partaking countries and name boards shall be available **15 minutes before** the start of the ceremony and handed over to the flag bearers and name board bearers
6. Conductor summons **all participants** in the Opening Ceremony to a dedicated area backstage of the venue **15 minutes before** the start of the ceremony.
7. **Script** with all announcements shall be handed over to the official announcer **10 minutes before** the start of the ceremony. Please check how the judges are named by the federations, i.e. judges, referees or umpires.
  - » Double-check the script!
8. All people involved take position backstage in the following order:
  - a. Name board bearers
  - b. Flag Bearers
  - c. Athletes in alphabetic order (host country at the end).
  - d. Judges



## RUNDOWN IF OPENING CEREMONY

1

### Before the Opening Ceremony

#### DETAILED ACTIONS

1. Announcer Speaks 10 Minutes before the start of the ceremony. Screen: Shows Logo of the event.
2. Signature tune.
3. Announcer speaks. Screen: Logo of the event + Official Opening Ceremony of the sports competition at the 11th edition of The World Games 2022, Birmingham, AL, United States of America.
4. Countries line up in alphabetical order. Athletes will be led in the march-in by first the country name board bearers and second the flag bearers (LOC volunteers will serve as these board and flag bearers). Board and flag bearers are followed by the athletes of the respective country. The Host Country athletes/team will march in at the end. Finally, the judges march in.
5. The flag bearers put the flags into the pedestals athletes. Name board bearers and athletes (by country) take position at the stage.

#### ANNOUNCER'S SCRIPT

*Dear Guests, please take your seats. The Opening Ceremony for the (International Federation Name) Competitions at The World Games 2022 will begin very soon.*

*Welcome to the Opening Ceremony of the (Name of the Sport) competitions of the (Name of the International Federation) at the 11th edition of The World Games. Please welcome the athletes from the participating nations: (Naming of the Countries). Please welcome the referees and judges.*

2

### Introducing Guests of Honour

#### DETAILED ACTIONS

- ③ Introduction of participating Guests of Honour, along with inviting them to deliver speeches (speech opportunity will be given mainly to 2-3 people from IF, BOC and IWGA officials).
1. Announcer speaks. Screen: Name and title of the speech-maker.
2. Speech.
3. Announcer speaks. Repeat this procedure until all speeches are given.

#### ANNOUNCER'S SCRIPT

*Please welcome as our Guests of Honour, Mr/Ms (Name, Title). We're honoured to invite Mr/Ms (Name, Title and Other Particulars where applicable) to give his/her welcome speech.*

*Thank you Mr/Ms (Name, Title).*



## 3

### Athlete's and Judge's Oath

#### DETAILED ACTIONS

- ① Athlete's Oath and Judge's Oath (taken by respective representatives).
- There is only one joint oath for Athletes and Judges'. The representative recites the respective lines, the athletes' representative completes the oath.
  - The Athletes' part will be spoken by an athlete of the host nation (chosen by LOC).
  - The Judges' part will be spoken by the Chairperson of the Tournament Judges' Commission or their representative.
1. Announcer speaks. Screen: Name and title of the two speech-makers.
  2. Athlete's Oath/Hand on flag or hand raised to oath.
  3. Screen: Oath
  4. Athlete and judge march off.

#### ANNOUNCER'S SCRIPT

*Dear Guests, please stand up for the Athlete's Oath and the Judge's Oath. We invite Mr/Ms (Name, Representing Country, Discipline) to take the Athlete's Oath.*

**Athlete:** *In the name of the athletes.*

**Judge:** *In the name of all judges and officials.*

**Athlete:** *We promise to take part in The World Games, respecting and abiding by the rules and in the spirit of fair play. We all commit ourselves to sport without doping and cheating. We do this, for the glory of sport, for the honour of our teams and in respect for the fundamental principles of sports.*

*Thank you Mr/Ms (Name).*

## 4

### Official Opening

#### DETAILED ACTIONS

- ① The IF officially announces the opening of the competition.
1. Announcer speaks.
  2. IF representative opens the competition. Screen: Name of the discipline/International Federation.

#### ANNOUNCER'S SCRIPT

*Please welcome Mr/Ms (Name, Title).*

*I declare the (Sport) competitions of The World Games 2022 open!*

5

## Marching off

### DETAILED ACTIONS

1. Music: TWG 2022 Signature tune.
2. Athletes march off.
3. Officials march off.

### ANNOUNCER'S SCRIPT

## 3. AWARD CEREMONY

Award Ceremonies for the different sports disciplines shall be of uniform format and follow the standardised procedures in the following.

The Local Organising Committee and the IWGA will co-ordinate with the International Federations on the involvement of officials in Award Ceremonies.

### RESOURCES REQUIRED

The following physical resources will be required for Award Ceremonies:

- A three-level winners' podium (order from left to right: 2,1,3)
- TWG 2022 signature tune
- Recordings of the national anthem(s) of the gold medal winner(s).
- The flags of the three medal winners. The flags and national anthems used in the ceremony shall be those as recognised by the IOC for each delegation and all three flags shall be of one size.
- The winners' medals which shall have The World Games logo on the obverse side with space for name and event, and the coat of arms or the seal of the Host City on the reverse side. In a team sport at least one (1) additional medal shall be given to the national association to dispose of as they wish.

The following human resources will be required for Award Ceremonies:

- An official co-ordinator
- A Master of Ceremonies
- A team of medal bearers and two high-ranking

medal presenters (preferable more in the case of more than 9 medallists), at least one of whom should be from the IF concerned

- At least one official photographer

### RESTRICTED ITEMS

The presentation of gifts is not permitted during the Award Ceremonies, nor are loudspeaker advertisements, commercial messages and detailed information about the medal winners.

### CEREMONY PREPARATIONS

1. All **slides** for the video wall shall be given to the technician running the wall **15 minutes before** the start of the ceremony, at the latest, after confirmation by the Technical Committee.
  - » Double-check the slides!
2. A **file** with the national anthem of the country represented by the athlete(s) shall be available **15 minutes before** the start of the ceremony. (double check the anthem, name and flag)
3. **Flags** (if needed) of the three countries represented by the athletes shall be available **15 minutes before** the start of the ceremony and handed over to the flag bearers.
4. **Medals and mascots** along with the cushions or baskets to carry them shall be in place **15 minutes before** the start of the ceremony and handed over to the bearers.
5. **10 minutes before the start of the ceremony:**
  - Conductor summons all participants in the award ceremony to a dedicated area backstage of the venue.

- Script with all announcements shall be handed over to the official announcer.

- » Double-check the script!

- Accreditation must either be temporarily handed to the Victory Ceremonies staff or kept out of sight.
- No participant should have flags, mascots or other personal items such as mobile phones, water bottles and cameras with them during the Victory Ceremony.
- All people involved take position backstage in

the following order:

- a. Flag Bearers (if needed and flags are not on screen)
- b. Athletes' escorts
- c. Athletes
- d. Presenter Escorts
- e. Presenters
- f. Medal Bearer
- g. Mascot Bearer



## RUNDOWN AWARD CEREMONY

1

### Before the Award Ceremony

#### DETAILED ACTIONS

1. Announcer starts speaking 10 minutes before the start of the ceremony.

#### ANNOUNCER'S SCRIPT

*Dear Guests, please take your seats. The Award Ceremony for The World Games 2022 Competition in (Sport) will begin very soon.*

2

### Medalists' entrance

#### DETAILED ACTIONS

1. Play the TWG 2022 Signature Tune.
2. Music fades out.
3. Announcer speaks.
4. Music sets in.
5. Flag bearers go to flag posts (if needed).
6. Athletes' escorts lead medalists behind the podium. Escorts stay next to the podium.
7. Medalists take position at the marks behind the podium (in a row formation).
8. Music fades out.

#### ANNOUNCER'S SCRIPT

*Please welcome the medalists.*

## 4

### Presenters' entrance

#### DETAILED ACTIONS

1. Announcer speaks.
  2. Music plays.
  3. Presenter escorts, who lead the presenters, enter stage. Presenters follow and take position at the marks besides the podium (into a 45-degree column formation), facing the athletes.
  4. Screen shows name, country and function of the persons.
  5. Mascot and medal deliverers carrying trays enter and take position at the other side of the podium.
- ⓐ In case of more than nine medalists, the deliverers shall be divided into the medal deliverers and the mascot presenters.

#### ANNOUNCER'S SCRIPT

*Please welcome the award presenters. We're honoured to invite Mr/Ms (Name, Title and other TWG particulars where applicable) to present the medals.*

*We're also very honoured to invite Mr/Ms (Name, Title and other TWG particulars where applicable) to present the mascots.*

## 5

### Bronze medalist(s) take position

#### DETAILED ACTIONS

1. Announcer speaks a).
- ⓐ If two medalists or more, Announcer speaks b).
2. Bronze medalist(s) step onto the podium.
  3. Screen shows: Bronze medal, Name(s), Country, Achieved result.

#### ANNOUNCER'S SCRIPT

*a) Bronze medalist, representing (Country, Name).*

*b) Bronze medalists, representing (Country).*

## 6

### Bronze medal awarding

#### DETAILED ACTIONS

1. Music plays.
2. Award the medals and mascots.
- ① If two bronze medalists or more, athletes shall be positioned in alphabetical order. Deliverers and presenters will move from one athlete to the other until all athletes have received their medal and mascot.
3. Deliverer(s) step forward and allow the bronze medal presenter to collect the medal(s), and then return to the original position off camera.
4. Bronze medal presenter hangs the medal(s) around the necks of the bronze medalist(s) and steps back onto marks.
- ② In case of two bronze medalists or more, Announcer speaks after award of each medal.
5. Deliverer(s) step forward and allow the mascot presenter to collect the mascot(s), and then return to the original position off camera.
6. Mascot presenter gives the mascot(s) to the bronze medalist(s) and returns to the original position.
7. Music fades out.

#### ANNOUNCER'S SCRIPT

*Name of athlete.*

## 7

### Silver medalist(s) take position

#### DETAILED ACTIONS

1. Announcer speaks a)
- ① If two medalists or more, Announcer speaks b)
2. Silver medalist(s) step onto the podium.
3. Screen shows: Silver medal, Name(s), Country, Achieved result.

#### ANNOUNCER'S SCRIPT

*a) Silver medalist, representing (Country, Name).*

*b) Silver medalists, representing (Country).*



## 8

### Silver medal awarding

DETAILED ACTIONS	ANNOUNCER'S SCRIPT
<ol style="list-style-type: none"> <li>1. Music plays.</li> <li>2. Award the medals and mascots.</li> <li>ⓐ If two silver medalists or more, athletes shall be positioned in alphabetical order. Deliverers and presenters will move from one athlete to the other until all athletes have received their medal and mascot.</li> <li>3. Deliverer(s) step forward and allow the silver medal presenter to collect the medal(s), and then return to the original position off camera.</li> <li>4. Silver medal presenter hangs the medal(s) around the necks of the silver medalist(s) and steps back onto marks.</li> <li>ⓐ In case of two silver medalists or more, Announcer speaks after award of each medal.</li> <li>5. Deliverer(s) step forward and allow the mascot presenter to collect the mascot(s), and then return to the original position off camera.</li> <li>6. Mascot presenter gives the mascot(s) to the silver medalist(s) and returns to the original position.</li> <li>7. Music fades out.</li> </ol>	<p><i>Name of athlete.</i></p>

## 9

### Gold medalist(s) take position

DETAILED ACTIONS	ANNOUNCER'S SCRIPT
<ol style="list-style-type: none"> <li>1. Announcer speaks a).</li> <li>ⓐ If two medalists or more, Announcer speaks b).</li> <li>2. Gold medalist(s) step onto the podium.</li> <li>3. Screen shows: Gold medal, Name(s), Country, Achieved result.</li> </ol>	<p><i>a) Gold medalist, representing (Country, Name).</i></p> <p><i>b) Gold medalists, representing (Country).</i></p>

10

## Gold medal awarding

### DETAILED ACTIONS

### ANNOUNCER'S SCRIPT

1. Music plays.
2. Award the medals and mascots.
  - ① If two gold medalists or more, athletes shall be positioned in alphabetical order. Deliverers and presenters will move from one athlete to the other until all athletes have received their medal and mascot.
3. Deliverer(s) step forward and allow the gold medal presenter to collect the medal(s), and then return to the original position off camera.
4. Gold medal presenter hangs the medal(s) around the necks of the gold medalist(s) and steps back onto marks.
  - ② In case of two gold medalists or more, Announcer speaks after award of each medal.
5. Deliverer(s) step forward and allow the mascot presenter to collect the mascot(s), and then return to the original position off camera.
6. Mascot presenter gives the mascot(s) to the gold medalist(s) and returns to the original position.
7. Music fades out.

*Name of athlete.*

11

## Playing of the National Anthem/ Raising of the National Flag of the champions

### DETAILED ACTIONS

1. Announcer speaks.
2. Play national anthem of the winning country.
3. Flag bearers raise the national flag of the champion winning country with corresponding national anthem.
- ⓐ If Flags on screen: An animated design shows the flags of the three countries corresponding with the medalists.
4. Medalists, presenters, and tray-bearing cast turn to face the flagpole/screens to witness the raising of the gold medalists' flag for the duration of the anthem.
5. Music ends.

### ANNOUNCER'S SCRIPT

*Dear Guests, please stand for the national anthem of (Country).*

12

## Repeat announcement Photo Call on podium

### DETAILED ACTIONS

1. Announcer speaks.
2. Allow an appropriate time for applause.
3. Volunteers open area for photographers to take pictures.
4. Show graphics on screen with event name and medals with corresponding names and nationality.
- ⓐ If 9 medalists or more, show graphics with event name, medals and nationality.

### ANNOUNCER'S SCRIPT

*Dear Guests, let us once again congratulate our medalists.*

13

## Athletes and presenters exit

### DETAILED ACTIONS

1. Photographing ends.
2. Announcer speaks.
3. Presenter escorts lead the presenters back stage to exit, followed by the tray-bearing cast.
4. Athlete escorts lead the medalists off the podium to exit.
5. Flag bearers lower the flags.
6. Flag bearers exit.

### ANNOUNCER'S SCRIPT

*Dear Guests, this concludes The World Games 2022 Award Ceremony for the (Sport) competitions.*

## 4. IF CLOSING CEREMONY

International Federations may choose to hold simple Closing Ceremonies at their individual events, or collectively for all their sports disciplines. If they do so, these ceremonies shall follow the format in the following.

The Closing Ceremony follows immediately after the last award ceremony on the last competition day. No march-in of the athletes or flag parades are planned.

The total time for the Closing Ceremony shall not exceed 10 minutes.

### RESOURCES REQUIRED

The following physical resources will be required for the IF Closing Ceremonies:

- Flags of the partaking countries
- Name Boards of partaking countries
- Podium
- Backing with Logos

The following human resources will be required for IF Closing Ceremonies:

- An official co-ordinator
- A master of Ceremonies
- Name board bearers
- Flag Bearers
- One official speaker - Local Organising Committee or National Federation representative
- One official speaker - International Federation or IWGA representative

- At least one official photographer

### ON-SITE SPECIFICS

- The Closing Ceremony follows immediately after the last award ceremony on the last competition day.
- No march-in of the athletes or flag parades are planned.
- There will be just two official speakers (representing a. LOC, b. IF or IWGA).
- The total time for the Closing Ceremony shall not exceed ten minutes.

### CEREMONY PREPARATIONS

1. A **rehearsal** including a technical check should be carried out **one day prior** to the start of the competition.
2. **All slides** for the video wall shall be given to the technician running the wall **15 minutes before** the start of the ceremony at the latest, after confirmation by the Technical Committee.
3. **Flags** of the partaking countries and name boards shall be available **15 minutes before** the start of the ceremony and handed over to the flag bearers.
4. Conductor summons **all participants** in the Closing Ceremony to a dedicated area backstage of the venue **10 minutes before** the start of the ceremony.
5. **Script** with all announcements shall be handed over to the official announcer at least **one hour before** the start of the ceremony.
  - » Double-check the script!

## RUNDOWN IF CLOSING CEREMONY

1

### IF Closing Ceremony

DETAILED ACTIONS	ANNOUNCER'S SCRIPT
<ol style="list-style-type: none"><li>1. Signature tune.</li><li>2. Video wall shows: Closing Ceremony of the (Name of Event) competition at The World Games 2022.</li><li>3. Announcer speaks.</li><li>4. Video wall shows name and function of the first speech-maker.</li> <li>5. LOC/NF representative delivers speech.</li><li>6. Announcer speaks.</li><li>7. IWGA/IF representative delivers speech.</li><li>8. Announcer speaks.</li> <li>9. Play the TWG 2022 Signature Tune.</li></ol>	<p><i>Please stay seated – the Closing Ceremony of the (Sport) competition at The World Games 2022 will now begin.</i></p> <p><i>We now invite Mr/Ms (Name, Title and other TWG particulars where applicable) to say a few words.</i></p> <p><i>Thank you Mr/Ms (Name of Official Speaker). We now invite (Name, Title and other TWG particulars where applicable) to deliver his/her closing speech.</i></p> <p><i>Thank you Mr/Ms (Name of Official Speaker).</i></p> <p><i>Dear Guests, this concludes The World Games 2022 Closing Ceremony for the (Sport) competitions.</i></p>

2

## IF Closing Ceremony officials exit

### DETAILED ACTIONS

1. Escorts lead the presenters to exit.
2. Country name board bearers lead the medalists to exit.
3. Award deliverers exit.
4. Music fades out.

### ANNOUNCER'S SCRIPT

Organisation  
recognised by the



INTERNATIONAL  
OLYMPIC  
COMMITTEE



## STAY IN TOUCH



[www.theworldgames.org](http://www.theworldgames.org)

[archive.theworldgames.org](http://archive.theworldgames.org)

[facebook.com/iwga.theworldgames](https://facebook.com/iwga.theworldgames)

[twitter.com/TheWorldGames](https://twitter.com/TheWorldGames)

[instagram.com/theworldgames](https://instagram.com/theworldgames)

[youtube.com/theworldgamestv](https://youtube.com/theworldgamestv)

[#WeAreTheWorldGames](https://twitter.com/WeAreTheWorldGames)

[#twg2022](https://twitter.com/twg2022)

[#RoadtoBHM](https://twitter.com/RoadtoBHM)



THE WORLD GAMES  
WROCLAW 2017



**THE WORLD GAMES**

INTERNATIONAL WORLD GAMES ASSOCIATION

Avenue de la Gare 12  
CH-1003 Lausanne, Switzerland