



Protocol for Prize-Giving and Closing Ceremonies at Major SCIRA Championships



INTRODUCTION

Prizegivings are special events that left a strong mark on our memory. There is a lot of tradition associated to these events, where old, famous and coveted trophies are awarded.

These moments are special and solemn and cannot be debased: we must honor the winners of yesterday and those of today.

To ensure consistency at all SCIRA major event ceremonies, and guarantee that minimum standards of dignity and protocol are adhered to, a standard format for Awards Ceremonies at SCIRA major events has been agreed.

Check with the SCIRA office for official perpetual trophies, description, etc.

The standard SCIRA prize-giving ceremony format is described below.



PRIZE-GIVING CEREMONY GUIDELINES

- This event should preferably be conducted in a large space outside or inside (in this case the space must be sufficiently illuminated). The stage and the podium must be easily visible to spectators and other competitors. If an outdoor ceremony is planned, an indoor alternative in case of rain or bad weather must be planned. If the space is very large, there must be a sound system with microphones and speakers (properly tested before the ceremony).
- The dignity of the ceremony must be kept in mind. Athletes must be properly dressed, avoiding sailing clothes, speedos, flip-flops, etc and refrain from carrying sponsor material and other paraphernalia, such as non-national flags to the podium. The award presenters and the escorts from the ceremony staff shall also be properly dressed. All competitors are expected to attend the awards ceremonies. Only athletes receiving medals and trophies shall be permitted on the podium. During the awards ceremony lotteries, prize draws and bingos must be avoided.
- Possibly all movements to and from the podium by both the athletes and the presenters shall be led by escorts from the ceremony staff.
- The awards podium and the flag poles shall be prepared in advance. The podium and the flagpoles must be of different heights, with the highest in the centre for the gold medal winner, and two lower ones to the left and right as seen from the spectators for the 2nd and 3rd placed competitors or teams.
- All anthems to be played will be checked prior to the ceremony for accuracy and quality. All flags to be raised will be checked for accuracy and size.
- The announcer must be able to announce clearly in English and must also be capable of pronouncing even difficult names correctly. He/she shall start the proceedings by stating that the prize-giving ceremony of the official name of the event will start.
- Speeches : There might be a few speeches, i.e. from the event organiser, politicians, etc. These speeches must be maximum five minutes in length and even shorter if translation is required. The mayor of the event city or another politician shall speak first, then the representative for the organiser (President/Commodore of the club), the Fleet Captain and/or the National Secretary of the hosting country, finally the SCIRA representative (if there are both the European or WH&O General Secretary and the Commodore, the Commodore speaks last).
- Gifts to the organizers made by the SCIRA officers are given during the speeches.
- It is advisable to prepare a list with the speeches with a timetable.
- The announcer shall then announce the category/trophy where awards will be given. The climax must be guaranteed: first the less important prizes must be awarded, then the most important one.



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- The announcer shall mention who (with appointment or title) will award the prizes (diplomas, medals and trophies). The lower prizes shall usually be awarded alternatively by an organiser official, SCIRA officer, politician, VIP or special person. The most important trophy shall usually be awarded by the highest SCIRA officer present.
 - In the case of Perpetual Trophies, if named in honor of someone, a short note on that person should be made while waiting for the winners to reach the podium.
 - The medal winners shall step up onto the podium when called by the announcer and receive their diploma, medal and possible trophies.
 - Prior to the ceremony it is advisable to prepare a list of prizes to be awarded prior to the ceremony by combining the winners' names and the name of who (with appointment or title) will award the prizes. The list should be agreed with the SCIRA representative.
 - If provided, the prizes #10 to #4 shall be awarded first, starting with #10, as the announcer calls out each recipient's name and country.
 - The top 3 competitors/teams shall be called forward by name and country, one by one separately, preferably in the order Bronze (3rd) – Silver (2nd) – Gold (1st).
 - The top 3 shall step up onto the podium when called by the announcer and receive their diploma and/or medal and/or trophies. The perpetual trophies shall be awarded last.
 - Possibly after all prizes of the podium have been awarded, the anthem of the winners will be played as the three medal winners' countries' flags are raised to the top of the flag poles.
 - The winners will pose for photographs before stepping off the award podium. Photographers must not be permitted to impede viewing of the medal presentation ceremony by those present.

CLOSING CEREMONY

- The SCIRA flag shall then be lowered. When lowered, it will be neatly folded and handed to the event director who will hand it to the highest SCIRA officer present. He/she will in turn present the SCIRA flag to the representative of the organiser of the next event, if present.
- The highest SCIRA officer present shall then declare the event closed.



SUGGESTED TIMELINE

Schedule

- 1800 Room dressed & ready for inspection
- 1830 Menus on tables
- 1845 Wine, water on table
- 1900 Final check on room
- 1930 Master of ceremony calls guests to Dinner
- 1945 Guests seated for dinner
- 2000 Final call for seating
- 2005 First course served
- 2025 First course cleared
- 2030 Host club commodore remarks
 - SCIRA Commodore or highest-ranking officer remarks
 - Presentation of Day Prizewinners (last day only – if awarded)
- 2100 Main course served
- 2145 Main course finished
- 2150 Main course cleared
 - Regatta Chair – Thank You remarks

- 2200 Dessert served
- 2210 Coffee served
- 2215 Prizegiving starts
 - Prize – top junior, senior, master, grand master, great grand master (if planned)
 - Prize – top female or mixed team (if planned)
 - Prize – Overall – beginning at 10th or 5th (depending on NOR)
 - Prize – Specific prizes: (winner of last race, etc.) as outlined in NOR
 - Prize - Overall 3rd & 2nd Place –
 - Presentation –Champion Winners (take home & Perpetual)

- Remarks of next venue
- Presentation of SCIRA flag (ceremonial only) to next championship host