



*Fédération
Aéronautique
Internationale*

Protocol for Award-Giving and Closing Ceremonies at FAI Championships

Policy for Competition Organisers

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INTRODUCTION

In the past, FAI Sporting Events organisers following the existing Awards Protocol have had insufficient guidance on how to structure award ceremonies. As a result, the standard of these ceremonies varied greatly from one event to another and was sometimes of unacceptable quality.

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

FAI Air Sport Commissions have been invited either to use this standard document, or to publish an amended version that best reflects the traditions in their respective air sports and events, whilst respecting these minimum standards.

The standard FAI Awards ceremony format is described below.

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AWARD CEREMONY PROCEDURE

1. This event shall preferably be conducted indoors, for instance in a big sports hall or hangar. If an outdoor ceremony is planned, an indoor alternative in case of rain or bad weather must be planned.
2. The dignity of the ceremony must be kept in mind. Athletes must be properly dressed 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, preferably in official attires. All competitors are expected to attend the awards ceremonies. Only athletes receiving medals shall be permitted on the podium.
3. All movements to and from the podium by both the athletes and the presenters shall be led by escorts from the ceremony staff.
4. 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.
5. 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.
6. 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.
7. Speeches : There might be a few speeches, e.g. 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, finally a representative for FAI.
8. The president of the event jury shall then be given the opportunity to acknowledge that the event has been run according to FAI rules, that no protests are outstanding, that the scores have been verified and are correct. The announcer shall then announce the category or class where awards will be given, and the first ten in the category or class will march up to the podium in such an order that the three medal winners end up behind their correct podium.
9. The announcer shall mention who (with appointment or title) will award the diplomas, medals and trophies. The diplomas shall usually be awarded by an organiser official, the medals by the highest FAI official present, and the trophies may be awarded by a politician, VIP or special person, alternatively by the highest FAI official present.
10. The diplomas #10 to #4 shall be awarded first, starting with #10, as the announcer calls out each recipient's name and country.
11. The medal winners shall be called forward by name and country, one by one separately, preferably in the order Bronze – Silver - Gold, or in the reverse order. The order chosen is a matter for each Commission to decide. Team medals shall be presented in the same order as individual medals.

12. The medal winners shall step up onto the podium when called by the announcer and receive their diploma, medal and possible trophies.
13. After all medals have been awarded, the anthem of the Gold Medal-winning individual or team will be played as the three medal winners' countries' flags are raised to the top of the flag poles. If the winner is not representing a country, the FAI anthem shall be played.
14. After all individual diplomas, medals and trophies have been awarded, team cups or trophies shall be awarded, but only the winning team shall be called to the podium.
15. The winners will pose for photographs for a minute before stepping off the award podium and being escorted away. Photographers must not be permitted to impede viewing of the medal presentation ceremony by those present.

CLOSING CEREMONY

16. The FAI flag shall then be lowered while the FAI hymn is played. When lowered, it will be neatly folded and handed to the event director who will hand it to the highest FAI official present. He/she will in turn present the FAI flag to the representative of the organiser of the next event, if present.
17. The highest FAI official present shall then declare the event closed.

END