

## SECTION 4: POLICIES



### 4.20 PROTOCOL GUIDE

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#### 1. INTRODUCTION

- 1.1. The aim of the Virtus Protocol Guide is to support Local Organising Committees (LOCs) in delivering a high quality of protocol for the audience, dignitaries and most importantly, the athletes.
- 1.2. It will:
  - 1.2.1. Give LOCs technical information on the most important requirements of protocol
  - 1.2.2. Make recommendations to the LOC on the procedures and processes by which those requirements may be met
- 1.3. The Protocol Guide covers the following areas:
  - Opening Ceremony
  - Medal ceremonies
  - Closing Ceremony
  - Official naming of Virtus Championships

#### 2. OFFICIAL NAMING OF Virtus CHAMPIONSHIPS AND GLOBAL GAMES

##### 2.1. World Championships

- 2.1.1. The Virtus sports World Championships should always be named as follows:
  - (year) Virtus Swimming Championships
  - (year) Virtus Athletics Championships
  - (year) Virtus Athletics Cross Country Championships
  - (year) Virtus Athletics Half Marathon Championships
  - (year) Virtus Athletics Indoor Championships
  - (year) Virtus Table Tennis World Championships
  - (year) Virtus Basketball World Championships
  - (year) Virtus Cycling World Championships
  - (year) Virtus Equestrian World Championships
  - (year) Virtus Football World Championships
  - (year) Virtus Futsal World Championships
  - (year) Virtus Rowing World Championships
  - (year) Virtus Indoor Rowing World Championships
  - (year) Virtus Skiing World Championships
- 2.1.2. For example: 2017 Virtus Swimming Championships or 2018 Virtus Basketball World Championships.

##### 2.2. Virtus Cricket Tri-Nations

- 2.2.1. The Virtus Cricket Tri-Nations should always be named as follows:
  - (year) Virtus Cricket Tri-Nations

##### 2.3. Regional Championships

- 2.3.1. The Virtus sports regional Championships be named as follows:

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- (year) Virtus Swimming Championships (Region)
- (year) Virtus Athletics Championships (Region)
- (year) Virtus Athletics Cross Country Championships (Region)
- (year) Virtus Athletics Half Marathon Championships (Region)
- (year) Virtus Athletics Indoor Championships (Region)
- (year) Virtus Table Tennis (Region) Championships
- (year) Virtus Basketball (Region) Championships
- (year) Virtus Cycling (Region) Championships
- (year) Virtus Equestrian (Region) Championships
- (year) Virtus Football (Region) Championships
- (year) Virtus Futsal (Region) Championships
- (year) Virtus Rowing (Region) Championships
- (year) Virtus Indoor Rowing (Region) Championships
- (year) Virtus Skiing (Region) Championships

For example: 2018 Virtus Swimming Championships (Americas)

#### 2.4. Open Championships

2.4.1. In the case of open competitions, where a regional event is held but the competition is open to athletes from other regions, the following naming example will be used:

- (year) Virtus Swimming Open Championships (Region)
- Virtus Football Open (Region) Championships

2.4.2. Please note that if an event is to be recognised by World Para Athletics or World Para Swimming, organisers and Virtus are not permitted to use any references to 'world' in the event title. The region must also be placed at the end in brackets.

#### 2.5. Virtus Global Games

2.5.1. The Virtus Global Games will be named as follows:

- (year) Virtus Global Games

#### 2.6. Dates

2.6.1. The official dates of the Championships and Global Games will be from the Opening Ceremony until the Closing Ceremony.

2.6.2. For example if the athletes begin to arrive on 12 December but the Opening Ceremony is not until 15 December, then the official start date will be 15 December until the date of the Closing Ceremony.

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#### 3. VIRTUS AND NATIONAL ANTHEMS

- 3.1.1. The Virtus anthem is available in two versions – one short and one full. The Virtus anthem does not have lyrics.
- 3.2. Availability and use of the Virtus anthem
  - 3.2.1. Virtus will provide (upon request) recordings of the Virtus anthem in short and full. All the intellectual property rights remain with Virtus.
  - 3.2.2. It is mandatory for the full version of the Virtus anthem to be played on the following occasions:
    - Opening Ceremony of the Championships
    - Closing Ceremony of the Championships
  - 3.2.3. When the Virtus anthem is playing during the Opening and Closing, it is customary while not obligatory, for those people who are able, to stand as a sign of respect
  - 3.2.4. It is mandatory for the short version of the Virtus anthem to be played on the following occasions:
    - During the athlete walk on in medal ceremonies and during the medal awards
- 3.3. National anthems
  - 3.3.1. The LOC must, respecting legal requirements, acquire a shortened version (approximately 75 seconds) of the national anthem of all the countries and regions participating in the Championships. The LOC should take the opportunity to have all of the anthems checked and confirmed in writing by the respective countries on the occasion of the Team Leaders/Technical Meeting meeting prior to the commencement of the Championships.
  - 3.3.2. For some sports with a high number of medal ceremonies (athletics and swimming), Virtus recommends to even use shorter versions of the national anthems (at most 60 seconds) to better compliment the tight competition schedules.

#### 4. FLAGS

- 4.1. Virtus flag
  - 4.1.1. The Virtus flag features the Virtus logo, always on a white background.
  - 4.1.2. The Virtus flag should fly for the entire duration of the Championships and Global Games in a prominent position in the main competition venue (or location as determined by Virtus) and in all other venues placed under the responsibility of the LOC.
  - 4.1.3. Care should be taken to ensure the flag appears the right way round at all times (not upside down or back to front) and that the correct logo is used (see below).
  - 4.1.4. The correct logo does not contain any additional wording or letters, only 'Virtus'.
  - 4.1.5. The Virtus flag in the main venue is hoisted during the Opening Ceremony and lowered during the Closing Ceremony of the Championships or Global Games.
  - 4.1.6. The LOC is responsible for producing all required Virtus flags for the Championships and

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Global Games.

- 4.1.7. There is a 2:3 ratio (2 height x 3 length e.g. 1.5m x 2.25m) as the standard ratio for the Virtus flag. A clear isolation area shall appear around the Virtus logo. Flags should be produced according to these specifications with the prior approval of Virtus.



- 4.1.8. The official colours of the Virtus logo are provided in the Brand Book available from Virtus
- 4.2. General usage rules for flags
- 4.2.1. Great care must be taken to ensure that all flags are produced according to the correct specifications regarding colour, design and orientation.
- 4.2.2. The LOC is responsible for providing all required flags including the protocol set and national flags.
- 4.2.3. It is not advisable to ask countries to bring their own flags. This is because every country will bring different sizes. Therefore medal ceremonies and flags in the venue will not look professional or consistent. Additionally, countries and athletes may try to use medal ceremonies to make a political statement by using an incorrect or modified flag. See 'sizes of country flags' for more information.
- 4.3. Sets of flags
- 4.3.1. LOCs are advised that having two sets of flags is the easiest way to ensure enough flags are available for all protocol requirements.
- 4.3.2. Opening and Closing Ceremonies
- Protocol set of flags
  - Flag of each participating country in alphabetical order according to English or the official language of the host country.
- 4.3.3. Competition venues(s)
- Protocol set of flags

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- Flags of the countries participating in the respective sport (in alphabetical order according to English or the language of the host country. The flag of the host country should fly in the last position)

#### 4.3.4. What is a protocol set of flags?

- Virtus flag
- Flag of the host country
- Flag of the LOC and/or host city (depending on circumstances)

#### 4.4. Numbers of flags to purchase

- 4.4.1. For all sports it is possible that more than one athlete from the same country could win a medal (for example, three South African athletes). Therefore at least three flags for each country must be produced and available in all venues for use during medal ceremonies.
- 4.4.2. It is also possible in some sports that there could be a tie for one or all medal positions. Therefore it is possible, although unlikely, that six South Africans could win medals. Therefore LOCs must be prepared for any of the different medal scenarios to avoid an athlete being without a flag during a medal ceremony.

#### 4.5. Sizes of country flags

- 4.5.1. Country flags are traditionally produced in many different sizes and shapes. However, the flag protocol dictates that when massed in a display, all flags should be identical in size, to avoid that some flags could stand out more than others.
- 4.5.2. Therefore, a standard 2:3 ratio (2 height x 3 length, e.g., 1.5m x 2.25m) has been established as the standard ratio for flags during the Championships and Global Games. Any variation of this rule requires Virtus approval.
- 4.5.3. All designs of flags must be approved by each country before the production and signed off at the Team Leader's/Technical meeting prior to the start of the Championships.

#### 4.6. Precedence of flags at ceremonies and competition venues

- 4.6.1. When viewed from the front, flags should be displayed from left to right beginning at the point of honour. In general, the point of honour is to your left when looking from the VIP seating area towards the Field of Play.
- 4.6.2. All flag displays should begin with the protocol set. As host, the flag of the host country should fly last in the set of competing country flags. In general, all flags should be evenly spaced and displayed at the same level.
- 4.6.3. Note: Should the host country belong to the EU, the European Union flag may be added to the protocol set depending on the constitutional requirements of the host country.

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#### 4.7. Flags for Victory Ceremonies

- 4.7.1. All flags, at both indoor and outdoor locations, will be raised in the horizontal format. Flags will be raised in the following formation when viewed from the athletes' position on the medals podium:

Silver Gold Bronze

#### 4.8. Tie

- 4.8.1. If a tie occurs, two flags may be flown from the same pole during Victory Ceremonies. The flags will be hung in alphabetical order of the language of the host country from top to bottom.
- 4.8.2. Two flags should not be flown from the same pole under any other circumstances, UNLESS there is a tie for a medal position and a horizontal flag pole is used (see next page). In this case, one flag may be hung from above the other.

#### 4.9. Flag poles for medal ceremonies

- 4.9.1. Flag poles and real flags are preferred over any digital representation of flags using a screen/projector/computer etc. However consideration must be given to whether the venue is inside or outside.
- 4.9.2. If the venue is outdoors, the wind may help the flags to be seen. If a ceremony venue is indoors there will be no wind to blow the flags.
- 4.9.3. The best solution is to source flag poles where flags can be hung, and raised, horizontally:

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#### 4.10. Country flags

- 4.10.1. The LOC must acquire the national flags of all the countries and territories participating in the Championships and Global Games. The LOC must ensure that all the flags are checked and confirmed in writing by the respective countries prior to the commencement of the Championships or Global Games.

#### 4.11. Flag handling

- 4.11.1. Protocol requires certain etiquette when handling a flag, a country's foremost symbol:

- Flags should be folded when carried to and from flagpoles
- No flag should be raised in a position inferior to another flag
- No flag should be smaller than another
- Flags should be securely fastened so as not to fall
- When a flag visibly deteriorates, it should be replaced with a new one
- Flags should never touch the floor

- 4.11.2. Athletes are not permitted to take flags of any kind (including country flags) onto the podium. Athletes must be checked before they walk out for their medal ceremony for flags of any kind.

## 5. OFFICIAL LANGUAGES

- 5.1.1. The official language of Virtus is English.
- 5.1.2. The official language(s) of the Virtus sports Championships are English, and the language that is officially recognised as official language of the host country.
- 5.1.3. Note: Should the host country have more than one official language, then the language that is officially recognised as the first language of the city/country shall be used.

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#### 6. PROTOCOL LIST OF VIRTUS, CHAMPIONSHIPS AND GLOBAL GAMES FAMILY MEMBERS

##### 6.1. The Virtus Governing Board

6.1.1. The Virtus Governing Board consists of the following membership:

- Virtus President (one)
- Virtus Vice President (one)
- Virtus Secretary General (one)
- Virtus Governing Board Members (up to twelve)
- Virtus co-opted Members (up to three)

6.1.2. One member of the Governing Board will also be the appointed Official Representative to the competition.

##### 6.2. Protocol order

6.2.1. At all functions and events the following protocol of precedence should be followed:

- Virtus President
- Virtus Vice President
- Virtus Secretary General
- Virtus Official Representative
- Virtus Governing Board Members (in alphabetical order)
- Virtus co-opted Governing Board Members (in chronological order of the co-opt date)
- Virtus Executive Director
- President of the LOC
- National dignitaries of the host country/territory
- President of the Virtus member of the host country
- Mayor of the host city
- Executive Board Members of the LOC
- President of the Virtus Regional Organisations (where the Championships are taking place)
- Sport Director
- Presidents of the Virtus members (in alphabetical order according to language of the host country)
- Other designated Virtus representatives
- Other designated Virtus staff

##### 6.3. Accredited seating management

6.3.1. In a competition venue and in venues where official ceremonies are held, specific stands are assigned to the accredited guests. This does not need to be a huge area, only some dedicated seating is required to ensure all dignitaries and Virtus representatives can be seated if required.

6.3.2. Please note here that accessible seats also need to be available should any guests with impairments from the wider Para sport family attend.

6.3.3. The main activities based in accredited seating area are the following:



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- Management of the seats in the stands and consequent problem solving in case of specific situations (e.g., high attendance of an event)
- Co-ordination with medal ceremony team for accompanying the presenters to the medal ceremony preparation area.

#### 6.4. Venue flag protocol

- 6.4.1. At the competition venue, the LOC protocol function ensures that the flags displayed are accurate and reflect internationally recognised protocol. The protocol function manages issues including torn or damaged flags.
- 6.4.2. There are three (3) flag sets considered for the competition venue:
  - Protocol set
  - Victory Ceremony set (up to three flags per country depending on sport entries)
  - Participating country set
- 6.4.3. The Protocol set and participating country set are displayed at a prominent location visible from the accredited seating and spectator stands. Flags of the participating countries are not displayed at training venues. The Victory Ceremony set is kept and then displayed where medal ceremonies take place.
- 6.4.4. The main activities within venue flag protocol are the following:
  - Check of the correct position of all flag sets with reference to Virtus guidelines
  - Frequent check of the status of flags for the duration of the Championships
  - Problem solving of all issues relating to flags arising during the Championships
  - Management of flag storage and supply
  - Collaboration for the removal or replacement of a flag
  - Collaboration with other functions for victory ceremonies

#### 6.5. Staffing

- 6.5.1. It is advised that one person within the LOC has overall responsibility for medal ceremonies and other protocol. Other volunteers/staff will also be required for the following:
  - Coordination of medal presenters (e.g. ensuring they arrive on time and know what to do)
  - Flag management (e.g. ensuring the correct flags are ready for the medal ceremonies; ensuring all flags are displayed correctly in the venue(s))
  - Taking care of Virtus representatives and other accredited guests
  - Ensuring that athletes do not have any additional flags or symbols to take onto the podium

## 7. OPENING AND CLOSING CEREMONIES

- 7.1.1. An official Opening and Closing Ceremony must take place at every Virtus Championships and Global Games. These cannot be replaced by any kind of other event (e.g. a gala dinner or athlete party).
- 7.1.2. However, Opening and Closing Ceremonies do not need to be large, long or expensive.

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#### 7.2. Virtus approvals

- 7.2.1. The Opening and Closing Ceremony programme must be submitted to Virtus in a timely manner for approval. Depending on the scale of the ceremony, the LOC should consider incorporating artistic parts which are usually connected with the host country traditions, history and creativity.

#### 7.3. Dates

- 7.3.1. The Opening Ceremony usually takes place one day before the start of the competitions and the Closing Ceremony after completion of the last event/match. Depending on the overall size of the Championships, Virtus will consider different formats and timings for the Opening and Closing Ceremonies. The concepts need to be submitted to Virtus for approval.

#### 7.4. Virtus official box and stands management

- 7.4.1. The Virtus official box is a dedicated area inside the stadium/venue with assigned seating for the highest representatives of Virtus, the LOC and local government/city. The Virtus official box shall be accessible for wheelchair users in case of attendance from the wider Paralympic family and designed in a manner to be able to accommodate wheelchair users within the protocol order of precedence.

#### 7.5. Language services

- 7.5.1. All ceremonies must be conducted in English and potentially in the official language of the host country.
- 7.5.2. Official speeches taking place during the ceremonies must be translated into the official language of the host country and English and displayed on the video boards of the venue (where applicable).

#### 7.6. Flag protocol

- 7.6.1. The Protocol team ensures that the flags are displayed as specified in section 3 of this guide.

#### 7.7. Protocol order at the Opening Ceremony

- 7.7.1. Protocol elements within the Opening Ceremony are fundamental to the correct communication of the Virtus values and ideals. Therefore, while artistic segments may be interspersed between these protocols, the protocol elements stated below must be placed in the following order:

##### 1. *Introduction of the most prominent representatives of the Virtus, LOC and host city*

The highest representatives of Virtus, the LOC and host city will be officially introduced by the master of ceremony (MC).

##### 2. *Playing of the national anthem and hoisting of the host country's flag*

After the introduction, the national anthem of the host country is then played or sung, as the host country's flag is hoisted. While patriotic, the LOC shall not make this moment political or more than a solemn and reverent raising of their national flag.

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#### 3. Parade of the athletes

The parade of the athletes is the next required element of protocol. Each delegation dressed in its official uniform must be preceded by a name-board/placard bearing its name (in English and/or the language of the host country) and must be accompanied by its flag, to be carried by a member of the delegation. The flags of the participating delegations, as well as the name-boards shall be provided by the LOC and shall all be of equal size.



*An example of the name board and name board bearer, athlete carrying the flag and formation of teams wearing official uniform during the athlete parade at an Opening Ceremony.*

The name-board bearers shall be designated by the LOC. The flag bearers shall be designated by the country.

The delegations parade in alphabetical order according to English or the language of the host country. Please note that the team of the host country enters the stadium/venue last.

The delegations shall parade past the official Virtus box after entering the stadium/venue. Each delegation, after completing its march, proceeds to the seats that have been reserved for it in order to watch the ceremony. Seats must be made available for all non-parading participants.

All delegations including the host country's delegation shall be treated equally. Their flags, name-boards, entry music, announcements, and all other acknowledgements shall be the same. No single country shall receive greater attention than any other.

Under specific circumstances, the LOC could also submit a request to Virtus for a flag parade (only the flag bearer of the team plus one volunteer carrying the placard).

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**Note: It is important to note that whilst different parades of athletes will be considered, at least one athlete from each country must march during the Opening Ceremony. Athlete involvement in this protocol element is essential.**

#### 4. Official speeches

After the athletes have all entered, the official Virtus representative, accompanied by the president of the LOC, proceeds to the official rostrum. There, first the president of the LOC gives a speech of welcome of not more than three (3) minutes duration and shall subsequently introduce the highest Virtus representative.

Should the mayor of the host city wish to address some words of welcome, this can be done prior to the speech of the LOC President.

#### 5. Opening of the Championships

Without any further comment or speech, the highest official representative of the host city/country then declares open the Championships by saying: *"I declare open the (year) (Virtus sport name) Championships or [Regional] Championships"* (e.g., "I declare open the 2018 Virtus Tennis World Championships")

During the entire period of the Virtus Championships, including all ceremonies, no speeches of political nature may be held by any representative of any government or other public authority, nor by any other politician, in any venue placed under the responsibility of the LOC. During the Opening and Closing Ceremony, only the Virtus representative, the LOC President and the mayor of the host city are entitled to deliver short addresses.

#### 6. Raising the Virtus flag and playing the Virtus anthem

After the Championships have been declared open, the Virtus flag, unfurled horizontally, is brought into the stadium/venue accompanied by respectful and dignified music of national origin. When the flag reaches the base of the flagpole, the Virtus anthem is played as it rises to the top of the pole.

The Virtus flag must fly on the most prominent pole in the stadium/venue for the duration of the Championships, through the end of the Closing Ceremony.

#### 7. Swearing of the oaths

- Athletes' oath

After the Virtus flag has been raised, a competitor of the host country mounts the official rostrum. They will then say the following words:

*"In the name of all competitors, I promise that we shall take part in the INSERT NAME OF EVENT, respecting and abiding by the rules that govern them, respecting our fellow competitors and officials and committing ourselves to a sport without doping, in the true spirit of sportsmanship, for the glory of sport and the honour of our country."*

- Officials' oath

Immediately after the athletes' oath, a judge of the host country mounts the rostrum and, in the same manner, recites the following oath:

*"On behalf of all judges and officials at the INSERT NAME OF EVENT we make this oath:*

*We declare we will apply the rules, in a manner that is fair and equitable to all competitors; showing*

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*complete impartiality, and respecting the abilities and rights of all concerned.*

*We will endeavour to encourage the true spirit of sportsmanship through our professional approach to our duties and the fairness of our decisions and actions."*

Then right after the officials' oath, a coach from the host country mounts the rostrum and, in the same manner, recites the following oath:

*"In the name of all those that surround and support the athletes, I promise that we shall commit ourselves to ensuring that the spirit of sportsmanship and fairplay is respected."*

#### 7.8. Closing Ceremony protocol order and requirements

##### 7.8.1. Athletes and team officials flow management for Closing Ceremony

All athletes (except for the flag bearer) and team officials are seated in the venue prior to the commencement of the ceremony. The flag bearers should return to their national team after the entry of the nations' flags.

#### 7.9. Protocol order at the Closing Ceremony

##### 1 Introduction of the most prominent representative of Virtus, LOC and host city

The highest representatives of Virtus, the LOC and host city will be officially introduced by the master of ceremony (MC).

##### 2 Playing of the national anthem and hoisting of the host country's flag

After the introduction, the national anthem of the host country is then played or sung, as the host country's flag is hoisted. While patriotic, the LOC shall not make this moment political or more than a solemn and reverent raising of their national flag.

##### 3 Entry of nations' flags

The entry of the nations' flags is the next element of the Closing Ceremony. All of the nations' flags enter the stadium/venue. The flags enter in alphabetical order according to English and/or the language of the host country. The host country's flag enters last. An athlete representative of that country carries each flag and a name-board bearing its name - again shown in English and/or the language of the host country - walks alongside of each flag. The name-boards shall be provided by the LOC and shall all be of equal size. The name-board-bearers shall be designated by the LOC. The flag bearers place their flags in a semi-circle adjacent to or behind the rostrum and should be accompanied to their reserved seating with their teams.

**Note: It is important to note that whilst different parades of athletes will be considered, at least one athlete from each country must march. Athlete involvement in this protocol element is essential.**

##### 4 Official speeches

The President of the LOC gives a brief speech wherein he/she thanks the athletes and volunteers and concludes with inviting the Virtus representative to the stage.

Immediately after the address by the president of the LOC, the representative of Virtus gives the closing speech of the Championships and declares the close of the Championships.

##### 5 Lowering of the Virtus flag

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While the Virtus anthem is being played, the Virtus flag is slowly lowered from the flagpole and carefully folded in a dignified manner at the base of the pole and carried out of the venue.

#### 6 Closing

Without any further comment or speech, the highest official representative of the host city/country then declares the Championships closed by saying: *"I declare closed the (year) (Virtus sport name) Championships or [Regional] Championships"* (e.g., "I declare closed the 2018 Virtus Tennis World Championships")

During the entire period of the Virtus Championships, including all ceremonies, no speeches of political nature may be held by any representative of any government or other public authority, nor by any other politician, in any venue placed under the responsibility of the LOC. During the Opening and Closing Ceremony, only the Virtus representative, the LOC President and the mayor of the host city are entitled to deliver short addresses.

## 8. MEDAL CEREMONIES

- 8.1.1. The purpose of the medal ceremonies is to award with honour and circumstance the athletes who have won a medal during the Championships or Global Games and to make the moment memorable and meaningful.
- 8.1.2. Medal ceremonies usually take place at the conclusion of each sport event directly at the venue in order to present the medals and flowers to the athletes. However for Global Games a 'medals plaza' for all sports medal ceremonies will be considered subject to relevant athlete transport plans and location.
- 8.2. Medal ceremony Field of Play
  - 8.2.1. The medal ceremony "Field of Play" and access pathways shall be fully accessible to all athletes and medal/flower presenters.
  - 8.2.2. The Victory Ceremony podiums must have a common design and look.
  - 8.2.3. In order to allow for medal presenters who are wheelchair users to efficiently and safely perform their duty, the height of the podium for the 1st place should not exceed 300mm.
  - 8.2.4. The material of the ramp should be non-slippery in case it rains and the podium gets wet.
  - 8.2.5. The podium design (including drawings and measurements) must be submitted to Virtus for approval no later than six (6) months prior to the commencement of the Championships. Special consideration shall be given to the backdrop of the medal ceremony location, such as buildings or branding that is not related to the competition. Ideally, a backdrop will be designed and produced which will carry the Virtus logo and social media information.
  - 8.2.6. The podium shall be positioned so that there is room for photographers and broadcasters to stand in front of it, with enough space to be able to get good pictures.
- 8.3. Athletes' apparel
  - 8.3.1. Athletes are to wear their official country uniform/tracksuit to medal ceremonies. This can be communicated during the technical meeting.

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#### 8.4. Brand integration and message

- 8.4.1. Each ceremony is an opportunity to support, enhance and deepen the vision and brand of the Championships. Medal ceremony podiums and backdrops should tie visually and thematically to the Championships' message, look and theme. Medals, ribbons and flowers should incorporate the vision of the Championships



*Example podium including decoration, flowers and backdrop. Note: The name of the competition is not correct in this case, but must be correct on all branded materials related to the competition.*

#### 8.5. Language services

- 8.5.1. All ceremonies must be conducted in English. If the competition schedule allows more time to be dedicated to the Victory Ceremony, then the ceremony can additionally be conducted in the official language of the host country.

#### 8.6. Medal and flower presenters

- 8.6.1. For each medal ceremony held during the Championships, one (1) medal presenter and one (1) flower presenter is identified. The same medal/flower presenter can be scheduled for several medal ceremonies, however the same presenters should not be assigned to more than three (3) consecutive ceremonies.
- 8.6.2. For the sports of athletics and swimming a concept to only use one presenter per ceremony can be submitted to Virtus for consideration.
- 8.6.3. Medals and flower presenters should be briefed to dress smartly.
- 8.6.4. Presenting medals and/or flowers in a Championships Victory Ceremony is a privilege granted exclusively by Virtus/LOC to selected individuals from pre-determined categories.

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The complete list of presenters must be approved by Virtus. The categories for medal and flower presenters are:

- Virtus Governing Board Members
- President and Governing Board members of the LOC
- High ranked governmental officials from the host city/country
- President and Secretary General of the Virtus member of host country
- Mayor of host city
- President of Virtus Regional Organisation (where the Championships are taking place)
- Sport Director and members of the respective committee
- Virtus Directors
- Executives of sponsors
- LOC distinguished guests
- Other designated people decided by Virtus & LOC

#### 8.7. Medal ceremony protocol order

- 8.7.1. All medal winners and presenters must remain on the podium until the medal ceremony is completed. The protocol order of the Victory Ceremony must be followed according to the below criteria:

##### *1 Entrance of the presenters and Championships/Global Games medallists*

The medallists and the presenters are led, in a line, by hostesses or hosts onto the Victory Ceremony Field of Play. The medallists are led behind their relevant places on the podium. The presenters are led to the side of the podium.

No national flags, banners or other merchandise should be allowed on the medal platform.

##### *2 Introduction of presenters (name and title)*

The medal and flower presenters will be introduced by the MC (using their name and title).

##### *3 Introduction of the Championships/Global Games medallists (name and country)*

The winners names are announced in the following order: the third place finisher is announced first, followed by the second-place holder, leading up to the announcement of the first-place athlete, the gold medallist and *champion*.

As their names are announced, the competitors who are first, second and third, take their places on a podium facing the official stand, with the winner slightly higher than the second-placed who is on his/her right, and the third-placed who is on his/her left. The second and third-place podiums are of equal height. The athletes move on to the podium individually or, in case of team events, together team by team.

For relay teams, the four athletes of each team who competed in the final shall mount the podium. Other athletes who competed for any of these teams in the competition shall subsequently receive their medals and diplomas.

##### *4 Medal, trophy and flower presentations*



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Medals will be awarded in the order of bronze, silver and gold. There will be no variation of this rule.

The presenter shall hang the medal around the winner's neck. Then the flower presenter presents the winner with a bouquet of flowers.

For cycling, a rainbow jersey will also be presented to the winner by the same presenter who gave them their medal. Traditionally, the presenter places the jersey over the athlete's head but this is flexible depending on the athlete.

For football, the winning team shall also be presented with a trophy. This will be presented to the captain of the winning team after all medals have been awarded.

#### *5 Raising of the national flags and playing of the gold medallist's national anthem*

The flag of the winner's delegation shall be hoisted up the central flagpole, and those of the second and the third-placed competitors up adjoining flagpoles to the right and left of the central flagpole at equal height, slightly lower than the central, champion's flag, looking towards the arena. All flags should be of uniform size, usually 1.5m in height and 2.25m in length (2:3 ratio), with horizontal orientation.

While the (abbreviated, in a recording version of no more than 75 seconds, no live performances by an orchestra and/or singers) anthem of the winner's delegation is played, the medal winners face the flags.

The location of the Victory Ceremony flags should be in a location that is both visible to the athletes and the spectators. The location of the Victory Ceremony flags should be approved by Virtus or the Virtus Official Representative.

#### Notes

- A medallist may not delegate the receipt of his/her medal during a medal ceremony to another person, if the medallist is not able to attend his/her respective medal ceremony for any reason.
- If a Championships competitor is disqualified, his/her medal(s) and diploma(s) must be returned to the LOC for retention or redistribution.
- Medallists must present themselves at least 15 minutes before their medal ceremony is scheduled. If an athlete is not present for their medal ceremony, it will go ahead without them. **No changes in the medal ceremony schedule can be made to account for late or absent athletes.**
- Under the World Anti-Doping Agency (WADA) rules, athletes are allowed to delay anti-doping procedures such as sample giving for medal ceremonies and media commitments (mixed zone interviews etc). Their chaperone can still have sight of the athlete or athlete at all times.

#### 8.8. Staffing

8.8.1. At least three (but ideally five) hosts or hostesses should be present for the medal ceremonies:

1. One host/hostess to lead the medallists, medal and flower presenters (medal party) onto the medal ceremony field of play and show them where to stand.
2. One host/hostess to follow the medal party onto the medal ceremony field of play to help show them where to stand.
3. Three hosts/hostesses to hold the medals and flowers on a tray and present them to the medals and flowers presenters (this can be done by one person if necessary). This amounts to one person each for gold, silver and bronze.

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4. A person to ensure that athletes do not have any additional flags or symbols to take onto the podium.

Hosts and hostesses should be wearing the same outfits which must be smart. A kind of national dress, without flags, is also permitted.

*\*Please note there is no podium in this picture. A podium shall be present at all Championships and Global Games (see requirements in section 7.1)*

- 8.9. Virtus approval of medals, trophies, jerseys and diplomas

- 8.9.1. All medals, rainbow jerseys (for cycling) and diplomas shall be produced and distributed under the strict supervision, and subject to the prior written approval of, Virtus

### 9. Virtus COPYRIGHT

- 9.1.1. The LOC shall ensure that a valid assignment of the copyright is made by all the designers of the medals in favour of Virtus, which shall automatically be the recognised owner of the copyright. If the law of the host country requires that an assignment must be made in writing, the LOC is obliged to draw up the necessary document and to submit it for signature to Virtus, which shall thereupon be the sole holder of such copyright.

### 10. MEDALS

- 10.1. Policy relating to victory medals

- 10.1.1. The LOC shall provide to Virtus, at the LOC's expense, a minimum of five (5) sets of Championships medals.

- 10.2. Requirements for medals production

- 10.2.1. Size - To include both confirmed Virtus categories (II1) and trial groups (II2 and II3), two sizes of medals shall be produced for world and regional Championships and Global Games.

- II1 medals - The II1 medals shall be at least minimum 70mm - maximum 90mm in diameter and minimum 5mm - maximum 10mm in thickness.
- II2 and II3 medals - The II2 and II3 medals shall be at least minimum 50mm – maximum 70mm in diameter and minimum 3mm-5mm maximum in thickness.

- 10.2.2. Weight

- II1 medals - The weight of each medal should be between 150 and 250 grams.
- II2 and II3 medals
- The weight of each medal should be between 100 and 125 grams.

- 10.3. Material

- 10.3.1. For II1, II2 and II3 the medals should be easily recognised as gold, silver and bronze. The medals should be of the same "finish", whether matte or highly polished. Medal recommended composition is 80% bronze/copper and 20% zinc.

- 10.4. Mould

- 10.4.1. In principle, the medals should be round in shape. If the LOC decides to propose medal shape that is not round, the size and shape of the medal must be approved in advance by

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Virtus.

#### 10.5. Ribbon

10.5.1. Each medal shall be provided with a ribbon to give the athletes the possibility to put the medal around their neck. The ribbon should be decorated with the Championships emblem, look elements and Virtus logo. This should be sent to Virtus prior to production for approval.

**No sponsor or partner logos can appear on the medals or on the ribbons.**

#### 10.6. Design

10.6.1. All medal designs require prior approval by Virtus. The same design applies for all medals. The lines shall be simple, clean and the text (engraved or in relief) should be appropriate for the dimension. The medals are decorated on both sides.

#### 10.7. Guidelines for medal design

10.7.1. Each medal shall include the following protocol elements:

- Front side:
  - Official name of the Championships in English
  - Visual representation of the sport and/or host city
  - Design elements (optional)
- Back side
  - The back of the medals will carry the Virtus logo.

**The medals will be unique to the relevant Virtus Championships. Re-using medals used for or from other events (including Virtus Championships) is not permitted.**

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*Top: II1 medals – front side. Bottom: II2 and II3 medals – back side*

#### 10.8. Flower bouquet or special Championships gift

10.8.1. Traditionally, a bouquet of flowers shall be presented during medal ceremonies at the Championships.

10.8.2. If the LOC decides to present something different than the bouquet to the winning athletes (e.g., mascot or special local product), approval from Virtus shall be obtained.