



Appendix C

Protocol Guidelines

for the organisation of a
Major IAU Competition (MIAUC)

Vs120818



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PRELIMINARY REMARKS

The protocol guidelines are aimed to ensure that the event receives appropriate recognition and that the performances by the athletes and nations taking part, are fully acknowledged and applauded.



1. PRINCIPLES

1. COORDINATION MEETING

Two months before Opening Ceremony a Coordination meeting (by audio/video conference or emails) should be organized between LOC and IAU Director of Protocol. The agenda of this meeting should encompass the following topics (not exclusive but certainly inclusive):

1. Opening Ceremony
 - a. Venue facilities
 - b. Detailed timetable
 - c. Cultural programme
 - d. VIP program
 - e. Speeches
 - f. Ceremony apparel (flags, audio-visual equipment, ...)

2. Victory Ceremony
 - a. Ceremony location
 - b. Detailed timetable
 - c. Winner's area (comparable with the "call room" which is used before the competitions in a stadium)
 - d. VIPs' area
 - e. Mixed zone
 - f. Photo-area
 - g. Ceremony apparel (flags, medals, gifts)
 - h. Audio-Visual equipment

3. Closing Ceremony
 - a. Venue facilities
 - b. Detailed timetable
 - c. Cultural programme
 - d. VIP program
 - e. Speeches
 - f. Ceremony apparel (flags)
 - g. Audio-Visual Equipment

4. Other activities

1.1 TEAM CONFIRMATION OF PROTOCOL ITEMS

Before the Technical Meeting, team leaders should check, along with LOC Protocol Staff and IAU Director of Protocol, the following:

1. National flags (to be provided by the LOC)
2. National anthem (to be provided by the IAU)



Team leaders should provide to IAU Director of Protocol, a photo of the official national uniform, athletes and officials would wear during ceremonies.

1.2 HOSPITALITY

In accordance with the Event Organisation Agreement, the LOC can provide and furnish, at its expense, hospitality areas. When applicable, such areas should provide drinks and food for the number of guests to be agreed by both IAU and the LOC.

1.3 OPENING CEREMONY

- 1.3.1 The Opening Ceremony will observe the "IAU Protocol Guidelines" which will be delegated by the IAU Director of Protocol. All details should be discussed prior to this event. IAU shall be given the opportunity to comment on the content of the Ceremony.
- 1.3.2 The Opening Ceremony takes place on the day before the race.
- 1.3.3 The location of this Opening Ceremony can be indoor or outdoor, depending of the expected weather forecasts. In this document this location will be referred to as "The Ceremony Hall"
- 1.3.4 The LOC will guarantee a high level ceremony. At this occasion the Ceremony Hall will be decorated with the official flags of the participating delegations, the official flags of the IAAF (or the relevant Area Association in the event of a Continental Championship) and the IAU.
- 1.3.5 The Opening Ceremony shall include a Flag-Parade of the National Teams and the Individual Participants of all involved countries. In front of each delegation a volunteer will carry a placard with the name of the country. The team captain or another chosen athlete will carry the official flag of his/her country.
- 1.3.6 Each delegation, with athletes and officials in their approved uniforms, shall enter behind a shield bearer and the official flag of their delegation.

On the shields, names of the delegation in the language of the host country (but in roman script) and in English, and in accordance with those listed under IAAF constitution.

The delegations will parade in alphabetical order with the exception of the host country which shall be the last to parade.



Judges, if they are present at the Ceremony, should parade in their official uniforms. They will walk just after host country (without any flag or placard in between)

All participating delegations shall take part in the Opening Ceremony.

- 1.3.7 During the parade the national team members, and also the representatives of the LOC and the IAU, shall be presented and honoured on a suitable place that is visually apt for the spectators.
- 1.3.8 All athletes and VIPs should be guaranteed to have a seat, sheltered from cold, wind and rain.
- 1.3.9 Once all the team members, are seated and flags are located in their designed positions, official speeches begin in the following order:
1. LOC President (no more than 3 minutes). He/she introduces the IAU President at the end of his/her speech.
 2. IAU President (no more than 5 minutes). He/she introduces the Host City Mayor or his/her representative at the end of his/her speech.
 3. Host City Mayor (or his/her representative): He/She declares the championship "open".
- 1.3.10 After the Mayor's words, IAU flag should enter the Ceremony Hall and be place in the middle of National Flags.
If applicable, IAAF and/or area association's flags should escort IAU flag at all times.
- 1.3.11 Following this, the host country's national anthem should be played.
- 1.3.12 The Opening Ceremony should take maximum 1 hour 15 minutes
- 1.3.13 Opening ceremony should be conducted by the IAU Director of Communications (in English) and an LOC staff representative (in the host country language).
- 1.3.14 It is highly recommended that ceremony finishes with a cultural programme preferably based on demonstrations of local culture. If that is not possible, any other cultural programme could be scheduled (e.g. classical music, short performance etc)

1.4 AWARD & CLOSING CEREMONY

- 1.4.1 A big main Award Ceremony for the Individual and Team medallists will take place in conjunction with the Closing Ceremony.



At this occasion the Ceremony Hall or Stage will be decorated with the official flag of the IAU and the IAAF (World Championship) or Area Association (Continental Championship)

1.4.2 The place for the Award and Closing Ceremony can be indoors or outdoors. In case of bad weather, it will ALWAYS be indoors!

If the LOC plans an outdoor ceremony, they must always have a plan B to hold it indoors, in case of bad weather!

1.4.2 The Victory/Closing Ceremony shall be conducted as soon as convenient after finalising the results for the individual and team competition.

Before the ceremony the **results** have to be certified by race's referee and **checked** by the Technical Director of the IAU.

1.4.3 **Sequence of the Award Ceremonies:**
In the event that other championships are jointly organised with the MIAUC the Victory Ceremonies will be conducted in the following order :

	Race	Awarded by
1	World Championships + World Trophy Final	IAU
2	Continental Championships	IAU
3	World Master Championship	WMA
4	Continental Master Championship	WMA

In the event that other races are jointly organised (open race, national or regional championship, ...) winners ceremony for that races should be held after the end of IAU Winners/Closing Ceremony at the sole responsibility of LOC.

	Race	Awarded by
1	100 km World Championship or 24H World Championship	
	Women	IAU
	Men	IAU
	Team women	IAU
	Team men	IAU
2	100 km or 24H Continental Championships	
	Women	IAU
	Men	IAU
	Team women	IAU
	Team men	IAU
3	WMA and/or	

	Continental Master Championships	
	Women	WMA
	Men	WMA
	Team women	WMA
	Team men	WMA
4	National Championships	Local personalities
5	Open Race	Local personalities
6	Regional Championships	Local personalities

1.4.4 In each category, medal will be presented to athletes/teams in the following order:

1. Individual women
2. Individual men
3. Team women
4. Team men

1.4.5 The Closing Ceremony will begin immediately after the Award Ceremony. Program of the Closing Ceremony should be in the following order:

1. LOC President's speech (no more than 3 minutes). He/she introduces IAU President at the end of his/her speech.
2. IAU President introduces the next edition's LOC President (or his/her representative)
3. Next edition's LOC President's Speech (no more than 3 minutes)
4. Handing over of the IAU/IAAF flag
5. IAU President speech and Order of Merit presentation (if applicable) and declares the MIAUC "closed"
6. Optional short cultural program

1.4.6 **The IAU will direct the whole AWARD CEREMONY, from start to the end**

- **The IAU Director of communications will lead the complete Award Ceremony**

- He/She will "open" the award ceremony in short but concise words
- He/She will announce the different members of the podium
 - Kind of competition and gender
 - Name of the VIP who gives the medals
 - When the athletes go on the podium he/she starts with:
 - Bronze medal, name + country + distance/time
 - Silver medal, name + country + distance/time



- Gold medal, name + country + distance/time + record (if applicable)
 - He/She will announce the National Anthem of the winner.
 - Allows the photographers a time of maximum 30 seconds to take pictures.
 - After the IAU Award ceremony he/she will announce the "Handing over of the Flag"
 - Invite the IAU President on stage
 - Invite the current LOC on stage
 - Invite the succeeding LOC on stage
 - Announces the "handing over of the flag"
 - He/She will announce the final speech of the IAU President Which can be followed by giving of the "Order of Merits"
- **The LOC will provide the following:**
 - Country Flags:
 - 1 for countries with 1 man and/or woman in the final registrations (FEF)
 - 2 for countries with 2 men and/or women in the final registrations (FEF)
 - 3 for countries with 3 or more men and/or women in the final registrations (FEF)
- **The IAU Director of Protocol will :**
 - inform the LOC about all obligations
 - control all details of the award ceremony
 - provide the National Anthems
 - Coordinate with the help of the LOC, the line-up of the athletes who will be on the podium
 - check and/or test :
 - the medals for the MIAUC
 - the presence of hostesses
 - the podium
 - the music and sound system/amplifier
 - the flags, and the system to expose the 'raising flags'
 - the possible additional gifts
 - the IAU, IAAF and Continental Association flags (handing over of the flag)
 - the VIP places
 - the photographer's "corner" (photo-call)
 - the display of the IAU, IAAF and Continental Association flag,
 - the display of the IAU logo (i.e. Kakemono)
 - the display of the IAU sponsors



THE LOC will provide:

- A stage, of minimum 6x6m
- a podium with three steps, different in height for the three awardees
 - each step must be big enough to have at least 7 people on it !
- Possible extra gifts for the awarded athletes
- The flags for the awarded countries
- Provision for "raising the flag" while the national anthems are played
- Music and sound system with accepted acoustics to allow the attendees to clearly hear the proceedings
- At least 6 hostesses to accompany the athletes and the VIPs on stage.

1.4.7 Line up of the athletes

ALL the athletes that are to be awarded should be lined up behind or besides the stage before the awarding ceremony starts

- ALL athletes & coaches MUST wear their national vest/uniforms
- NONE of the athletes/coaches can bring their national flag on stage
- A "Team" should consist of MAXIMUM 6 athletes + 1 coach

LOC should assign 6 ushers (3 male and 3 female) to IAU Director of Protocol. The function of these ushers is to ensure that all winners in the individual competitions are in the athletes' area at the time indicated by the IAU Director of Protocol. These ushers could also be anti-doping escorts.

When a Continental Championship is held, 6 extra ushers (3 male and 3 female) will be needed.

1.4.8 Map of the Award Ceremony and procedure of the Award Ceremony

- Playing of the IAU music
- When the IAU Director of Communication announces a new award ceremony, the mentioned athletes will come on stage
- These athletes will be accompanied by hostesses to the stage
- The athletes assemble behind the podium
- One in front of the three athletes, one behind
- Three extra hostesses with the medals will appear behind
- Another hostess with the VIP will appear on the other side
- The IAU director of Communications announces the name of the IAU VIP who should present the medals.
- The IAU Director of Communications will announce the Bronze, Silver and Gold medallists
- IAU Council Member or IAU VIP should present medals to the

- medallist
- LOC Member or LOC VIP should present flowers/gift to the medallist (This part of the ceremony will take place only if the LOC provides flowers/gift to the medallists,)
- IAU Director of Communication announces the National Anthem of the winning athlete
- After this the photographers are allowed to take pictures for 30 seconds
- The end of this award ceremony is announced
- The hostesses lead the athletes and VIPs back from the stage.
- The next Award Ceremony can start
- All extra pictures will be taken AFTER the MIAUC award ceremony on a special location

1.4.9 **Music & sound amplification during the award ceremony**

The IAU will decide what kind of music will be played during the award ceremony.

The IAU Director of Protocol will guide the amplification of the sound

1.4.10 **VIP on stage**

During the award ceremony of the MIAUC only IAU VIP will be invited on stage.

1.4.11 **Speech IAU President & closing the MIAUC**

After the IAU Award Ceremony and the "handing over of the flag", the IAU President will :

- give his/her final speech
- when appropriate, will give the Order of Merits (together with the General Secretary)
- close the MIAUC

1.4.12 **Awards and souvenirs**

The first three men and women and the first three men's and women's teams will receive **medals** (Gold, Silver, Bronze).

All the team members (maximum 6) and the Team Manager shall be awarded medals.

The medals need to show the IAU logo (front or back side) with the name of the organising town and year, giving it its unique identification. The IAU has to agree upon the final design of the medals. The actual production costs are to be borne by the IAU.

The LOC can decide to offer special trophies but this does not exclude the necessity of presenting medals to the top three athletes/teams.



Flowers & gifts: the presentation is optional and must be approved by the IAU.

1.4.13 **Anthems and Flags**

The flags of the three countries represented by the first three men/women/national teams shall be raised while the anthem of the nation of the Individual or Team Champion is played.

The National Anthems are provided by the IAU Director of Protocol.

- 1.4.14 The closing act of the ceremony will be the **handing over of the IAU Flag** and possible the corresponding flag to the organisers of the next 100 km World Championships (+IAAF Flag), 100K or 24H Continental Championships (Continental Flag, i.e. EAA Flag), 24H World Championships, Trail World Championships, 50K World Trophy.

1.5 **OFFICIAL MEALS**

There should be a balance between the Host, the IAU, the OM, the City and LOC at the tables.

1.6 **SPEECHES**

During all official functions (e.g. reception, meals, meetings) the IAU President will be given the opportunity to give a short speech in English.

The scheduling of speeches and presentations must be approved by the IAU Director of Protocol.

1.7 **GENERAL CONSIDERATIONS**

- 1.7.1 In order to ensure the correct implementation of the IAU Protocol Guidelines it will be essential that approximately 2-3 days before the competition a meeting is planned between the IAU Director of Protocol and the LOC representative in charge of protocol.
- 1.7.2 In the same period the IAU Director of Protocol will visit the different places where the various ceremonies will be staged.
- 1.7.3 It is essential that, in the attendance of the IAU Director of Protocol, a general rehearsal is organised for opening ceremony and the presentation of the teams, the hoisting of the national flags, the playing of the national anthems and the prize giving ceremony.
- 1.7.4 In anticipation of a smooth conduct of the ceremonies it is recommended that the IAU Director of Protocol, can co-operate closely with the relevant LOC working group



1.8 PRESENTATION CEREMONY AT THE FINISH LINE

- 1.8.1 In order to allow the assembled spectators enjoy presentations, the top 3 finishers (male and female), should be presented with an appropriate award/gift at the finish line.
- 1.8.2 This should be staged as quickly as the top 3 runners have finished their race.
- 1.8.3 The LOC will provide with an appropriate backdrop and a podium with the top 3 spots for the athletes to stand on.
- 1.8.4 Provision of micro-phone and speakers at the finish line to announce the presentations.

2. PROGRAM OF IAU EVENTS WHERE THE IAU PROTOCOL GUIDELINES WILL APPLY

IAU 100km WORLD CHAMPIONSHIPS
IAU 100km CONTINENTAL CHAMPIONSHIPS
IAU 24H WORLD CHAMPIONSHIPS
IAU 24H CONTINENTAL CHAMPIONSHIP
IAU TRAIL WORLD CHAMPIONSHIPS
IAU 50K WORLD TROPHY