

# ICF Protocol Guidelines



*Always moving forward*

## Table of contents

<b>Section 1: GENERAL</b> .....	<b>4</b>
1.1 General Provisions.....	4
1.2 Decisions .....	4
1.3 Accuracy of information .....	4
1.4 Contingency Plans .....	4
<b>Section 2: OPENING CEREMONY</b> .....	<b>5</b>
2.1 Ceremonies .....	5
2.2 Scenarios for Opening Ceremonies .....	5
2.3 Seating Guidelines at the Ceremony .....	6
2.4 Formal Segment of the Ceremony .....	6
2.5 Flags and National Anthem at the Ceremonies and Venue .....	7
2.6 Entertainment Segment of the Ceremony .....	7
<b>Section 3: MEDAL CEREMONIES AT WORLD CHAMPIONSHIPS</b> .	<b>8</b>
3.1 Scheduling of Medal Presentations.....	8
3.2 National Anthems.....	8
3.3 Medals .....	8
3.4 The Podium and Flag .....	10
3.5 Equipment and Material .....	11
3.6 Staging Area .....	11
3.7 The Personnel.....	12
3.8 The Award Ceremony .....	14
3.9 Rehearsal.....	15
3.10 List of Medal Presenters .....	16
3.11 Dress code .....	16
3.12 Advertisements at the Medal Ceremony Area .....	16
3.13 Run Sheets of Medal Ceremonies Script.....	17
<b>Section 4: MEDALS/PRIZES CEREMONIES AT WORLD CUPS</b> ...	<b>21</b>
4.1 World Cup Events.....	21
4.2 World Cup Final .....	21
<b>Section 5: AWARDS AT WORLD CHAMPIONSHIPS and</b> .....	<b>22</b>
<b>THE CLOSING CEREMONY</b> .....	<b>22</b>
5.1 Introduction .....	22

5.2 The Host Recognition Ceremony.....	22
5.2 The Closing Ceremony .....	22
<b>Section 6: SPECIAL EVENTS .....</b>	<b>24</b>
6.1 General.....	24
6.2 Special Events Programme .....	24
6.3 Speeches at Special Functions .....	24
6.4 Invitations.....	25
<b>SECTION 7: ICF CONGRESS.....</b>	<b>26</b>
7.1 Registration.....	26
7.2 Reception .....	26
7.3 Opening Ceremony of the Congress.....	26
7.4 Flags .....	26
<b>Other flags need approval from the ICF.....</b>	<b>27</b>
7. 5 Closing Ceremony .....	27

## **Section 1: GENERAL**

### **1.1 General Provisions**

The National Federation organising an ICF World Championships, World Cup Senior or other ICF Events shall submit for approval its plans for the Opening and Closing Ceremonies, Medal Ceremonies and Special Events Programme to the ICF Secretary General no later than 3 months before the start of the Championships.

The ICF will review the Ceremonies and Protocol Programme and forward its recommendations in writing within 14 days of receiving these plans.

Once approved, the ICF is the only body that can make amendments to the Programme for that Championships.

### **1.2 Decisions**

The ICF Executive Committee is the decision-making body for all ceremonies and protocol issues arising during events as Ceremonies and Protocol are under the responsibility of the ICF.

The ICF Event Manager shall deal with all the protocol matters during the World Championships on behalf of the ICF Executive Committee.

### **1.3 Accuracy of information**

The National Federation (NF) will need to check the correct names of the participating nations, the abbreviations of the countries, the flags and national anthems of the National Federations by checking the official list provided by the ICF Organising Committee (based on the current IOC list).

The Organising Committee shall make all the verification with the NF Team Leaders.

### **1.4 Contingency Plans**

The Organising Committee should have Contingency Plans for the Opening and Closing Ceremonies, for such eventualities as storms, rain, electrical blackout, non-attendance of athletes, audio failure, etc.

The plans should also be approved by the ICF before the Championships.

## **Section 2: OPENING CEREMONY**

### **2.1 Ceremonies**

The ceremonies are the official opening of an ICF event. It must showcase the event, athletes, officials and the local region in a positive way. The ceremony typically starts with the parade of athletes, the hoisting of the host country's flag and a performance of its national anthem.

The host nation then presents artistic displays of music, singing, dance, and theatre representative of its culture.

The Opening Ceremony for the World Championships shall take place on the day prior to the first day of competitions.

At the Junior and Senior World Championships, the Opening Ceremony should consist of two parts, a formal and an entertainment component.

When the Opening Ceremony does not include entertainment, the Opening Ceremony can occur at the venue, the same day, prior to the competition.

When ICF World Cup Organisers decide to plan for Opening Ceremony, it should be based on similar Guidelines.

For other ICF Events the Opening Ceremony can be decided between the ICF and the organisers.

### **2.2 Scenarios for Opening Ceremonies**

The Opening Ceremony always begins with the Athletes Parade representing the participating National Federations. The order to be followed is the alphabetical order of the name of the country in English. The Organising Committee can determine the number of marching athletes which can vary from one athlete to all members of a Team depending on the chosen scenario.

Athletes' Parade:

SCENARIO 1) One athlete from each country will carry the national flag and a volunteer from the Organising Committee will carry a board with the name in English of the National Federation or Country. The other members of the delegation will follow the flag bearer.

The countries should parade in English alphabetical order as approved by the ICF.

If the Ceremony is taking place in a public area in the host city, the athletes can walk to the ceremony place on condition that the distance is no longer than a 10-minute walk.

SCENARIO 2) If the Opening Ceremony is taking place at a venue with limited space, a maximum of two (2) representatives (if possible (1) male and (1) female athlete) of each participating National Federations shall march.

Where possible, the parading athletes should stand behind the presenters on stage facing the audience during the formal segment of the Ceremony if there is an entertainment section.

### **2.3 Seating Guidelines at the Ceremony**

Athletes not in the parade should be seated during the Opening Ceremony.

The athletes who represent their National Federation during the parade must be offered a seat in the same stand as their teammates following the completion of the formal part of the ceremony.

### **2.4 Formal Segment of the Ceremony**

A suitable "introducer" or Master of Ceremony is needed to manage the Ceremony.

#### *Speeches*

The formal part of Opening Ceremony should consist of a maximum of three (3) speeches, each no longer than three (3) minutes.

ICF preferred speech order is:

The Mayor or Head of the City/Town  
The President of the Organising National Federation  
The President of the International Canoe Federation

The ICF President or a representative nominated by the President will hold the last speech. At the end of his speech the ICF President will declare the World Championships or World Cup or other ICF event open.

If a speech is translated, the total duration of that speech including translation should not exceed five (5) minutes.

If a scoreboard is available, the text of the translation can be displayed on the scoreboard.

The ICF will accept amendment to these Guidelines to suit the local customs or host country's protocol. ICF must approve these changes.

## **2.5 Flags and National Anthem at the Ceremonies and Venue**

The short version (60 seconds) of the ICF Anthem will be played after the opening of the Championships whilst the ICF flag is raised.

No other national or regional anthem is to be played during the Opening Ceremony.

Other regional flags can only be displayed with the agreement of the ICF.

All country flags should be flown throughout the formal section of the Ceremony and if possible, during the remainder of the Ceremony (but not held by the athletes).

All nations competing at World Championships should have their national flag flown or a display at the venue throughout the Championships.

### *Official Display*

The flags should always be placed in the following order:

- 1) Host Country Flag (for medal presentation)
- 2) ICF Flag (for medal presentation)
- 3) Host NF Flag

Other flags need approval from the ICF.

## **2.6 Entertainment Segment of the Ceremony**

After the formal part of the Opening Ceremony an entertainment programme can be performed. This programme should not exceed 45 minutes. The host nation can present artistic displays of music, singing, dance, and theatre representative of its culture.

Photographic opportunities are encouraged at the end of the Ceremony (e.g. Team photos, mascot photos, cultural group photos with athletes).

## Section 3: MEDAL CEREMONIES AT WORLD CHAMPIONSHIPS

### 3.1 Scheduling of Medal Presentations

The Ceremonies will be held at the pre-determined scheduled time in the World Championships or World Cup programme as defined by the ICF.

In general, the Ceremony will be organised following the completion of each final which allows for quick medal presentations.

**Or**

Alternatively, the presentations can be held in blocks. All the athletes who are to receive a medal and the medal presenters shall gather in one place at the same time before the scheduled ceremonies. An area nearby should be reserved for the athletes and presenters to prepare for the Ceremony.

### 3.2 National Anthems

The ICF has gathered the National Anthems and can provide them to the organisers but the Organising Committee **MUST** confirm with National Federations that the national anthems are correct at accreditation prior to the start of the competition.

The Organising Committee can also request that the Team Leaders send a digital copy burned to a compact disc (CD) and mail to the Organising Committee. Team Leaders could also email a MP3 file together with a completed and signed release form. This information should be received at least 3 months before the event.

### 3.3 Medals

Two options are offered to the Organising Committees of ICF Events for the design of the medals.

For **World Championships & Olympic discipline World Cups**, the medals shall be furnished by the ICF at the expense of the Organising Federation.

For other **World Cups**, the medals can be furnished by ICF at the expense of the Organising Federation or purchased locally by organisers.



Side A: World Championships and World Cup medals must always show the ICF logo on the front side.

Side B: Reverse side shows the Championships name, and the name of the event.



### **Specifications of the medals for World Cup Organisers:**

- Preferred size – at least 65 mm.
- Including a ribbon – 28 mm x 76 cm in the colour of the International Canoe Federation.
- The medal design should be approved by the ICF.

### 3.4 The Podium and Flag

Below are the required elements needed for medal ceremonies:

- A podium for the first three places should be wide enough so that the competitors are comfortable whilst receiving their medals. The height of the podium for the first place must be higher than the second place podium, which is higher than the third place podium. If necessary, steps or ramps can be installed.

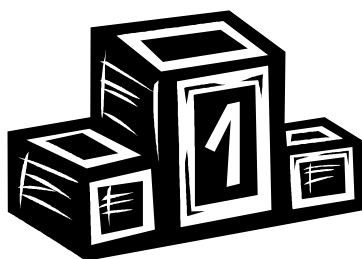


Podium 1 at the centre, 2,00 m long x 0,60 m wide x 0,70 m high and should be for gold medallist(s).

Podium 2 to the left of the centre podium, 2,00 m long x 0,60 m wide x 0,55 m high and should be for the silver medallist(s).

Podium 3 to the right of the centre podium, 2,00 m long x 0,60 m wide x 0,40 m high and should be for the bronze medallist(s).

*Note: Always facing the podium*



- Three flagpoles are required for the national flags of the medal winners, as well as 2 additional flagpoles for the host country and the ICF flag. The flagpoles should be between 4 and 5 meters high.
- The podium and flagpoles should be in front of the grand stand on the bank of the body of water or on a pontoon. The podium should be located where it can easily be reached from the Staging Area.
- The flagpoles should be placed diagonally beside the platform, on the right or left side depending on the sun direction at the venue. They should be placed between the grand stand and the platform.

- Where possible, the natural environment should be showcased in the set up for TV and photographic opportunities. Canoeing venues have wonderful natural backdrop that should be made the most of.
- Spectators watching the Ceremony will see the winner stands in the middle, the silver medallist to the left side and the bronze medallist to the right.
- The mechanism of the flagpoles must allow for quick change over of the flags.
- In Events including Paracanoe adjustments and access ramps must be integrated to the design.

### **3.5 Equipment and Material**

The Organising Committee should organise for;

- A PA system for the music and the announcer.
- A speaker system.
- A detailed script and procedures of the ceremony.
- National Anthems and flags of each participating country.
- Flag bearers and hoisters in uniform.
- Medals and trays.

### **3.6 Staging Area**

#### 3.6.1 Storage and Staging Area

- A room with storage space and a preparation area should be available near the stage. It should have enough storage space for medals, flags and flowers, as well as a working area for the volunteer and staff preparing the ceremony.
- Where necessary, a special service should be available to collect or distribute the uniforms of the medallists if they are taking part in other finals after the ceremony.

#### 3.6.2 Dressing rooms

Dressing rooms with mirrors, chairs, desks and clothes baskets are required in proximity of the staging area.

#### 3.6.3 Assembly area and parade route

Assembly area and parade route for Medal Ceremonies must be identified and kept clear.

#### 3.6.4 Display of Staging Area

<b>Storage</b>	<b>Assembly Area</b>
<b>Dressing Rooms</b>	<b>Office</b>

Athletes, presenters and hostesses must be in assembly area no later than ten (10) minutes before the ceremony.

### **3.7 The Personnel**

Minimum required workforce for the Medal Ceremonies include:

- 3 individuals to raise the flags during the medal ceremony;
- An announcer (host language and English)
- A Master of Ceremonies
- Medal Ceremony Assistants
- Result Runner
- 3 hostesses

#### 3.7.1 Master of Ceremonies

The Organising Committee shall appoint a Protocol Commission and one of its members will be elected as the Medal Ceremony Coordinator.

This person is the **Master of Ceremonies**, who will be smartly dressed and will coordinate the preparation of the medal presentations with the following responsibilities:

- To ensure that all the athletes involved in the ceremony are present at an indicated place and time. Assistants will be required for this job.
- To be accountable for the schedule of the Ceremony.
- To direct the athletes to the appropriate positions for the Ceremony.
- To verify that the medallists wear the proper clothing for the Ceremony.
- To ensure the athletes are marching in the right order with the Gold medallist(s) taking the centre position, the Silver medallist(s) on the left and the Bronze on the right (as viewed from the Grandstand).

- To monitor if athletes need any help.
- To check the medal presenters are in position.
- To brief athletes and medal presenters of the protocol and procedures of Medal Ceremony.
- To advise the Announcer of the start of the Ceremony.
- To ensure that security personnel are positioned.
- To make sure that the photographers do not block the view of the podium and that they respect the protocol of the Ceremonies.

### 3.7.2 The Medal/Flower Presenters

***As a general rule***

***One member of the ICF Executive Committee or Board of Directors will present the medals to the athletes.***

***The second person generally accompanying the medal presenter is the President of the Gold Medallist's National Federation or its highest-ranking representative.***

Exceptions:

- When the ICF President appoints any other highly regarded person(s) such as; an ICF Honorary Member, a Technical Delegate, a Member of an ICF Technical Committee, celebrity athlete, sponsor representative or other high ranking dignitary.
- The ICF President or a leading member of the ICF can authorise a highly ranked VIP attending the Championships to present a medal if he/she wishes to do so. In such a case, the President would inform the initial presenter of the change.
- If the Host NF wishes that a local VIP present the medals, this shall be agreed with the ICF at least one day before the presentation.
- The ICF President or the highest-ranking member of the Executive Committee shall present the first and last medals of the Championships.

### 3.7.3 The Medal/Flower Hostesses

One or two people per medal colour may be involved in carrying the medals and flowers on trays for the medal presentation.

The flowers should be kept relatively small and tasteful. It should easily be held in one hand.

Please note that the Event mascot can be offered to the athletes. In such a case, no flowers can be presented.

### **3.8 The Award Ceremony**

#### **3.8.1 Order of Presentation**

Medals will first be given to the bronze medallist, then to the silver medallist and finally to the gold medallist.

#### **3.8.2 Medal Ceremony Parade**

The parade starts from the assembly area which is located as close as possible from the podium area where the medal presentation will take place. During the march to the podium, the ICF March which is will be played; it is available from the headquarters.

#### **Order of the parade for the medal presentation from left to right**

1. The Medals/Flowers Hostesses
2. The Bronze medal winner
3. The Gold Medal Winner
4. The Silver Medal Winner
5. The ICF Medal Presenter
6. The NF President of the winning country or his deputy

*The order of the medallist is opposite if they approach the podium from right to left.*



- Only athletes who have won medals in that particular event are allowed on the podium. No other person should be on the podium.
- Athletes should wear their official team uniforms or competition uniforms and footwear must be worn (barefoot is not allowed).
- Athletes may not wear hats or headgear and no sunglasses are allowed throughout the Ceremony.

Important note:

- An athlete can carry his own country flag on the podium but no other flags, propaganda or message is allowed on the podium.

### 3.8.3 The Scoreboard

The scoreboard should show the event, the name of the winners and their respective results and countries.

This information should remain on the scoreboard until the ceremony is over.

The organisers may broadcast a replay of the event prior to or after the Ceremony.

### 3.8.4 Length of a Medal Ceremony

A single ceremony can last a maximum of 8 minutes.

If medals are presented in blocks, the scheduled time indicates the time of the first presentation. The ceremonies will be held one after the other with each presentation lasting no more than 5 minutes.

### 3.8.5 Medal distribution for tied race

- a) If there is a tie for the 1<sup>st</sup> place, two gold medals will be given but no silver and one bronze medal. The flags of both winners must be raised at the same time and national anthems will be played. A draw will determine the order the anthems are to be played.
- b) If there is a tie for the 2<sup>nd</sup> place, one gold medal will be given, two silver medals will be given but no bronze medal.
- c) If there is a tie for the 3<sup>rd</sup> place two bronze medals will be awarded. In this case, no fourth place will be indicated in the official results.

## **3.9 Rehearsal**

The Organising Committee shall invite the ICF's representative for the rehearsal of the Medal Ceremony a day prior to the start of the Championships to approve the procedures set in place for the medal presentations.

Rehearsal is crucial to ensure a proper Ceremony protocol and presentation. Smoothness comes from rehearsal, with clear instructions to each participant. Paying particular attention to cueing

of key people is important. This will show a more professional appearance of the event.

### **3.10 List of Medal Presenters**

The ICF shall give a list of the names and positions of the medal presenters to the Organising Committee at least one day prior to the specific awards ceremony.

The ICF shall inform the Organising Committee of any changes to the agreed list.

The Organising Committee needs to confirm the date and time of the presentations to the ICF. This should occur the morning of the first day of the Medal Ceremonies.

The Medal and Flower Presenters must be in the Staging Area ten (10) minutes before the ceremony for the briefing.

### **3.11 Dress code**

The ICF Medal and Flower Presenters shall all be dressed in formal wear uniform unless instructed otherwise by the ICF President. As previously mentioned the winning athletes should wear their national uniform or competition wear with footwear.



### **3.12 Advertisements at the Medal Ceremony Area**

Sponsor advertisement is allowed but needs to be approved by the ICF before the first day of competition. The ICF present during the World Championships or World Cup or other ICF events will have the final decision about sponsor advertisement issues arising at the event and particularly at the Ceremony.

- Advertising shall comply with the ICF Marketing Rules and Regulations & ICF Style Guide.
- ICF logo must be present if sponsor advertising is used.
- The size of the advertising boards must correspond to the requirements in the TV contracts.
- Advertising can not interfere with the judging system and the competitions.



- ICF sponsors' advertising must be given priority at the venue/race course and in medal ceremonies.

### **3.13 Run Sheets of Medal Ceremonies Script**

To begin, a short fanfare (maximum 15 seconds) will be played. This will indicate the start of the Ceremony.

The ceremonies open with an announcement on the public address system:

#### **Announcer:**

"Ladies and gentlemen the medal ceremony of the (Event name e.g. kayak single 1000m men) will begin"

- The presenters and medallists move toward the presentation area. Suitable accompanying marching/parading music will be played.
- The Medals/Flowers Hostesses and the athletes pass behind the podium. The athletes stop at their respective places and the hosts/hostesses with the medals and/or flowers continue in front and to the right side of the podium facing the Medal Presenters (left to right scenario).
- The two presenters stop just in front and to the left side of the podium on the opposite side to the hosts/hostesses with the medals and flowers (if right to left scenario will be opposite positions).
- The flag holders start to march toward the flagpoles at the same time as the presentation group and stop directly behind the flagpoles. They then immediately fix the winners' national flags to the hoist mechanism.
- Once in position a fanfare opens the ceremony with a few notes (maximum 5 seconds).

The ceremony begins with an announcement on the public address system.

#### **The announcer will continue,**

**Announcer:** *(Note: Must be positioned where he/she can see the ceremony area very well. The Announcer should not broadcast the winning times)*

"Ladies and gentlemen, we present the medallists for the Men's Kayak Single 1000m event"

"The medals will be presented by (name and position) accompanied by (name and position)."

"The Bronze Medallist is (name(s) and country)"

This will be the cue for:

- The Bronze medal winner(s) to step onto the podium. The Medal and Flower Hostess(es) will step forward to the front of the podium with the medals and flowers. At the same time, the two Medal/Flower Presenters move toward the podium.
- The Medal Presenter awards the medal to the bronze medallists and shakes hands to congratulate the athlete(s). The first Presenter steps back to allow the accompanying presenter to congratulate the winner(s) and offer the flowers. If there are no flowers, the accompanying Presenter congratulates the medallist. At that point, the two presenters remain at their position in front of the podium.

**The announcer:** "The Silver medallist is (name(s) and country)"

This is the cue for:

- The Silver medal winner(s) to step onto the podium. The Medal and Flower Hostess(es) step forward to the front of the podium with the medals and flowers. At the same time, the two Medal and Flower Presenters move toward the podium of the silver medallist(s) and they repeat the same procedure as for the bronze medallist.

At the end of the congratulations, the announcer immediately says:

- "The Gold medallist and World Champion is (name(s) and country)"

This is the cue for:

- The gold medal winner(s) to step onto the podium. The Medal/Flower Hostess(es) step forward to the front of the podium with the medals and flowers at the same time as the two Medal and Flower Presenters move toward the podium of the gold medallist(s) and they repeat the same procedure as for the silver and bronze medallists.

At the end of the congratulations, the Presenters step to the side of the podium facing the flagpoles, and the announcer immediately says:

"Please rise for the National Anthem of (name of the winning country)  
"

- The three National flags are raised very slowly in the order of Silver-Gold-Bronze while an excerpt (50/60 seconds) of the National Anthem of the winning country is played. The flag of the winning country should be higher than the silver, which should be slightly higher than the bronze. The flag of the winning country should reach the top of the flagpole before the silver and followed finally by the bronze at all times.
- The whole delegation should face the rising flags.

When the flags reach the top of the poles and the National Anthem has ended, the announcer says:

"Ladies and Gentlemen, please show recognition for the (Year) World Champions" (or title of events).

- At that time the flag holders lower the flags on the poles and dismantling them quickly then marching away.

The presenters and hoisters will leave the stage.

#### *Pictures*

A short time (maximum 2 minutes) is allowed for photographers, fans and families to take some pictures of the winners on the podium.

After this, the athletes will be asked to leave the stage.

#### *Lap of Honour*

The medal winners may do a "lap of honour" of 1 or 2 minutes at the end of the presentation section in their boats. This must be agreed with the organisers and the ICF in advance.

A further opportunity for media/family/fans for photos will be given at a different location.

At a suitable time, the Announcer will announce the next medal presentation should it be required (according to the scheduling).

E.g.

"Ladies and gentlemen Medal Ceremony for Women Kayak Single 1000m event"

The same scenario as before will be repeated until the last scheduled medal presentation is over.



## **Section 4: MEDALS/PRIZES CEREMONIES AT WORLD CUPS**

### **4.1 World Cup Events**

The National Federation organising the World Cup will award medals if they wish to. The ICF can arrange for production of the official Medals if an organiser wishes to use them. The ICF must be informed no later than **12 weeks** prior to competition. Should they wish to, organisers are free to produce their own medals based on the guidelines provided in section 3.3.

### **4.2 World Cup Final**

The official Ceremonies including the presentation World Cups shall be presented to the following (4) categories: Men's Kayak, Women's Kayak, Men's Canoe and Overall Winner at the World Cup Final of each calendar year.

The prizes to be awarded to the winners are provided by the ICF. The ICF will designate a presenter to award the World Cup to the winners.

If the World Cups can not be presented at the World Cup Final, special arrangements or presentation will need to be organised once the ranking is confirmed. The World Cup trophies will not be presented during World Championships.

## **Section 5: AWARDS AT WORLD CHAMPIONSHIPS and THE CLOSING CEREMONY**

### **5.1 Introduction**

An Award is given to the Best National Federation at the World Championships. Following the last medal ceremony, the award for the "Best National Federation" will be given for Canoe Sprint, Canoe Slalom, Wildwater Canoeing, Canoe Polo, Canoe Marathon Canoe Freestyle and Ocean Racing.

### **5.2 The Host Recognition Ceremony**

Presenting the ICF recognition awards to organisers and the Host City will take place during the Team Officials dinner, which is organised during the Championships period, the ICF President is giving a short speech and thank the Host for organisation of the event.

If the Team Officials dinner doesn't take place, the recognition ceremony could be moved before the last block of medal ceremony, in this case, the recognition ceremony should not take more than 5 minutes and the ICF President present trophies to the NF, HOC and the Host City (no speech is planned for this ceremony).

This is optional that the ICF flag be passed to the organiser of the next World Championships. The flag could be passed by the President of the host NF to the ICF President and be given to the representative of the future host.

### **5.2 Best Nation & the Closing Ceremony**

Will take place following the final Medal Ceremony of the Championships.

#### **Announcer:**

"The ICF Award Ceremony for the best National Federation will begin"

The President of the National Federation who will receive this award will be accompanied on stage for the presentation made by the ICF President (or nominated person).

The presentations can be done in one block with all the recipients in front of the podium.

The Chief Official shall provide the name of the "Best Nation" to the ICF as soon as possible, which in turn needs to inform the President of the winning nation.

The President of the winning NF moves toward the ICF President or designee who presents the Award.

The announcer:

"The Best National Federation for overall ranking is (country)"

The prize to be awarded for winning national Federation is provided by the ICF.

Closing Ceremony:

The announcer will thank everybody (volunteers, staff and teams) involved in the Championships he announces the location of the next World Championships and wishes everyone good luck. He finally announces that the Championships is closed.

At this point the ICF anthem is played. The ICF flag is lowered, folded and brought to the ICF President.

## Section 6: SPECIAL EVENTS

### 6.1 General

The extent of the social programme depends upon a number of factors including the budget, number of persons, number of functions and the time available during the Championships.

The ICF does not require that any functions be held, however, it is appreciated that Sponsors, Governments, Municipalities, the National Federation offer to support the Organising Committee by organising some of the functions.

All the social events associated with the Championships are to be included in the contract between the ICF and the National Federation.

### 6.2 Special Events Programme

As a guide the following events should form the basis of the social programme:

*The ICF & Race Officials Reception:* On the evening of the Team Managers Meeting, the Organising Committee should plan for a simple reception for approximately 30-40 people.

*Executive and Board Members Reception:* A reception for approximately 20 people.

*Official Reception:* A reception for the ICF, Presidents and Secretary General of National Federations, Team Leaders, and International Officials for approximately 150 guests.

*Press reception:* Press Reception following a press conference

*Farewell Party:* Is at the discretion of the organisers. The organiser may organise this event if they wish to do so.

*Tourist Programme:* Organisers can offer a special program for guests, families and fans. This program should highlight the region where the ICF event takes place before the competition. Organisers should therefore determine beforehand if there will be interest or not.

### 6.3 Speeches at Special Functions

ICF speech order is:



- The Sponsor/Partner Representative
- The Mayor or Head of the City/Town
- The President of the Organising Federation.
- The President of the International Canoe Federation or representative.

According to the guest list, organisers should verify the proper speech order at functions.

The event should consist of a maximum of three (3) speeches, each no longer than three (3) minutes.

#### **6.4 Invitations**

It is essential that all social events be carefully planned, and a list of invitations be sent to the guests at least **1 month** prior to the event.

Welcome kits should be provided to all special guests with information about the venue, transportation, the invitation and any pertinent information they might need.

## **SECTION 7: ICF CONGRESS**

### **7.1 Registration**

The day before the opening of the congress, welcome of the Delegations and registration formalities are completed.

### **7.2 Reception**

A Cocktail party to welcome the participants can be held, at the discretion of the organising country.

### **7.3 Opening Ceremony of the Congress**

The Opening Ceremony of the Congress should follow these guidelines:

While the participants are being seated in the hall where the ceremony will be held the ICF Executive Committee are invited into another room prepared for this purpose.

At the agreed time, the Chairman of the Congress accompanies the Executive Committee into the assembly hall, and the Congress attendees are invited to stand as the members of the Executive Committee take their seats.

The Chairman of the Congress invites the highest-ranking political dignitary of the host country present or the representative of the Host Country NOC to make their formal speeches.

- There should be a lectern on the podium
- The speeches should not be longer than 5 minutes each.

This will be followed by the welcome speech by the Chair of the Congress.

At the end of the speeches the ICF president will officially open the Congress.

Any presentations/photos with the local dignitaries can be held at this point if no opportunity is available during the close of the Congress.

### **7.4 Flags**

#### **7.4.1 Official Display**

The following flags will be placed on the dais during the Congress.

- 1) IOC Flag
- 2) Host Country Flag
- 3) Host NOC Flag
- 4) ICF Flag

Other flags need approval from the ICF.

#### 7.4.2 Room Set Up

The flags or country name tags of participating countries will be displayed at each attendee's seat.

The Board of Director Members should be lower than the Executive Committee head table but given prominent location.

An area will be set up for Honorary Members that will be seated in the conference room.

The seating order to be followed is the alphabetical order of the name of the country in English.

It is important to note that certain movements could occur to accommodate the set up of the room and certain political situations.

#### 7.4.3 ICF Protocol Ranking

The protocol ranking within the ICF is as follows:

1. President
2. 1st Vice President
3. 2nd Vice President
4. 3rd Vice President
5. Treasurer
6. Secretary General
7. Chair of the Continental Associations
8. Continental Representatives
9. Chair of the Technical Committee
10. Chair of the other ICF's Committees

### **7. 5 Closing Ceremony**

The ICF president will give a closing address (5 minutes) thanking its host for its hospitality as well as thanking the attendees that have come from around the world.

The ICF president will summarise the main points of the Congress.

The ICF President will also thank the appropriate bodies and people in organising the Congress.

The Chair of the Congress then declares the Congress closed and invites the NF to reconvene in two year in (Country).

End of the ceremony and close of the Congress.