

IARU REGION 1 ARDF WORKING GROUP GUIDELINES

PROTOCOL GUIDE

(OK2BWN 2017)

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1. Scope of the IARU Protocol

This Protocol has been prepared to assist Member Societies and event organisers to appreciate the diverse nature of the matter and to develop a feeling for formal details to ensure the success of an ARDF event.

An ARDF event fulfils several purposes. At the technical level, precise rules already exist. Such an event is a showcase for the IARU as a respected international organisation. Therefore, an ARDF event is also an important platform to promote the IARU branding.

An ARDF event is a serious and challenging undertaking that requires a professional approach, particularly from those in leadership positions. It is essential that everyone involved at this level invest the time to read through the information contained herein and thereby obtain a strong theoretical base before committing themselves and others to practical operations.

2. Protocol/ceremonies Team

It is recommended that the event organising committee sets up, in the early stages of planning, a specific team to take care of all protocol related matters. Proper protocol handling requires significant leadtime for the preparation of the event in general and more specifically for all official ceremonies where protocol is an important aspect.

In general, the protocol team provides planning, scheduling and staging of the ceremonies.

3. Event Presentation

3.1 Description

Promotion must not stop with the distribution of Bulletins or the spectators' arrival at the event centre or the competition site. Everyone who experiences the event in person, by internet or through television, should be impressed with its importance and uniqueness. The organiser's aim should be to create the best possible atmosphere and visual experience at the event venue, official sites and around the Host Town or City by using design and colour.

3.2 Activities

A comprehensive venue presentation plan should be prepared. Such a plan should consider both the locations that should be dressed, as well as how they should be decorated. Decorations at the competition venue and other relevant

sites should reflect the event design and be closely coordinated with any decorations provided by the Host Town or City or other authorities. Elements to be used include coloured materials, banners, flags and floral decorations.

When preparing the event presentation plan, the need to reflect the sponsors, in an appropriate manner, should always be a significant consideration. This is particularly important at events where there is a title sponsor.

The focus should be on two elements:

- The experience of the spectators (including their approach to the competition venue)
- The visual effect of the competition centre and event on television

4. Opening Ceremony and Closing Ceremony

4.1 Description

The opening and closing ceremonies represent two of the more important ceremonies of a major IARU event. Special attention shall be paid as these ceremonies are also important for the media and, hence, appropriate protocol is of importance. The opening and closing ceremonies are important in their own right as they set the atmosphere of an event and mark its opening and completion in an appropriate and satisfying manner.

These ceremonies allow the Host Country to welcome and bid farewell to all guests (the competitors and officials as well as the spectators). They also provide opportunities for the display of national or local identity and creativity.

It is important to recognise that the opening ceremony gives a first indication and feeling about the level of organisation of the event. In this context, all national teams are expected to have significant representation at both the opening and closing ceremonies.

4.2 Opening Ceremony

A well-designed opening ceremony should combine elements of national/local identity and an artistic/cultural presentation with official protocol (sequence, flags, anthem, speeches etc). The protocol can be summarised as follows:

- Entrance of the delegations in their approved uniforms (competitors, team officials)
- Welcome Speech by the Chairman of the local organising committee (maximum 3 minutes)
- Speech by the IARU Region 1 representative (maximum 3 minutes)
- Opening of the IARU event by the IARU Region 1 representative

The duration of the whole ceremony must not exceed 45 minutes. The opening ceremony may be conducted in a town or market square or other suitable location in the Host Town or City so that it attracts the local population and enhances its identification with the event.

The concept of the ceremony should also take into account the needs of the competitors. Those that participate must not be required to stand for a long time in either the assembly area or the arena. They must also have the opportunity to watch the major part, if not all, of the ceremony.

4.3 Closing Ceremony

Closing ceremony is usually connected to the last awarding ceremony of the event and follows immediately after it. Though a less formal occasion than the opening ceremony, the closing ceremony of an event does have a specific protocol sequence (flags, anthem, speeches etc) that must be observed. This can be summarised as follows:

- Speech by the IARU Region 1 representative (maximum 3 minutes)
- Speech by the Chairman of the organizing committee or the Chairman of the International Jury
- Departure of the delegations.

The remainder of the ceremony is a moment of relief and joy for the participants mixed with the sadness of farewell but also looks forward to the next event. It is also the forum to thank the competitors for their performances, the organisers for their efforts and the spectators for their support.

5. Flags

The international nature of a major ARDF event is symbolised by the use of flags as protocol, formal recognition and decoration and is an important part of the programme and presentation. Because of the identities and ideals that flags represent, strict protocol must be observed.

5.1 Protocol

When viewed from the front, flags should be displayed from the left to the right at the point of honour. The order of the flags should be as follows (from the left to the right)

- The flag of the IARU
- The flag of the host city

- The flag with the logo of the event
- The flags of the participating nations in alphabetical order according to the language of the host nation or the language of the area of the country
- The flag of the host nation

The quality of the material of the flag has to be appropriate for its use. There are different qualities to consider for indoor or outdoor flags.

All flags at awarding ceremonies (indoor and outdoor) will be raised in the horizontal format. Flags will be raised in the following formation when viewed from the competitors' position on the medals podium

If a tie occurs, two flags may be flown from the same pole during medal ceremonies. The flags will be hung in alphabetical order from the top to the bottom. Two flags should not be flown from the same pole under any other circumstances.

Raising flags at the awarding ceremony can be replaced with the projection to the screen. All principles mentioned above shall be respected.

Protocol dictates certain etiquette when handling a flag, a nation's foremost symbol:

- Flags should not be folded when carried to and from flagpoles
- No flag should be in a position lower than 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

5.2 Activities

- Checking of the correct position of all flags set
- Frequent checking of the status of flags for the entire duration of the events
- Problem solving of all issues related to flags arising during the event
- Management of flag storage and supply
- Collaboration with communication and media personnel for awarding ceremonies

6. Awarding Ceremony

6.1 Description

Awarding ceremonies at championships and other major ARDF events are extremely important to the competitors, their federations, their nations, the spectators and the television audience. They must, therefore, be carefully planned and conducted in a dignified manner.

It is very important to be able to distribute pictures of the medallists with their medals to the media as early as possible and the organiser shall consider this when planning the ceremonies. Whenever possible, the award ceremony should take place on the day of the competition. The organisers shall make every effort possible to stage an attractive programme around the prize giving ceremony to gather as many spectators as possible. A ceremony with only few spectators jeopardises its dignity.

6.2 Activities

A standard pattern and duration for each award ceremony must be used. The award ceremony timetable should be published well in advance so that it is well known to spectators, competitors and officials. It should also be published in the event programme (Bulletin 4 and public programme).

The award ceremony for each category shall last a maximum of 5 minutes.

Medals are presented by the nominated IARU representative or the local VIP (e.g. representative of the host society, mayor of the host city). The organiser shall provide a list of national / local dignitaries who could be accompanying persons.

No modifications to the final list of medal presenters / accompanying persons will be made because of the actual results

The list of presenters must be distributed to TV (when applicable), speaker, data processing service (for graphic inserts), press, Award Ceremony Manager. The detailed announcements and procedures for the award ceremonies are given below and must be strictly adhered to. The medal ceremony is organised for the three best competitors or three best teams.

All flags to be raised shall be checked for accuracy and size.

According to Olympic rules, national anthems cannot be longer than 80 seconds in length, which means that some countries have had to create a shortened version of their anthem. This rule could be easily used as a guidance at ARDF events as well. All anthems to be played shall be checked prior to the ceremony for accuracy and quality.

Notes:

- All texts must be checked (including verification of the correct pronunciation of foreign names)
- The announcements must start in English, followed by the language of the host country. A different speaker should be used for each language.
- To save time the presenters may remain in front of the podium but move to the side of the next competitor; co-ordination of announcement and movement is necessary.
- It is recommended that the national flags are raised by people with proper training, to ensure a smooth and level hoist up the flagpole. The Award Ceremony Manager must coordinate the verification of flags and anthems of each country.
- Allow some time for photographic shoot.
- Possible prizes by the organiser must be given to the competitors after the medal ceremony is over. They may not be handed out to the competitors on the podium.

6.3 Layout of the podium

Because of the importance of the moment of an award ceremony, careful thought and planning must be given to the setting where it will take place. The design of the victory podium should integrate with and reflect the event design. The podium itself should be positioned to be highly visible, well lit and such that the competitors are able to see the flags and the video screen at the same time. The flags have to be visible for the VIPs.

On the front-side of the podium, close to the place for the first ranking competitor, the IARU logo shall feature in an attractive size. Decoration and other enhancements that do not interfere with other aspects of the event should also be employed to create a spectacular image.

6.4 Award Ceremony Management Tasks

The Award Ceremony Manager will be responsible for the preparation and staging of the ceremonies according to the published timetable and following the official pattern. The Award Ceremony Manager and his/her assistants will ideally work from an area with direct access to the position of the victory podium and the VIP seating. The working area will include secure storage for the medals, flowers and equipment required for the ceremonies. It must also have communications links with the speaker and the flag pole operators. The key aspects of managing an award ceremony are as follows:

- Giving the instruction as to which flags must be used and controlling that this is correctly done
- Having ready, in advance, the list of those who will present medals / flowers and assembling the appropriate individuals for the ceremony
- Preparing the medals, flowers and the trays
- Preparing – in collaboration with the responsible technical person – all anthems to be played and checking the audio equipment
- Assembling the Host/Hostesses who will carry the awards
- Assembling – in collaboration with the responsible technical person – the competitors for the ceremony

Ensuring that the dress code is followed, that award ceremony bibs are properly affixed and that no forbidden items are carried on to the stage (see chapter 7). competitors are not allowed to bring any accompanying persons to the stage.

It is important that the entire process is carefully rehearsed and well tested before the event begins.

7. Dress Code

At major ARDF events, it is a must to enforce proper dress code for participants of the ceremony (competitors, officials, organisers).

Dress code for competitors: national team uniform.

National flags, signs, sunglasses, hats, headbands, bottles and other such items are not allowed on the stage.

Before entering the stage, the organiser shall ensure that the competitors are correctly dressed. The organiser shall refuse to let any competitor take with him/her any forbidden items.

The medal presenters shall wear appropriate clothing, e.g. suit trousers and a collared shirt for a dignified ceremony.

It is important that the teams are informed in due time about the timetable of prize giving ceremonies and the required dress code. Bulletin 4 and the first team leader meeting of an event week are appropriate places for such announcements and instructions.