



International Ski  
Mountaineering  
Federation

# International Ski Mountaineering Federation

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Official Ceremonies Protocol

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#### 4.7.2 Protocol rules for World and Continental Championships

##### **4.7.2.1 Programme for the 1<sup>st</sup> day: Welcome**

- Registration and delivery of welcome gift before 3 pm
- Provide a room for a permanent race office
- Provide rooms for:
  - Security commissions
  - Meeting of the ISMF Council
  - Other institutional meetings of the ISMF, commissions, etc.
- At 4 pm: delivery of bibs
- At 5 pm: briefing
- At 6:30 pm: Opening ceremony (maximal duration: 1 hour 30 minutes)
  - Place: i.e. sport hall, skating rink, etc.
    1. At 6:30 pm: entrance of delegations, flags ceremony (10 - 15 minutes)
    2. Next, 1<sup>st</sup> Performance (5 minutes)
    3. Next, welcome speech of the President of the organization (5 minutes in 2 languages)
    4. Next, presentation of ISMF officials, referees and delegates.
    5. Next, 2<sup>nd</sup> performance (5 minutes)
    6. Next, 2<sup>nd</sup> speech: 1 chosen local/regional representative (5 minutes in 2 languages)
    7. Next, 3<sup>rd</sup> performance (5 minutes)
    8. Next, 3<sup>rd</sup> speech: National Federation President or his representative (5 minutes in 2 languages)
    9. Next, official declaration of the integrity of the referees
    10. Next, 4<sup>th</sup> performance (5 minutes)
    11. Oath of the athletes and referees
    12. Next, 4<sup>th</sup> speech: ISMF President or his representative, opening declaration (5 minutes in 2 languages)
    13. Optionally, last performance

##### **4.7.2.2 Program for the week: from the 2<sup>nd</sup> day**

- Morning: meeting with coaches, race
- 2 pm – 3 pm: registration to the races of the following day, in the race office
- 4 pm: delivery of bibs in the race office
- 5 pm: briefing
- 6 pm: official podiums
  - Speech: only one local representative, if necessary.

##### **4.7.2.3 Program for the last day**

- Morning: meeting with coaches, race
- 6 pm: closing ceremony
  - Place: Sport hall
    1. 1<sup>st</sup> Performance – optional (5 minutes)
    2. Official podiums of the last day
    3. Next, 2<sup>nd</sup> performance - optional (4 minutes)
    4. Podium for overall ranking
    5. Next goodbye speech of the President of the organization (3 minutes in 2 languages)
    6. Next, 3<sup>rd</sup> performance – optional (4 minutes)
    7. Next, 2<sup>nd</sup> speech: 1 chosen local/regional representative (3 minutes in 2 languages)
    8. Next, 4<sup>th</sup> performance – optional (4 minutes)
    9. Next, 3<sup>rd</sup> speech: President of National Federation or his representative (3 minutes in 2 languages)
    10. Podium for nations ranking
    11. Next, 4<sup>th</sup> speech: ISMF President or his representative, closing declaration (5 minutes in 2 languages)
    12. Flags show and flags delivery to the President of the ISMF
    13. It is recommended to organize a buffet rather than a seated meal service, due to comfort and cost reasons, and in order to facilitate meetings, exchanges, etc.



#### **4.7.2.4 Authorities present on-site**

1. ISMF President
2. President of National Federation or his representative
3. President of organization
4. Chosen representatives: local authorities, Mayors, Councillors, Deputies, Regional Councillors, European deputies, etc.
5. State services,
  - Rescue staff
  - Safety staff
  - Servicemen
6. Presence of a sport personality (i.e. local Olympic Champion)
7. Possible presence of local artists, etc.
8. Jury: President and 2 referees
9. ISMF General & Event Manager
10. Technical Delegate

Each day, 2 members of a different body can be invited, placed next to the platform and the podiums so as to present the national anthems.

#### **4.7.2.5 Flags**

For the podiums, provide flag triplets. Flags of each nation must be provided for the parade of delegations and for the opening ceremony. They also must be provided to decorate the sport hall for the closing ceremony. Flags must have the same size and be equal for every nation. If possible, one flag per nation can be placed in the hotels where the delegations are accommodated.

#### **4.7.2.6 National anthems:**

Provide only instrumental versions of the national anthems, without lyrics.

#### **4.7.2.7 The pitch:**

The LOC can create or choose a pitch at the disposal of the speaker for the ceremonies and the races.

#### **4.7.2.8 Performances and other:**

- Several ideas can be chosen:
  - Music in the opening ceremony
  - Folkloric dances
  - Choreographies

#### **4.7.2.9 Meals of the officials:**

It is established from the beginning of the ISMF that the Organizing Committee organizes a meal for the officials on Thursday evening. It is a simple meal and a moment for conviviality between the different authorities.

### *4.7.3 Protocol rules for World Cup podiums*

#### **4.7.3.1 Program for the 1<sup>st</sup> day: Welcome**

- Registration and delivery of welcome gift before 3 pm
- Provide a room for a permanent race office
- Provide rooms for:
  - Security commissions
  - Meeting of the ISMF staff
  - Other institutional meetings of the ISMF, commissions, etc.
- At 5 pm: delivery of bibs numbers in the race office
- At 6 pm, briefing and officials presentation:
  - ISMF President
  - If necessary, officials of the National Federation

#### **4.7.3.2 Program for the 2<sup>nd</sup> day: Race**

- Morning: meeting with coaches (maximum 15'), time to be fixed during the briefing
- 1pm: Performance - optional
- 5 pm – 6 pm: official podiums with speaker of national language and English at least
  1. 1<sup>st</sup> speech: one local representative, if requested (2 minutes maximum)



2. 2<sup>nd</sup> speech: President of the National Federation or his representative (2 minutes maximum)
3. 3<sup>rd</sup> speech: ISMF President or his representative (2 minutes maximum)
4. The podiums
5. Closing speech and thanks from the President of the organization (2 minutes maximum)
6. Performance - optional

#### **4.7.3.3 Programme for an additional day of race**

It is more and more admitted that the World Cup races take place on 2 days, organizing a prologue on the previous day of a classical race.  
Then, this day must to be organized the same way as a championship day.

#### **4.7.3.4 Authorities present on-site**

1. ISMF President
2. President of National Federation or his representative
3. President of organization
4. Chosen representatives: local authorities, Mayors, Councillors, Deputies, Regional Councillors, European deputies, etc.
5. State services,
  - Rescue staff
  - Safety staff
  - Servicemen
6. Presence of a sport personality (i.e. local Olympic Champion)
7. Possible presence of local artist, etc.
8. Jury: President and 2 referees
9. ISMF General & Event Manager
10. Technical Delegate

Each day, 2 members of a different body can be invited, placed next to the platform and the podiums to present the national anthems.

#### **4.7.3.5 Flags**

For the podiums, provide flag triplets.

Flags of each nation must be provided for the parade of delegations and for the opening ceremony. They also have to be provided to decorate the sport hall for the closing ceremony. Flags must have the same size and be equal for every nation.

If possible, one flag per nation can be placed in the hotels where the delegations are accommodated.

#### **4.7.3.6 National anthems**

Provide only instrumental versions of the anthems (optional), without lyrics, for the first places.

#### **4.7.3.7 The pitch**

The LOC can create or choose a pitch at the disposal of the speaker for the ceremonies and the races.

#### **4.7.3.8 Performances and other**

- Several ideas can be chosen:
  - Music in the opening ceremony
  - Folkloric dance
  - Choreographies