

## Guidelines.

### Prize Giving Ceremony Protocol for

### FEI Dressage Championships.

#### Preparation

1. The prize distribution table is prepared before the end of the last competition.
2. The podium and the prize distribution table are to be positioned.
3. Flags and anthem for the medal winning athletes/teams are prepared.
4. Area for photographers is prepared.
5. The Presenting Party is informed of where to be positioned before entering the arena.
6. Chef d'Equipes must be informed at a meeting or through the Show Office about the procedure of the Prize giving ceremony.

A person will be appointed by the organizing committee to perform the following:

1. Have the ribbons placed on all horses attending the prize giving ceremony.
2. If the best horses will get special blankets, to give them to the grooms before the ceremony so that they can put them on their horses.
3. To act as host/hostess and ensure the FEI medals are placed on a tray and are ready for the FEI Representative to distribute

#### Composition

The composition of the line-up at the Prize-Giving Ceremonies will be as follows:

FEI representative – Title Sponsor/Presenting Sponsor, President of the Organizing Committee.

*In addition the following may also assist: Royalty, President of the National Federation, Members of the Government (max. two) and the Mayor of the city.*

### **Arena set-up**

1. The podium will be placed in the center of the arena, or in another suitable position; the podium should face the audience (Honorary Box if available) and photographers.
2. The prize-giving table is positioned.
3. Flags for the three medals winners' athletes/teams and Anthem for the gold medal winner athlete/team are prepared.
4. The Presenting Party and the hostesses enter the arena and line up in prepared position. The Presenting Party will be the FEI representative, the Title Sponsor/Presenting sponsor, the President of the Organizing Committee.

### **Photographers**

1. The photographers are placed in the arena and their movement is restricted to a specific area. This area will afford them the possibility of excellent photographs of the presentations to the winner and the placed athletes.
2. The official photographer is permitted to be roaming during the prize giving ceremony.

### **Presentation**

1. The announcer invites all winners' athletes/teams to enter the competition arena, mounted, for the Prize Giving Ceremony and they will each be placed on the circular arch from the central line, behind the Podium.
2. Athlete(s) must dismount and take their place behind the podium while grooms hold the horses.
3. The commentator introduces the presenters.
4. Announcement of bronze medal winner athlete/team.
5. The bronze medalist(s) mounts the podium.
6. Announcement of silver medal winner athlete/team.
7. The silver medalist(s) mounts the podium.
8. Announcement of gold medal winner athlete/team.

9. The gold medalist(s) mounts the podium.
10. The hostess and the prize giving assistant are carrying the medals to the FEI representative. The Bronze athlete/team medalist(s) is/are given the medal first, then the Silver medalist(s) and then the Gold medalist(s).
11. The FEI representative returns to the Presenting Party line. The National Anthem of the Gold medalist(s) athlete/team is played, at the same time the three flags are raised. Everyone turns towards the flags.
12. After the National Anthem the President of the Organizing Committee and the other Representative congratulate the medal winners with stable plaques and/or Flowers, Honour Prizes, etc...
13. Time for taking pictures, the medalists remain on the podium.
14. Should an Athlete be unable to attend the Prize Giving Ceremony and somebody is to accept the medal on their behalf the medal should never be placed around the neck of the representative, simply handed to them.
15. Victory lap of honor by the three best athletes/teams.