**Prize-giving Ceremony Protocol**

**for Endurance Events**

Covid-19 countermeasures for Prize giving: to follow Covid-19 protocol as set by the local government.

**Arena set-up**

1. The podium will be placed in the centre of the arena, or in another suitable position.
2. The flags of the 1st three teams / individuals will be ready to be raised when the National Anthem of the winning team / individual is played (if possible). The flags can also be displayed via screens.

The Presenting Party / Hosts will be in the arena and ready for the ceremony before the Athletes come into the arena.

**Composition**

The Prize-Giving Ceremonies will include the following:

* FEI Representative(s): (tbc)
* President of the Organizing Committee
* Presenting Sponsor
* 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.
* 2 hosts
* 1 speaker
* 1 FEI Steward or the Chief Steward : to ensure the correct order, walk in front of Teams to show the way and to place riders in arena

**Photographers**

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 riders. The official photographer is only permitted to be roaming during the prize giving ceremony.

**Medal/Prize-giving ceremony**

The Teams and Individuals will enter, led by their Chef d’Equipes.

If the arena permits, the Horses of the top three individuals can enter with the Athletes. The groom of each Horse is to accompany the Horses, Athletes are dismounted.

Prize giving in reverse order: 3, 2, 1

The speaker invites the 3 team winning Nations and 3 winning individuals to enter the arena for the Medal Ceremony. The speaker introduces the members of the presenting party.

**TEAMS:**

The speaker then introduces the winners:

* Announcement of the bronze medal winners. The bronze medallists stand on the podium with Chef d’Equipe placed in front of the podium.
* Announcement of the silver medal winners. The silver medallists to stand on the podium with Chef d’Equipe placed in front of the podium.
* Announcement of the gold medal winners. The gold medallists stand on the podium with Chef d’Equipe placed in front of the podium.

Once all riders are standing on the podium, the hosts are carrying the medals to the FEI representative. The tray for each medal is presented by the FEI Representative to each winner. The Bronze medal is presented first, then Silver and finally the Gold Medal is presented.

***Note****: 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.*

Once all the medals have been presented, the FEI Representative returns to their positions and the National Anthem of the winning team is playing. Everyone turns towards the flag on the screen of the arena.

After National Anthem, the President of the Organizing Committee and the other Representatives congratulate the medal winners with presenting the tray of flowers or any other item of their choosing and the presenting Sponsor prize.

Medallists should remain on the Podium for a brief photo opportunity. For the Team ceremony, Chef d’Equipes should also be invited for some photos.

The same prize-giving protocol will then apply to individual Athletes.

**INDIVIDUALS:**

The speaker then introduces the winners:

* Announcement of the bronze medal winner. The bronze medallist stands on the podium.
* Announcement of the silver medal winner. The silver medallist stands on the podium.
* Announcement of the gold medal winner. The gold medallist stands on the podium

Once all riders are standing on the podium, the hosts are carrying the medals to the FEI representative. The trays for each medal are presented by the FEI Representative to each winner. The Bronze medal is presented first, then Silver and finally the Gold Medal is presented.

***Note****: 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.*

Once all the medals have been presented, the FEI Representative returns to their positions and the National Anthem of the winner. Everyone turns towards the flag on the screen of the arena. After the National Anthem, the President of the Organizing Committee and the other Representatives congratulate the medal winners with flowers.

Time for taking pictures, medallists remain briefly on the podium.