

## **APPENDIX C: OPENING AND CLOSING CEREMONIES (OPTIONAL)**

Neither opening nor closing ceremonies is required at SSC funded competitions. At the time of registration, coaches and skaters should be provided with information on any opening and/or closing ceremonies. All attempts should be made to have the skaters participate; however, plans should be organized with consideration for the skaters' welfare (maximum of 20 minutes).

### **C.1 Planning**

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- Confirm the timing of the ceremonies with the Organizing Committee
- Send written invitations to the Premier, the Mayor, SSC President, or duly appointed SSC representative, and the president of the provincial organization. For North American competitions, the USS President, or duly appointed USS representative, should also be invited. Those whom you wish to address the audience should have a time limit given (suggested maximum two minutes each). SSC executive members and provincial executive members who will be attending the Championships and the chief officials for the championships should be invited to each official ceremony. Sponsors and other VIP's should also be invited.
- Re-confirm the attendance and the time of arrival of active participants (e.g. the Mayor) the week before the competition
- Arrange for a gathering place for participants and guests, with a host or hostess to welcome and introduce people, and for refreshments prior to the ceremony. Nametags or accreditation cards are useful. Small gifts or souvenirs, such as pins or t-shirts, and official programs, may be appropriate to acknowledge their attendance.
- At least six months before the competition, make arrangements for flags, usually with a federal or provincial protocol office or commercial rental company or hotel. Flags are not provided by SSC.
- Check requirements for carpet, for on-ice ceremonies, and microphone system
- Plan for any entertainment. I.e. music, door prizes etc., if desired
- Invite two competitors to take Skaters' Oath and two officials to take the Official's oath in French and English. (This is shown in both languages in the Hosting Manual Section of the SSC website)
- A brief rehearsal may be organized the day before for flag bearers and those involved in the setup of carpet, microphones, etc.
- On the day of the ceremony, check: reception arrangements, gifts, name tags, location of the ceremony on ice, carpet, microphone system, flags, music, etc. Brief the announcer on the program, providing a script, and names and titles of those to be introduced.

### **C.2 Program for Opening Ceremonies**

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- Participants gather at the pre-arranged location before the Opening Ceremonies. Sponsors and other VIP's may be invited as well. Refreshments are served.
- Introduction of the provinces attending the championship and a procession of flags, carried either by participating skaters or local club skaters
- The President of SSC or his/her duly appointed representative should pronounce the Official opening
- Introduction of chief officials
- Introduction of guests
- This order must be respected for the introduction of guests and for their addresses:

- Federal government representatives
- Provincial government representatives
- Regional government representatives
- Local government representatives
- Representatives of national associations or institutions
- Representatives of provincial associations or institutions
- Representatives of regional associations or institutions
- Representatives of local associations or institutions
- National anthem(s)

### **C.3 Program for Closing Ceremonies**

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May be combined with the final awards ceremony and may include:

- Presentation of the provinces attending the Championships
- A procession of flags
- Presentation of the officials presiding at the closing ceremonies
- Addresses (should be limited)
- The president of SSC or his/her duly appointed representative should pronounce the official closing
- The national anthem(s)

### **C.4 Flag Protocol**

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Flags must always be presented in the following order:

- a) Flag of Canada
- b) Flag of host province
- c) Flags of other provinces in the order in which they joined confederation, as follows:
  - Ontario (1867)
  - Quebec (1867)
  - Nova Scotia (1867)
  - New Brunswick (1867)
  - Manitoba (1870)
  - British Columbia (1871)
  - Prince Edward Island (1873)
  - Saskatchewan (1905)
  - Alberta (1905)
  - Newfoundland (1949)
  - Northwest Territories (1870)
  - Yukon Territory (1898)
  - Nunavut (1999)
- d) Local flags
- e) Flag of national governing body
- f) Flag of provincial governing body
- g) Flag of local club

**Note:** Order of presentation must be the same as for flags in procession, moving from left to right when facing flags. For North Americans, the only provincial flag used is that of the host province, after the Canadian and American flags.