

## APPENDIX D: AWARDS AND MEDAL PRESENTATIONS

It is the task of the Protocol Sub-Committee to prepare for and coordinate all aspects of the medal presentation ceremonies. The Organizing Committee is responsible for awarding the medals and overall awards as described in the SSC Procedures and Regulations. SSC is responsible to provide medals to all Championships as identified in B5-601 and B5-602. Suitable overall class awards are to be purchased by the Organizing Committee for each class champion. Examples of suitable awards include an individual plaque, a gift representing the host community, speed skating equipment or memorabilia, etc.

The sub-committee must plan an official awarding of medals on the competition site or during the official skater banquet/reception. This ceremony is of crucial importance, as it provides an opportunity to recognize the achievements of the winners in each category. By being well organized ahead of time, the ceremonies can be kept as short as possible, while still being dignified and focused on the athletes. The ceremony should be performed immediately following the last race.

### D.1 Terms of Reference

- Purchase the overall class awards where applicable
- Acquire medals from SSC National Office
- Prepare for the ceremony or ceremonies, if awards are done on more than one occasion
- Award the medals to the three top-ranked skaters in each category according to the medal awarding protocol
- Award the overall class champion according to the award protocol

### D.2 Preparation for the Awards Ceremonies

- Confirm timing with Organizing Committee
- Arrange for engraving of medals (at the host's expense). Because of space restrictions, engraving may be unilingual. All medals must identify the year, category and event, e.g. 2010 Long Track Junior A Women 500m. Postpone engraving of medals for categories where few skaters may be expected to register, until the last week before the competition. Medals may be engraved or may have printed "stickers/labels" added.
- Arrange for a podium, microphone and carpet (if the awards ceremony is to take place on the ice). A podium and adequate sound system are essential to the awards ceremonies, wherever they are held.
- The podium should have three steps of staggered height, each with ample room for two people. Facing forward, the 2<sup>nd</sup> placement should always be to the winner's right, with 3<sup>rd</sup> place on the left. The competition logo and year may also be indicated for photographic purposes. The steps should have a surface that is not slippery when wet.
- For on-ice awards, sufficient rolled carpet should be available to provide a walkway from the ice entrance at the boards to the podium and across the front of the podium – usually forming a "T" junction.
- Arrange for a complete set of flags to be displayed (National flags only for North Americans)
- A brief rehearsal may be required for flag bearers and medal carriers, if used.
- Invite medal presenters, according to the following order of precedence. This does not mean that they have to present medals in this order. Generally, a presenter will give

medals to a complete class or category. Usually, there are enough medals or overall awards for everyone to present some.

- a) SSC President or his/her representative (and for North American competitions, the USS President or his/her representative)
  - b) Title sponsor
  - c) Chief Referee of the competition
  - d) Provincial association president or his/her representative
  - e) Chair of the host committee
  - f) President of the host club
  - g) Other major sponsors of the competition/SSC sponsors if present
  - h) Provincial, municipal government representatives
  - i) Other chief officials of the competition
- Arrange for a bilingual master of ceremonies or announcer. Anyone invited to present awards at a banquet, should be given a complimentary ticket, if their meals are not covered by SSC or the provincial association. Seats should be reserved close to the podium for medal presenters and anyone accompanying them to the banquet. Award presenters should know in advance which awards they will be presenting. The announcer will need a list of the names and titles of medal presenters.
  - Obtain from the Chief Recorder/Competitor Steward all master result sheets as soon as they are available, so that names and home provinces or states of Award and overall winners can be extracted. Double check for ties. Make copies of the lists for the announcer.
  - Check that all awards are organized and available for efficient presentation. Supervise the presentation of all awards and assist where needed.
  - Awards may be displayed during the Championships and/or banquet if a secure area or lockable case is available.

### **D.3 Official Procession**

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Individual distance awards should be presented immediately following the event at the arena. Overall champion awards should be presented immediately following the conclusion of the competition.

### **D.4 Medal/Award Presentation Protocol**

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- The master of ceremonies introduces the awards presenter and announces the category of the medals to be presented, e.g. Junior A Boys
- The announcer asks that all medal winners in a category, e.g. Junior A Boys 500m, come to a designated area adjacent to the podium
- The announcer announces the bronze medalist for the 500m. The athlete steps onto the podium. The provincial flag bearer, if used, steps behind the athlete. The athlete is presented with his medal
- The announcer announces the silver medalist. The provincial flag bearer steps behind the athlete. The athlete is presented with his medal
- The announcer announces the gold medalist. The provincial flag bearer steps behind the athlete. The athlete is presented with his medal
- On the last day of competition, for the overall winners, the announcer announces “the 20 --- boys/girls/men’s/women’s class/sprint/all-round champion is ---”
- The athletes, preceded by the award carriers and flag bearers if used, proceed off the ice, or away from the podium area. Someone must be standing close by to indicate to

- the athletes when to proceed. The award presenter may remain.
- If flag bearers are used, be prepared to have more than one flag of some provinces as the gold/silver/or bronze medalist may be from the same province.
  - Organizers may wish to use music as a background, entertainment, or as part of the medal presentation.
  - After the competition, the committee must ensure delivery of medals not picked up in person by competitors.

## **D.5 Dave Thomson Memorial 5000m Open**

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Background information to be used in presenting the award for the Dave Thomson Open Memorial 5000m at Canadian Age Class Long Track Championships:

“The Dave Thomson Memorial 5000m race was initiated in 2002, to honour the memory of Dave Thomson, athlete and coach.

The 5000m was Dave’s distance, the one he represented Canada in at the World Cup held in Quebec in 1992. This was, in Dave’s judgment, the highlight of his athletic career.

As a teenager, Dave was an avid cyclist, winning medals at Canadian championships. He took up speed skating at the age of twenty, as winter training for cycling, and within three years had won medals at the Canadian All Round Long Track Championships. In his fourth year of speed skating, he skated for Canada.

After a couple of years away from sports, Dave returned to speed skating as a coach first in northern British Columbia, then at the Calgary Oval and finally in Saskatchewan as provincial coach.

In presenting you with this plaque, we remember Dave Thomson’s love of sport and competition, and his contribution to the sport of speed skating.”