



**WORLD ROWING
COASTAL CHAMPIONSHIPS MANUAL**

TERMS AND CONDITIONS FOR THE ORGANISATION OF THE
WORLD ROWING COASTAL CHAMPIONSHIPS

**SECTION H:
SPORTS PRESENTATION AND
CEREMONIES**

2019 Version

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H.1. SPORT PRESENTATION AND COMMENTARY

The aim of Sport Presentation is to enhance the mood and ambience at the WRCC venue and to provide information to competitors and spectators, through a combination of music, race commentary, announcements and – where relevant – audio visual materials on the big screen.

All areas for athletes and spectators should be covered by a good quality public address system that provides adequate quality for both music and voice.

Sport presentation should include the following:

- Race announcements, race commentary and results
- Background information on rowers and the teams
- The programme of the day and the weather conditions
- Information about the host city, area and country.
- Information about the sponsors and main supporters of the event.
- Information on coastal rowing

FISA will provide members of the contracted Sports Presentation team to work with the Organising Committee to oversee and produce the venue Sport Presentation. FISA will also provide an English-speaking Tower Announcer and up to two Race Commentators as part of the Sports Presentation team, which the OC should supplement with local language commentators.

FISA, in conjunction with the contracted Sports Presentation team, will provide a technical checklist of equipment required for an effective Sports Presentation delivery current for that particular year.

H.1.2. LOCATION OF TOWER ANNOUNCERS AND COMMENTATORS

- The tower announcer should be located in or as close as possible to the Finish Tower or Finish line. Good visibility of the finish line should be provided.
- The race commentary should be provided from a minimum of one (preferably two) motorboats on the water following the race. The positioning of the boats should be confirmed with the Sports Presentation team.
- The tower announcers will give the introductions before the race, the results and make any announcements.

H.1.3. PUBLIC ADDRESS

- A high-quality public-address system should be provided with coverage for all the following areas:
 - The spectator areas
 - The Boathouse area
- Speakers
 - The speakers should be of a good quality and should have separate volume controls.
- Technician
 - The technician for the public address system should be available on-site at all times during racing

H.2. OFFICIAL CEREMONIES AND SOCIAL EVENTS

H.2.1. OPENING CEREMONY

The Opening Ceremony should be on the evening prior to the start of racing. It should be held in a location easily accessible from the regatta venue and should have free entry. It shall have two parts; a formal part and an entertainment part. The formal part shall include:

- A maximum of three speeches, each no longer than three minutes. If a speech is to be translated, the total duration, including the translation, should not exceed five minutes.
 - The Organising Committee designates the first two speakers. As a general rule, one will be a representative of the Organising Committee, or of the organising National Federation, and one will be a representative of the governmental authorities of the city, region or country. The third speech will be from the President of FISA, or where necessary, his representative from the Executive Committee.
- At the end of his or her speech, the President of FISA will declare the Championships open. The FISA Anthem will then be played whilst the FISA flag is raised. This is followed by the playing of the national anthem of the organising country while the national flag is raised. No other anthem, provincial or regional, is allowed. FISA will provide the FISA flag for use during the Opening Ceremony.

A programme of entertainment is then presented. This programme should not last more than 30 minutes, with the whole ceremony lasting no longer than 1 hour (ideally less). The Organising Committee shall propose a programme/draft run sheet to FISA for approval no later than three months before the Event.

H.2.2. CLOSING CEREMONY

The Closing Ceremony will take place after the presentation of the National Federation trophy.

The FISA President, the Chairs of the present Organising Committee and next year's Organising Committee, and any additional relevant FISA Medal of Honour recipients will wait near the Victory stage for the conclusion of the presentation of the National Federation trophy (noting that the FISA President is likely to still be on the stage from the presentation of the National Federation trophy).

As soon as the presentation of the National Federation trophy is over:

- The President of FISA,
- The Chairperson of the OC,
- The Chairperson of the next year's OC,
- Medal of Honour recipients

will take up their positions for the Closing Ceremony, and a microphone on a stand moved on to the stage.

The FISA President moves to the centre of the Ceremony area, starts his speech to congratulate and thank the OC, present the Medals of Honour and declare the WRCC closed. While the FISA anthem is played the FISA flag is lowered, folded and brought to the Chair of the present Organising Committee.

The announcer states that the FISA Flag will now be passed from the Chairperson of the (name of City) OC and handed to the Chairperson of the next OC of (name of City).

The Chairperson of the OC then passes the flag to the FISA President who then hands it over to the Chairperson of the next year's Organising Committee.

The National Anthem of the host country is played and the National flag is lowered.

The FISA President, the Chairs of both OCs and all persons involved in the Closing Ceremony leave the Victory Stage.

There are no other speeches and no-one, other than those named above, will go onto the Stage.

H.2.3. VICTORY CEREMONY (FLOWER CEREMONIES)

Victory ceremonies (also known as flower ceremonies) will take place at the end of the races; appropriate space shall be made available for the spectators to view the ceremonies. Such premises should be equipped with a platform, as well as a PA sound system (if the general venue system cannot be used). Ideally the victory ceremony location shall have direct line of sight from the location of the Tower Announcer to allow them to announce the ceremony whilst remaining in location.

The Victory Ceremony shall differ from the Medal Ceremony – the Victory Ceremony shall be for the crews as they crossed the line, not taking in to consideration any pending protests, while the Medal Ceremony shall be for the crews who have medalled in the official results.

The Victory Ceremony shall not include medals, national anthems or national flags. Crews should receive flowers and/or a token relevant to the local area (if approved by FISA).

A backdrop for the Victory Ceremony designed by FISA and including Organising Committee logos as approved by FISA shall be provided by FISA.

The flowers/token shall be presented by local dignitaries or Organising Committee members, not FISA representatives.

Please see the guide protocol for the Victory Ceremony in [Appendix H.2.3. Victory Ceremony](#).

H.2.4. MEDAL CEREMONY

The Medal Ceremonies shall take place at the Farewell Party. A platform, as well as a sound system will be required. A waiting area for crews to the side of the platform with tables and chairs shall also be provided.

FISA shall procure the medals to be awarded to the competitors. The cost of the medals is paid by the Organising Committee in accordance with the terms of the Event Agreement.

Medals will be presented by FISA representatives.

Please see the guide protocol for the Medal Ceremony in [Appendix H.2.4. Medal Ceremony](#).

H.2.5. NATIONAL FEDERATIONS TROPHY

A trophy, supplied by FISA, will be awarded to the National Federation who has received the most points in Finals A across all events. The trophy will be presented following the final Medal Ceremony, but before the Closing Ceremony. The point score for the trophy will be made by FISA.

The protocol for the presentation of the National Federation Trophy shall be agreed upon between FISA and the Organising Committee, but typically the National Federation Trophy shall be presented by the President of FISA.

APPENDIX H.2.3. – VICTORY CEREMONY (ALSO KNOWN AS FLOWER CEREMONY)

For WRCC, there is a separate Victory Ceremony (also known as Flower ceremony) which is separate from the Medal Ceremony (see Appendix C.6.4). The Victory Ceremony shall take place as close to the racing as possible and involves only the 1st, 2nd and 3rd ranked crews (disregarding any subsequent protests) and shall require the following arrangements -

1. Volunteers

Minimum of 3 – all to be aged 16 and above, if possible, with mixed men and women, with good English skills to fulfil the following roles:

- 3x Tray bearers (Victory Ceremony 1st, 2nd, 3rd)
- Victory Ceremony Backdrop volunteers (in case the backdrop will not be fixed)

2. Ceremony Officials

OC should provide the following:

- a Victory Ceremony Manager who will liaise and work with the FISA Sports Presentation team
- A minimum of one Victory Ceremony Assistants to assist the Manager

3. Rehearsals

A rehearsal for the Victory Ceremony and the Medal Ceremony must be planned in advance of Day 1 of the competition at a time when there is no racing so that the rehearsal does not disturb the spectator's view.

FISA and the OC Victory Ceremony Manager will agree a rehearsal date and time and the full Presentation Team is required to attend.

4. Costumes

It is the OC's responsibility to provide the Victory & Medal Ceremony Team with costumes/uniforms. It is recommended that these all be identical; however, this is not essential. Some venues choose costumes which reflect their country or a local traditional costume.

5. Victory Ceremony Area

The Victory Ceremony Area should be positioned in front of the main spectator area where possible so that the captive audience is not required to move. A holding area is required to allow the Victory Ceremony Team to line up immediately prior to the walking on to the platform/stage.

A photography/media area should be clearly defined in front of the Victory Ceremony pontoon/area to allow a clear shot of the area.

The Organising Committee shall consult with FISA to ensure a suitable space has been allocated.

6. Victory Ceremony preparation area & equipment

The preparation area should be positioned as close to the Victory Ceremony area as possible and have a direct, uninterrupted pathway between the two areas. Please ensure that the area is large enough to house the preparation team, athletes and volunteers as required.

7. Athletes Waiting Area

- Chairs for the Athletes (15)
- 2x tables for the Victory Ceremony preparation
- 3 identical trays for Flowers/Gifts
- Small sealed bottles (0.5l) of still water for the athletes and the Victory Ceremony preparation team
- Shade and protection against heat / cold.
- Enough space for the medical team. A medical team (1-2 persons) should be located in or near to the athlete's waiting area to monitor the athletes and to be prepared for any problems. (only for Victory Ceremony)

8. After the finish

The Victory Ceremony of each event will take place as close to the racing as possible and involves the 1st, 2nd and 3rd crews only.

The 1st, 2nd and 3rd ranked crews are marshalled by a co-ordinator (from a motorboat if on water or as they arrive back on land) provided with a summary start list, a walkie-talkie and a megaphone.

The co-ordinator is located close to the Finish line.

As soon as the official results have been announced, the co-ordinators must be told (by walkie-talkie) the finishing order of the crews.

The co-ordinator should then take the three crews and escort them to the Victory Ceremony area (the coordinator will require additional assistance in some cases to ensure crews are not diverted on their way to the Victory Ceremony area).

Athletes selected for doping control will be accompanied by their chaperone and will report to doping control after the Victory Ceremony.

9. On the Victory Ceremony Stage

The Victory Ceremony co-ordinator should work closely with FISA and the Sports Presentation team. As a guide, they should (specific details should be confirmed with the FISA Sports Presentation team):

- Ensure that on the Victory ceremony stage the crews are all standing in the correct place in the correct order i.e. the 1st placed medal crew should take the centre position of the stage, the 2nd placed crew on the left (as viewed from the grandstand) and the 3rd placed crew on the right, stroke rower closest to the tray bearers. (The co-ordinator should ensure the crews are lined up in the correct order in preparation before entering the Victory Ceremony stage).
- Then move to one side, out of the picture of the photographers.
- Continue to monitor the crews constantly for any sign of distress.
- Provide water or assistance if necessary, in cooperation with the medical team.

- In the case of cold weather, the athletes should be provided with jackets or blankets. In case of hot weather, shelter/shade from the sun and water should be provided.
- FISA with the OC will provide a Victory Ceremony back-drop for media and promotional purposes.

10. Moving into position for the Victory Ceremony

Victory Party:

- 3 Flower/souvenir tray carriers (1st, 2nd, 3rd) provided by the OC.
- The 3 crews
- OC Flower Presenter(s) – a maximum of two presenters per event.

The Medal Party should move into position on the Victory Stage, (positions as seen from the grandstands):

- the 3 Flower tray carriers should be on the right.
- OC Presenter(s) on the left.
- The 3 crews in between.

11. The Victory Ceremony

Once all are in position then the Fanfare is played.

The Announcer introduces the Ceremony, and the OC Presenter(s), with words to be finalised in the Ceremony scripts and agreed by FISA.

The OC Presenter first presents the flowers to the rowers in the 3rd placed crew, beginning with the stroke rower, as the name of each rower is announced in turn. After the presentation to the 3rd placed crew is completed, the OC Presenter shall return to the left of the stage to wait for the 2nd placed crew to be announced. The Presenter shall then proceed in the same manner to present the 2nd placed crew, followed by the winning crew.

After the 1st place has been presented the OC Presenter returns to the left.

The Regatta Commentator then announces:

“Ladies and Gentlemen, the winning crews!”.

This marks the end of the Victory Ceremony.

12. After the Victory Ceremony

The OC Presenter and the Flower Carriers leave the area.

The crews are then available to the photographers.

APPENDIX H.2.4. – MEDAL CEREMONY

1. Medallist Reception

The Medal Ceremony shall be separate from the Victory (Flower) Ceremony and shall normally take place at a later time after all races are completed. An example is that the Medal Ceremonies might take place as a part of, or immediately before, the Farewell Party. All medallists are invited to the medallist reception 30min before the scheduled time of the Medal Ceremonies, the OC may wish to invite key stakeholders to mix with the medallists. A member of the Organising Committee using a copy of the final results will check off each crew to ensure all the medallists are present.

Once all the medallists are present the three medal tray carriers and the FISA Medal Presenter shall gather next to the platform/stage.

At this time the three carriers of the national flags should take their positions by the flagpoles and fix the flags (as viewed from the spectator area: gold medal flag in the middle, silver on the left, bronze on the right). Conversely, electronic flags may be used where appropriate.

2. On the Medal Stage

The stage co-ordinator should:

- Ensure that the crews are all standing in the right place in the right order i.e. the gold medal crew should take the centre position of the stage, the silver medal crew on the left (as viewed from the spectator area) and the bronze medal crew on the right, stroke rower closest to the tray bearers).
- The official FISA/OC Ceremony back-drop should be behind the crews.

3. Moving into position for the Medal Ceremony

The Medal Party should be arranged in the correct order by the OC Medal Ceremony Coordinator ready to march on to the Medal Stage when given the signal. The Medal Party comprises:

- 3 Medal tray carriers (gold, silver, bronze) provided by the OC.
- The 3 crews.
- FISA Medal Presenter.
- Flag raisers (minimum 3) (provided by the OC) unless using electronic flags.

The Medal Party should move into position on the edge of the Victory Stage, (positions as seen from the grandstands):

- the 3 Medal Carriers should be on the right.
- The crews in the middle
- FISA Medal Presenter on the left.

4. The Medal Ceremony

Once all are in position then the Fanfare is played.

The Announcer introduces the Ceremony and the FISA Presenter, with words to be finalised in the scripts and agreed with FISA.

The FISA Presenter presents the medals to the rowers in the bronze medal crew, beginning with the stroke rower, as the name of each rower is announced in turn. After the bronze medals are presented the OC Presenter shall return to the right of the stage to wait for the silver medal crew to be announced and shall proceed to present the silver medals in the same manner, followed by the gold medal crew.

After the gold medal crew has been presented the OC Presenter returns to the left side of the stage.

The FISA Announcer then says:

“Please rise for the national anthem of (the gold medal country)”.

The National Anthem is played, and the three flags are raised on the flagpoles.

The Regatta Commentator then announces:

“Ladies and Gentlemen, the (year) World Rowing Coastal Champions”.

5. After the Medal Ceremony

The FISA Medal Presenter and the Medal Carriers leave the platform/stage.

The crews, with their medals, are then available to the photographers and then depart.

The flags are lowered after the crews have left the stage.