PROTOCOL SUGGESTIONS FOR SPECIAL EVENTS AND AWARD CEREMONIES

1. Letters should be written to all invited dignitaries (plus their guest) asking them to attend the event including the date and location.

2. If they are to give a speech or present an award, this should also be indicated in the letter.

3. Arrangements should be made to meet them upon arrival and take them to a central convening place to meet other dignitaries and the HOST chairperson.

4. If they are to be on the ice surface, advise them to dress warm and wear proper footwear!

5. If they are representatives who are invited but do not have a specific role, free passes and name tags identifying them and whom they represent is a necessity.

6. All invited representatives should be informed when and where the final games will be played so they can attend if they so choose.

7. The C.B.F. Representative will prepare a list of all award winners for the Banquet/Awards Ceremonies. It should be decided ahead of time who shall announce and present each award.

8. When introducing a dignitary, ensure the Master of Ceremonies has his/her correct name, position and company/department. This can often change at the last minute, as substitutions for these events are quite common.

10. Provision of mats on the ice for medal presentations is recommended for safety purposes.

11. A sound system for announcing the medal winners should be adequate for all spectators to hear.

OPENING CEREMONIES

The following preparations should be made for a successful Opening Ceremonies:

Invitations to:	SPEECH
1. All National sponsors	VP Admin or Delegate on their behalf
2. Event sponsors	√
3. City/Community Representatives	√
4. Provincial Representative (Government)	√
5. C.B.F. President/Rep	√
6. Host Chairperson	√
7. Master of Ceremonies	√ Script Required
8. R.C.M.P. Colour Guard	X

a) If speeches are to be made from an ice surface, it is **required** to provide risers and/or carpets for comfort and safety.

b) Provincial sponsors could be included as dignitaries dependent upon the amount of sponsorship funding.

c) Speeches should be kept to a minimum; however this will depend on what dignitaries choose to attend and their importance - funding-wise! A quality sound system is necessary.

d) Those not directly included in the Opening Ceremonies must be given reserved seating in the stands and acknowledgment made to their presence by the Host Chairperson and/or Master of Ceremonies.

e) Provincial flags for athlete representation should be provided and live/taped music.

f) The raising of the CBF flag would be appropriate if this can be arranged.

g) If possible, arrange for some form of local/Provincial entertainment

h) Playing of "*Oh, Canada*"

i) Athletes Oath:

NATIONAL CHAMPIONSHIP OATH

(English Version)

"IN THE NAME OF ALL COMPETITORS TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL COMPETE WITH HONOUR AND RESPECT. IN THE SPIRIT OF TRUE SPORT, WE WILL ABIDE BY THE RULES OF THE GAMES AND RECOGNIZE THE COMMITMENT OF THE TIRELESS VOLUNTEERS WHO MAKE THIS EXPERIENCE POSSIBLE. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL STRIVE FOR EXCELLENCE, STAY HEALTHY IN MIND, BODY AND SPIRIT, AND HAVE FUN."

(French Version)

“AU NOM DE TOUS LES CONCURRENTS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS COMPÉTITIONNERONS AVEC HONNEUR ET RESPECT. DANS L’ESPRIT DE SPORT PUR, NOUS RESPECTERONS LES RÈGLES DES JEUX ET RECONNAÎTRONS L’ENGAGEMENT DES BÉNÉVOLES INFATIGABLES QUI RENDENT CETTE EXPÉRIENCE POSSIBLE. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À VISER L’EXCELLENCE, À AVOIR DU PLAISIR ET À MAINTENIR UN CORPS ET UN ESPRIT SAINS.”

j) Coaches Oath:

(English Version)

"IN THE NAME OF ALL COACHES TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL COACH IN A MANNER THAT IS CONSISTENT WITH THE SPIRIT OF TRUE SPORT. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL MODEL WHAT WE EXPECT FROM ALL ATHLETES: FAIRNESS, EXCELLENCE, INCLUSION AND FUN."

(French Version)

" AU NOM DE TOUS LES ENTRAÎNEURS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS REMPLIRONS NOS FONCTIONS DANS L'ESPRIT DE SPORT PUR. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À INCARNER CE QUE NOUS ATTENDONS DES ATHLÈTES : FRANC-JEU, EXCELLENCE, INCLUSION ET PLAISIR."

k) Officials Oath:

(English Version)

" IN THE NAME OF ALL OFFICIALS TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL OFFICIATE THESE GAMES WITH COMPLETE IMPARTIALITY; ABIDING BY AND ENFORCING THE RULES WHICH GOVERN THEM, IN THE SPIRIT OF TRUE SPORT. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL STRIVE TO UPHOLD A LEVEL PLAYING FIELD AND A RESPECTFUL AND POSITIVE SPORTING EXPERIENCE FOR ALL."

(French Version)

" AU NOM DE TOUS LES OFFICIELS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS REMPLIRONS NOS FONCTIONS PENDANT CES JEUX EN TOUTE IMPARTIALITÉ, EN RESPECTANT ET EN APPLIQUANT LES RÈGLES QUI LES RÉGISSENT, DANS L'ESPRIT DE SPORT PUR. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À OFFRIR DES CONDITIONS DE COMPÉTITION ÉQUITABLES ET UNE EXPÉRIENCE SPORTIVE RESPECTUEUSE ET POSITIVE POUR TOUS."

AWARDS BANQUET

- Meal arrangements to be made for sufficient numbers of teams, delegates, officials, etc. Sufficient food lines should be set up in order to serve all participants at the banquet in a timely manner (recommendation: minimum 1 food table/100 guests).

- Move sponsors banners from the arena to the banquet facility

- Requires the following: Permit, venue, menu, music, bar

- Grace

- Head table and guests to be identified and notified ahead of time

- Awards presenters to be notified ahead of time

- Master of Ceremonies to be chosen. An awards presentation guideline will be written for the M.C. and provided by the C.B.F, **ideally in both official languages.**

- Ticket prices to be notified in advance to incoming teams and made available on arrival.

Note: No alcoholic beverages will be allowed at the **U20** awards banquet.

1. Speeches at this occasion are difficult because of the noise level and should be brief; **good practice would be during the meal.**

2. Asking Provincial sponsors to give a speech may depend on the amount of support funding they have donated.

3. The Banquet is a National event and the limelight should first be given to National sponsors and the Canadian Broomball Federation.

4. Dignitaries and invited guests who are not placed at the Head Table should be given reserved seating close to the front and may include: the C.B.F. Board Members, Host Committee and Provincial Board of Directors.

5. Special thanks should be made to the officials, kitchen staff and Host Chairperson.

BANQUET

Invitations should be made to:

Name	Paid by
Provincial Sponsors	Host
National Sponsors (Max. 2 tickets)	C.B.F.
Community/City Representative	Host
C.B.F. Board Members	Host
Hosts/Hostesses	Host (if appropriate)
Host Executive Committee	Free
C.B.F. Standing Committees/Reps.	C.B.F.
Provincial Sport Federation/Gov't	Host

Head Table:

- C.B.F. President/Rep
- C.B.F. Board Members (if room)
- Host Chairperson
- Provincial Rep. (Gov't)
- National Sponsors
- Master of Ceremonies
- Provincial Sport Governing Body