



Canada Games Council  
**Policies and Procedures**

**Subject: MEDAL PRESENTATION POLICY**

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**I. PREAMBLE**

The Canada Games are one of Canada's largest and most prestigious multi-sport Games and a prime means to increase the quality and numbers of the next generation of national team athletes participating in international competitions.

The Games have built a proud history, and in order to protect and build the brand equity in the Canada Games and the Canada Games Movement, specific protocol and requirements with respect to medal presentations are essential to implement at Games to maintain consistency in the approach and tradition of recognizing the special achievements of medal winners.

**II. POLICY STATEMENT**

The Canada Games Council (CGC) recognizes the importance of medal presentations for athletes and will ensure that established protocol for medal presentations, at National Championship standards, are respected and implemented by each Host Society.

**III. COUNCIL'S ROLE IN IMPLEMENTATION OF MEDAL PRESENTATION POLICY AND PROCEDURES**

The Council's role is to facilitate the on-going transfer of knowledge for medal presentations and will:

- provide staff guidance to the Host Society on matters pertaining to medal presentation policy and procedures;
- provide the 'Look Out World' song for medal presentations
- approve medal designs;
- ensure appropriate representation of partners in medal presentations prior to the Games;
- approve the medal presentation script;
- identify exceptions to the standard sport specific protocol identified; and
- approve exceptions to this policy and these procedures.

**IV. PROCEDURES**



Each event on the Games program will yield medallists (gold, silver, bronze) at the conclusion of the competition (see Appendix I). Medals for each event are then awarded to all participants finishing among the top-3.

Extra sets are produced in the case of ties, lost or stolen medals, and for gifts to funding partners as noted in Appendix I.

**a) Medal Ceremonies**

The medal ceremonies must be bilingual, and in planning the ceremonies, the needs of athletes with a disability must not be overlooked.

Medal presentations must be standardised among sports and presented at the competition venue. In some cases, a sport may have specific practices that should be integrated into the medal ceremony sequence.

It is recommended that medals be awarded in proximity to the mixed zone or that athletes are directed to the mixed zone after they receive their medals in order to respond to media interviews.

***b) Medal Ceremony Sequence***

The medal presentation ceremony must adhere to the following sequence:

- 1) Master of Ceremonies (M.C.) makes bilingual announcement to begin ceremony.
- 2) Song "Look Out World" (bilingual version) plays while medallists are paraded into the competition area towards the podium. Lead volunteer parades into venue carrying the Canada Games flag. Another volunteer parades with a tray holding the medals.
- 3) Medallists are introduced in the following order:
  - Bronze medallist
  - Silver medallist
  - Gold medallist

In a winter Games, two sports have a slightly different protocol and award ribbons to other finalists. See Appendix II for detailed sequence for Artistic Gymnastics and Synchronized Swimming.

- 4) M.C. invites dignitary or dignitaries to present medals to athletes. Please refer to Appendix III for details on medal presenters.



- 5) The medallists stand on the podium for the duration of the Canadian National Anthem (traditional bilingual version).
- 6) Athletes are led out of competition area by volunteer flag bearers, while "Look Out World" (bilingual version) plays in the background.

Please refer to Appendix IV for the script of a typical medal presentation ceremony.

## **V. TIMING**

The medal presentations must be held immediately after the finals at the competition venue. As some sports have different protocols, the CGC may accept alternative timing as proposed by the Host Society or National Sport Organization (NSO).



## MEDAL PRESENTATION POLICY MEDAL TABLE (2007 CANADA WINTER GAMES)

Sport	Events	Medal Count		
		Gold	Silver	Bronze
Alpine Skiing	Super – G	2	2	2
	Giant Slalom	2	2	2
	Slalom	2	2	2
	<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>
Archery	Individual Compound	2	2	2
	Individual Recurve	2	2	2
	Team Compound	4	4	4
	Team Recurve	4	4	4
	<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>
Artistic Gymnastics	Team Competition	18	18	18
	Individual All Around	2	2	2
	Vault	2	2	2
	Ring ( <i>male</i> )	1	1	1
	Pommel Horse ( <i>male</i> )	1	1	1
	Horizontal Bars ( <i>male</i> )	1	1	1
	Parallel Bars ( <i>male</i> )	1	1	1
	Floor	2	2	2
	Balance Beam ( <i>female</i> )	1	1	1
	Uneven Bars ( <i>female</i> )	1	1	1
	<b>Total</b>	<b>30</b>	<b>30</b>	<b>30</b>
Badminton	Team Competition	12	12	12
	Doubles	4	4	4
	Singles	2	2	2
	Mix Doubles	2	2	2
	<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>
Biathlon	3 x 7.5 km Relay ( <i>male</i> )	3	3	3
	3 x 6 km Relay ( <i>female</i> )	3	3	3
	15 km Individual ( <i>male</i> )	1	1	1
	12.5 km Individual ( <i>female</i> )	1	1	1
	10 km Sprint ( <i>male</i> )	1	1	1
	7.5 km Sprint ( <i>female</i> )	1	1	1
	12.5 km Pursuit ( <i>male</i> )	1	1	1
	10 km Pursuit ( <i>female</i> )	1	1	1
	<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>
Boxing	Male	10	10	20
Cross Country Skiing	4 x 5 km Relay ( <i>male</i> )	4	4	4
	4 x 3.75 km Relay ( <i>female</i> )	4	4	4
	900 - 1,200 meter Sprint	2	2	2
	10 km race ( <i>men classic</i> )	1	1	1
	7.5 km Race ( <i>women classic</i> )	1	1	1
	15 km Race ( <i>men free</i> )	1	1	1



	10 km Race ( <i>women free</i> )	1	1	1
	<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>

Sport	Events	Medal Count			
		Gold	Silver	Bronze	
Curling	Male & Female	10	10	10	
Fencing	Individual Foil	2	2	4	
	Team Foil	6	6	6	
	Individual Sabre	2	2	4	
	Team Sabre	6	6	6	
	Individual Épée	2	2	4	
	Team Épée	6	6	6	
	<b>Total</b>		<b>24</b>	<b>24</b>	<b>30</b>
Figure Skating	Pre-Novice Singles	2	2	2	
	Pre-Novice Pairs	2	2	2	
	Pre-Novice Dance	2	2	2	
	Novice Singles	2	2	2	
	Novice Pairs	2	2	2	
	Novice Dance	2	2	2	
	Special Olympics – Level II Singles	2	2	2	
	Special Olympics – Level III Singles	2	2	2	
	Special Olympics – Level II Dance	2	2	2	
	<b>Total</b>		<b>18</b>	<b>18</b>	<b>18</b>
	Freestyle Skiing	Aerials	2	2	2
		Halfpipe	2	2	2
Moguls		2	2	2	
Dual Moguls		2	2	2	
<b>Total</b>		<b>8</b>	<b>8</b>	<b>8</b>	
Hockey	Male and Female	48	48	48	
Judo	Male and Female	34	34	52	
Ringette	Female	20	20	20	
Shooting	Individual Air Pistol	2	2	2	
	Team Air Pistol	4	4	4	
	Individual Air Rifle	2	2	2	
	Team Air Rifle	4	4	4	
	<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	
Speed Skating (Short-Track)	500-metre	2	2	2	
	1000-metre	2	2	2	
	1500-metre	2	2	2	
	3000-metre	2	2	2	
	3000-metre relay	10	10	10	
	<b>Total</b>	<b>18</b>	<b>18</b>	<b>18</b>	
Speed Skating (Long-Track)	500-metre	2	2	2	
	1000-metre	2	2	2	



1500-metre	2	2	2
3000-metre	2	2	2
5000-metre	2	2	2
Team Pursuit	8	8	8
<b>Total</b>	<b>18</b>	<b>18</b>	<b>18</b>



Sport	Events	Medal Count		
		Gold	Silver	Bronze
Squash	Male and Female	12	12	12
Synchronized Swimming	Solo	1	1	1
	Duet	2	2	2
	Team	9	9	9
	<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>
Table Tennis	U-17 Singles	2	2	2
	U-14 Singles	2	2	2
	Team	10	10	10
	<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>
Wheelchair Basketball	Mixed	15	15	15
Extra Sets*		20	20	20
<b>Total Medals awarded</b>		<b>387</b>	<b>387</b>	<b>421</b>

Demonstration Events**				
Snowboarding	Halfpipe	2	2	2
	Parallel Giant Slalom	2	2	2

\*Extra sets are to be produced in case of ties, lost or stolen medals, etc. A minimum of four extra sets are to be sent to the CGC after the completion of the Games. Historically, complete medal sets have been given as souvenirs to the Funding partners, local/provincial sport halls of fame, and various other groups as the Host Society sees fit, which would be in addition to the 20 “extra sets” shown in the chart above.

\*\*These medals will be different than medals presented for sports on the CG program.

*As noted in Appendix II, two winter sports also award ribbons to other finalists. The table below shows the number of ribbons to be awarded. Extra sets should be produced in case of ties, lost or stolen medals.*

Sport	Events	Ribbon Count							
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Artistic Gymnastics	Team competition	N/A	N/A	N/A	18	18	18	18	18
	Individual All Around	N/A	N/A	N/A	2	2	2	2	2
	Vault	N/A	N/A	N/A	2	2	2	2	2
	Ring ( <i>male</i> )	N/A	N/A	N/A	1	1	1	1	1
	Pommel Horse ( <i>male</i> )	N/A	N/A	N/A	1	1	1	1	1
	Horizontal Bars ( <i>male</i> )	N/A	N/A	N/A	1	1	1	1	1
	Parallel Bars ( <i>male</i> )	N/A	N/A	N/A	1	1	1	1	1
	Floor	N/A	N/A	N/A	2	2	2	2	2
	Balance Beam ( <i>female</i> )	N/A	N/A	N/A	1	1	1	1	1
	Uneven Bars ( <i>female</i> )	N/A	N/A	N/A	1	1	1	1	1
	<b>Total</b>	N/A	N/A	N/A	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
Synchronized Swimming	Solo	1	1	1	2	2	2	N/A	N/A



	Duet	2	2	2	4	4	4	N/A	N/A
	Team	N/A	N/A	N/A	9	9	9	N/A	N/A
	<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15</b>	<b>15</b>	<b>15</b>	N/A	N/A

## MEDAL PRESENTATION POLICY

### MEDAL CEREMONY SEQUENCE FOR ARTISTIC GYMANSTICS AND SYNCHRONIZED SWIMMING

The sequence is the same as described in Section IV (Procedures) with the following minor differences for the marshalling of athletes and awarding of ribbons and medals:

#### **A) Artistic gymnastics:**

- |                              |                              |
|------------------------------|------------------------------|
| 1 – 8 <sup>th</sup> position | 5 – 4 <sup>th</sup> position |
| 2 – 7 <sup>th</sup> position | 6 – Bronze medallist         |
| 3 – 6 <sup>th</sup> position | 7 – Silver medallist         |
| 4 – 5 <sup>th</sup> position | 8 – Gold medallist           |

Places 8 through 4 line up besides the bronze medallist, the 4<sup>th</sup> place winner being right beside the bronze medallist.

#### **B) Synchronized swimming:**

There are two flights of finals. For details, please refer to the Technical package.

Ribbons are first awarded to Flight B finalists, who are introduced in the following order:

- |                              |                              |
|------------------------------|------------------------------|
| 1 – 6 <sup>th</sup> position | 4 – 3 <sup>rd</sup> position |
| 2 – 5 <sup>th</sup> position | 5 – 2 <sup>nd</sup> position |
| 3 – 4 <sup>th</sup> position | 6 – 1 <sup>st</sup> position |

As Flight B finalists are not medal winners, they do not go on the podium. Rather, they line up from 1<sup>st</sup> to 6<sup>th</sup> position (from left to right, spectator view) in front of the podium.

Medals and ribbons are then awarded to Flight A finalists, who are introduced in the following order:

- |                              |                      |
|------------------------------|----------------------|
| 1 – 6 <sup>th</sup> position | 4 – Bronze medallist |
| 2 – 5 <sup>th</sup> position | 5 – Silver medallist |
| 3 – 4 <sup>th</sup> position | 6 – Gold medallist   |

This time, the medallists stand on the podium while places 4<sup>th</sup> through 6<sup>th</sup> are lined up beside it with the 4<sup>th</sup> place winner directly beside the Bronze medallist.



## **MEDAL PRESENTATION POLICY MEDAL PRESENTER GUIDELINES**

Medal Presenters must include Federal government representatives, Provincial/Territorial government representatives, Canada Games Council representatives, Mayors, Aldermen, National Sport Organisation Presidents and/or CEOs, Host Society Board Members and high profile athletes that are at the Games. Canada Games Council representatives could include alumni from previous Games.

As well, medal presentations are at times offered as rights and benefits to major sponsors.

The Host Society will work in close collaboration with the Canada Games Council to determine the final medal presenters.



## MEDAL PRESENTATION POLICY MEDAL PRESENTATION SCRIPT TEMPLATE

*(Flag bearers, sign carriers, medal tray carriers, athletes {Bronze-Gold-Silver} and medal presenters line up in the order of entry. Marshalling volunteers should stay with their respective group at all times.)*

*(MC should announce the time frame for the ceremonies to begin.)*

MC: Honoured Guests, Athletes, Ladies and Gentlemen, welcome to the medal presentation and official closing for the sport of \_\_\_\_\_.

MC: Chers invités et athlètes, mesdames et messieurs, soyez les bienvenus à la remise des médailles de \_\_\_\_\_ (*sport, épreuve*).

*(If Medal Presentation ceremony sponsored:*

*MC: This Medal Presentation Ceremony is brought to you by \_\_\_\_\_ (*sponsor*), proud sponsor of the \_\_\_\_\_ (*year*) Canada \_\_\_\_\_ (*season*) Games.)*

*MC: Cette cérémonie de remise des médailles vous est présentée par \_\_\_\_\_ (*commanditaire*), fier commanditaire des Jeux d' \_\_\_\_\_ (*saison*) du Canada de \_\_\_\_\_ (*année*).*

MC: Please welcome our medallists.

MC: Veuillez accueillir nos médaillés.

*(Flag bearers, sign carriers, et al march in to "Look Out World".)*

MC: On behalf of the \_\_\_\_\_ (*year*) Canada \_\_\_\_\_ (*season*) Games, Mr./Mrs./Ms \_\_\_\_\_, will now present the Bronze, Silver and Gold medals respectively to the winners of the competition. *(Alternative – if different presenter for each medal, introduce them separately before introducing the respective medallist)*

MC: Monsieur/Madame \_\_\_\_\_ va maintenant remettre, au nom des Jeux d' \_\_\_\_\_ (*saison*) du Canada de \_\_\_\_\_ (*année*), les médailles de bronze, d'argent et d'or aux gagnants de la compétition.

MC: Receiving the Bronze medal, from Team \_\_\_\_\_, is/are \_\_\_\_\_.

MC: La médaille de bronze est décernée à \_\_\_\_\_ de l'équipe de \_\_\_\_\_.

MC: Receiving the Silver medal, from Team \_\_\_\_\_, is/are \_\_\_\_\_.

MC: La médaille d'argent est décernée à \_\_\_\_\_ de l'équipe de \_\_\_\_\_.

MC: Receiving the Gold medal, from Team \_\_\_\_\_, is/are \_\_\_\_\_.

MC: La médaille d'or est décernée à \_\_\_\_\_ de l'équipe de \_\_\_\_\_.

MC: Congratulations to all of the winners!



MC: Félicitations à tous les médaillés!

*(Medals are presented as names are called. As the athletes' names are announced, the individual steps onto the appropriate podium section. VIP puts medal around neck, offers commemorative pin and shakes hands with the recipient.)*

MC: Ladies and gentlemen, your medal winners of the     (sport, event)     competition.  
MC: Mesdames et Messieurs, vos médaillés de la compétition de     (sport, épreuve)    .

MC : Please raise for our National anthem.  
MC: Veuillez vous lever pour notre Hymne national.

*(“Oh Canada” plays. VIP moves away from the medal podium. Athletes stay on podium.)*

MC: It is now my pleasure to introduce Mr./Mrs./Ms. \_\_\_\_\_ who will officially close this competition.  
MC: J'ai maintenant le plaisir de vous présenter Monsieur/Madame \_\_\_\_\_, qui va clore officiellement cette compétition.

*(VIP moves to the mike and speaks.)*

MC: Thank you Mr./Mrs./Ms. \_\_\_\_\_.  
MC: Merci Monsieur/Madame \_\_\_\_\_.

MC: On behalf of the     (year)     Canada     (season)     Games, thank you to all the participants and spectators for making the     (sport, event)     competition so successful.  
MC: Au nom des Jeux d'     (saison)     du Canada de     (année)    , merci à tous les participants et aux spectateurs pour avoir fait de la compétition de     (sport, épreuve)     un succès.

MC: Once again, congratulations to all the winners!  
MC: Une fois de plus, félicitations à tous les médaillés!

*(Ceremonies group leaves in the same order that they marched onto the field. “Look Out World” plays them off.)*