



CMAS

CONFÉDÉRATION MONDIALE
DES ACTIVITÉS SUBAQUATIQUES

WORLD UNDERWATER FEDERATION

**CHAMPIONSHIPS
AND
COMPETITIONS ORGANISATION
GENERAL PROTOCOL
EVENT CATEGORY A**

Version 2024/01

BOD 218 - 06/03/2022

CHAMPIONSHIPS AND COMPETITIONS

GENERAL PROTOCOL EVENT CAT A

Version 2024/01

Abbreviations table

BoD: Board of directors

LOC: Local organising committee

This document uses the male genre as a generic not to weigh down the text.

1. GENERAL PROTOCOL

- 1.1. This part outlines the General Protocol for organising **CMAS** events. It is a step forward to increase consistency and reduce the potential for dispute by providing the organisers with complete information and guidelines.
- 1.2. Thus, the content mentioned here can evolve due to technical developments or specific progress of a technical nature, particularly in a sport, some of which may be out of the control of the **CMAS** and the LOC. When this is the case, the LOC accepts these modifications after consultation. The BOD of the **CMAS** will determine the protocol rules that are not reported. The **CMAS** technical delegate can adapt the guidelines and regulations to specific situations.

2. The Master of ceremonies

- 2.1. The Master of ceremonies is a member of the LOC and is appointed by it. Upon appointment, the LOC must send the name and contact information to **CMAS** HQ.
- 2.2. The Master of ceremonies in charge of managing all the protocol parts of the competition:
 - 2.2.1. Technical Meeting
 - 2.2.2. Opening ceremony
 - 2.2.3. Awarding ceremonies
 - 2.2.4. Closing ceremony
- 2.3. He oversees all the necessary arrangements to prepare the different ceremonies.
- 2.4. He is responsible for preparing the **CMAS** anthem, national anthems, and corresponding flags.
- 2.5. He is responsible for communicating the complete list with the accompanying persons to the Director of the Commission and their exact function.
- 2.6. He is responsible for preparing all the beforehand medals, flowers, and other awards (when provided).
- 2.7. He organises and is personally responsible for the ceremonies for the medal presentation.
- 2.8. He assures and organises the calls and gathers the athletes, the officials, and the medals' carriers in the appropriate order for the protocol ceremonies.

3. Opening Ceremony

- 3.1. The Opening Ceremony will take place on the site of the competition or in the city hosting the competition as follows:
- 3.2. Athletes from the participating countries will parade behind their national flag and the panel with the name in alphabetical order in the language of the hosting country.
- 3.3. The host country is the last delegation of the parade.
- 3.4. Delegates, if they wish, can parade behind their national flag, between the flag and the athletes.
- 3.5. After the flag parade, the raising of the flags:

(a flagpole or specific system for the **CMAS** flag, one for the IOC flag and one for the national flag of the organising federation are required).

 - 3.5.1. National flag of the hosting country with the national anthem.
 - 3.5.2. **CMAS** and IOC flags with the **CMAS** international anthem.
- 3.6. Welcome speech.
 - 3.6.1. Of the President of the organising Federation or his/her representative for the competition.
 - 3.6.2. Of a representative of the Government, of the province or town
 - 3.6.3. Of **CMAS** President or his/her representative
- 3.7. The list with names and functions of speakers must be handed to **CMAS** President or his/her representative, at least at the eve of the ceremony.
- 3.8. Every add or alteration in order to take the floor must be discussed with **CMAS** President or his/her representative, at the eve of the ceremony.

- 3.9. The declaration of the official opening of the competition by **CMAS** President or by another person designated by him/her and declaring the opening of the competition must be, in any case, the last speaker.

4. Preparation of awarding ceremonies

- 4.1. Formal ceremony will be carried out according to a strict and identical protocol, being the same for all competitions and cannot be changed without the previous approval from the Board of Directors.
- 4.2. Except for the **CMAS** gold, silver and bronze medals, no other distinction, medal or price can be distributed during this ceremony, **except the gift given to each athlete unless the LOC has provided.**
- 4.3. For competition CAT A, medals are provided by **CMAS**.
- 4.4. If an organising committee itself wants to provide medals for a competition, this will be allowed at the following conditions as listed here below:
- 4.4.1. the organising committee is responsible of the production costs of such medals according to the specific rules of the sport.
- 4.4.2. mandatory engraving of the **CMAS** logo and the name of the Championships.
- 4.4.3. sending of a «finished» sample at natural size to **CMAS**.
- 4.4.4. obtainment of **CMAS** written agreement.
- 4.5. For awarding ceremonies, the following must be available and ready:
- 4.5.1. three podiums shall be arranged to accommodate the necessary number of athletes (relay, teams):
- | | | |
|----|--|--------------------------|
| a) | podium n.º 1 (centre) for the winner, | 50 (fifty) cm high. |
| b) | Podium n.º 2 (right) for the second place, | 35 (thirty-five) cm high |
| c) | Podium n.º 3 (left) for the third place, | 20 (twenty) cm high |
- 4.5.2. three flagpoles or specific systems at different heights are as follows:
- a) a top centre flagpole waving the flag of the winner.
- b) a medium right flagpole waving the flag of the second.
- c) a lower left flagpole waving the flag of the third.
- 4.5.3. Position of the flags
- a) The positioning of the flags will be according to the IOC code (horizontal or vertical).
- b) The LOC shall see that non-accredited people should be kept off the venue reserved for the ceremony.

5. Progress of the medals awarding

- 5.1. **CMAS** will have to communicate to the organisation and in the three official languages, the list of the **CMAS'** VIP as well as their exact function.
- 5.2. Before the beginning of the session, the organisation must provide to **CMAS** the full list with the accompanying persons as well as their exact function.
- 5.3. The rehearsal of the official ceremony for the medals awarding must obligatory take place under the control of a **CMAS** official, the day before the competition and on its same place, everything being obligatorily settled (podium, medal bearers, flag, music, official speaker, **CMAS** international anthem, etc).
- 5.4. a waiting area with a direct access on the competition site in which the athletes will be placed, the officials and the medal porters in the order of the scheduled scheme taken from the corresponding Appendix. At the end of event, organisers pick the medallists and accompany them to the waiting area to prepare awarding ceremonies. The athletes stay during all this time in this zone. Coaches have the possibility to enter in this area and wait with athletes the awarding ceremony.
- 5.5. Wearing or bringing a national flag by the athlete during the award ceremony is prohibited. This ban applies until the end of the awarding ceremony when the athletes came down from the podium and left the ceremony area..
- 5.6. Operation of ceremonies:
- 5.6.1. Choice of the Procedure (Appendix A9)
- a) The chief of ceremony, the VIP, the accompanying person, the athletes, and the medals porters approach the podium from its right (or left) in this order.
- b) The ceremony chief, the VIP, the accompanying person pass by the podium and stand on its left (or its right).
- c) The athletes place themselves behind the podium in this order 2nd, 1st, 3rd (or 3rd, 1st, 2nd).
- d) The medal porters stay to the side of the podium.
- e) Medals presentation.
- f) After the medals' presentation and the national anthem of the winner.
- g) The ceremony chief guides the VIP back, followed by the accompanying person and then the medal porters.
- h) The athletes go back to the changing-room after the photo session.
- i) The parade of arrival and departure must be carried out with a musical accompaniment.

5.7. Announcements

- 5.7.1. Once everybody is ready, the music stops, and the announcement of the results follows as clarified here below:
- 5.7.2. All the announcements must strictly respect the text taken from the Appendix A10
- 5.7.3. Languages
 - a) The announcements must be done, after the national language, in one of the three **CMAS** official languages
 - b) If the language of the organising federation is one of the **CMAS** official languages, the second one will be one of the two others **CMAS** official languages.
- 5.7.4. The speaker is not allowed to modify, in any way, the announcements that follow.
- 5.7.5. The organising federation will have to give him, in a written form and in the languages that will be used, the surnames, names and exact function(s) of the designed VIP who will hand over the medals.

5.8. Ceremony announcements (see Appendix A10)

5.8.1. Third place announcement.

When the name is announced:

- a) The athlete goes up on the podium.
- b) The VIP and the bronze medal porter move towards the podium, the medal porter presents the pillow to the VIP who takes the medal and puts it over the head of the athlete and shake hands.
- c) Then, the VIP goes back to his respective place.
- d) The accompanying person gives the gift or flowers to the athlete.
- e) Then the accompanying person and the medal porter go back to their respective places.

5.8.2. Second place announcement

When the name is announced

- a) The athlete goes up on the podium.
- b) The VIP and the silver medal porter move towards the podium, the medal porter presents the pillow to the VIP who takes the medal and puts it over the head of the athlete and shake hands.
- c) Then, the VIP goes back to his respective place.
- d) The accompanying person gives the gift or flowers to the athlete.
- e) Then the accompanying person and the medal porter go back to their respective places.

5.8.3. Winner announcement

When the name is announced

- a) The athlete goes up on the podium.
- b) The VIP and the gold medal porter move towards the podium, the medal porter presents the pillow to the VIP who takes the medal and puts it over the head of the athlete and shake hands.
- c) Then, the VIP goes back to his respective place.
- d) The accompanying person gives the gift or flowers to the athlete.
- e) Then the accompanying person and the medal porter go back to their respective places.

- 5.8.4. The accompanying person and medal porter once back to their places, every participants turns towards the poles where the three national flags will be raised while the national country anthem of the gold winner is played.

6. Closing ceremony

- 6.1. The Closing Ceremony will take place on the site of the competition or in the city hosting the competition as follows:
- 6.2. It begins in the fifteen minutes following the last award ceremony
- 6.3. The President of the LOC closes the event
- 6.4. National flag's of the hosting country are lowered during the national anthem (if protocol accepted)
- 6.5. **CMAS** and IOC (only Finswimming) flag's are lowered during the **CMAS** anthem.
- 6.6. According to prize awarding rules of some countries, points 3.6.2 and 3.6.3 may be reversed in order.
- 6.7. The LOC President hands over the **CMAS** flag to the **CMAS** representative.
- 6.8. **CMAS** Representative hands over the flag to the President of the LOC of the next identical competition.

APPENDIXES

- 1. Plan for prize awarding (Annexe 09)
- 2. Text of announcements (Annexe 10)

All the above-mentioned forms are available in your account in the **CMAS** Portal in the section documents.

<https://portal.cmas.org/>