



CEV CUP & NATIONAL TEAM COMPETITIONS // COMMON AWARDING GUIDELINES

AWARDING & CLOSING CEREMONY **MANUAL**

Awarding & Closing Ceremony overview : 01

Basic requirements : 01

Preparatory activities : 03

Main awarding story board : 06

End of the final match announcement and start of the ceremony: 07

Individual player awards: 08

Main Awarding Ceremony: 09

Medals and trophies presentation: 10

Court layouts and presenting forms: 13 - 17



AWARDING & CLOSING CEREMONY OVERVIEW

1. This Awarding & Closing Ceremony Manual describes common procedure for both national and club team competitions.
2. All officials are lined-up on the red carpet facing to the podium in the middle.
3. All winning teams and individual awarded players have to be present.
4. The Ceremony is divided into 2 parts:
 - a. Awarding of the best individual players
 - b. Awarding of the 3rd, 2nd and 1st places.
5. Only players listed on the scoresheet and the coach are ceremonially awarded.
6. Any dispositions of various actors and actions in the ceremony is managed and can be changed solely on the decision of the appointed CEV Supervisor or Jury member.



BASIC REQUIREMENTS

A. Necessary material & equipment

1. 5 red carpets (dimensions: 10 m x 3.5 m).
 2. 3 podiums of the following dimensions:
 - podium 1, in the centre (for the winner), 9,5 m long x 0,50 m wide x 0,50 m high,
 - podium 2, to the left (for the 2nd placed team), 9,5 x 0,50 x 0,40 m,
 - podium 3, to the right (for the 3rd placed team), 9,5 x 0,50 x 0,30 m.
 3. 3 poles minimum of 8 m high (or mobile hangers) for the flags of the medalling teams, just outside the control area, preferably on the left side, but in the half of the control area closest to the main stand (camera angle and direction of sight of the athletes must be carefully planned).
 4. A complete set of medals for the medalling teams (20 bronze, 20 silver and 20 gold) provided by the CEV.
 5. The necessary trays or cushions to display and present the medals.
 6. The winner's trophy/cup and the prizes of honours for the 2nd and 3rd placed teams
 7. 8 awards presented to the individual players who form part of the "dream team" (provided by the Organising Committee and/or sponsors based on the conditions specified in the Organiser Agreement).
 8. 3 name-boards (0,70 m x 0,30 m) with the name of the country / team of the winning teams (letters minimum 10 cm high) for the parade.
 9. The necessary uniforms for all personnel involved (hostesses, medal carriers, etc.).
 10. A raised platform with microphones connected to a public speaker system.
 11. One table (2 m x 1 m) to display the medals, the cups/trophies and the individual awards.
 12. Ropes and poles to cordon off the photographers' area.
 13. Chairs for all authorities and VIPs' taken part in the awarding Ceremony (optional).
- FOR NATIONAL TEAM COMPETITION'S ONLY:
14. The national anthem of the winning team.
 15. The national flags of the first three teams (3 x 2 m horizontal or vertical according to the system used).
 16. 3 national flags to be carried.

B. Necessary personnel

1. One experienced “Master of Ceremony” who speaks perfect English as well as the language of the host country, who will be directly under the authority of the appointed member of the CEV Jury or CEV Supervisor.
2. One professionally trained “Chief of Protocol” to guide and coordinate the various Authorities / VIP’s during the course of the ceremony and two “Assistant Chiefs of Protocol” to be responsible for the hostesses and team guides.
Chief of Protocol and their assistants:
 - Are responsible for any movement on the court during awarding ceremony and act as a stage manager watching activities of all actors from the start to the end,
 - Have to ensure that all actors will be at their required positions on time and are fully instructed about their activities on the court,
 - Inform in a timely manner all teams and respective players about the procedure,
 - Cooperate very closely with the Speaker to ensure that they get all needed information in time so that they can moderate the awarding ceremony according to the instructions given by the Chief of Protocol.
3. A minimum of 6 hostess who are specially trained to carry and present the trays or cushions holding the medals; the prizes of honours; individual awards; flowers (if relevant).
4. 3 team guides responsible for the moment of the teams and for accompanying the teams to the meeting point or waiting area.
5. 3 name-board carriers to march in together perfectly in time, dressed in gala uniform.
6. 3 flag-bearers.
7. 1 person or several people specially trained to animate the official mascot of the competition (if relevant).
8. 6 guards to manoeuvre the flags onto and up the poles (if relevant).
9. Security staff or controllers to make sure that the photographers stay within their restricted area.
10. Speaker(s) speaking perfect English as well as the language of the host country.
11. One orchestra (or band), or appropriate musical recordings controlled by a DJ .

**PREPARATORY ACTIVITIES****A. During the final match**

1. Chief of Protocol checks that all the necessary material is ready.
2. The court manager ensures that the necessary personnel is ready to dismantle the equipment and put in place the various elements of the Awarding and Closing Ceremony.
3. An Assistant Chief of Protocol:
 - Checks the awards, cups/trophies, trays, etc. with the hostesses,
 - Instructs all officials to turn to the cameras when handing over the individual awards and to ask the player to step onto the podium once he/she has received the award,
 - Checks the presence of players and teams (all must be dressed only in their playing uniforms, no warming-up suits are permitted), the correct order of the teams is captain first, then players Nr. 1 onwards, followed by the Coach,
 - Coordinate the right place and moving of the teams on the court during ceremony.

4. The Master of Ceremony
 - Ensures that the Speaker is duly informed and receives all information and materials that they require,
 - Checks the list of the VIPs invited to present the awards and their respective attendance.
5. The Organiser has to inform the CEV who will be presenting specified individual awards on behalf of the Organiser.
6. The Court Manager checks that the flag's poles (or mobile hangers) are in position and working properly (if relevant)
7. The CEV President or their representative designates the officials or guests who will present the awards. He may ask, if he wishes, governmental or other personalities to accompany him in awarding the prizes (*see point 4 of the script workflow*).

B. Immediately after the final whistle

Once the players of the last match (final) have left the playing area:

1. The Speaker asks the spectators to remain in their seats during the brief period needed to prepare the floor for the Ceremony that is going to take place shortly.
2. The organiser lowers the lighting intensity (if applicable).
3. Court Personnel:
 - Dismantle and remove all equipment necessary for the competition (e.g. posts, net, referee's chair, team benches, tables, etc.),
 - Open a passage if necessary by displacing or moving some advertising panels,
 - Place the red carpets and the three podiums in the middle of the playing surface according to the plan, facing the VIP stand as follows:
 - Podium 1 in the middle
 - Podium 2 to the left
 - Podium 3 to the right,
 - Position the table on which the medals, prizes of honours and individual awards are displayed, and which has been prepared in the control area during the final,
 - Arrange the ropes to define the area reserved for the photographers.
 - Install and equip the area reserved for the orchestra or band (if it is not installed in the stands),
 - Lower the ropes of the poles (or the mobile hangers) so that the flags can be properly fixed (if relevant).
4. The security staff shall take their positions around the photographer's restricted areas and control the access to the court. Only the official CEV photographer(s) (with a special accreditation card) can move outside this area and freely on the court.
5. The team's guides
 - Prepares the respective teams,
 - Verify the players are in their uniform and that they know and strictly respect the information contained in the official bulletin and what is expected of them,
 - Move the team from the locker room to the meeting point / waiting area.
6. The Hostesses in uniform take position near the awards table, in the place assigned to them.
7. The name-board carriers, flag bearers and players of the three winning teams line up, out of public sight, in an area providing direct access to the court.
8. When relevant, the guards fix the flags of the first three countries to the ropes (or

mobile hangers) as follows:

- Pole in the center: the flag of the winner,
- Pole to the left: the flag of the 2nd placed team,
- Pole to the right: the flag of the 3rd placed team.



HOME - AWAY FINAL MATCH

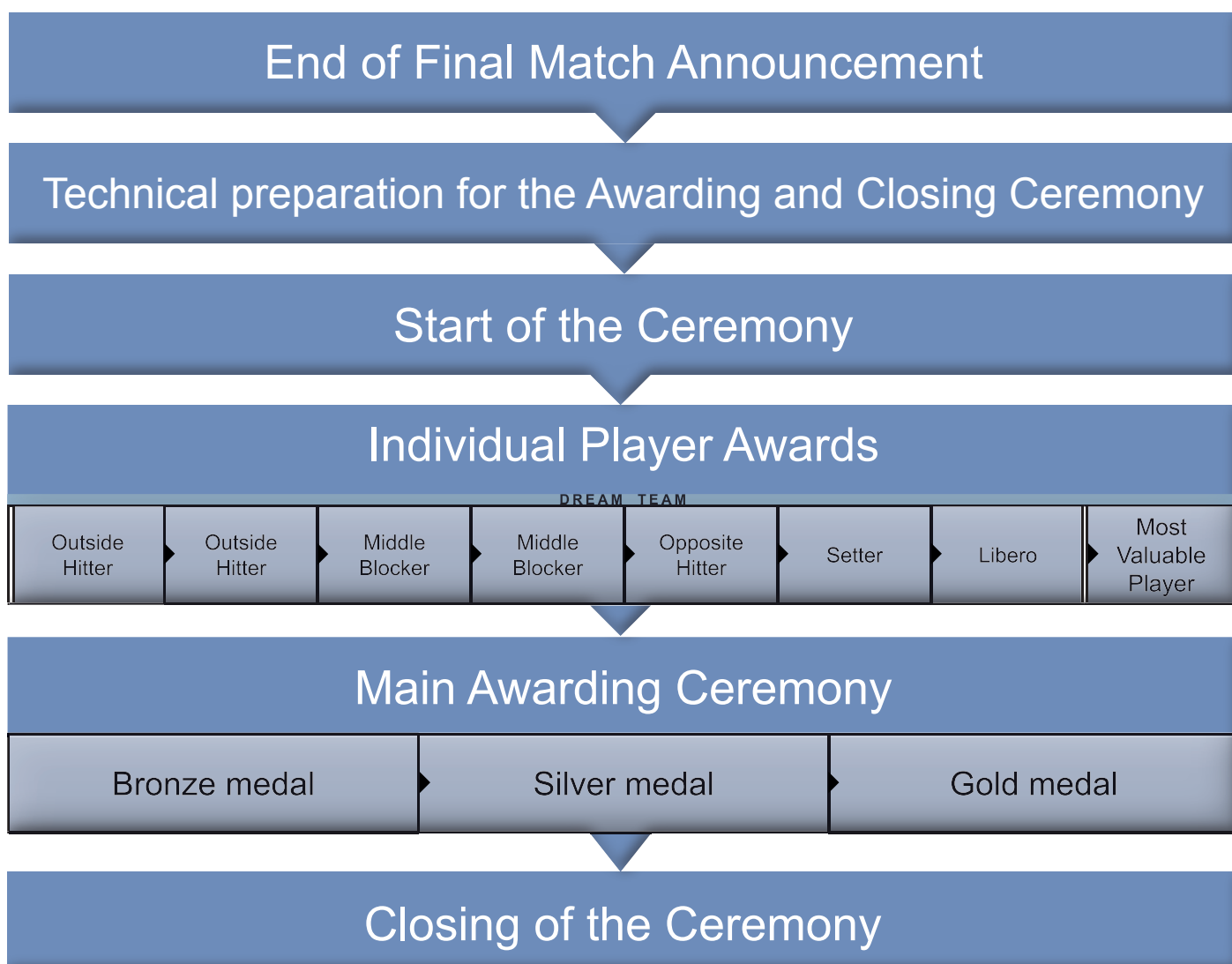
In case the home - away competition format is used for the final (i.e. only 1st and 2nd winning teams are present for awarding ceremony), all necessary material, equipment and personnel have to be reduced proportionate to the current situation (for example only 2 podiums, 2 name-boards are used, only gold and silver medals are handed etc.).

→ MAIN AWARDING CEREMONY STORY BOARD

3RD, 2ND AND 1ST PLACES

- **THE UNIFORMS** WORN BY THE TEAMS (ATHLETES & OFFICIALS) MUST STRICTLY RESPECT THE REGULATIONS AND THE INFORMATION CONTAINED IN THE OFFICIAL BULLETIN
- **THE MASTER OF CEREMONY** MUST BE DIRECTLY UNDER AUTHORITY OF THE APPOINTED MEMBER OF THE CEV JURY AND WILL NOT BE INVOLVED AT ALL IN THE PRIZES CEREMONY AS OFFICIALS (FOR THE TROPHIES OR THE MEDALS)
- **ONLY PLAYERS OF THE WINNING TEAMS AND HEAD COACHES ARE OFFICIALLY AWARDED**

GENERAL DESCRIPTION AND WORKFLOW





END OF THE FINAL MATCH ANNOUNCEMENT AND START OF THE OFFICIAL CEREMONY

	Start points	Official speaker	Actions	Sound
1	Immediately after the final whistle	The official speaker announces the preparation of the ceremony in the language of the host country and in English: <i>"Ladies and Gentlemen, Please remain seated; we will shortly begin the Awarding and Closing Ceremony for the "20XX CEV (Title Sponsor) VOLLEYBALL"</i>	<ul style="list-style-type: none"> Teams return to changing rooms Court Personnel to set up the Closing Ceremony court lay-out 	Upbeat music
2	NOTE: ONLY THE CORRECT COMPETITION TITLE IS TO BE USED.		<ul style="list-style-type: none"> Entrance of the entertainment group All Authorities / VIP's that will take part in the ceremony must go to the meeting point outside of the court 	
3	Start of the official Ceremony as soon as all is arranged and all officials and teams are prepared		<ul style="list-style-type: none"> The lighting diminishes almost entirely (the use of spotlights is recommended) All Authorities / VIP's take their place on the carpet. (TV cameras shall follow Authorities' entrance all the time) 	
4		The official speaker announces the start of the ceremony in the language of the host country and in English: Awarding and Closing Ceremony of the "20XX CEV (Title Sponsor) VOLLEYBALL", organised by the "Volleyball Federation of"	<ul style="list-style-type: none"> Authorities Entrance 	Trumpet Fanfare (15 sec)



AUTHORITIES ENTRANCE



Followed by spotlights, the CEV President / CEV Representative, the Chief of State or his/her representative or the guest of honour, the Organising Committee President and any other designated VIPs appear, led by the Chief of Protocol, line up on the red carpet (includes all the VIPs presenting an award, also for individual prizes).

The official speaker does not introduce those taking part in the Ceremony while they come in the court and take the positions on the carpet.



INDIVIDUAL PLAYER AWARDS

	Start points	Official speaker	Actions	Sound
		<p>The speaker announces:</p> <p><i>Ladies and Gentlemen the Awarding Ceremony for the Best individual Players.</i></p>		
5	Fair Play Award	<p><i>Ladies and Gentlemen</i> <i>We will now present the CEV Fair Play Award</i></p> <p><i>The Award will be presented by _____</i> <i>_____ (full name and title of the person presenting the award)</i></p> <p><i>The player deemed to have demonstrated the best sportive behaviour, and the winner of the CEV Fair Play Award is (short pause):</i></p> <p><i>The number _____</i> <i>(shirt number)</i></p> <p><i>from _____</i> <i>(name of the team).</i></p> <p><i>_____</i> <i>(full name)</i></p>	<p>Hostesses have to be prepared already manage both teams/players and officials.</p> <ul style="list-style-type: none"> The person designated comes forward with the hostess bearing the award in to the awarding place. The awarded player comes running in to the awarding place starting from the meeting points and takes their place in front of 1st place podium faced to the Authorities. While running they shoot a small Mikasa ball out to the public (where relevant) Photographers shoot the pictures of the people involved. Player receives their award and after pictures steps up onto the 1st place podium and remains on the podium while the other individual prizes are presented. All awarded players stay on the podium and wait for final common picture shooting 	


Start points	Official speaker	Actions	Sound
	The speaker announces: Next is the presentation of the Awards for 8 players who have been selected to be part of the Dream Team.		
Outside Hitter	Ladies and Gentlemen The Award for the _____ (award title) will be presented by	Hostesses have to be prepared already manage both teams/players and officials.	
Outside Hitter	_____ (full name and title of the person presenting the award)	• The person designated comes forward with the hostess bearing the award in to the awarding place.	
Middle Blocker	_____.		
Middle Blocker	The player selected in the Dream Team		
Opposite Hitter	as the _____ (award title) is [short pause]:		
Setter	The number _____ (shirt number)	• The awarded player comes running in to the awarding place starting from the meeting points and takes their place in front of 1st place podium faced to the Authorities.	
Libero	from _____ (name of the team), _____ (full name).		
	[The above text is to be repeated for each of the 7 members of the Dream Team.]	• While running they shoot a small Mikasa ball out to the public (where relevant)	
Most Valuable Player	To conclude this part of the ceremony, we will present the Most Valuable Player Award. The Award will be presented by _____ (full name and title of the person presenting the award). The player selected as the Most Valuable Player and final member of the Dream Team is [short pause]: The number _____ (shirt number) from _____ (name of the team), _____ (full name).	• Photographers shoot the pictures of the people involved. • Player receives their award and after pictures steps up onto the 1st place podium and remains on the podium while the other individual prizes are presented. • All awarded players stay on the podium and wait for final common picture shooting	

After a short photo shoot all awarded individual players go back to their teams who are standing outside of the court and already prepared for the main Awarding Ceremony.


→ MAIN AWARDING CEREMONY

	Start points	Official speaker	Actions	Sound
6	Immediately after the Awarding Ceremony of the Best individual players.	<p>The Speaker announces the preparation of the ceremony in the language of the host country and then in English:</p> <p><i>“Ladies and Gentlemen, Now we start the Awarding Ceremony of the winning teams for the</i></p> <p>“20XX CEV (Title Sponsor) VOLLEYBALL</p> <p>.....</p> <p><i>in.....(name of the host city).</i></p>	<ul style="list-style-type: none"> All teams are prepared for a festive march 	Trumpet Fanfare (15 sec)
7	Medallist teams (along with head coach) behind the respective podium led by board carrier and flag bearer	<p>The Speaker makes the following announcements in the language of the host country, then in English:</p> <p><i>The third placed team and bronze medallist is the team (of) _____</i></p> <p>As soon as the name-board carrier takes the position on the left side of the respective podium the official speaker makes the following announcements in the language of the host country, then in English:</p> <p><i>The second placed team and silver medallist is the team (of) _____</i></p> <p>As soon as the name-board carrier takes the position on the left side of the respective podium the official speaker makes the following announcements in the language of the host country, then in English:</p> <p><i>The first placed team and gold medallist is the team (of) _____</i></p>	<ul style="list-style-type: none"> The country name-board carrier, flag bearer and players (headed by the captain and with head coach at the end) of each of the first three teams (no officials) make their entrance and take position behind their respective podiums. (For the correct teams movement and positioning see the court layout) 	<p>Trumpet Fanfare (15 sec)</p> <p>Festive march</p>

→ MEDALS AND TROPHIES PRESENTATION

	Start points	Official speaker	Actions	Sound
8	<p>Immediately after the Awarding Ceremony of the Best individual players.</p>  <p>.....</p>	<p>The Speaker announces the preparation of the ceremony in the language of the host country and then in English:</p> <p><i>“Ladies and Gentlemen, the bronze / silver / gold medals of the “20XX CEV (Title Sponsor) VOLLEYBALL</i></p> <p>.....</p> <p><i>will be presented by</i></p> <p>.....</p> <p><i>accompanied by</i></p> <p>.....</p> <p><i>“Ladies and Gentlemen, the bronze / silver / gold medal goes to the team (of):</i></p> <p>.....</p> <p>The official speaker announces the name of each player, as the medals are being presented.</p>	<ul style="list-style-type: none"> The Hostesses bearing the medals approach the person designated to present the medals and accompany him to the front left side of podium. The team steps onto the podium Presenting persons present the medals, starting with the team captain, continuing towards the right and ending with team’s head coach, while the speaker announces the name of each player in turn. 	<p>Soft background music (to be fixed by CEV)</p>

trophy presenting procedure continues on the next page

	Start points	Official speaker	Actions	Sound
8	<p>Trophy presenting ¹⁾</p> <p>o</p> <p>.....</p> <p>TROPHY / CUP will be presented by</p> <p>.....</p> <p>accompanied by</p> <p>.....</p> 	<p>The Speaker announces the preparation of the ceremony in the language of the host country and then in English:</p> <p><i>"Ladies and Gentlemen, the</i> "20XX CEV (Title Sponsor) VOLLEYBALL</p> <p>.....</p> <p>TROPHY / CUP will be presented by</p> <p>.....</p> <p>accompanied by</p> <p>.....</p>	<p>While the Speaker makes the presentations, the Hostess bearing the trophy approaches the designated person and accompanies him to the front left side of podium 3 (team captain).</p> <p>The designated person presents the team captain with the Trophy, following which he returns to his initial position, accompanied by the hostess and the VIP (if any).</p>	Soft back-ground music (to be fixed by CEV)

Once the trophy is handed out the VIPs and hostesses return to their original positions.



PROCEDURE REPETITION

The same procedure is repeated for each team starting with the:

1. Bronze medals and trophy (if foreseen), continuing with the
2. Silver medals and trophy (if foreseen) and ending with
3. Gold medals and trophy.

In case no trophy is foreseen for the 3rd and 2nd placed teams (cups competitions) the trophy presentation is skipped.

¹⁾ Teams receive medals and trophy or cup according to the following scheme:

Teams	National Teams Competitions		Clubs Competitions	
3rd ranked team	Medals	Trophy	Medals	no trophy foreseen ²⁾
2nd ranked team	Medals	Trophy	Medals	no trophy foreseen ²⁾
1st ranked team	Medals	Trophy / Cup	Medals	Cup

²⁾ A decision might be taken that a trophy will be presented to the 3rd and 2nd ranked club teams. In this case the trophy will be presented together with medals. No special trophy announcement will be made.

	Start points	Official speaker	Actions	Sound
ONLY FOR NATIONAL TEAM COMPETITION				
<i>National anthem of the winning team is played only in case of national team competitions. For club competitions this part of Awarding and Closing Ceremony has to be skipped.</i>				
9	National Anthem	<p>The official speaker makes the following announcements in the language of the host country and then in English:</p> <p><i>“Ladies and Gentlemen, please rise for the playing of the National Anthem of</i></p> <hr/>	<ul style="list-style-type: none"> The National Anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags and the flag of the second placed team must be higher than the third placed team. After the playing of the Anthem the players salute the public. After a few moments all players step down from the podium and line behind the podium. Photographers shoot more pictures 	National Anthem ¹⁾
10	Closing	<p>The Speaker makes the following announcements in the language of the host country, then in English:</p> <p><i>“Ladies and Gentlemen, This concludes the Awarding and Closing Ceremony of the</i></p> <p><i>“20XX CEV (Title Sponsor) VOLLEYBALL</i></p> <hr/> <p><i>Thank you very much for your presence and we hope to see you again in another competition</i></p> <p><i>Ladies and Gentlemen, Good Evening</i></p> <hr/>	<ul style="list-style-type: none"> Confetti, steam... <p>END OF CEREMONY</p>	

1) All Organisers are requested to use only anthems available for downloading on the CEV ftp server: <ftp://nftp.cev.lu>.

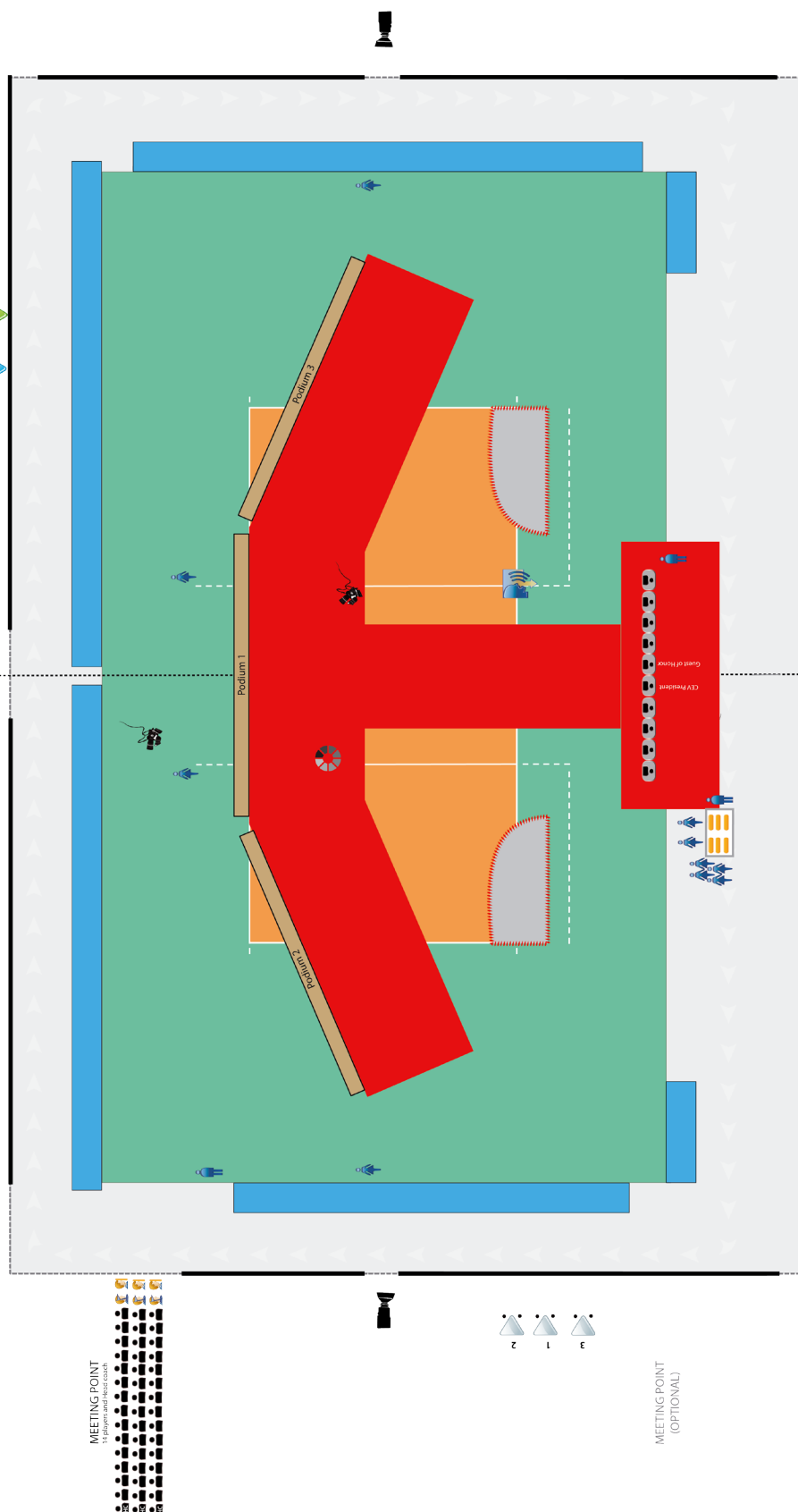


COURT LAYOUTS AND PRESENTING FORMS

















CEV OFFICIAL COMPETITION COURT LAYOUT

CLOSING AND AWARD CEREMONY CONFIGURATION
BASIC ARRANGEMENT



APPLIED SYMBOLS

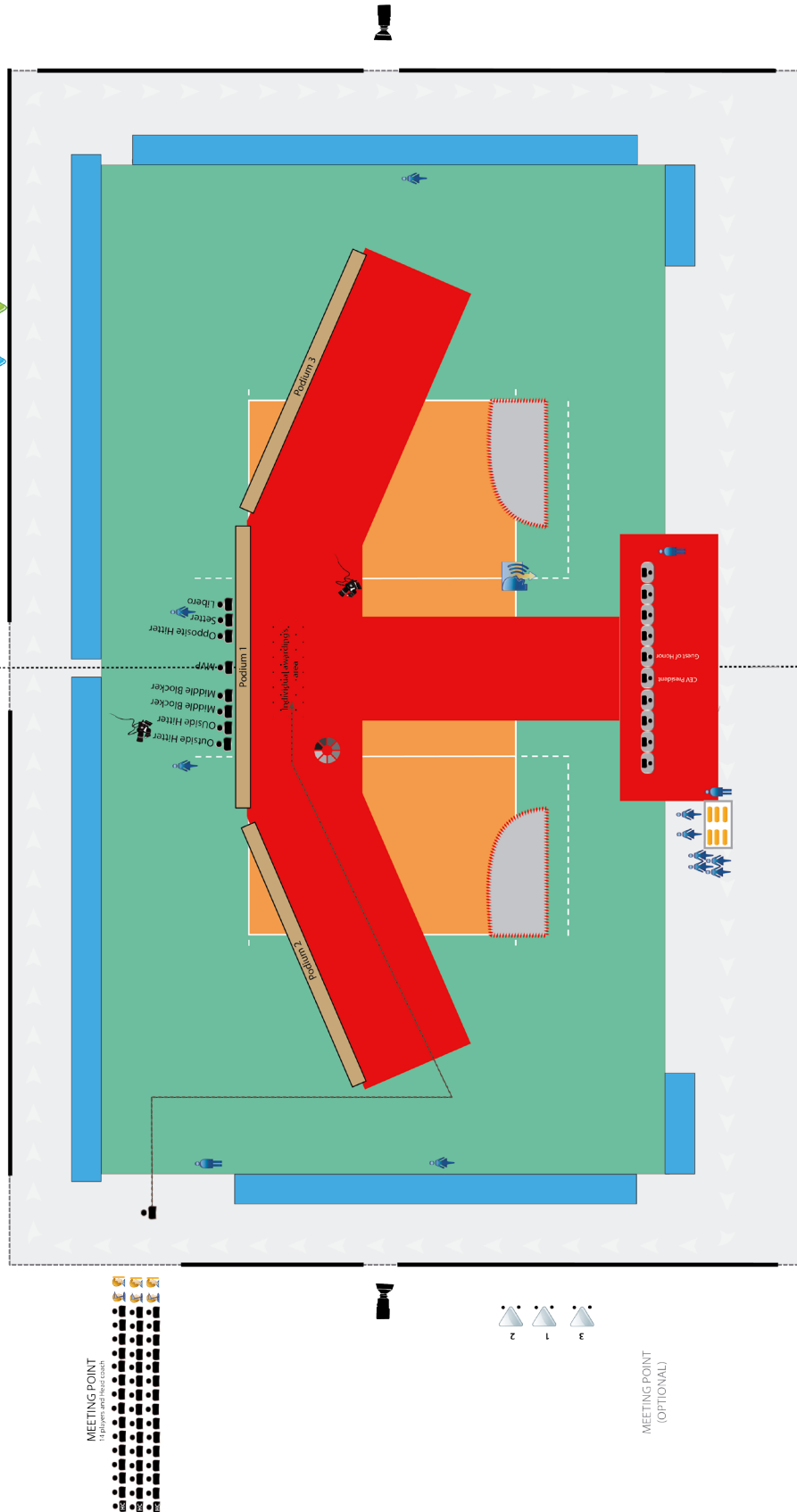
	Main Camera No.:		Hostesses		CEV Photographer(s)
	Commentator with Cablaman		Chief of protocol and Higher assistants		CEV Flag
	3 flags pools min. 8 m high (This table can be optional)		Platform with Microphone and Speaker		Host Country's Flag
			Authorities		
	Photographers' area		Table for all awards, cups and trophies		
	Parade				

NOTES:



CEV OFFICIAL COMPETITION COURT LAYOUT

CLOSING AND AWARD CEREMONY CONFIGURATION PLAN
INDIVIDUAL PLAYERS' (DREAM TEAM) AWARDS



APPLIED SYMBOLS

- Main Camera No. 1
- Commissioner with Chairman
- 3 flags: pools min. 8m high (the side one optional)
- Photographers' area
- Hostesses
- Chief of protocol and his/her assistants
- Platform with Microphone and Speaker
- Authorities
- Table for all awards, cups and trophies
- Players
- Board carrier
- Flag-bearer
- Head coaches of the winning teams, positioned as displayed
- Parade
- CEV Photographer(s)
- CEV Flag
- Host Country's Flag

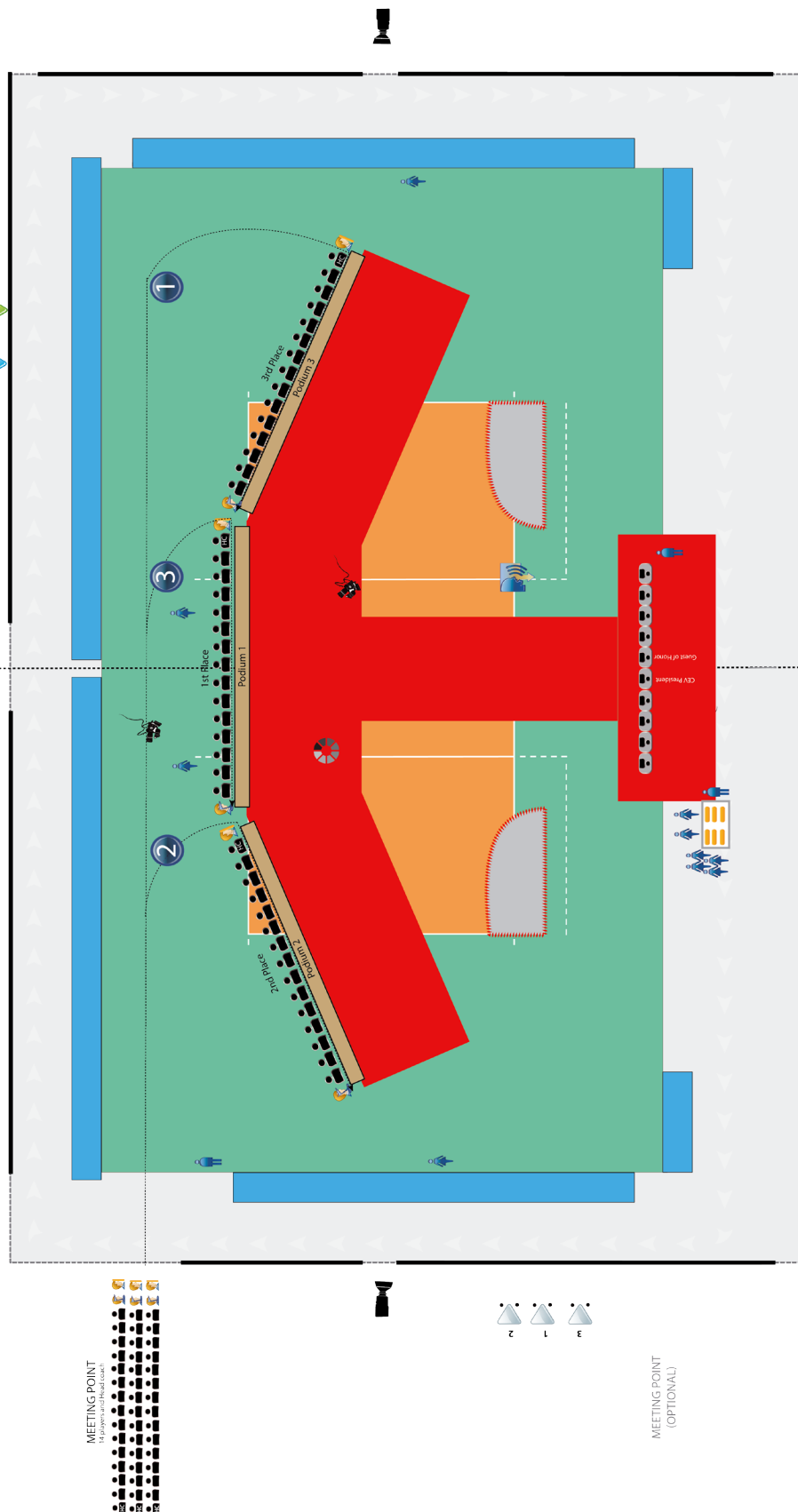
NOTES:



CEV OFFICIAL COMPETITION COURT LAYOUT

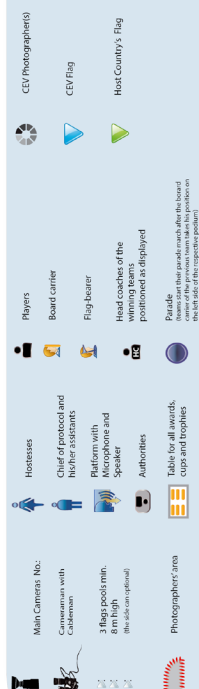
CLOSING AND AWARD CEREMONY CONFIGURATION PLAN

MAIN AWARDS CEREMONY



NOTES:

APPLIED SYMBOLS



CLUB'S AWARDING CEREMONY PRESENTING FORM

INDIVIDUAL PLAYER AWARDS			
		presented by	accompanied by
Dream Team	Outside Hitter		
	Outside Hitter		
	Middle Blocker		
	Middle Blocker		
	Opposite Hitter		
	Setter		
	Libero		
MVP		CEV President	
MEDALS / AWARDS			
		presented by	accompanied by
3rd place	MEDALS		
2nd place	MEDALS		
1st place	MEDALS	CEV President	
	CUP	CEV President	

NATIONAL TEAMS AWARDING CEREMONY PRESENTING FORM

INDIVIDUAL PLAYER AWARDS			
		presented by	accompanied by
Dream Team	Outside Hitter		
	Outside Hitter		
	Middle Blocker		
	Middle Blocker		
	Opposite Hitter		
	Setter		
	Libero		
	MVP	CEV President	
MEDALS / AWARDS			
		presented by	accompanied by
3rd place	MEDALS		
	TROPHY		X
2nd place	MEDALS		
	TROPHY		X
1st place	MEDALS	CEV President	
	CUP	CEV President	X