
EUROPEAN SQUASH FEDERATION

Championship Prize Giving Ceremony

Edition 2018.01
Valid from 01.03.2018



Championship Prize Giving Ceremony

General

Note – words only importing the term ‘team’ shall include ‘individual player’

The prize-giving ceremony usually takes place on court although another suitable location may be chosen.

The area used for the prize giving must be large enough for: 3 podiums - a podium for each of the teams finishing 1st, 2nd and 3rd;; table(s) (covered with table cloth) to hold medals, plaques, trophies, gifts, flowers, etc, for presentations; all personnel involved with the prize-giving and presentations.

Hosts should...

Provide national flags and arrange for copies of the national anthem of the winning teams to be available.

Ensure podiums are stable, strong and large enough to hold all team members (including reserves and coach)

Consider plants, flowers and/or other methods of decoration to make the prize giving area look attractive.

Identify an assembly point and time for the winning teams and personnel involved with the prize giving ceremony.

Provide an itinerary for all officials involved with the prize giving ceremony; ensure that everyone knows what their role is, what they are required to do, etc.

Provide a PA system/microphones for the speeches and announcements.

Provide a cordoned off area in the back corners of the court for media/photographers.

Ceremony Format

All officials, personnel, guests, winning teams who are involved in the prize giving must be present for the last match of the Championships or in the immediate area and should gather at the assembly point five minutes after the final match has completed.

Immediately after the final match, an announcement should be made advising that the prize giving will be starting within the next 10-15 minutes and asking everyone to remain in their seats whilst preparations are made. It is suggested that music is played to divert the audience whilst they are waiting for the prize giving to start.

The court (or prize giving area) should be prepared: podiums installed, tables arranged, etc.

The official speaker announces the prize giving ceremony.

The key officials are invited to make a short speech, one at a time. Maximum of 2 speakers with speeches no longer than 5 minutes each. Suggested speakers are:

- President or other key official from the Host Association.
- A speaker of the Host Association's choice (eg, sponsor, local dignitary).

Plaques (provided by ESF) presented by ESF representative to a representative from the host Association and the host Club

The speeches are followed by the presentations (in the following order):

3rd Women's team announced, welcomed onto court, take their place on the 3rd place podium.

Medals, trophies, gifts presented to 3rd place Women's team

Short amount of time allowed for photographs before 2nd place team announced. 2nd Women's team/individual announced, welcomed onto court, take their place on the 2nd place podium.

Medals, trophies, gifts presented to 2nd place Women's team Short amount of time allowed for photographs before 1st place team announced.

1st Women's team announced, welcomed onto court, take their place on the winner's podium.

Medals, trophies, gifts presented to winning Women's team

Short amount of time allowed for photographs.

Repeat the above for men's presentations.

Summary

1. MC announces who is giving the 2 opening speeches
2. Maximum two speakers agreed with the host association. Max 5 minutes each.
3. MC announces who is presenting the medals
4. Top 3 women's teams asked to come to court on to the podium (3-2-1) [Winners to be invited on court in reverse order (3-2-1), one team at a time. Presentations made to each team before the next team is invited on court. Photos taken of individual teams immediately after presentation of their medals, etc.
5. Flowers or gift presented by host federation (optional)
6. Medals presented by ESF president, Vice President or TD
7. Play of national hymn and raising of flags
8. Short thank you speech from the winning team
9. Photo taken of the 3 teams together
10. Photo taken of the individual teams
11. Women leave the court
12. Official speaker announces who gives out the medals
13. Top 3 men's teams asked to come to court on to the pedestal (3-2-1) [Winners to be invited on court in reverse order (3-2-1), one team at a time. Presentations made to each team before the next team is invited on court. Photos taken of individual teams immediately after presentation of their medals, etc.
14. Flowers or gift presented by host federation (optional)
15. Medals presented by ESF president or vice president
16. Play of national hymn and raising of flags
17. Short thank you speech from the winning team

18. Photo taken of the 3 teams together.
19. Photo taken of the individual teams
20. ESF president or TD to close officially the ETC and announce the venue for the following year and presents the ESF flag to next year's host