

Section V – Awards

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The Special Olympics awards ceremony provides an opportunity to recognize athletes' accomplishments in a dignified and enthusiastic atmosphere that reflects the Olympic tradition. Therefore the location of the ceremony should be very visible to spectators and large enough for photographs to be taken. When possible it is suggested that awards be given out immediately following the competition. This highlights the athletes and allows everyone to see.

Awards General Guidelines

1. The health, safety and welfare of the athletes are the primary priorities.
2. All athletes who compete in a Special Olympics competition should receive recognition for their efforts in the form of a ribbon or medal. First through third places receive gold, silver or bronze medals, respectively. Fourth through eighth places receive ribbons.
3. Only official medals and ribbons, not any other awards or gifts, may be presented during the ceremony.
4. There should be sufficient number of awards at venues to allow awards presentations to occur immediately following each ability division's competition.
5. Athletes disqualified for technical rules infringements or who "do not finish" will be awarded a participation ribbon on the last position on the podium. Athletes who are disqualified for un-sportsmanlike behavior will not receive an award.
6. Award ceremonies should be held near the competition field of play, accessible to athletes, coaches, families, medical staff and spectators, and not require any participant to interrupt another competition or awards presentation to reach them.
7. The awards area should have some method of amplification, whether it is a bullhorn, public address system, etc. Bullhorns should only be used as a backup.
8. The awards area should have a sense of pageantry and color through creative use of pennants, greenery, banners, etc. The Special Olympics banner should hang behind the awards stand. Per Olympic standards, no sponsor signage is permitted in the awards area.
9. Athletes shall display *no* national flags during the award ceremony. Please maintain the flow.
10. Sufficient time should be allowed between individual presentations in order to provide family and friends the opportunity to take photos and enjoy the moment.
11. Only athletes – not coaches or managers – may be part of the ceremony in individual sports.
12. Coaches do not receive awards. This is particularly important to remember for team sports when coaches are lined up with the athletes and are introduced over the public address system.
13. If an athlete is not present for the ceremony, stay on schedule and proceed without him or her. Mark awards for later pickup.
14. Awards should be near the competition field of play, accessible to athletes, coaches, families, medical personnel and spectators.
15. If an athlete receives the incorrect award, give the correct award, but do not take away the original award.
16. Any protest or complaint should be dealt with/resolved by the Competition Management (i.e., Sports Rules Committee). It is not the responsibility of the awards personnel to deal with any protest.
17. The protocol of the awards ceremony must be followed at all times.

Formula for Determining Number of Awards Required For a Given Sport

1. Multiply the number of athletes by the number of events for which each may register
2. Divide the resulting number by 4.0 (In the case of more than 500 athletes, divide by 4.5)
3. You will now have the approximate number of sets of gold, silver and bronze medals and fourth place ribbons you will need
4. Divide again in half, and this is the approximate number of 5th and 6th place ribbons you will need
5. Divide once again in half, and this is the approximate number of 7th and 8th place ribbons you will need

For a competition with 400 athletes competing in athletics, with 3 events maximum per athlete:

$$400 \times 3 = 1200$$

$$1200 / 4 = 300 \quad (300 \text{ gold medals, } 300 \text{ silver medals, } 300 \text{ bronze medals, } 300 \text{ 4th place ribbons)}$$

$$300 / 2 = 150 \quad (150 \text{ 5th place ribbons, } 150 \text{ 6th place ribbons)}$$

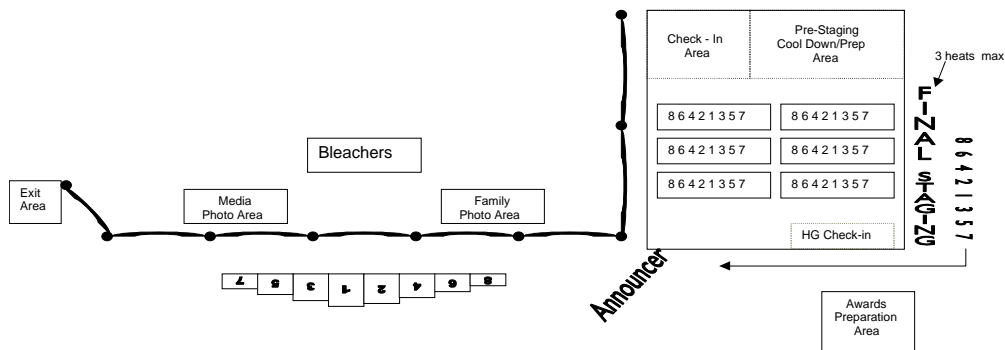
$$150 / 2 = 75 \quad (75 \text{ 7th place ribbons, } 75 \text{ 8th place ribbons)}$$



Athlete Flow

There are five possible areas in each awards location.

- Check-in Area:** athlete escorts bring the results and athletes to the check-in area from each competition.
- Staging Area:** the athletes are lined up on chairs, in order of place, in preparation to receive their awards.
- Preparation Area:** the awards are organized and placed on a tray/pillow in preparation for the ceremonies. The awards are lined up in the same order as the athletes
- Presentation Area:** where the actual Awards Ceremony takes place
- Exit/Athlete Pick Up Area:** athletes remain here until their coach/authorized person arrive to escort them from awards



Delivery of Athletes to Awards from Competition

- Ensure proper exchange between competition and awards
- Obtain official results from competition runner or other designated staff
- Ensure that it is the correct event and that all information is complete
- Do not allow athletes to leave the area unattended and /or without authorization
- Bring athletes and results directly to the awards check-in / staging area
- Dispatch runner with a copy of the results to staging, awards preparation and announcer.

Check Athletes in At the Check-In/Staging Area

- Check-in assistants will receive results and verify all information needed is included
- Offer athletes refreshments, if available, while waiting
- Check off division number on Master Division list for event
- Confirm each athlete is present and properly dressed
- Athletes enter staging area

Staging Area – Organize Line-Up for Awards Ceremony

- Premark Chairs with place markings in order of awards line-up
- Have athletes sit in chairs according to their finish
- Line-up order when entering from the right: 8,6,4,2,1,3,5,7
- Line-up order when entering from the left: 7,5,3,1,2,4,6,8



Awards Preparation – Award Arrangement

- Determine number of places from the results sheet
- Athlete's name, event and score are on label and applied to the tag on the award
- Ensure ribbons are marked correctly, place awards on trays and that they are placed in correct order. Medal/ribbon order must match the order of the athletes.
- Place the results sheet with the tray
- Announcer already has the script
- Athletes are escorted from the staging area to the preparation area and the order is re-checked.

Guest/Presenter Arrival: Check-In and Orientation

- Guest reports to the Awards Preparation/Presentation Area 15 minutes prior to their scheduled time to present awards.
- The Guest will be greeted
- The Guest will be asked if they understand the ceremony process and their role, which was previously explained by the Guest escort.
- The Guest will be introduced to the athletes, if time allows.
- Escort athletes and Guest to the line up area

Presentation Area: Line Up and Procession

- Ensure order of Awards Team
- Awards Bearer – Presenter, side by side, with Bearer on the outside, closest to spectators.
- Presentation/Athletes escort
- Athletes in order
- Presentation /Athlete escort
- Awards Bearer – Presenter, side by side, with Bearer on the outside, closest to spectators.
- Presentation Supervisor will cue announcer to start the music



Ceremony Procedures

- On cue, music starts, first set of Awards Bearer and Presenter walk forward, crossing in front of the presentation area/podiums and stop two steps beyond 8th place (if entering from right) or 7th place (if entering from left) and turn towards the spectators.
- First Presentation /Athlete escort leads athletes to presentation area, up onto the podium and stops one step beyond 8th place (if entering from right) or 7th place (if entering from left) presentation space. (The exact protocol for athlete escorts descending the podium, during the awards ceremony, will be determined when the backdrop design is completed).
- Athletes in order: entering from right 8,6,4,2,1,3,5,7, entering from left 7,5,3,1,2,4,6,8
- Second Presentation /Athlete escort follows from behind athletes and stops one step beyond 8th place (if entering from left) or 7th place (if entering from right) presentation space.
- Role of the Presentation /athlete escort (which will be filled by a Guest escort and an awards /athlete escort) is to make sure the athlete/s stands on their appropriate spot on the podium. The first priority is always the athlete.
- Second set of Award Bearer and Presenter walk behind the athletes and second Presentation /Athlete escort and stop two steps before the 7th (if entering from right) or 8th place (if entering from left) and turn towards the spectators.
- The music will be lowered when Announcer begins. As Announcer calls out place and name of athletes, Awards Bearer meets presenter in front of award winner.
- Presenter takes award from tray and presents it. Presenter shakes award winners hand. The Presenters will alternate as awards are announced from 8th to 1st.
- As awards are presented, Presenters and Bearers should step back slightly do that the athlete may be viewed by the spectators.
- Repeat until all awards are presented
- Bearers and Presenters then return to spaces on each end of the presentation area
- Announcer will call for recognition of the athletes, and will wait approx. 30 seconds. Then the music will be raised again, which is the cue for the first set of Awards Bearers and Presenter to turn and exit, continuing in the same direction in which they entered. The first athlete escort will get the attention of the 8th place athlete and lead the athletes off the podiums, maintaining the necessary protocol for any athlete that may require assistance.
- Once off the podiums, the presenters and Awards Bearers return to the preparation area. The Presentation/ Athlete Escorts returns the athletes to the collection area and then return to the preparation area.

Exit Area – Pick-Up of Athletes

- The Exit Supervisor ensures that athletes are supervised until they are collected by an authorized/credentialed individual, of that delegation.



Awards Script

1. Music Fanfare
2. “Ladies and gentlemen.....Please direct your attention to the awards area
_____”
(Give location in this venue)
3. Entrance music. Athletes and presenter enter. Announcer waits until they positioned in awards presentation area.

4. “It is my pleasure to announce the results of the _____ of the
(Division)
_____” group for _____
(Gender and age group) (Event name)

5. “Presenting the awards will be _____ - _____”
(Name)

6. “In 8th Place is _____ from Special Olympics _____”
(Athlete name) (Program name)

Pause For Presentation of Award

7. “In 7th Place is _____ from Special Olympics _____”
(Athlete name) (Program name)

Pause For Presentation of Award

8. “In 6th Place is _____ from Special Olympics _____”
(Athlete name) (Program name)

Pause For Presentation of Award

9. “In 5th Place is _____ from Special Olympics _____”
(Athlete name) (Program name)



Pause For Presentation of Award

10. “In 4th Place is _____ from Special Olympics _____”
(Athlete name) *(Program name)*

Pause For Presentation of Award

11. “Winning a Bronze Medal is _____ from Special Olympics _____”
(Athlete name) *(Program name)*

Pause For Presentation of Award

12. “Winning a Silver Medal is _____ from Special Olympics _____”
(Athlete name) *(Program name)*

Pause For Presentation of Award

13. “Winning a Gold Medal is _____ from Special Olympics _____”
(Athlete name) *(Program name)*

Pause For Presentation of Award

14. “Ladies and gentlemen, please recognize these outstanding athletes of _____
(Division)
_____ of the _____”
(Gender and age group) *(Event name)*

15. Pause for athletes to wave

16. Exit Music



8	6	4	2	1	3	5	7
16"	20"	24"	28"	32"	26"	22"	18"
16"	20"	24"	28"	32"	26"	22"	18"
16"	10"	14"	20"	24"	16"	12"	6"

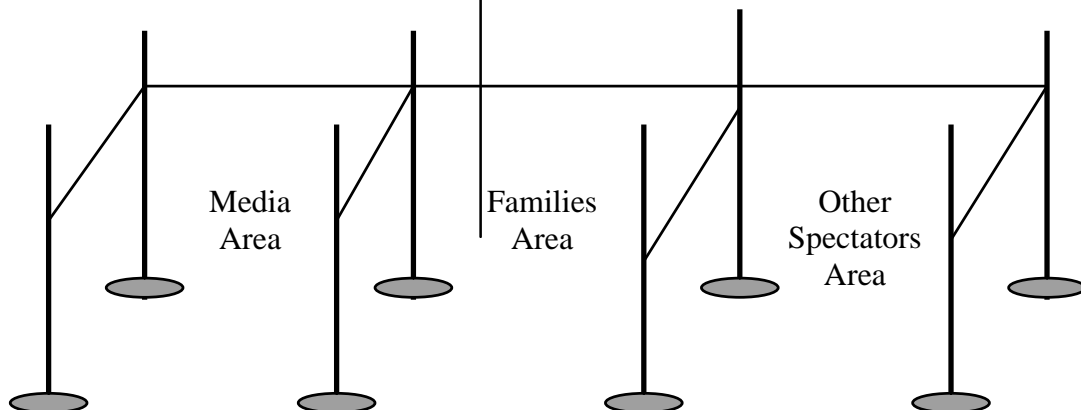
Escort with
Athletes:

- 2
- 4
- 6
- 8

Escort with
Athletes:

- 1
- 3
- 5
- 7

10'-20'





Keys to Successful Awards

PAGEANTRY	Banners, flags Flowers (silk), plants Pillows for awards
SOUND SYSTEM	Quality music Quality announcer with script Quality equipment
VOLUNTEERS	Uniform dress Dignitaries Well Trained
DESIGN	Visible logo Color theme Stands accessible to all
ATHLETES	Medical available Water No longer than a 15-minute wait
FACILITIES	Shaded Area Awards stands/adequate & accessible Photo opportunity



Awards Checklist

- Secure medals and ribbons to be presented well in advance of the event. Work closely with Competition Manager to determine numbers of medals and ribbons required for the sport, based on numbers of participants in each division and event.
- Determine number of volunteers needed and ensure that volunteers receive proper training. Following is a suggested schema of duties and numbers of volunteers for one awards area. In addition, depending on the duration of awards ceremonies, more than 1 shift may be required.

Job Title	Suggested Number Needed
Escorts for presenters & athletes	5-6
Athlete assistance in staging area	3
Results	1
Arranging of awards for presentation	2-3
Awards carriers/Flower carriers	2/2
Photographer	1
Announcer	1
Presenters	Varies
Music	1

- Secure celebrities, public officials, sponsors, professional and amateur athletes to present awards, and prepare a list of potential presenter substitutes in advance.
- Make sure that each presenter is briefed about the procedure and feels comfortable. Encourage those presenting awards to personally congratulate and reinforce the success of the athletes.
- See that each awards area has the necessary amount of awards. Have extras on hand.
- Follow Special Olympics guidelines for presenting awards
- Coordinate with the competition manager(s), officials and results personnel.
- Secure storage space for awards when not being presented.
- All equipment secured (awards stands, pageantry items, etc.)
- Ensure that an alternate plan has been established in case of inclement weather.
- Conduct a final walk-through to identify any potential risk management issues.
- Put all unused ribbons/medals back in containers after doing inventory.
- Put all awards which were not claimed in an envelope along with a list of competition names and programs.
- Take down all banners, signs, stands, tables, and chairs and place neatly at designated area.
- Pick-up all trash and return items to appropriate designation.



Awards Equipment List

Equipment	Description	Minimum Requirement	Total Quantity	Completed (☒)
Awards (medals/ribbons)				<input type="checkbox"/>
Awards labels				<input type="checkbox"/>
Awards music				<input type="checkbox"/>
Awards script				<input type="checkbox"/>
Awards stands				<input type="checkbox"/>
Awards trays/pillows				<input type="checkbox"/>
Chairs				<input type="checkbox"/>
Equipment for announcement of athletes (bullhorn, public address system, microphone)				<input type="checkbox"/>
Equipment to play music				<input type="checkbox"/>
Numbers to place on chairs in staging area, if applicable				<input type="checkbox"/>
Pageantry				<input type="checkbox"/>
Pens, pencils				<input type="checkbox"/>
Tables				<input type="checkbox"/>



Photo Gallery



Awards Staging



Awards Presentation



Awards Presentation



Awards Pageantry



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