

Event Organiser Handbook



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Introduction

Climbing Escalade Canada

What we do.

The purpose of Climbing Escalade Canada is to be a leader in the promotion and development of competition climbing in Canada for athletes and the extended climbing community. We strive to enable athletes to achieve their high performance potential in an ethical, equitable and equal competition environment.

Our values.



Climbing Escalade Canada (the CEC) is currently undergoing new and exciting changes that is bringing Canadian competition climbing into accordance with the Sport Canada model. The CEC has been federally incorporated as a National Sport Organization (NSO) with a mandate to regulate and promote the development of competition climbing in Canada. In addition, the CEC provides assistance to athletes, coaches, and event organizers at the national level.

There is at least one board member recommended by each PSO or TSO. The Board is elected by the [members of the CEC](#). All CEC Board members have specific mandates and are also expected to serve in the best interests of the entire Canadian competition climbing community. A number of committees support the CEC Board of Directors. The CEC continues to develop its governance structure, administrative capacity and financial resources.

The CEC is a member of the [CEC](#) and has been an official member of the [Canadian Olympic Committee \(COC\)](#) since April 2016.

CEC Series

The CEC shall ensure the CEC Series is constantly displayed on its website or other free to access digital platform. The CEC maintains the right to cancel an event and/or remove an event from the series under the conditions defined in the event agreement signed by the EO upon acceptance of the event.

The CEC has defined a specific schedule in which the events will occur, including the number of events in each discipline. In addition, the CEC will outline the categories that are able to complete in each event.

The CEC Board of Directors has the final authority over the CEC events and all the policies that pertain to these events.

The CEC shall ensure an Event Organizer Handbook (EOH, present document) is published and up to date in order to serve as a reference for the Event Organizer during their preparation of a CEC Event.

Refer to the [CEC Rules and Policies](#) as the reference for the Athletes and coaches participating to the CEC Events.

The CEC retains the sole right to publish regulation for the CEC Events.

Please note that this version of the EOH applies for all events within the CEC series.

The CEC reserve itself the rights to amend the EOH at its convenience, any amendments done after the signature of the event agreement will not apply to your current event.

It is the responsibility of the Event Organiser to:

- a. Accept that the promotion, development and administration of the sport of climbing competitions are under the governance of the CEC.
- b. Ensure that no financial, sponsorship or other agreement shall be entered into with an organisation (e.g. television and/or digital media, competition sponsors, local organising body, etc.) which conflicts with CEC's own agreements without first obtaining the written approval of the CEC.
- c. Seek at all times the advice and agreement of the CEC in respect to any decision that may conflict with the best interest of the sport.
- d. Make sure not to use any other denomination, identification, or graphic combination than the one approved by the CEC. Any modification or addition, presented in any official document, (including advertising) is subject to CEC written authorisation.
- e. Follow all aspect of the Graphic charter when it comes to printed materials.

The CEC reserves itself the right to impose security procedures, at the Event Organiser expenses, or cancel partly or totally the Event if the provisions listed above is not judged sufficiently respected.

What the CEC Provides

- CEC will provide medals for every eligible category in each competition.
- CEC will provide a Technical Delegate and Series Coordinator for each competition. These persons shall be the 'resource' person for organizers' questions with respect to Rules and Regulations, and sanctioning requirements, prior to the competition day. See CEC Organizer Handbook for more details on the role of the Technical Delegate.
- CEC will provide the Jury Presidents and CEC Judge(s).
- CEC will provide an online registration and payment system.
- CEC will provide an online results service.
- CEC will provide competition promotion through its newsletter and social media networks.
- CEC will provide the Chief, Assistant Chief, and one aspirant setter.
- CEC will take care of live stream, including 1 on-air commentator.
- CEC will pay for transportation and accommodation for all CEC personnel.
- CEC will provide a cash purse for the Open events.
- CEC will provide a Volunteer management
- CEC will provide a training session for belayers and route judges if needed.

What the Organizers Provide

- Aid in the recruitment volunteers – please refer to the Volunteers handbook
- Are responsible for event sponsors, outlined in the event agreement.
- Additional setters (The number to be decided by Chief setter)
- Belayers - 2 per lead route and 1 per top rope.
- Must provide space to facilitate and volunteer training
- Event organizer, who will act as the liaison to the CEC
- Food for volunteers

****Please refer to the Event responsibilities for timelines and details for responsibilities****

Regionals

Minimum requirements for regional Competition

Please look through the [CEC rules 2019 V1.1](#) and [CEC Amendments 2019](#) for further or expanded requirements.

Categories

Youth C, Youth B, Youth A, Junior and Open

Boulder Facility Requirements

- **YBR** - Minimum 35m linear wall space with independent fall zones allowing for 10 boulders to run simultaneously.
- **OBR** - Minimum 20m linear wall space with independent fall zones allowing for 5 boulders to run simultaneously.

Lead Facility Requirements

- Must be able to accommodate 2 individual top-rope and 4 individual lead routes at one time.
- Walls should be at least 12m+ in height. Walls that do not meet this height requirement may still apply, but preference is given to those who fulfill this criteria.

Speed Facility Requirements

- A 10 or 15M Homologated Speed wall is required for Speed events.
- Enough Standard Speed holds to create Official Youth C Speed route.
- Ability to use standard timing system.

****CEC will accept joint bids from 2 facilities to host Lead/Speed events.**

****Facilities must be within geographic proximity.**

****Preference given to a 15 M wall**

Nationals

Minimum requirements for National Competition

Please look through the CEC rules 2019 V1.1 and CEC Amendments 2019 for further or expanded requirements.

Categories

Youth B, Youth A, Junior and Open

Boulder Facility Requirements

- **YBN** - Minimum 40m linear wall space with independent fall zones allowing for 15 boulders to run simultaneously.
- **OBN** - Minimum 30m linear wall space with independent fall zones allowing for 10 boulders to run simultaneously.

Lead Facility Requirements

- Must be able to accommodate 2 individual top-rope and 6 individual lead routes at one time.
- Walls should be at least 14m+ in height. Walls that do not meet this height requirement may still apply, but preference is given to those who fulfill this criteria.

Speed Facility Requirements

- A 15M Homologated Speed wall is required for Speed events.
- Enough Standard Speed holds to create Official Youth C Speed route.
- Ability to use standard timing system.

****CEC will accept joint bids from 2 facilities to host Lead/Speed events.**

****Facilities must be within geographic proximity.**

Terms and Conditions

The Terms and Conditions on the granting of sanctioning include:

- a) All organizers will submit an application which is subject to approval by the CEC Competition Committee and the CEC Board;
- b) Organizers will agree and sign Event agreement to be submitted 2 weeks post being awarded the event;

****An application will be considered incomplete without the signed agreement and you will forfeit the event.**

- c) Changes to the submitted application (e.g. competition format) must be agreed upon by the organizer, the CEC Competition Committee and the CEC Board; and
- d) The competition must adhere to the official Rules and Regulations document, unless deviations have been approved in writing by CEC.

It is important to remember that sanctioning requirements extend through the duration of the competition. CEC has the authority to withdraw sanctioning from any competition which does not meet all of the above agreed upon Terms and Conditions of Sanctioning.

Revenue Split / Fees

There is no hosting fee for any CEC event. The contract is set up as a revenue split, in which your organization will be provided a payment from the registrations. The registration cost for the events will be fixed. The registration fee for each event will be the following;

- Open and Youth Boulder National Championships - \$185.00
- Open and Youth Boulder Regional Championships - \$165.00
- Lead/Speed National Championships -
 - \$285.00 both disciplines
 - \$205.00 single discipline
- Lead/Speed Regional Championships -
 - \$265.00 both disciplines
 - \$195.00 single discipline

Each party will receive the following revenue from each registration;

- Open and Youth Boulder National Championships
 - CEC - \$85.00
 - Host - \$100.00
- Open and Youth Boulder Regional Championships
 - CEC - \$75.00
 - Host - \$90.00
- Lead/Speed National Championships
 - CEC - \$85.00
 - Host - \$200.00 both disciplines, \$120 for single
- Lead/Speed Regional Championships
 - CEC - \$75.00
 - Host - \$190.00, \$120 for single

Information for CEC Series

Field of Play (FOP)

The FOP is defined as the area for the sporting competition plus the immediate and surrounding support areas at which a boundary separates from the other areas.

FOP and walls design shall be sent to the CEC prior to the competition (refer [global timeline](#)) for approval.

The FOP for Sport Climbing includes the following but not only:

- Climbing wall with holds as well as the floor covered by mattresses
- A Transit zone visually separated from, but adjacent to the climbing wall and - possibly - the Isolation zone/warm-up area, where, prior to his/her attempt the athlete finalise his preparation. The athlete and his belayers must remain until called upon to cross the starting gate enter the Field of Play and start the attempt.
- Starting Gate at exit of the transit zone and visible to the audience.
- Mixed Zone an after climbing zone visible from the audience with a restricted access to athletes having finished their performance and accredited persons (Officials, Media, Coaches).
- Jury area, which shall be immediately front to the wall, though respecting a security distance used for Athletes falling / being brought down by belayers
- Team Officials zone (in view of the climbing surfaces and have access to CEC judges), restricted to the Team Officials having athletes participating in the round.
- Photographers and Camera zones defined by the CEC Technical Delegate and the Event Organisers.
- The award ceremonies can also be run on the FOP.
- For national championships, Anti-doping area. This area must have access to their own washroom or stall and an area to set up a table and chairs

For a complete written description of the FOP, please refer to the [FOP description](#)

Other Areas (OA)

The Back of the House consist of all the technical areas for preparation, storage room and offices for involved parties such as:

- Isolation zone: a restricted area for the Athletes and Team Officials to warm up and prepare for the competition rounds. It may be localized out of the Venue event and should consist of a general area for relaxation and refreshment and an area that includes a warming-up wall. This zone is not in view of the audience and exit to the transit zone.
- The CEC Officials and other CEC representatives (i.e. President, Staff)
- Medical and Anti-doping activities and personnel
- Route Setters storage room, whose access shall be managed by the Route Setting team and with large storage possibility.
- EO Office

Public Areas (PA)

There MUST be a barrier between the public areas and all areas on the FOP

The public can be divided into the following areas, and is dependent on space available in the hosting facility:

- General Public – Spectators, Parents
- Climber and Teams area (different than Team Officials zone, and for non-participating Athletes and Team Officials, can be restricted to these groups)
- VIP Area – Staff, organizers, CEC board members, sponsor representatives.

Organizers are recommended to provide:

- A sound system used for a speaker to address audience and to play entertaining music.
- A Light system used to emphasise the climbing performance.

The Event Organiser shall ensure that a video screen of a sufficient size for the venue audience showing the current ranking/results service of the athletes is installed for the duration of the competition. The CEC will provide the software that will ensure the displaying of all the above-mentioned information.

Complete description of the audience area can be founded in the FOP descriptions

Audience entering your facility should be made aware of the following:

Climbing Escalade Canada and [Host Gym] (collectively the “Hosts”) may use photographs, videos and other likenesses (collectively, the “Photos”) of Event volunteers, spectators and participants for projects that are promotional, advertising, commercial, educational, research or archival in nature. These Photos are used for, but not limited to, the promotion of the Hosts and to promote the sport of climbing. Any proceeds realized from any commercialization of the Photos will be applied to the respective operating budgets of the Hosts. By attending this Event you hereby irrevocably grant the Hosts the right to use Photos of you, for the purposes referred to above.

Event volunteers, spectators and participants may be exposed to noise levels and other risks which could, among other things, damage hearing or cause bodily harm. Ear plugs are available at the front desk.

CEC Official Roles

CEC will cover honorarium, travel expenses, and accommodation for the CEC below mentioned roles in hotel or air bnb close to the venue. It will be the officials own responsibility to arrange transportation to and from the venue. Any assistance by the EO will be appreciated. The Event Organiser will arrange the meals during the event for the CEC officials.

Technical Delegate (TD)

Overview:

The primary role for the Technical Delegate (TD) is to act as the liaison between the CEC and the hosting facilities. They are responsible for the events from the moment they are appointed until they submit their final report. The TD is the guarantor for the CEC that the sanctioned event is conducted in accordance to the most current Rules and Regulations. The TD is also to ensure that all components of the signed agreement between the hosting facility and the CEC are met.

The TD will be in contact with the hosting facility in the months leading up to the competition to ensure that the facility, competition zone(s) and equipment conform to rules and regulations.

During the competition, the TD will attend the athletes/coaches technical meeting. They will advise and assist the JP on matters concerning the competition. This includes providing all necessary assistance to the JP to ensure the competition is fair for all athletes and all technical arrangements are in conformity with CEC Rules and Regulations. The TD will also be a member of Appeals jury with the Jury President.

After the competition, the TD will submit a report to the CEC on the competition and the Jury President as part of the "Officials Review Process".

Reports to:

Series Coordinator - CEC

Jury President (JP)

Overview:

The overall authority of the JP covers all aspects of the running of the competition and is often interchangeable with the Head Judge at lower level competitions. They are responsible for the competition, the judges, scoring, appeals, technicals as well as insuring everything in the competition and isolation zones are running smoothly. The JP presides over all meetings of CEC officials and over organization and technical meetings with the competition organizers, team officials and competitors. Although the JP does not normally have a judging role, they may at any time choose to carry out any judging task generally assigned to the CEC Judge or other judges should they deem that necessary. The JP is responsible for briefing all officiating Judges on the application of the CEC rules before the start of a competition. The JP has the final say on the schedule and running of the competition. The JP is a member of the Appeals Jury with the Technical Delegate. They are also responsible for dealing with any disciplinary issues with athletes and officials. The JP is required to submit a detailed report to CEC on the competition.

Reports to:

Technical Delegate/CEC

Head Judge

Overview:

The Head Judge is approved by the sanctioning body. They are in charge of the route judges as well as helping the JP to ensure the scoring is accurate. They approve and train the route judges as necessary before they are scheduled.

Reports to:

Jury President

Chief Route Setter

Overview:

The Chief Route Setter is approved and/or appointed by the sanctioning body. They are in charge of all things route setting. They approve the setters before they are scheduled and will also approve the schedule to ensure there's enough time for setting and enough time to complete the desired format. They have final say if the routes or problems are of the correct difficulty. They will work with the TD and JP in case of appeals and safety.

Reports to:

Technical Delegate before the Comp begins and Jury President during the Comp

Job Procedure:

- This position reports directly to the CEC Board and will be responsible for ensuring the competition follows all CEC Rules and Regulations as well as ensuring the event is run at a high standard.
- The Head Setter will be appointed by CEC based on previous experience and qualifications.
- The Head Setter will be responsible for coordinating the assistant setters and designing the setting plan.
- They will work directly with the competition organizers to work out logistics and setting schedule as well as helping to finalize the competition schedule. The Head Setter will have the final say on all problems or routes set for the competition to ensure that they comply with regulations and are safe for the competitors to climb.
- The Head Setter is expected to be present for all competition rounds for technical incidents, cleaning breaks and appeals.

Volunteer Management

Mission statement: create a culture of volunteering through predictable system that is respectful of volunteers' time.

Objectives:

- Implement a communication and sign up system that is predictable, transparent and timely deployed
- Understand volunteer motivations and hesitations and address them to create a strong volunteer culture

Tools:

- SignUpGenius: free online signup tool for volunteers. Once created for an event, can be duplicated and reused for subsequent years. Provides transparency of where the volunteer needs are, what positions are filled and by whom, it allows for the selection of a specific job and shift. Organizers can communicate with specific volunteer groups for instructions.
- CEC email address: a dedicated email address for volunteer management that can be made available to anyone involved. Would be used to create the SignUpGenius account.
- Email: when registration to a competitive event is completed by a member, an email is sent to communicate the need for volunteers and the importance of volunteering
- Social media: as soon as registration is announced, along with a preliminary schedule, SignUpGenius link is published.
- Host and local teams: recruit parents and older climbers who have not qualified from the host gym team and other local teams.
- Gym incentives: can definitely be a motivator, especially for local volunteers. Should be assessed through a survey.
- Survey Monkey or Google Form: send a survey to all members to understand what prevents from and motivates them to volunteer. Send a brief survey to volunteers after each event to assess their experience and collect constructive feedback

Volunteer coordinator's role:

- Attends meetings (phone calls) regarding the preparation of the event and has in mind primarily the need for volunteers and volunteer needs. Requires an event schedule as early as possible with category stacking for the creation of the volunteer sign up.
- Clarifies the roles of CEC, the local PSO and the host gym.
- Plans all communications pre-competition
- Works closely with the host gym volunteer coordinator, technical delegate, jury president...
- Prepares volunteer assignments
- Ensures that all material required by volunteers is adequate and ready before the competition starts
- Ensures that volunteer time is used with respect and valued

CEC Brand and Marketing Guide

Purpose

The purpose of the Brand and Marketing Guide is to ensure that the CEC brand becomes widespread and identified as the authority and sanctioning body for national competition climbing in Canada.

This is done through developing and implementation of recognizable branding through design and consistent visual identity in print, online and broadcast media at all times.

The CEC brand is a valuable media asset in establishing a positive and professional reputation within the climbing community and with sponsors and funding agencies.

Great care must be taken at all times to ensure that all products, services, public identity and promotional material that carry the CEC identity, or appear in the eyes of the public to be the responsibility of the CEC, carry our official brand, respect our brand requirements in a tasteful and respectful manner and/ or be approved by the CEC Board, Executive Director or their assigns.

Staying “on brand” at all times and endeavours and in our messaging builds and protects our identity, reputation and agreements with our sponsors, funding agencies and partners.

Logo

This is the primary CEC logo for most uses. Please see the Image Library in our online archive for variations on this for specific design considerations. Otherwise, consider this to be the only logo to be use on CEC correspondence, products or promotional material.



Use of Logo

Our logo may be used on, but not limited to, CEC letterhead, email signatures, website, social media, print media, merchandise and the advertising and promotion of CEC products and events.

Use of logo by Third parties

The use of CEC by Third parties is permitted only with permission of the CEC Board, Executive Director or their assigns and must conform to the CEC requirement for its use in any promotional material.

CEC Branding in marketing and promotional material

All promotional, marketing or communications materials for online, print or broadcast media must be consistent with the following guidelines when created by the CEC, it's contractors, sponsors, Third Party agencies or partners.

1 -The CEC, where it is the primary organizer and sanctioning body for a competition or event shall get primary and prominent brand positioning in all online, print, broadcast and communications promotional material.

2 – The CEC shall be the primary agency that produces all online, print, broadcast and communications material where it is the primary organizer or sanctioning body for a competition or event.

This responsibility may be contracted to a Third Party agency, sponsor or partner but only under the condition that all material must be approved and signed off on by the CEC board, Executive Director or their assigns before being made public.

The CEC shall be the only body permitted to release CEC branded material unless otherwise authorised by the CEC Board, Executive director or their assigns.

Responsibility to CEC sponsors.

The major sponsors and funding agencies of the CEC have conditions on the use of their logos and brand identities in the promotional and communications material produced by the CEC or their assigns. We are under contractual obligation to fulfill those requirements. It is a part of their funding agreements.

Those conditions and agreements can be found in our online archive under both SPONSORS and IMAGE LIBRARY folders and are available on request to all members, partners and third party agencies.

All sponsor logos can also be found in the Image Library of our online archive or provided on request.

NOTE: *Currently, MEC and Sport Canada (Government of Canada) are the two major funders of the CEC. Their basic requirement are as follows;*

A – MEC. The MEC logo must be the most prominent and larger than all other sponsors on any and all promotional or communications material for CEC organized or sanctioned events.

B – Sport Canada, through the Government of Canada, must have their logo of equal size as other major sponsors or funding agencies. Or equal to all other sponsors where all logos and recognition are displayed or mentioned equally.

Working with partners

Where the CEC works in partnership with a Provincial Sports organization, gym operator, other partners or event co-organizers in producing competitions or events the following guidelines shall apply.

1 – If the CEC is the sanctioning body its branding and those of its major sponsors shall take precedence over all other agencies and sponsors and be displayed larger and more prominent than all other sponsors.

2 – Partners of equal status in the production of competitions or event may have their logos of equal size and prominence as the CEC.

3- Other sponsor Logos, be they CEC sponsors or partner sponsors, may be of any scale depending on contribution agreement or design consideration but never larger than CEC or its major sponsors logos or brand identity.

Live Broadcasts

Where the CEC organises, directs and pays for a live video or audio broadcast, over-the-air, online or recorded for future broadcast, of a competition or event it shall have sole discretion in choosing the broadcast contractor, on-air hosts and all advertising used in the broadcast.

If the CEC chooses to delegate this responsibility of a CEC branded broadcast to a third party agency, partner or sponsor then the CEC shall have final authority and discretion and must approve of the on-air hosts, branding and use of advertising during the broadcast.

Information Sheet

This plays a key role on the preparation of the event, ensuring all stakeholders have the appropriate information. These stakeholder include but are not limiting to: Athletes, Coaches, Parents, PSO's and sponsors. You can find the template for the information sheet in the resource section of the CEC website

The Event Organizer shall take care of providing general information such as the:

- Competition schedules
- Travel information – closest airport, directions by car and transit (include a map)
- Accommodations near by
- Event Organizer and CEC Official names and contact details
- Additional information such as: link to waiver, Parking instructions, Food recommendations

The information sheet shall be given to the SC according to the Event Responsibilities document.

The schedule will be revised by the CEC Technical Delegate and a final brief shall be done the after registration closes, so the following can be decided on:

- Competition schedule of each round, including appropriate ISO times.
- Award Ceremony
- Program for any receptions

Please note that the TD has final authority on the schedule of the event. In case of problems during the competitions (i.e bad weather) or for whatever relevant reasons, he/she has the authority to change the schedule accordingly.

Awards ceremony

Awarding ceremony must be provided, the TD will be responsible in coordinating the staging and running of the awards ceremony.

The EO will be responsible for:

- Providing an announcer
- Creating the script
- Providing the podium and staging area (known as green room in the document provided)
- Providing 2 presenters: A representative of the gym. The second person can be a sponsor, government official.
- Provide athlete escorts
- Provide medal bearers (Tray-bearers in document) or a person to hand the presenters the medals.

The Award Ceremony at the end of the competition, which shall be organized within 15 minutes of the final results being posted of the final heats, shall comply with the following sections of the usual [IOC protocol](#) for such events.

- Glossary of terms
- Olympic Games scripts and staging diagrams

English and French are mandatory language for the CEC ceremonies and examples are provided in the script

It is strongly recommended that the organiser conducts a rehearsal of the award ceremony prior to the competition in order to test all the possible problems

Only items that shall be displayed during the official award ceremony are, the CEC logo, CEC series sponsors and Event title sponsors. However, the “presentation of the podium” offers both athletes and the EO a greater margin of flexibility during this time (i.e prizes, commercial items).

In any case all award ceremonies schedule shall be approved by the CEC.