



Canada Games Council  
**Policies and Procedures**

**Subject: CEREMONIES & PROTOCOL - Roly McLenahan Torch & Canada Games Cauldron**

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## **PREAMBLE**

### **The Roly McLenahan Torch:**

The Roly McLenahan Torch is the Canada Games official hand-held torch and is used during the Opening and Closing Ceremonies. The bronze and leather torch was presented to the Canada Games Council by the Inter-provincial Sport and Recreation Council (ISRC) in memory of Roly McLenahan, one of the original Provincial Sport Directors responsible for the launching of the first Canadian Winter Games in 1967. Roly McLenahan passed away just before the Saint John Canada Games in 1985.

The McLenahan Torch is permanently housed at the Canada Games Council headquarters and is used during special pre-Games promotions and during the Games in the Official Ceremonies.

During the Opening Ceremony, the McLenahan Torch parade includes the passing of the flame between a number of notable Canadians. Olympic Medallists including Silken Laumann, Dave Steen and Karen Lee Gartner have joined Canadian heroes such as Rick Hansen in the official Flame Lighting Ceremony.

The symbolic passing of organizational responsibility from one host to another takes place during the Closing Ceremony. The Host Society President will pass the Roly McLenahan Torch to the President of the Canada Games Council who in turn will present it to the incoming President of the next Host Society and athlete representative.

### **The Canada Games Flame (cauldron):**

Originally donated by Alcan of Canada for the 1983 Saguenay-Lac-St-Jean Canada Games, the Canada Games Flame burns during the entire period of the Games. The Flame (cauldron) comes in three large crated boxes and is shipped and maintained by successive Host Societies.



## **POLICY**

The Canada Games Council will work with its partners to ensure that all protocols relating to flag, medal, opening, and closing ceremonies are followed out as described below.

## **TIMING**

Each of these protocols has a specific timing and sequence. It is recommended that the timing of each protocol be followed closely in order to ensure consistency at each set of Games.

## **PROCEDURES**

### **Part 1:**

#### **Flag Protocol**

The flag protocol noted below is to be followed for parades (e.g. venue opening and closing ceremonies), for flag displays (e.g. backdrops for medal presentations) and for decorating venues. It can be done with or without the Canada flag, but the Canada flag is strongly urged.

The flags are displayed according to entry in Confederation, with the exception that the host province flag is the first to follow the flag of Canada.

From left to right (spectator's view), flags are arranged as follows:

- Canada
- Host Province (not to be repeated in remaining order)
- Ontario
- Quebec
- Nova Scotia
- New Brunswick
- British Columbia
- Manitoba
- Prince Edward Island
- Saskatchewan
- Alberta
- Newfoundland
- Northwest Territories
- Yukon
- Nunavut



Other Flags (Canada Games flag, City flag)  
Canada

For Opening and Closing Ceremonies, the first team to enter is the Host Province of the last Games of the same season. The last team to enter is the Host Province. All other provinces/territories enter in alphabetical order.

For additional information: Department of Canadian Heritage State Ceremonial  
[www.pch.gc.ca](http://www.pch.gc.ca) (click on Citizenship and Identity)

Canada Games Council  
(613) 526 2320

## **Part 2:**

### **Medal Ceremony Protocol**

The Canada Games is an inter-provincial/territorial sport competition, which encourages participation from all provinces/territories in as many events as possible. The tabulation of Games Flag points takes into account this principle of encouraging maximum participation. In addition to this focus on participation, each event on the Games program will yield medallists (gold, silver, bronze) at the conclusion of the competition. Medals are then awarded to the top three (3) finishers for:

- 1) an individual event (i.e. 800 metres track or alpine skiing);
- 2) a team (i.e. soccer or hockey) or;
- 3) both (i.e. wrestling or artistic gymnastics team medal and individual event medals).

### **Medal Ceremonies**

Medal Ceremonies must be standardised between sports. It is preferable to award medals at the venue site. Delaying medal presentations complicates things for athletes, coaches and mission staff. In some cases, a sport may have specific practices that should be integrated into the Medal Ceremony sequence. For Winter Games, see the technical packages for synchronised swimming and gymnastics. **In planning the ceremonies, do not overlook the needs of athletes with a disability.**



### **Medal Ceremony Sequence**

The medal presentation ceremony must be **bilingual** and must follow the **following sequence**.

- 1) M.C. makes announcement to begin ceremony.
- 2) Song "Look Out World" plays while medallists are paraded into the competition area to the podium. Lead volunteer parades in carrying the Canada Games flag.
- 3) Athletes are introduced in the following order
  - Bronze medallist
  - Silver medallist
  - Gold medallist
- 4) M.C. invites dignitary or dignitaries (i.e. Member of Parliament, Alderman, Host Society Board Member, Canada Games Council Board Member, Sponsor Rep., etc.) to present medals to athletes.
- 5) Athletes are led out of competition area by volunteer flag bearers, while "Look Out World" plays in the background.

**NOTE:** Provincial/territorial flags for medallists are not necessary to raise or display but certainly can be if a Host so desires. Rather, flags for all provinces/territories are displayed in order of precedence in the presentation area (along with Canadian flag, host provincial\territorial flag, city flag, and Canada Games flag).

### **Part 3:**

#### **Opening Ceremony Protocol**

Even in the early days of the Canada Games, when several thousand people gathered in the -31F weather in front of the Château Frontenac in Quebec City on February 11, 1967, the Opening Ceremony has come to symbolize the beginning of a truly national festival of youth and sport.

Whether it is the roar of supersonic jets, the colour of thousands of balloons, the sounds of schoolchildren singing, the tradition of native dance, the parade of athletes, or the sparkle of the Games torch, successive opening ceremony have



captivated audiences in stadiums or in their living rooms, and set the tone for the rest of the Games competitions. In planning the ceremonies, do not overlook the needs of athletes with a disability.

While each Host Society is free to develop their own theme and opening program, the essential protocol elements listed below must be incorporated into the program in the sequence provided. **The Canada Games Council representative working with the Host Society ceremonies planning committee must be intricately involved in the planning of the protocol portion of both the Opening and Closing Ceremonies. A Production Committee must also be struck and include host society reps, Canada Games Council rep and the broadcaster(s).**

- **Arrival of Guests of Honour (VIP platform):**

A parade of the Guests of Honour precedes the beginning of the Opening Ceremony. A formal introduction of VIP platform guests is done following established protocol precedence. The VIP platform typically includes: the Prime Minister, the Lieutenant Governor, the Premier, Federal Sport Minister, Provincial Minister of Sport, Mayor of City, President of the Host Society, Chairman of the Board of the Canada Games Council. Spouses of the Guests of Honour are also seated on the platform.

- **Provincial and Territorial Sport Ministers (Ministers' platform)**

A 2<sup>nd</sup> platform behind or beside the VIP platform is set for the provincial and territorial Sport Ministers. Ministers are introduced when their respective team enters the arena/stadium during the Parade of Athletes. Spouses of the Provincial and Territorial Ministers are seated as close to the platform as possible.

- **Parade of Athletes/Artists:**

Athletes enter the arena/stadium starting with the host of the previous Games of the same season (i.e. winter or summer). The Host Province/Territory enters last. Other teams enter in alphabetical order. Provincial/Territorial Ministers of Sport and Recreation are introduced when their respective team enters the arena/stadium. All athletes must march in front of the VIP platform. To allow athletes to also enjoy the ceremonies, **athletes must enter the stadium/arena before any entertainment or any further ceremonial elements take place. They also must be seated.**



**With respect to the staging of athletes prior to the ceremonies, staging should not exceed 30 minutes. Athletes should be protected from possible weather conditions (sun, rain, snow, wind, etc).**

- **Singing of National Anthem:**

The bilingual version of the National Anthem is sung or French and English versions are sung separately. The National Anthem must be sung so that the athletes and artists, coaches, officials and spectators can sing along with the performer(s).

- **Exchange of Gifts:**

A male and female athlete from the Province/Territory that last hosted the Games (of the same season) exchange gifts with a male and female athlete from the Host Province.

- **Entrance of Canada Games Flag:**

Eight athletes from the winning Province/Territory at the last Games (of the same season) parade by the VIP platform and raise the flag over their heads and carry it to the flagpole to be raised.

The song “Look out World” must be played during this segment.

- **Canada Games Oaths**

A male and a female athlete from the Host Province/Territory recite the Athletes’ Oath (one in French and the other in English).

A male and female coach from the Host Province/Territory recite the Coaches’ Oath (one in French and the other in English).

A male and female official from the Host Province/Territory recite the Official’ Oath (one in French and the other in English).

- **Lighting of the Flame (cauldron):**

The Roly McLenahan Torch enters the arena/stadium carried by a Host Society designated individual(s) who will make a complete circuit of the venue and raise it in salute in front of the VIP platform. The last individual to receive the torch will then proceed with the Torch to the Flame (cauldron) to light it. A short narrative about the Torch is provided.



- **Official Opening of the Games:**

The Prime Minister or highest ranking official present will declare the Games officially open.

- **Speeches**

Speakers at the Opening Ceremony will include the Prime Minister, the Premier of the Host Province/Territory, the Mayor of the Host Municipality, the Chairman of the Canada Games Council and the Host Society President. The Prime Minister is given 6 minutes. All other speakers are given a maximum of 3 minutes. The Canada Games Council will assist with determining the order of speakers.

Traditionally, speeches are interspersed with song, dance, or other entertainment.

#### **Part 4:**

#### **Closing Ceremony Protocol**

The Closing Ceremony at the Canada Games has traditionally been less formal than their opening counterparts. It is important however to remember that the Closing Ceremony is **the** ceremony for Week 2 athletes. The Closing Ceremony has tended to be more emotional and reflect the positive experience of all involved including, athletes/artists, volunteers, officials and spectators. In planning the ceremonies, do not overlook the needs of athletes with a disability.

While each Host Society is free to develop their own theme and closing program, the essential protocol elements listed below must be incorporated into the program in the sequence provided. **The Canada Games Council representative working with the Host Society ceremonies planning committee must be intricately involved in the planning of the protocol portion of both the Opening and Closing Ceremonies. A Production Committee must also be struck and include host society reps, Canada Games Council rep and the broadcaster(s).**

- **Arrival of Guests of Honour:**

A parade of the Guests of Honour precedes the beginning of the Closing Ceremony. A formal introduction of V.I.P. platform guests is done following established protocol precedence. The V.I.P. platform typically includes: the Governor General, the Lieutenant Governor, the Premier, Federal Sport Minister, Provincial Minister of Sport, Mayor of City, President of the



Host Society, Chairman of the Canada Games Council. Spouses of the Guests of Honour are also seated on the platform.

- **Provincial and Territorial Sport Ministers (Ministers' platform)**

A 2<sup>nd</sup> platform behind or beside the VIP platform is set for the provincial and territorial Sport Ministers. Ministers are introduced when their respective team enters the arena/stadium during the Parade of Athletes. Spouses of the Provincial and Territorial Ministers are seated as close to the platform as possible.

- **Parade of Athletes:**

Athletes enter the arena/stadium starting with the host of the previous games of the same type (i.e. winter or summer). The Host Province enters last. Other teams enter in alphabetical order. Provincial/Territorial Ministers of Sport and Recreation are introduced when their respective team enters the arena/stadium. All athletes must march in front of the VIP platform.

To allow athletes to also enjoy the ceremonies, **athletes must enter the stadium/arena before any entertainment or any further ceremonial elements take place. They also must be seated.**

**With respect to the staging of athletes prior to the ceremonies, staging should not exceed 30 minutes. Athletes should be protected from possible weather conditions (sun, rain, snow, wind, etc).**

- **Awards Presentation:** All awards are preceded by a brief narrative by the Master of Ceremonies.

#### **Claude Hardy Award**

This award is conferred to the province or territory whose Mission staff best exhibits leadership, co-operation, integrity and esprit de corps. The Claude Hardy Award is presented by the winner of the award at the previous Games. The Chef de mission, Assistant Chef de mission and one other member of the mission accept the award.

#### **Pelech Trophy**

This trophy is presented to the Province whose mission staff, coaches, managers and athletes best combine competitive performance, good sportsmanship and a spirit of fair play, co-operation and friendship. It is



presented by the Host Provincial Minister of Sport and Recreation and received by the Chef de mission and two athletes (one female athlete, one male athlete).

### **The Centennial Cup**

This trophy is presented to the Province showing the greatest improvement in their final standing at the previous Canada Games with the comparison being made on a winter-to-winter and summer-to-summer basis. The Cup is presented by the Federal Minister of Sport and accepted by the Chef de mission and two athletes (one female athlete, one male athlete).

- **Lowering of the Canada Games Flag:**

After the Centennial Cup is presented, the flag is lowered (accompanied by the song “Lookout World”), folded and given to the Chair of the Canada Games Council.

- **The Canada Games Flag:**

The Official Canada Games Flag will be presented to the Province/Territory aggregating the largest number of points from all the events in the Games. The runner-up will be announced at the same time. The Chair of the Canada Games Council will make the presentation. The Chef de Mission and a representative group of up to 6 athletes accept the Canada Games Flag and have the opportunity to march with the Flag back to where their team is seated.

- **Extinguishing of the Flame (cauldron) and Official Closing:**

The flame (cauldron) is extinguished and the Games are declared closed by the Governor General.

- **Presentation of the Roly McLenahan Torch:**

The President of the Host Society presents the Roly McLenahan Torch to the Chairman (or President) of the Canada Games Council who then passes it to the President of the next Host Society.

- **Singing of National Anthem:**



The bilingual version of the National Anthem is sung in French and English versions are sung separately. The National Anthem must be sung so that the athletes and artists, coaches, officials and spectators can sing along with the performer(s).

- **Speeches**

Speakers at the Closing Ceremony will include the Governor General, the Premier of the Host Province/Territory, the Mayor of the Host Municipality, the Chairman of the Canada Games Council and the Host Society President. The Governor General is given 6 minutes. All other speakers are given a maximum of 3 minutes. The Canada Games Council will assist with determining the order of speakers.

Traditionally, speeches are interspersed with song, dance, or other entertainment.