



Commonwealth Lifesaving  
The Royal Life Saving Society

## **THE ROYAL LIFE SAVING SOCIETY**

### **COMMONWEALTH HONOURS & AWARDS**

#### **Incorporating Commonwealth Honours and Society Awards**

The Royal Life Saving Society  
River House, High Street, Broom,  
Warwickshire, B50 4HN, United Kingdom  
[commonwealth@rlss.org.uk](mailto:commonwealth@rlss.org.uk)

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Commonwealth Lifesaving  
The Royal Life Saving Society

## COMMONWEALTH HONOURS & AWARDS

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## **SERVICE AWARDS**

### **INTRODUCTION**

The Royal Life Saving Society gratefully acknowledges the invaluable contributions of time, effort and dedication given by its many members around the Commonwealth and takes great pride in acknowledging these contributions.

In order to recognise outstanding contributions, Commonwealth Honours are awarded to individuals and organisations.

The Honours system is intended to recognise the work of volunteers. Therefore members of staff should not be eligible for consideration during the period of their employment but could, if applicable, receive the Commonwealth Service Order.

### **NOMINATION PROCEDURE**

Each paid up Commonwealth Member Branch is eligible to nominate individuals or organisations for relevant Honours following the criteria listed in this document.

Member Branches should make every effort to ensure that all those who are eligible for Honours are recognised but any nominations must follow the stated criteria listed in this document.

No individual or organisation may nominate themselves.

Nominations are to be made through the Member branch on the appropriate nomination form (Commonwealth Honours Nomination/Citation Form – refer Appendix A). It is the responsibility of the Member Branch to approve the nominations prior to sending them through to the Commonwealth Headquarters.

Commonwealth Headquarters has the ability to nominate individuals where it is not appropriate that a Member Branch does. Any nominations from Commonwealth Headquarters must be approved by the Member Branch before being submitted to the Honours Committee.

Completed citations detailing the actions and services performed are required for all awards with the exception of the Certificate of Thanks and the Service Commendation. The Citation shall detail the type of service, years of service and level of service, performance and/or contribution, together with details of any previous Honour and the year granted. These citations will be used by the Honours Committee when approving awards, therefore only details of the individual's contributions and/or service since their last award is required. Member Branches may wish to expand on the citations for award ceremony presentations.

### **NOMINATION FORMS**

The Commonwealth Honours Nomination/Citation Form must be completed for all nominations and submitted to the National Office of the Member Branch. Once the



## SERVICE AWARDS

Member Branch has approved all nominations they must complete the summary spreadsheet (Commonwealth Honours Summary Sheet – Appendix B) and forward it to Commonwealth Headquarters along with the Commonwealth Honours Nomination/Citation Forms with citations fully completed where applicable.

### COMMONWEALTH HONOURS COMMITTEE

A Commonwealth Honours Committee will review and recommend all Honour nominations and appoint a person to Chair the Committee.

The terms of reference for this Committee are attached as Appendix C.

The Committee shall have the authority to approve on behalf of the Commonwealth Management Committee all Honours up to and including Commonwealth Honorary Life Governor. All nominations for Commonwealth Vice President Honours must be approved by the Commonwealth Management Committee.

### COMMONWEALTH HONOURS TIMELINE

Nominations will be accepted by the Commonwealth Headquarters twice a year to the following timeline:

Activity	Round 1	Round 2
Nominations received at CW HQ and sent to Honours Committee	9 <sup>th</sup> February	9 <sup>th</sup> August
Honours Committee approval to CW HQ	By 23 <sup>rd</sup> February	By 23 <sup>rd</sup> August
Lists sent to printer for production of draft awards	By 25 <sup>th</sup> February	By 25 <sup>th</sup> August
Draft versions of certificates distributed to National Branches for approval	By 9 <sup>th</sup> March	By 9 <sup>th</sup> September
Final branch approval of certificates to be received at CW HQ	16 <sup>th</sup> March	16 <sup>th</sup> September
Final approved certificates sent to printer	18 <sup>th</sup> March	18 <sup>th</sup> September
Awards arrive at CW HQ & dispatched to Branches	After 1 April	After 1 October

*If the date falls on a weekend then it shall be the Monday after*

It will be the responsibility of each Member Branch to advise the recipients of their award and to arrange suitable presentation. For Commonwealth Vice President awards, the Branch will be responsible for advising the recipient of the award but Commonwealth Headquarters will invite the recipient to attend the Council of Commonwealth High Commissioners which will take place in London in November/December each year. If the recipient is unable to attend this presentation it will be the responsibility of the local branch to arrange suitable presentation.



## **SERVICE AWARDS**

### **CERTIFICATE REPRINTS**

In addition to the two “Rounds” above there will be an additional print run in January each year for any reprints. Reprint requests must be received by Commonwealth Headquarters by 31<sup>st</sup> December each year. Requests for reprints will need to be submitted to Commonwealth Headquarters on the Commonwealth Honours Reprint List spreadsheet – Appendix D. Reprints will also be available during the “rounds” as long as the reprint list is received at Commonwealth Headquarters in the timescale for that “round”.

If the requirement for the reprint is a fault of the printer then this charge will be met by Commonwealth Headquarters. If the fault is from the Member Branch and/or the checking process, the Member Branch will be responsible for the charge.



## SERVICE AWARDS

### SUMMARY OF HONOURS & AWARDS

#### ***Honours available for Individuals - Volunteers***

Certificate of Thanks  
Service Commendation  
Service Medal & Bar to Service Medal  
Service Cross & Bar to Service Cross  
Commonwealth Honorary Life Member  
Commonwealth Honorary Life Governor  
Commonwealth Vice President

#### ***Honours available for Organisations***

Certificate of Thanks  
Commonwealth President's Award

#### ***Honours available for Staff Members/Professional Officers***

Commonwealth Service Order  
Bar to Commonwealth Service Order

#### ***Awards available for Service***

King Edward VII Cup  
HRH Prince Michael of Kent Certificate of Merit (Service)



## SERVICE AWARDS

### HONOURS CRITERIA

<b>CERTIFICATE OF THANKS</b>	
Criteria	<ul style="list-style-type: none"> <li>To recognise service, contributions or achievement by individuals, club, schools, organisations, etc.</li> <li>For short term service or one off contributions to Society activities.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>Service/contribution must not simply comprise of membership to the Society/Club.</li> <li>Certificates can be awarded in subsequent years should the individual/organisation not qualify for higher honours but must not be awarded for lower levels of service, contribution or achievement.</li> </ul>

<b>SERVICE COMMENDATION</b>	
Criteria	<ul style="list-style-type: none"> <li>To recognise continuous service, contributions or achievement by individuals.</li> <li>Made a significant contribution within an active volunteer role*.</li> <li>Minimum of 2 years involvement/service.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>Service should not comprise solely of membership of the Society or a Club, obtaining lifesaving awards or for taking part in competitions.</li> </ul>

<b>COMMONWEALTH PRESIDENT'S AWARD</b>	
Criteria	<ul style="list-style-type: none"> <li>To recognise the exceptional service or contributions of organisations, clubs, schools etc.</li> <li>Not available to individuals.</li> <li>To recognise significant contributions made to the operations of the Royal Life Saving Society.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>A citation detailing the service or contribution must be prepared and submitted.</li> </ul>

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\* Please refer to page 11 (Additional Notes) for full explanation



## SERVICE AWARDS

<b>SERVICE MEDAL</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals.</li> <li>• Minimum of 4 years involvement/service in an active volunteer role*.</li> <li>• Performed outstanding** service as an active volunteer.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>• The citation must only cover the period commencing from the date of individual's last award.</li> </ul>

<b>BAR TO SERVICE MEDAL</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals who are active volunteers* and have earned the Service Medal 4 or more years previously (minimum 8 years involvement/service).</li> <li>• Performed outstanding** service as an active volunteer.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>• The citation must only cover the period commencing from the date of the individual's last award which must be a minimum of 4 years.</li> </ul>

<b>SERVICE CROSS</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals who have previously earned a Service Medal and bar to Service Medal.</li> <li>• Minimum of 12 years service/involvement as an active volunteer*.</li> <li>• Performed outstanding** service as an active volunteer.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>• The citation must only cover the period commencing from the date of the individual's last award.</li> </ul>

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\* & \*\* Please refer to page 10 (Additional Notes) for full explanation



## SERVICE AWARDS

<b>BAR TO SERVICE CROSS</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals who are active volunteers* and have earned the Service Cross 4 or more years previously (minimum 16 years involvement/service).</li> <li>• Performed outstanding** service as an active volunteer.</li> <li>• Can be awarded every four years if the individual is not eligible for the next level of Honour but must maintain level of service/involvement.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>• The citation must only cover the period commencing from the date of the individual's last award which must be a minimum of 4 years.</li> </ul>

<b>COMMONWEALTH HONORARY LIFE MEMBER</b>	
Criteria	<ul style="list-style-type: none"> <li>• Nominees must be exemplary representatives of the Society and contributed in a substantial and measurable way to the Society's mission.</li> <li>• Available only to individuals who have previously earned the minimum of a Service Cross.</li> <li>• Minimum 20 years active service/involvement.</li> <li>• Usually reserved for a member of a National or Commonwealth Committee who has given outstanding** service to the Society.</li> <li>• Nominations for this award for candidates who have not served on a National or Commonwealth Committee will be reviewed by the Commonwealth Management Committee and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>• The citation must only cover the period commencing from the date of the individual's last award which must be a minimum of 4 years.</li> </ul>

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\* & \*\* Please refer to page 10 (Additional Notes) for full explanation



## SERVICE AWARDS

<b>COMMONWEALTH HONORARY LIFE GOVERNOR</b>	
Criteria	<ul style="list-style-type: none"> <li>• Nominees must be exemplary representatives of the Society and contributed in a substantial and measurable way to the Society's mission.</li> <li>• Available only to individuals who have previously earned an Honorary Life Member.</li> <li>• Minimum 24 years active service/involvement.</li> <li>• Usually reserved for a member of a National or Commonwealth Council who has given outstanding** service to the Society.</li> <li>• Nominations for this award for candidates who have not served on a National or Commonwealth Committee will be reviewed by the Commonwealth Management Committee and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>• The citation must only cover the period commencing from the date of the individual's last award which must be a minimum of 4 years.</li> </ul>

<b>COMMONWEALTH VICE PRESIDENT</b>	
Criteria	<ul style="list-style-type: none"> <li>• This is the Society's highest honour and is available to individuals who have given outstanding and exemplary service to the Society over a long period of time.</li> <li>• Available to individuals who have previously earned a Commonwealth Honorary Life Governor award and have been a member of a National or Commonwealth Council.</li> <li>• Minimum of 28 years active service/involvement.</li> <li>• National Presidents and Honorary Commonwealth Officer positions present or past may be eligible for consideration for this Honour if they have been involved with the Society for a considerable period of time and if their contribution to Society activities has been of outstanding and exemplary nature. Nominations for these individuals must be approved by the National Branch, RLSS Honours Selection Committee and Commonwealth Management Committee.</li> </ul> <p>Continued on next page.....</p>

\* & \*\* Please refer to page 10 (Additional Notes) for full explanation



## SERVICE AWARDS

<b>COMMONWEALTH VICE PRESIDENT CONTINUED...</b>	
Criteria cont.	<ul style="list-style-type: none"> <li>Nominations for this award for candidates who have not served on a National or Commonwealth Committee will be reviewed by the Commonwealth Management Committee and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>A citation detailing the level of service, type of service, years etc must be prepared and submitted.</li> <li>The citation must only cover the period commencing from the date of the individual's last award which must be a minimum of 4 years (with the exception of National Presidents and Honorary Commonwealth positions).</li> <li>For National Presidents and Honorary Commonwealth positions a full citation to include the extent of their involvement with the Society must be submitted.</li> </ul>

<b>COMMONWEALTH SERVICE ORDER</b>	
Criteria	<ul style="list-style-type: none"> <li>A past or present professional officer or a member of staff of a Member Branch who has supported and assisted the activities of the Commonwealth Headquarters and/or provided development support to lifesaving organisations in other Commonwealth nations.</li> <li>Minimum of 5 years continuous and outstanding service.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>A citation detailing level of service, type of services, length of service must be prepared and submitted.</li> </ul>

<b>BAR TO COMMONWEALTH SERVICE ORDER</b>	
Criteria	<ul style="list-style-type: none"> <li>Available only to individuals who have previously been awarded a Commonwealth Service Order and whose contributions have continued towards Commonwealth Headquarters and/or lifesaving organisations in other Commonwealth Nations.</li> <li>Minimum of 10 years service.</li> <li>Can be awarded every 5 years.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>A citation detailing level of service, type of service, length of service must be prepared and submitted.</li> <li>The citation must only cover the period from the individual's last award which must be a minimum of 5 years.</li> </ul>

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\* & \*\* Please refer to page 10 (Additional Notes) for full explanation



## SERVICE AWARDS

### Additional Notes on Criteria

- Nomination period:** Service should be calculated to the end of the previous year in which the nomination is to be made, e.g. for 2011 Honours, number of years service is up to 31 December 2010.
- Length of Service:** Length of time for active service/involvement should be continuous, although flexibility may be given where there has been an explained break in service
- \*Active volunteer roles:** Active Volunteer involvement/service can be undertaken as a qualified lifeguard performing volunteer duties, instructor, examiner, trainer, coach, official, commission or committee member, director, officer, or other representative of the Society. During the time period specified involvement/service could be carried out in several roles.
- \*\*Outstanding Definition:** Performed ongoing exceptional and meritorious service during the period stated by representing the Society in a professional manner.
- Promotes the Society in its mission, vision and values throughout the period of service and/or furthers the work of the Society.
- Starting Age for Service** Service may be taken from the age of 12 years providing all the criteria is met regarding service, contributions or achievement by individuals.



## **SERVICE AWARDS**

### **SOCIETY SERVICE AWARDS INTRODUCTION**

In addition to recognising the outstanding work carried out by its volunteers via its Honours system, the Society has two Service Awards which acknowledge and applaud service in the field of Lifesaving. The Service Awards consist of:

- King Edward VII Cup
- HRH Prince Michael of Kent Certificate of Merit (Service)

### **NOMINATION PROCEDURE**

Each Commonwealth Member Branch is eligible to nominate individuals or organisations for relevant Service Awards following the criteria listed below.

Commonwealth Headquarters may not make any nominations but may recommend individuals/organisations to National Member Branch. Nominations are to be made through the Member branch on the appropriate nomination form (refer Appendices F & G). It is the responsibility of the Member Branch to approve the nominations prior to sending them through to the Commonwealth Headquarters.

Nominations for the King Edward VII Cup will be forwarded to and approved by the Commonwealth Management Committee.

Nominations for the HRH Prince Michael of Kent Certificate of Merit will be forwarded to and approved by HRH Prince Michael of Kent GCVO.

### **COMMONWEALTH AWARDS TIMELINE**

Nominations for the King Edward VII Cup will be sought in the year of the RLSS Commonwealth Lifesaving Conferences.

Nominations for HRH Prince Michael of Kent Certificate of Merit will be accepted any time during the year.



## **SERVICE AWARDS**

### **KING EDWARD VII CUP**

Ten years after the foundation of the Royal Life Saving Society in 1891 our first Royal Patron, King Edward VII, presented a Cup to the Society for an international competition. The first such event was held in 1903 and was won by a team from the English Amateur Swimming Association but subsequently the basis of the competition was altered to meet changing patterns of lifesaving activity and organisation.

In 1985 the Commonwealth Council endorsed the recommendation that “The King Edward VII Cup be retained and that the Council invite nominations from National Branches for its award in each Quinquennial Conference year to a person who has made an outstanding contribution to lifesaving and that the winner be presented with the Cup during the Quinquennial Commonwealth Conference”. It was first awarded under these criteria in 1986. It was later agreed that any member of the RLSS throughout the Commonwealth (i.e. not just National Branch Members) could be nominated for the award.

Since the Society has changed the pattern of its Commonwealth Conferences and Lifesaving Championships this award will now be awarded every 4 years in line with the RLSS Commonwealth Lifesaving Conferences.

King Edward VII Cup Nomination Form – Appendix F

### **HRH PRINCE MICHAEL OF KENT CERTIFICATE OF MERIT (SERVICE)**

The HRH Prince Michael of Kent Certificate of Merit was launched by the Royal Life Saving Society in March 2003 to commemorate the 25 years that His Royal Highness Prince Michael of Kent GVCO had been the Society's Commonwealth President.

The Commonwealth President awards the Certificate for outstanding Service to the Society. This award would be recommended for anyone who has already received a Commonwealth Vice President Honour and is still contributing to the Society in an outstanding way or to anyone who has represented the Society in an exemplary way but cannot be rewarded via the Honours system.

The award is at the discretion of His Royal Highness who has agreed that only 2-3 such Certificates will be awarded annually.



## SERVICE AWARDS

Any Branch or Society member wishing to nominate any person for the *HRH Prince Michael of Kent Certificate of Merit* must submit details of the nomination and a Citation to the Commonwealth Headquarters on the HRH Prince Michael of Kent Certificate of Merit Form – refer Appendix G. This nomination will then be forwarded to the Commonwealth Management Committee for approval prior to being sent to HRH Prince Michael of Kent for approval.

Successful nominees will be notified at the end of September through their National Member Branch following the Royal Life Saving Society Commonwealth Annual General Meeting. It is the responsibility the National Member Branch, to notify the nominee and to advise them of the presentation date and venue (the presentation will take place at the Council of Commonwealth High Commissioners in London during November/December – if the nominee is unable to attend, the National Member Branch will be responsible for arranging a presentation locally)



## **BRAVERY AWARDS**

### **SOCIETY BRAVERY AWARDS INTRODUCTION**

In addition to recognising the outstanding work carried out by its volunteers, the Society has a series of Bravery Awards which acknowledge and applaud acts of bravery in the field of Lifesaving. The Bravery Awards consist of the following Awards:

- HRH Prince Michael of Kent Certificate of Merit (Bravery)
- The Mountbatten Medal
- The Russell Medal

### **NOMINATION PROCEDURE**

Each Commonwealth Member Branch is eligible to nominate individuals or organisations for relevant Bravery Awards following the criteria listed below.

Commonwealth Headquarters may not make any nominations but may recommend individuals/organisations to a National Member Branch for their consideration or to the regional Commonwealth Management Committee representatives should there not be a National Member Branch.

Nominations are to be made through the Member Branch of the individual on the appropriate nomination form. It is the responsibility of the Member Branch to approve the nominations prior to sending them through to the Commonwealth Headquarters.

### **COMMONWEALTH AWARDS COMMITTEE**

A Commonwealth Awards Committee will review and recommend all nominations for the Mountbatten and Russell Medals. The terms of reference for this Committee are attached as Appendix E.

Nominations for the HRH Prince Michael of Kent Certificate of Merit will be forwarded to and approved by HRH Prince Michael of Kent GCVO.

### **COMMONWEALTH AWARDS TIMELINE**

Nominations for HRH Prince Michael of Kent Certificate of Merit will be accepted any time during the year.

Nominations for the Mountbatten and Russell Medals are due on the 30<sup>th</sup> June on the year following the rescue. (ie. For rescues carried out in 2010, nominations are due by 30<sup>th</sup> June 2011).



## **BRAVERY AWARDS**

### **HRH PRINCE MICHAEL OF KENT CERTIFICATE OF MERIT (BRAVERY)**

The HRH Prince Michael of Kent Certificate of Merit was launched by the Royal Life Saving Society in March 2003 to commemorate the 25 years that His Royal Highness Prince Michael of Kent GVCO had been the Society's Commonwealth President.

The Commonwealth President awards the Certificate for outstanding acts of bravery in an aquatic environment by an individual(s) not eligible for the Mountbatten Medal or Russell Medal.

The award is at the discretion of His Royal Highness who has agreed that only 2-3 such Certificates will be awarded annually.

Any Branch or Society member wishing to nominate any person for the *HRH Prince Michael of Kent Certificate of Merit* must submit details of the nomination and a Citation to the Commonwealth Headquarters on the HRH Prince Michael of Kent Certificate of Merit Form – refer Appendix G.

Successful nominees will be notified at the end of September through their National Member Branch following the Royal Life Saving Society Commonwealth Annual General Meeting. It is the responsibility the National Member Branch, to notify the nominee and to advise them of the presentation date and venue (the presentation will take place at the Council of Commonwealth High Commissioners in London during November/December – if the nominee is unable to attend, the National Member Branch will be responsible for arranging a presentation locally)

### **MOUNTBATTEN MEDAL**

The Mountbatten Medal was instituted in 1951 by the Society's then Grand President, The Earl of Mountbatten of Burma and its annual award is made for the most gallant rescue or rescue attempt undertaken in the previous Year (1<sup>st</sup> January-31<sup>st</sup> December) by the holder of a lifesaving award delivered by a Royal Life Saving Society Member Branch. The rescue or rescue attempt must be made by a citizen from a Commonwealth Nation but can be in any country throughout the world.

### **PROCEDURAL NOTES**

- 1 The nomination form (Mountbatten Medal Nomination Form – Appendix H) should be returned to the National office of the Member Branch of the Society in which the incident took place for the Member Branch to process



## **BRAVERY AWARDS**

prior to forwarding to the Commonwealth Headquarters. If there is no RLSS Member Branch for the country concerned, the nomination form should be sent direct to the Commonwealth Headquarters.

- 2 The nomination form should be completed as soon as possible after the incident and forwarded to the Commonwealth Headquarters no later than 30<sup>th</sup> June of the following calendar year.
- 3 The applicant will be notified at the end of September as to the outcome of the award through their National Member Branch following the Royal Life Saving Society Commonwealth Annual General Meeting. It is the responsibility of the applicant, together with the National Member Branch, to notify the rescuer of the award and to advise them of the presentation date and venue (the presentation will take place at the Council of Commonwealth High Commissioners in London during November – if the rescuer is unable to attend, the National Member Branch will be responsible for arranging a presentation locally)
- 4 It is intended that the nomination form should be completed by an independent person of standing in the community who is fully aware of the facts of the incident either at first hand or via reliable reports.
- 5 Clarification of expressions:-
  - (a) "Rescuer" - the person holding an RLSS award who performed the rescue or attempted rescue.
  - (b) "Casualty" - the Victim or person rescued.
  - (c) "Applicant" - the person of standing in the community making the recommendation.
- 6 All names and addresses to be printed in capital letters.
- 7 The Form should be accompanied, if possible, by signed reports from:
  - o The Rescuer
  - o The Casualty
  - o Witness(es)



## **BRAVERY AWARDS**

### **RUSSELL MEDAL**

Following the tragic death of Pat Russell in March 2000, her family and the RLSS UK Warwickshire Branch informed the Society that they would like to fund the introduction of a permanent memorial to Pat in the form of an annual Medal. It was suggested that the criteria for the award of the Medal should be that it be given to a person 18 years or younger, who during the previous calendar year had carried out the most outstanding resuscitation or attempted resuscitation of a person. The person nominated for the award must be the holder of a lifesaving award delivered by a Royal Life Saving Society Member Branch anywhere in the Commonwealth

The Commonwealth Council at that time agreed to accept the kind offer from the Russell family and the Warwickshire Branch and recommended that the medal would be known as “The Russell Medal” which was agreed by all parties.

### **PROCEDURAL NOTES**

- 1 The attached nomination form (The Russell Medal Nomination Form) should be returned to the National Member Branch of the Society in which the incident took place for the Branch to process prior to forwarding to the Commonwealth Headquarters. If there is no RLSS branch for the country concerned, the nomination form should be sent direct to the Commonwealth Headquarters.
- 2 The nomination form should be completed as soon as possible after the incident and forwarded to the Commonwealth Headquarters no later than 30<sup>th</sup> June of the following calendar year.
- 3 The applicant will be notified at the end of September as to the outcome of the award through their National Member Branch following the Royal Life Saving Society Commonwealth Annual General Meeting. It is the responsibility of the applicant, together with the National Member Branch, to notify the rescuer of the award and to advise them of the presentation date and venue (the presentation will take place at the Council of Commonwealth High Commissioners in London during November – if the rescuer is unable to attend, the National Member Branch will be responsible for arranging a presentation locally)



## **BRAVERY AWARDS**

- 4 It is intended that the nomination form should be completed by an independent person of standing in the community who is fully aware of the facts of the incident either at first hand or via reliable reports.
- 5 Clarification of expressions:-
  - a. "Rescuer"- the person holding an RLSS award who performed the rescue or attempted rescue.
  - b. "Casualty" - the Victim or person rescued.
  - c. "Applicant" - the person of standing in the community making the recommendation.
- 6 All names and addresses to be printed in capital letters.
- 7 The Form should be accompanied, if possible, by signed reports from:
  - The Rescuer
  - The Casualty
  - Witness(es)



**COMMONWEALTH HONOURS NOMINATION/CITATION FORM**

Nominating Branch: .....

Nominee: .....

Proposed Honour: .....

***Previous Awards and Years Granted:***

	Granted	Date		Granted	Date
Certificate of Thanks	<input type="checkbox"/>	.....	Bar to Service Cross	<input type="checkbox"/>	.....
Service Commendation	<input type="checkbox"/>	.....	CW Honorary Life Member	<input type="checkbox"/>	.....
C/W President's Award	<input type="checkbox"/>	.....	CW Honorary Life Governor	<input type="checkbox"/>	.....
Service Medal	<input type="checkbox"/>	.....	CW Vice President	<input type="checkbox"/>	.....
Bar to Service Medal	<input type="checkbox"/>	.....	CW Service Order	<input type="checkbox"/>	.....
Service Cross	<input type="checkbox"/>	.....	Bar to CW Service Order	<input type="checkbox"/>	.....

**Criteria/Citation**

Total Years of Service

Types of Service (please tick):

- Instructor       Examiner   
 Officer       Representative       Committee Member

Detail level of service, performance or contribution (**citation**):

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*(Please use separate sheet if required)*

Recommended/Not Recommended

Branch Signatory: ..... Date: .....

The Commonwealth Honours Summary Sheet is an Excel Spreadsheet (example below) and is attached separately to this document

**COMMONWEALTH HONOURS**

**Branch:**

<b>Ref</b>	<b>Forname</b>	<b>Surname</b>	<b>Title *</b>	<b>Initial *</b>	<b>Post Nominal Initials *</b>	<b>Certificate</b>	<b>Year</b>
<i>1</i>	<i>John</i>	<i>Smith</i>		<i>E</i>		<i>Certificate of Thanks</i>	<i>2009</i>



**COMMONWEALTH HONOURS COMMITTEE  
TERMS OF REFERENCE**

<b>Membership:</b>	<p>Appointed by the Commonwealth Management Committee</p> <p>Representatives from each region:            Asia Pacific (2)            Americas &amp; Caribbean (2)            Europe &amp; Africa (2)</p> <p>Operations Manager, Commonwealth Headquarter (non voting)</p> <p>Members are appointed for a 3 year period and can be re-appointed at the end of the 3 year term</p> <p>The quorum shall be 4 Committee Members. There shall be one vote per Committee Member</p>
<b>Chair:</b>	To be appointed by the Commonwealth Management Committee.
<b>Clerk:</b>	Operations Manager
<b>Meeting Frequency:</b>	<p>Honour Nominations will be circulated twice a year (during February and August) via email by Commonwealth Headquarters. Approval of nominations will be via email unless there are any disputes, in which case a teleconference will be arranged for voting and resolution</p>
<b>Duration:</b>	The Committee is a Permanent Committee of The Royal Life Saving Society
<p><b>Scope/Purpose</b></p> <p>The Commonwealth Honours Committee is responsible for ensuring all Honour nominations meet the criteria set. The Committee should ensure that all persons/organisations eligible for Commonwealth Honours are recognised under this scheme and advise the relevant Member Branches, or Commonwealth Headquarters who in turn will advise the relevant Member Branch, if they feel an individual has been overlooked for a relevant award.</p> <p>This Committee will approve all Honours up to Commonwealth Life Governor and recommend to the Commonwealth Management Committee for approval any nominations for Commonwealth Vice President or nominations as set out in the criteria.</p>	

The Commonwealth Reprint List is an Excel Spreadsheet (example below) and is attached separately to this document

**COMMONWEALTH HONOURS REPRINTS**

**Branch:**

<b>Ref</b>	<b>Forname</b>	<b>Surname</b>	<b>Title *</b>	<b>Initial *</b>	<b>Certificate</b>	<b>Year</b>	<b>Error on original certificate</b>
<i>1</i>	<i>John</i>	<i>Smith</i>		<i>E</i>	<i>Certificate of Thanks</i>	<i>2009</i>	<i>Smith spelt incorrectly</i>



**COMMONWEALTH AWARDS COMMITTEE  
TERMS OF REFERENCE**

<p><b>Membership:</b></p>	<p>Deputy Commonwealth President</p> <p>Operations Manager, Commonwealth Headquarter (non voting)</p> <p>1 representative from each region, appointed by CMC:</p> <ul style="list-style-type: none"> <li>- Asia Pacific</li> <li>- Americas &amp; Caribbean</li> <li>- Europe &amp; Africa</li> </ul> <p>An additional member may be appointed for technical expertise if this is not covered by one of the appointments above</p> <p>John Russell, Patron Russell Medal (for Russell Medal only)</p> <p>1 representative from RLSS UK Warwickshire Branch to be recommended by RLSS UK who has relevant and current technical expertise (for Russell Medal only)</p> <p>Members are appointed for a 3 year period and can be re-appointed at the end of the 3 year term.</p> <p>The quorum shall be 3 Committee Members. There shall be one vote per Committee Member</p>
<p><b>Chair:</b></p>	<p>Deputy Commonwealth President</p>
<p><b>Clerk:</b></p>	<p>Operations Manager</p>
<p><b>Meeting Frequency:</b></p>	<p>Award Nominations will be circulated by Commonwealth Headquarters in July of each year. Approval of nominations will be via email unless there are any disputes, in which case a teleconference will be arranged for resolution</p>
<p><b>Duration:</b></p>	<p>The Committee is a Permanent Committee of The Royal Life Saving Society</p>
<p><b>Scope/Purpose</b></p> <p>The Commonwealth Awards Committee is responsible for ensuring all nominations for the Mountbatten and Russell Medals meet the criteria set.</p> <p>The Committee should ensure that all persons/organisations eligible for Commonwealth Awards are recognised under this scheme and advise the relevant Member Branches, or Commonwealth Headquarters who in turn will advise the relevant Member Branch, if they feel an individual has been overlooked for a relevant award. This Committee will make a recommendation for both medals for the Commonwealth Management Committee for approval.</p> <p>This Committee may also be called upon to provide feedback on the King Edward VII Cup nominations and the HRH Prince Michael of Kent Certificate of Merit.</p>	



**KING EDWARD VII CUP  
NOMINATION FORM**

**KING EDWARD VII CUP**

**NOMINATION FORM**

<b>Nominating Branch:</b>	
<b>Nominee:</b>	
<b>Previous Awards and Years Granted:</b>	
<b>In what capacity does the nominee represent the Society:</b>	
<b>Details of service, achievement and/or contribution to the Society:</b>	
<b>Signed by: (Member Branch President)</b>	
<b>Date:</b>	



**HRH PRINCE MICHAEL OF KENT CERTIFICATE OF MERIT  
NOMINATION FORM**

**HRH PRINCE MICHAEL OF KENT CERTIFICATE OF MERIT**

**NOMINATION FORM**

Is this nomination for Service/Bravery?      **Service**      **Bravery**      (please circle)

<b>Nominating Branch:</b>	
<b>Nominee:</b>	
<b>Society Awards and Years Served:</b>	
<b>In what capacity does the nominee represent the Society:</b>	
<b>Details of service, achievement and/or contribution to the Society: (for Service Award)</b>	
<b>Full details of rescue/rescue attempt including date, weather conditions, specific techniques and procedures followed (for Bravery Award)</b>	
<b>Signed by: (Member Branch President)</b>	
<b>Date:</b>	



**MOUNTBATTEN MEDAL  
NOMINATION FORM**

<b>SUBMITTED BY BRANCH DETAILS</b>						
<b>RESCUER'S FULL NAME</b>		<b>FIRST NAME</b>		<b>LAST NAME</b>		
<b>RESCUER'S FULL ADDRESS</b>						
<b>RESCUER'S TITLE please ✓</b>		<b>MR</b>	<b>MRS</b>	<b>MISS</b>	<b>MS</b>	<b>OTHER</b>
<b>RESCUER'S AGE</b>		<b>DATE OF BIRTH</b>	<b>AGE in years</b>	<b>MALE</b>		<b>FEMALE</b>
<b>PLEASE LIST THE LIFESAVING AWARDS HELD BY THE RESCUER (at least 1 Award) :-</b>						
1						
2						
<b>DATE AND TIME OF RESCUE</b>		<b>day/month/year :</b>			<b>Time:</b>	
<b>LOCATION of INCIDENT Place name and full address</b>						
<b>WEATHER CONDITIONS</b>						
<b>TYPE OF WATER &amp; CONDITION ie beach, lake, river, swimming pool etc</b>						
<b>CASUALTY'S FULL NAME</b>		<b>FIRST NAME</b>			<b>LAST NAME</b>	
<b>CASUALTY'S TITLE please ✓</b>		<b>MR</b>	<b>MRS</b>	<b>MISS</b>	<b>MS</b>	<b>OTHER</b>
<b>CASUALTY'S AGE</b>		<b>DATE OF BIRTH</b>	<b>AGE in years</b>	<b>MALE</b>		<b>FEMALE</b>
<b>CASUALTY'S FULL ADDRESS</b>						



**MOUNTBATTEN MEDAL  
NOMINATION FORM**

**PLEASE GIVE BELOW A COMPLETE DESCRIPTION OF THE RESCUE OPERATION  
(to include specific techniques and procedures followed):-**

**Pls also attach any press cuttings, reports etc. relevant to the rescue  
Continue on a separate sheet if required**

<b>APPLICANT'S FULL NAME</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>			
<b>APPLICANT'S SIGNATURE</b>					
<b>APPLICANT'S TITLE PLEASE ✓</b>	<b>MR</b>	<b>MRS</b>	<b>MISS</b>	<b>MS</b>	<b>OTHER</b>
<b>APPLICANT'S FULL ADDRESS</b>					
<b>APPLICANT'S POSITION or OFFICE</b>					
<b>DATE OF APPLICATION</b>	<b>day/month/year</b>				

Due to privacy laws we understand that some of this information will be not possible but we ask that the form is completed with as much information as possible



**THE RUSSELL MEDAL  
NOMINATION FORM**

<b>SUBMITTED BY BRANCH DETAILS</b>						
<b>RESCUER'S FULL NAME</b>		<b>FIRST NAME</b>		<b>LAST NAME</b>		
<b>RESCUER'S FULL ADDRESS</b>						
<b>RESCUER'S TITLE please ✓</b>		<b>MR</b>	<b>MRS</b>	<b>MISS</b>	<b>MS</b>	<b>OTHER</b>
<b>RESCUER'S AGE</b>		<b>DATE OF BIRTH</b>	<b>AGE in years</b>	<b>MALE</b>		<b>FEMALE</b>
<b>RESCUER'S RLSS MEMBERSHIP DETAILS (Branch)</b>						
<b>DATE AND TIME OF RESCUE</b>		<b>day/month/year :</b>			<b>Time:</b>	
<b>LOCATION of INCIDENT Place name and full address</b>						
<b>WEATHER CONDITIONS</b>						
<b>TYPE OF WATER &amp; CONDITION ie beach, lake, river, swimming pool etc</b>						
<b>CASUALTY'S FULL NAME</b>	<b>FIRST NAME</b>			<b>LAST NAME</b>		
<b>CASUALTY'S TITLE please ✓</b>	<b>MR</b>	<b>MRS</b>	<b>MISS</b>	<b>MS</b>	<b>OTHER</b>	
<b>CASUALTY'S AGE</b>	<b>DATE OF BIRTH</b>		<b>AGE in years</b>	<b>MALE</b>		<b>FEMALE</b>
<b>CASUALTY'S FULL ADDRESS</b>						



**THE RUSSELL MEDAL  
NOMINATION FORM**

**PLEASE GIVE BELOW A COMPLETE DESCRIPTION OF THE RESCUE OPERATION  
(to include specific techniques and procedures followed):-**

**PLEASE ALSO ATTACH ANY PRESS CUTTINGS, REPORTS ETC. RELEVANT TO THE RESCUE  
CONTINUE ON A SEPARATE SHEET IF REQUIRED**

<b>APPLICANT'S FULL NAME</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>			
<b>APPLICANT'S SIGNATURE</b>					
<b>APPLICANT'S TITLE PLEASE ✓</b>	<b>MR</b>	<b>MRS</b>	<b>MISS</b>	<b>MS</b>	<b>OTHER</b>
<b>APPLICANT'S FULL ADDRESS</b>					
<b>APPLICANT'S POSITION or OFFICE</b>					
<b>DATE OF APPLICATION</b>	<b>day/month/year</b>				

Due to privacy laws we understand that some of this information will be not possible but we ask that the form is completed with as much information as possible