



COMMONWEALTH  
DROWNING  
PREVENTION

## **THE ROYAL LIFE SAVING SOCIETY**

### **COMMONWEALTH HONOURS & AWARDS HANDBOOK**

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## Commonwealth Honours & Awards Handbook

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## SERVICE AWARDS

### SERVICE AWARDS

### HONOURS

#### 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 are not eligible for consideration during the period of their employment but could, if applicable, receive the Commonwealth Service Order. Similarly, the Honours system is not intended to recognize other paid work, even if that work falls in line with Royal Life Saving Society aims and objectives, such as the work of paid lifeguards, council/government officers or school teachers.

#### NOMINATION PROCEDURE

Each Member Branch in good standing 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.

Individuals and groups are eligible for recognition using the Commonwealth Honours system if they provide any contribution or service to the Society at any level (local, regional, national or Commonwealth) that falls within the nomination criteria. Certain honours require specific levels of contribution (e.g. Commonwealth Vice President) which is specified under the award description and nomination criteria.

No individual or organisation may nominate themselves.

To avoid both the appearance of and any actual conflict of interest officers or staff should not nominate or be involved in the vetting of nominations for members of their immediate families.



## SERVICE AWARDS

Being a competitor in lifesaving and lifeguarding competitions is **not** considered volunteer service to the Society. In cases where competitors also act as volunteer coaches or officials in competitions where they are not personally competing this service may be recognized as voluntary service to the Society provided it is clearly separated from any competing the individual has undertaken. The Society does not recognize that any individual can volunteer in any significant manner for a competition in which they are also a competitor.

Similarly, the Commonwealth Honours are not meant to recognize individuals who have undertaken the rescue of individuals in distress or drowning. In such cases recognition should be in the form of an appropriate national rescue award or via nomination for a Society Bravery Award (see pages 17-20).

Finally, simply accruing lifesaving awards or teaching qualifications does not make a volunteer eligible for an award. Please **do not** list lifesaving or teaching qualifications earned by an individual in their honour nomination, but instead describe how the individual has used the qualifications to benefit the Member Branch.

Nominations are to be made through the Member Branch on the appropriate nomination form (all nomination forms are available as separate documents). It is the responsibility of the Member Branch to approve the nominations prior to sending them through to the Commonwealth Headquarters. All nominations for higher Society Honours (Life Member/Life Governor/Vice President) must have the endorsement of the Member Branch National Board/Executive Committee.

In order to ensure that all deserving individuals and organisations are recognized, the Deputy Commonwealth President, Portfolio Directors and Commission/Committee/Task Force Chairs are also eligible to nominate individuals for Commonwealth Honours and other forms of recognition as may be appropriate. Member Branches will be consulted about any local nominations and asked if there is any reason why the award cannot be made (conflict of interest, disciplinary issues, etc.).

Completed nomination forms (using bullet points or long form notes where appropriate) detailing the actions and services performed to meet the nomination criteria are required for all awards (sample completed forms are available for clarity). The type of service, years of service and level of service, performance and/or contribution, together with details of any previous Honours received (including the year granted) should be included. These notes will be used by the Honours Committee when approving awards. Only details of the individuals' contributions and/or service since their last award is required unless otherwise noted in the Honour criteria. Member Branches are highly encouraged to expand upon these nominations for award ceremony presentations, but only the information required for nomination should be sent in on the nomination forms to Commonwealth HQ.



## SERVICE AWARDS

### NOMINATION FORMS

The Commonwealth Honours Nomination Form must be completed for all nominations and submitted to the National Office of the Member Branch. Once the Member Branch has approved all nominations they must complete the summary spreadsheet (available as a separate document) and forward it to Commonwealth Headquarters along with the Commonwealth Honours Nomination Forms.

### COMMONWEALTH HONOURS COMMITTEE

The Commonwealth Honours Committee will review and recommend all nominations for Honours.

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

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

### COMMONWEALTH HONOURS TIMELINE

Nominations will be accepted by the Commonwealth Headquarters twice a year on 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 Member Branches for approval	By 9 <sup>th</sup> March	By 9 <sup>th</sup> September
Final Member 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 Member Branches	After 1 April	After 1 October

*If any date falls on a weekend then it shall be moved to the Monday after. There may be some delay to these deadlines should any queries arise about the nominations.*



## SERVICE AWARDS

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 Member Branch will be responsible for advising the recipient of the award but Commonwealth Headquarters will invite the recipient to have their award presented at a Commonwealth event. If the recipient is unable to attend, it will be the responsibility of the Member Branch to arrange a suitable presentation.

### CERTIFICATE REPRINTS

Reprints of certificates will be accepted during the regular submission “rounds” specified in the Commonwealth Honours Timeline. Requests for reprints must be submitted to Commonwealth Headquarters on the Commonwealth Honours Reprint List spreadsheet (available as a separate document).

If the requirement for the reprint is a fault of the printer then this cost 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 cost.



## SERVICE AWARDS

### SUMMARY OF HONOURS & AWARDS

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

Certificate of Thanks  
Commonwealth Headquarters Commendation  
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

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

King Edward VII Cup  
HRH Prince Michael of Kent Certificate of Merit (Service)  
Commonwealth Young Lifesaver of the Year



## SERVICE AWARDS

### HONOURS CRITERIA

<b>CERTIFICATE OF THANKS</b>	
Criteria	<ul style="list-style-type: none"> <li>To recognise contributions or service by individuals, clubs, partner organisations, schools, etc.</li> <li>For short term service or one off contributions to Society activities.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> <li>This honour may be awarded more than once to an individual/organisation that does not qualify for higher honours but continues to contribute to the Society.</li> </ul>
<b>COMMONWEALTH PRESIDENT'S AWARD</b>	
Criteria	<ul style="list-style-type: none"> <li>To recognise exceptional contributions or service by clubs, partner organisations, schools, etc.</li> <li>For continuing and sustained contributions or service to the activities or operations of the Society.</li> <li>Not available to individuals.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> <li>This honour may be awarded more than once to organisations that maintain the required level of contribution or service to the Society.</li> </ul>
<b>COMMONWEALTH HEADQUARTERS COMMENDATION</b>	
Criteria	<ul style="list-style-type: none"> <li>Available only to individuals who have provided contributions or service directly to the operations of the RLSS Commonwealth Headquarters or to any of the boards or committees that form part of the operations of the RLSS Commonwealth Office.</li> <li>May be awarded concurrently with any of the other Commonwealth Honours as set out in this document.</li> <li>Performed outstanding** service as an active volunteer.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>Details of the contribution or service made to the Society must be provided on the nomination form.</li> <li>This award may be made more than once to those individuals who maintain the required level of service/involvement in Society operations.</li> </ul>





## SERVICE AWARDS

<b>SERVICE COMMENDATION</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals.</li> <li>• Minimum of 2 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>• Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> </ul>
<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>• Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> <li>• The nomination form should only cover the period commencing from the date of the individual's last honour.</li> </ul>
<b>BAR TO SERVICE MEDAL</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals who have previously earned the Service Medal.</li> <li>• Minimum of 8 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>• Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> <li>• The nomination form should only cover the period commencing from the date of the individual's last honour which must be a minimum of 4 years prior to the date of nomination.</li> </ul>
<b>SERVICE CROSS</b>	
Criteria	<ul style="list-style-type: none"> <li>• Normally available only to individuals who have previously earned the Service Medal and Bar to Service Medal.</li> <li>• Minimum of 12 years of involvement/service in an active volunteer role.*</li> </ul>



## SERVICE AWARDS

	<ul style="list-style-type: none"> <li>• Performed outstanding** service as an active volunteer.</li> <li>• Nominations for this award for individuals who have not previously received a Service Medal and Bar to Service Medal will be reviewed by the Commonwealth Honours Committee and the Board of Trustees and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> <li>• The nomination form should only cover the period commencing from the date of the individual's last honour which must be a minimum of 4 years prior to the date of nomination.</li> </ul>
<b>BAR TO SERVICE CROSS</b>	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals who have previously earned the Service Cross.</li> <li>• Minimum of 16 years of 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>• Details of the contribution or service made to the Society must be provided on the nomination form (bullet points are acceptable).</li> <li>• The nomination form should only cover the period commencing from the date of the individual's last honour which must be a minimum of 4 years prior to the date of nomination.</li> <li>• The standard progression of Honours will see an individual receive two Bars to Service Cross before being eligible for the next level of Honour.</li> <li>• Bars to Service Cross will continue to be awarded every four years to those individuals not eligible for the next level of Honour but who maintain the required level of service/involvement.</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 have 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> </ul>



## SERVICE AWARDS

	<ul style="list-style-type: none"> <li>• Minimum of 24 years of involvement/service in an active volunteer role.*</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 Board of Trustees and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Details of the contribution or service made to the Society must be prepared and submitted on the nomination form.</li> <li>• As this award recognizes life achievement with the Society a summary of the individuals' entire history of involvement with the Society is required.</li> </ul>
<b>COMMONWEALTH HONORARY LIFE GOVERNOR</b>	
Criteria	<ul style="list-style-type: none"> <li>• Nominees must be exemplary representatives of the Society and have contributed in a substantial and measurable way to the Society's mission.</li> <li>• Available only to individuals who have previously been named a Commonwealth Honorary Life Member.</li> <li>• Minimum of 28 years of involvement/service in an active volunteer role.*</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 Board of Trustees and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Details of the contribution or service made to the Society must be prepared and submitted on the nomination form.</li> <li>• As this award recognizes life achievement with the Society a summary of the individuals' entire history of involvement with the Society is required.</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> </ul>



## SERVICE AWARDS

	<ul style="list-style-type: none"> <li>• Available to individuals who have previously been named a Commonwealth Honorary Life Governor and have been a member of a National or Commonwealth Council.</li> <li>• Minimum of 32 years of involvement/service in an active volunteer role.*</li> <li>• National Presidents and Honorary Commonwealth position holders (past or present) may be eligible for consideration for this Honour regardless of time served and previous honours.</li> <li>• Nominations for this award for candidates who have not served on a National or Commonwealth Committee will be reviewed by the Board of Trustees and are not subject to automatic ratification.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Details of the contribution or service made to the Society must be prepared and submitted on the nomination form.</li> <li>• As this award recognizes life achievement with the Society a summary of the individuals' entire history of involvement with the Society is required.</li> <li>• For National Presidents and Honorary Commonwealth position holders a full summary of their involvement with the Society must be submitted with their nomination.</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> <li>• This Honour is only awarded to staff who have provided support to RLSS Commonwealth Headquarters or to another Member Branch that is not their home Branch.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Details of the contribution or service made to the Society, specifically to the Commonwealth Headquarters and/or to lifesaving organisations in Commonwealth nations other than the individuals' Home Member Branch, must be provided on the nomination form.</li> <li>• This honour may be awarded every 5 years to those individuals who maintain the required level of contribution/service to the Society.</li> </ul>



## SERVICE AWARDS

### Additional Notes on Criteria

**Nomination period:** Service should be calculated up to December 31<sup>st</sup> of the year prior to a nomination being submitted. So, nominations submitted in 2016 would calculate the number of years of service up to December 31, 2015.

**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. For example, an individual who has contributed a total of four years of service over a five-year period, where one year was lost due to medical issues/illness, would be eligible for a Service Medal.

**\*Active volunteer roles:** Active Volunteer involvement/service can be undertaken as an instructor, examiner, trainer, coach, official, commission or committee member, director, officer, or other representative of the Society.

An individual is considered to be a volunteer if they undertake work for the Society for which no compensation (other than reimbursement of reasonable expenses) is received.

During the time period specified involvement/service could be carried out in several roles. Except for purposes of the Certificate of Thanks, a general guideline is that an active volunteer will be an individual who has contributed **50 hours or more** of voluntary service in a given calendar year.

**\*\*Outstanding Service:** The individual performed ongoing exceptional and meritorious service during the period stated by representing the Society in a professional manner. They promoted the Society in its mission, vision and values throughout the period of service and/or furthered the work of the Society.

**Starting Age for Service:** Individuals will be considered eligible for volunteer recognition starting at the age of 12 years provided that all criteria are met regarding length of 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 three 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)
- Commonwealth Young Lifesaver of the Year

#### NOMINATION PROCEDURE

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

In addition, in order to ensure that all deserving individuals are recognized, the Deputy Commonwealth President, Portfolio Directors and Commission/Committee/Task Force Chairs are eligible to nominate individuals for Commonwealth Honours and other forms of recognition as may be appropriate. Member Branches will be advised of any local nominations and asked if there is any reason why the award cannot be made (conflict of interest, disciplinary issues, etc.).

Nominations are to be made through the Member branch on the appropriate nomination form (available as separate documents). It is the responsibility of the Member Branch to approve the nominations prior to sending them through to the Commonwealth Headquarters.

#### COMMONWEALTH AWARDS TIMELINE

Nominations for the King Edward VII Cup will be accepted every two years (in even numbered years).

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

Nominations for the Commonwealth Young Lifesaver of the Year will be accepted on the same timeline as the Round 1 Honours submissions each 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. It has since been agreed that the cup shall be awarded every two years. (in even numbered years).

### Procedural Notes

Nominees must have made a significant contribution to lifesaving.

Nominations are accepted every two years (in even numbered years) and must be submitted to the Commonwealth Headquarters on the King Edward VII Cup Nomination Form (available as a separate document).

Nominations will be reviewed by the Board of Trustees and they will make a final decision on recipients.

Successful nominees will be notified through their Member Branch following the Board of Trustee’s decision. It is the responsibility of the Member Branch to notify the nominee, but Commonwealth Headquarters will invite the recipient to have their award presented at a Commonwealth event. If the recipient is unable to attend it will be the responsibility of the Member Branch to arrange a suitable presentation.





## SERVICE AWARDS

### 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 CD 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 any volunteer 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.

### Procedural Notes

Nominees must have a long history of exemplary and outstanding service to the Royal Life Saving Society.

Nominations will be accepted at any time of year and must be submitted to the Commonwealth Headquarters on the HRH Prince Michael of Kent Certificate of Merit (Service) Nomination Form (available as a separate document).

Nominations will be reviewed by the Board of Trustees prior to being sent to HRH Prince Michael of Kent GVCO CD for approval.

Successful nominees will be notified through their Member Branch after the Board of Trustees has received notification of HRH Prince Michael of Kent's decision. It is the responsibility of the Member Branch to notify the nominee, but Commonwealth Headquarters will invite the recipient to have their award presented at a Commonwealth event. If the recipient is unable to attend it will be the responsibility of the Member Branch to arrange a suitable presentation.





## SERVICE AWARDS

### COMMONWEALTH YOUNG LIFESAVER OF THE YEAR

In 2015 to coincide with the Commonwealth Theme of “A Young Commonwealth” the Society established the Commonwealth Young Lifesaver of the Year award. This award recognizes those young volunteers who are the future of the organization. Each recipient is an individual whose voluntary contributions and achievements have significantly impacted on the Society and its work, and have assisted in our global drowning prevention mission.

#### Procedural Notes

Each Member Branch may select one individual as the Commonwealth Young Lifesaver of the Year for their country each year. This nomination does not require any Commonwealth ratification, but the Commonwealth Headquarters will issue the certificate for the Award.

Nominees must be under the age of 30 on December 31<sup>st</sup> of the year for which they are being nominated.

Nominees must be a member of the RLSS in their home country and an active volunteer for their Member Branch.

Nominees must have made a significant contribution to drowning prevention in their Member Branch through their voluntary work with the Society.

Drowning prevention efforts are considered to be “all activities that make someone safe in, on, or near water.”

Nominations are accepted on an annual basis and must be submitted to the Commonwealth Office on the Commonwealth Young Lifesaver of the Year Nomination Form (available as a separate document) along with Round 1 Honours nominations each year (i.e. for service carried out in 2015, nominations are due by February 9, 2016).

Successful nominees will be notified by their Member Branch following production of the Award certificate. The Member Branch will also be responsible for arranging a suitable presentation for the award.



## **BRAVERY AWARDS**

### SOCIETY BRAVERY AWARDS

#### INTRODUCTION

The Society's Bravery Awards acknowledge and applaud acts of bravery in the field of Lifesaving. The Bravery Awards consist of the following:

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

#### NOMINATION PROCEDURE

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

In addition, in order to ensure that all deserving individuals are recognized, the Deputy Commonwealth President, Portfolio Directors and Commission/Committee/Task Force Chairs are eligible to nominate individuals for Commonwealth Bravery Awards and other forms of recognition as may be appropriate. Member Branches will be advised of any local nominations and asked if there is any reason why the award cannot be made (conflict of interest, disciplinary issues, etc.).

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 BRAVERY AWARDS COMMITTEE

The Commonwealth Bravery 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 B.

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

#### COMMONWEALTH BRAVERY AWARDS TIMELINE

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

Nominations for the Mountbatten and Russell Medals are due by June 30th in the year following the rescue (i.e. For rescues carried out in 2015, nominations are due by June 30, 2016).



## **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 CD 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.

### **Procedural Notes**

Nominations will be accepted at any time of year and must be submitted to the Commonwealth Headquarters on the HRH Prince Michael of Kent Certificate of Merit (Bravery) Nomination Form (available as a separate document).

Nominations will be reviewed by the Board of Trustees prior to being sent to HRH Prince Michael of Kent GVCO CD for approval.

Successful nominees will be notified through their Member Branch after the Board of Trustees has received notification of HRH Prince Michael of Kent's decision. It is the responsibility of the Member Branch to notify the nominee, but Commonwealth Headquarters will invite the recipient to have their award presented at a Commonwealth event. If the recipient is unable to attend it will be the responsibility of the Member Branch to arrange a suitable presentation.



## **BRAVERY AWARDS**

### **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 an individual who has taken Royal Life Saving Society training, or holds or has held 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

Only one Mountbatten Medal may be awarded in any calendar year. In exceptional circumstances the Commonwealth Bravery Awards Committee may recommend that a Letter of Commendation be issued to individuals where the award of the Mountbatten Medal cannot be made.

The Mountbatten Medal Nomination Form (available as a separate document) 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 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.

The nomination form should be completed as soon as possible after the incident and forwarded to the Commonwealth Headquarters no later than June 30th of the year following the rescue.

Successful nominees will be notified through their Member Branch following confirmation of the Award by the Board of Trustees. It is the responsibility of the Member Branch to notify the nominee, but Commonwealth Headquarters will invite the recipient to have their award presented at a Commonwealth event. If the recipient is unable to attend, it will be the responsibility of the local branch to arrange a suitable presentation.

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.

All names and addresses must be printed clearly and legibly.



## **BRAVERY AWARDS**

### Definition of Terms:

- (a) "Rescuer" - the individual who has taken RLSS training or who holds or has held a RLSS award, and 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.

The Form should be accompanied, where possible, by signed reports from:

- The Rescuer
- The Casualty
- Witness(es)

### 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 individual nominated for the award must have taken Royal Life Saving Society training, or holds or has held a lifesaving award delivered by a Royal Life Saving Society Member Branch.

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

Only one Russell Medal may be awarded in any calendar year. In exceptional circumstances the Commonwealth Bravery Awards Committee may recommend that a Letter of Commendation be issued to individuals where the award of the Russell Medal cannot be made.

The Russell Medal Nomination Form (available as a separate document) 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.

The nomination form should be completed as soon as possible after the incident and forwarded to the Commonwealth Headquarters no later than June 30th of the year following the rescue.



## **BRAVERY AWARDS**

Successful nominees will be notified through their Member Branch following confirmation of the Award by the Board of Trustees. It is the responsibility of the Member Branch to notify the nominee, but Commonwealth Headquarters will invite the recipient to have their award presented at a Commonwealth event. If the recipient is unable to attend, it will be the responsibility of the local branch to arrange a suitable presentation.

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.

All names and addresses must be printed clearly and legibly.

### Definition of Terms:

- (a) "Rescuer" - the individual who has taken RLSS training or who holds or has held a RLSS award, and 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.

The Form should be accompanied, where possible, by signed reports from:

- The Rescuer
- The Casualty
- Witness(es)



**COMMONWEALTH HONOURS COMMITTEE  
TERMS OF REFERENCE**

APPENDICES

APPENDIX A – COMMONWEALTH HONOURS COMMITTEE

<p><b>Membership:</b></p>	<p>Appointed by the Board of Trustees</p> <p>Representatives from each region: Asia-Pacific (2) Americas &amp; Caribbean (2) Europe &amp; Africa (2)</p> <p>Operations Manager, Commonwealth Headquarters (non-voting)</p> <p>Members are appointed for a 4 year period and may be re-appointed without restriction.</p> <p>The quorum shall be 4 Committee Members. There shall be one vote per Committee Member. In the event of a tie, the Chair shall have a second, casting (deciding) vote.</p>
<p><b>Chair:</b></p> <p><b>Clerk:</b></p>	<p>Appointed by Portfolio Director for Human Resources and ratified by the Board of Trustees.</p> <p>Operations Assistant</p>
<p><b>Meeting Frequency:</b></p>	<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>
<p><b>Duration:</b></p>	<p>The Committee is a Permanent Committee of the Human Resources Portfolio of The Royal Life Saving Society</p>
<p><b>Scope/Purpose</b></p> <p>The Commonwealth Honours Committee is responsible for ensuring all Honour nominations meet the criteria set.</p> <p>The Committee should ensure that all persons/organisations eligible for Commonwealth Honours are recognised under this scheme. The Committee, in consultation with Commonwealth Leadership, will follow up on cases in which 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 Board of Trustees for approval any nominations for Commonwealth Vice President or other nominations as set out in the criteria.</p>	





**COMMONWEALTH BRAVERY AWARDS COMMITTEE  
TERMS OF REFERENCE**

APPENDIX B – COMMONWEALTH BRAVERY AWARDS COMMITTEE

<p><b>Membership:</b></p>	<p>Deputy Commonwealth President</p> <p>1 representative from each region, appointed by The Board of Trustees:</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>Lord Ivar Mountbatten, Patron – Mountbatten Medal (for Mountbatten Medal only)</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>Operations Manager, Commonwealth Headquarters (non-voting)</p> <p>Members are appointed for a 4 year period and may be re-appointed without restriction.</p> <p>The quorum shall be 3 Committee Members. There shall be one vote per Committee Member. In the event of a tie, the Chair shall have a second, casting (deciding) vote.</p>
<p><b>Chair:</b></p> <p><b>Clerk:</b></p>	<p>Deputy Commonwealth President</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 Human Resources Portfolio 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. The Committee, in consultation with Commonwealth Leadership, will follow up on cases in which they feel an individual has been overlooked for a relevant award. The Committee will make recommendations for both medals to the Board of Trustees 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>	