



ROYAL  
**LIFE SAVING**  
SOCIETY UK



**2023**

# **Honours Guidelines**

## 2023 NATIONAL HONOURS PROCEDURES

These guidelines are published to support nominations for the 2023 National Honours Ceremony. The 2023 ceremony celebrates efforts completed in 2022.

**The Honours system is intended to solely recognise the work of volunteers.**

**Any work done by a paid member of staff or work for financial remuneration is ineligible for recognition.**

However, it is appreciated that some activities may be completed in a voluntary capacity separate from their employment. For these **voluntary** duties members or paid staff can be considered and proposed in the normal way.

**Please read these guidelines thoroughly prior to submitting any nominations.** If you have any queries or questions, please contact [Honours@rlss.org.uk](mailto:Honours@rlss.org.uk) at the earliest opportunity

## INTRODUCTION

The Royal Life Saving Society UK (RLSS UK) is indebted to the outstanding contribution of volunteers. The annual National Honours Ceremony is designed to say a thank you to all that contribute to a reduction in drowning across the UK and Ireland and strive to help everyone have the opportunity to enjoy water safely. It also allows individuals and groups to celebrate their achievements.

The concept underlying the Honours system is that length of service and meritorious work should each be recognised separately. There are, therefore, two series of Honours - **Service Honours** and **Merit Honours**. Each series is independent of the other and each has different criteria of eligibility. Individuals may, and often will, hold both Service and Merit Honours and could receive one of each in a single year. It should be emphasised that both Service Honours and Merit Honours have equal value and are awarded in recognition of valuable work done to support the aims of the Society.

## **SPECIAL TROPHIES**

In addition, special trophies are awarded to those who have carried out exceptional work in each special award category. These are truly prestigious, individuals, groups and branches are encouraged to consider the criteria and ensure that any members or groups are promoted for the trophies. They include:

- 🏆 Stanley E Peck Trophy
- 🏆 Brian Morrissey Cup
- 🏆 Ken White Trophy
- 🏆 Stuart Bailey Trophy
- 🏆 Clive Holland Trophy
- 🏆 The Deborah Hunt Trophy
- 🏆 Mark Smith Trophy
- 🏆 Young Leaders' Trophy
- 🏆 Young Lifesaver of the Year Certificate

*More information on the two series of awards and the special trophies are displayed later in this document*

## **NOMINATION PROCEDURE**

a) Any individual is eligible to nominate another individual for honour. Nominations can be logged through the RLSS UK tahdah platform - <https://rlssuk.tahdah.me/account/login>

The form is available on your tahdah 'Home' tab. You will see an Honours tile on the right hand side of the homepage.

b) A short citation (no longer than 250 words) is required for ALL nominations, at any level. Any nomination without an accompanying citation will be rejected the National Honours Committee.

c) It is recommended that each Branch should have a small committee which should review and generate a list of possible nominees and should ensure, as far as possible, that no deserving person is overlooked.

d) Branches should make every effort to ensure that they collect information for eligibility of individuals for Service Honours. Branches should also encourage their members to bring to the attention their years of service.

e) In the case of Merit Honours, no individual may write their own nomination. All efforts should be made to ensure that merit nominations are kept anonymous from the nominee.

## NOMINATION FORMS

a) We are strongly encouraging digital applications as this helps with the swift and accurate processing of nominations, limits risk of nominations being lost and increase accuracy of information. It is essential that these instructions are followed carefully as failure to do so may jeopardise the award of an Honour. Forms are available as a last resort which will need to be authorised by an RLSS UK Honours member of staff. This request needs to be made by email to [honours@rlss.org.uk](mailto:honours@rlss.org.uk)

b) A short citation (no longer than 250 words) must be submitted for ALL Merit and Service nominations.

c) Nominations submitted in tahdah will be recorded in the system and will be available to access on the individuals home page that submitted the nomination. The submitted nominations will be shown on the left hand side of the home screen under `recent activity`.

It is advisable for any individual nominating to retain a copy of their nominations in the event of any technical issues.

d) All nomination forms MUST be completed by the closing date (see Timetable on page 10). After the closing date, no nominations will be accepted.

## SERVICE HONOURS

Service Honours can be awarded to individual members of RLSS UK or members of affiliated clubs/organisations or ATCs, for years of continuous service to the Society.

Definition of service is voluntary teaching, assessing or assisting with the organisation, management or promotion of a group or club to support the charity to achieve its aims. The nominee should show a consistent high level of commitment to the Society.

Service should not comprise simply of being a member of the Society or a club, or obtaining lifesaving awards, or for taking part in competitions. Service may start from the age of 14 years, providing the relevant criteria are met (resulting in any Certificate of Thanks nominees being at least 18 at the time of nomination).

## SERVICE HONOUR CATEGORIES

Certificate of Thanks	4 and 8 years' service (more than one may be awarded)
Service Medal	12 years' service
Bar to Service Medal	16 years' service
Service Cross	20 years' service
1 <sup>st</sup> Bar to Service Cross	25 years' service
2 <sup>nd</sup> Bar to Service Cross	30 years' service

**(Please note: The three awards after this period require individuals to have been in individual membership with RLSS UK for at least 10 years).**

Honorary UK Life Member	35 years' service
Recognition of Service	40 years' service
UK Long Service Medal	50 years' service or more

**Reminder:** a short citation accompanying a Service Honour nomination is required to outline voluntary activity in the past 12 months.

Information given of a member's length of service will, wherever possible, be verified against details kept at headquarters, but in all cases should correspond with the date for commencement of service (not membership). Information contained on the nomination form will then be included on the member's database records at headquarters. Great care should therefore be taken in ensuring details are correct.

If there is a dispute in relation to an individual's length of service, an appeal may be made to the National Honours Committee. The appeal should be submitted with compelling evidence. The final decision is with the Honours committee.

Service should be calculated to the end of the previous year in which the nomination is to be made, e.g. for Honours awarded in 2023 the number of years of service is up to 31 December 2022. Please ensure commencement date corresponds with the number of years of service (please use the calculation table given at the end of these guidelines).

## **MERIT HONOURS**

Merit Honours are awarded, as the name implies, to individual members, members of affiliated clubs/organisations and ATCs in membership, for meritorious contribution to the Society. Only in exceptional circumstances would this be awarded to a nominee younger than 16 years of age.

There is no length of service requirement for Merit Honours, although it would be difficult for a nominee to fulfil the criteria for one of the higher Merit Honours without having contributed to the work of the Society for a significant number of years.

All Merit Honours should be accompanied a citation, at every level.

## **MERIT HONOUR CATEGORIES**

Certificate of Merit	Awarded for Meritorious Contribution at club or branch level. May be awarded more than once but with an interval of <u>at least</u> two years between awards.
Certificate of Recognition	Awarded for <b>continuing</b> contribution at club or branch level. May be awarded more than once and nominee would have normally received at least one Certificate of Merit with an interval of <u>at least</u> two years between awards.
Medal of Distinction	Awarded for <b>outstanding contribution</b> at club, branch or regional level or notable contribution at national level. The nominee would normally have received one or more Certificates of Merit and Certificates of Recognition.
Bar(s) to Medal of Distinction	Awarded for <b>continuing outstanding</b> contribution at club, branch or regional level and/or notable contribution at national level. To be awarded no more frequently than at four-yearly intervals following receipt of a Medal of Distinction.

Medal of Honour	Awarded for <b>exceptional contribution</b> at branch or regional level, and/or notable work at national level as well.
Honorary UK Life Governor	Awarded for an <b>outstanding contribution</b> to the Society as a whole. It would be exceptional for this contribution to have been at branch level alone, and it would normally be expected that 'outstanding contribution' would also have been given at National Level.
UK Honorary Vice President	Awarded for a <b>supreme level of contribution</b> to the Society. This Honour would be suitable for someone who has chaired several national committees over a period of time and done so with outstanding ability, or made a similar supreme level of contribution to the Society at the highest level.

- a) Merit Honours are awarded by the National Honours Committee on the basis of the citations, that must accompany each nomination. It is therefore essential that citations are carefully prepared and worded to show how the nominee fulfils the criteria for the proposed Honour. Such generalisations as "has made an outstanding contribution to the branch" are very unlikely to be deemed sufficient.
- b) Citations should emphasise work done for the Society since the last award of a Merit only. The Honours Committee will not take into account historical contribution when assessing nominations.
- c) Although it would be expected that a member would progress through the Merit Honours there is no absolute requirement for this if exceptional contribution has been given to the Society, providing a citation is submitted to reflect this. Criteria for each of the Merit Honours are given in the list above; it is these criteria that will be used by the National Honours Committee to determine if the proposed Honour shall be awarded.
- d) It is imperative that if an individual contributes at a club level (especially if they are not in Society membership) that their club is recorded on the nomination form.

## **CROWN HONOURS**

The National Honours Committee recognises that in certain instances some individuals have made an exceptional and outstanding contribution to the work of the Society. They may sometimes have passed right through our own honours system or possibly not fulfil the specific criteria for a further award. In such situations the Committee is anxious to further promote the work of our Society and the profile of our members by making or supporting a nomination for Crown Honours (i.e. M.B.E., O.B.E. etc.)

In such cases, branches are encouraged to submit a full CV and citation to the National Honours Committee (RLSS UK Headquarters) with a short covering letter. Such submissions will be dealt with on an individual basis.

## TROPHIES AND SPECIAL AWARDS

Anyone can nominate an eligible member for a special award or trophy.

The citations are mandatory for trophies and special awards and must relate to work carried out in 2022 only. Nominations are encouraged to be as explicit as possible, stating specific facts to provide the greatest opportunity to be picked for the specific award.

### SPECIAL AWARD CATEGORIES

#### The Stanley Peck Trophy

This trophy is awarded to a person who does most to carry out the objectives of the Society in their local area, in any capacity.

#### The Brian Morrissey Cup

The award is to be made for the work undertaken on a Society Community Programme. Nominations can be for an individual, club or group.

#### The Ken White Trophy

Nominations can be made for any fundraising work on behalf of the Society at national, regional, branch or club or local level. The citation should recognise the level of commitment and enthusiasm given throughout 2022. It is not necessarily the recognition of the amount of funds raised. Nominations can be submitted for a club or individual.

#### The Stuart Bailey Trophy

This trophy is to be awarded to an individual or group for outstanding work, specific to an open water environment. Although not limited to these activities, for guidance, work may include work carried out by a rescue service, exceptional open water swimming challenge or open water safety days, demonstrations or camps.

#### The Clive Holland Trophy

This trophy is to be awarded to an RLSS UK affiliated club which has done the most to carry out the objectives of the Society in their local area.

It might recognise club development; growth in numbers of members or awards; collaboration with other groups; innovative use of programmes; development of lifesaving sport locally; community involvement or service or a mixture of all or any of these. We are looking for a club which shows considerable impact in the promotion of the Society and its aims.

Specific examples relating to people's activity on behalf of the Society, for which the nominated club has been directly responsible, must be given, such as details of the club's programme of activity, impact of the programme such as the number of awards taken, newspaper articles pertaining to the group and its involvement and impact in the community; letters of thanks may be included.

🏆 The Deborah Hunt Trophy

To be awarded to a member who has made a contribution to Equality, Diversity and Inclusion at National, branch or club level.

🏆 Mark Smith Trophy

To be awarded to a member who has demonstrated the highest contribution to the strategic future of the charity.

🏆 Young Lifesaver of the Year Certificate

The Trustees are committed to their aim to create opportunities for young people to become involved in all aspects of the Society's work, the National Honours Committee continues to recognise the contribution of young people in their local area.

1. Anyone can nominate a young person aged between 14 and 24 years old. A brief citation is required, to enable your Branch Honours Committee to make its final decision on the one name to be submitted to the National Honours Committee for ratification.
2. There is no specific criteria; branches however should consider the contribution of each and every young person nominated, whatever their role or involvement for whichever club or group, before they make their final decision.
3. Each successful nomination will be invited to the Honours Ceremony to receive their Certificate.

🏆 Young Leaders Trophy

A young person aged between 14 and 24 years old who has demonstrated outstanding personal leadership in contributing to meeting the aims of the Society.

The National Honours Committee will promote one individual from the published list of Young Lifesaver of The Year Certificates to be honoured with the Young Leaders Trophy.

Please note: No nominations are required for this award

### **FRIENDS OF THE SOCIETY CERTIFICATE**

Certificates awarded on behalf of RLSS UK, may be made only to individuals or to groups or organisations in the branch area who are not members of the Society, who have rendered valuable service to the Society.

Certificates will be available, free of charge. Submissions are made via the RLSS UK Honours. For each nomination, the branch is requested to give the name of the individual/group/club etc. with a brief reason for issue. Certificates will be inscribed and returned to branches as soon as possible following application.

You can nominate anyone for a friends of the society certificate at any point.



## RLSS UK HONORARY ASSOCIATE

The National Honours Committee may award a certificate and badge of an RLSS UK Honorary Associate to recognise individuals or to groups or organisations who are not members of the Society, who have rendered a significant contribution to the work of the Society.

## NATIONAL HONOURS COMMITTEE

This committee currently comprises the former RLSS UK President, President of RLSS UK and the RLSS UK Deputy President. An RLSS UK member of staff is responsible for administration.

- a) This is a Sub Committee of the Trustees Board and is appointed to consider nominations for Society Honours. It has the authority to make its own nominations, particularly, but not only, for individuals who have rendered service and does not require a specific nomination.
- b) The National Honours Committee may reject, upgrade or downgrade nominations, particularly if a citation is insufficient or does not meet the published criteria for that Honour. Its decision is final and its proceedings are confidential. Branches however will be notified of the reasons for amendment or rejection.

## PUBLICATION OF LIST OF HONOURS

Branch Administrators will be advised of the decision of the National Honours Committee whether accepted or declined in relation to members within their branch.

## APPEALING A DECISION

Appeals against a decision, must be made within 14-days of receipt. Appeals must be made to [honours@rlss.org.uk](mailto:honours@rlss.org.uk) and must clearly state the reason for appeal. Appeals will be considered by the National Honours Committee should sufficient evidence be lodged.

## TIMETABLE FOR HONOURS NOMINATIONS

(Dates marked \* are to be regarded as absolute and applicable for 2023)

Notification of Honours guidelines and data to branches	January 2023
Deadline to submit nominations	<b>8 May 2023</b>
Meeting of National Honours Committee	May 2023
Publication of Honours list	14 June 2023
Receipt of corrections	12 July 2023
Dispatch of Individual notification to Honours recipients	14 July 2023
Receipt of corrections from recipients	2 August 2023
Receipt of Honours Ceremony ticket applications	4 October 2023
Presentation of Honours Ceremony	28 October 2023
Dispatch of outstanding Honours to branches	November 2023

## CALCULATING LENGTH OF SERVICE

For 2023 Honours, the number of years of service is up to 31 December 2022; service should have commenced before 1 January 2018 to be eligible to receive a Service Honour in 2023. Branches should use the following timetable to calculate service prior to submitting nomination forms:

<b>Date between 1 January and 31 December</b>	<b>Length of service</b>	<b>Can be nominated for</b>
2018	4 years	Certificate of Thanks
2017	5 years	
2016	6 years	
2015	7 years	
2014	8 years	Certificate of Thanks
2013	9 years	
2012	10 years	
2011	11 years	
2010	12 years	Service Medal
2009	13 years	
2008	14 years	
2007	15 years	
2006	16 years	Bar to Service Medal
2002	20 years	Service Cross
1997	25 years	1 <sup>st</sup> Bar to Service Cross
1992	30 years	2 <sup>nd</sup> Bar to Service Cross
1987	35 years	Honorary UK Life Member
1982	40 years	Recognition of Service Award
1972	50 years	UK Long Service Medal