

EVERYONE CAN BE A LIFESAVER



Royal Life Saving
THE ROYAL LIFE SAVING SOCIETY AUSTRALIA

Honours and Awards Handbook

**Incorporating National and Commonwealth Service
and Bravery Awards**

RLSSA Honours
Committee
June 2008

THE ROYAL LIFE SAVING SOCIETY AUSTRALIA SERVICE and BRAVERY AWARDS

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1. INTRODUCTION

- 1.1 The Royal Life Saving Society Australia is committed to recognising the efforts of its dedicated volunteers. Their services can be recognised by the National Council or Branches through the use of the Commonwealth and Australian Honours Award System. Likewise, a professional officer or a staff member of National Branch, State Branches, Sub-Branched or Clubs may be similarly recognised.
- 1.2 A number of Branches have developed their own awards to complement those available through the Commonwealth and Australian Councils. Development of such awards to recognise the efforts of local volunteers is encouraged especially if these are required in order to satisfy local conditions or expectations.
- 1.3 Awards developed by branches should be coherent with National and Commonwealth awards.
- 1.4 No award shall be developed which is equal to, or higher than, a Commonwealth Vice President Award, which is to be preserved as the Society's highest and most prestigious honour.

2. SELECTION CRITERIA

- 2.1 In considering candidates for these awards, the level of performance and the quality of the service rendered are the necessary and key components to be reviewed and considered before any Honour or Award may be granted. Other criteria such as contributions, membership, council or committee involvement, etc. are important factors and these may play a role in determining the candidate's eligibility and the level of the honour awarded.
- 2.2 A minimum period of service as outlined is a pre-requisite for the granting of most Commonwealth and Australian Honours.
- 2.3 All listed criteria and notes must be considered in assessing each candidate. Care must be exercised in the review and selection process to ensure that each candidate is a worthy recipient of the award.
- 2.4 Similarly, candidates meeting the criteria should be nominated for awards equal to, or higher than, the highest award they may have previously earned. There should be a normal forward progression through the Honours Awards. Certificates of Thanks are not to be used in between other awards.
- 2.5 Only those candidates who meet the stated requirements may be granted recognition unless there is a compelling reason to request that a specific candidate be given extraordinary consideration by the Honours Committee.
- 2.6 Any nomination being submitted under clause 2.5 will be referred to the Honours Committee for consideration.

2.7 Specific criteria for Bravery Awards are detailed under each award.

3. NOMINATION PROCEDURES

- 3.1 Nominations are to be made by any person through a Branch, including National Branch, on the appropriate pro-forma in accordance with Form NH1 (Australian Honours) or Form NH3 (Commonwealth Honours) and shall be signed by a National or Branch President, Branch Council Chairman or National Councillor.
- 3.2 Nominations are required to reach National Office no later than 1 August. Failure to meet this timeframe may result in the proposed Honours not being available until the following calendar year.
- 3.3 All nominations above Presidents' Award shall be accompanied by a "Citation". The Citation shall detail the type of service, years of service and level of service, performance, or contribution, together with details of any previous Award and year granted. The citation shall be prepared in the format of Forms NH2 and NH4 (Honours Citation)
- 3.4 The submission of a nomination not accompanied by a citation as required in accordance with clause 3.3 will be returned to the nominating Branch by National Office staff.

4. HONOURS COMMITTEE

- 4.1 The National Council may appoint an Honours Committee to review and recommend all Award nominations (Australian and Commonwealth) and appoint a person to Chair the committee.
- 4.2 The Committee shall have authority to approve on behalf of the National Council, all Awards up to and including the Commonwealth Service Cross with bar, RLSSA Bravery Awards and nominations for Australian Honours.
- 4.3 Awards for Commonwealth Honorary Life Member, Honorary Life Governor or Vice President must be approved by the Honours Committee and recommended to the National Council for approval prior to referral to RLSS Commonwealth for endorsement
- 4.4 Awards for Life Member (Australia) must be elected by National Council at an Annual General Meeting.

5. SEQUENCE OF AWARDS

5.1 HONOUR AWARDS

<u>Australian</u> <u>(Refer Section 6)</u>	<u>Commonwealth</u> <u>(Refer Section 7)</u>	<u>Minimum Service</u>	<u>Citation Required</u>
FOR ORGANISATIONS			
President's Award		***	
	Commonwealth President's Award	***	
FOR ORGANISATIONS AND/OR INDIVIDUALS			
	Certificate of Thanks 1:1000		
Certificate of Thanks			
FOR INDIVIDUALS (In order of increasing seniority)			
	Service Medal 2:2500	4 Yrs	Yes
Associate		6 Yrs	Yes
	Bar to Service Medal 1:2500	8 Yrs	Yes
Fellow		10 Yrs	Yes
Australian Service Order		10 Yrs	Yes
	Service Cross 1:5000	12 Yrs	Yes
Companion		14 Yrs	Yes
Australian Meritorious Service Medal		15 Yrs	Yes ***
	Bar to Service Cross 1:5000	16 Yrs	Yes
Life Member		18 Yrs	Yes
	Honorary Life Member	20 Yrs	Yes
	Honorary Life Governor	24 Years	Yes
	Vice President	***	Yes

*** **Special Conditions Apply**

5.2 BRAVERY AWARDS

<u>In order of level or type of rescue</u>	
<u>AUSTRALIAN AWARDS</u>	<u>Refer Section 8</u>
President's Certificate of Commendation	
Rescue Medal	
Bravery Cross	
COMMONWEALTH AWARDS	
Russell Medal	
Mountbatten Medal	
Ireland Medal (Irish)	
HRH Prince Michael of Kent Certificate of Merit	



RLSSA Bravery Cross



RLSSA Rescue Medal

6. AUSTRALIAN AWARD CONDITIONS - SERVICE

6.1 CERTIFICATE OF THANKS

Criteria:

- To recognise service, contributions or achievements by individuals, clubs, schools, organisations etc.
- Usually less than six (6) years service.
- Significant contribution made as an instructor, examiner, committee member etc.

6.2 PRESIDENT'S AWARD

Criteria

- To recognise the service or contributions of organisations, clubs, schools etc.
- Not available to individuals
- Significant contribution made to the operation of The Royal Life Saving Society Australia.

Notes:

- This highly prestigious award is limited to only two (2) per year for distribution through the Australian National Branch.

6.3 ASSOCIATE OF THE ROYAL LIFE SAVING SOCIETY AUSTRALIA

Criteria:

- Available to volunteers.
- Minimum of six (6) years involvement
- Noteworthy service performed as an instructor, examiner, representative, officer, or committee member.

Notes:

- A citation detailing level of service, type of service, years, etc. must be prepared and submitted.

6.4 FELLOW OF THE ROYAL LIFE SAVING SOCIETY AUSTRALIA

Criteria:

- Available to volunteers
- Minimum of ten (10) years involvement
- High level of service performed as an instructor, examiner, representative, officer or committee member.

Notes:

- A citation detailing level of service, type of service, years, etc. must be prepared and submitted.

6.5 AUSTRALIAN SERVICE ORDER

Criteria:

- A past or present professional officer or a member of staff of National Branch, State Branches, Sub-Branches or Clubs
- Minimum of ten (10) years efficient service performed.

Notes:

- Service rendered as a volunteer shall count in the assessment of this Award.
- A citation detailing level of service, type of service, years, etc. must be prepared and submitted.

6.6 COMPANION OF THE ROYAL LIFE SAVING SOCIETY AUSTRALIA

Criteria:

- Available to volunteers
- Minimum of fourteen (14) years involvement
- Outstanding service performed as an instructor, examiner representative, officer or committee member.

Notes:

- A citation detailing level of service, type of service, years, etc. must be prepared and submitted.

6.7 AUSTRALIAN MERITORIOUS SERVICE MEDAL

Criteria:

- Available to a volunteer and / or past or present professional officer or a member of staff of National Branch, State Branches, Sub-Branches or Clubs
- Minimum of fifteen (15) years service.
- Meritorious service performed as an instructor, examiner, representative, officer or committee member

Notes:

- A citation detailing level of service, type of service, years, etc. must be prepared and submitted.

6.8 LIFE MEMBER

Criteria:

- Available to persons who have rendered outstanding service as an instructor, representative, officer or committee member to National or State/Territory Branch
- At least eighteen (18) years service

- Recommended by Honours Committee and referred to National Council.

Notes:

- Must be elected by National Council at an Annual General Meeting of The Royal Life Saving Society Australia,
- A citation detailing level of service, type of service, years, etc. must be prepared and submitted.

7. COMMONWEALTH AWARD CONDITIONS - SERVICE

7.1 CERTIFICATE OF THANKS - (Commonwealth)

Criteria:

- To recognise service, contributions or achievement by individuals, clubs, schools, organisations etc.
- Usually less than four (4) years service
- Significant contribution made as an instructor, examiner, committee member etc.

Notes:

- Branches may be limited to one (1) Certificate of Thanks for every 1,000 awards gained below Bronze Medallion.

7.2 COMMONWEALTH PRESIDENT'S AWARD

Criteria:

- To recognise the service or contributions of organisations, clubs, schools etc.
- Not available to individuals
- Significant contribution made to the operation of The Royal Life Saving Society.

Notes:

- This highly prestigious award is limited to only two (2) per year for distribution through the Australian National Branch.

7.3 SERVICE MEDAL

Criteria:

- Available only to individuals
- Minimum four (4) years involvement/service.
- Noteworthy service performed as an instructor, examiner, representative, officer or committee member.

Notes:

- Branches may be limited to one (1) Service Medal for every 2,500 proficiency awards gained below Bronze Medallion.
- A citation detailing the level of service, type of service, years etc, must be prepared and submitted.

7.4 BAR TO SERVICE MEDAL

Criteria:

- Available only to individuals who have earned the Service Medal four (4) or more years previously.
- Noteworthy service performed as an instructor, examiner, representative, officer or committee member.

Notes:

- Branches may be limited to one (1) Bar to the Service Medal for every 2,500 awards gained below Bronze Medallion.
- A citation detailing the level of service, type of service, years etc, must be prepared and submitted

7.5 SERVICE CROSS

Criteria:

- Available only to individuals who, normally, have previously earned a Service Medal.
- Minimum 12 years service / involvement.
- Meritorious service performed as an instructor, examiner, representative, officer or committee member.

Notes:

- Branches may be limited to the issue of (1) Service Cross for every 5,000 awards gained below Bronze Medallion.
- A citation detailing the level of service, type of service years, etc. must be prepared and submitted.

7.6 BAR TO SERVICE CROSS

Criteria:

- Available only to individuals who earned the Service Cross four (4) or more years previously.
- Meritorious service performed as an instructor, examiner, representative, officer or committee member.

Notes:

- Branches may be limited to one (1) Bar to the Service Cross for every 5,000 awards gained below Bronze Medallion.
- A citation detailing the level of service, type of service, years, etc. must be prepared and submitted.

7.7 HONORARY LIFE MEMBER

Criteria:

- Available only to individuals who previously earned a Service Cross.

- Minimum 20 years service / involvement.
- Usually reserved for a member of National Council who has given outstanding service to the Society. However, any person may qualify provided their service is of an outstanding calibre.

Notes:

- A citation detailing the level of service, type of service, years, etc. must be prepared and submitted.
- A recommendation from the Honours Committee is submitted to the Commonwealth Council for consideration.

7.8 HONORARY LIFE GOVERNOR

Criteria:

- Available only to individuals who have previously earned an “Honorary Life Member Award”.
- Minimum 24 years service / involvement.
- Usually reserved for a member National Council who has given outstanding and exemplary service to the Society. However, any person may qualify provided their service is of an outstanding and exemplary calibre.

Notes:

- A citation detailing the level of service, type of service, years, etc. must be prepared and submitted.
- A recommendation from the Honours Committee is submitted to the Commonwealth Council for consideration.

7.9 VICE PRESIDENT

Criteria:

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.

Normally available to individuals who have previously earned an "Honorary Life Governor Award" and have been a member of a National or Commonwealth Council. However, in exceptional circumstances any person may qualify.

A minimum of 25 years service/involvement. Nominations shall be received from the Commonwealth President, the Commonwealth Council, National Branches or in extraordinary cases the Commonwealth Secretary.

(National Presidents present or past are also eligible for this Honour).

- . A recommendation from the Honours Committee is submitted to the Commonwealth Council for consideration.

8. AUSTRALIAN BRAVERY AWARDS

8.1 PRESIDENT'S COMMENDATION

Criteria:

The President's Certificate of Commendation is issued to a person who undertakes a rescue or attempted rescue.

Insignia: a certificate bearing the actions of the rescuer.

8.2 RESCUE MEDAL

Criteria:

The RLSSA Rescue Medal is awarded by The Royal Life Saving Society – Australia to a person who undertakes a rescue or attempted rescue in an aquatic environment under extreme or difficult circumstances.

Insignia: a silver medal approximately 36mm in diameter. The obverse of the Rescue Medal depicts a rescue scene together with words “The Royal Life Saving Society Australia – Rescue Medal” with the reverse to carry words – “Rescue Medal awarded to (with space to engrave the name of the recipient) for undertaking a rescue under extreme or difficult circumstances. Presented on (space to engrave date) by The Royal Life Saving Society Australia”. (See page for picture)

The Society's ribbon will be used together with a brooch bearing the letters “RLSSA”.

A certificate and a rescue citation will also be presented.

8.3 BRAVERY CROSS

Criteria:

The RLSSA Bravery Cross is awarded by The Royal Life Saving Society Australia to a person who undertakes a rescue or attempted rescue in an aquatic environment under circumstances that endanger the life of the rescuer.

Insignia: A brushed gold medal approximately 42mm in diameter in the shape of a cross. The obverse of the Bravery Cross depicts the Society's logo together with the name of the Society and the words “Bravery Cross” with the reverse to be available for engraving. (See page for picture).

The Society's ribbon will be used together with a brooch bearing the letters “RLSSA”.

A certificate and a rescue citation will also be presented.

8.4 RIBBON

The ribbon for both Bravery awards is that of the Society – and is 33mm in width. It is a light blue band with a vertical white stripe (3 mm) down the centre and a dark blue stripe on either side (3mm ea) – the stripes are evenly spaced across the ribbon.

8.5 AUSTRALIAN AWARD CONDITIONS - BRAVERY

Posthumous Award: All Bravery awards may be issued posthumously to the next of kin.

Wearing Medals and Ribbons: Recipients of the Society's medals are entitled to wear the medal or ribbon (as appropriate) on the right breast

Bar to Medal: If a person is awarded the same medal more than once, a bar for such award will be presented.

Awards: Awards are made only to individuals, not to organisations.

8.6 NOMINATIONS FOR BRAVERY AWARDS

Any person who undertakes a rescue or an attempted rescue in an aquatic environment may be nominated for a bravery award.

Any member of the Society may submit nominations for the Bravery awards but such nominations must be processed through the respective Branch to National Office for consideration by the Honours Committee.

The essential element for a case to be deemed worthy of an award is that:-

- In the case of the Bravery Cross the rescuer must have risked his / her life to save or attempt to save the life or lives of others.

- In the case of the Rescue Medal the rescuer must have undertaken the rescue or attempted a rescue in an aquatic environment under extreme or difficult circumstances.
- Where nominations on behalf of members of the emergency services (police, fire, ambulance) are received, awards will be granted only if the circumstances of the incident are determined to be over and beyond the call of duty.

To substantiate the facts of a rescue or attempted rescue, statements from eye witnesses, duly attested, are required. Reports of local authorities, ambulance or police and media reports may be used as supportive documents.

Award nominations should be submitted as soon as possible following the incident. Nominations submitted after twelve months from the date of the occurrence will not be considered unless supporting evidence is satisfactorily recorded within that period or unless circumstances beyond the reasonable control of the applicant have caused the delay.

Nominations should be submitted on the appropriate nomination form or in similar format.

9. POST NOMINALS

An awardee of an Australian Honour is entitled to use the following post nominal (from highest award to lowest)-

- | | |
|--------------------------------------------------------|---------|
| • Australian Meritorious Service Medal | AMSM |
| • Companion of The Royal Life Saving Society Australia | CRLSSA, |
| or | |
| • Fellow of The Royal Life Saving Society Australia | FRLSSA |
| • Australian Service Order | ASO |

10. COST to BRANCHES OF HONOURS and SERVICE AWARDS

The cost of Honours will be a Branch responsibility.

The costs are to be set by National Branch from time to time with the current cost being -

Commonwealth Life Member	\$30.00
All other awards with insignia	\$20.00
Certificates	\$10.00

Recommended by Branch President



THE ROYAL LIFE SAVING SOCIETY AUSTRALIA
 AUSTRALIAN HONOURS CITATION

Branch.....

Nominee

Address

Proposed Honour

Previous Awards and years granted:

- | | | | | | |
|------------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------------------|--------------------------|
| <u>President's Award</u> | <input type="checkbox"/> | <u>Fellow</u> | <input type="checkbox"/> | <u>Life Member</u> | <input type="checkbox"/> |
| <u>Certificate of Thanks</u> | <input type="checkbox"/> | <u>Australian Service Order</u> | <input type="checkbox"/> | <u>Australian Meritorious Service Medal</u> | <input type="checkbox"/> |
| <u>Associate</u> | <input type="checkbox"/> | <u>Companion</u> | <input type="checkbox"/> | | |

Criteria / Citation

- Types of Service (please tick):

- | | | | |
|-------------------------|--------------------------|----------------------------|--------------------------|
| <u>Instructor</u> | <input type="checkbox"/> | <u>Examiner</u> | <input type="checkbox"/> |
| <u>Officer</u> | <input type="checkbox"/> | <u>Representative</u> | <input type="checkbox"/> |
| <u>Committee Member</u> | <input type="checkbox"/> | <u>National Councillor</u> | <input type="checkbox"/> |

Total Years of Service

- Level of service, performance or contribution:

Recommended/NotRecommended

Branch Signatory.....Date

President



THE ROYAL LIFE SAVING SOCIETY AUSTRALIA

COMMONWEALTH HONOURS RECOMMENDATIONS

YEAR: 20.....BRANCH :

(Please Type)

NAME <small>Details as required to appear on Certificates</small>				DATE OF PREVIOUS HONOURS <small>(Minimum Years Service)</small>							RECOMMENDED HONOUR	Years of Service	HONOUR CONFERRED <small>(Office Use Only)</small>
Title	Given Name	Init	Surname	Certificate of Thanks	Service Medal <small>(4)</small>	Bar to Service Medal <small>(8)</small>	Service Cross <small>(12)</small>	Bar to Service Cross <small>(16)</small>	Honorary Life Member <small>(20)</small>	Honorary Life Governor <small>(24)</small>	Note : Service Medal and above require a citation		

Recommended by Branch President



THE ROYAL LIFE SAVING SOCIETY AUSTRALIA
COMMONWEALTH HONOURS CITATION

Branch.....

Nominee

Address

Proposed Honour

Previous Awards and years granted:

- | | | | | | |
|--------------------------------------|--------------------------|-----------------------------|--------------------------|-------------------------------|--------------------------|
| <u>Commonwealth Presidents Award</u> | <input type="checkbox"/> | <u>Service Cross</u> | <input type="checkbox"/> | <u>Bar to Service Medal</u> | <input type="checkbox"/> |
| <u>Certificate of Thanks</u> | <input type="checkbox"/> | <u>Bar to Service Cross</u> | <input type="checkbox"/> | <u>Honorary Life Governor</u> | <input type="checkbox"/> |
| <u>Service Medal</u> | <input type="checkbox"/> | <u>Honorary Life Member</u> | <input type="checkbox"/> | <u>Life Member</u> | <input type="checkbox"/> |

Criteria / Citation

- Types of Service (please tick):

- | | | | |
|-------------------------------|--------------------------|----------------------------|--------------------------|
| <u>Instructor</u> | <input type="checkbox"/> | <u>Examiner</u> | <input type="checkbox"/> |
| <u>Officer</u> | <input type="checkbox"/> | <u>Representative</u> | <input type="checkbox"/> |
| <u>Commonwealth Committee</u> | <input type="checkbox"/> | <u>National Councillor</u> | <input type="checkbox"/> |
| <u>Committee Member</u> | <input type="checkbox"/> | | |

Total Years of Service

- Level of service, performance or contribution:

Recommended/NotRecommended

Branch Signatory.....Date

President



Bravery Awards Nomination Form

Proposed award (if known, please tick):

President's Commendation
 Rescue Medal
 Bravery Medal

To be completed by Nominating Branch - Please also attach any press cuttings, reports etc. relevant to the rescue

RESCUER'S DETAILS				
Rescuer's Full Name (s)	Title	First Name	Last Name	
Rescuer's Address and Contact Details	Full Address			Phone Number (s)
Rescuer's Details	Date of Birth	Age (in years)	Male or Female	Occupation
Rescuer's RLSSA Membership or Affiliation - qualifications (Branch - if applicable)				
DETAILS OF RESCUE				
Date and Time of Rescue	day/month/year :		Time:	
LOCATION of INCIDENT Place name and full address				
WEATHER CONDITION at time of rescue				
TYPE OF WATER & CONDITION i.e. beach, lake, river, swimming pool etc				
POST RESCUE MEDICAL TREATMENT	Provider's Name and Address:			Phone Number (s)
Condition of casualty post treatment				
CASUALTY'S DETAILS				
Casualty's Name	Title	First Name	Last Name	
Casualty's Age and Personal Details	Date of Birth	Age (in years)	Male or Female	Occupation
Casualty's Full Address and Contact Details	Full Address			Phone Number (s)

PLEASE PROVIDE DETAILS OF RESCUE PERFORMED/ATTEMPTED:		
<p>WITNESS DETAILS (RESCUER/CASUALTY/WITNESS):</p>		
Continue on a separate sheet if required		
Applicant's Full Name	Title	Last Name
Applicant's Signature (Branch Representative)	First Name	
Applicant's Full Address		
Applicant's Position		
Date of Application		
FOR OFFICE USE ONLY:		
Recommendation	President's Commendation <input type="checkbox"/> Rescue Medal <input type="checkbox"/> Bravery Medal <input type="checkbox"/>	
Nominating Branch Verification:	The above details have been verified as true and correct Signature : _____ Branch President	



THE ROYAL LIFE SAVING SOCIETY

THE RUSSELL MEDAL

Following the tragic death of Pat Russell in March 2000 her family and the RLSS Warwickshire Branch informed the Society's Commonwealth Council 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. It was also suggested that the person nominated for the award would be either a member of the RLSS or of a RLSS affiliated club/organisation anywhere in the Commonwealth.

The matter was discussed at the Commonwealth Council, held in November 2000 and it was agreed to accept the kind offer from the Russell family and the Warwickshire Branch. It was also agreed to introduce the Medal for the first time for resuscitations carried out during 2000. It was recommended by the Council that the Medal would be known as "**The Russell Medal**". This recommendation was agreed by the Russell family and the Warwickshire Branch.

PROCEDURAL NOTES

- 1 The attached form should be returned to the National Branch Office of the Society in which the incident took place for the Branch to process prior to forwarding to the Commonwealth Secretary. If there is no RLSS Branch in the country concerned the form should be sent directly to the Commonwealth Secretary at River House, High Street, Broom, Warwickshire B50 4 HN
- 2 It is intended that the form should be completed by an independent person of standing in the community, or Society Official, who is fully aware of the facts of the incident either at first-hand or via reliable reports.
- 3 Clarification of terms:-
 - (i) "**Rescuer**" - the person carrying out the resuscitation, or attempted resuscitation.
 - (ii) "**Casualty**" - the person on whom the resuscitation was carried out.
 - (iii) "**Applicant**" - the person of standing in the community, or Society Official making the recommendation.
- 4 **ALL** names and addresses to be printed in capital letters.
- 5 The form should be accompanied, if possible, by signed reports from the Rescuer, the Casualty and witnesses.

John Long
Commonwealth Secretary
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ENGLAND
B50 4HN

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E-mail : commonwealth@rlss.org.uk



**THE ROYAL LIFE SAVING SOCIETY
NOMINATION FOR THE AWARD OF**

THE RUSSELL MEDAL

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



THE ROYAL LIFE SAVING SOCIETY

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 throughout the Commonwealth by the holder of a Royal Life Saving Society Award.

PROCEDURAL NOTES

- 1 The attached Form should be returned to the National Office of the Society in which the incident took place for the Branch to process prior to forwarding to the Commonwealth Secretary, Royal Life Saving Society, Commonwealth Headquarters, River House, High Street, Broom, Warwickshire B50 4 HN England. If there is no RLSS branch for the country concerned, the Form should be sent direct to the Commonwealth Secretary
- 2 The Form should be completed as soon as possible after the incident and forwarded to the Commonwealth Secretary no later than April of the following calendar year.
- 3 Three months following receipt of recommendation forms at the Society Headquarters, the decision will be communicated back to applicants through the National Office or direct to the applicant in the case of non-Branch countries.
- 4 It is intended that the 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)

John Long
Commonwealth Secretary
RLSS Commonwealth Headquarters
River House
Broom
Warwickshire
ENGLAND
B50 4HN

Telephone: +44(0)1789 774229
E-mail : commonwealth@rlss.org.uk



**THE ROYAL LIFE SAVING SOCIETY
NOMINATION FOR THE AWARD OF
THE MOUNTBATTEN MEDAL**

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

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

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

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

APPLICATION FOR THE IRELAND MEDAL
RLSS Ireland
The Republic of Ireland Branch
in association with **The Irish Lifesaving Foundation**

The Ireland Medal

The Ireland Medal will be introduced in 2004 to mark the centenary of Royal Life Saving Society activity in The Republic of Ireland. A specially commissioned gold medallion will be awarded annually to an Irish citizen or person of Irish descent for the most outstanding aquatic rescue or rescue attempt anywhere in the world within the preceding two calendar years.

Nominations should be made to RLSS Ireland or The Irish Lifesaving Foundation by national or regional branches of internally recognized lifesaving or rescue organizations. In developing nations a valid nomination may be made by an official RLSS representative through the RLSS Commonwealth Office.

The inaugural medal will be presented to An Garda Siochana (Ireland's Police Force) in recognition of the many rescues performed by serving Gardai since the forces foundation in 1922. Should a suitable individual nomination be received by the 31st December 2003 a second medal will be awarded in 2004. For the first presentation only the time limit is extended to four years (rescue attempts from 200 to 2003). The initial presentation will be made by An Taoiseach, Bertie Ahern, (Ireland's Prime Minister) in his official office in February 2004.

Notes:

- 1 A copy of The Ireland Medal Nomination Form should be completed by the nominating body and sent to RLSS Ireland, 11 Iveragh Close, Lismore Lawn, Waterford City, The Republic of Ireland, with supporting documentation.
- 2 Nominations for the Ireland Medal will close on 31st December each year.
- 3 Receipt of a prior local award for the rescue attempt will strengthen a nomination.
- 4 For the purposes of this award Irish descent means that one of the candidate's parents or grandparents was born in the Republic of Ireland or Northern Ireland.
- 5 In years when no nomination of sufficient merit is received the medal may be awarded to a body deemed (through the collective actions of its members over a substantial period) to have made a significant contribution to water safety/rescue.
- 6 Enquiries or further information and Nomination Forms may be obtained from rlss@Ireland.com or lifesavingfoundation@Ireland.com
- 7 A decision will be communicated to all nominees within 8 weeks of the closing date for nominations.
- 8 All names and address should be printed clearly or typed.
- 9 Rescue attempts involving more than one rescuer may be submitted.
- 10 All nominations must have a named contact person willing to assist the judging panel.



THE ROYAL LIFE SAVING SOCIETY

HRH PRINCE MICHAEL OF KENT CERTIFICATE OF MERIT

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 or, 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 or 3 such Certificates at the most would be awarded annually.

PROCEDURAL NOTES:

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 Secretary.

John Long
Commonwealth Secretary
RLSS Commonwealth Headquarters
River House
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