



# RECOGNITION & AWARDS POLICY

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## **Preamble**

SCOUTS South Africa appreciates the commitment and contribution that its many volunteers, both uniformed adult leaders and non-uniformed supporters provide, to give our youth members the best possible Scouting experience.

While most volunteers do not look for, or expect any reward, we believe that some form of recognition and thanks is always appreciated. This not only helps to boost morale and increase motivation, but also improves the retention of our volunteers. Appreciation can be shown in multiple ways, from a simple acknowledgement or 'thank you' to the more formal certificates, badges and awards.

## **Purpose**

The purpose of this Policy is to:

- Provide a clear framework of principles which ensures that members are recognised and rewarded in a fair and objective manner, which is consistently applied throughout the country.
- Outline a formal system to recognise the length of service provided by members.
- Recognise those members who have consistently given service over and above that which is generally expected from their role.
- Ensure that any special acts of bravery, quick thinking in the face of danger, courage and perseverance by any member are identified and appropriately recognised.
- Provide the means to recognise the contribution of non-members who have provided substantial support to achieving the aims and objectives of Scouting.

## **Scope of the Policy**

The Recognition and Awards Policy and associated Practice Notes, applies to all youth and adult members, and employees of SCOUTS South Africa. It can also be applied to recognise the contribution of non-members and other external organisations for assisting SCOUTS South Africa achieve its strategic objectives.

This Policy should be read in conjunction with SCOUTS South Africa's Organisational Rules (OR).

Practice Notes and appendices associated with this Policy are operational and may change from time to time as required. Any changes will be communicated through the structures of SCOUTS South Africa, and the most up to date version will always be available on the national website.

A glossary of 'Terms and Definitions' specifically used in this Policy, which are not defined in SCOUTS South Africa's Organisational Rules (OR), is provided at the end of the Policy, to clarify interpretation and assist with understanding of the provisions.

## **Revision Approval**

This revision of the Safe Scouting Policy was approved for publication at the SCOUTS South Africa Management Committee meeting on 14 September 2020 by the committee comprising: Dr Brendon Hausberger, Mr Khonzaphi Mdaka, Mr Cameron Belling, Ms Joy Hutchinson, Ms Nkulu Majola, Mr Craig Rens, Ms Milly Siebrits, Mr Peter Statham, Mr John Sturgeon, Mr David Stanton.

## **POLICY PROVISIONS**

### **1. Introduction**

#### **1.1. Nomination for Recognition and Awards**

- 1.1.1 The process to recognise an individual, or group of people, generally starts with a nomination submitted by a member. A detailed motivation, on a standard application form is submitted, to be considered by an Awards Committee against agreed objective criteria.
- 1.1.2 The nomination must be handled in a confidential manner. It is recommended that the individual should not be informed of the nomination, until such time the award is formally conferred. This is done to avoid disappointment if the award is not granted, and to ensure that the evaluation process is not undermined.
- 1.1.3 Ideally, with the exception of Service Awards, the recognition should come as a complete and pleasant surprise to the recipient.

#### **1.2. Review and Assessment of Nominations**

- 1.2.1. Generally, nominations received will be reviewed by a Regional Awards Committee (RAC) in the Region that either received the nomination, or the Region that is most closely associated with the nominee.
- 1.2.2. The recommendation made by the RAC is then objectively assessed, for certain categories of awards, by the National Awards Committee (NAC). Their recommendation is then made to the Chief Commissioner, who makes the final decision on the award to be granted.
- 1.2.3. In the event that the individual nominated for an award would ordinarily form part of the awards review process, that person must be excluded from the process. The Chair: National Adult Resources, or alternatively, the Chief Commissioner, will issue directions as to the process to be followed in such a case.
- 1.2.4. The Chair: National Adult Resources shall, in consultation with the NAC, publish Practice Notes to assist with the implementation of this Policy. This will include the necessary nomination forms as well as any other relevant information that is necessary for the efficient management of this Policy.
- 1.2.5. Insofar as there is a discrepancy between this Policy and the Practice Notes, this Policy will prevail.
- 1.2.6. A table containing an illustrated summary of all awards is attached at the end of this Policy as Appendix 1.

## **2. Special Thanks and Recognition**

In Scouting, taking the time to say 'thank you' to volunteers is very important. Doing so recognises the effort they put in and lets them know that their contribution is valued.

### **2.1. Local Recognition Practices**

- 2.1.1 Scout Groups and Districts are encouraged to think of informal ways to recognise the contribution of their volunteers. These could be as simple as a special acknowledgement at an appropriate event or Annual General Meeting, to thank you letters, certificates or a personalised gift.
- 2.1.2 They should also think about any non-members who have provided support to the Group or District. What would be an appropriate way to recognise their contribution?
- 2.1.3 Certificate templates are available on the SSA website, which can be downloaded and used.
- 2.1.4 SGLs and DC's are empowered to implement any such recognition practices that suit their local circumstances.

### **2.2. Thanks Badge**

- 2.2.1. A 'Thanks Badge' is a local award, intended for presentation to both Members and Non-members whose practical support or service to Scouting, usually over a number of years, is considered worthy of special recognition. It may also be a suitable thank you for a short-term valuable piece of work.
- 2.2.2. The SGL has the discretion to make this award to any deserving candidate, who meets the published criteria, at a Group level.
- 2.2.3. The DC has the discretion to make this award to any deserving candidate from within their District, who meets the published criteria. This award, when made at a District level, is accompanied by a certificate signed by the RC.
- 2.2.4. The "Thanks Badge" can also be used by Regional or National Teams to provide immediate recognition to Members or Non-members whose contribution warrants such recognition.

### **2.3. Regional Commissioner's Commendation**

- 2.3.1. The Regional Commissioner's Commendation is awarded to Members, Non-members, Groups or external Organisations, for special short-term interventions or acts of service to the Movement, the general public or community at Unit, Group, District or Regional level,

where the service rendered is not of a standard that should be considered for one of the Merit Awards.

2.3.2. The Regional Commissioner's Commendation is made at the sole discretion of the Regional Commissioner.

2.3.3. Full details of all Commendations must be sent to the National Office for inclusion in the Awards Database using the form in the Practice Guideline.

## **2.4. Chief Scouts Commendation**

2.4.1. The Chief Scout's Commendation is awarded to Members, Non-members, Groups or external Organisations, for outstanding short-term services rendered to the Movement, the public or a community where the service is of National or exceptional significance.

2.4.2. The Commendation is made at the sole discretion of the Chief Scout.

2.4.3. Full details of all Commendations must be sent to the National Office for inclusion in the Awards Database using the form in the Practice Guideline

## **2.5. Process to Apply for a Commendation**

2.5.1. Any member may nominate any other member by submitting the relevant form in the Practice Guideline.

2.5.2. The Regional Commissioner may, at his or her discretion, award a Regional Commissioner's Commendation or refer the matter to the Chief Scout if he or she feels that a Chief Scout's Commendation is warranted. If so referred, the Chief Scout will consider the nomination and may, in his or her discretion, either confer a Chief Scout's Commendation or refer the nomination back to the Regional Commissioner for consideration for a Regional Commissioner's Commendation.

2.5.3. The Chief Scout or the Regional Commissioner may, of their own volition, confer the relevant Commendation on any Member or Group who they consider to be deserving, in which case they need only record the Commendation in the relevant form and dispatch it to the National Office for record purposes.

2.5.4. If the NAC recommends that a candidate for a Gallantry, Merit or Meritorious Conduct Award does not qualify for such award but feel that some recognition is due, they may recommend that the nomination be referred to the Regional Commissioner or Chief Scout for consideration for a Commendation.



## **2.6. Repeated Recognition**

- 2.6.1. As Commendations are for short-term or once-off interventions, it is possible to confer numerous Commendations on a single candidate, though in this case the Regional Commissioner or Chief Scout should consider whether another Award would perhaps not be a more suitable way of recognising the work of the nominee. If this is the case, the RC or CS may complete and submit the necessary nomination form for the appropriate award.
- 2.6.2. If a subsequent Commendation is awarded, it shall not be necessary to re-award the cloth emblem, a certificate with the accompanying letter of commendation shall be sufficient.

## **2.7. Commendations for Groups**

Where a Commendation is awarded to a Group, the Regional Commissioner or Chief Scout (as the case may be), will direct whether the Commendation should be only displayed by the Group or whether members of the Group may wear the Commendation on their uniforms as if they had been individually awarded the Commendation.

## **3. Service Awards**

### **3.1. Introduction**

- 3.1.1 These Awards are made to all Adult Members on the completion of the relevant period of Adult service. Adult Service in the Scout Movement is calculated with reference to the actual time spent serving SSA as an adult. Ideally service will be calculated with reference to objective criteria such as warrants, but this is not always possible particularly with regards members who do not hold a warrant.
- 3.1.2 Adult Service with The Guide Association is recognised as qualifying service. Youth service as a Meerkat, Cub, Scout, Teddie, Brownie, Guide or Ranger Guide is not recognised as qualifying service for the purpose of Service Awards.
- 3.1.3 Normally Rover membership will not be recognised as qualifying Service for this Award. Rover service as an office bearer in the Crew (i.e. Chairperson Secretary or Treasurer), or in a District, Region (Chair of a RAC) or Nationally (Chair of NRAC), will count towards the Service Award. A Rover who holds another position in SSA (for example as an ATS) will obviously be able to count the service in that other position towards a Service Award.
- 3.1.4 Service Awards recognise actual calendar time spent serving SSA, irrespective of whether numerous roles were held during that time by an individual.

## **3.2. Categories of Service Awards**

### **3.2.1. Long Service Badge**

The **Long Service Badge** is awarded on completion of 5 or 10 years adult service to the Movement.

### **3.2.2. Long Service Medal**

The **Long Service Medal** is awarded after 15 years total Adult service.

### **3.2.3. Long Service Bars**

A **Bar to the Long Service Medal** is awarded on completion of 20 years, 30 years, 40 years, 50 years, 60 years and 70 years' qualifying service. In the unlikely event of 80 or more years of adult service being rendered, additional bars commemorating additional decades' worth of service may be presented.

## **3.3. Process to Apply for a Service Award**

3.3.1. Service Awards should be made automatically when the requisite period of service is reached, with the Regional Commissioner or his or her nominee submitting the relevant form in the Practice Guideline. In the case of members forming part of the National Structure of SSA or who are Regional Commissioners, the Chief Commissioner or his or her Nominee will complete the form and submit it for processing.

3.3.2. Any member of SSA may apply for a service award if they believe that any member of SSA (including themselves) should have been awarded a Service Award but have not been made that award. This is done by submitting the relevant form in the Practice Guideline. This claim will be investigated and, if it is found that such an award is due, such award will be made without delay.

## **4. Merit Awards**

### **4.1. Introduction**

4.1.1 The aim of the Merit Award system is:

- To recognise above average performance, rendered to SSA over a period of time;
- To motivate the individual, and their peers to strive for an award through rendering above average service;
- To publicly express SSA's thanks and appreciation for the services rendered, through an appropriate award at the appropriate time.

4.1.2 In determining of the grade of the Award, cognisance should be taken of:

- The scope and extent of the candidates past and present duties;
- The quality of the candidate's performance in past and present positions;

- The quality of Scouting delivered by the candidate to the Youth;
- The contribution made to SSA in achieving its strategic objectives;
- The Scouting example set to others, with particular reference to the Scout Promise and Law;
- Innovations emanating from the individual that improve the standing and image of the Movement;
- The length of time that above average services have been rendered in each position (refer paragraph 4.1.3 below)
- Any previous awards made to the individual.

4.1.3 It must be stressed that adult service is recognised through Service Awards and whilst years of service may be an element in determining the grade of a Merit Award, there is no direct correlation between years of service and merit. There may be circumstances where an individual with relatively short service might receive a Merit Award for their positive contribution to SSA. Similarly, an individual who has been an adult member of SSA for a long period of time will not qualify to receive a merit award unless their performance has at least been "above average".

4.1.4 The primary difference between Merit Awards and Commendations is that the latter are primarily designed to recognise short-term or ad hoc interventions in support of SSA, whereas Merit Awards require an element of permanence and continuity to them. For this reason, normally members should only be considered for Merit Awards once they have completed five years' service. To avoid recognising the same service twice, unless there are exceptional circumstances members should not be awarded more than one Merit Award in any one five-year cycle.

4.1.5 The primary difference between Merit Awards and Meritorious Conduct Awards is that the latter are designed to recognise service under difficult circumstances, irrespective of whether or not that service is "above average" or not. Merit Awards require that service be "above average" and rendering service under difficult circumstances is not a consideration for a merit award.

4.1.6 The merit award system can be seen to be progressive, with higher awards replacing less prestigious awards. Exceptional service or a long period since a candidate was last recognised with a merit award may result in a candidate "skipping" one or more levels.

4.1.7 Only Adult Members may be considered for Merit Awards. Youth Members may be recognised with Meritorious Conduct Awards, Commendations or Gallantry Awards in the event of recognition of their actions being required.

## 4.2. Categories of Merit Awards

### 4.2.1. Certificate of Merit

The **Certificate of Merit** is awarded to Adult Members, normally with at least 5 years' Adult service, for above-average performance in their Warranted or Appointed position.

### 4.2.2. Medal of Merit

The **Medal of Merit** is awarded to Adult Members, normally with at least 8 years' service for very good performance and service.

### 4.2.3. Bar to the Medal of Merit

The **Bar to Medal of Merit** is awarded for further very good performance and services, in addition to those considered for the Medal of Merit.

## 4.3. SCOUTS South Africa National Orders

In addition to the Merit Awards described above, the following SCOUTS South Africa National Orders are available to recognise exceptional service.

4.3.1. The **Order of the Silver Protea** is awarded by SSA for distinguished Service. The award of the Order of the Silver Protea requires an element of exceptional service to SSA, be it since the last award was made or when the nominee's service to SSA is considered in totality. It will normally only be presented once a member has completed at least 20 years' service to SSA.

4.3.2. The **Bar to The Order of The Silver Protea** is for further and continued distinguished Service, beyond that considered for the Order of the Silver Protea. The award of the Bar to the Order of the Silver Protea requires an element of exceptional service to SSA, be it since the last award was made or when the nominee's service to SSA is considered in totality.

4.3.3. The **Order of the Silver Springbok** is awarded to Members of exceptional character for especially distinguished service of the highest order. It is the highest honour that SSA may bestow on a member for Merit. It will ordinarily only be awarded after at least 25 years' service to SSA.

## 4.4. Process to Apply for a Merit Award

4.4.1. Any member may nominate any Adult Member for a Merit Award by submitting the relevant form in the Practice Guideline.

4.4.2. The RAC will evaluate the form and make a recommendation on the grade of Award (if any) to be awarded. This will be submitted to the RC, who may add his or her own comments on

the Award before passing on the recommendation together all supporting documentation to the NAC.

4.4.3. The NAC will consider the various forms and recommendations and thereafter make a recommendation to the Chief Commissioner via the Chair: National Adult Resources, on the level of Award (if any) to be made. The Chief Commissioner will thereafter take a final decision on the level of Award (if any) to be made.

4.4.4. In the event that the NAC feels that the nominee qualifies for a different category of award to the nomination they may recommend that the nomination be referred back to the RAC for consideration of that different category of Award.

#### **4.5. Spouse Awards**

4.5.1. On the recommendation of the NAC, the spouse / life partner of a recipient of the Order of the Silver Protea or Order of the Silver Springbok may be presented with a brooch and citation recognising the support they have given to their partner.

4.5.2. Spouse Awards may be awarded to any person, be they a member of SSA or not.

### **5. National Citations (Non-Members and External Organisations Only)**

#### **5.1. Introduction**

5.1.1 In addition to the recognition provided for Non-Members and external organisations contained in Section 2 above (i.e. Thanks Badge, Commendations etc.), a National Citation can be awarded for exceptional service to SSA over an extended period of time.

5.1.2 A National Citation can be awarded to people, groups or organisations who are not members of SSA, for exceptional assistance or service rendered to SSA or its Members in that capacity.

5.1.3 Financial contributions to SSA are recognised through the '*Friends of Scouting*' Programme, rather than via a National Citation.

5.1.4 Members of SSA are not eligible for a National Citation, unless the Award seeks to recognise services rendered to SSA before the person became a member.

5.1.5 In addition to members of the public, a National Citation can be made to members of bodies closely linked to SSA, such as Scouts affiliated to other WOSM members or Guides who are members of bodies affiliated to WAGGGS.

5.1.6 A Citation may be bestowed on former Members for services rendered to SSA after their membership ended. Service rendered during a person's membership of SSA should rather be recognised with one of the other Award categories provided in this Policy.

## **5.2. Process to Apply for a National Citation**

5.2.1. Any member of SSA may nominate any non-member or organisation for an external award by submitting the relevant form in the Practice Guideline.

5.2.2. The RAC will grade the nomination form and make a recommendation to the Regional Commissioner, who will pass on the recommendation, together with any comments that he or she may have, to the NAC for consideration.

5.2.3. The NAC will consider the motivation and submit a recommendation to the Chief Commissioner via the Chair: National Adult Resources.

5.2.4. The CEO and CC will decide jointly on the merits of the recommendation and take a final decision on the most appropriate way to publicly recognise the contributions of the non-member or organisation.

## **6. Meritorious Conduct Awards**

### **6.1. Introduction**

6.1.1 Meritorious Conduct Awards are made to members who render service to the movement under difficult circumstances. This service need not be of an "above average" quality, although if a member's quality of service is poor under the circumstances this may be grounds for refusing to make an award.

6.1.2 Unlike Merit Awards, the primary focus of Meritorious Conduct Awards is to recognise tenacity in rendering service in the face of difficulty. If there is an element of above-average or exceptional service, this should rather be recognised with a Merit Award or Commendation.

6.1.3 Nominators and assessors of the award should bear in mind that some people who experience difficulties do not consider these difficulties to in any way hamper their ability to render service. Sensitivity should at all times be exercised lest the nominee be insulted by an award for something that they do not consider to be a difficulty at all.

6.1.4 The following factors should be considered in assessing the award:

- The degree of difficulty experienced by the individual;
- The length of time that the difficulty has endured;
- The impact that the difficulty has had on the individual;

- The adherence of the individual to the 8th part of the scout law in dealing with the difficulty;
- Whether the individual views his or her difficulty as a “handicap” or a factor that makes it difficult to render service;
- Whether objectively the difficulty is of such a nature that the nominee has shown tenacity in continuing to render service in light of the difficulty;
- Any previous awards made for Meritorious Conduct.

6.1.5 Difficulties may be of a varied nature. The most common would be a medical condition suffered by the individual themselves but could conceivably include difficulties such as the illness of someone close to the individual who the individual has to care for, the death of a life-partner or financial hardship such as a retrenched individual continuing to run a unit.

## **6.2. Categories of Meritorious Conduct Awards**

### 6.2.1. Certificate for Meritorious Conduct

The ***Certificate for Meritorious Conduct*** is awarded to members for meritorious conduct of high standard. The nominee should demonstrate tenacity in the face of difficulty of a reasonable level.

### 6.2.2. Medal for Meritorious Conduct

The ***Medal for Meritorious Conduct*** is awarded to members and employees for meritorious conduct of an exceptionally high standard. The nominee should demonstrate tenacity in the face of reasonable difficulty over a long period or show tenacity in the face of extreme difficulty.

### 6.2.3. Bar to the Medal for Meritorious Conduct

The ***Bar to the Medal for Meritorious Conduct*** is awarded to members and employees for further meritorious conduct of exceptionally high standard. The nominee should demonstrate tenacity in the face of extreme difficulty over an extended period of time.

## **6.3. Process to Apply for a Meritorious Conduct Award**

6.3.1. Any Member may nominate any other Member for a Meritorious Conduct Award by submitting the relevant form in the Practice Guideline.

6.3.2. The RAC will evaluate the form and make a recommendation on the grade of Award (if any) to be awarded. This will be submitted to the RC, who may add his or her own comments on the Award before passing on the recommendation together all supporting documentation to the NAC.

6.3.3. The NAC will consider the various forms and recommendations and thereafter make a recommendation to the Chief Commissioner via the Chair: National Adult Resources, on the level of Award (if any) to be made. The Chief Commissioner will thereafter take a final decision on the level of Award (if any) to be made.

6.3.4. In the event that the NAC feels that the nominee qualifies for a different category of award to the nomination they may recommend that the nomination be referred back to the RAC for consideration of that different category of Award.

## **7. Gallantry Awards**

### **7.1. Introduction**

7.1.1 Gallantry Awards are intended to recognise acts of bravery and selflessness in the face of danger. These awards consist of two categories – The Cornwell Scout Awards (for Youth Members only) and General Gallantry Awards (for Adult Members or Groups in the case of joint action).

7.1.2 In the determination of the grade of award to be considered, cognisance should be taken of:

- The nature and circumstances of the incident;
- The role of the candidate at the incident and actions taken;
- The level of risk taken by the candidate;
- The appreciation of the candidate of the danger faced by the candidate and whether the candidate's actions were taken with knowledge of the danger faced;
- The characteristics of the candidate's leadership and initiative taken under stressful circumstances;
- Involvement of specialist service providers (Paramedics, Healthcare specialists, Police, Rescue Services etc.)

7.1.3 Gallantry Awards are provided for individual acts of gallantry and are not cumulative. Each incident is judged on its own merits and the fact that a candidate has previously received an award for gallantry will not necessarily count as a factor towards the candidate being nominated for a "higher" award, though it will obviously serve as an indication of the candidate's good character. Because Gallantry Awards are not cumulative, it is possible for a candidate to be awarded the same Award on more than one occasion.

7.1.4 Insofar as there is a need to contrast the two types of Gallantry Awards, the Cornwell Scout Badge is roughly equivalent to a Gold Cross and the Cornwell Scout Certificate is roughly equivalent to either a Silver or Bronze Cross.



7.1.5 The proposer of a Gallantry Award should provide a comprehensive factual written justification which should be attached to the application form. This should include a full account of the occurrence, names & addresses of witnesses and third parties. The information provided should enable the RAC and NAC to clearly and comprehensively assess the actions against the relevant annexures. This will make the task of the Committees easier and assist them in making their recommendations appropriate.

## 7.2. Cornwall Scout Awards (Youth Members)

Cornwell Awards can only be made to Members of SSA who were **younger than 18 years of age, at the time that the act of gallantry occurred**. All other Members may only be considered for one of the Gallantry Awards set out below. Cornwall Scout Awards may be worn by recipients for the remainder of their lives.

The Cornwall Scout Awards are named after 'Jack Cornwell', a 16-year old who died from wounds sustained during the Battle of Jutland, who steadfastly stood by his post at his gun during the battle and who was posthumously awarded a Victoria Cross for his actions. Various Commonwealth Nations have similar Cornwall Scout Awards and it is suggested that all recipients be made fully aware of the story of 'Jack Cornwall', a useful link in this regard can be found at - <http://history.scoutingradio.net/cornwell.htm>.

7.2.1. The **Cornwell Scout Certificate** is awarded to youth members who:

- Have in the face of low or moderate danger conducted themselves in a gallant manner and acted in accordance with their Promise and Law commensurate with their age;
- Have shown an above average devotion to duty;
- Are of good moral character.

7.2.2. The **Cornwell Scout Badge** is awarded to youth members who:

- Have in the face of considerable or exceptional danger conducted themselves in a gallant manner and acted in accordance with their Promise and Law commensurate with their age;
- Have shown an above exceptional devotion to duty;
- Are of good moral character.
- The Cornwall Scout Badge is presented by various other Commonwealth countries in addition to South Africa. The award is for exceptional bravery and is a sign of such bravery not just in South Africa but in many other countries too.

7.2.3. Bars may be awarded to any of the Cornwall Awards in the event that a second act of Gallantry is recognised. Effectively a Bar is the awarding of a specific Gallantry Award for a second time. More than one bar may be awarded and worn.

### 7.3. Categories of Gallantry Awards (Adult Members)

General Gallantry Awards are awarded to Adult Members of SSA and Groups in cases of joint action. The Chief Commissioner will make the final determination as to the appropriate grade of Gallantry Award to be awarded based on the recommendations of the NAC.

General Gallantry Awards may not be awarded to youth members or to adult members for actions undertaken whilst they were youth members. In these instances, nominations for one of the Cornwell Scout Awards should be made.

- 7.3.1. **The Bronze Cross** is awarded for gallantry with moderate risk. In addition to displaying gallantry candidates should show reasonable dedication to the movement and be of good moral character.
- 7.3.2. **The Silver Cross** is awarded for gallantry with significant risk. In addition to displaying gallantry candidates should show above-average dedication to the movement and be of good moral character.
- 7.3.3. **The Gold Cross** is the highest possible award for gallantry. The candidate should display very significant perseverance, endurance and heroism with very significant personal risk, in addition to being of good moral character and having good dedication to the movement.
- 7.3.4. A **Bar** may be awarded to any of these Gallantry Awards in the event that a second act of Gallantry is recognised. Effectively a Bar is the awarding of a specific Gallantry Award for a second time. More than one bar may be awarded and worn.

### 7.4. Process to Apply for a Gallantry Award

- 7.4.1. Any Member may nominate any other Member or Group for a Gallantry Award by submitting the relevant form in the Practice Guideline.
- 7.4.2. The RAC will grade the nomination form and make a recommendation to the Regional Commissioner, who will pass on the recommendation, together with any comments that he or she may have, to the NAC for consideration.
- 7.4.3. The NAC will review the various forms and recommendations and thereafter make a recommendation to the Chief Commissioner via the Chair: national Adult Resources, on the level of Award (if any) to be made. The Chief Commissioner will thereafter make a final decision with regards the level of Award (if any) to be made.

7.4.4. It is fully competent for the RAC or NAC to recommend that a Commendation be made instead of a Gallantry Award. The process is set out above under the section on Commendations.

## **7.5. Gallantry Awards for Groups**

7.5.1. Where a Gallantry Award is awarded to a Group the RAC will make recommendations as to how the Award should be displayed by the Group and the NAC will include in their recommendations such recommended directions in this regard.

7.5.2. The Chief Commissioner will have a broad discretion in this regard and is specifically empowered to:

- Direct that a cloth replication of an Award may be sewn on a unit flag;
- Direct that an Award be presented to the Group in a mounted form for display in a hall or meeting place.

7.5.3. It is possible to award a Gallantry Award to a group and a separate Gallantry Award to an individual from one action. This would be suitable if the Group acted in a gallant manner that would warrant a Group Gallantry Award, but one or more individuals stuck out in the group and warrant special recognition.

7.5.4. When an award for Gallantry is made for a Group, the RAC or NAC may recommend that individuals in the group be investigated for the award of an individual Gallantry Award in their own name.

## **8. International Awards**

8.1 SSA is a member of WOSM and recognises that its members could conceivably be the recipients of awards from other National Scout Associations, Regional Scout Bodies (such as the African Region, not to be confused with the South African concept of "Regions"), from the World Scout Bureau itself or from bodies associated with WAGGGS or WAGGGS itself. Awards made by the Girl Guide Association of South Africa are considered "International Awards" for the purposes of this policy.

8.2 Recipients of such awards are entitled to wear such awards in accordance with the uniform policy. Recipients of such awards should advise the National Office of receiving such awards for record purposes and should forward any supporting documentation (such as certificates) to the National Office for record purposes.

8.3 Ordinarily only one international award would be worn at a time, however the Chief Commissioner or, failing him or her, the Chief Scout, may issue ad hoc directives with regard

the uniform policy for recipients of numerous international awards on the written request of the recipient of such awards.

- 8.4 Members of ATAS (The Association of Top Achieving Scouts) and the ATAS badge shall not be considered as an International Award for the purposes of this Policy.

## **9. Republic of South Africa National Orders**

9.1 National Orders are the highest awards that the Republic of South Africa, through its President, bestows on its citizens and eminent foreign nationals. The President bestows these Orders and Decorations and is assisted by the Director-General in The Presidency, who is the Chancellor of National Orders and an Advisory Council on National Orders, in the execution of this responsibility.

9.2 These National Orders include, but are not limited to the following;

- The Order of Mapungubwe - This Order is awarded to South African citizens for excellence and exceptional achievement.
- The Order of the Baobab - This Order is awarded to South African citizens for distinguished service. The service awarded is well above and beyond the ordinary call of duty. It is an award for exceptional and distinguished contributions in the following categories: - Business and the Economy, Science, Medicine and Technological Innovation, or Community Service.
- The Order of Luthuli - The Order is awarded to South Africans who have made a meaningful contribution to the struggle for democracy, human rights, nation-building, justice and peace, and conflict resolution.
- The Order of Ikhamanga - This Order is awarded to South African citizens who have excelled in the fields of arts, culture, literature, music, journalism and sport.

Further information regarding National Orders can be found at the following website:  
<https://www.gov.za/about-government/national-orders>

9.3 Nominations for Republic of South Africa National Orders will be subject to evidence of a nominee's Scouting commitment and their contribution having a wider and additional impact on the community. This could be by way of their actual Scouting delivery or through additional services over and above their Scouting activity.

9.4 In March each year, the NAC will consider recommending outstanding individuals for possible nomination for such Republic of South Africa National Orders based on:

- Nominations received in the previous 12 months for recognition through the SSA Recognition and Awards Policy.
- Recommendations made by the National or Regional MANCOs.

- Recent media coverage of Members of SSA for services to the broader community.

9.5 The NAC will make their recommendation to the CC via the Chair: National Adult Resources.

9.6 The CS, CEO and CC will consider any recommendations made, and decide if a nomination for a National Order is warranted. The responsibility for completing the required documentation to submit such a nomination may be delegated to members of the NAC or a RAC. The CEO is responsible for submitting the actual nomination.

9.7 Any member that is awarded a Republic of South Africa National Order may wear it in accordance with the Uniform Policy.

## **10. Administration of Awards**

### **10.1. National Awards Committee**

10.1.1 The NAC will review all nominations for Merit Awards, Meritorious Conduct Awards, National Citations and Gallantry Awards, together with the recommendations made by the RAC and any comments by the Regional Commissioner.

10.1.2 In respect of these Awards the NAC shall make recommendation on whether or not an Award should be made and the type and grade of the Award. This recommendation, together with the NAC's motivation, shall be communicated to the Chief Commissioner via the Chair: National Adult Resources for a final decision as set out in more detail above. In making their recommendation the NAC shall follow the National Awards Policy and ensure, as far as possible, that a common standard is applied throughout.

10.1.3 Any change to the type or grade of Award originally proposed or recommended by the RAC shall be recorded with the appropriate comments as to why an alternative award, or no award has been recommended. Irrespective of the outcome of a nomination, feedback will always be provided to the Regional Commissioner and the RAC, who may in turn provide feedback to the proposer of the Award and any DC involved in the process.

10.1.4 The members of the NAC shall communicate with each other on a regular basis. Nominations for Awards may be made at any time in the year and will normally be dealt with on a monthly basis. All Awards should be processed as quickly as possible.

10.1.5 The NAC shall consist of a minimum of three (3) Members of SSA who have been recognised for their services to the Movement with some form of Merit Award and have at least 15 years adult service.

- 10.1.6 The NAC members should be drawn from all Regions and no Region shall have more than one member on the Committee.
- 10.1.7 Upon a vacancy arising, or at the end of a member's tenure, the position must be advertised to the membership of SSA, and nominations to serve on the NAC will also be sought from each Regional Commissioner. The retiring member may apply for a new tenure if he or she still meets the requirements to serve on the NAC.
- 10.1.8 The holders of the following offices may not serve on the NAC, but may be nominated to serve on the NAC on the understanding that they cannot hold one of the following offices and serve on the NAC simultaneously and would need to resign their other office in order to take up a position on the NAC:
- Regional Commissioners;
  - Members of RACs;
  - Members of the National Management Committee (National MANCO);
  - Employees of the National Office.
- 10.1.9 Members of the NAC will be appointed by the National MANCO on the recommendation of the Chair: National Adult Resources. The NAC will report to the Chair: National Adult Resources.
- 10.1.10 NAC members shall be appointed for an initial period not exceeding five years and may have their appointment extended for a further period not exceeding two years on the recommendation of the Chair: National Adult Resources. In deciding the period of appointment consideration will be given to ensuring continuity on the NAC. Thus, the tenure for any person serving on the NAC may not exceed seven years.
- 10.1.11 In January each year the Committee shall elect a Chairperson, who has at least two years left to serve on the committee, from amongst themselves. The chairman cannot serve for more the three consecutive years.
- 10.1.12 The NAC will have the power to conduct further investigations into any nomination for any Award before them if they deem it necessary to do so.
- 10.1.13 When making a recommendation on any Award, the NAC members will do the utmost to arrive at a consensus so that a single recommendation is made.

## **10.2. Regional Awards Committee**

- 10.2.1. Each Region will set up a Regional Awards Committee (RAC) to mirror the activities of the NAC at Regional Level.

- 10.2.2. The RAC will review all nominations for Merit Awards, National Citations, Meritorious Conduct Awards, and Gallantry Awards. The RAC shall make a recommendation on these awards to the NAC via the Regional Commissioner on whether or not an Award should be given to the Member and the type and grade of the Award, with their motivation in each case. In making their recommendation they shall follow the National Recognition and Awards Policy and ensure, as far as possible, that a common standard is applied throughout the Region.
- 10.2.3. The Regional Commissioner will add any comments he or she may have on the nomination and will forward these and the comments and recommendations of the RAC, together with all supporting documentation, to the NAC for consideration.
- 10.2.4. The members of the RAC shall communicate with each other on a regular basis. Normally nominations will be dealt with once a month by the RAC.
- 10.2.5. The RAC shall consist of a minimum of three (3) Members of SSA who have been recognised for their services to the Movement with some form of Merit Award and have at least 10 years adult service. The Committee Members should be drawn from across the Region and no District shall have more than one member on the Committee, unless there are fewer than three districts in the Region.
- 10.2.6. The Regional Commissioner shall seek nominations for positions on the RAC from the various District Commissioners in the Region and shall appoint the RAC members in his or her discretion.
- 10.2.7. The holders of the following offices may not serve on a RAC:
- The Regional Commissioner;
  - Members of the NAC;
  - Members of the National MANCO;
  - Employees of the Regional and National Office.
- 10.2.8. RAC members shall be appointed for an initial period not exceeding five years and may have their appointment extended for a further period not exceeding two years at the discretion of the Regional Commissioner. In deciding the period of appointment consideration will be given to ensuring continuity on the RAC. Thus, the tenure for any person serving on the RAC may not exceed seven years.
- 10.2.9. At the end of the tenure of a RAC member the position on the RAC must be advertised to the general membership of SSA. The retiring RAC member may apply for a new tenure if he or she still meets the requirements to serve on the RAC.

- 10.2.10. In January each year the Committee shall elect a Chairperson, who has at least two years left to serve on the committee, from amongst themselves. The chairman cannot serve for more the three consecutive years.
- 10.2.11. The RAC will have the power to conduct further investigations into any nomination for any award before them if they deem it necessary to do so.
- 10.2.12. In the event that for any reason a Region does not have an RAC in place, the Chair: National Adult Resources may, in consultation with the Regional Commissioner, designate the RAC of another Region to act as the RAC for the Region without a RAC.

### **10.3. Awards Database**

- 10.3.1. A record of all paperwork generated in the consideration of an award proposal will be retained by SSA under the name of the individual or group nominated, including any record of decision.
- 10.3.2. The purpose of this record will be to assist the Awards Committees, the Regional Commissioner and the Chief Commissioner when deciding whether or not to make an award and in particular:
- To ensure that the same conduct is not recognised twice;
  - To ascertain the history of the individual, particularly with regards merit, meritorious conduct awards and national citations.
  - To be as fair as possible in deciding whether or not to make an award.
  - To identify members of SSA who, due to their length or type of service, may be suitable candidates to be considered for an award.
- 10.3.3. Access to an individual's / group's record will be limited to the following people, who may use the database only when considering that individual or group for an award:
- The RAC members;
  - The Regional Commissioner;
  - The NAC members;
  - The Chair: National Adult Resources;
  - The Chief Commissioner.
- 10.3.4. The information in the database may be used in conjunction with electronic membership management systems (currently Scouts.Digital) to draw the attention of possible nominees for awards to the attention of their next-in-line Scouters.



- 10.3.5. No individual may see his or her own record. The information in the database is confidential and may only be used:
- For the purposes of considering whether to make an award or not;
  - To update public lists as to who holds awards.
- 10.3.6. Nothing in this Policy will prevent SSA from making available for public consumption a list of the holders of various awards and the date on which these were awarded without any further detail.

## **11. General Provisions**

### **11.1. Presentation of Awards and Orders**

- 11.1.1 With the exception of the Thanks Badge, awards will normally be presented by the Regional Commissioner or a member of the Regional MANCO. However, depending on the type of Award or the recipient, it may be appropriate for The Chief Scout or Chief Commissioner to make the presentation.
- 11.1.2 It is customary, but not mandatory, that an Award should be presented to a recipient by a Member who holds that same award or a higher ranked award.
- 11.1.3 Though ideally Awards should be presented as quickly as possible after they have been awarded, it is possible to nominate members for awards and to present awards posthumously. In such situations the award will be presented to a suitable representative of the deceased.

### **11.2. Wearing of Awards and Orders**

The rules for wearing all Scouting Awards by Members is detailed in the Uniform Policy.

## Definitions

For the purposes of this policy the following terms will have the following meanings. Where a word is not defined in this policy the definition as set out in the Constitution of SCOUTS SA and the Organisational Rules (OR) will apply.

Award	Includes orders, commendations and other forms of recognition in terms of this policy that are not specifically called "awards".
Group	Will mean two or more members acting with common purpose and will <u>not</u> mean a "Group" as defined in in OR.
Manco	The Management Committee of a Region or of the National Office of SCOUTS SA.
Member	When not clearly indicating a member of a specific group such as a member of the NAC, will mean a member of SSA and includes employees of SSA (who may not also be members of SSA).
National Awards Committee	Abbreviated to 'NAC' and is the body described in section 10.1 above.
Regional Awards Committee	Abbreviated 'RAC' and is a body as described in section 10.2 above.
Tenure	The period for which a member is appointed to a position, including any extensions to the initial appointment period.

## Related Documents

### Appendices

The following supporting documents are included with this Policy

- Appendix 1: Guidelines to Recognition and Awards

## Amendment Submission Contact Details

While every attempt is made to ensure that the contents of this policy are correct and consistent at the time of publication, the changing nature of SCOUTS South Africa and the communities that we serve is acknowledged, and as living documents this Policy should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this policy should be submitted in line with the process described in the standing Organisation Rules in effect at the time of submission of the proposed amendment.

The proposed amendments for this document should be submitted to:

SCOUTS South Africa

National Office

PO Box 2434

Clareinch

7740

info@scouts.org.za