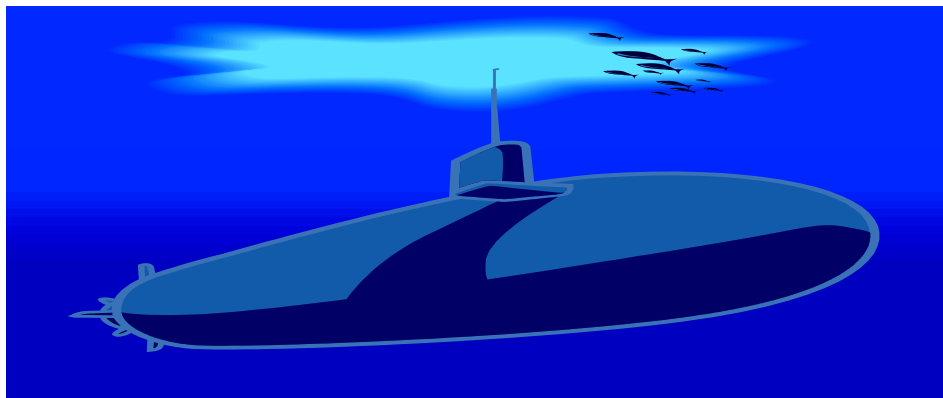


# **Submariners Association**



**SECRETARIES HANDBOOK**

## **SECRETARIES HANDBOOK**

The purpose of this handbook is not to try and tell you how to run your branch but as a guide to those who are new to the role or a point of Reference. Items that you may wish to see in here can be added at any time but changes will only be via electronic copy in the first instance to reduce reproduction costs

# **RULES AND CONSTITUTION AND MANAGEMENT COMMITTEE STANDING ORDERS**

Issue 3 March 2012

## **Clause 1 - Name and Crest**

- . (a) The Association shall have a patron, allocated from time to time by the National Management Committee. The post to be an honorary position carrying no executive duties.
- . (b) The name of the Association shall be the "Submariners Association" hereinafter referred to as "The Association".
- . (c) The crest shall be a Submarine across a blue circle with the words "Submariners" above and "Association" below headed with the Naval Crown.
- . (d) The sale of national emblems and insignia shall be through the National Management Committee via branch secretaries.

Branch emblems or insignia may be procured at Branch level.

## **Clause 2 - Objectives**

- (a) To promote and support the RN Submarine Service and its heritage.
- (b) To Foster the friendships and comradeship peculiar to all submariners so that they may continue to share the experiences and associations, and to keep alive that pride in the Submarine Branch, formed during their service in HM Submarines.
- (c) To promote and foster relationships with submariners of other countries.
- (d) To enhance the well being of submariners past and present and their families.
- (e) To promote and support the Submariners Benevolent Fund.

## **Clause 3 - Membership**

(a) The Association is open for Full Membership to:

(i) Officers and ratings who have served, or who are still serving as qualified members of the Ships Company of HM Submarines. This includes members of the crews of Allied submarines which operated under the command of the Flag Officer Submarines in British Flotillas during World War Two (1939 - 1945).

(ii) Exceptionally, qualified submariners of other navies who have served in HM Submarines on exchange drafts for at least six months may have applications for full membership submitted by a branch for consideration by the National Management Committee.

(iii) A person who was a Full Member of The Association on 27 March 1999 and has continued to be a Full Member.

(b) The Association may award Honorary Membership to persons who have made significant contributions to the objectives of The Association. National Honorary Membership of The Association may be offered by the National Management Committee, after agreement of the National Council, to persons who have made significant contributions to the objectives of the Association on a wider scale than at branch level. Nominations for such Honorary membership may be from branches or one or more members of the National Management Committee.

(c) The Association is open for Associate Membership to:

(i) Individuals who share the objectives of The Association.

(ii) Submariners who have served in NATO and/or Allied Forces who do not otherwise meet the qualifications required for Full Membership.

(d) Branch Honorary and Associate Memberships shall be a matter for each Branch of The Association providing always that such Member:

(i) shall have no voting powers on matters that will come before the Branch from time to time.

(ii) shall not be eligible for nomination or election to the National Council or the National Management Committee or as an officer of a Branch.

(e) Registration of Members Memberships will be registered by branches and full memberships will be recorded on the National Register via branch secretaries. This Register will be maintained by a Membership Secretary appointed by the National Management Committee. Branch Honorary and Associate memberships will only be registered at the branch of which they are members. National Honorary Members will be registered on the National Register by the National Membership Secretary.

(f) Members who register with more than one branch may nominate a parent branch for which National Subscription be paid under Clause 4. Affiliated Branches only receive their Subscription under Clause 4b

(g) Expulsion or Suspension

(i) A member of the National Register may be expelled or suspended from The Association if, in the opinion of the National Management Committee, that member's actions bring The Association into disrepute or they act in a manner contrary to the objectives of The Association.

(ii) A member may be expelled or suspended by the management of the branch at which they are registered if they fail to meet the standards of that Branch.

(iii) Any expulsion or suspension of a Member will be notified to all branches via the National Secretary and is binding on all branches during the period of expulsion or suspension.

(h) Right of Appeal. A Member has the following right of appeal against expulsion or suspension.

(i) An appeal against expulsion or suspension must be made in writing by the Member to the National Secretary within 28 days of the decision.

(ii) The appeal must be clearly stated.

(iii) The appeal must state whether it is made on a question of fact or severity.

(iv) An appeal board of not less than 3 independent Full Association members will be appointed by the National Management Committee whose decision shall be final.

(v) The appeal board may at its discretion order the unsuccessful party in the appeal to pay for all or part of the expenses of the other party other than legal expenses for representation and advice.

#### **Clause 4 - Subscriptions**

(a) The amount of The Association annual subscription shall be decided from time to time by the National Council at its Annual Conference. Members shall pay the annual subscriptions, due to The Association, to the Branch at which they are registered no later than 1st February in each year.

(b) The amount of Branch annual subscriptions are a matter for the internal organisation of each Branch.

(c) The financial year shall start on 1st January of each year and terminate on 31st December of that year. Annual membership cards, valid from 1st January to 31st December of each year, will be issued to Branches by 31st December of the previous year.

(d) The annual subscription of The Association for Members registered at the Branches referred to in clause 4(a) above shall be paid by the Branches to the National Treasurer no later than 1st March of the financial year to which the subscription relates. Branches which have paid all amounts due to The Association shall be referred to as fully paid up.

(e) The annual subscription for a new Member joining after the 1st October shall be valid for the remainder of that year and the whole of the following year.

#### **Clause 5 - The National Council**

(a) The policies of The Association shall be vested in the National Council, which shall meet for its Annual Conference during the Full Members only Reunion and as near as possible to 31st March each year, or at such other time the National Management Committee may decide.

(b) The National Council shall have the following members:

(i) The President who shall be a Full Member, appointed by the National Management Committee for an initial period of 5 years and is then eligible for re-election.

(ii) Vice Presidents who shall be persons appointed by the National Management Committee to such office for life.

(iii) The Honorary Vice President (if any) who shall be Rear Admiral Submarines, providing that he is a Member and has accepted an invitation from the National Management Committee to take that office during his term as Rear Admiral Submarines.

(iv) The Members of the National Management Committee who shall be elected or nominated under clause 9.

(v) A delegate nominated by each Branch from Full Members registered at that Branch who is not already a member of the National Council under (i) to (iv) of this Clause 5(b).

(c) A quorum at a meeting of the National Council shall be:

(i) Delegates from 25% of fully paid up Branches, or from 10 fully paid up Branches, whichever is the lesser number, and

(ii) Any two of the Chairman, Vice Chairman and Secretary.

(d) Branch delegates on the National Council shall each have one vote at meetings of the National Council. No other member of the National Council shall have a vote. The Chairman of the meeting shall have a casting vote if an equal number of votes are cast for and against a resolution. (Where a simple majority vote is required.)

(e) The Chairman shall have the power to call an Extraordinary National Council Conference at any time to deal with business of The Association which is both:

(i) Important and in the interests of The Association; and

(ii) Outside the scope of the National Management Committee Standing Orders.

(f) The cost of all National Council Conference meetings and National Council members' approved travel expenses shall be a charge against the funds of The Association.

(g) An Observer from each Branch may attend National Conference but shall not be permitted a casting vote. Observers will be segregated from the branch delegates to allow casting votes to be counted. Under Clause 5 (f) no Observers will be entitled to expenses from the Association funds.

### **Clause 6 - Matters for the National Council Conference**

(a) All matters for the consideration of the National Council shall be in writing and shall be submitted to the National Secretary as a proposal. (i) from a branch for any matter relating to these Rules and Constitution (see Clause 7). (ii) from a branch for all other matters which must be delivered to the National Secretary on or before 31st December of the year preceding the National Council Annual Conference at which it is proposed to be considered. Or As a Recommendation from the National Management Committee. Note: Following presentation of a Recommendation a branch delegate must propose that the matter be discussed and voted on.

(b) All proposals may be sent to the Secretary at any time for discussion at the National Management Committee who will discuss and advise on all matters within their powers and standing orders.

(c) All proposals to be considered at a National Council Conference shall, be discussed in advance by the National Management Committee and shall, be presented at a National Council Conference by the sponsoring Branch delegate. Recommendations must be made by the National Management Committee and shall be, presented by the Chairman. For all proposals which are subject to vote by the National Council, Overseas Branches shall be allowed a postal vote - to be presented by the National Secretary at the time of each vote. Proposals which are submitted from overseas branches must be in the hands of the National Secretary by the end of December as normal, and in the absence of the overseas sponsoring branch at the Conference that Proposal may be presented by a nominated proxy branch delegate on their behalf. All proposals must be seconded by a Branch delegate before the matter may be put to a vote. Voting on matters of Constitution shall be as 7(b), otherwise voting shall be passed on a simple majority of the votes cast.

(d) All Proposals which are voted upon at Conference shall be deemed to be 'decided' whether they succeed or fail. Such 'decided' matters may not be submitted to conference again for a period of three years. Exceptionally a 'decided' matter may be raised by any branch or the National Management Committee, for discussion by that committee, if it is considered important and urgent, required by good management, or if a full three year delay affects the future of The Association or the well being of its members. If agreed by the National Management Committee the matter will be put to the National Council as a Recommendation and will only be discussed if proposed and agreed by a majority of the delegates present.

### **Clause 7 - Rules and Constitution**

(a) These rules and constitution shall not be altered or amended except by written Proposal to be delivered to the National Secretary no less than three calendar months before a National Council Conference. The National Secretary shall ensure that each Branch receives no less than six weeks written notice of such Proposals.

(b) Such Proposals affecting these Rules and Constitution shall be passed by no less than a two-third majority of votes cast in its favour at the National Council Conference, whether this be the Annual Conference or an Extraordinary Conference specially called for the purpose. **Clause 8 - Dissolution**

(a) The Association shall not be dissolved except with the consent of not less than a majority equal to five-sixths of the Full Members taking part in a ballot arranged for that purpose.

(b) Should dissolution occur, all residual National Funds of The Association shall be transferred to the Submariners Benevolent Fund.

### **Clause 9 - National Management Committee**

(a) The National Management Committee shall be responsible for the management of the affairs of The Association, subject to decisions and policies made by the National

Council and in accordance with its Standing Orders.

(b) The National Management Committee shall be made up of

(i) The Chairman

(ii) The Vice Chairman

(iii) The Treasurer

(iv) The National Secretary

(v) Six other members elected according to the procedures set out in clause 9(h).

(vi) One other member nominated in accordance with clause 9(j).

(c) The Chairman and Vice Chairman of the National Management Committee will hold office for 3 years, elections being held in separate years. These posts must be elected from within the existing National Management Committee at the time of the vacancy or from members who have served on the National Management Committee in the past.

(d) Each elected member of the National Management Committee shall hold office for a term of three years, two of whom being elected in each calendar year.

(e) The Secretary and Treasurer shall be appointed for a period of 5 years subject to ratification at the next following National Council Annual Conference.

(f) Each member of the National Management Committee shall have one vote on each matter put to the vote at its meetings and voting shall be on a simple majority basis.

(g) The President and Vice Presidents shall be invited to participate in National Management Committee meetings but shall have no voting rights.

(h) Election or re-election of the Chairman, Vice Chairman and other elected Members of the National Management Committee shall take place as follows:

(i) They shall be elected or re-elected by the National Council at its Annual Conference following receipt by the National Secretary of nominations made under this clause 9(h).

(ii) Nominations may be made by branches and must be in writing delivered to the National Secretary no later than three calendar months before the date of the National Council Annual Conference.

(iii) Ballot papers for the election or re-election of candidates shall be sent to Branches by the National Secretary no later than 2 months before the date of the National Council Annual Conference.

(iv) Ballot papers must be delivered to the National Secretary either

(aa) by post no later than one week before the date of the National Council Annual Conference or



(bb) by hand to the National Secretary in person no later than 30 minutes before the time fixed for the start of the National Council Annual Conference.

(cc) Vice Presidents of the Association shall act as tellers at all National Conferences. In the absence of the Vice Presidents the tellers will be nominated from the floor.

(j) One additional member of the National Management Committee shall be nominated by Rear Admiral Submarines to represent the views of the submarine branch of the Royal Navy. The nominee shall be a Full Member of The Association and the nomination shall be for an initial period of three years but may be subject to re-nomination for a further term.

(k) The National Secretary shall promptly notify the National Management Committee of all proposals submitted by the Branches.

(l) At the January Meeting of the National Management Committee all matters to be submitted for consideration at the next National Council Annual Conference shall be arranged into a convenient agenda, and composite agenda items for the Conference shall be assembled where considered appropriate. The agenda for the next National Council Conference shall be distributed by the National Secretary to be received by the branch Secretaries no less than six weeks prior to the conference.

(m) The National Management Committee shall take notice of all matters relating to Conference procedure which may arise during a National Council Conference and shall make a report and recommendations to the Conference on those matters as considered appropriate and generally assist in the smooth running and any other matters concerning the conduct of the affairs of the Conference.

(n) The National Secretary shall

(i) be a person considered by the National Management Committee to be suitably qualified for the position appointed by the National Management Committee following selection from candidates nominated by Branches and if considered necessary by the National Management Committee identified through a selection process managed by the National Management Committee, and

(ii) be responsible for keeping a true record of all National Council Conferences and National Management Committee meetings and shall send each Branch a draft copy of the minutes, and

(iii) send to the Branches a report from time to time drawing attention to all information of interest to Members and act as a clearing house in order to keep Branches generally informed of the affairs of The Association.

(o) The Treasurer shall

(i) be a person considered by the National Management Committee to be suitably qualified for the position who shall be appointed by the National Management Committee following selection from candidates nominated by Branches and if considered necessary by the National Management Committee identified through a

selection process managed by the National Management Committee, and

(ii) keep a record of all monies received and expended, and

(iii) advise the National Management Committee of the state of the accounts of the national funds of The Association at each of its meetings and shall produce his accounts, bank passbook and statement to the National Management Committee on demand and to the National Council at the Annual Conference, and

(iv) arrange for the independent audit of his accounts immediately after the end of the financial year and shall provide a certified statement of accounts to all Branches no later than four weeks before the National Council Annual Conference. Clause 10 - Branches

**Management of individual Branches shall generally follow the guidelines of the Constitution and the advice of the National Management Committee.**

### **Clause 11 - Indemnity**

Without prejudice to any indemnity to which an individual may otherwise be entitled, every member of the National Management Committee or National Council or other officer of the Association shall be entitled to be indemnified out of the assets of The Association against all cost charges, losses, expenses and liabilities incurred by them in the execution and/or discharge of their duties other than wilful and individual fraud or wrongdoing or wrongful omission on the part of that member.

### **National Management Committee Standing Orders**

The National Management Committee will meet four times annually or as often as may be found necessary and at such places as shall be agreed by its members.

The National Management Committee shall have the following powers in addition to its general powers:

(a) To call and regulate its own meetings and proceedings.

(b) To generally manage and supervise the affairs of The Association

(c) To make recommendations to the National Council which further the interests and objectives of The Association to be put to the National Council under clause 6 of its Constitution and Rules.

(d) To exercise all the powers of The Association to raise money for the purpose of furthering the objectives of The Association and to generally manage its National Funds.

(e) To promote the formation of Branches, in accordance with the constitution, and to encourage individuals to become members of The Association as soon as they are qualified to be so.

(f) To co-opt persons to aid and assist the objectives of The Association as required.

A quorum shall consist of five persons entitled to attend and vote at the meeting.

The National Management Committee shall generally organise and arrange all the National events of The Association including but not necessarily restricted to: National Council Annual Conferences, reunions and memorial parades.

The National Management Committee will appoint sub-committees as necessary to investigate appeals or carry out other studies reporting to the National Management Committee as directed. These sub-committees may include both Members and co-opted persons suited to the subject under investigation.

The National Management Committee shall nominate one full member of The Association as the Submariners Association representative on the board of trustees of the Royal Navy Submarine Museum.

## **THE NATIONAL COMMITTEE**

The Committee meet four times per year plus the National Conference and deal with all issues concerning the association and other outside interests including correspondence and requests. There is also planning discussions for the Reunions and the annual Embankment parade. Anyone can raise an issue with the committee but it would be preferable via your local branch on issues affecting branches and the running of the Association.

Voting on issues is only permitted by the standing members of the committee whilst the honorary Vice president's bring a wealth of experience to the meetings they are not permitted a vote.

The National Committee and the Association are tied to an annual timetable which determines the overall strategy of the committees actions, this can be observed as follows but is included only as a guide, dates may change due to circumstances:

### **TIMETABLE OF EVENTS**

31 <sup>st</sup> December	Last date for proposals for the National Conference
January	Meeting to discuss proposals and the final arrangements for the National Conference
1st February	Latest date for members subscriptions to be paid at branch
1st March	Latest date for branches to send subscriptions to the Membership Secretary
March	National Conference
April	Meeting to discuss matters arising from Conference and to approve DRAFT minutes of conference
July	Meeting to approve final arrangements for the Family Reunion
September/October	Family Reunion
November	Meeting to discuss final arrangements for the Embankment Parade followed on the Sunday by the Parade at the embankment.

Meetings are formally conducted and minuted, with minutes and actions from the previous meeting being dealt with first.

All members of the Association have a right to contact the committee about matters concerning the proceedings and minutes.

Branches are encouraged to discuss the minutes and to forward proposals to the National Committee.

## **ASSOCIATION WEBSITE**

The associations website is a very good place to share information among your comrades around the world. [www.submarinersassociation.co.uk](http://www.submarinersassociation.co.uk) It is run by a Co-opted member of the association who's role is to spread the word of the association by keeping the site up to date and relevant. Branches are encouraged to support the web master and to make suggestions for improvement. The web masters email address is available on the associations letter headings. The website also provides details of functions, memorials and other important dates.

## **MEMBERSHIP SECRETARY**

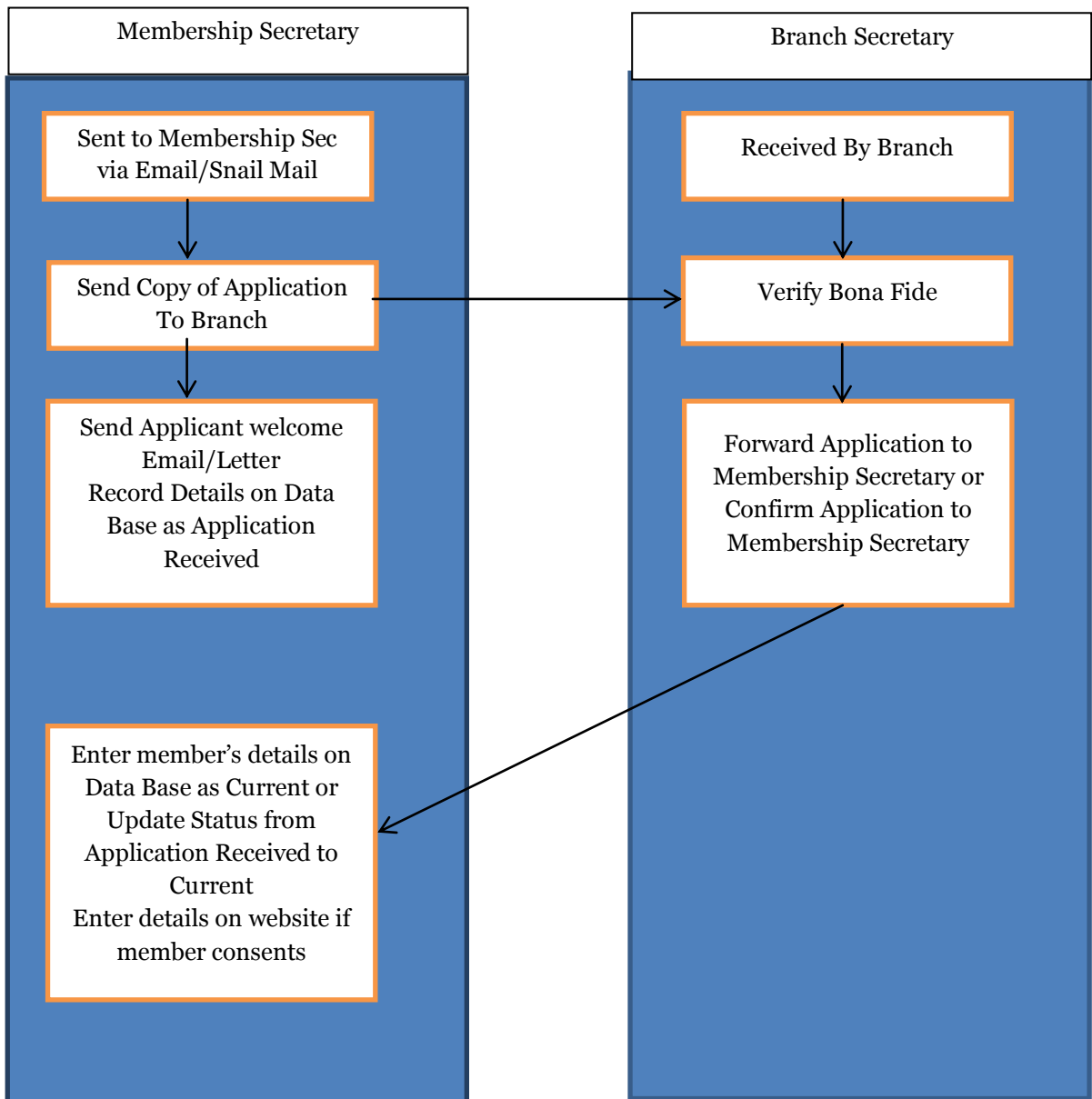
The membership Secretary carries out the following functions to ensure that the association is able to function and communicate efficiently.

- **Information held by the Membership Secretary will never release personal contact information to anyone**
- Maintains the Membership database which records details of all members.
- Is the point of contact for all matters relating to membership and subscriptions
- Processes new applicants application forms, both from the web and from branches. Those received from the web are sent a welcoming email or letter and the application forwarded to the appropriate branch for auctioning. It is the branch secretary's responsibility to verify the applicants bona fide.
- Sends weekly updates to the National Secretary and (minus address information) to the webmaster and Chairman.
- Sends monthly updates (Minus address information) to the National Treasurer, Australian & New Zealand secretaries and the Vice Chairman
- Compiles a monthly list of those crossed the bar for publication in Navy News
- Sends quarterly updates of new, rejoined and deceased members to the editor of 'In Depth'
- In December sends each branch secretary a list of members of that branch who's subscriptions are due
- In January notifies branches of those members who pay by standing order whether payment has been received or not
- In April sends each branch secretary a list of members who's subscriptions are outstanding, if any, for a decision to be made about

lapsing members

- Receives subscriptions from branches and record against members in database. Forward cheques to treasurer. Reconcile any differences with branch secretaries.
- Provides assistance to branch secretaries as necessary.
- Prepares membership figures for National Conference.

Membership Application  
Flow Chart



## **NATIONAL TREASURER OF THE SUBMARINERS ASSOCIATION – TERMS OF REFERENCE.**

The following document may be used as a general guide to the duties and responsibilities of the National Treasurer and should not be thought to be definitive or exhaustive.

***The Association Rules and Constitution, Clause 9 – National Management Committee, Section (O) states:***

*The National Treasurer shall*

- (1) Be a person considered by the Management Committee to be suitably qualified for the position who shall be APPOINTED by the National Management Committee following selection from candidates nominated by Branches and if considered necessary by the National Management Committee identified through a selection process managed by the National Management Committee, and*
- (2) Keep a record of all monies received and expended , and*
- (3) Advise the National Management Committee of the state of the accounts of the National Funds of the Association at each of its meetings and shall produce his accounts, bank pass book and statement to the ational Management Committee on demand and to the National Council at the Annual Conference, and*
- (4) Arrange for the independent audit of his accounts immediately after the end of the financial year and shall provide a certified statement of accounts to all branches no later than four weeks before the National Council Annual Conference.*

The National Treasurer (referred to as The Treasurer), position is an appointed office for a period of five years, subject to ratification at the following years National Conference.

The Treasurer is responsible for keeping all financial records in a clear and professional manner. Best explained in a short list of duties as follows;

- Collecting and recording all payments of member's subscriptions to the National Association, and banking same.
- Working in conjunction with the Membership secretary to ensure that all branches are paying the correct amount for the recorded number of members in that branch.
- Recording all bank standing orders and ensuring they are given a reference number prior to sending to members bank.

- Keeping an accurate record of SO payments by checking against Bank statements, and informing Membership Secretary, to ensure his data bases are up to date.
- Paying all bills as they become due, including all Conference, mixed Reunion, and Remembrance day costs.
- Working in conjunction with the Chairman to collate all funds collected from members for both reunions and agreeing totals for same.
- Making refund payments as necessary.
- Paying N.M.C. expenses and Conference Delegate expenses as required.
- Ensuring Association Insurance is kept up to date and “Liability Insurance “ document’s are available to branches when required.
- Dealing with Branches and Members queries and liaising with National Secretary and Chairman as necessary.
- Producing the Annual accounts duly audited, for the Association, along with a written report detailing the years financial activities, to be given at the National Conference.

Dealing with any other financial matters that might occur.

It makes things run smoothly, if a good working relationship can be maintained with both the Secretary and Chairman with whom it is essential to work closely.

A detailed hand over will be necessary for anyone wishing to take the post of Treasurer, and on-going assistance will be available for as long as required.



## NATIONAL CONFERENCE

The National Conference is held once per year around the end of March and is for members only. Any member can attend as long as their subscriptions have been paid. Each branch is entitled to send a delegate to the conference to join in the discussions and to vote on those issues raised.

Proposals for raising at the conference are to be with the National Secretary by midnight on the 31<sup>st</sup> of December preceding the next meeting. Branches may submit their proposals but must have a delegate (if possible) to put forward that proposal at conference. The National Committee may also offer proposals to the meeting but these must have proposer and seconder at the meeting for them to go forward for discussion.

For those who are attending the conference but are not delegates, they are very welcome to attend the conference but they are not allowed to comment or vote during discussions.

The conferences normally follow the same format but with slightly different programs depending upon where the event is held. Below is the itinerary for the year 2012 which was held in Solihull Birmingham.

**Friday:** Arrive and get registration completed with both the hotel and NMC who will issue programme and tot tickets.

**Saturday:** Breakfast at leisure

Standards Muster outside 'Church' Medals to be worn

Church and Lay up Standards

National Conference

On completion of Conference 'Up Spirits'

Pre Dinner Drinks

Re Union dinner (Formal)

**Sunday:** Breakfast at leisure

Assemble for Church (standards will be returned.

Evening meal for those staying Sunday night.

As can be seen from the above there is plenty of time to spin a few dits and to visit the local area. Bars are normally open for extended periods.

## **BRANCH PROTOCOL**

Branches of the Submariners association can be made up from any number of members as long as the constitution is followed, copies which are available from the Association Secretary.

The only requirement to run a branch is to have a chairman and a treasurer and these can be one in the same person.

Subscriptions to the National Association will be as decided at conference. Branches can set their own level of subscriptions for their branch. Payment to the National Membership Secretary is due in January of each year and at present membership is confirmed with a card for each member.

Direct debit payment for individuals is available to use and more details will be entered when it becomes clearer.

To enable information from the National Secretary to be distributed it is requested that those with email addresses pass this information up to the secretary. This ensures that as much information is passed direct to members at the least cost.

Information held by the National Secretary or the Membership Secretary is never shared with any outside or even internal parties. The database is only available to a very limited group of people from the NMC who have need to utilize the information.

Information about National and some local events are promulgated on the Associations website [www.submarinersassociation.co.uk](http://www.submarinersassociation.co.uk) . This is also the place where you can share information from your branch activities for other members of the association.

## **BRANCHES OBTAINING THEIR OWN STANDARD**

### The Standard

Standards are dedicated to the Service of God, Our Sovereign, Our Country and to the memory of departed shipmates. They should be treated with respect deservedly of such a token.

The standard shall be a Navy Blue flag 58 inches by 35 inches edged with a gold fringe. The top quarter nearest to the pole shall consist of the White Ensign. The Submariners Association crest shall extend across the two quarters furthest from the pole and the words "Submariners Association and branch name" should be suitably arranged above and below. Gold cords 7 feet in length with tassels should be tied immediately below a brass spike. The standard is carried on an 8ft 8 inch pole with a brass joint and the carrying strap should be brown leather approximately 2 inches wide with a brass buckle which is worn over the left shoulder.

A company recommended to provide the standard was found by trawling the internet and talking to others. The company is called Newton / Newton which displays images of Standards they have made. On their site was the Northern Ireland Standard and now has the East Kent Standard displayed.

<http://www.newtonnewtonflags.com/ceremonial-standard-submariners-kent.htm> They will supply all supplies all the accessories required.

### Raising Funds

All Town Councillors have an annual budget to allocate funds to local associations they choose to support and this also includes the County councillors who have a similar arrangement but a much larger budget. This is where the bulk of our funds came from. Involving the local mayor often brings advantages with their connections with local Businesses.

### Arranging the Dedication Day

The first part of this is to define the total budget you will need, This will include the cost of the Standard. Fees to the Church and Organist, Cost of hiring a hall for the speeches, food and drink. Donations to local cadet forces if used. Some money should be set aside for the National Standard Bearer. In our case we had both the Submariners Association and the RNA National standards. At the very least, travelling expenses will be payable. As soon as a date has been agreed, send out invitations. Local dignitaries require long lead times. Senior Service personnel even longer.

If possible get a parade marshal involved, even if there is no marching. It takes the pressure off the branch members who will be needed to meet and greet.

Have a rehearsal of key players and have a wet weather routine available.

Samples of a routine for dedication and standard bearers drill movements are available from the NMC via the National Secret

### **EMBANKMENT PARADE**

**THE PARADE AND SERVICE IS HELD EACH YEAR AT THE NATIONAL SUBMARINE MEMORIAL ON THE VICTORIA EMBANKMENT, LONDON ON THE SUNDAY PRIOR TO REMEMBRANCE SUNDAY**



The National Submarine Memorial is under the care and maintenance of The City of London. The National Submariners Association is responsible for the organisation and administration of the Parade and Service.

The National Submarine Memorial Parade and Service is open to all serving and retired Royal Navy Submariners and their guests. Submariners of other Nations and Servicemen and Women of other services may join the Parade and Service. The National Parade Marshal or Member of the Submariners Association National Management Committee is to be notified of their attendance.

Membership of any Submariners Association/ Organisation is not required but for those taking part in the parade, parade officials may call for proof of being a submariner/serviceman or woman.

**Nearest Tube Station - Embankment or Blackfriars. (Temple tube station**

**shut on Sunday's)**

### STANDARD BEARERS

Branches are invited to bring and parade their standards at the Parade. Standard Bearers are mustered on board HMS President 1918 for a briefing at 0940. National, Branch and other supporting Bearers will 'take post' on the Embankment at 1005.

### WREATHS - Collection and laying

All wreaths ordered via the volunteer will be available for collection by the designated Wreath Bearers alongside President - by the Gangway. Dependant on the weather.

No member may remove a wreath without prior agreement by the wreath organisers. Volunteers will be called for to lay wreaths not collected by 1000.

All wreath bearers will form the front rank of the Submariners Association Platoon.

The Serving Submariner Wreath Bearers will fall in with the serving submariner platoon.

Visitors and guests wishing to lay wreaths but not forming part of the platoons will take their place to one side but in a position that the Vice Chairman can see and guide them when they should lay their wreaths.

VIP wreaths will be collected by the Sea Cadets under the guidance of the NMC Vice Chairman and taken to the Memorial prior to the marching off from the President. Sea Cadets will present the wreaths to their designated VIP at the memorial who will lay their wreaths with Standards at the carry. On completion of the wreath laying by the VIPs, Standards will come to the order.

Branch wreaths and then others will then be laid.

During this part of the wreath laying ceremony, the CALLING OF THE NAMES OF SUBMARINES LOST will take place.

On completion of the service the VIP's will depart to make their way to the saluting Dias which is situated nearer President. Once ready the platoons will prepare and then march past with the Senior Officer taking the salute.

On completion the parade marshal will fall out platoons who can then retire to the ship president.

## ACTIONS CHECK LIST - SUBMARINERS ASSOCIATION

<b>ACTION/CHECK</b>	<b>ACTIONEE</b>	<b>BY WHEN</b>
Confirm annual Booking of the President Rooms, facilities, Refreshments, buffet, etc.	Vice Chairman	March
Confirm annual booking of HM RM Band	National Sec.	March
Invite all VIP/Guests as listed on page 5	National Sec.	March
Confirm arrangements with Naval Chaplain Draft order of service	Vice Chairman Sec	July
Book Sea Cadets Arrange First Aid Confirm Annual Booking of PA System	Sec.	March
Produce the order of service programme Send information to Branches	Sec.	August
Confirm with RN Rep re RN SM Platoons and invite as appropriate	Chairman Sec.	August
City of London Police City of London Historic Monuments Dept. Transport of London City of London Town Clerks Dept Head of Special Events - Westminster Report any problems to NMC	Vice Chairman National Parade Marshal	July
Check Memorial		August
Communicate to Branches the ordering arrangements for wreaths and crosses	Secretary NPM	July
Confirm parade arrangements/drill	NPM	September
Confirm arrangements with the office of RASM	Vice Chairman	September

Arrange Press Release	Chairman & Secretary	As appropriate
Arrange Finances	Chairman & Treasurer	As appropriate
Inform VIPs of VIP attendances	Secretary	As appropriate
Prepare wreaths Arrange collection point Prepare VIP wreaths	Volunteer  NPM	As appropriate
Host VIPs Arrange Standard Bearers and NPM Tots Host Serving Submariners and HM RM Band	Chairman, Vice Chairman Secretary Treasurer	As appropriate

**COMMITAL OF ASHES TO THE SEA**  
**OF SERVICE PERSONNEL**

COMMITAL OF ASHES TO THE SEA OF SERVICE PERSONNEL

Arrangements can be made for a ceremony that includes a short religious service to be carried out at Spithead Portsmouth at a point near to Spitsands Fort. The Committal will be conducted by a Naval Chaplain from a Fleet tender that will depart for Spithead 2.30pm Wednesdays. Please note, however that due to the demand for this service it is unlikely that the committal can be undertaken within one month of application and may be one of several committals that afternoon. All arrangements for the Committal of ashes to the sea are arranged through the Chaplains' Secretary, Naval Base and NELSON Chaplaincy, Rodney Block, HMS NELSON, Portsmouth, PO1 3HH. Tel No. 02392 724815

Should mourners wish to attend they will be met at the Victory Gate, HM Naval Base, Portsmouth (Near Portsmouth Harbour Railway Station). If mourners do not wish to attend, which in no way detracts from the sincerity or formality of the ceremony, then the Chaplaincy office will make the necessary arrangements keeping you fully informed throughout. The ashes should be sent to above address and arrangements will be made for them to be kept in the Naval Base Church of St Ann's pending a convenient date for the ceremony.

To assist in making the arrangements would you please supply the following information on receipt of which you are advised in writing of the date of the ceremony.

- a. Full Names (and decorations) of the deceased (These will be entered in the Book of Remembrance kept in St Ann's Church)
- b. Brief details of former Naval Service (Rank/Rate - Official Number - Vessels served on - Years served)
- c. Religion
- d. Whether or not mourners wish to attend (Maximum 4)
- e. Attending dates the family wish to avoid.
- f. The method by which the ashes will be transported to this office.
- g. Contact Address and Telephone number



Please ensure that the ashes are placed in a wooden casket suitably vented and heavily weighted internally (Specifications attached) so that it will sink immediately when committed to the sea.

Finally, I am obliged by the regulations to advise you that the costs of the provision of a casket and the transportation of the ashes to this office before the date of the ceremony, are the responsibility of the Executors/Next of Kin.

The ensuing services are free of charge.

Committal of Ashes to the Sea

Details of Casket required

1. The mortal remains should be packed initially in a strong polythene bag of sufficient gauge to prevent tearing or laceration. The bag should then be placed in a named rectangular casket made of either solid timber or veneered chipboard.
2. To ensure that it will sink immediately it is committed to the sea, the casket must be neatly drilled with holes of not less than 1/2 inch diameter in the bottom and on both sides below the lid. It should be weighted inside with heavy metal to achieve a total weight of 15 lbs for a casket of approximate dimension 10 inch x 7 inch x 5 inch and pro rata for a larger casket. To prevent damage in transit the contents, including the weights, should be packed to prevent movement and the removable lid or bottom should be fastened with countersunk screws of not less than 1 inch in length.

Also Please note:-

Arrangements may also be made for Committal of Ashes at Sea at HM Naval Base Devonport Telephone No. 01752 555427 and HM Naval Base Clyde Telephone No. 01436 674321 Ext 8266

## **The Submariners Association Awards System.**

The NMC has agreed to introduce an 'Awards' system to recognise members of the Association that have 'gone that extra mile' in support of their colleagues, their Branch or the Association itself. The procedure to be adopted is very much based on the 'Honours and Awards' system that is used in the Royal Navy and is outlined below for future reference.

There will be two levels of award for which nominations will be considered. Firstly, The Patron's Commendation, principally for National work and strictly limited to preserve its status as a very special award. Secondly, The President's Certificate of Appreciation, for Branch Officers that have done more than normal duty, such as extremely long service in a key post and subsequent retirement.

An Awards Committee, comprising the President and Vice Presidents of the Association, has been established with responsibility for initially 'staffing' the submitted nominations. The Branch 'Management' (depending upon the makeup of that group) will raise the nomination. The nomination is to be in letter format and should succinctly cover the reasons why the nominee has been singled out for an award and any additional recommendations to assist the Awards Committee. Should it be necessary, further amplification will be requested from the Branch Management team.

The system is not complicated but it will require some time and effort to create a strong nomination letter. The stronger the argument, the more likely the nomination will be supported. In any award system, there is no guarantee that the nomination ultimately will be successful, hence the need for the entire process to be discrete. All correspondence concerning a nomination for the award of an Honour is to be headed 'IN CONFIDENCE' and Branch Management teams, the Awards Committee members and the NMC members are to respect the confidentiality of the submission.

The prepared nomination letter should be sent to the NMC Secretary, for initial consideration by the Awards Committee (an electronic copy attached to a forwarding email will greatly help the NMC Secretary administer the process). The Committee will place considerable store in the strength of the Branch nomination and will exercise their judgment and broad experience when assessing the proposal. When advised by the President, the NMC Secretary will forward recommended nominations to the NMC members for their personal deliberation. At the next scheduled NMC meeting, time will be allocated for a short discussion on the nominations, followed by a vote of the NMC

members. A majority vote will result in an award being made to the successful nominee. The Association Chairman will write to the Branch Management team advising of the result. In due course, the Branch Management team will liaise with the National Secretary to determine when, where and by whom the award will be presented.

Exceptionally, a nomination may stand out as being superior, reflecting very special service, principally but not exclusively at National level. The Awards Committee and NMC will conduct the selection process as above but will consider making an award of a Patron's Commendation. This is the highest honor that the Association can award and the decision to proceed will not be taken lightly. NMC members themselves may recognise an individual within the Association worthy of an award. In this circumstance, a Committee member will be tasked to raise a nomination and the selection process as detailed above will be conducted.

An 'Honor's System' is necessarily subjective but it is right and proper that an organisation as large as the Submariners Association has the means to recognise good work and selflessness by individuals. The Awards Committee will set the bar accordingly to ensure that the awards are given only to the most deserving colleagues.

## AN EARLY INTRODUCTION TO THE SUBMARINERS ASSOCIATION

The association has been pro-active in introducing the New Entrants to the service via the award of a Trophy to the best recruit. Our thanks to all those involved in the inception and development of the project.

### **The Submariner:**

*Needs to work well as part of a team. Serving on board a Submarine takes a special type of person who needs to be able to live and work in a confined space where conditions can quickly change from relatively calm to extremely active circumstances.*

After the ten weeks Basic Training at HMS Raleigh, the student will go on to Professional Training, for anywhere between 3 and 6 months, this time at the Submarine School also based at HMS Raleigh. As well as learning the specialist skills based around the students career, be it Submarine Sonar, Tactical Systems, Communications Information Systems, Weapons Engineering, Marine Engineering, or the varied specialisations of the Logistics Branch; the student will be sent to complete 10 weeks of Submarine Theory training called Submarine Qualification(Dry) or SMQ(Dry). Depending of which class of Submarine he is being streamed to will depend on where he completes' this training, either at Faslane for Vanguard and Astute Class or at Devonport for Trafalgar Class submarines. The student will also have completed SETT training during this period. Throughout SMQ (Dry) he will be examined on the various systems that are required to make a submarine operate. On successful completion of this theory training, he will be sent to sea on his particular class of submarine where he will consolidate his training culminating in Fwd, Aft, (and Strategic Weapon System) walk rounds and an oral board based on Submarine Routines and Systems; the end result will be the award of the coveted badge of a qualified Submariner "The Dolphins", this forms part of their professional training known as SMQ(Wet).



A 14inch Submariner Statuette (known as AB Reid) made by Ballantynes of Walkerburn in the Borders of Scotland will be awarded to the best course pupil. It is mounted on a mahogany base with an engraved plate and a set of Dolphins. The trophy will be known as **“The Submariners Association Trophy”**

At the Royal Navy Submarine School within HMS Raleigh, there will be an Honours Board with the recipients’ name appended. The Trophy is also on display next to the Honours Board. The winner will also receive a Certificate, produced and printed by HMS Raleigh.

There are on average 4 courses per year. The Chief Instructors would decide the best student, based not purely on academic results but on those qualities required of a potential Submariner; those qualities being – Courage, Loyalty, Discipline, Integrity, Respect for others, and Selfless Commitment. This trophy would be kept at the School and not taken away by the pupil. The award winner would be presented with a certificate and individual gift including the SA DVD, this trophy will be awarded bi-annually.

Billy Dobson Esq. Chairman of the Plymouth Branch of the Submariners Association will assist in giving the lectures during the Course. The SA DVD along with a Power Point presentation provided by Les Catlin of the Gosport Branch will also be shown. The basis of the lecture is on the benefits of maintaining the ethos of ‘the Trade’ by joining the Association when the pupil has completed their SMQ (Wet) and awarded their Dolphins.