

National  
Submariners Association



Handbook

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## INTRODUCTION

Some time ago we published this or a similar document and called it The Secretary's Handbook, but as very often happens in a dynamic situation the content became either outdated or irrelevant as time passed. So, to collate all relevant information and bring the content up to date we have produced this document. No longer the Secretary's Handbook but a handbook for all members.

The purpose is not to try to write down everything about everything, that would be madness! The purpose of this booklet is to be a starting point, the go-to document when you seek some information or guidance. In some instances, the information will be contained in full and in others it will give you a link to the relevant information. These links will hopefully keep this document to a reasonable size and prevent it from turning into a massive, daunting and unusable book.

This Handbook is YOUR book. It is designed to assist you and inform/guide you where appropriate so if you can think of any matter or information which should be in the handbook please contact any member of the National Management Committee and discuss with them. It is envisaged that as our Association evolves and changes then so too will this book and its content.

Jim McMaster  
National Chairman

### Handbook Instructions

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 act as 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.

### Association Website

The Associations Website is a very good place to share information among your comrades around the world. <https://www.submarinersassociation.co.uk>. The Associations Chairman is responsible for all content on the Website. It is run and maintained by a Co-opted member of the Association whose role is to assist in spreading the word of the Association by keeping the site up to date and relevant. Branches are encouraged to support the webmaster and to make suggestions for improvement and to report errors. The website also provides details of functions, memorials and other important dates.

The webmasters email address is available on the website.

## DOCUMENTATION

There are various other Association Documents which are worth having a read and copy of, within the branch.

### Submariners Association Rules & Constitution

The latest copy of the Rules and Constitution can be obtained from either the National Secretary or downloaded from the Associations Website.

<https://www.submarinersassociation.co.uk/about/rules-and-constitution>

### Submariners Association Welfare & Support Contacts

The Welfare & Support Contacts document has been put together to provide a list of useful information for branch secretaries, members and any submariner who are looking for help or assistance. A copy can be obtained from the Associations website at

<https://www.submarinersassociation.co.uk/images/SA/Pages/Association-Documents/Welfare%20&%20Support%20Contacts.pdf>

### Submariners Association Privacy Notice

The SA Privacy Notice is mainly to do with the Associations Website and can be found at the following link:

<https://www.submarinersassociation.co.uk/privacy-notice>

These may be adapted by the branch if has its own Website.

### Submariners Association Privacy Policy

The SA Privacy Policy is the National policy which the Association uses and is available from the National Secretary. It is recommended the Branch adopts a very similar policy in the running of the branch.

## THE NATIONAL MANAGEMENT COMMITTEE (NMC)

### The Role of the National Management Committee (NMC)

The NMC 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 presidents 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 committee's actions, this can be observed as follows but is included only as a guide, dates may change due to circumstances:

## NATIONAL EVENTS

### Timetable of National Events

31 <sup>st</sup> December	Last date for proposals for the National Conference
1 <sup>st</sup> January	Members subscriptions to due be paid to National by the Branch
January	Meeting to discuss proposals and the final arrangements for the National Conference
Last Day in February	Latest date for National to receive Subscriptions from Members or Branch
1 <sup>st</sup> March	All members whose subscriptions have not been paid will be Lapsed, and not re-instated until after the AGM, even if payment is received
After the 1 <sup>st</sup> before NC	Branch Subscriptions collected by National will be paid back to the Branches
4 <sup>th</sup> Weekend in March	National Conference (NC)
After NC	Any subscriptions collected before National Conference will be processed
April	Meeting to discuss matters arising from Conference and to approve DRAFT minutes of conference
July	NMC Meeting
September/October	Meeting to discuss final arrangements for the Embankment Parade followed on the Sunday by the Parade at the embankment
November	Cenotaph Parade

Meetings are formally conducted, and minutes taken, 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.

## National Conference

The National Conference is held once per year around the end of March and is for members only. Any member can attend if 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

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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.

## Embankment Parade

AT PRESENT THE PARADE AND SERVICE IS HELD EACH YEAR AT MIDDLE TEMPLE DIRECTLY OPPOSITE THE NATIONAL SUBMARINE MEMORIAL ON THE VICTORIA EMBANKMENT, LONDON. ON THE SUNDAY PRIOR TO REMEMBRANCE SUNDAY



The National Submarine Memorial (NSM) 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.

Due to the reconfiguration of the road running parallel to the NSM, namely the introduction of a cycle path and the relocation of HMS President we are now unable to march to the NSM and form up opposite the NSM.

At present we use (at a cost) the grounds (dry weather) or the halls (wet weather) of Middle Temple (MT). On completion of the parade a contingency of members lay the wreaths on the NSM.



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)**

## Memorial History

Further information can be found from this link on the website [Submariners Association Documents](#).

## Standard Bearers

Branches are invited to bring and parade their standards at the Parade. Standard Bearers are mustered at MT (gardens dry weather, halls wet weather) for a briefing at 0940. National, Branch and other supporting Bearers will 'take post' on the Embankment at 09:55. Parade forms up 10:00.

## Wreaths - Collection and laying

All wreaths ordered via the NPM will be available for collection by the designated Wreath Bearers at MT. 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 09:45.

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

The Serving Submariner wreath bearers will fall in the front rank with the serving submariner platoon.

Senior Officers, Visitors and guests wishing to lay wreaths will form a separate platoon and will take their place directed by an NMC Platoon Leader, he will guide them when they should lay their wreaths.

VIP wreaths will be collected by the Sea Cadets under the guidance of a nominated NMC member and form up as directed by the NPM. Sea Cadets will present the wreaths to their designated VIP 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 will then be laid followed by Senior Officers then visitors and guests.

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

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On completion the NPM will fall out platoons.

Nominated personnel made up off Veterans, Serving Members and Sea Cadets will collect the wreaths from the 'Drum Alter' then march the wreaths, assisted by the City of London Police to the NSM where 2 nominated NMC members will hang them on the NMS.

#### Embankment Parade = Actions Check List

<b>ACTION/CHECK</b>	<b>ACTIONEE</b>	<b>BY WHEN</b>
Confirm annual Booking of the President Rooms, facilities, Refreshments, buffet, etc.	National Parade Marshal	March
Confirm annual booking of HM RM Band	RASM's Command Warrant Officer	March
Invite all VIP/Guests as listed on page 5	National Parade Marshal	March
Confirm arrangements with Naval Chaplain Draft order of service	National Chairman National Chairman	July
Book Sea Cadets Arrange First Aid Set up SA's PA System	National Parade Marshal National Parade Marshal Volunteer	March
Produce the order of service programme Send information to Branches	National Secretary	August
Confirm with RN Rep re RN SM Platoons and invite as appropriate	National Chairman National Secretary	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	National Parade Marshal	July

Communicate to Branches the ordering arrangements for wreaths and crosses	National Parade Marshal	July
Confirm parade arrangements/drill	National Parade Marshal	September
Confirm arrangements with the office of RASM	National Chairman	September
Arrange Press Release	National Chairman National Secretary	As appropriate
Arrange Finances	National Treasurer	As appropriate
Inform VIPs of VIP attendances	National Chairman	As appropriate
Prepare wreaths Arrange collection point Prepare VIP wreaths	Volunteer	As appropriate
Host VIPs Arrange Standard Bearers and NPM Tots Host Serving Submariners and HM RM Band	National Chairman National Vice Chairman National Secretary National Treasurer	As appropriate

An example of the parade program can be found on the website [Submariners Association Documents](#)

## THE NATIONAL MEMBERSHIP SECRETARY

### The Role of the National Membership Secretary

The Membership Secretary carries out the following functions to ensure that the association can function and communicate efficiently.

- 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 applicant's 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 actioning. It is the branch secretary's responsibility to verify the applicants IAW the Rules & Constitution for eligibility to join the Association.

- Sends weekly updates to the National Secretary and (minus address information) to the webmaster, Facebook Admins and Chairman.
- Compiles a monthly list of those crossed the bar for publication in Navy News.
- Sends quarterly updates of new, re-joined and deceased members to the editor of 'In Depth'.
- On a regular basis send the branch reports on the branch's membership, so that the information held can be checked and updated.
- In October sends each branch secretary a list of members of that branch whose subscriptions are due.
- In January notifies branches of those members who pay by Standing Order or Direct Debit whether payment has been received or not.
- Receives subscriptions from branches and record against members in database & reconcile any differences with branch secretaries.
- To assist branch secretaries as necessary.
- Prepares membership figures for National Conference.
- Compile a list of Subs owed to branches from the DD's paid to National and send to the Treasurer for payment in March before the NCC.

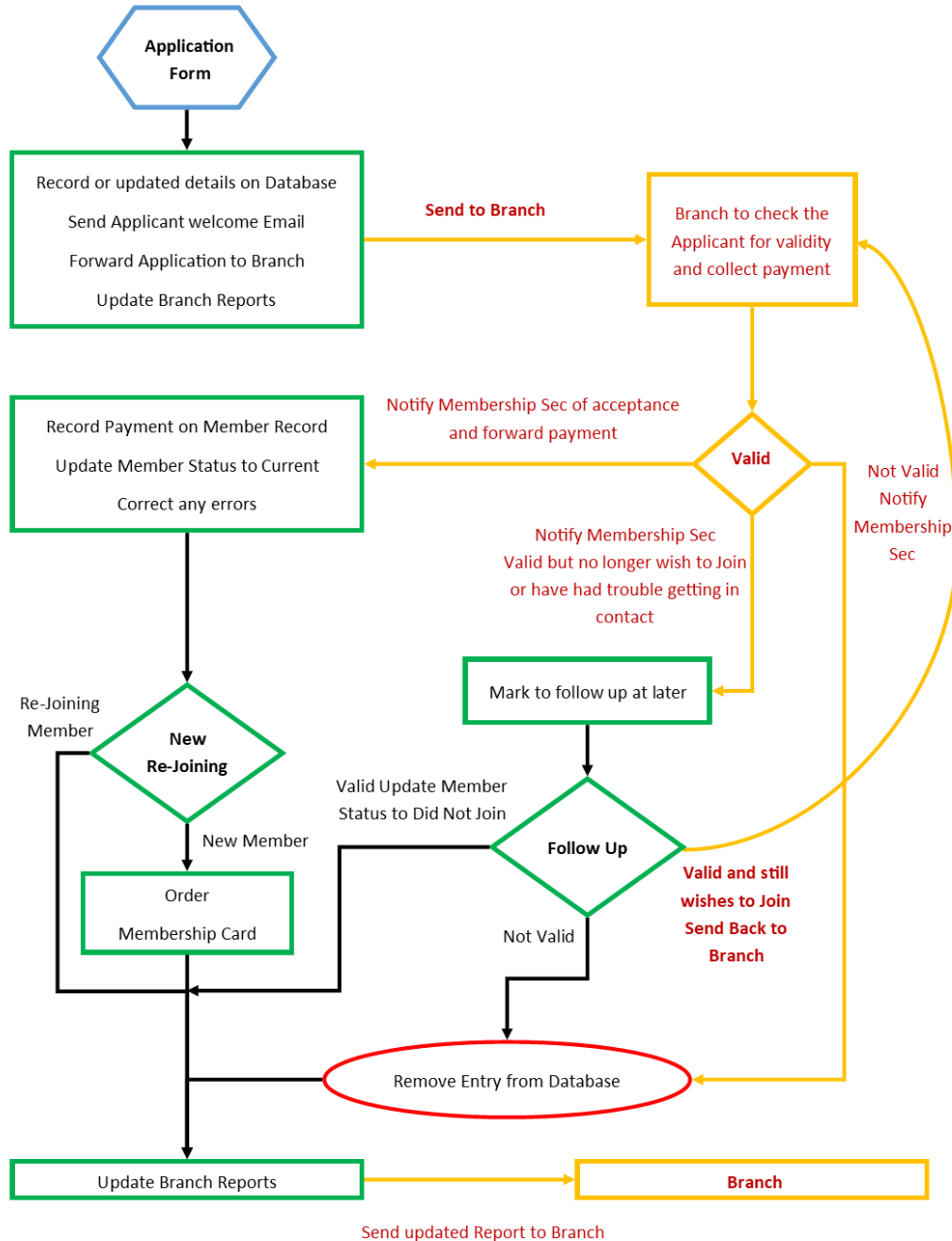
**Information held by the Membership Secretary will never release personal contact information to anyone, unless listed as above.**

### Membership Application Flow Chart

There are two entry points for application forms to be presented.

### Application to Join or Re-Join the Submariners Association

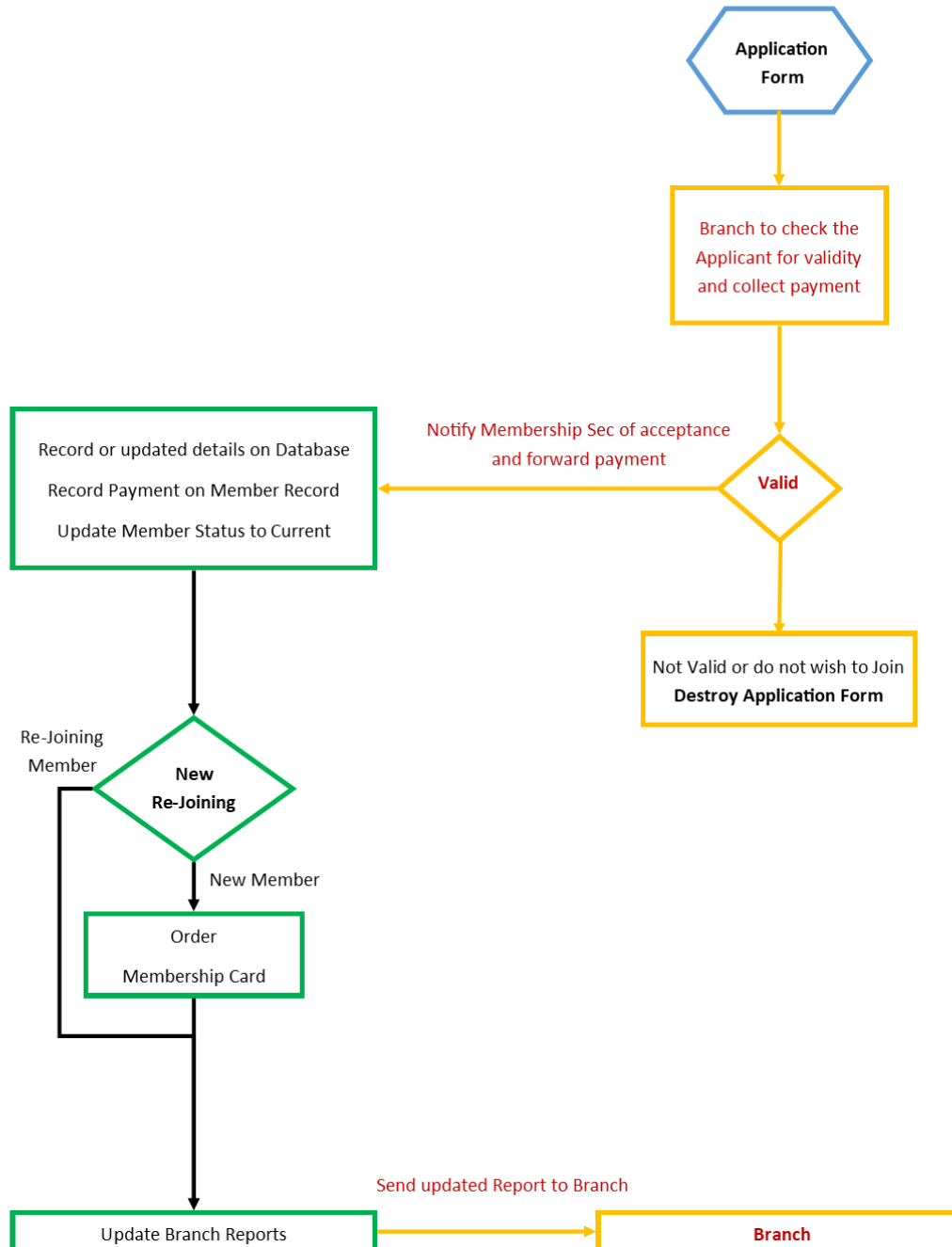
Received by the Membership Secretary from the Member either via the Online Website Form or post of Downloaded Form



Direct at a Branch

### Application to Join or Re-Join the Submariners Association

Received by the by the Branch



Both are acceptable as long as the general processes are followed in the above two flow charts.

## THE NATIONAL TREASURER

### Role of the National Treasurer

The following document is a general guide that describes the duties and responsibilities of the National Treasurer and should not be thought of as definitive or exhaustive.

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

The National Treasurer shall:

- Be a person considered by the NMC to be suitably qualified for and competent to hold the position.
- Shall be appointed by the NMC following selection from candidates nominated by Branches and if considered necessary by the NMC identified through a selection process managed by the NMC.
- Shall keep a record of all association income and expenditure.
- Shall advise the National Management Committee on a monthly basis as to the balance of each of the Associations accounts and at each of its meetings and shall, if required or requested to do so, produce copies of the accounts, and statements for the NMC and to the National Council at the Annual Conference.
- Shall arrange for an independent audit of the association accounts immediately following the end of the financial year and shall provide a certified statement of accounts to all branches no later than four weeks before the Association Annual Conference.
- The National Treasurer's (referred to as The Treasurer), position is an appointed office for an initial 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 (SO's) and ensuring they are given a reference number prior to sending to members bank.
  - Keeping an accurate record of SO payments by reconciling 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, the Annual 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 policies are kept up to date and "Liability Insurance documents" are available to branches when required.

- Deal with Branches and Members queries and liaising with National Secretary and Chairman as necessary.
- Produce the Annual accounts, duly audited, for the Association, along with a written report detailing the years financial activities, to be presented at the National Conference.
- Deal with any other financial matters that might have occurred during the year.

It is important that a good working relationship is maintained with both the Secretary and Chairman with whom it is essential to work closely. A detailed handover will be necessary for anyone wishing to take the post of Treasurer, and on-going assistance should be available for as long as required.

## BRANCHES

### Branch Protocol

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

The only requirement to run a branch is to have a Secretary 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 but must let the National Membership Secretary know as well as changes to them, to allow changes to be made if necessary, to the Direct Debit payment system. 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.

The Association runs a Direct Debit payment system to allow its members to pay their annual subscriptions direct to National instead of the Branch. This is completely optional but there if you wish to take advantage of it. All Direct Debits are collected during the first week in January to collect your subscriptions for the year. For further information please visit the Associations Website: <https://www.submarinersassociation.co.uk/membership/direct-debit-payment>

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 <https://www.submarinersassociation.co.uk>. This is also the place where you can share information from your branch activities for other members of the association.



## Branch Secretary

### **The Branch Secretary is responsible for**

- Passing on information from the National Secretary and the NMC to the Branch members and passing any Branch messages back to the National Secretary.
- Keep an up to date record of the Branch Members and inform the Membership Secretary of any changes.
- Inform the National Secretary and Membership Secretary of any deaths and funeral arrangements by email or by completing the online form on the Associations website.

### **New Branch Members**

The Branch Secretary should contact all potential new and re-joining members as soon as possible. Check they are qualified to join the Association IAW the rules to the constitution. Collect any subscription due for the year and pass to the Membership Secretary.

## The National Standard Bearer

The National Standard Bearer (NSB) will be a volunteer, ratified by the NMC.

The NSB is directly responsible to the NPM.

He is responsible for all Branch Standard Bearers (BSB) under the NPM. He is to ensure all BSB's are paraded on time, in the correct rig and standards presented in a fashion consummate with the memory of our departed shipmates.

The NSB will be required to attend all national recognised parades, should he not be available he is to ensure that the National Standard is passed on to a qualified Standard Bearer at the most economical cost.

The NSB will be entitled to traveling expenses and reasonable accommodation charges whilst parading the National Standard at all national recognised parades.

All expenses are to be submitted to the National Treasurer on completion of the parade by 30 days from that parade and subsequent proof of expenditure supplied.

The NSB must get prior permission from the NPM for any costs should he wish to parade the National Standard at any parade outside of national recognised parades.

Any Branch may request the NMC for the National Standard to be paraded at local memorial parades. All reasonable costs must be borne by that Branch and the availability of the NSB.

National Recognised Parades Authorised for travel/accommodation costs

- Embankment Parade
- Cenotaph Parade
- Blue Plaque Event

## The Branch Standard

Branches are responsible for the good upkeep of their standards ensuring that any brasses are polished and the overall appearance of both the standard and the standard bearer reflects our pride in those who have paid the ultimate price.

Branch Standards are covered by the Associations insurance each year for parading and transporting to events.

## Branches obtaining their own 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 Ltd 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 for Dedication of Branch Standard

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 (advice from a branch who have had a 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 Secretary.

## CROSSING THE BAR

### Crossing the Bar Notification

It is always a very sad day when somebody has to notify the Association of a Submariner who has passed away (CTB). It is very important to the Association that we get notified of as many of these very sad events as possible.

To help with this the Association has an online form to assist you in informing us of any such sad event. This form can be found at: <https://www.submarinersassociation.co.uk/about/contacts-online-forms/online-forms/in-memoriam-notification-form>

We encourage this to be used for notifying us of all Submariners who sadly CTB regardless of if they were a member of the Association or not.

The Association works closely with another organization We Remember Submariners and all notification received by us will also be sent to them.

When making a notification it is important for us to know the date, they CTB for our records, if they were or are a member of the Association, then these will also get posted in the Navy News.

## Committals

### Committal 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.

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

- 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.
- 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.

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.

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

## NATIONAL ASSOCIATION AWARDS

### The Submariners Association Trophy

This Trophy is presented to a submariner undergoing training and presented annually.

The Trophy is a 14inch Submariner Statuette (known as AB Read) 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”**

**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.

Further information can be found from this link on the website [Submariners Association Documents](#)

### 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.***

Further information can be found from this link on the website [Submariners Association Documents](#)