



THE HONOURABLE COMPANY OF GLOUCESTERSHIRE

Armed Forces Group Annual Cadet Awards

1. The Armed Forces Group (AFG) of the Honourable Company of Gloucestershire (HCG) sponsors an annual award scheme to promote and encourage work in the community by the local cadet forces. There is one Individual Award and 3 Unit Awards, one each to the Army Cadets, Sea Cadets & Air Cadets; the CCF are not included in the scheme. Most importantly, Army Cadet Force (ACF) units and their cadets located in South Gloucestershire, but still within the boundaries of the ceremonial county of Gloucestershire, must be considered for these awards; it is the duty of the Commandant Gloucestershire ACF to liaise with the Commandant Bristol ACF on this matter.

2. The Individual Award, worth £250 plus a framed certificate, is presented to the recipient at the Lord Lieutenant's Awards Ceremony in early-October each year. Each formation Headquarters nominates one cadet for the Individual Award and the trustees of the HCG Charitable Trust (CT) then select the one they believe, on the strength of the citation, to be the most deserving. It is important to note that the same person will not be rewarded in successive years.

3. The Unit Awards, to the value of £500 each plus a framed certificate, follow a similar process which is led by the local formation Headquarters. They decide which of their Units is deserving of the award, prepare and submit a supporting citation, which then requires the approval of the HCG CT trustees; we then negotiate with the HCG Warden for convenient dates to present the awards. The presentations normally take place at or around the end of the year; if they fall into the following year then they should occur as soon as possible after the New Year. We aim not to reward the same Unit in successive years.

4. There is no fixed format for the citation or recommendation for either the Individual Award or a Unit Award. However, any citation must include a commentary covering the community benefit stemming from the work of the Individual or Unit – prowess at military skills is not sufficient reason to make an award, and any citations depending on excellence in this field as their primary support will be disregarded. The wording on the accompanying certificate is '*for Exemplary Service to the Community*' which is where the citation should focus. As a guide, an opening paragraph providing a pen picture of the Individual or Unit, including any special circumstances that might make them a more worthy recipient. Go on to describe what has been achieved, who has benefitted, and to what extent; here it is easy fall into the trap of listing long hours of honest toil without making clear what has been achieved; please avoid the trap. Finally, conclude with an outline of the difference the award would make to the Individual or Unit – this can be compelling if done well.

5. Unit Award presentations should occur at a regular training night at the Unit concerned (x3) with invited guests commensurate with the Unit accommodation, but should ideally include parents, local dignitaries, local media, selected beneficiaries of the community work, and HCG & AFG members. The final negotiations over the most suitable date must be with the receiving Unit Commander, who should also decide the format of the presentation evening. Nevertheless, Unit Commanders should be strongly encouraged to provide ample opportunity to speak to cadets and their parents, view examples of cadet training and

activities, and hear from cadets what they believe they gain or have already gained from being a cadet. For the award itself, the Warden will make a brief introduction speaking about the Honourable Company and the Award Scheme, an AFG member (normally the Chairman) will read the citation, and the Warden will then present the cheque and certificate to the Unit Commander.

6. Finally, the approval process and timing. Even though the Unit awards will not be presented until the end of the year, the sub-AFG selection and nomination process for all awards must be completed by 30 June each year to avoid a last minute scramble during the mid-Summer break while cadets and staff are away on either holiday or camp. We will then have sufficient time to refine the citations and make arrangements for the presentations, the most pressing being that of the Individual Award at the Lord Lieutenant's Awards Ceremony in early-October. As of Summer 2016, the approval process is as follows:

- a. All citations must be with the AFG Chairman by 30 June.

Individual Award:

- b. The AFG Chairman refines as necessary the citations for the Individual Award and submits them, together with the appropriate application form¹, to the Chairman of the HCG Charitable Trust (CT).

The Chairman of the HCG CT then circulates the Individual Award citations to trustees for them to make an out-of-committee decision as to who should be the recipient. Their decision is then fed back to the AFG Chairman who:

- Informs the AFG.
- Informs the recipient (either directly or through the AFG).
- Drafts letters from the Warden to the runners-up.
- Informs Wessex RFCA for the Lord Lieutenant's Awards Ceremony.

Unit Awards:

- c. The AFG Chairman refines as necessary the citations for the Unit Awards and submits them, together with the appropriate application form, to the Chairman of the HCG CT. The trustees then consider the application at their Autumn meeting in mid-September, and their approval is fed back to the AFG Chairman who:

Informs the AFG who, in turn, inform the Units, who then contact the AFG Chairman to start arranging dates for the presentations.

AFG Chairman, in liaison with the Warden, agrees dates, locations and times for the presentations.

General:

- d. The AFG Chairman receives the award cheques from the HCG CT in readiness for presentation, and produces, prints and frames the 4 Award Certificates.

¹ Application form from the HCG website – click on 'Find out more' under 'The Trust' on the homepage.

e. All citations will be circulated to the HCG Court by the AFG Chairman for information, although the Court has no power to approve any of the awards.

A handwritten signature in black ink, appearing to read 'Miller', with a horizontal line underneath the name.

Sir Dusty Miller
Chair AFG
8 October 2016