

ROYAL NAVAL ASSOCIATION

NO 4 AREA

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THE ROYAL NAVAL ASSOCIATION

NO.4 AREA

NOFAM 1. THE AREA COMMITTEE. JANUARY 2009

- 1.1.1. **Composition:** President, Chairman, Deputy Chairman, Hon Treasurer, Hon Secretary, National Council Member (NCM). Eight Committee Members (at present) one of whom is the Welfare Adviser.
- 1.2.1. **Eligibility.** With the exception of the Welfare Adviser they must all be Full or Full Life Members of the Association
- 1.3.1. **Appointment/Election of.** The President. The Area Committee decide who they consider to be suitable for the post of Area President then invite that Shipmate to take Office. There is no specified term of office for this post.
- 1.3.2. The Chairman, Deputy Chairman, Hon Treasurer, Hon Secretary and the Committee Members are elected by the Branch Delegates, who will have consulted their Branches, as to who to vote for at the A.G.M. They serve a two year term (see NOFAM 2 about elections.
- 1.3.3. In even numbered years the Chairman, Hon Treasurer and four Committee Members stand down. In odd years the Deputy Chairman, Hon Secretary and the other four Members stand down. In each case those standing down may be eligible for re-election if they so wish.
- 1.3.4. The election for the Area NCM is run by Headquarters and for No 4 Area that occurs in even numbered years. He/she is elected for a two year term of office that runs from the end of the National Conference in the years concerned.
- 1.3.5. The election of the Deputy NCM is run by the Area in even numbered years, and again it is for two years. This election takes place at the July Area Quarterly Meeting. He/she does have a seat on the Area Committee by right. H.Q. need to be informed of the name and address and phone number of whoever is elected Deputy National Council Member.
- 1.3.6. The election of the Assistant Area Secretary is run in the even numbered years. He/She is elected for two years.
- 1.3.7. Election of all Members to No 4 Area Committee is on a straight majority procedure, not a two thirds majority.
- 1.3.8. Welfare Adviser. If/when this post is vacant any Full/Life or Associate Shipmate with a good knowledge of Welfare work and the procedures is/are encouraged to put their name (s) forward to be considered for this post. Enquiries should be made as to the experience and suitability of the volunteer (s). The relative merits of each Shipmate are discussed with Delegates at an Area meeting and the most suitable is duly APPOINTED - NOT ELECTED. The appointed Shipmate should be encouraged to undertake the SAFFA/Forces Help training course, as soon as possible after his/her appointment, if he/she has not already undertaken the course. This course would be undertaken at the Area's expense There is no specified term of office for this post at present
- 1.3.9. By virtue of his/her post the Welfare Adviser automatically becomes an ex-officio Member of the Area Committee (see GSM 43, Terms of Reference para 1.) This means he/she is on the Committee in an advisory or consultative capacity only and does NOT have a vote. The reason for this being that the Welfare Adviser (a) may be an Associate Member so does not have a vote (b) is appointed, not elected.
- 1.3.10. Hon P.R.O. is appointed on the same conditions as the Welfare Adviser.
- 1.4.1. Powers of the Area Committee. Please read the Bye-Laws for the Administration of Area's in the Rule Book. Para A1 shows the purpose of the Area Committee and A7 their Duties. In order to carry out these tasks Para A4 says "**The GOVERNMENT** of each Area shall be vested in an Area Committee" etc, etc.

- 1.4.2. The word Government there was carefully chosen. According to my dictionary the word 'government' means the act of governing; exercise of authority; control; the system of governing in a state, territory, area or community; the administrative body or council; the executive power etc.
- 1.4.3. This means that provide the Area Committee act within the terms of the Royal Charter, Rules and Bye-Laws the Area Committee have unlimited powers. **FOR THIS REASON YOU SHOULD CHOOSE THE AREA COMMITTEE WITH CARE.** If a Branch is in dispute with the Area Committee they can appeal to the National Council. See A18.
- 1.5.1. Expenses. None of the Area Committee are paid expenses. Branches should remember this when inviting or requesting Area Officers to attend events or functions. Each bears his/her own expenses, and anyone volunteering for a Committee post is made aware of this. This was introduced about 33 years ago by the then Hon Treasurer, S/m George Morel, in order to boost Area Funds to pay for the running costs of the Area ie phone calls, production of Minutes, provision of equipment and its maintenance, postage etc. Currently the interest from the Investment Account plus the Capitation Fees, barely cover these costs. Donations have been made in recent years from the Area Reunion Fund along with donations from Branches. Funds have to be accumulated for the replacement of Computer, Copiers, etc. Area Standard and accoutrements etc.
- 1.6.1. **ELECTION PROCEDURE.** Delegates will be told of any impending election and the date by which nominations must be in the hands of the Area Hon Secretary. This date will be just prior to when the Agendas for the A.G. M. are posted. This will enable the Secretary to send out a list of those nominated for each post, together with any CVs required, (CVs of previous members of the committee are not required) with the Agendas. Branches can then advise their Delegates of the candidate (s) they prefer.
- 1.6.2. Under the existing rules, Candidates must be Full or Full Life Members of the Association and be proposed and seconded.
- 1.6.3. Both Proposer and Secunder must also be Full or Full Life Members. The reason for this is that Associate Members are not allowed (at present) to vote and to Propose or Second anyone. While it is usual for both the proposer and secunder to be from the same branch it is recommended that one branch would propose and another branch would second any nomination. However the Proposal must be signed by the Nominee.

Candidates should be made aware that currently the Area DOES NOT PAY for any expenses they may incur in the course of Area Duties. (see 1.5.1.above)

THE ROYAL NAVAL ASSOCIATION

NO.4 AREA

NOFAM 2. CEREMONIAL

- 2.1.0. No 4 Area Members pride themselves on “doing things right” so the first place to look regarding I Ceremonial is the Guide of Ceremonial which every Branch should have. If it is a Social event such as a Reception after a Commissioning, Dedication or a Dinner see **G.S.M. 82**. Remember, the R.N.A. is being judged on how you do these things so get it right. Don’t be too proud to ask for advice or help.
- 2.1.1. **Area Ceremonial Adviser.** The following terms of reference are taken from the Committee Report given the 8th April 1989 meeting held at RBL Club Alphington, Exeter.
- 2.1.2. He / She is available to ADVISE Branches on the procedure, protocol and ceremonial involved for the Dedication and parading of Branch Standards.
- 2.1.3. Usually the first hurdle will be the actual purchase of your Branch Standard. Branches can save themselves a worry and money by arranging a meeting with the Area Ceremonial Adviser who has considerable experience in this. The Area Secretary also has details of Suppliers of Standards.
- 2.1.4. He also has a video showing the correct Drill movements for the Standard. This is also contained in the Guide to Ceremonial. He may also help by giving your Standard Bearer-to-be a refresher course. A Standard Bearers course is held every February.
- 2.1.5. If so requested he might even help run the show for you.
- 2.2.0. **Wearing of Medals and Insignia.**
- 2.2.1. At the Area Meeting held in the Newquay RBL Club 14th October 1989 it was agreed that medals and insignia (only those awarded, not those purchased) would be worn on the following occasions:
- 2.2.2. At the Commissioning of Branches and at the Dedication of Branch Standards.
- 2.2.2. At Funerals:
- a. If the bereaved family have requested the presence of Standards then medals and insignia are normally worn.
 - b. If the coffin is draped with the Union Flag medals and insignia are normally worn
 - c. Regardless of the above the wishes of the bereaved family are paramount and anyone connected with making the funeral arrangements must let shipmates know what those wishes are. They may not want an RNA presence of any kind.
- 2.3.0. **Area Standard Bearer:**
- 2.3.1. Duties. Subject to annual review by the Area Committee the Area Standard will be paraded at Area expense at the following events:
- a. Area Quarterly Meetings.
 - b. .National Reunion
 - b. Navy Days – Plymouth, or elsewhere if so decreed, and requested.
 - c. Dedications within No 4 Area.
 - d. Funerals of Area Officials if so requested.
- 2.3.2. If it is considered appropriate that the Area Standard be paraded at an event / function other than above it should be brought to the attention of an Area Officer. He will consult with others and decide whether or not to Parade the Standard and at whose expense.
- 2.3.3. Expenses. Subject to annual review the Area will pay for the actual expenditure incurred for petrol used to get to / from the venue. In most cases there is no need for an overnight stop but if the Standard Bearer chooses to do so to socialise the Area will not pay the B & B involved.
- 2.3.4. If the Standard Bearer is invited to attend an event or function other than the above he / she does so at the expense of the inviting party, or bears any expense themselves. An Area Officer should be informed of any such invitation so that we know where the Standard is at any given time and also to ensure there have been no previous requests for its services.

Continuation of NOFAM 2.

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2.4.0 **Area/Branch Formal Dinner:**

- 2.4.1. It really is essential to try and run your event properly and in a manner, which will hold your Area/Branch in esteem, especially with your V.I.P. guests, who usually are of a standing where they expect protocol to be followed. Certain procedures are the norm and to this end the following should be of help.
- 2.4.2. Firstly the President and partner are the principles for the hosts so they look after the VIP guests. The event is the responsibility of the Area/Branch Chairman who one would expect to consult his committee before starting the routine.
- 2.4.3. Should you appoint a Toastmaster it is he or she's responsibility to oversee the event having had instructions from the Chairman on the requirements.
- 2.4.4. Routine is to bark in the company keeping the Top Table aside. It is common to sit the company thereby enabling them to see the Top Table take their seats, with a welcome hand.
- 2.4.5. Your Top Table should comprise. President and Partner; VIP and Partner; Chairman and Partner; Any others as invited by Area/Branch Chairman to sit and if used your Toastmaster and Partner.
- 2.4.6. Once everyone is seated the Toastmaster or Chairman will make any notices. i.e. smoking, routines including announcement of Grace and who is to say same.
- 2.4.7. The Toastmaster/Chairman who ever is in charge of proceedings should watch the service and ensure all is running correctly keeping a visual contact with the head waiter.
- 2.4.8. When coffee is served to everyone it is time for the loyal toast, many misnomers regularly appear. The correct protocol is as follows.
- 2.4.9. **ONLY if Flag Rank and the company is purely Royal Navy can the Toast be made with the company seated, otherwise the company be upstanding for the Toast made by whoever is invited to do so.**
- 2.4.10. Permission is then given to smoke.
- 2.4.11. Then follows the speeches with toasts, as agreed with the speaker, being announced with the titles and awards. It is not sufficient to read out a series of letters e.g. OBE MA. Etc but should be Officer of the Order of the British Empire and Master of Arts or what ever.
- 2.4.12. At the conclusion of speeches the Toastmaster will invite the Top table to leave and then the assembled company should be thanked for their forbearance before leaving.
- 2.4.13. Rig Formal Black Tie, evening dress or Dark Lounge Suits or RNA Blazer and flannels as requested. Miniature Medals (NOT FULL SIZE).

THE ROYAL NAVAL ASSOCIATION

NO.4 AREA

NOFAM 3. AREA TROPHIES

- 3.1.1. **LILLIAN FLORENCE CUP** presented by A.L.V.P. Charles H Thompson BEM MSM and his Sister, in Memory of their parents on 6th October 1979. This cup is presented to the No 4 Area winner of the OPEN Standard Bearer Competition held.. This competition is open to any standard bearer from any Area or Branch
- 3.1.2. **HERBERT CUP**, Likewise presented at the same time by A.L.V.P Charles H Thompson BEM. MSM and his Sister. This cup is awarded to the competitor gaining the second highest marks in the OPEN Standard Bearers Competition..
- 3.1.3. **JOE MAY CUP**. Presented by S/m Joe May of Plymouth Branch. Ex M.A.A. The first N.C.M. of No 4 Area and was Chairman of the Council for 5 years, also President of No 4 Area and a A.L.V.P. This is presented to the Competitor from No 4 Area gaining the highest marks in the Area Standard Bearers Competition.. It is held until the next Area Competition and carries a small replica for the permanent retention by the winner.
- 3.1.4. **DAVIES CUP**. Presented by S/m's Tom & Joan Davies in the early 80's, the former President of No 7 Area, who was a regular visitor at the Barton Hall Reunions. He was a former Chairman of the National Council and NCM for No 7 Area for over 20 years. It is awarded to the Standard Bearer from No 4 Area who attains the second highest marks in the Standard Bearers Competition..
- 3.1.5. **KENNETT SHIELD**. This was presented by S/m Ken & Ruth Kennett in 1980 to encourage our own Area Standard Bearers to enter the competition and improve their performance year by year.. This is presented to the Standard Bearer who has shown by his/her marks to have made most improvement since the previous year, but has not won a competition cup.
- 3.1.6. **WILLIAM ARTHUR SHIELD**. Presented by S/m Howard Jeffries in memory of his brother. This shield awarded to "The Best Improved in Training From the Previous Year"
- 3.1.7. **RAY PEARCEY CUP**. Presented by Peggy Pearcey in memory of Ray, our previous Ceremonial Advisor. And a past No Area Standard Bearer. To be awarded to the Shipmate achieving 3rd place in the Area Closed Competition.
- 3.1.8. **JOHN "JOCK" PORTEOUS CUP**. Presented by Margaret Porteous in memory of "Jock", our long time Instructor at Bridgwater in the February Standard Bearers Training Sessions. Presented for "Outstanding Effort in Training at Bridgwater.
- 3.1.9. Standard Bearers Bars are presented to all Competitors entering the competition.
- 3.1.10. **Standard Bearers of No 4 Area are eligible to enter and win both Competitions. Standard Bearers of other Areas are only eligible to enter the OPEN competition, so cannot win the JOE MAY or DAVIES Cups, only LILLIAN FLORENCE & HERBERT CUPS.**
- 3.2.1. **MARY HANNEN MEMORIAL CUP**. Presented by A.L.V.P. Charles H Thompson BEM. MSM and Mike Hannen in October 1987 for the Branch with most improved Blue Card Membership
- 3.2.2. **JACQUI WARD MEMORIAL TROPHY**. Presented by S/m Chris Hore on behalf of the DELABOLE Branch at the Liskeard Meeting held on 12th January 1991. In memory of S/m Jacqui Ward, a former Member of that Branch. She held the post of Social Secretary she was an enthusiastic worker for the R.N.A. The Trophy is awarded to any Lady member of the Area who has done the most to further the aims and interests of the R.N.A. during the past year. Nominations will be asked for, in time for a decision to be made which enables the award to be presented at the Annual Reunion. These are judged by the Deputy Chairman of No 4 Area.

NOFAM 3 continued

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- 3.2.3. **CORNWELL TROPHY.** This was presented by the BODMIN BRANCH, in memory of S/m Vic Cornwell, a former Secretary of that Branch, also a Delegate to No 4 Area. This is presented to the Male Associate Member who has done the most to further the aims and interests of the R.N.A. during the past year. Each year Nominations are asked for, in time for a decision to be made which enables the award to be presented at the Annual Reunion. These are sent to BODMIN Branch, who give the recommendation.
- 3.2.4. **TREMLETT CUP.** This was presented by Ron Tremlett in the late Seventy's early Eighty's. This was awarded to the branch in the North East of the Area (Bridgwater, Bristol, Street, Wells and Weston-S-Mare, also at one stage Taunton. Winning a Skittles Competition, organised to foster friendship amongst those branches.
- 3.2.5. **STRUDWICK SHIELD.** This was presented by Shipmates Gordon and Nancy Studwick (Liskeard) and is presented to the Winner of the Competition held at the Standard Bearers Training Course.

NOFAM 4

Use of Income for the benefit of other Charities

GUIDE TO DONATING TO CHARITABLE FUNDS

If a branch wishes to help any other non-naval organisation then they are quite at liberty to do so by setting up a specific appeal for that purpose.

Any branch can properly apply its funds for the benefit of another charity which itself furthers all or any of the objects of the Association.

Potential problems will only arise where the funds of a branch itself are used to support another non-naval charity.

Branch funds should **not** be applied for the benefit of a charity which has absolutely **no** connection with the RN/RNA (eg animal welfare or a charity for the protection of the environment).

Donations **may** be given to a non-naval organisation where members of the RNA or their dependants will receive some help, or where help and support has been previously received (e.g. a local branch of Help the Aged, or a local Hospice which is caring or has cared for one of the membership

THE ROYAL NAVAL ASSOCIATION

NO 4 AREA

NOFAM 5 ANNUAL REUNION.

- 5.1.1. This event is organised and run by an Area Annual Reunion Committee. Which is approved at the No 4 Area April Meeting. This Reunion Committee consists of a Chairman, Secretary, Treasurer, plus two other members.. These are helped in no small way by their respective ladies. The No 4 Area Ceremonial Adviser is the organiser of the Standard Bearers Competition.
- 5.2.1. Each Branch will receive a Booking Form (at the July Area Meeting) They should be handed to the SHIPMATE WHO IS GOING TO THE ANNUAL REUNION AND WILL BE ACTING AS THE BRANCH REPRESENTATIVE. He or she is the ONLY person that the Committee will deal with. Choose someone with a phone in case there is something that needs urgent attention
- 5.2.2. The Branch Representative should
- Collect the monies
 - Pay them into his/her Branch Account, via the Branch Treasurer
 - Have the Branch Treasurer make out one cheque to cover the total amount.
 - Cheques to be made out to "No 4 Area Reunion Fund".
 - These cheques **must not be forwarded before 1st November**
 - The closing date for applications will be the middle of January, this will enable all branches attending to have returned to them, their accommodation and table lists.
- 5.2.3. Receipts will be available from the Treasurer (a S.A.E. please, with cheque, this will help keep the expenses down) or at the Annual Reunion.
- 5.2.4. Ref 5.2.2. This is necessary because ALL money transactions involving the Branch MUST be shown in the Branch Accounts. It saves the Branch rep a booking job.
- 5.3.1. The Branch Rep. Should forward to the Treasurer, at the same time as they forward the cheque a list of names of those shipmates attending, together with any particular requirements. Diabetic or vegetarian diet, wheelchair user, if you prefer a bath or shower. (The committee will do its utmost to provide your preferences on bath/shower. But please accept that it may not be possible to cater for everyone's preferences)
- There are limited singles accommodation available, so if there are singles going from your branch who would be willing to share, please highlight this on the booking form.
 - The accommodation will have en-suite facilities and have tea and coffee making facilities and T.V. sets.
- 5.3.2. As stated Branches will be informed what tables and accommodation they have been allocated. THIS INFORMATION SHOULD GO TO BRANCH REP. Who should brief those going, particularly if you are not travelling as one group. Branch Reps are advised to arrange a seating plan as this will save time on arrival.
- A detailed programme will be sent out with the table and accommodation information.
- 5.4.1. Friday Night is informal. This evening there is a raffle of bottles of spirits and wines. Dancing is held till late.
- 5.4.2. Saturday Afternoon a Quiz Competition takes place, with the previous years winners being responsible for organising the competition. Other competitions may be provided, subject to facilities.
- 5.4.3. Saturday Evening there is a formal dinner. Rig of the day is DJs with miniatures and insignia or lounge suites or Blazers with medals and insignia. This is followed by a dance

NOFAM 5. Annual Reunion Continued

- 5.4.4 Each Branch is asked to contribute a prize to be raffled at the dance on Saturday Evening. The money from these raffles goes into the Area Charity Chest for dispersal to those charities which have been chosen as beneficiaries. Only those Branches providing a Prize for the Saturday Evening Raffle are allowed to nominate a Charity for the Charity Chest.
- 5.4.5 Profits from **ALL RAFFLES** held at the Reunion Week-End go to The Charity Chest for dispersal.
- 5.4.6 Due to numbers now attending it is regretted that we cannot accommodate those who would like to attend the Formal Dinner and Dance only.
- 5.6.1. "Free" Places. These are used to provide accommodation for our guests i.e. the Principal Guests, Standard Bearers Competition Judges. Any that is left help to defray the overall costs. **THE COMMITTEE PAY THEIR WAY LIKE EVERYONE ELSE!!**
- 5.6.2. The Sunday Church collection goes to the Area Welfare Fund.
- 5.6.3. Someone asked if we were insured against losing our money if the Venue went bust after we had paid our fees. The short answer is **NO** because Payment is made at the end of the weekend before we leave.
- 5.6.4. To shipmates who have not attended one of our Area Reunions, I say that this must be amongst the best value for money of any weekend. Remember if you are unhappy about your accommodation, the food service in the dining room or whatever **SEE YOUR REP.** He/she will contact the Management and can get things done where an individual may not The Staff are not paid to take orders from individuals, so don't try and give them any.
- 5.6.5. **ANY COMMENTS (GOOD OR BAD) RE THE WEEK-END, IN WRITING TO THE REUNION SECRETARY.**
- 5.6.6. **FINALLY PLEASE REMEMBER THAT THE REUNION COMMITTEE AND THEIR LADIES GO TO THE REUNION TO ENJOY THEMSELVES TOO; WITH YOUR CO-OPERATION EVERYONE WILL HAVE A SUPER WEEKEND.**

THE ROYALNAVAL ASSOCIATION

NO 4 AREA

NOFAM 6. AREA CHARITY CHEST

- 6.1.1 Purpose. To provide a useful sum of money for donations to deserving Naval related charities within No 4 Area.
- 6.1.2 It is funded by the sale of draw tickets sold for raffles during the Annual Reunion.
- 6.2.1. Allocation. Branches who contribute prizes to the raffles (and each Branch should – see NOFAM 5.4.4.) are asked to write to the Area Secretary suggesting a Naval related charity in the Area that they consider would benefit from a donation. A closing date is given so that these suggestions can be circulated to the Area Committee members prior to their next meeting
- 6.2.2. This will enable the Committee Members to have time to check the suggestions, and, if there are a number, place them in order of preference. Views and opinions are then discussed and an order of priority established. This will save time at the next committee meeting.
- 6.3.1. Dispersal. We aim to raise as much as possible from the raffles held over the Reunion Weekend. These then will be dispersed as per FOFAM 6.2.2.
- 6.3.2. The results will be made known to the Branch Delegates by the Area Chairman during General Meeting which follows the Committee Meeting.
- 6.3.3. The Cheques will be presented to the successful charities. Where possible efforts should be made to obtain publicity for No 4 Area involving the nominating branch if possible.
- 6.3.4. The Recipients of monies to be informed of the name of the Branch nominating their Charity for the Donation.

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NO 4 AREA

NOFAM 7. WELFARE

- 7.0.0. Guidance has been given on Welfare matters on many occasions at Area Meetings. Here is a collation of it.
- 7.1.1. Area Welfare Adviser. (AWA). See GSM 43 for terms of reference and NOFAM 1.1.1. & NOFAM 1.3.8/9 for Committee status
- 7.2.1. Branch Welfare Officer. (BWO) See GSM 57 for terms of reference.
- 7.3.1. Obligations: We are duty bound to give all possible help to any serving and ex serving members of the R.N., R.M., WRNS., QARNNS and their dependants **whether they are members of the R.N.A. or not.** Your BWO is there to assess the situation then invoke the help of the agency best able to deal with it. The AWA is available to give there advice (NOT take over the case) if the BWO needs it.
- 7.3.2. If, while this is taking place, there is a pressing need for monetary assistance I would suggest this could be provided by the Branch Welfare Fund. If you haven't got one you should have. Get cracking and establish one.
- 7.3.3. If, through the good offices of SSFA Forces Help and the AWA, all the first line sources of help have been explored but you are still short of your target then the AWA may possibly advise an application to the RNA Central Charities Fund.
- 7.4.1. **Area Welfare Fund:** This was established in the late eighties, and is administered by the Hon Treasurer and AWA. It is funded by contributions from Branches and the generosity of No 4 Area Shipmates who attend the Annual Reunion. **For this reason it is felt that the proceeds should only be used to help R.N.A. Life, Full and Associate Members and their dependants resident in No 4 Area.**
- 7.4.2. It's objects are:
- To help a shipmate if his/her circumstances fall just outside the criteria of existing sources of help.
 - To provide emergency funds in the case of fire, flood, roof blown off etc till the appropriate agency gives a positive response.
 - To bolster Branch Welfare Funds where appropriate. See 7.3.2. above.
- 7.5.1. **Area Support Fund:** This fund was started in 1997. Branches donated funds to this fund. The prime purpose is to have a sum of money available to assist the **small** branches in No 4 Area as follows:-
- To attend the Area Meetings
 - To assist with the Pool Fares payable after the National Conference.
 - All applications must be made in writing to the Area, it will the be discussed by the Committee.
- 7.5.2. If all avenues of help have been explored but prove to be insufficient then your BWO should ask the AWA if the case in question qualifies for help from the Area Welfare Fund.
- 7.6.1. If you know of any ex R.N's & relevant branches, which could do with a little help please inform your BWO, many do not know what they are entitled to and many others would not ask. Please help us to help them.

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NO 4 AREA

NOFAM 8. AWARDS

- 8.1.0. Area Life Vice Presidents (A.L.V.P.) Awards
- 8.1.1. A.L.V.P's may be appointed by the Area Committee per Article 10 page 15 and Area Bye-Law A6 (b) page 42 of the Royal Charter, Rules and Bye-Laws. To prevent any dilution of the high standards associated with this award the following criteria has been drawn up:
- a) The Award is for service **to the Area.**
 - b) While there may be exceptions a **minimum** qualifying period of ten years service is considered reasonable
 - c) Generally this service will have been in an Area appointment eg. Area Chaplain, an Area Officer post or member of the Area Committee. Again exceptions may occur. If so then each case will be judged on its merits.
 - d) This award will normally be made when the Shipmate concerned retires or resigns from the post held and only on the understanding that they **will be precluded from holding ANY office or appointment thereafter.**
 - e) They will be welcome to attend Area Committee meetings in an ex officio ie non voting capacity.
 - f) It has been agreed that the present limit of six A.L.V.P.'s be confirmed, but the Committee retain the right to appoint other A.L.V.P.'s if and when required.
- 8.2.0. Full Life Membership.
- 8.2.1. The following routine should be adopted when a Branch wishes to nominate a present Full Member Full Life Membership of the Royal Naval Association
- 8.2.2. The conditions and procedure for this Award can be found on page 37 of the Royal Charter and Rule Book, Bye-Law 5 (a) and (b). Strict attention is to be paid to these points, particularly with regard to the length of R.N.A. service that has been given by the person being nominated, Rule 2 (b) on page 18 is also to be consulted.
- 8.2.3. As far as No 4 Area is concerned there can be little reason to expect much support from the National Council Member for an application for Life Membership that does not meet the length of service requirement of at least ten years.
- 8.2.4. This is strongly supported by the No 4 Area Committee who believe that an exceptional award such as Life Membership of the R.N.A. ought to reflect the laid down conditions. Additionally, It would be expected that anyone nominated for such Membership would have at least served on a Branch Main Committee or the Area Committee to justify being nominated.
- 8.2.5. The correct application form as per specimen attached is too used. These should be sent .National Council Member. After entering his comments and signature he will forward the application to H. Q. A phone call or a quiet word with the N.C.M. at an Area meeting before making such an application could save you time and much brain-bashing.
- 8.3.0. Certificate of Appreciation.
- 8.3.1. This award is the highest accolade that can be given to an Associate Member. See GSM 44. For this reason note should be taken of the qualifications required for such a recommendation to be put forward: To nominate anyone with anything less is to belittle the value of the award
- 8.3.2. The procedure for putting the recommendation forward is laid down in the GSM and is less stringent than that needed for a Full Life Membership. It should however be carefully followed. You will find that the financial requirement is considerably less also. A form of application is attached.
- 8.3.3. Again a word with the NCM could prove useful, when considering making an application.

APPLICATION FORM (REVISED 2006)

FOR LIFE MEMBERSHIP OF THE ROYAL NAVAL ASSOCIATION

(Rule 2 (b) and Bye-law 5 (a))

Branch:.....

Full Name of Nominee:.....

Length of RNA Service:.....

Branch cmmt, Post(s) held:.....

.....

Area cmmt. Post(s) held:.....

Reason for Award:.....

.....

.....

Recommended at Branch General Meeting held on:

Result of Voting:.....a) Unanimous OR b) Majority.....

Branch Chairman's Comments:.....

.....

I certify that the nominee is qualified by service for Full Life Membership i.e.
A minimum of ten years i.a.w. Bye-Law 5 (a).

Signed.....

BRANCH CHAIRMAN

National Council Member's Comments:.....

.....

.....

I certify that the nominee is qualified by service for Full Life Membership i.e.
A minimum of ten years i.a.w. Bye-Law 5 (a).

Approved/Not supported.....(signature)

NCM No.....Area

Date.....

THE ROYAL NAVAL ASSOCIATION

NO 4 AREA

APPLICATION FOR CERTIFICATE OF APPRECIATION

GSM 44

(Please type or use block letters)

BRANCH or AREA.....

FULL NAME of NOMINEE.....

ASSOCIATE or HONORARY MEMBER.....

PERIOD of MEMBERSHIP.....

* * * * *

The exceptional services which meet the requirements set out in para 2 of GSM 44.

.....
.....
.....
.....
.....

Signed.....**Branch Chairman**...**Date**.....

* * * * *

NCM'S Comments:

.....
.....
.....
.....
.....

APPROVED.....**NCM NO 4 AREA**..Date.....

THE ROYAL NAVAL ASSOCIATION

N0 4 AREA

NOFAM 9 T.S. ROYALIST

- 9.1.1 This is a sail training ship built in 1971 at Cowes. It is 110 Thames tons and 28.07 metres long with a sail area of 449 square metres. It is owned and run by the Sea Cadet Corps and can accommodate 26 Cadets
- 9.1.2 It takes Cadets on a programme of cruises each year during which they can experience briefly the realities of life at sea. This of course costs money which is normally provided by the parents and/or unit concerned.
- 9.1.3 Cases arise where a deserving youngster has to decline an opportunity to go on one of these cruises for financial reasons. No 4 Area have therefore agreed that it will pay for three berths per year. Money is raised through the Annual Reunion.
- 9.2.1. All Sea Cadet Units in No 4 Area are invited to nominate cadets for these berths. Letters are sent out at the end of March. .
- 9.2.2. A sub committee of the Area Committee make the selections, in the event of not enough nominations fulfilling the criteria, any berths remaining are carried over to the next year. Successful nominations are announced at the July Area Meeting.
- 9.2.3. The successful candidates are expected to provide a report on their trip.
- 9.3.1. If any Branch or individual is interested in sponsoring a berth, would they contact the Area Secretary who has details. (this year 2002,the cost is £174).
- 9.4.1. Because the Area provides these places the Sea Cadet Corps Units are not considered for a donation from our Charity Chest. Branches are however encouraged to support their local Units.
- .
- .

THE ROYAL NAVAL ASSOCIATION

No 4 AREA

NOFAM 10. HOSTING AN AREA MEETING

10. 1. 1. At the Area Meeting before, your branch distributes a pro-forma, outlining where the meeting is to be held, asking how many delegate/observers will be attending. What accommodation is available in the Area. Car Parking availability. Usually what food can be provided and cost, plus a tear off slip to be returned to your Hon Secretary. Also at the end of this meeting your Delegate will collect, and take away Branch Name Plaques, Area 4 Life Buoy, ready for your meeting.
10. 2. 2 It is customary to invite the Mayor to open the proceedings. This will mean sending out the invitation as soon as possible.
10. 2 3. On the day, the Committee would like a room for their meeting accommodating a maximum of 24, this starts at 11.00. The main room for the Area Meeting, with tables if possible, there could be up to 120 delegates and observers. This meeting starts at 14.00. A top table with seating for six, with a microphone available.
10. 2. 4 'Tea & Stickies' are usually provided by the Host Branch for which the Area provides £75 towards the cost. These are often provided by the ladies of the host Branch.
10. 2. 5. At the end of the Area Meeting, your Delegate will be asked to take charge of 'The Yomper' and return it to the next Area Meeting.
10. 3. 1. Evening entertainment is sometimes organised by the Branch as a fund raising occasion for Branch Funds. The Delegates always pay for this event. Details and cost of this would be included in the Pro-Forma

NOFAM 11
GIFT AID

GIFT AID DECLARATION

The form has the great advantage that it lasts until the declarer notifies otherwise.

Figure 1

Amount of Donation	Value of Benefits
£0 to £100	Up to 25% of donation
£101 to £1,000	Up to £25
More than £1,000	Up to 5% (maximum £500.00)

Benefits to Donors:

Remember that Gift Aid is designed to apply to donations where no benefit is rewarded to the donor in return for their gift. Gift Aid cannot be used on payments made for goods or services (e.g. for an event or dinner), but a small token of appreciation (such as a charity newsletter or low value Gift) is perfectly acceptable. The rules about the maximum level of any benefit you can reward donors with are as in Figure 1 above.

These limits apply to each donation and if they are breached then the donation becomes trading income.

HMRC publishes comprehensive benefit rules guidance on its website www.hmrc.gov.uk including many helpful examples such as the briefing sheet 'Gift Aid and the Benefit Rules' available at www.tax-effectivegiving.org.uk.

Record Keeping:

HMRC has a duty to ensure that the Gift Aid scheme is used properly and has the right to inspect your Gift Aid records. Your charity must be able to demonstrate an audit trail from Gift Aid declarations to the donations you are claiming Gift Aid on. Although the HMRC guidelines differ for charities registered as a trust to those registered as a company, the Institute of fundraising recommends that you keep Gift Aid records for a minimum of six years.

For declarations that allow you to claim Gift Aid on all future donations, it is recommended that you keep evidence of the declaration indefinitely for audit purposes.

The amount of information required by HQ, Area or Branch on the Gift Aid Declaration Form is kept to the minimum consistent with the proper administration of the tax relief and the need to be able to show an audit trail.

RNA Headquarters

1. Forms can be obtained from HQ, RNA webpage or Circular.
2. Fill in the form; enclose the donation; and then forward on to HQ.
3. The forms are then retained at HQ and can be used in future for all amounts including subscriptions, i.e. to cover a single donation or any number of donations.
4. HQ reclaims tax from HMRC on an annual basis.

RNA Area/Branch

1. All Area/Branches who receive donations or who charge a local subscription and are registered as a **separate** charity can claim a tax refund under Gift Aid (Forms obtained as above).
2. Before you make a claim, you must be registered with the HMRC and have an HMRC Charities reference number. You will also need to show that you are authorised by the charity to make a claim by completing Form ChN1 as an individual i.e. Hon. Secretary or Treasurer.

For advice on registration/forms, go to their website at www.hmrc.gov.uk/charities or phone their helpline on 0845 302 0203.

3. To make a claim, complete forms:-
 - R68 Repayment Claim for Charities;
 - R68 Gift Aid Schedule.

A separate schedule is required for each accounting period claimed (e.g. 31 March/31 December)

Completed forms to be sent to:

HMRC Charities
Repayments (Unit 361A)
St Johns House
Merton Road
Liverpool L75 1BB

For help or further information go on-line or phone their helpline details as above

4. All Gift Aid Declaration Forms completed for Area/Branch use **must be retained** by the Authorised Official (i.e. Hon Sec/Treasurer) of that Area/Branch to enable an audit trail. **Do not** send them with the claim to HMRC.

In its simplest form an audit trail for Gift Aid would contain a copy receipt of the donation being received, a declaration, and a copy of a bank pay-in slip.

Note:-

$$\text{Tax} = \text{Amount} \times \frac{22}{78} = \text{Gift Aid refund to Charity (i.e. 28p in } \pounds 1 \text{ until 2011)}$$

The current rate can be viewed on the website.



THE ROYAL NAVAL ASSOCIATION

No. 4 (South West) Area.
Patron of the Association: H.M THE QUEEN
Full recognition by the Royal Navy

Registered
Charity No.
1066002
Incorporated
By
Royal Charter

Hon Secretary. S/m A.M. Arnold. MBE
35 Larks Rise, FERNDOWN, Dorset. BH22 9QU
Telephone: 01202-875707 – Fax 01202-874250
Mobile: 07901-778464
Email: mick.arnold@virgin.net

WHEELCHAIR

I acknowledge receipt of a wheelchair supplied by No 4 Area of the Royal Naval Association for the use
of who is a full/associate
member of the Branch of the Royal Naval Association.

It is understood that:-

- * The user disclaims the Royal Naval Association of any responsibility in the event of any mishap involved in the use of the wheelchair
- The user of the wheelchair (or his/her carer) will be responsible for the upkeep of the said wheelchair. Once no longer required by the user it will be returned to the Welfare Officer of NO 4 Area RNA.
- If the user is not covered by personal/third party accident insurance, it is strongly recommended that cover be obtained.

Signed..... Witness.....

Branch..... Branch.....

Date.....

Current Welfare Officer No 4 Area RNA:-
Shipmate Mrs Doreen Bonner
20, Fairacre Close
Locking
Weston-Super-Mare
North Somerset. BS24 8BE

*01934-822698

Complete the two copies supplied:-

- Return one to Area Welfare Officer within 7 days of receipt of the wheelchair;
- Retain one for your own records.