



**SOUTH AFRICAN MILITARY VETERAN ORGANISATION OF
AUSTRALASIA (SAMVOA)**

**GUIDELINES FOR MEDAL AND AWARDS PRESENTATION
PROCEDURES**

(v.3. 150429)

SOUTH AFRICAN MILITARY VETERANS ORGANISATION OF AUSTRALASIA (SAMVOA)

GUIDELINES FOR MEDAL AND AWARDS PRESENTATION PROCEDURES

1) Introduction

- a) The official channel for SAMVOA members to work through in pursuing outstanding service awards and certificates is via Veteran Gordon Pugh, Chairman of the Queensland Region. Gordon can be contacted by email at pughg_2564@live.com.au and will assist with the necessary documentation and also liaise with Veteran Demetri Friend in South Africa who in turn will liaise with Ceremonial at DHQ.
- b) Couriering of medals and awards is done by favour, by members of SAMVOA, and as opportunity permits by members travelling to South Africa and back. All arrangements to collect and courier medals and awards should be arranged via Gordon. Once awards have been collected the following SAMVOA office bearers must be advised;
 - b.i) Veteran Gordon Pugh
 - b.ii) National Chairman : Veteran Tony Macquet
 - b.iii) National Vice Chairman Veteran Garth Pienaar
 - b.iv) National Master at Arms : Veteran Richard Southey
- c) All of the above should receive an electronic copy of the awards inventory list.
- d) It is incumbent on the person couriering that the awards should either be kept securely on his person or locked away for safe keeping at all times. Since the SADF / SANDF do not issue replacements that we are aware of, it is therefore deemed too risky to do otherwise.
- e) It is not advised to check these items on as booked on luggage when travelling by air as luggage can get lost and or be tampered with. Surface mail within the bounds of Africa is not an option either for this reason.
- f) Upon their return to Australia and or New Zealand the person couriering the consignment should contact Veteran Gordon Pugh, confirm that the consignment has arrived safely and stand by to receive further instructions for Regional distribution accordingly.
- g) When arranging ceremonies we urge our Regions to make suitable provision for friends and family of the recipients to attend proceedings. This ceremony is of huge significance to our members, many of whom would have waited in excess of thirty years for the awards to materialise. At every occasion lets be sure to take as many photos as possible and post these on the SAMVOA website as well as on the SAMVOA Facebook page.
- h) Remember to always have our SAMVOA Standard prominently displayed in the background when taking photos.

2) Dress

- a) Establish the recipient as a SAMVOA member.
- b) Ensure the recipient is kitted out with SAMVOA dress as per our stipulated dress regulation requirements on the SAMVOA website in a timely manner i.e. Dress No.1 (full ceremonial or "review order" including full medals, headdress, no gloves).
- c) If for some reason a member does not preside over SAMVOA kit it is acceptable to wear a dark suit and tie or blazer and tie with full medals and Corps beret if he has one.
- d) All office bearers for that Region / Club participating in the parade should wear Dress No.1.
- e) Other members may attend in smart casual attire if the chosen date happens to be a week night but preferably also in Dress No.1.

3) The Venue

- a) Set a date, time and venue suitable to do the hand over. This could be a monthly meeting, mess dinner or after an official remembrance parade - by discretion of the Regional / Club Chairman.
- b) Written announcements for the event should be sent out well in advance to all members of the incumbent Region / Club and only after recipients have received their kit and confirmed they are able and ready to participate.
- c) It would be wise to provide full details regarding the dress protocol including head dress and medals, the date, time and venue in as much detail as possible to avoid undue embarrassment to recipients, guests and members.
- d) It would be wise to provide each recipient with the parade order or run sheet on the day.
- e) Some RSLs do not cater for a private venue, it is preferred therefore that that we do not do a parade in a restaurant or un-associated public domain for example, let common sense prevail.

4) Order of Medal Presentation

- a) Prior to the ceremony commencing the medals to be presented should be clearly labelled and arranged in order of seniority on a suitable table close at hand. The table should be draped with an appropriate cloth with a medal presentation cushion present.
- b) The Regional / Club Master at Arms will prepare each presentation by selecting the correct award for its corresponding recipient and laying it on the presentation cushion appropriately for presentation.
- c) If groups of medals are to be presented the most senior medal (or group containing that medal) is awarded first, followed by the next senior medal or medal group and so on. For example, one would award a decoration (HC, SC or MMM) before a medal group containing the Pro Patria Medal and its subordinates.
- d) The Pro Patria Medal is more senior to Southern Africa Medal, General Service Medal and Veritas Medal or Johan Chard Medal in that order, for example.
- e) For group presentations and to save time, the preamble or citations should be read out for each medal to be presented on the day, in order of seniority and ahead of the actual presentation.

5) **Ceremony**

- a) At an agreed time and on invitation of the Regional/Club Chairman the incumbent Regional/Club Master at Arms will call the meeting to order, whereupon the Master at Arms will request all recipients to step forward and form up.
- b) The recipients will form up in a line (at a predesignated position) abreast of the presentation party comprising of the Chairman and Master at Arms.
- c) If a guest of Honour is present he or she would join the presentation party at this stage and may be invited to perform the duties of the Chairman as laid out below at the Chairman's discretion (in the case of a retired General attending for example).
- d) Once formed up the Master at Arms will call the recipients to attention.
- e) The Master at Arms will read out the citation for each medal to be presented in order of seniority.
- f) The Chairman will then ask each recipient by name to step forward in turn to receive their award - in order of medal seniority as discussed above.

- g) Recipients receiving more than one medal should receive all their awards at once, since the preambles and citations have already been read it is not necessary to re-read these but rather for the Master at Arms to mention each award being presented by name and in order of seniority.
- h) Upon the recipient's name being called the recipient will step one pace forward, stepping off the left foot, pause for a count of 2/3 and salute if wearing headdress, if not wearing headdress he will simply nod acknowledging the Chairman. The Chairman will return the salute (nod) and hang the medal on the recipient's appropriate breast. The left breast for official service medals and the right breast for commemorative medals. The party will shake hands, once done the recipient salutes (or nods) again and steps back one pace, left foot first, to re-join the squad of recipients and remains at attention.
- i) If a recipient is the only person receiving an award he/she would follow the procedure above but after taking one step back pause on a count of 2/3 do a right turn and step off on the left foot, march three paces and return to their seat.
- j) Once all the awards have been presented, and upon invitation of the Chairman the Master at Arms may dismiss the recipients with the following command. "Recipients Dismiss!" The recipients salute simultaneously and on the "whispered" command of "Up!" by the Master at Arms and hold their salute whilst the Chairman returns the salute. Similarly, on a whispered command of "Down!" Recipients drop their salute simultaneously, pause for a count of 2/3, do a right turn, pause for a count of 2/3 and step off on the left foot, take three measured marched steps then break away returning to their seats.
- k) The Chairman will thank the Guest of Honour and may ask him to say a few words and continue with the designated program.

6) **General observations**

- a) When saluting, the fingers of the saluting hand should be kept together and the hand fully extended and not cupped. Soldiers generally develop a personalised saluting style over the years; there is nothing worse than seeing the saluting hand with fingers splayed or a hand dropping down to the middle of a man's chest like a parachute after the salute. A proper salute is carried out as the shortest route up from one side to a point where the index finger just touches the beret rim near the balkie position, a pause for 2/3 and the shortest route smartly down again.
- b) When coming to attention or doing turns during drill or ceremonies, Veterans are not expected to aggressively stamp one's foot as taught in basic training. In the braced position for example, when coming to attention it would suffice to bring the left foot to the right in a short, sharp, sliding movement.

7) Advice on Medal and Hanger set up

- a) If a recipient has never been issued a medal before it would be advantageous for him to have the medal or group of medals pre-mounted prior to the hand over presentation. If this course of action is decided upon care should be taken that the work to be undertaken is done in time for the ceremony.

- b) A simple medal hanger and hook can be fashioned from thin gauge wire such as a paper clip in the shape of a basic triangle for the medal, a separate paper clip straightened and fashioned for the actual hanger (See examples at 10. below)

- c) The ribbon length should be no longer than 32 mm, folded over the lower leg of the hanger triangle and secured on the reverse side to ensure it does not fall off during proceedings.

- d) The recipient should wear a hook fashioned from a paper clip on the appropriate breast, this too should be secured to ensure the medal won't drop off or fly off when doing the right turn after the presentation. The hanger hook should be sharpened to a point so that it does not harm the wearer's jacket fabric and secured on the inside in a fashion to ensure that the wearer is not injured. Securing can be done by simply bending the sharp end of the hanger hook back on itself into the fabric.

- e) Should the recipient already have a good array of medals the hanger hook or hooks would be placed slightly above his current rack, otherwise closest to the centre of his chest and the ribbons in line with his existing rack (See example of Col Diedericks at 10. below).

8) Commemoration medals

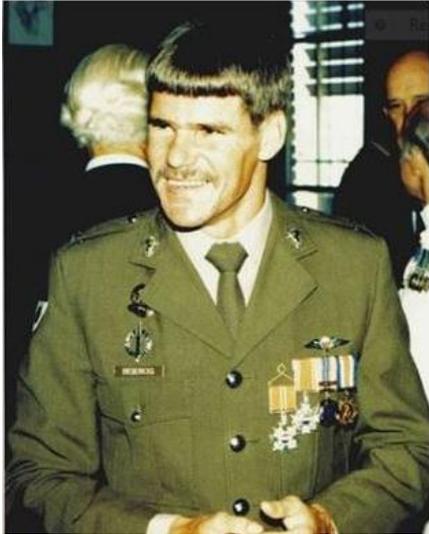
- a) It should be noted that the South African Service Cross (SASC) and the SAMVOA Veterans Medal are commemoration medals, they are not official service medals and therefore are to be pinned to a member's right breast and NOT to the left breast.
- b) Members already wearing these medals on the left breast should be encouraged to switch them over to the right breast at the earliest convenience please as it is causing the organisation untold trouble from past serving members as well as external organisations such as the RSL. We have to be correct there can be no compromise.
- c) When wearing commemoration medals with ones forebearers' medals on the right breast, the commemoration medals should be worn below the forebear's service medals, the forebear's service medals being more senior.
- d) The SASC is the senior medal of the two (being of National significance) and is consequently worn closest to the centre of the chest or "closest to the heart".
- e) Should a Veteran's forebear have owned commemoration medals, these are NOT to be worn by the descendant as they are not official military awards.

9) Flags

- a) The official SAMVOA banner and / or the SAMVOA Standard are to be prominently displayed at these functions. No other flag with specific reference to National flags whether past or present should be displayed.
- b) **Warning:** The display of National flags is matter of International protocol and is not something SAMVOA as an organisation is privileged to do in public. If an organisation is found to be erring in this regard, the organisation, as well as all members could well be banned by the official veterans' organisation of a country - as was the case recently in the UK. It should be noted that this action was taken without the right of reply as the action is deemed illegal. In Australia SAMVOA is accommodated by the RSL and in New Zealand by the RSA, this relationship is sacrosanct hence no deviation in this respect will be tolerated. As much as we love our flags Old or New - **DON'T DO IT!**

10) Medal hanger and hook examples

a. Example as worn by Col Andre Diedericks HCS HC SM MMM



b. An example of a hanger on an HC



c. Examples of basic hook and hanger fashioned from paper clips (a small clip and a large clip respectively). The point of the hook will need to be sharpened slightly as not to damage the wearer's fabric. The hanger can be tidied up with the aid of pliers, these samples were simply fashioned by hand.

