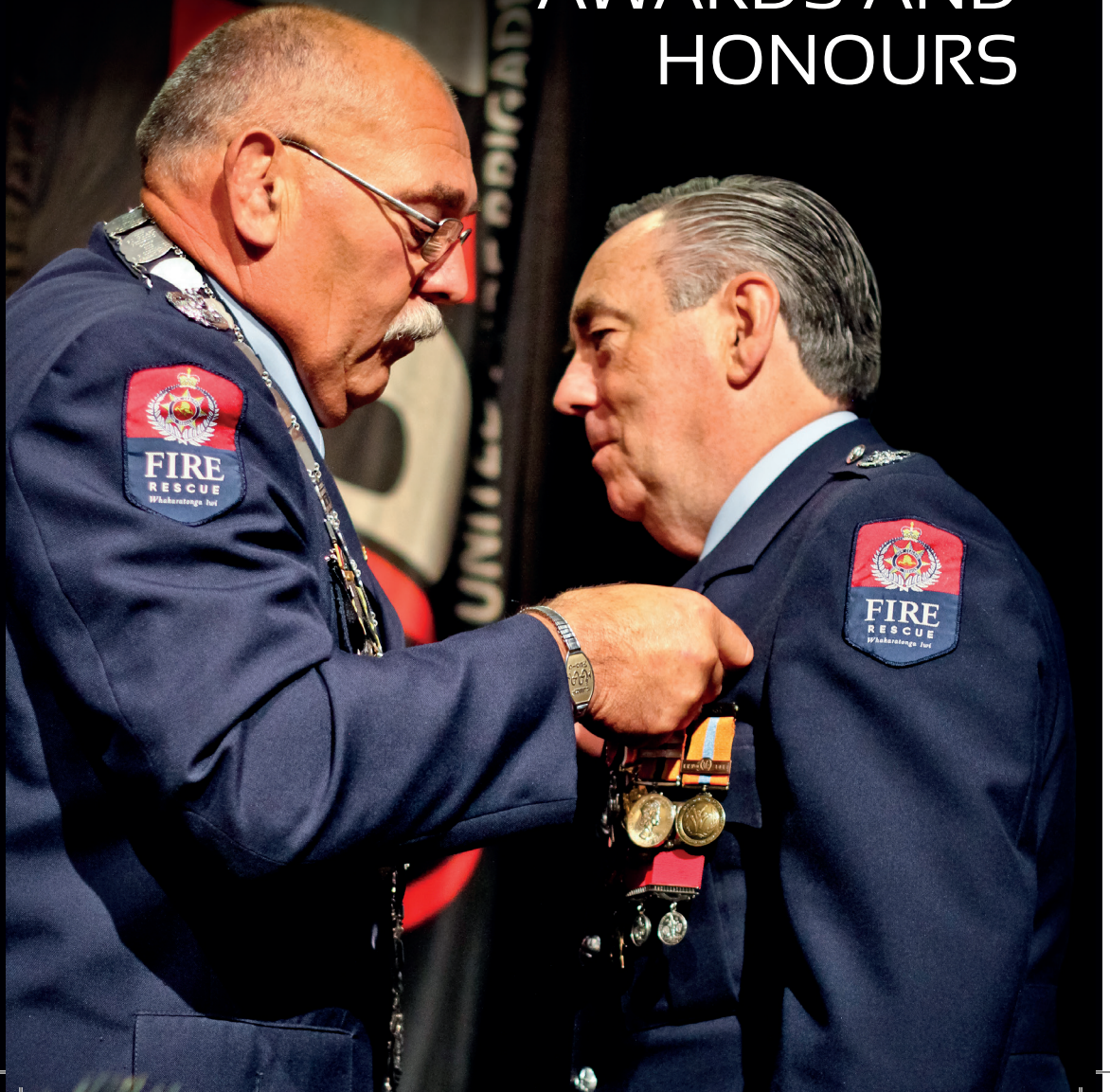


GUIDE TO UFBA SERVICE AWARDS AND HONOURS



UFBA SERVICE AWARDS AND HONOURS

The United Fire Brigades' Association (UFBA) introduced awards recognising service in its member brigades at its first annual meeting in 1880. The medals and bars have changed little over the years. Similarly, eligibility is still based on attendance at musters.

Among New Zealand's oldest, the awards have been presented with due ceremony to properly acknowledge firefighters' dedicated service to the community.

This document is designed for UFBA member brigades as a guide to the awards themselves and to the convention and rules around a typical Brigade function at which the awards are presented.



THE 25 YEAR GOLD STAR AND THE 50 YEAR MEDAL

This document has been printed in May 2016. However, in recognition that it will be an enduring document, the new name for the New Zealand Fire Service (Fire and Emergency New Zealand (FENZ)) has been used in this guide.

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1. UFBA SERVICE AWARDS

UFBA service awards available* are:

AWARD	BACKGROUND
3 Year Certificate	Originally featuring a manual pump, later a Halley-Simonis motor appliance
5 Year Silver Medal	Designed by Mr Henry Griffiths from England
2 Year Silver Bar	Recognising ongoing service beyond 5 years
25 Year Gold Star	First issued in 1891
2 Year Gold Bar	Recognising ongoing service beyond 25 years
40 Year Certificate	The most recently added award
50 Year Medal	Introduced in 1999 replacing the earlier Double Gold Star established in 1952
2 Year Gold Bar	Recognising ongoing service beyond 50 years

* These awards are conditional on certain criteria in accordance with UFBA Regulations 2 and 3

2. OTHER UFBA AWARDS

AWARD*	BACKGROUND
Valour Medal	For exhibiting exceptional personal courage saving or attempting to save human life
Valour Certificate	For selfless acts of gallantry and bravery
UFBA Life Honorary Membership	Recognises an individual's service to the Association with a Life Honorary Membership medal
Brigade Life Honorary Membership	Acknowledges an individual's service to a brigade with a Life Honorary Membership medal
Service Medal	Service by Brigade Surgeons, Nurses and Chaplains is rewarded with appropriate medals

* These awards are conditional on certain criteria in accordance with UFBA Regulations 2 and 3

Note: The New Zealand Fire Brigades' Institute, Provincial Fire Brigade Associations and Sub-Associations award Life Honorary Membership for their members, under their own criteria, with their own medals and protocols for presentation.

3. ELIGIBILITY/ORDERING AWARDS

The criteria for eligibility is spelled out in Sections 2 and 3 of the UFBA Regulations, specifically:

- 3.1 For the purpose of calculating eligibility for Association Service Awards, an Enrolled Member must in any one Attendance Year be:
 - 3.1.1 Present or be granted leave (pursuant to Regulation 3.2) for at least two thirds of the Fire Brigade Members' Musters; and
 - 3.1.2 Present for a minimum of twenty-five per cent (25%) of all Fire Brigade Members' Musters.

Generally, the UFBA will not approve presentation of any award until the service represented by the award has been completed and proven.

Brigade Secretaries should order awards on the prescribed form (available for download on the UFBA website) well in advance (three months) of the presentation date to enable the UFBA Office to check on eligibility, to arrange for an appropriate presenter and to prepare and forward certificates/medals.

4. BRIGADE HONORARY/BRIGADE LIFE MEMBERSHIP

Brigade Honorary Membership, Brigade Life Honorary Membership and the Brigade Life Honorary Membership Medal

Brigade Honorary Membership

Honorary members are usually elected at a brigades' Annual General Meeting and might include former brigade members or people in the community who assist the brigade in an important way.

Further information about Brigade Honorary Members can be found in the Model Rules of Association, section 15.

An Honorary Member's lapel badge is available for purchase through the UFBA Fire Shop.

Brigade Life Membership

The award of a Brigade Life Membership is a decision which Brigade members need to give serious and considered thought before voting.

Each nominee for this membership must be proposed and seconded by members at a regular meeting or the Annual General Meeting of the Brigade and agreed by affirmative vote of the majority of members present at the meeting and eligible to vote.

Brigade Life Honorary Members are entitled to attend Brigade meetings but are not counted in establishing a quorum, nor are they entitled to vote (Model Rules of Association, clause 10.6).

Brigade Life Honorary Members should also be considered when guests are being invited to attend Brigade functions, honours nights and other events.

Brigades considering nominating a Brigade Life Honorary Membership and who wish to apply for a medal under Regulation 2.1.3 should first consult with the UFBA Office to ensure that the award is appropriate under this clause and to seek Board approval.

Brigade Life Honorary Membership Medal

This is a UFBA medal issued under the following Regulations:

- 2.1 A Brigade Life Honorary Member's Medal may be considered for Fire Brigade Members who are:
 - 2.1.1 An Enrolled Member who has attained a Gold Star award; or
 - 2.1.2 Any person retiring from a Fire Brigade Member who has served for a minimum of 15 years; or
 - 2.1.3 Any person in exceptional circumstances approved by the Board.

5. HONOURS FUNCTION

This is held on a date chosen by the Brigade in conjunction with the recipients. It may be the anniversary of the Brigade's founding which could mean celebrating a special milestone, e.g. 75th, 100th etc. The date might be chosen when there is a Gold Star due to a member, or after a number of members have qualified, or when there is an accumulation of service awards due.

The Honours Function is basically a Brigade social event with the added ceremony of the presentation of UFBA awards recognising members' service to the Brigade, to Fire and Emergency New Zealand (FENZ) and to the community. A meal, or refreshments and entertainment, is often included.

The Honours Function should be a highlight of the Brigade's calendar: as many members as possible should attend and in service dress with honours. By attending they are seen to support their Brigade and to recognise achievements by their fellows.

The event becomes very special for the Brigade and the recipient(s) if a Gold Star or 50 Year Medal is to be presented.

In this case, there is an established convention to ensure the occasion is suitably celebrated and appropriately marks this personal milestone of significant service.

Choosing a date for the function triggers many aspects of putting arrangements in place – among these is:

- a) advising the UFBA of the date/time/place;
- b) the ordering of awards from the UFBA;
- c) inviting appropriate FENZ personnel, community leaders and representatives of the Provincial Association and Gold Star Association (allowing suitable period for replies); and
- d) arranging a suitable venue, catering etc.

6. THE PROGRAMME

Understandably, with Brigade members and their partners present, opportunity is often taken to include a number of awards and presentations during an Honours Function. The Brigade may have its own special prizes for achievement, sports trophies and a wooden spoon. There may be a 50 Year Medal or Gold Star, there will be other UFBA service awards, there could be Long Service and Good Conduct Medals and/or bars to be presented and possibly Life Honorary Membership medals.

The Brigade may take the opportunity during the function to invite the local Mayor or MP etc to speak, or to mark special milestones or anniversaries, to thank individuals or groups of people for special efforts—among these might be acknowledgement of those in the FENZ Employer Recognition Scheme.

During the function there is opportunity for FENZ Executives and stakeholders to address members, to make remarks, usually when they are called forward to

make presentations. The Brigade's Officer-In-Charge also has the opportunity to address the gathering and to thank Brigade members for their service and stakeholders for their support.

The convention is already made that the presentation of the Gold Star Medal(s) or 50 Year Medal(s) with associated gifts etc, being the highlight of the evening, is always presented in a separate ceremony after all other awards.

7. WHO IS INVITED?

The invitation list is compiled by the Brigade. Ensure all those receiving awards or presentations are included.

For an Honours Function without a 50 Year Medal or Gold Star:

A representative of the UFBA should be arranged to present all UFBA service awards. The UFBA Office can assist you with these arrangements.

In addition, the Brigade invites FENZ Executives (usually Regional or Area Manager) to be present especially if there are Long Service and Good Conduct Medals/Clasps to be presented.

If there is a 50 Year Medal or Gold Star to be presented: Usually the President of the UFBA, personally, presents these awards. If someone deputises for the President, the UFBA office will advise the name of the person representing the President.

Additional invitations are issued by the Brigade to the FENZ Board, to senior FENZ Executives and to representatives of the Provincial Association and Gold Star Association because they will each have presentations to make.

Recipients of 50 Year Medals or Gold Stars usually have the privilege of inviting an arranged number of family members or guests to the function.

For rural fire forces, defence and industrial brigades etc, those invited will reflect the Brigade's administration and operations.

Brigade members and their partners are invited: Brigade Life Honorary Members and friends of the Brigade often attend.

8. PRESENTATION ARRANGEMENTS

The date chosen for a function to present UFBA awards, especially 50 Year Medals and Gold Stars, needs to be finalised well in advance. This is because most weekends there are multiple honours ceremonies held in New Zealand. Details take time to co-ordinate and complete.

Avoid dates during the UFBA Annual Conference.

It is not acceptable that UFBA awards are presented by FENZ Executives, Brigade personnel or civilians unless a special presenter is pre-arranged. The UFBA Office will respond to every request to arrange an appropriate UFBA representative to present UFBA awards.

If overnight accommodation is required for the UFBA representative, the Brigade usually provides each with a motel unit or such.

The Brigade usually provides the presenter(s) with short biographical notes on the recipient(s).

9. THE CEREMONY PROGRAMME

See Section 12 for a suggested run-down for the function:

1. Presentation of Brigade prizes and gifts
2. If a 50 Year Medal or Gold Star is to be presented, other unrelated Brigade and UFBA awards should be given first and then, after an interval (sometimes time-out for a meal, supper or for an opportunity to replenish glasses)
3. Presentation of the Gold Star
4. Presentation of the FENZ gift
5. Presentation of Brigade Life Honorary Membership Medal (if appropriate)
6. Presentation by the Provincial Association and Gold Star Association
7. Presentation of Brigade and personal gifts etc.
8. Remarks by other invited speakers e.g., Mayor, Community Board representative etc
9. If there is a Brigade milestone or anniversary being held at the function along with presentation of UFBA awards including a 50 Year Medal or Gold Star, the Brigade celebration should be held *before* 50 Year Medal or Gold Star presentation(s). If there is not a 50 Year Medal or Gold Star, any other awards may be presented first so that the Brigade's celebration, fittingly, concludes the function.
10. UFBA certificates/medals etc, should be presented in a separate group at the end of formal proceedings if they have not been presented earlier.

10. CAREER BRIGADES

Career firefighters are also eligible for UFBA service awards and local FENZ executives arrange their presentation.

11. HONOURS FUNCTIONS: TIPS FOR 'ON THE NIGHT'

The MC

An MC or the Officer-in-Charge provides continuity for the function. This person needs to know the names and positions of all those officiating so that each person can be politely introduced to the guests, providing smooth progress throughout the ceremony. A scripted run-down of events throughout the function is essential. See section 12 for a suggested format.

The Awards

It is as well to emphasise here that the presenter will not have the medals with him or her: the awards are ordered by the Brigade Secretary well in advance of the function so they are available for presentation.

Housekeeping

The UFBA presenter will probably want to check with the Brigade Secretary before the start of the function to ensure all the awards etc are on hand, ready to be presented.

Prior to the ceremony, medals should be taken out of their wallets/boxes, the clasps opened and then laid out on a table at the front so they can be readily available for presentation.

Some presenters have 'hangers' with them which are pinned to recipients immediately prior to the ceremony, and on to which are hung the medals when they are presented. This saves fiddly and sometimes embarrassing pinning/attaching: it also saves time. The presenter will want the hangers returned after the presentation.

Assistance

Arrange for the Secretary or someone else to be available on or near the stage to hand each award to the UFBA presenter to help ensure the correct medals are presented. Anyone due for an award that is not present should be mentioned to the presenter so acknowledgement can be made *in absentia*.

Line-Up

The line-up of recipients of service awards 'on the night' is a move that needs rehearsing or pre-arrangement to ensure recipients know:

- a) that they are receiving an award,
- b) that when called forward as a group they move quickly,
- c) that they know where in the room the line-up will be,
- d) how to get the order of the line-up correct, and
- e) to stand at ease in a straight line waiting for the presentation.

This is the part of function that takes time if not properly organised and, to visitors, can look untidy. The Brigade is on show.

12. HONOURS FUNCTIONS: SUGGESTED FORMATS

12.1 HONOURS CEREMONY: WITHOUT GOLD STAR OR 50 YEAR MEDAL

**Recipients forewarned, ready to come forward when called.
Officials on stage or ready to be called forward.**

MC

Welcome and introduces OIC

OIC introduces the evening and follows with ceremony, speeches, presentations etc if the function marks a Brigade anniversary, milestone or special celebration.

Presents any Brigade prizes, trophies, sports awards, wooden spoons etc.

MC Introduces FENZ Executive/Officer

FENZ Executive/Officer makes remarks and presents Employers' Recognition Certificates

MC makes introductory remarks about Honours and Service etc. Introduces the UFBA Representative

UFBA Representative makes remarks

MC invites recipients to come forward as a group or one-by-one

Some Brigades have the MC call forward all recipients as a group who usually assemble on stage or at the front in order of their award. While this move saves a great deal of time, it needs rehearsing or mention before the night to ensure recipients know that they are receiving an award, that they must move

quickly when advised, that they know where the line-up will be and how to get the order of the line-up correct. All recipients should be standing at ease in a straight line waiting for the presentation.

UFBA presenter presents: 3 year certificates followed by 5 Year Medals, 2 Year Silver Bars*, and 2 Year Gold Bars*. If there is a 40 Year Certificate it is featured last.

***MC or Presenter usually announces total service** for each recipient as they are called forward to receive their award, for example:

"Tom Doe, a 2 year silver bar, taking total service to 9 years"

"Jane Deer, a 2 year silver bar representing a total of 13 years' service"

"Joe Smith, a 2 year gold bar representing a total of 29 years' service to the brigade and community", etc

MC invites FENZ representative forward

FENZ Representative makes remarks and presents Long Service and Good Conduct Medal(s), followed by medal holders being awarded First Clasp, Second Clasp, etc (if any)

MC invites any dignitaries such as MP, Mayor etc, and stakeholders etc, whom, by prior arrangement, are to speak.

Dignitaries, stakeholders etc speak

MC invites Brigade Representative to make any other presentations to recipients of UFBA awards, their partners etc

Brigade Representative makes other presentations, often flowers/gifts to partners

MC Invites OIC or Brigade Representative to close the formal part of the evening

OIC or Brigade Representative closes the formal part of the evening

12.2 HONOURS CEREMONY: WITH GOLD STAR AND/OR 50 YEAR MEDAL

MC or OIC

Welcome

OIC or Brigade Representative

Introduces ceremony, speeches, presentations etc if the function marks a Brigade anniversary, milestone or special celebration

Other Brigade presentations, trophies, sports prizes etc

MC introduces UFBA Representative

UFBA Representative makes remarks and presents 3yr certificates, 5yr Medals, Silver Bars, Gold Bars (see Section 12.1 for suggested procedure). If there is a 40 year certificate it is featured last.

MC calls upon FENZ Representative

FENZ Representative makes remarks, presents Employer Recognition Certificates or other FENZ awards followed by Long Service and Good Conduct Medals/Clasps (if any)

MC invites Brigade Representative to make any other presentations to recipients of UFBA awards, their partners, etc

Brigade Representative makes other presentations

Intermission (might be a meal, a bracket of music, etc)**Gold Star****Gold Star recipient(s) and partners on stage. Officials on stage or ready to be called forward.****MC calls the gathering to order, introduces UFBA Representative and any other dignitaries**

UFBA Representative makes remarks and presents Gold Star(s). If more than one, present sequentially.

MC introduces Dignitaries/FENZ Board/FENZ Executive

FENZ Board/Executive makes remarks and presents Statuette to recipients

MC introduces representative(s) of the Provincial Association and Gold Star Association

Representative(s) of the Provincial Association and Gold Star Association makes remarks, makes presentations to recipient(s) and to the partner(s) of recipients

MC introduces representative of Provincial Fire Brigades' Association (if present)

Representative of Provincial Fire Brigades' Association makes remarks/presentation

MC introduces any other Stakeholders (for example) the Mayor, MP or other special guest
Stakeholders etc make remarks

MC introduces OIC or Brigade Representative(s)

OIC or Brigade Representative(s) make Brigade presentations (e.g. Life Honorary Membership Medal) and any other gifts to recipients and/or their partners

MC invites Gold Star recipients to reply

Gold Star recipient(s) speak: if there is more than one they are Introduced sequentially.

MC/OIC:

If no 50 Year Medal is to be presented, the OIC is invited to close the formal part of the function.

If there is a 50 Year Medal, MC announces a 5 minute break before commencing the 50 Year Medal presentation(s).

Intermission**50 Year Medal****50 Year Medal Recipient(s) and partners on stage. Officials on stage or ready to be called forward.****MC or OIC**

Calls the audience to order

MC introduces UFBA Representative

UFBA Representative makes remarks and presents 50 Year Medal
If there is more than one 50 Year Medal, presents them sequentially

MC introduces FENZ Board/Executive

FENZ Board/Executive makes remarks and makes presentation(s) to recipient(s)

MC introduces representative(s) of the Provincial Association and Gold Star Association

Representative(s) of the Provincial Association and Gold Star Association makes remarks, makes presentations to recipient(s) and to the partner(s) of recipients

MC introduces representative of Provincial Fire Brigades' Association (if present)

Representative of Provincial Fire Brigades' Association makes remarks/presentation

MC introduces agreed other Stakeholders (for example) the Mayor, MP or other special guest(s)

Stakeholder(s) makes remarks and presentation(s) if any

MC introduces OIC or Brigade Representative:

OIC or Brigade Representative makes remarks and then makes presentation to recipients and partners of 50 Year Medal recipient(s)

MC invites 50 Year Medal recipient(s) to reply

50 Year Medal recipient(s) speak, introduced sequentially if there is more than one

OIC

Closes the formal part of the function

13. FREQUENTLY ASKED QUESTIONS

Q: Any dates to be avoided when our Brigade is setting the date for our Honours Function?

A: Be mindful that if the event is scheduled on a public holiday or on a long weekend, fewer guests may be able to attend. Brigade should also avoid the UFBA Annual Conference which is held in October/November.

Q: How far in advance should we set the date for our Honours Function?

A: As far as possible, taking in to account booking a venue, issuing invitations, arranging catering and ordering awards. The UFBA office suggests ordering UFBA awards three months before the date of the function.

Q: Who is generally invited?

A: A representative of the UFBA should be arranged to present all UFBA service awards. The UFBA Office can assist you with these arrangements. A FENZ representative should be invited to present Long Service and Good Conduct Medals/Clasps along with other FENZ gifts. Typically the local

MP or Mayor may be invited, the recipients, and their guests of course, Life Honorary Members, Honorary Members, friends of the Brigade, representatives of other local emergency services, stakeholders, employers of Brigade personnel, and members and their partners. Consider also inviting a representative from neighbouring brigades, from the Provincial Association and Sub-Association. The Provincial Association and Gold Star Association are invited to Gold Star functions so its representative can make a presentation. The Chair of the FENZ Board is invited to 50 Year Medal ceremonies. Defence brigades will have their own protocols about who should attend.

Q: The Brigade will be celebrating its Anniversary/Jubilee/Centennial. Do we need to invite UFBA and FENZ Board representatives to attend?

A: Yes, both should be invited. The UFBA must be invited if service awards are to be presented in conjunction with the function, or if the UFBA is presenting a gift to mark the Brigade's milestone.

Q: Does the UFBA forward invitations to the function to other brigades?

A: No. The host brigade decides who is invited and designs its own invitation and sends these out to the invited guests. Ensure that the UFBA Office receives a copy.

Q: Who pays for the guests to attend?

A: The Brigade. If overnight accommodation is required for the UFBA Representative and/or the Provincial Association or Gold Star Association Representative, the Brigade provides each with a hotel room/motel unit or such.

Q: How can we be sure the Member's attendance etc qualifies for a service award?

A: A combination of Brigade records and UFBA rolls will be used to verify eligibility for service awards. Any doubt about this should be raised at the UFBA Office as soon as it arises because service must be authenticated before the event so that the award can be ordered. The process of proving unrecorded service can be lengthy.

Q: Is there any difference between UFBA service awards and the New Zealand Fire Brigades' Long Service and Good Conduct Medal?

A: Yes. They are quite different. UFBA awards are based on attendance at musters and administered by the UFBA. The (Queen's) Long Service and Good Conduct Medal, instituted in 1976, is awarded on years' service and is administered by Fire and Emergency New Zealand. LSGC medals are ordered through your FENZ Region office, not the UFBA office.

Q: How do we order UFBA service awards?

A: Download the form from the UFBA website; compile the order and forward, with remittance, to the UFBA office at least three months in advance of the function. See Section 15 for Useful Contacts.

Q: How do we order Long Service and Good Conduct Medals and Bars?

A: These are quite different from UFBA awards. They are arranged through Fire and Emergency New Zealand. Brigade Secretaries should use the online form on FireNet or contact Area/Regional offices. The FENZ organises, and pays for, Long Service and Good Conduct Medals and Bars.

Q: How do we order the gift to be presented by the FENZ?

A: This is arranged by the Brigade Secretary with a request to FENZ Regional Business Support. As with orders for UFBA service awards, allow enough time for the gift to be prepared.

Q: Who pays for the UFBA awards?

A: The Brigade. The cost of the 50 Year Medal and the Gold Star, however, is subsidised by the UFBA. The Brigade pays half the cost, i.e. the amount quoted in the order form/invoice.

Q: When will we receive the awards from the UFBA?

A: The UFBA office notes the date of each Honours Function so the awards will be couriered in good time in advance. This will allow time for any adjustments, etc.

Q: How will we know which UFBA representative will be making the awards?

A: The President of the UFBA will advise who is attending.

Q: How will we know which FENZ representative will be making the awards?

A: The FENZ Board will endeavour to send a representative to all 50 Year Medal presentations and brigade celebrations of 50, 75 and 100 years. The UFBA Office will advise if the President will be attending and if not, the name of the nominee. The Executive and Ministerial Services Manager will confirm with the Brigade who is attending upon receipt of an invitation to the FENZ Board.

Q: How will we know which representative of the Provincial Association or Gold Star Association will be making the awards?

A: Once the invitation is issued to the Secretary of the Association, the name of the representative will be advised. See Section 15 for Useful Contacts.

Q: Can the recipient request a specific person to present the UFBA awards?

A: Yes, for other than Gold Stars and 50 Year Medals (the prerogative of the President), recipients may request the President to nominate a presenter who is on the list of current and past UFBA office-holders. The list is available from the UFBA Office.

Q: Can anyone else present a medal or be part of the presentation?

A: On very rare occasions, arrangements can be made with either the President of the UFBA or the UFBA presenter for someone else to be involved 'assisting' in the presentation. Requests for this exceptional departure from the norm need to be made, and agreed, well in advance of the Honours Function.

Q: Do we have to invite a UFBA Representative to an Honours Function that is not a Gold Star or 50 Year Medal presentation?

A: Yes. All UFBA awards must be presented by a representative of the UFBA.

Q: Is there a set programme for the formal part of the Honours Function?

A: A convention has developed for the 'order of service' of these functions. What is established is that Gold Star and 50 Year Medals must be separate presentations after all other awards, following an intermission. See Section 12 for a suggested sample programme to assist Brigade organisers.

Q: How long does it take for the formal part of an Honours Function?

A: This differs greatly between Brigades and functions. It depends how many awards are to be presented and it is difficult to estimate how long various presenters and speakers will hold the floor. Experience shows a 50 Year Medal or Gold Star, plus presentation of other UFBA Awards, etc, refreshments, a meal or supper, and entertainment takes up the greater part of an afternoon/ evening.

Q: Our Brigade has its own attendance prizes, most improved firefighter, an annual wooden spoon and sports prizes. Can these be presented during an Honours Function?

A: Yes, that is all part of the function and these awards should be presented first, before the UFBA and FENZ presentations.

Q: We have a 50 Year Medal or Gold Star candidate who served the greater part of their service in another Brigade. Can we ask for that brigade to pay a share of the cost of the medal?

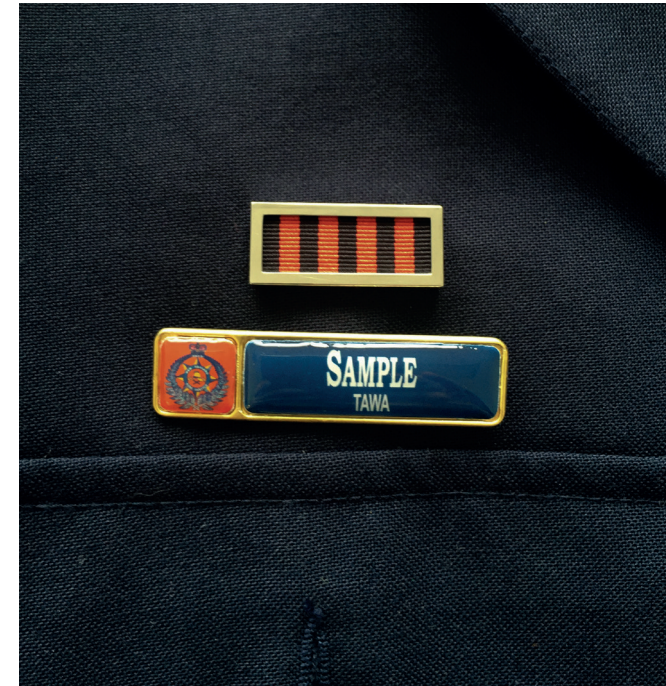
A: That is a matter for resolution between the Brigades concerned.

14. ORDER OF WEARING MEDALS

Royal Medals, Service Medals and other Awards

Key

IYV	International Year of the Volunteer
LSGC	Long Service Good Conduct
LHM	Life Honorary Membership
UFBA	United Fire Brigades' Association



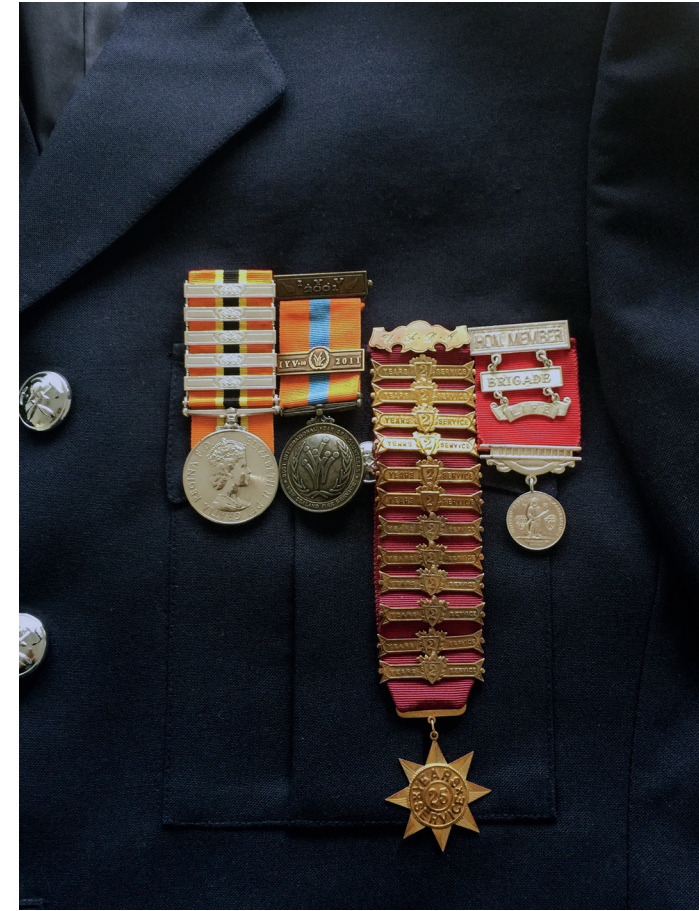
Right pocket

Top row: Canterbury Earthquake bravery citation

Second row: FENZ name badge



Left pocket
 Top row: IYV Medal
 Second row: 5 Year Medal



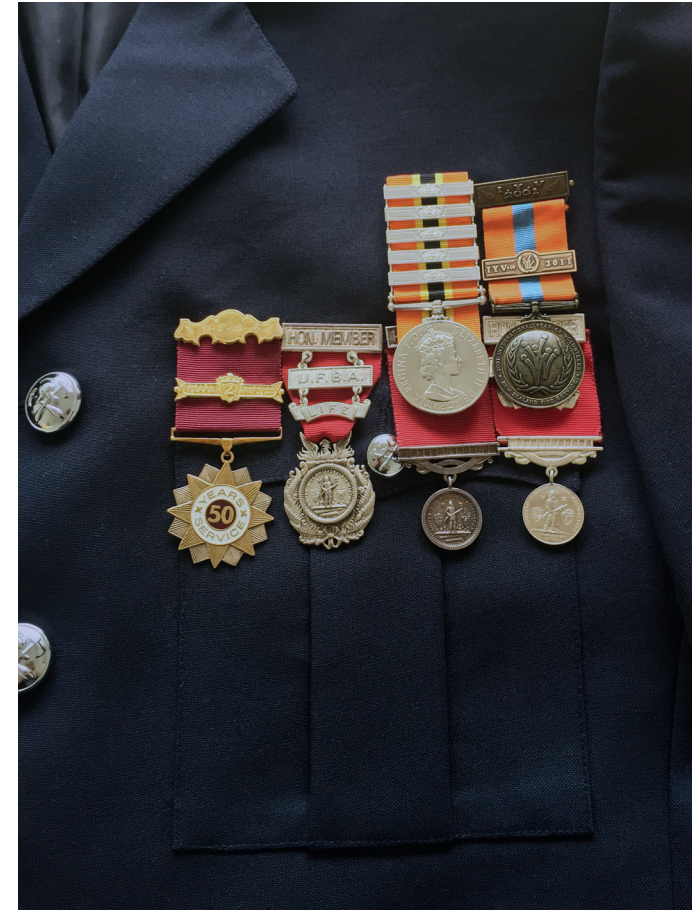
Left pocket
 Top row: LSGC Medal, IYV Medal
 Second row: Gold Star, Brigade LHM Medal



Left pocket

Top row: LSGC Medal, IYV Medal

Second row: Gold Star, UFBA LHM Medal, Provincial Association LHM Medal, Brigade LHM Medal



Left pocket

Top row: LSGC Medal, IYV Medal

Second row: 50 Year Medal, UFBA LHM Medal, Provincial Association LHM Medal, Brigade LHM Medal

Notes

1. Length of ribbon on 5 Year Medal and Gold Star is not to exceed 10cm in length at any time
2. For those who have Royal awards or military service medals—they are always worn above UFBA medals
3. A combination of medals and ribbon bars should never be worn at the same time
4. Only Association Badges of Office are to be worn on the left lapel of the FENZ uniform. Other 'unofficial badges' are not permitted to be worn in a visible location on the FENZ uniform.
5. Miniature medals are available and are to be worn in the same order of precedence as described as above on civilian jackets by both serving and retired members at appropriate occasions if they so choose.

15. USEFUL CONTACTS

UNITED FIRE BRIGADES' ASSOCIATION

UFBA Honours Administrator

Tearo Kelemete
PO Box 56079
Tawa
Wellington 5249
Phone: 04 237 2685
Email: tearo@ufba.org.nz

UFBA Membership Support Manager

Jane Davie
PO Box 56079
Tawa
Wellington 5249
Phone: 04 237 2683
Mobile: 0274 428 655
Email: jane@ufba.org.nz

Website: www.ufba.org.nz

PROVINCIAL ASSOCIATIONS

Up-to-date contact information can be found on the UFBA website under Membership.

FIRE AND EMERGENCY NEW ZEALAND

Up-to-date contact information can be found on the UFBA website under Membership.

GOLD STAR ASSOCIATION SECRETARIES

Up-to-date contact information can be found on the UFBA website under Membership.

FENZ REGION OFFICES

Up-to-date contact information can be found on the UFBA website under Membership.

16. HONOURS FUNCTIONS: A CHECKLIST

- Brigades should periodically look ahead to determine whether members are due for 50 Year Medals, Gold Stars, 40 Year Certificates or an accumulation of service awards
- Decide date of function: ideally leave about three months' lead time to arrange venue, catering, entertainment, order/receive awards, send out invitations and receive replies etc
- List all recipients and the awards: ensure that on the date of the function they have all qualified for the awards being applied for
- Advise the UFBA Office and FENZ Area/Regional/HQ of the date of the function as soon as it is set, especially if a 50 Year Medal or Gold Star is included or if it is a Brigade celebration and the UFBA will be making a gift (plaque etc)
- Submit list of recipients and medals to UFBA office
- Book overnight accommodation, if required, for UFBA presenter and Provincial Association and Gold Star Association representative
- Send out invitations to UFBA presenter, FENZ Executives, Secretary of the Provincial Association and Gold Star Association, special guests, members etc
- Receive replies from invitees so entire guest list can be compiled, determining total number attending
- Send bio details of 50 Year Medal and Gold Star recipient(s) to the UFBA so the presenter can make relevant remarks at the presentation
- Finalise venue, decorations, numbers, catering, beverages, entertainment etc
- Receive service awards from UFBA Office and check them
- On the night, assemble UFBA Honours on a table on stage or near the front, each named with medals out of wallets and with the pins undone ready to be presented. The Brigade Secretary to assist the presenter. Similarly, gather Brigade prizes, trophies etc ready for presentation.
- Rehearse, or advise recipients of UFBA Honours, details of how/when they will be called forward, where to stand awaiting the presentation, the order of the line-up and to stand at ease awaiting their presentation
- Arrange a photographer for the function if pictures are required for Brigade records and email to the UFBA to place on the website ufba.org.nz

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NOTES

A series of 25 horizontal dotted lines for taking notes.



United Fire Brigades'
Association of New Zealand
86 Main Road, PO Box 56079, Wellington 5249
04 237 0265 membershipsupport@ufba.org.nz

WWW.UFBA.ORG.NZ