

KLF POLICY 10

KLF AWARDS AND RECOGNITION POLICY

1. INTRODUCTION

People are KLF's most valuable resource. As such it is essential that KLF acknowledge the range of contributions that are made by individual members and/or member branches that by their actions have contributed to the furtherance of lifesaving and the goals of the KLF. Such contribution may be achieved through lifesaving rescues, technical and administrative efforts, financial support, etc. The primary focus is to recognize the voluntary contribution that that an individual has made through a long history of involvement or alternatively for a specific task or project that has been undertaken.

2. AWARD COUNCIL

KLF has set up an award council which is delegated by the NEC with the responsibility and authority to propose for approval or ratification to the NEC the KLF Awards and Recognitions on individuals, teams and organizations approved by the Council. The Council of Meritorious Order of KLF is composed of six members: The Grand Master is the President of KLF. The Chancellor and Secretary is the KLF Secretary General. The remaining four Council Members are the four commissioners of KLF commission. The awarded people are kept in a book of records and their names and county are published on the KLF web site.

3. ORDER OF LIFESAVING

3.1. Introduction

The Order of Lifesaving is a group of special awards conferred by KLF upon deserving persons. The KLF Order of Lifesaving comprises two (2) grades: **1. Grand Moran 2. Moran**

3.2. Attribution Procedure

First the initial request is made confidentially by one of the authorities defined in the point below and addressed to the Secretary General. Such nomination shall contain a summary of the reasons for the nominee's suitability for the award. Second The Secretary General reviews the application for completeness and transmits it to the Award Council to the next NEC Meeting. If the nomination is not coming from KLF Member branch, the Secretary General will solicit the opinion of the Member Branch. Third the Award Council meets in seclusion. If the Award Council declines to issue an award, no further action is taken and the person submitting the nomination is advised. If the Award Council recommends approval of the award, it is then brought before the NEC. Fourth The NEC approves or disapproves the recommendation of the Award Council. Fifth Appropriate notifications and awards are given.

3.3. Ceremony

The Medal, the Certificate and the Citation Diploma of the Order of Lifesaving are presented to the recipient by the President of KLF, Grand Master of the Order, or by his designated representative. At the presentation ceremony, the following proclamation is made: "Mr/Mrs/Miss (name), in the name of KLF, in recognition of your devotion to the cause of lifesaving, and to the ideals of KLF, I make you (award) in the Order of Lifesaving".

3.4. Nominations

The persons who can nominate a candidate: The Members of the KLF NEC. The Presidents of KLF member branch/organization in good standing.

3.5. Attribution

The decoration requests are done normally on the occasion of: The organization of an official event. The organization of a championship. Other exceptional circumstances, but not more than two (2) years after the acceptance of the award by the Award Council.

3.6. Eligibility rules

Grand Moran

Minimum qualification: Any person who has given extraordinary service to KLF and/or its Regions over a period of years in a voluntary capacity as an officer, a Member of the NEC, or a Member of a Commission/Committee. Such a person must, at a minimum, have served KLF, KSCA or KLLA in such a capacity for a period of no less than fifteen (15) years and must have served as a Member of KLF Member branch for no less than twenty-five (25) years.

Moran

Minimum Qualifications: Any person who, in a voluntary capacity, has given extraordinary service to KLF and/or its Regions over a period of at least ten (10) years as an officer, a member of the NEC, or a member of a Commission/Committee. Such a person must, at a minimum, have served as a member of KLF member branch for no less than twenty (20) years.

3.7. Administration

Practical points: The awarded people are published in a book of records. The call for nominations to all KLF member branches/organization is done 1 month before a major KLF event. The awarding is restrictive to four people per ceremony.

4 MEDAL OF RESCUE

4.1. Introduction

The Rules of Distinction for the Medal of Rescue a group of special awards conferred by KLF upon deserving persons. The Medal of Rescue comprises two (2) categories:

1. National Lifesaving Rescue Medal of Valour
2. National Lifesaving Rescue Medal

4.2. National Lifesaving Rescue Medal of Valour

Selection Process

Nominated by the chairman of any KLF Full Member Branch in good standing for an act in the same county and decided by majority votes of the KLF NEC.

Minimum Qualifications

Any lifesaver or group of lifesavers who is a member of any KLF member branch in good standing who has knowingly and selflessly intervened in an instance of the most extreme peril in the aquatic environment in an effort to save the life of another person. No more than one Medal of Valour shall be issued each year, unless by unanimous decision of the NEC. To be eligible, the lifesaver or group of lifesavers must first receive the highest award for valour, if any, by the lifesaver's national branch and the action must be documented and verified.

4.3. National Lifesaving Rescue Medal

Selection Process

Nominated by the chairman of any KLF Full Member Branch in good standing for an act in the same country and decided by majority vote of the KLF NEC.

Minimum Qualifications

Any person without formal lifesaving training, who has knowingly and selflessly intervened in an instance of extreme peril in the aquatic environment in an effort to save the life of another person. No more than one KLF Medal shall be issued each year, unless by unanimous decision of the NEC. The action must be documented and verified.

5 PRESIDENTS S AWARD

Selection Process

Granted in the discretion of the KLF President

Minimum Qualifications

Any person whose actions have significantly contributed to the Kenya Lifesaving Federation or nationally to its Aims and Objectives as defined in the KLF Constitution. No more than three President Awards shall be issued each year.

6 CITATION OF MERIT

Selection Process

Granted by KLF upon request of the county branches. The Citations are ratified by the NEC.

Minimum Qualifications

Any person whose efforts and contributions have achieved a positive impact on the furtherance of lifesaving and the goals of the KLF. These efforts can be achieved through the individual effort in the development or implementation of lifesaving initiatives within the member or the KLF.

Major Benefits

Citation of Merit Certificate. Name listed on KLF Web Site.

Description

The person will receive a Citation of Merit Certificate in a presentation cover and KLF Commemorative Medal.

7 RECOGNITION OF RETIRING VOLUNTEERS

Volunteers who have served in an elected or appointed office and made a substantive contribution to KLF shall be recognized upon their retirement with a token of appreciation commensurate with their tenure and contribution. A formal presentation by the President and/or Secretary General or their delegate shall be made at the KLF Dinner, Elective General Assembly or other significant KLF event where the individual who is being recognized is in attendance. If it is anticipated that the individual shall not be in attendance at such an event within 1 year of retirement, a suitable opportunity for presentation shall be arranged in their county of residence. Recognition of a retiring President and/or Secretary General shall be coordinated by the Award Council. Directors and members shall be provided with a structured mechanism to present gifts as is suitable to the occasion but shall not have the opportunity to speak unless an invitation to do so has been provided for in the official programme as determined by the Award Council. On the occasion of the retirement of a branch Vice-President, one individual appointed by the Region shall also be invited to speak and/or make a presentation. Words of appreciation and gifts between individuals should be conveyed on an individual basis, outside the formal presentations to retiring volunteers.

8 RECOGNITION OF HOST ORGANISING COMMITTEES

KLF shall formally recognize the contribution of key members of Host Organizing Committees, the senior government official at each level of government and the senior official from other partner organizations as appropriate to the circumstance. Mementoes will be presented by the President and/or Secretary General or their delegate. A structured opportunity for members to present gifts of appreciation shall be provided. Words of appreciation from individual members should be conveyed on an individual basis outside the formal presentation.

9 KLF PATRON

Selection Process

Nominated by the KLF Award Council and decided by majority vote of the KLF NEC and the General Assembly in consultation with the appropriate member branch.

Minimum Qualifications

Any person whose has contributed to the furtherance of lifesaving and the goals of KLF in a manner of enduring, importance.

Major Benefits

Duration of Membership: Life. Personalized Membership Card. Membership Certificate.

Award of Patron of KLF. Name listed in KLF Golden Book and KLF web site. Name properly advertised in KLF documents.

Description

The Patron will receive a nominative invitation for the KLF World Championships (Rescue Series) and receive a special and appropriate treatment at these series, e.g. a special seat, invitation to present medals, public introduction and thanks at awards. The Patron will receive a Patron s Award/Decoration at a special ceremony organized for this purpose. The Award comprises a decoration, a mini-decoration, a rosette, an appropriate case and a specially framed certificate.

10 KLF RULES FOR BECOMING HONORARY LIFE PRESIDENT

Selection Process

Nominated by the KLF Award Council and decided by majority vote of the KLF NEC and the General Assembly in consultation with the appropriate member branch.

Minimum Qualifications

Any person whose has contributed to the furtherance of lifesaving and the goals of KLF in a manner of enduring and significant importance as defined in the constitution article 1.1.

Major Benefits

Duration of Membership: Life. Personalized Membership Card. Membership Certificate. Award of Life Governor. Name listed in KLF Golden Book and KLF web site. Name properly advertised in KLF documents.

Description

The Life Governor will receive a nominative invitation for the KLF National Championships (Rescue Series), the national Conference on Drowning Prevention and all other KLF events and receive a special and appropriate treatment at these events, e.g. a special seat, invitation to present medals, public introduction and thanks at awards. The Life Governor will receive a Life Governor s Award/Decoration at a special ceremony organized for this purpose. The Life Governor will be invited at NEC Meetings, General Assemblies and other events organized by KLF or under the aegis of KLF. At these events, the Life Governor will have the right to attend and participate, however shall have no voting rights. The Life Governor can represent KLF when requested to do so by the President of KLF. The Life Governor can undertake any agreed task assigned by the NEC.

11 KLF RULES FOR BECOMING HONORARY LIFE MEMBER

Selection Process

Nominated by the KLF Award Council and decided by majority vote of the KLF NEC and the General Assembly in consultation with the appropriate member branch.

Minimum Qualifications

Any person whose has contributed to the furtherance of lifesaving and the goals of KLF in a manner of enduring and significant importance as defined in the constitution article 1.1.

Major Benefits

Duration of Membership: Life. Personalized Membership Card. Membership Certificate. Award of Life Member. Name listed in KLF Golden Book and KLF web site. Name properly advertised in KLF documents.

Description

The Life Member will receive a nominative invitation for the KLF National Championships (Rescue Series), the World Conference on Drowning Prevention and all other KLF events. The Life Member will receive a Life Member s Award/Decoration at KLF ceremony. The Life Member will be invited at NEC Meetings, General Assemblies and other events organized by KLF or under the aegis of KLF. At these meetings, the Life Member will have the right to attend and participate, however shall have no voting rights. The Life Member can represent KLF when requested to do so by the President of KLF. The Life Member can undertake any agreed task assigned by the NEC.

12. NATIONAL LIFESAVING HALL OF FAME

12.1. Background

The Hall of Fame is to be registered at and located in KLF Headquarters at Sports Stadia Kasarani an area will be set up in the Headquarters that is dedicated to preserving lifesaving s special place in history and to honor national life saving s rich and proud heritage. The KLF Hall of Fame will permanently display, commemorate and recognize members and teams who have achieved outstanding accomplishments and exceptional contributions to the development of National Life Saving. These achievements are not restricted in relation to the area of their contribution but must have been inspirational in application to National lifesaving activities. The KLF Hall of Fame may be displayed at other locations such as the National Swimming Hall of Fame and Full Member Branches of KLF but only with the prior formal approval of the KLF NEC and subject to a formal agreement with KLF.

12.2. Nomination procedure and administration

Nominations for the Hall of Fame may only be made by a Full Member Branch in good standing, the President of KLF, A member of the NEC of KLF, KLF Commissioner. The nominations are to be submitted on an appropriate form. All nominations are to be forwarded to KLF from the nominator with the endorsement of the Member Branch. Nominations not endorsed by the Full Member Branch from the country of the nominated person will not be considered. Nominations must be accompanied by a photo of sufficient quality for scanning and a conclusive history covering the service and outstanding or pioneering achievements and exceptional contributions to KLF which address the criteria. The accompanying history is restricted to two pages for each nomination.

12.3. Assessment, Approval and Notification Procedure

Assessment will be made by the KLF Award Council. The Secretary General of KLF will receive and submit the nominations together with the recommendations from the nominator to the Award Council for subsequent recommendation to the KLF NEC. The Award Council will make recommendation to the NEC of KLF for each nomination received in the appropriate category of the award and on the appropriate form. Any member of the Award Council being considered for this award is to be eliminated from the assessment process. Assessment by the Award Council will be made against the criteria detailed below. The decision of the KLF NEC will be final. Nominations not recommended by the Award Council will not be submitted to the KLF NEC and will be treated as confidential. Unsuccessful nominations may be re-submitted for **consideration** after a period of two (2) years or at the time nominations are due prior to the succeeding General Assembly, whichever is the sooner. Some nominations may be recommended but held over for reconsideration for induction at a later date. This will be advised to the nominator and Member Branch. All successful nominees will be advised in writing of their induction by the Secretary General on behalf of the President of KLF. The Secretary General of KLF will also advise the recipient of the award and induction arrangements into the Hall of Fame. All nominations are to be treated as confidential and unsuccessful nominations will be advised only to the nominator/s for the award.

12.4. Application Conditions

Initial nominations to include notable persons who have contributed to national Lifesaving through KSCA and KLLA prior to the change to KLF and with the formation of KLF in 2008. Other nominations will cover the period since the inception of KLA in 1991.

12.5. Number of nominees

Nominations for the KLF Hall of Fame will only be considered every two years and there will a general limit of eight (8) nominees inducted into the Hall of Fame every two (2) years. KLF recognizes the prestigious nature of this award and will consider applications appropriately. In special circumstances the KLF NEC may approve the induction of more than eight (8) nominees in any two year cycle by unanimous approval of the NEC on the recommendation of the Award Council.

12.6. KLF awareness

Special efforts will be made in KLF newsletters, publications and the KLF web site to draw the attention of Member Branches as a whole to the award.

12.7. Timing and presentation

Induction into the KLF Hall of Fame will take place bi-annually at National Championships and /or National Congress, at a time and location to be determined by the President of KLF.

12.8. Criteria and Hall of Fame categories

Those recommending persons or teams for this award shall do so in accordance with the award criteria detailed below. All nominations must be to a specific category and must be endorsed by the Member Branch to which the individual or team is affiliated. Nominations not endorsed by the Full Member Branch from the country of the nominated person will not be considered. National contribution is that which is considered to be significant and additional to any contribution made to the Members or Teams own Member Branch and has helped the objectives of KLF. The categories are: a. national Lifesaving. b. national Lifesaving Sport.

National Lifesaving

The Hall of Fame recognizes those individuals and teams who have been involved in all or any significant facets of National lifesaving operations. Examples are active patrolling, life guarding, education, training and examination, rescue services, medical, development, research and the general support activities involved in life saving search and rescue, emergency response and surveillance, presidents, administrators, managers, directors, commissioners, conveners, committee members, secretaries and treasurers, athletes, team managers, coaches, etc. This category also recognizes those involved with the development of life saving services and water safety at National level. This category does also include sports persons. It is intended that individuals or teams must have contributed beyond their KLF competitive achievements to be considered for this award.

National Lifesaving Sport

The Hall of Fame recognizes those individuals and teams who have been involved in all or any significant facets of National lifesaving sports. Examples are active participation, refereeing and/or any general support activities involved in life saving sport. Eligible persons are Presidents, administrators, managers, directors, commissioners, conveners, committee members, secretaries and treasurers, athletes, team managers, team members, trainers, coaches, etc. This category also recognizes those involved with the development of life saving sport at a National level. It is intended that individuals or teams must have contributed beyond their KLF competitive achievements to be considered for this award.

12.9. Criteria

The following criteria are to be addressed in each nomination:

12.9.1. Nominations may only be for one category, however, evidence supporting the nomination covering activities relevant to the other categories should be provided and will be taken into consideration. It is important that the complete career of the nominee is put forward to permit a total assessment.

12.9.2. Nominees are to be in good standing with KLF and the respective Member Branch. Controversy should be avoided. For example, persons charged with using performance-enhancing drugs, having been disciplined for contravention of the code of ethics of KLF or their Member Branch, or who have been found guilty of criminal offences (whether connected with KLF or not) should not be nominated. Nominees under investigation will not be considered until all or any charges against them are cleared.

12.9.3. Nominations should draw names from a broad range of members or teams who have been, or are currently; Past and present KLF office holders and administrators Past and present office holders of Member Branches Active/patrolling members Rescue Services members / groups Lifesaving support groups Examiners/Trainers Competitors Competition Officials Coaches Advisors (e.g. medical, research, etc) Outstanding individuals who have contributed significantly to KLF.

12.9.4. Nominations must clearly demonstrate that individuals or teams have: Displayed exceptional and sustained service to National lifesaving in the specific category Achieved outstanding individual or team accomplishments which set the individual or team apart from other lifesavers, teams or administrators at a National level. Displayed sustained excellence over a long period of time at a National level to the category for which they are nominated. Any enquiries about the KLF Hall of Fame should be directed to the KLF Headquarters.

13. KLF RULES FOR THE INDIVIDUAL MEMBERSHIP AWARDS GENEROUS CONTRIBUTION AWARDS

DONORS AWARDS

Selection Process

For all Individual Membership Awards given hereunder the person must be nominated by the KLF Award Council and decided by majority vote of the KLF NEC.

13.1. Governor of National Lifesaving

Minimum Qualifications

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of KES 70,000. (This may include earlier contributions).

Benefits

Duration of Membership: Life. Personalized Membership Card. Membership Certificate. Award of Governor in Lifesaving. Name listed in KLF Golden Book.klf stickers, badges, pins, Presentation covers for Certificate. Name properly advertised

in the KLF bi-annual book 1/8 page in 24 issues = 3 full pages. Name, picture and 10 lines posted on the web site. Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs.

Description

The Governor will receive a nominative invitation for the KLF World Championships (Rescue Series) and receive a special and appropriate treatment at these series, e.g. a special seat, invitation to present medals, public introduction and thanks at awards. The Governor will receive a Governor s Award/Decoration at a special ceremony organized for this purpose. The Award comprises a decoration, a mini-decoration, a rosette, an appropriate case and a specially framed certificate.

13.2. Senator of National Lifesaving

Minimum Qualifications

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of KES 60,000. (This may include earlier contributions).

Benefits

Duration of Membership: Life. Personalized Membership Card. Membership Certificate. Award of Senator in Lifesaving. Name listed in KLF Golden Book. Presentation cover for Certificate, Name properly advertised in the KLF bi-annual book in 24 issues = 2 full pages. Name and picture posted on the web site, Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs.

Description

The Senator will receive a nominative invitation for the KLF World Championships (Rescue Series) and receive a special and appropriate treatment at these series, e.g. a special seat, invitation to present medals and thanks at awards. The Senator will receive a Senator s Award/Decoration at a special ceremony organized for this purpose. The Award comprises a decoration, a mini-decoration, a rosette, an appropriate case and a specially framed certificate.

13.3. Protector of National Lifesaving

Minimum Qualifications

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of KES 50,000. (This may include earlier contributions).

Benefits

Duration of Membership: Life. Personalized Membership Card. Membership Certificate. Award of Protector in Lifesaving. Name listed in KLF. Presentations cover for Certificate. Name properly advertised in the KLF bi-annual book in 24 issues = total 1 full page. Name and picture posted on the web site, Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs.

Description

The Protector will receive a nominative invitation for the KLF World Championships (Rescue Series) and receive an appropriate treatment at these series. The Protector will receive a Protector s Award/Decoration at a special ceremony organized for this purpose. The Award comprises a decoration, a mini-decoration, a rosette, an appropriate case and a specially framed certificate.

13.4. Platinum Member of National Lifesaving

Minimum Qualifications

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of KES 40,000.

Benefits

Duration of Membership: 25 years. Personalized Membership Card. Membership Certificate. KLF personalized souvenir. Name listed in KLF Golden Book.. Presentation cover for Certificate, Name properly advertised in the KLF bi-annual book in 25 issues = total 1/2 page. Name and picture posted on the web site. Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs.

Description

The Platinum Member will receive a nominative invitation for the KLF World Championships (Rescue Series) during the period of membership. The Platinum Member will receive KLF personalized souvenir at a special occasion.

13.5. Gold Member of National Lifesaving

Minimum Qualifications

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of KES 30,000.

Benefits

Duration of Membership: 10 years. Personalized Membership Card. Membership Certificate. KLF personalized souvenir. Name listed in KLF Golden Book. Presentation cover for Certificate, Name properly advertised in the KLF bi-annual book in 5 issues. Name and picture posted on the web site. Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs.

Description

The Gold Member will receive a nominative invitation for the KLF World Championships (Rescue Series) during the period of membership. The Gold Member will receive KLF personalized souvenir at a special occasion.

13.6. Silver Member of National Lifesaving

Minimum Qualification

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of KES 20,000.

Benefits

Duration of Membership: 5 years. Personalized Membership Card. Membership Certificate. KLF personalized souvenir. Name listed in KLF Golden Book. Presentations cover for Certificate. Name properly advertised in the KLF bi-annual book in 5 issues. Name and picture posted on the web site. Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs.

Description

The Silver Member will receive a nominative invitation for the KLF World Championships (Rescue Series) during the period of membership. The Silver Member will receive KLF personalized souvenir

13.7. Bronze Member of National Lifesaving

Minimum Qualifications

A generous offer to provide advice and assistance to KLF, including assisting with future fundraising efforts, and a onetime contribution to KLF of 10,000.

Benefits

Duration of Membership: 2 years. Personalized Membership Card. Name listed in KLF Golden Book. Name properly advertised in the KLF bi-annual book in 1 issue. Name and picture posted on the web site. Subscription to the KLF Newsletter. KLF Stickers, Badges, Pins. Mailing costs

APPROVED BY KLF NEC 10 OCTOBER 2008

REVIEWED ON MAY 2015

BY JOB KANIA

PRESIDENT

KENYA LIFESAVING FEDERATION