

Reference	SE1011
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Version	2
Date updated	26.10.22
Equality Impact Assessed	00.00.00

Swim England Policy

National Honours

1. Background to the UK Honours System

The UK Honours system recognises people who have:

- Made significant achievements in public life.
- Committed themselves to serving and helping Britain.

Honours are designed to recognise the dedication of people who give something back to the wider community, often in an unpaid capacity. They will usually have made life better for other people or be outstanding at what they do.

All nominations that are submitted are divided into nine subject areas and assessed by committees comprising independent experts and senior civil servants. Their assessments are passed to a selection committee that produces the list, independently of government, that is submitted to the Queen through the prime minister.

The DCMS guidelines, which can be found at www.gov.uk/honours, state that nominees must have demonstrated that they have either:

- Changed things by solid, practical achievement.
- Brought distinction to British life or enhanced the UK's reputation in their area or activity.

Nominees are also expected to demonstrate how they have:

- Contributed in a distinctive way to improving the lot of those less able to help themselves.
- Devoted themselves to sustained and selfless voluntary service.
- Shown innovation, entrepreneurship or creativity in delivering lasting results.
- Earned the respect of their peers and become a role model in their field.
- Produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work.

For all nominations it is important that it is evidenced that there is something special about the achievements an individual has made, and show where they have made a difference, especially if others are doing the same work. The DCMS suggest that the following questions should be addressed:

- How were things before they began?
- How are they now?

- What makes the nominee different from others doing the same thing?

The emphasis should be about how the nominee has gone above and beyond, how they have **changed things for the better**, and about **why they are special**.

Long service is not part of the criteria. Although achieving over a period of time is helpful, it is more about the outcomes and achievements. The British Empire Medal (BME) has been re-established and is aimed at shorter term commitment and impact (3 to 4 years).

The person must still be actively involved in what you're nominating them for.

2. Swim England Honours Review Group

The Swim England has established an Honours Review Group (HRG) who will be responsible for:

- Setting up a mechanism to identify suitable applicants.
- Reviewing submissions against the DCMS and Swim England guidelines.
- Ensuring that submissions are drafted using DCMS guidelines.
- Approving and submitting Swim England nominations.
- Reviewing endorsement letter requests for non-Swim England submitted honours nominations (e.g. those that are submitted by an individual or club).

The Honours Review Group comprises:

- Chair of the Swim England Board
- Chair of the Swim England Sport Operations Committee
- Swim England Chief Executive Officer

3. Swim England Criteria

Swim England Nominations

Swim England is able to nominate individuals for a National Honour twice a year (Queen's Birthday Honours and New Year Honours). A maximum of one individual will be nominated in each of these rounds.

The HRG shall consider submitting individuals for a National Honour if they meet both the DCMS guidelines as well as the Swim England criteria below:

- Have achieved the DCMS guidance by distinctive national contributions to Swim England and aquatic sports – this would include members, partners and other related parties.
- Have achieved the DCMS guidance within their locality but with wide reaching influence which benefits the reputation and standing of Swim England.

Swim England will only nominate one individual at each round (two per year). Where more than one individual has been nominated (and meets the criteria) the HRG shall select the person who it deems has made the most significant contribution to aquatics, and who it feels is most likely to receive an Honour. Where necessary it shall consider specific DCMS focuses, e.g. on diversity and gender during its considerations.

The HRG shall only consider individuals who have been nominated using the Swim England National Honours Nomination Form (Appendix A). This provides information to help the HRG consider the strength of submissions, and will provide Swim England with the necessary information in order to submit a strong application.

All submissions to the HRG will be held for a period of two years, and considered in each round alongside other nominations received. Nominations can be submitted at any time. They should be forwarded to emma.griffin@swimming.org.

Swim England will make submissions to the DCMS, according to their guidelines, on 1st May and 18th September each year.

It should be noted that once submitted it can take up to two years for someone who is successful to receive an Honour.

Endorsement letters for non-Swim England submitted nominations

Where a nomination is being made independently Swim England will endorse the submission by way of a supporting letter, where it is felt the nominee meets the DCMS guidelines and has made a significant impact to aquatics in England.

Requests for supporting letters can be made at any time and should be requested by emailing emma.griffin@swimming.org outlining how the individual meets the criteria.