

## TERMS OF REFERENCE FOR THE BEF MEDAL OF HONOUR

1. The Medal of Honour is primarily an award designed to recognise activities connected with international endeavour. It is awarded for outstanding services to the Federation with any one or more of its constituent sporting members. It may be awarded for international riding prowess or services in support of our international effort. It may be awarded for outstanding services or activities in connection with horses and ponies; this award would most likely be the result of a submission through and supported by the BEF to the Medal of Honour Committee.
2. The British Equestrian Federation shall appoint annually a Medal of Honour Committee which shall be responsible for recommending the awards. The Committee will normally include the Chairman of the BEF (who will chair this Committee) and at least two out of the three Chairmen of the Senior Sporting Members. The Secretary General will act as secretary of the Committee.
3. Nominations for the awards are to be made through members of the BEF. Each nomination must be seconded, supported by reasons for the recommendation and submitted to the Secretary General under confidential cover.
4. The number of awards in any one year shall be at the discretion of the Committee but unless there are exceptional circumstances, such as in the year of the Olympic Games, as a guide not more than, say six Medals should be given.
5. Recommendations which are not agreed in any year may not be carried forward. New submissions are required each year.
6. The Medals shall be presented at such an occasion as shall be deemed fit by the Federation.
7. The notification of the Awards and citations shall be made in the minutes of the appropriate meeting of the Federation.
8. The Secretary General shall maintain a roll of persons who have been awarded the Medal of Honour.

Revised January 2005