

REGIONAL COORDINATOR GUIDEBOOK

2026

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Policy 5
Regional Coordinators
Issue 2

1. Appointment

- 1.1 Regional Coordinators are volunteers confirmed in their appointment by the Trustees. The trustees have the right, duty and obligation to withdraw the appointment for organisational, performance or conduct reasons.
- 1.2 An appointed trustee shall carry out the day-to-day management of the Regional Coordinators.

2. Geographical regions

- 2.1 The Association shall maintain geographical area organisations in order to facilitate its work and, by resolution of the trustees they may from time to time alter the configuration of the regions or add to or reduce the number of such regions.

2.2 The following areas have been drawn up:

1	Cambridgeshire	Northamptonshire	Bedfordshire	Hertfordshire	Essex	Norfolk	Suffolk
2	Cumbria	Northumberland	Tyne & Wear	County Durham			
3	Devon	Cornwall					
4	Dorset	Somerset					
5	Hampshire	Isle of Wight	Berkshire	Wiltshire			
6	Northern Ireland						
7	Kent	Sussex	London	Surrey			
8	Lancashire	Cheshire	Merseyside	Manchester	Isle of Man		
9	Oxfordshire	Middlesex	Gloucestershire	Buckinghamshire			
10	Scotland						
11	Staffordshire	Shropshire	Worcestershire	Warwickshire	West Midlands	Leicestershire	
12	South Wales	Hereford					
13	Lincolnshire	Nottinghamshire					
14	USA						
15	Australia	New Zealand					
16	Canada						
17	Falkland Islands						
18	Scandinavia						
19	Spain						
20	Channel Islands						
22	Republic of Ireland						
23	North Wales						
24	Yorkshire	Derbyshire					

3. Purpose

- 3.1 To aid fellowship amongst existing branches and beneficiaries of the association and in consultation with the appointed person of the Association assist in visiting branches in need of guidance or assistance and publicising SAMA 82 in the areas.
- 3.2 To consider reports from branches on all their special activities and any matters submitted by the SAMA 82 Office.
- 3.3 The Regional Coordinators shall operate in accordance within the appropriate policy.
- 3.4 It shall be the duty of the chairman of the annual area representatives meeting to get copies of the agenda and minutes of each meeting forwarded to the SAMA 82 office.
- 3.5 Reasonable costs of these area representative meetings shall be borne by central funds.
- 3.6 An annual meeting of area representatives may be convened provided that in the view of the trustees it continues to serve a useful purpose.

4. Duties

- 4.1 Point of contact for SAMA 82 in their area.
- 4.2 Reporting on SAMA 82 matters to the appointed person and committee.
- 4.3 Preparing annual reports for the trustees. Reports to be with the appointed person of SAMA 82 at the end of each calendar year.
- 4.4 Monitoring SAMA 82 activities and events and passing information about these to the committee.
- 4.5 Contributing information relevant to their region to the SAMA 82 web site and magazine via the SAMA 82 office.
- 4.6 Identifying members in need of support or help.
- 4.7 Seeking guidance from trustees or the SAMA 82 office in the support of a member in need.
- 4.8 Giving advice.
 - 4.8.1 Where able, the Regional Coordinator is to provide details of organisations and persons competent to give independent advice on a member's needs.
 - 4.8.2 Note - Regional Coordinators shall not provide advice to members over welfare, medical, tax, finance, benefit, investment or pensions.

5. Financial Support

- 5.1 Regional Coordinators may be reimbursed all reasonable expenses incurred by them whilst undertaking their authorised duties on behalf of SAMA 82. These include:
 - 5.1.1 for volunteers the current rate of Motor Mileage Allowance (MMA) is in conjunction with the reimbursement procedures,
 - 5.1.2 travel costs associated with attending necessary SAMA 82 meetings,
 - 5.1.3 it is expected that reasonable effort has been made to use free digital options to undertake duties, such as email, text and WhatsApp. In special circumstances postage and telephone cost may be reimbursed if preapproved by the appointed person or treasurer,
 - 5.1.4 other costs where reasonable and authorised.
- 5.2 Travel should be by the most economically available.
- 5.3 Before a capital purchase is made a thorough financial analysis of all costs involved must be undertaken and spending must be justified in terms of the association objectives. The bid for capital funding must be made through the online form and approval received prior to the capital purchase.
- 5.4 Regional Coordinators shall obtain appropriate authorisation for their expenditure via the appointed person, or the treasurer and the expenditure suitably recorded and supported.

6. Handling of Cash

- 6.1 All cash collected must be counted or handed to treasurer promptly and the following details recorded:

- 6.1.1 date counted,
 - 6.1.2 how cash was raised,
 - 6.1.3 who counted the cash,
 - 6.1.4 counting was witnessed by,
 - 6.1.5 when the amount is paid in account or given to the treasurer.
- 6.2 Transfer of cash/cheques should be fully recorded and witnessed.
- 6.3 Where a donor specifies a particular purpose for the donation then that information should accompany the transfer of the cash or cheques.
- 6.4 Cash and cheques shall be transferred to the treasurer securely and in a timely way.
7. Card Reader Machines
 - 7.1 Electronic Card Machines will be provided for use to any regional coordinators who require one.
 - 7.2 Authorisation to use a card machine shall be given by the SAMA 82 Office and Trustees.
 - 7.3 Card machines remain the property of SAMA 82.
 - 7.3.1 All monies paid via the card machine shall automatically be transferred to the main SAMA 82 accounts.
 - 7.3.2 Paper receipts shall not be provided to payees/donors.
 - 7.3.3 Online receipts shall be available via email or SMS using the SumUp machine.
 - 7.3.4 All transactions will be secure and transparent in all accounts.
 - 7.4 The card machine shall be:-
 - 7.4.1 set up initially by SAMA 82 office staff,
 - 7.4.2 used in accordance with instruction and training provided by office staff,
 - 7.4.3 accessed only through the account set up by the SAMA 82 office.
 - 7.5 The settings for the card reader shall not be altered unless directed by the SAMA 82 office.
 - 7.6 Regional Coordinators are responsible for the machine during their time in the role.
 - 7.7 Card readers must be returned to office upon leaving the role or on request.
 - 7.8 The Card Reader machine apps on phones or electronic devices must be deleted upon request.
8. Fund Raising and Regional Activities
 - 8.1 Fund raising events are to be appropriately planned, organised and controlled.
 - 8.2 At least one month prior to an event the plans, risk assessment and potential losses or gains are to be submitted for trustees' assessment.
 - 8.3 Proposals for a scheme for an appeal for donations shall be prepared in writing and submitted to the trustees for approval at least one month prior to the appeal.
 - 8.4 Approvals will only be given, with conditions set by the trustees, and this shall include procedures for:
 - 8.4.1 insurance,
 - 8.4.2 cash handling,
 - 8.4.3 safety,
 - 8.4.4 liaison with local authorities,
 - 8.4.5 adequate planning and risk assessment,
 - 8.4.6 appropriate permissions.
 - 8.5 Only the reasonable expenses incurred in the promotion of the event shall be charged against the proceeds achieved.
 - 8.6 The cash balances resulting from the event are to be remitted to SAMA 82 Treasurer in a timely way together with an account of income and expenditure.
 - 8.7 Regional coordinators may not hold floats, cash or money in the bank for the purpose of future events until the event or scheme is approved.
 - 8.8 Where deeds of covenant are solicited, SAMA 82's deed and bankers order shall be used. No benefits may be offered to donors.
9. Official Correspondence
 - 9.1 Regional coordinators may from time to time be required to write formal letters.
 - 9.2 Regional coordinators may not (without express permission):
 - 9.2.1 commit the organisation to any expenditure or action,
 - 9.2.2 give opinion on SAMA 82 policy,
 - 9.2.3 tender advice which they are not qualified or competent to give,
 - 9.2.4 involve SAMA 82 in politically sensitive matters,
 - 9.2.5 ask for or receive payments on their own behalf.
10. Conduct
 - 10.1 Regional coordinators are to conduct themselves in a way that is consistent with expectations of the armed forces in their behaviour and relationships with the public at large.
 - 10.2 Regional coordinators shall conduct themselves in a way that ensures their own safety and that of others affected by their conduct.
 - 10.3 Regional coordinators shall plan and execute activities in such a way that it has the minimum adverse effect on the environment and the normal way of life of the local inhabitants.

Approved by	SAMA 82 Trustees	Policy owner	SAMA 82	Available to	Members
Approval date	2.9.24	Written by	Andrew Lockett	Review Date	2.9.28

Policy 28
Asset Management Policy
Issue 1

1. General
 - 1.1. The management of charitable funds and the assets purchased with those funds is of paramount importance, not only to our members but to the Charity Commission, who we must report to on a regular basis.
 - 1.2. SAMA 82 shall meet its aims by managing its funds appropriately and effectively.
 - 1.3. SAMA 82 shall plan and monitor its income and expenditure to meet short, medium and long term plans.
 - 1.4. Asset Management is the recording and governance of items purchased with our charitable funds. This ranges from tangible items like office IT equipment, furniture and the revenue items both the office and you hold, to intangible items such as trademarks etc.
2. Definition
 - 2.1. For the purpose of this document, an asset is defined as any resource owned by SAMA 82 that has economic value. For accounting purposes, we have defined assets into four distinct types:
 - 2.1.1. Intangible Assets: items that do not have any physical substance e.g. Trademarks etc,
 - 2.1.2. Tangible Assets: items that have a physical form such as buildings, office equipment, computer equipment, furniture etc,
 - 2.1.3. Revenue Assets: items which were purchased by SAMA 82 to sell for fundraising purposes,
 - 2.1.4. Non-Revenue Assets: items purchased by SAMA 82 specifically to raise awareness and promote the organisation.
 - 2.1.4.1 Revenue and Non-Revenue Items will be defined by the Asset Manager/Treasurer in conjunction with the Board of Trustees. Ordinarily these will be inexpensive items such as pens, stickers etc.
3. Recording of Assets
 - 3.1. Intangible and Tangible assets are recorded and on a formal Asset Register held and maintained by the SAMA 82 office and overseen by the Asset Manager and Treasurer. This register will detail:
 - 3.1.1. item: A description of the Item,
 - 3.1.2. location: The location of where the item is used or stored,
 - 3.1.3. cost: The cost of the item when purchased,
 - 3.1.4. depreciation: This is the accounting practice used to spread the cost of a tangible asset over the period of its useful life. The amount an asset depreciates in a given period of time is the representation of how much the value of that asset has been used up,
 - 3.1.5. value: the value of the item now based on depreciation and condition.
 - 3.2. Revenue and Non Revenue items are currently held by the office and Area Coordinators throughout the UK.
 - 3.2.1. Their up to date stock levels are held by the Office and the Asset Manager/Treasurer. Any changes to these stock levels locally must be reported to the Asset Manager/Treasurer.
4. Donated Items
 - 4.1. Any items (such as books etc) which are donated by individuals for the purpose of sale to raise for SAMA 82 immediately become an asset of the organisation and should be recorded as such. Sales of these items must be recorded as donations.
5. Planning and Monitoring
 - 5.1. The use of robust, continually evolving policies, procedures and actions shall ensure:
 - 5.1.1. that charity funds are spent in accordance with charity objectives,
 - 5.1.2. assets are bought and sold in accordance with procedure,
 - 5.1.3. the recording of asset movements will protect SAMA 82 from misuse.
6. Stock management
 - 6.1. Regional Coordinators shall:-
 - 6.1.1 be given the opportunity to receive SAMA 82 Merchandise at the start of each year,
 - 6.1.2 sell stock provided at events through the year in their county catchment areas,
 - 6.1.3 complete a sold stock report following an event together with the amount taken and the amount of donations received. For accounting purposes it is essential that the amount taken and donations are recorded and separate income streams. See Section 10 of this Policy
 - 6.1.4 complete the order form for yearly requirement,
 - 6.2. The SAMA 82 Office will:
 - 6.1.1 make their decisions on how much stock to provide the Regional Teams based on the previous year's sales figures.
 - 6.1.2 do their best to provide a proficient level of stock quantities and variety of items.
 - 6.1.3 supply a stock form with up-to-date stock selling prices and quantities provided.
 - 6.2 We aim to reduce postage costs by only replenishing stock on a yearly basis, but in the case where you see that your stock is running down, the coordinator or team member will need to notify the SAMA 82 office via email. If the Office can provide further stocks, they will do so.
 - 6.3. Unless officially requested by the SAMA 82 office or Asset Manager/Treasurer unsold stock must not:
 - 6.3.1 be returned to the SAMA 82 office,
 - 6.3.2 transferred to other parties.
7. Stock check and report
 - 7.1 Each regional coordinator must complete a stock check in November each year and on request by the SAMA 82 Office or Asset Manager/Treasurer.
 - 7.2 The stock report shall:
 - 7.2.1 clearly indicate the number of each item in possession of the regional team at any given time,
 - 7.2.2 be returned via email to the SAMA 82 office within 2 weeks of request,
 - 7.2.3 be returned by 30 November for the annual end of year full stock checks.
8. Future merchandise
 - 8.1 Regional coordinators shall inform the SAMA 82 office:
 - 8.1.1 if there are more popular items than others,
 - 8.1.2 Coordinator/Team members start to notice a pattern of sales,
 - 8.1.3 ideas on additional items.

- 8.2 Regional coordinators shall provide a bid for funding, which includes the full details on the item, supplier, purchase costs, additional costs (i.e. VAT/shipping), selling costs and required quantities.
- 8.2.1 Any new items of merchandise which have not been available in the previous portfolio will be considered after an appropriate cost/benefit analysis has been completed.
- 9 Recording income
- 9.1 The regional coordinator and a selected team member or members must all be present at the money count, to function as a witness to the amounts raised.
- 9.2 Monies raised at each event will need to be transferred to SAMA 82 at the earliest opportunity.
- 9.3 Proof of income shall be emailed to the SAMA 82 Office. Details shall include:
- 9.3.1 name of Regional coordinator who raised and banked the funds.
- 9.3.2 value of merchandise sold, and date paid into bank account.
- 9.3.3 value of donations received, and date paid into bank account.
- 10 Depositing income
- 10.1 Regional coordinators shall deposit the sum raised into the appropriate bank accounts.
- 10.2 Merchandise Sales shall be deposited into: -
- 10.2.1 Account B name - South Atlantic Medal Association (SAMA 82)
- 10.2.2 Account number - 01514660
- 10.2.3 Sort Code - 40-40-04
- 10.2.4 Payment reference - stock/surname/forename
- 10.3 Donations shall be deposited into: -
- 10.3.1 Account A name - South Atlantic Medal Association (SAMA 82)
- 10.3.2 Account number - 81118358
- 10.3.3 Sort Code - 40-34-10
- 10.3.4 Payment reference- Donation/surname/forename.

Approved by	SAMA 82 Trustees	Policy owner	SAMA 82	Available to	Members
Approval date	2.12.24	Written by	Alan Dodsworth/Jo Stevens	Review Date	2.12.29

Policy 18

Volunteers Policy

Issue Number 2

1. Introduction
 - 1.1 Volunteers are a vital part of SAMA 82 (The Association).
 - 1.2 This policy is for volunteers who have accepted an agreed role with the charity.
 - 1.3 It outlines the principles on which the relationship between volunteers and the charity is based and provides basic information about volunteering with the association.
2. Relationship and requirement
 - 2.1 Volunteering is based on trust.
 - 2.2 Volunteers must be aged 18, otherwise:
 - 2.2.1 volunteers under 18 years of age must be accompanied by a parent or guardian.
 - 2.3 There are no obligations associated with employment and no payment, other than the agreed expenses made to people who give their time to volunteer.
 - 2.2.1 see Policy 3 Reimbursement of Expenses.
3. Hierarchy of control
 - 3.1 Duties and authority come from the Chairman and Trustees in the first place.
 - 3.2 The chairman and trustees delegate duties to specific trustees, as listed in the annual report, and to the Association Secretary (also Office Manager).
 - 3.3 All volunteers are to comply with the reasonable instructions of the board of trustees and individual trustees.
 - 3.4 The Association Secretary gives instructions, within limits, in accordance with the powers delegated to the secretary for the day to day running of the association.
 - 3.5 Where a volunteer has doubts about the wisdom and validity of an instruction, the volunteer is advised to contact the relevant trustee to explain his or her concern.
 - 3.6 The trustee is to consider the instruction, seek advice where necessary, and inform both the Association secretary and the volunteer the actions required to achieve the objective set.
4. Equal Opportunities and Diversity
 - 4.1 The Association is committed to creating and fostering a culture that promotes respect for each other and values individual differences.
 - 4.2 See Policy 19 Equal Opportunities
5. Volunteer conduct
 - 5.1 The Association will expect volunteers to work in partnership with other volunteers and treat everyone they meet through the volunteer role with dignity and respect ensuring that there is no harassment, bullying or unjustified discrimination.
 - 5.2 The Association expects volunteers to support and act in accordance with organisational policies and procedures, protecting the Association's reputation, and acting within the law.
6. Health and Safety
 - 6.1 The Association is committed to ensuring the well-being of the volunteer and expect volunteers to contribute to maintaining a safe working environment and abide by 'Policy 14 Health and Safety'.
7. Data Protection and Confidentiality
 - 7.1 Volunteers must abide by 'Policy 12 Data Protection'.
 - 7.2 Volunteers may come into contact with personal and/or sensitive information and therefore must follow the Data Protection policy and measures, put in place to protect this information, to ensure that it is kept private and confidential at all times.

8. Social Media
 - 8.1 Volunteers may have personal accounts on social media platforms. They must ensure that the information and opinions they share, protects the Association, and does not bring the Association into disrepute.
 - 8.2 See Policy 28 Social Media.
9. Expenses
 - 9.1 See Policy 3 Reimbursement of Expenses.
10. Insurance
 - 10.1 The Association has appropriate insurance in place to cover volunteers.
 - 10.2 This includes employers' liability insurance, and public liability insurance, which provides cover in the event of a volunteer being harmed due to the negligence of the Association, or a third party, being injured as a result of the actions of a volunteer, whilst performing the Association's duties.
 - 10.3 The insurance does not cover personal belongings.
 - 10.4 The Association does not provide motor insurance for volunteers.
 - 10.4.1 Driving in connection with volunteering is normally classed by insurers as 'social, domestic and pleasure' which is part of standard cover.
 - 10.4.2 The Association recommends that the volunteer checks their insurance cover.
11. Media Relations
 - 11.1 No comments or stories should be given directly to the media, without first seeking advice of the trustee with duties for media and public relations.
 - 11.2 Requests from the media are directed through the office to the most suitable person.
12. Resolving Concerns
 - 12.1 Trustees of the Association will take concerns seriously and make every reasonable effort to resolve any difficulties.
 - 12.2 If the volunteer has any problem or complaint connected to the volunteering role:
 - 12.2.1 in the first instance this should be reported to the Office Manager,
 - 12.2.2 who will contact the relevant Trustee to arrange an informal meeting (this may be via the telephone),
 - 12.2.3 the Trustee will make every reasonable attempt to find a satisfactory solution,
 - 12.2.4 If this fails to resolve the situation, then the trustee will report the matter to the Chairman for resolution by the trustee board.

Approved by	SAMA 82 Trustees	Policy owner	SAMA 82	Available to	Members
Approval date	28.10.24	Written by	Andrew Lockett	Review Date	28.10.28

Policy 14

Health and Safety Policy

Issue 6

1. INTRODUCTION
 - 1.1 Purpose - This code of practice defines SAMA 82's commitment to ensure as far as reasonably practicable the health and safety of our membership, visitors and others who are affected by our activities. It also commits our membership to protection of the environment.
 - 1.2 Scope - Membership of SAMA 82 is subject to individuals agreeing to abide by this Code of Practice; Infringements may result in the revoking of membership.
 - 1.3 Responsibilities - The Trustees are to ensure any compliance regarding members and this Code of Practice.
 - 1.4 Document Review Interval - The document owner shall validate this document annually during the anniversary of the month of issue.
 - 1.5 References/Related Documentation
 - 1.5.1 The Country Code
 - 1.5.2 The Highway Code
 - 1.6 Definition of Terms
 - 1.6.1 COP; Code of Practice
 - 1.6.2 SAMA 82; South Atlantic Medal Association 1982
 - 1.6.3 Health and Safety best practice used within this COP has evolved from the Health and Safety at Work Act and its associated subordinate legislation, although it cannot be used in a Court of Law.
2. STATEMENT OF INTENT
 - 2.1 We at SAMA 82 believe that Health and Safety, as well as environment issues hold an equal standing in the way in which we conduct our undertakings.
 - 2.2 Our ultimate aim is to conduct our activities in a structured manner to protect the safety of our staff, members, third parties and the Environment.
 - 2.3 Where existing standards are set by partners our goal will be to exceed their expectations of ourselves as a registered charity.
3. GENERAL HEALTH, SAFETY AND ENVIRONMENT RISKS
 - 3.1 Risk Assessment
 - 3.1.1 All activities involve an element of risk. What this document does is to identify significant risks and suggests measures to reduce those risks to an acceptable level. However, we are only able to reduce those levels on a voluntary basis, therefore membership terms and conditions imply complicity with this document. This document has identified existing and potential risks at events. It has subsequently decided that measures for risk reduction are required and outlines them. Such risks as have not been dealt with, or have been identified by others, should be reported to the Trustees, Regional Co-ordinator/Organiser or lead member.
 - 3.1.2 The legal requirement for a Risk Assessment is that it is "suitable & sufficient". A blank Risk Assessment form is attached and should be completed in every instance, an example is also attached. For information it is the responsibility of the assessor to identify risk headings to the best of their understanding.
 - 3.2 Signage
 - 3.2.1 Adhere to venue signage rules at events and displays.
 - 3.3 Emergency Contact Details
 - 3.3.1 All local emergency numbers should be readily accessible at events contained in a file.

- 3.3.2 Essential emergency services should always be 999. However, directions and/or location must be known to the individual making the call.
 - 3.4 Small Unmanned Aircraft
 - 3.4.1 The following rules shall be applied prior to the flying of any small, unmanned aircraft e.g. drone, model aircraft/helicopter at events (aircraft weight must be under 75 KG).
 - 3.4.2 Permission must be obtained from the owner/organiser.
 - 3.4.3 The owner of the craft must have/provide a copy of the appropriate insurance cover.
 - 3.4.4 The owner must always keep their unmanned aircraft in sight.
 - 3.4.5 The craft must stay below 400 feet and never fly close to or near other aircraft and airfields.
 - 3.4.6 Unmanned aircraft must not fly within 50 meters of people, property or livestock.
 - 3.4.7 The activity must not pose a risk to public safety.
 - 3.4.8 Further safety regulations are contained in Articles 94 & 95 of the “Air Navigation Code” with reference CAP393 for further advice.
4. FIRE PRECAUTIONS
 - 4.1 General Fire Precautions
 - 4.1.1 Never leave naked flames unattended i.e. heaters, candles.
 - 4.1.2 Caution when connected to unknown electric supply i.e. water boilers.
 - 4.2 Action in the Event of Fire
 - 4.2.1 Evacuate all personnel to a designated assembly point as advised by the organiser and warn all those in close proximity to the fire.
 - 4.2.2 Call the emergency services at once giving clear direction to all concerned
 - 4.2.3 Call any help at hand and ensure that anything nearby is not at risk to catch fire.
 - 4.2.4 Tackle the fire if safe and competent to do so.
 - 4.2.5 In no circumstances enter a danger area to retrieve goods or possessions.
 - 4.3 Barbecues
 - 4.3.1 Close availability of a fire extinguisher is desirable during and after cooking with barbeque coals.
 - 4.3.2 Care must be taken when disposing of barbeque coals. Hot coals must be cooled before disposal at an appropriate disposal point.
 - 4.3.3 Check if the venue has a barbeque policy and if cooking is allowed.
 - 4.4 Fire Suppression Equipment
 - 4.4.1 It is recommended that a fire blanket be taken to all outside events.
 - 4.4.2 Familiarisation with the location of firefighting appliances and consequent assemble and evacuation procedures should be noted.
5. RESPONSIBILITIES
 - 5.1 Regional Co-ordinators
 - 5.1.1 The guidance contained within this policy document applies to members and Regional Co-ordinators at official SAMA 82 displays and events.
 - 5.2 Volunteer Members
 - 5.2.1 Refer to role and responsibilities for voluntary/honorary/life members.
 - 5.3 Standard Bearers
 - 5.3.1 In addition to compliance with the guidance contained within this policy document, whilst on duty at official SAMA 82 displays and events SAMA 82 members acting as Standard Bearers at events/functions organised by third parties will be required to make themselves familiar with and ensure compliance with any local Health & Safety Requirements which may exceed the requirements of this document.
6. FOOD AND BEVERAGE HYGIENE
 - 6.1 Complimentary Food - Food items for sale or complimentary consumption should be clearly marked as to their contents.
 - 6.2 Drinking Water - Water should be obtained from a reliable source and be kept in container, a supply of bottled water is advisable where a water source, cannot be accepted as drinking water only.
 - 6.3 Water Boilers - These should be cleaned prior to use and tested and handled in accordance with their manufacturers’ instructions.
7. EQUIPMENT
 - 7.1 Access Equipment – Any member using a ladder or other access equipment to gain access to higher parts does so entirely at their own risk; and should be aware of any overhanging structures such as electric cables.
 - 7.2 Tents and Gazebos - Members should be proficient if erecting and dismantling structures, where guy lines are used, they must be marked for safety when the public are nearby.
8. ENVIRONMENT
 - 8.1 Reduce, Recycle, Re-use- It is the policy of SAMA 82 to adopt the 3 R’s Principle
 - 8.1.1 REDUCE. Don’t over-fill kettles and boilers when boiling water; provision sensibly. Both will conserve resources.
 - 8.1.2 RECYCLE. Deposit items such as cans, bottles and paper at appropriate collection points.
 - 8.1.3 RE-USE. Water can be reused for multiple washing up session’s, grey water should be disposed of accordingly. Sometimes grey water can be disposed of in flowerbeds where allowed.
 - 8.2 Disposal Points - All refuse must be placed in the correct disposal points as set out by the venue. If on a rare occasion provision has not been made, or the disposal point is full, you are required to take rubbish away with you.
 - 8.3 Noise
 - 8.3.1 All noise should be kept to a minimum.
 - 8.3.2 Generators should be avoided, if not they should never be left unattended.
 - 8.3.3 Radios should be kept on a low volume.
 - 8.3.4 The public attending should not be subjected to undue disturbance.
9. CHILDREN AND DOMESTIC PETS
 - 9.1 Children - Members are responsible for the supervision of any children within their care, especially where traffic entry and exit points are nearby.

- 9.2 Domestic Pets - Animal belonging to members must be placed on a short lead, they should not be allowed to run loose or cause disturbance to others. They should be exercised away from the display and any mess picked up and disposed of responsibly. They should always be kept at a distance from food preparation and consumption areas except for assistance dogs.
10. ABUSE AND HARASSMENT
- 10.1 Abuse, whether physical or verbal, and harassment, will not be tolerated
11. COUNTRY CODE
- 11.1 Bridleways, Footpaths and Byways
- 11.2 Be Safe – Plan ahead and follow signs
- 11.2.1 Even if the area is known to you, it is best to get the latest information. You are responsible for your own safety as well as any of the visiting public within your area.
- Amendments;
- Issue 2:- 3.2 Signage. 5.2 Volunteer Members.
- Issue 3:- 3.1 Risk assessment form/example, contained in last paragraph must be “suitable & sufficient”. Form is now available as an annex. 3.4 Small unmanned aircraft.

Policy 3

Rules for Reimbursement of Expenses

Issue 3

- 1. The trustees of the association have a responsibility to manage the funds to meet the charitable purposes of the association.**
- 2. Definitions**
 1. Approved: approval by a nominated trustee.
 2. Reimbursement: means for the purpose of settling out of pocket expenses for travel, subsistence and communication expended for the business of SAMA 82.
 3. Section: an authorised, partly autonomous element within the association such as an area or branch or specialist activity association to which association rules apply.
- 3. General**
 1. Approval by a nominated trustee must be obtained before incurring any expenditure on behalf of the association.
- 4. It is the policy of SAMA 82 that approved expenses be reimbursed provided all of the following conditions are met:**
 1. they are reasonable and necessary for the purposes of the association,
 2. they are claimed using the appropriate procedure in a reasonable time,
 3. the procedures are followed for approval,
 4. the costs are minimised by appropriate care and research,
 5. the claim is restricted to travel and subsistence or actual costs relating to communication or representation.
- 5. No reimbursements are made for the following:**
 1. loss of earnings or opportunities,
 2. consequential losses caused by carrying out SAMA 82 duties,
 3. excess costs that could be avoided by prudent planning,
 4. delays due to the actions of a claimant,
 5. attendance at AGM or EGM and meetings clustered with AGM or EGM,
 6. attendance at social gatherings,
 7. travel and overnight stays for the convenience of a claimant,
 8. gratuities,
 9. gifts or presentations other than those approved by the chairman,
 10. losses of personal or association equipment,
 11. costs of vehicle breakdown or insurance claims or thefts,
 12. the purchase of benefit procedures or cards giving access to cheap fares or lower rates for subsistence.
- 6. Reimbursement may be made for the following:**
 1. trustees’ meeting,
 2. area representatives’ annual meeting,
 3. sub-committee meetings when called by a trustee,
 4. standard bearing,
 5. representing trustees or the association at a formal function,
 6. approved training of benefit to the association,
 7. for the purpose of re-routing a traveller to meet a close family urgency or emergency during duty travel or business,
 8. for committed costs wasted through family urgency or emergency during duty travel or business.
- 7. Reimbursement may pay for:**
 1. travel by own private vehicle - paid at the agreed motor mileage rate,
 2. cost of tolls, parking, ferry charges and congestion charges,
 3. travel by public transport – most economical route,
 4. overnight accommodation,
 5. purchase of SAMA 82 wreaths,

6. purchase of a SAMA shield for presentation purposes,
7. payment for standard bearer and standard,
 1. funeral – payment for expenses should come from the estate of the deceased except if authorised by trustees,
 2. other events – must pre-authorised by trustees.
8. actual cost of postage and telephone supported by records,
9. actual cost of stationary supported by records,
10. travel, subsistence and costs undertaken on behalf of association sections/branches,
 1. these costs may be reimbursed under the same conditions as for the association but are paid for by the section/branches.

8. Travel and subsistence for shared expenses with other charities sharing similar objectives.

1. The association will apply the same conditions for such reimbursements but the reimbursement will be a shared proportion of the costs with the other charities.

Specific Arrangements

9. Travelling by own private vehicle

1. For volunteers for a round trip the rate is 45 pence per mile for the first 150 miles and 25 pence a mile for the remainder.
2. For employees on a trip the rate is 45 pence per mile for a maximum of 10,000 miles per year.
3. Alternatively, a claim may be made for fuel consumed based on a reasonable estimate from the fuel gauge or normal petrol consumption of the vehicle.
4. The round trip is deemed to be from the start point (usually home) to the finish point (usually home) and can be completed in one day or more than one day.

10. Motor mileage allowance (MMA)

1. The rate of MMA is set and reviewed by the trustees.
2. The following are examples when MMA will be permitted:
 1. standard Bearer duties when requested by SAMA 82,
 2. approved Attendance at meetings,
 3. approved car travel by persons whose health, mobility or the complexity of the public transport option make use of public transport impracticable,
 4. approved representation of the association but only with prior approval and where the activity is significant to the objectives or prosperity of the association such as giving talks and lectures,
 5. any other approved reason that does not fall within the scope of the above.
3. The following are examples of when MMA will not be allowed:
 1. attending the SAMA 82 AGM or EGMs,
 2. attending a fund raising event except when approved to do so by a trustee,
 3. a Standard Bearer responding to a private request to attend a funeral, function or event. In this case those requiring the presence of the Standard Bearer should be informed (beforehand) that all travel and, if necessary, accommodation expenses are required to be paid for by them.

11. Examples of attendance that may receive reimbursement:

1. attending a function to receive a cheque,
2. to make a presentation,
3. to give a talk on behalf of SAMA 82,
4. approved attendance at a fundraising event,
5. attending approved training as a student,
6. attending a conference as a delegate or presenter.

12. Other expenses

1. SAMA 82 may reimburse all reasonable administrative cost including:
 1. second class postage on behalf of SAMA 82,
 2. purchase of necessary stationery,
 3. telephone calls on SAMA 82 business.
2. SAMA 82 will not reimburse expenses for:
 1. personal computer equipment,
 2. internet connections,
 3. dedicated telephone lines,
 4. telephone calls outside UK unless first approved,
 5. first class postage.

13. Travelling by Rail

1. The reimbursement of rail, tube and other public rail service fares may be made for approved journeys only.
2. SAMA 82 will not reimburse first class rail travel unless it is cheaper than the equivalent standard class.
3. The trustees encourage claimants to purchase appropriate discount rail or other travel cards such as disabled, senior citizen rail cards or oyster cards wherever possible before travelling. The purchase of these cards is a private matter and will not be reimbursed by SAMA 82.
4. Rail travel should be timed to take benefit from off-peak fares.

14. Travel by Air

1. Only approved air travel will be reimbursed. Air travel may be approved when it is shown that it is cheaper than travel by over-land public transport.

- 15. Travel by Sea.**
 1. Only approved sea travel will be reimbursed.
- 16. Hire Cars**
 1. Use of hire cars may be approved if the overall cost can be shown to be less than the equivalent payment of motor mileage allowance.
- 17. Advanced Claims.**
 1. Claims for expenditure ahead of the journey for approved rail, sea and air travel may be made on submission of a suitable estimate of costs and the journey is approved.
- 18. All travel claims**
 1. All journeys must be taken on the most economical routes and wherever possible advantage should be taken of advanced ticket purchases.
- 19. Subsistence**
 1. Reimbursement of out-of-pocket expenses for commitments involving more than 10 hours away from normal place of residence may be made to cover the cost of subsistence when supported by receipts. This is limited to a maximum of £15 per day.
- 20. Accommodation**
 1. The cost of overnight accommodation may be reimbursed if prior approval has been given and the claim is supported by receipts.
- 21. Gratuities**
 1. Any gratuities paid are a private matter and will not be reimbursed.
- 22. Prior Approval**
 1. Prior approval is to be obtained from the Treasurer or Chairman if a trustee or member is in any doubt as to the acceptability of their travel and where applicable, their planned accommodation arrangements.
- 23. Submission and Payment of Expense Claims**
 1. All funds collected at events are to be collated and paid into the organisation's bank account without deducting expenses first.
 2. Expense Claims are to be completed on the approved form with name, telephone, email and postal address, bank details and name on the account, an account of the payments made and the journeys completed.
 3. Claims are to be submitted to the Treasurer via his SAMA 82 email address for payment approval and action.
 4. Where discrepancies occur the Treasurer will discuss the claim with the claimant.

23.5.1 If the issue cannot be resolved the opinion of the Chairman or another trustee is to be sought.

 5. The treasurer will always aim to process claims on the same day to ensure no one is out of pocket, but sometimes this may not be practicable, so the treasurer will action as soon as possible. .
 6. The treasurer will inform the recipient and the SAMA office that the expense claim has been processed.
 7. Claims made by the Treasurer shall be sent to the Chairman for payment approval.
- 24. Publication**
 1. Reimbursement paid to individuals may be published in annual reports or elsewhere.
- 25. Appeals**
 1. A claimant may appeal against a first decision and should submit reasons for the claim and supporting details.
 2. The Chairman shall assess any appeal and may form a sub-committee to assess the claim and any supporting information.
 3. The Chairman, with any advice supplied by a sub-committee, shall give a decision which shall be final.

Approved by	SAMA 82 Trustees	Policy owner	SAMA 82	Available to	Members
Approval date	04.12.25	Written by	Jo Stevens	Review Date	04.12.28

ANNEX A RISK ASSESSMENT



Site:						For Project:					
Assessors:						Location / Equipment:					
Assessment Number:				Job Number:		Task:					
No	List the Hazards Identified	Who is at risk? Public / Staff / Contractors	Probability	Severity	Pre - Rating	List the Control Measures Required	Probability	Severity	Post - Rating	Detail any Residual Risk	
Assessors Signature					Approvers Signature					Valid From:	
Print Name		Date: Review			Print Name		Date:			Valid To:	

NUMERICAL SCORING RECORD						RISK RATING / PRIORITY
						1. SCORE 1 - 4 = <u>No</u> further action, ensure controls are maintained / Low Risk
PROBABILITY	Unknown Occurrence	Known Occurrence	Occasional	Likely to Occur	Almost Certain	2. SCORE 5 - 9 = Look to improve and monitor and Control Measures
NUMERICAL SCORE	1	2	3	4	5	3. SCORE 10 - 16 = Look to improve with specified timescale
SEVERITY OF HARM	No Injury or Illness	Minor Injury (First Aid Required)	Reportable to HSE (Over 7 Day injury)	Specified Injury or Illness	Fatality	4. SCORE 17 - <u>25</u> = Work NOT Allowed. STOP WORK. Have work reassessed by Safety Advisor or Manager / High Risk



Risk Assessment

Site:						For Project:					
Assessors: P Forster. PFP Safety Services						Location / Equipment:					
Assessment Number: CCL 006				Job Number:		Task: Prevention of Slips/Trips/Falls					
No	List the Hazards Identified	Who is at risk? Public / Staff / Contractors	Probability	Severity	Pre - Rating	List the Control Measures Required	Probability	Severity	Post - Rating	Detail any Residual Risk	
1	Slip/Trip/Falls	Employees	5	3	15	1) Before starting work ensure that the lighting is suitable and apply 'Task' lighting if required. Ensure that the area is clean and free from debris.	1	3	3	Supervisors to monitor all work activities. Safety Inspections carried out by Site Supervisors / Safety Consultants	
2	Poor Housekeeping	Contractors				2) Ensure that there is a safe and clean access and egress to work site and working area.					
3	Poor Lighting	Sub-Contractors Client's Staff/ Visitors Public				3) Be aware of adverse weather conditions particularly when working outside of buildings. (Rain, Ice etc). This is even more important when Manual Handling. 4) Be aware of changes of levels and obstructions. Eliminate, if possible. 5) Think of vulnerable person (Disabled, Partially Sighted) who may be affected by your work. 6) Ensure good housekeeping with no trailing cables. If possible, trailing cables should be attached to wall above head height. 7) Remove all rubbish to appropriate bins on a regular basis. Clear work area of brick debris etc, at regularly intervals. 8) Ensure that footwear is of the correct type and in good condition. 9) Supervision and 'Tool Box' talks at regular intervals.					
Assessors Signature		P G Forster			Approvers Signature		Valid From:				
Print Name		Peter Forster	Date: 1-8-2018 Review 1-8-2019		Print Name		Scott Hayward	Date:		Valid To:	

Policy 3
Rules for Reimbursement of Expenses

Issue 2

1. The trustees of the association have a responsibility to manage the funds to meet the charitable purposes of the association.
2. Definitions
 - 2.1 Approved: approval by a nominated trustee.
 - 2.2 Reimbursement: means for the purpose of settling out of pocket expenses for travel, subsistence and communication expended for the business of SAMA 82.
 - 2.3 Section: an authorised, partly autonomous element within the association such as an area or branch or specialist activity association to which association rules apply.
3. General
 - 3.1 Approval by a nominated trustee must be obtained before incurring any expenditure on behalf of the association.
4. It is the policy of SAMA 82 that approved expenses be reimbursed provided all of the following conditions are met:
 - 4.1 they are reasonable and necessary for the purposes of the association,
 - 4.2 they are claimed using the appropriate procedure in a reasonable time,
 - 4.3 the procedures are followed for approval,
 - 4.4 the costs are minimised by appropriate care and research,
 - 4.5 the claim is restricted to travel and subsistence or actual costs relating to communication or representation.
5. No reimbursements are made for the following:
 - 5.1 loss of earnings or opportunities,
 - 5.2 consequential losses caused by carrying out SAMA 82 duties,
 - 5.3 excess costs that could be avoided by prudent planning,
 - 5.4 delays due to the actions of a claimant,
 - 5.5 attendance at AGM or EGM and meetings clustered with AGM or EGM,
 - 5.6 attendance at social gatherings,
 - 5.7 travel and overnight stays for the convenience of a claimant,
 - 5.8 gratuities,
 - 5.9 gifts or presentations other than those approved by the chairman,
 - 5.10 losses of personal or association equipment,
 - 5.11 costs of vehicle breakdown or insurance claims or thefts,
 - 5.12 the purchase of benefit procedures or cards giving access to cheap fares or lower rates for subsistence.
6. Reimbursement may be made for the following:
 - 6.1 trustees' meeting,
 - 6.2 area representatives' annual meeting,
 - 6.3 sub-committee meetings when called by a trustee,
 - 6.4 standard bearing,
 - 6.5 representing trustees or the association at a formal function,
 - 6.6 approved training of benefit to the association,
 - 6.7 for the purpose of re-routing a traveller to meet a close family urgency or emergency during duty travel or business,
 - 6.8 for committed costs wasted through family urgency or emergency during duty travel or business.
7. Reimbursement may pay for:
 - 7.1 travel by own private vehicle - paid at the agreed motor mileage rate,
 - 7.2 cost of tolls, parking, ferry charges and congestion charges,
 - 7.3 travel by public transport – most economical route,
 - 7.4 overnight accommodation,
 - 7.5 purchase of SAMA 82 wreaths,
 - 7.6 purchase of a SAMA shield for presentation purposes,
 - 7.7 payment for standard bearer and standard,
 - 7.7.1 funeral – payment for expenses should come from the estate of the deceased except if authorised by trustees,
 - 7.7.2 other events – must pre-authorised by trustees.
 - 7.8 actual cost of postage and telephone supported by records,
 - 7.9 actual cost of stationary supported by records,
 - 7.10 travel, subsistence and costs undertaken on behalf of association sections/branches,
 - 7.10.1 these costs may be reimbursed under the same conditions as for the association but are paid for by the section/branches.
8. Travel and subsistence for shared expenses with other charities sharing similar objectives.
 - 8.1 The association will apply the same conditions for such reimbursements but the reimbursement will be a shared proportion of the costs with the other charities.

Specific Arrangements

9. Travelling by own private vehicle
 - 9.1 For volunteers for a round trip the rate is 45 pence per mile for the first 150 miles and 25 pence a mile for the remainder.
 - 9.2 For employees on a trip the rate is 45 pence per mile for a maximum of 10,000 miles per year.
 - 9.3 Alternatively, a claim may be made for fuel consumed based on a reasonable estimate from the fuel gauge or normal petrol consumption of the vehicle.
 - 9.4 The round trip is deemed to be from the start point (usually home) to the finish point (usually home) and can be completed in one day or more than one day.
10. Motor mileage allowance (MMA)
 - 10.1 The rate of MMA is set and reviewed by the trustees.
 - 10.2 The following are examples when MMA will be permitted:

- 10.2.1 standard Bearer duties when requested by SAMA 82,
- 10.2.2 approved Attendance at meetings,
- 10.2.3 approved car travel by persons whose health, mobility or the complexity of the public transport option make use of public transport impracticable,
- 10.2.4 approved representation of the association but only with prior approval and where the activity is significant to the objectives or prosperity of the association such as giving talks and lectures,
- 10.2.5 any other approved reason that does not fall within the scope of the above.
- 10.3 The following are examples of when MMA will not be allowed:
 - 10.3.1 attending the SAMA 82 AGM or EGMs,
 - 10.3.2 attending a fund raising event except when approved to do so by a trustee,
 - 10.3.3 a Standard Bearer responding to a private request to attend a funeral, function or event. In this case those requiring the presence of the Standard Bearer should be informed (beforehand) that all travel and, if necessary, accommodation expenses are required to be paid for by them.
- 11. Examples of attendance that may receive reimbursement:
 - 11.1 attending a function to receive a cheque,
 - 11.2 to make a presentation,
 - 11.3 to give a talk on behalf of SAMA 82,
 - 11.4 approved attendance at a fundraising event,
 - 11.5 attending approved training as a student,
 - 11.6 attending a conference as a delegate or presenter.
- 12. Other expenses
 - 12.1 SAMA 82 may reimburse all reasonable administrative cost including:
 - 12.1.1 second class postage on behalf of SAMA 82,
 - 12.1.2 purchase of necessary stationery,
 - 12.1.3 telephone calls on SAMA 82 business.
 - 12.2 SAMA 82 will not reimburse expenses for:
 - 12.2.1 personal computer equipment,
 - 12.2.2 internet connections,
 - 12.2.3 dedicated telephone lines,
 - 12.2.4 telephone calls outside UK unless first approved,
 - 12.2.5 first class postage.
- 13. Travelling by Rail
 - 13.1 The reimbursement of rail, tube and other public rail service fares may be made for approved journeys only.
 - 13.2 SAMA 82 will not reimburse first class rail travel unless it is cheaper than the equivalent standard class.
 - 13.3 The trustees encourage claimants to purchase appropriate discount rail or other travel cards such as disabled, senior citizen rail cards or oyster cards wherever possible before travelling. The purchase of these cards is a private matter and will not be reimbursed by SAMA 82.
 - 13.4 Rail travel should be timed to take benefit from off-peak fares.
- 14. Travel by Air
 - 14.1 Only approved air travel will be reimbursed. Air travel may be approved when it is shown that it is cheaper than travel by over-land public transport.
- 15. Travel by Sea.
 - 15.1 Only approved sea travel will be reimbursed.
- 16. Hire Cars
 - 16.1 Use of hire cars may be approved if the overall cost can be shown to be less than the equivalent payment of motor mileage allowance.
- 17. Advanced Claims.
 - 17.1 Claims for expenditure ahead of the journey for approved rail, sea and air travel may be made on submission of a suitable estimate of costs and the journey is approved.
- 18. All travel claims
 - 18.1 All journeys must be taken on the most economical routes and wherever possible advantage should be taken of advanced ticket purchases.
- 19. Subsistence
 - 19.1 Reimbursement of out-of-pocket expenses for commitments involving more than 10 hours away from normal place of residence may be made to cover the cost of subsistence when supported by receipts. This is limited to a maximum of £15 per day.
- 20. Accommodation
 - 20.1 The cost of overnight accommodation may be reimbursed if prior approval has been given and the claim is supported by receipts.
- 21. Gratuities
 - 21.1 Any gratuities paid are a private matter and will not be reimbursed.
- 22. Prior Approval
 - 22.1 Prior approval is to be obtained from the Treasurer or Chairman if a trustee or member is in any doubt as to the acceptability of their travel and where applicable, their planned accommodation arrangements.
- 23. Submission of Claims
 - 23.1 Claims are to be completed on the approved form with name, telephone, email and postal address, bank details and name on the account, an account of the payments made and the journeys completed and be countersigned by a trustee.
 - 23.2 Claims are to be submitted to the Treasurer for payment approval. Claims made by the Treasurer shall be sent to the Chairman for payment approval. All claims approved for payment are to be forwarded to the Treasurer for action.

- 23.3 Where discrepancies occur the Treasurer will discuss the claim with the claimant. If the issue cannot be resolved the opinion of the Chairman or another trustee is to be sought.
24. Publication
- 24.1 Reimbursement paid to individuals may be published in annual reports or elsewhere.
25. Budgets
- 25.1 Individual trustees may be required to supply estimates of annual expenditure on reimbursements to the trustees / treasurer.
26. Appeals
- 26.1 A claimant may appeal against a first decision and should submit reasons for the claim and supporting details.
- 26.2 The Chairman shall assess any appeal and may form a sub-committee to assess the claim and any supporting information.
- 26.3 The Chairman, with any advice supplied by a sub-committee, shall give a decision which shall be final.

Approved by	SAMA 82 Trustees	Policy owner	SAMA 82	Available to	Members
Approval date	30.09.24	Written by	Andrew Lockett	Review Date	30.09.28

Expense Form online form – please click the link to download
<https://sama82.org.uk/form-expense-claim/>

PUBLIC LIABILITY COVER CONFIRMATION

This is to confirm that Ansvar Insurance, a business division of Ecclesiastical Insurance Office plc, is providing the following insurance cover:

Policy number:	14884514
Policyholder:	South Atlantic Medal Association 1982
Period of insurance:	27/11/2025 to 26/11/2026
Public and Products Liability indemnity limit:	£5,000,000

Important Notes:

1. The above details are a brief synopsis of cover. Other exclusions, limitations and restrictions apply that will only be identified from a full reading of the policy, its schedule, any endorsements and certificates.
2. Cover is subject to the terms and conditions of the policy.

CODE	EVENT PRICE LIST 2026	PRICE
1	Tie (Silk)	£ 18
5	Tie (Polyester)	£ 13
6	Shield	£ 23
9	Gilt Lapel Pin	£ 3
10	Gilt Tie Slide	£ 10
17	Ladies' Scarves	£ 25
23	Falklands War Lapel Badge	£ 3
24	Car Window Sticker	£ 2
64	Fridge Magnets	£ 2
67	Tea Towels	£ 5.50
68	Bow Tie	£ 14
71	Bookmarks	£ 2
81	Baseball Cap	£15
82	40th Anniversary Lapel Badges of the Falklands Islands	£ 2
83	40th Anniversary Lapel Badges Feat. South Georgia	£ 2
85	40 th Anniversary Commemorative Book	Donation
86	Umbrella	£ 15

The South Atlantic Medal Association (1982) (SAMA 82)

Patron: His Majesty King Charles III

President: Major General Richard Cantrill OBE MC Royal Marines

Founded by Rick Jolly and Denzil Connick in 1997, and with over four thousand members, the South Atlantic Medal Association has public interest objectives in support of the armed forces and educating and informing the public about the South Atlantic (Falklands) Conflict of 1982; the association objectives also include providing South Atlantic medal holders and dependants with welfare grants.

South Atlantic medal holders were given the freedom of the Falkland Islands and the cities of Portsmouth and Plymouth in 2022

Life Vice Presidents: Sukey Cameron, Mike Bowles, Gordon Mather, Malcolm Hunt, Martin Reed, John Erskine
Kevin Greathurst, Jane Adams, Steve Adams, John Phillips, Morgan O'Connell, Julian Thompson, Sir James Dutton, Nicci Pugh, Les Braby, Paul Moore

Registered Charity No: 1118842

06113679

Registered Company No:

To whom it may concern,

SAMA 82 began its existence on April 2nd 1997, which was the fifteenth anniversary of the uninvited arrival of Argentine forces in the Falkland Islands in 1982.

The main purposes of SAMA 82 are simply stated. We intend to maintain and promote a sense of pride and comradeship among all veterans of the South Atlantic campaign, and to keep them in touch with each other, in a manner which respects both individual privacy and personal requirements. We also wish to establish and maintain contact with other organisations involved in the welfare of the armed forces and ensure that due consideration is given to the interests of South Atlantic veterans.

SAMA 82 will also investigate for consideration, by an appropriate organisation, any case of hardship or distress amongst South Atlantic veterans in which direct financial assistance is sought or recommended.

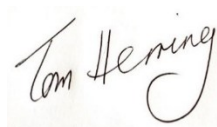
Authority to Fundraise

The bearer (s) of this letter

is / are authorised by The South Atlantic Medal Association 1982 (SAMA 82) to collect monies on their behalf, at Events during 2026.

If you require further verification or confirmation, please contact the SAMA Office on 01495 741592.

Sincerely,



Mr Tom Herring
Chairman, SAMA 82

Registered Office: Unit 1 Hall House, Llanover Business Centre, Llanover, Abergavenny, Monmouthshire, NP7 9HA

Telephone: 01495 741592

Email: sama@sama82.org.uk

Website: <http://www.sama82.org.uk>

Trustees: Tom Herring (Chairman), Andrew Lockett MBE, Stephen Penfold, Christopher Howe MBE, Brian Sherrington, Alan Dodsworth, Robin Turk, Michael Sherrington