

## ROYAL SIGNALS AMATEUR RADIO SOCIETY

### AWARDS and CONTESTS RULES

**The RSARS Awards Scheme was updated with effect from 1 September 2013. All claims made after this date do not require the submission of QSL cards for contacts made on or after 1<sup>st</sup> September 2011. Contacts made before 1<sup>st</sup> September 2011 still require the submission of QSL cards,**

**The RSARS Awards Scheme recognises two classes of membership:** "British Isles" operating from locations within "The British Isles", and "Overseas" operating from outside "The British Isles". Contacts made on and after 1st September 2011 are eligible for inclusion in the claimant's totals without QSL cards. Contacts made before 1<sup>st</sup> September 2011 still require the submission of QSL cards. "The British Isles" is defined as one call area.

**RSARS Awards are for three types of activity:-** (1) General operating awards, (2) Annual achievement, and (3) Contest Awards. Trophies, plaques and certificates are awarded free of charge (except for postage) to fully paid-up members - Full, Associate or Affiliated.

Awards are based upon a signed declaration that the confirmed two-way contacts took place in a single mode. A contact is the unassisted exchange of callsigns, signal reports, names, locations and RSARS membership numbers. The Awards Manager may request confirmation from either the claimant or claimed station if there is any doubt about the contact. QSL Cards are **NOT** required for award claims contacts dated after 1<sup>st</sup> September 2011. Contacts through repeaters do NOT count.

Claims from listeners (UNLICENSED members ONLY) must be supported by the same verification as is required from licensed members. **Please ensure that sufficient Postage is included with claims for return** (NOT envelopes, please, because these need to be of the correct size for each certificate). Send postage in the form of UK postage stamps whenever possible - dollar bills are acceptable from Australia, Canada, New Zealand and USA. The Awards & Contests Manager will help in any cases of difficulty - **Please do NOT send cheques.**

GENERAL OPERATING		For Claims from Members located		Remarks
		In British Isles	Overseas	
<b>Any Mode Award</b>	Basic Certificate at	25	12	) Confirmation on any band and any mode ) See Any Mode Award note below.
	First-Class Certificate	100	50	
	Sticker increment at	200	100	
	Subsequent stickers at 50/25 e.g.	250	125	
	Supreme Trophy at 500/250	500	250	
	Platinum plaque	1000	500	
<b>CW Award</b>	Basic Certificate at	25	12	) Confirmation on any band ) CW-CW only.
	Sticker increments at 50/25 e.g.	50	25	
	Supreme Trophy at 300/150	300	150	
	Further trophy for Overseas members only	---	300	
<b>Special Award</b>	Plaque only (no certificate)	200	100	) Confirmation on any band, any mode but see Rule 11
	Bronze plaque	300	150	
	Silver plaque	400	200	
	Supreme Trophy	500	250	
<b>VHF Award</b>	Basic Certificate at	12	12	) Confirmation on any mode ) 50 MHz & up
	Sticker increments at 20/30/40/50/60/70/80	80	80	
	Plaque at 100	100	100	
<b>QRP Award</b>	Basic Certificate at	12	6	) Confirmation on any band ) any mode. See Rule 12
	Sticker increments at 20 / 30 / 40 / 50 / 60 / 70 / 80	80	80	
	Plaque at 100	100	100	
<b>RTTY/AMTOR Award</b>	Basic Certificate at	12	12	) Confirmation on any band, ) RTTY - RTTY or ) AMTOR - AMTOR
	Sticker increments at 20 / 30 / 40 / 50 / 60 / 75	40	40	
	Plaque at 50	50	50	
	Trophy at 100	100	100	
<b>DIGITAL MODE Award</b>	Basic Certificate at	12	12	) Confirmation on any band, e.g. PSK31 - PSK31
	Sticker increments at 20 / 30 / 40 / 50 / 60 / 75	40	40	
	Plaque at 50	50	50	
	Trophy at 100	100	100	
<b>TOWARDS THE OVERSEAS CENTURY Award</b>	Basic Certificate at	20		
	Sticker increments at 30/40/50/60/70/80/90			

A Larger version of the above list can be seen on the website.

When members have completed the final stage of any of the above awards certificates will be issued to carry additional stickers at the same increments as shown for each award, to recognise further progress.

### **Overseas Century Award.**

A Trophy to confirm contacts between a member from within The British Isles and 100 members Overseas (outside the British Isles). Additional plaques at 150 and 200 and every 50 thereafter.

### **RSARS WAC Award.**

A certificate and trophy, for contacts between one member from one QTH only and 6 other members, one per IARU-recognised continent:- Africa, Asia, Europe, North America, South America and Oceania. (South America includes the Falkland Islands and Dependencies, and also any station as far North as the Tropic of Cancer). Endorsement for a single mode is available, if applied for at the time of submitting the original claim.

### **ANY MODE AWARD Note.**

The Platinum Award recognises outstanding achievement for members and will cover awards for 1000, 1500, and 2000 for the UK members and Overseas members at the 500, 750 and 1000 levels. Once a plaque is awarded for the Any Mode levels, an additional certificate will be awarded to any member who reaches these levels on an individual mode i.e. CW or SSB etc.

### **G3SIG - RSARS British Isles Award.**

This award was originally started on 1st January 2002 by G4OHX. It was taken over by M0OIC on 21 September 2011 following the untimely death of G4OHX. The award was updated with a new certificate and affiliated number from 1<sup>st</sup> March 2012 in order to promote more activity for members. The award takes the form of a certificate obtained by providing proof of contact with G3SIG in all six call areas of the British Isles [G, GD, GI, GJ/GU GM & GW] in accordance with the following rules. Certificates are free to all members, both in the British Isles and overseas. Note: For this award, GJ & GU count as one area.

1. To claim the G3SIG certificate, evidence is required by the Station Manager of successful contact with G3SIG in all six areas.
2. Members must ensure that the highest operating standards are maintained at all times and unassisted two- way contacts exchange Callsign, Name, Signal Report, QTH and RSARS number.
3. The G3SIG Station and Award Manager is M0OIC who will publish, from time to time, news of G3SIG activity in the various areas. Successful contacts will automatically generate cards from G3SIG. Member's cards for contact with G3SIG are not required.

## RULES FOR OPERATING AWARDS

1. Members are required to submit a signed declaration confirming that they have had two-way contacts in a single mode (or listener reports in the case of unlicensed members) with other member stations. (A copy of the declaration is shown below and is available to download from the E-Library)
2. QSL Cards are **NOT** required for award claims contacts dated on or after 1<sup>st</sup> September 2011.
3. "British Isles" members are defined as those operating from locations within the British Isles "G" call area, and "Overseas" members as those operating from locations outside the British Isles.
4. Overseas members who move to take up residence in the British Isles may count confirmations gained whilst operating outside the British Isles, but their future progress will be at the British Isles increments.
5. British Isles members who move to take up residence overseas may NOT count any confirmations made whilst operating within the British Isles for Overseas awards. Footnote to Rules 3 and 4: Members who make visits to locations outside the area (The British Isles or Overseas) in which they normally reside may claim separate awards for these "expeditions".
6. Contacts with a Membership Number within the bounds of the British Isles may be claimed once only, irrespective of callsign, for each mode.
  - 6a. Contacts between members in the British Isles and Overseas may be claimed with any Overseas callsign, provided that the new callsign is being transmitted from a location in a NEW Zone, country, or call area within countries having geographical prefixes.
  - 6b. Members operating from Overseas countries which are divided into geographical call areas (e.g. VK/ZL/VE/W/ZS) may record a single total for all contacts made from the Country concerned with no restrictions on being /M, /P, /MM.

7. Members must ensure that operating standards are maintained at the highest standard at all times; UNASSISTED two-way contacts in a single mode are required between the stations concerned. Relaying of any part of a QSO by a third party is NOT permitted. Licence terms must be strictly observed, and members who are granted licences for operation in other countries may be asked to submit authentication to RSARS. Repeater-assisted contacts are NOT acceptable.

8. Members must exchange all the following information within a single QSO to qualify for an Award QSO: Callsigns – Signal reports - Membership numbers - Names - QTHs.

9. Claims must be submitted IN DUPLICATE on RSARS AWARDS CLAIM FORMS, plus:-

A signed declaration confirming that they have had two-way contacts in a single mode (or listener reports in the case of unlicensed members) with other member stations.

Claims must show all the appropriate information for each contact. Claims must be submitted in strict RSARS membership number sequence, with "C" or "F" numbers in their separate sequences either at the beginning or end of each claim. Claim forms are available from the Awards & Contests Manager (return postage required, please) or can be downloaded from the E-Library on the RSARS website.

**DECLARATION for RSARS AWARD CLAIM**

**I, the undersigned, do hereby declare that I have made two way contacts (as required by the RSARS awards rules) with the RSARS members shown in the enclosed award claim.**

**RSARS Number..... Callsign.....Full Name.....**

**Signature.....Date.....**

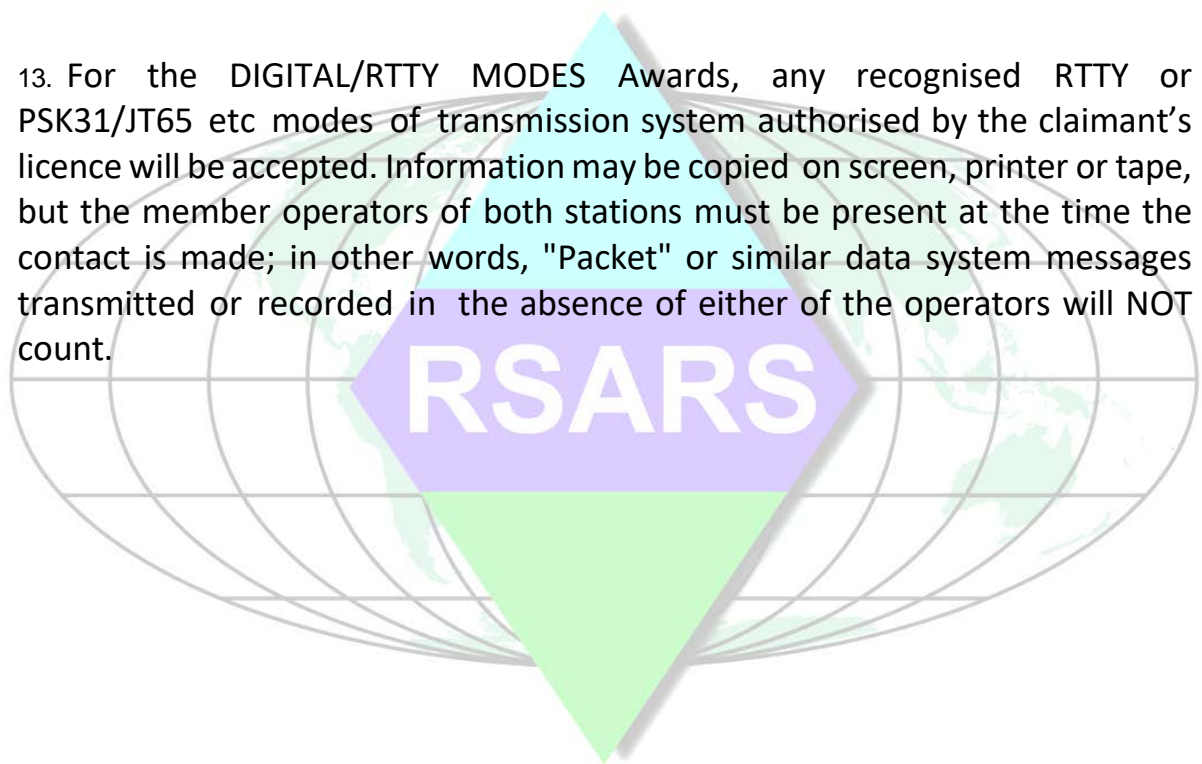
10. The Awards & Contests Manager will keep one copy of the Awards Claim for his records, and return the other copy to the claimant

11. Claims for the "Special" Award are to include at least 10% CW-to-CW

confirmations, and in addition British Isles members must include at least 5% Overseas confirmations. These percentage proportions apply at all levels of the Award.

12. Claims submitted for the "QRP" Award must include a signed declaration that all QSOs were established and completely carried out with a power to the antenna from the transmitter not exceeding 5 watts RF. The claim must include details of equipment used, including the antenna. The use of establishing a QSO with power of more than 5 watts RF then reducing to QRP power will not be accepted in any way or form, signature of the declaration will be confirmation that this rule has been understood and strictly adhered to.

13. For the DIGITAL/RTTY MODES Awards, any recognised RTTY or PSK31/JT65 etc modes of transmission system authorised by the claimant's licence will be accepted. Information may be copied on screen, printer or tape, but the member operators of both stations must be present at the time the contact is made; in other words, "Packet" or similar data system messages transmitted or recorded in the absence of either of the operators will NOT count.



## RULES FOR RSARS CONTESTS

1. Contests are held during the SECOND FULL WEEKEND of any month. If the first day of the month is a Sunday, the second full weekend is that containing the THIRD Sunday of the month, otherwise it is the weekend containing the SECOND Sunday of the month.

2. Entrants must adhere strictly to the terms of their licences and observe Band Plan regulations as applicable. Entrants must be fully paid-up members of the Society.

3. A contact will consist of an unassisted exchange of callsigns, signal reports, names, QTHs and RSARS membership numbers. Mixed-mode contacts are not allowed.

4. Entries must be made on the RSARS Contest log sheet, copies of which are available from the Awards & Contests Manager (Stamp required please) or can be downloaded from the E-Library on the RSARS Website. A SUMMARY SHEET must be completed for each, or each part of EVERY Contest and submitted with the log sheet.

5. Logs (including Listener reports) must be received by the Awards and Contests Manager by the last day of the month for each Section in which the Contest took place for the 559. For the May Contest, logs must be submitted by the 20<sup>th</sup> of June in order to meet the print deadlines for Mercury publication of results.

A certificate will be awarded to the second- and third-placed member in the 559 and May Contests. A Trophy will be awarded to the highest placed overseas member, outside the British Isles for the May Contest. A certificate will be awarded to the best log received from an all time FIRST TIME entrant into an RSARS Contest ever: please mark your logs "FIRST TIME ENTRANT".

The decisions of the Awards & Contests Manager must be accepted as final.

The FIVE FIFTY-NINE Contest.

This Contest consists of FOUR operating periods held on the Saturday of the SECOND FULL weekend. Multi-operator and Affiliated Club entries cannot be accepted, but check logs are welcome.

The Exchange will comprise of RS(T)/Name/QTH/RSARS Number

Scoring in each Section will be as follows :-

3 points per completed error-free contact. The same station/Member may be worked ONCE in each Section for points. All contacts must be UNASSISTED.

Bonus Points may be earned as Follows :-

For error-free contacts between the same 2 Members in ONE Section and ONE other Section = 3 bonus points.

For error-free contacts between the same 2 Members in THREE Sections = 4 bonus points. For error-free contacts between the same 2 members in all FOUR Sections = 6 bonus points.

Results. The Contest winner shall be the Member with the highest score, taking all four Sections together, plus any bonus points achieved. A listener's prize will be awarded if at least three unlicensed Members submit qualifying logs. The Society will provide a prize for the Leading Listener overall (unlicensed Members only).

Logs must be listed separately by section and summarised with points claimed. Logs must reach the Awards and Contests Manager by the end of the month in which the Section falls.

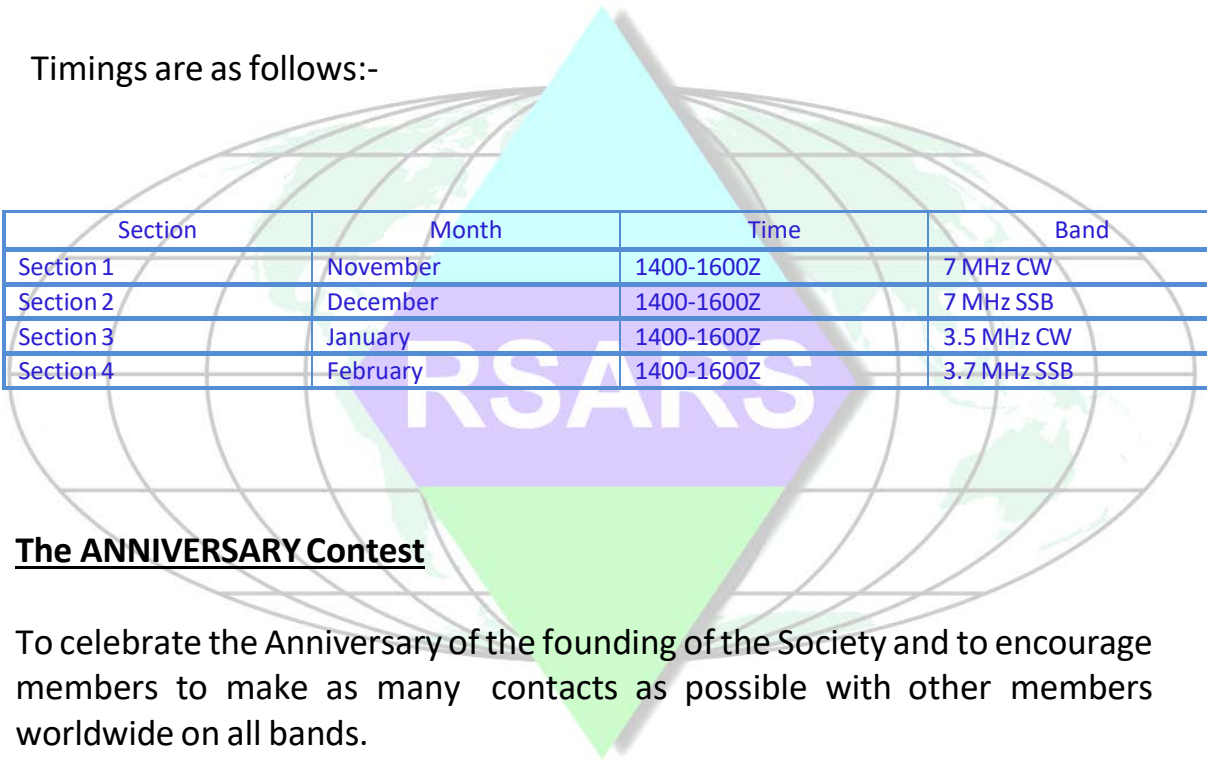
If you have any questions please contact the Awards and Contests Manager.



Awards are as follows:

1. The Five Fifty-Nine Trophy Presented by the late Capt C R Mountjoy GW3ASW - to the overall winner.
2. The Le Touquet Trophy Presented by the late Mr K J Cook G2KK/ZL1AXM - to the highest scorer in the CW Section.
3. The G4SXF Trophy The Society's original SSB TROPHY re-named to honour the unstinting devotion to the Society by the late Mr. R. E. Chastell G4SXF - to the highest scorer in the SSB Section.

Timings are as follows:-



Section	Month	Time	Band
Section 1	November	1400-1600Z	7 MHz CW
Section 2	December	1400-1600Z	7 MHz SSB
Section 3	January	1400-1600Z	3.5 MHz CW
Section 4	February	1400-1600Z	3.7 MHz SSB

### **The ANNIVERSARY Contest**

To celebrate the Anniversary of the founding of the Society and to encourage members to make as many contacts as possible with other members worldwide on all bands.

#### **Duration:**

Start on the 1st May at 0001 hrs and continuing until 2359 on 14<sup>th</sup> May

#### **Exclusions:**

The society supports the exclusion of the WARC bands for all Contest activity. Operation on all bands, with the exception of the WARC Bands and 60m(5MHz) There is now no restriction on band use except for above.

**Scoring:**

No serial numbers to be used. 1 point for working members inside your own continent and 2 points for working members outside of your continent. The definition of the six continents to be used is that used for the RSARS WAC Award. It is not a requirement to work an overseas member, but is beneficial in as much as it is worth 2 points as explained above (provided that they are on a different continent).

Members in the European continent are required to work at least 30 members. Members in other continents are required to work at least 15 members, this subject to the Awards managers' discretion, ie lack of propagation.

Members working more than a one-to-one QSO are not allowed under any circumstances ie sitting on a frequency and running of a group QSO with members taking turn to work each other. This is NOT in the spirit of the activity, any such action will result in disqualification

Points may not be claimed for duplicates.

**Prizewinners:**

A winner for each continent and 2nd place certificate for the 2nd place member in the European continent No member can win more than once in any 3 consecutive years, unless decided by the Awards Manager for those continents where there is or has been a lack of activity.

**Logs:-**

To include DATE, TIME of QSO, CALL SIGN of station worked, RST Sent / RST Received, NAME, QTH, RSARS Number Received.

Logs not submitted correctly will be returned to the claimant for completion, time permitting.

A Summary Sheet fully scored must be completed and submitted with the log. The Log Sheet and Summary Sheet can be downloaded from the Society website or an S.A.E. to the Awards Manager will secure you a printout.

Logs and Summary Sheet to be submitted to the Awards and Contests Manager, QTHR and inside front cover "MERCURY" no later than the 20th June.

**Notes:-**

Members working other members for the first time can claim under normal Award rules, no matter where they are in the world. If a member is worked for the FIRST TIME, then the full exchange, as per the Awards Rules is required if a claim is to be made.

Rosettes will no longer be issued automatically to participating members. If you would like a Rosette, please ensure that you include a cheque for £4 to cover the cost of the Rosette and postage when sending in your log.

If you are not sure or just want advice on any aspect of the Rules then contact the Awards Manager by email at:- [mmonjc@gmail.com](mailto:mmonjc@gmail.com) or by telephone on 07801-826012

### Annual Achievement Awards

**THE G3DPS AWARD (formerly The RSARS "MOP" Award).** A Plaque (in memory of Captain Jack Cooper, G3DPS in recognition of his tireless efforts for the Society) for the "Most Overall Progress" within the RSARS Awards Scheme during each calendar year. The winner is determined by the Awards and Contests Manager from his records, and his decision must be accepted as final.

**THE N2DAN KEY AWARD.** Donated by E.H.Ross GM3LWS, the No.4 Mercury Key designed and constructed by the late S. Nurkiewicz N2DAN will be awarded to the Member making the most progress within the RSARS Awards Scheme during each calendar year CW ONLY mode. The key will be presented at the AGM and is for use of the winning Member for the ensuing year. A shield, presented to the Society by B. Rowe, G4WYG, will record the winners.

**THE G3ADZ AWARD (formerly The RSARS "QRP" Trophy).** This Trophy (in memory of Major Dennis Haylock G3ADZ for his tireless efforts supporting the Society and his keenness for QRP working) is awarded annually to the member who has made the best progress during the calendar year using QRP equipment as defined in Rule 12, and as determined by the Awards & Contests Manager from his records.

**The "GW2OP" Trophy.** A Shield presented to the Society by the late Capt. C. Courtney-Price GW2OP, awarded to whichever member of the Society has been, in the opinion of Council, of best service to the Society during the previous calendar year. Members of Council are not eligible for this Award.

**THE G3EKL MEMORIAL TROPHY (formerly The "Chairman's Choice" Trophy).** A Shield presented by the Vice-President, Major R. A. Webb G3EKL for annual award to recognise ten or more years of dedicated service to the Society. To supplement the GW2OP Trophy, and to be awarded to any member at the discretion of Council and now re-named in honour of G3EKLs unstinting and invaluable unequalled support for the Society in several roles over many years.

**The G3DSS DATA AWARD (formerly The "DATA MODE" Award).** An engraved Plaque presented jointly by Major R. A. Webb G3EKL and Mr A. W. W. Timme G3CWW, for annual award to the member who, as determined by the Awards & Contests Manager from his records, has made the best progress using RTTY/AMTOR during the calendar year and now re-named in honour of Major G. S. Symons G3DSS for his exemplary work in connection with the Society's data communications.

**THE G8VG CUP.** This Cup has been passed to the Society by the son of the late Bill Windle, G8VG. It is awarded to the Member who makes most progress in the Any Mode section of the Awards Scheme during the year. The decision of the Awards Manager is final and the G3DPS AWARD winner that year is excluded from winning the G8VG CUP. This therefore gives the non-CW operators something to aim at.

**The RSARS "Yeoman" Award.** A Shield presented by Mr D. M. Jones G13KVD, for annual award in accordance with the following rules and as determined by the Awards & Contests Manager from his record of claims submitted for RSARS General Operating Awards: All members are eligible and must submit their claim for awards in the normal manner. To qualify for the Yeoman Award claims must be submitted in **both** of the following categories:-

SSB/DSB/AM/FM - i.e. telephony modes.

CW/RTTY/AMTOR - i.e. telegraphy and data modes.

Both categories must be used but it is not required that every mode be used. At least 10% of the total contacts must be made using QRP as defined in the General Operating Awards Rules, at least 5% of the total contacts must be made with Overseas members (for British Isles members) or outside the claimant's own country (for members outside the British Isles) and not less than 20% of the total contacts must be made in any one category.

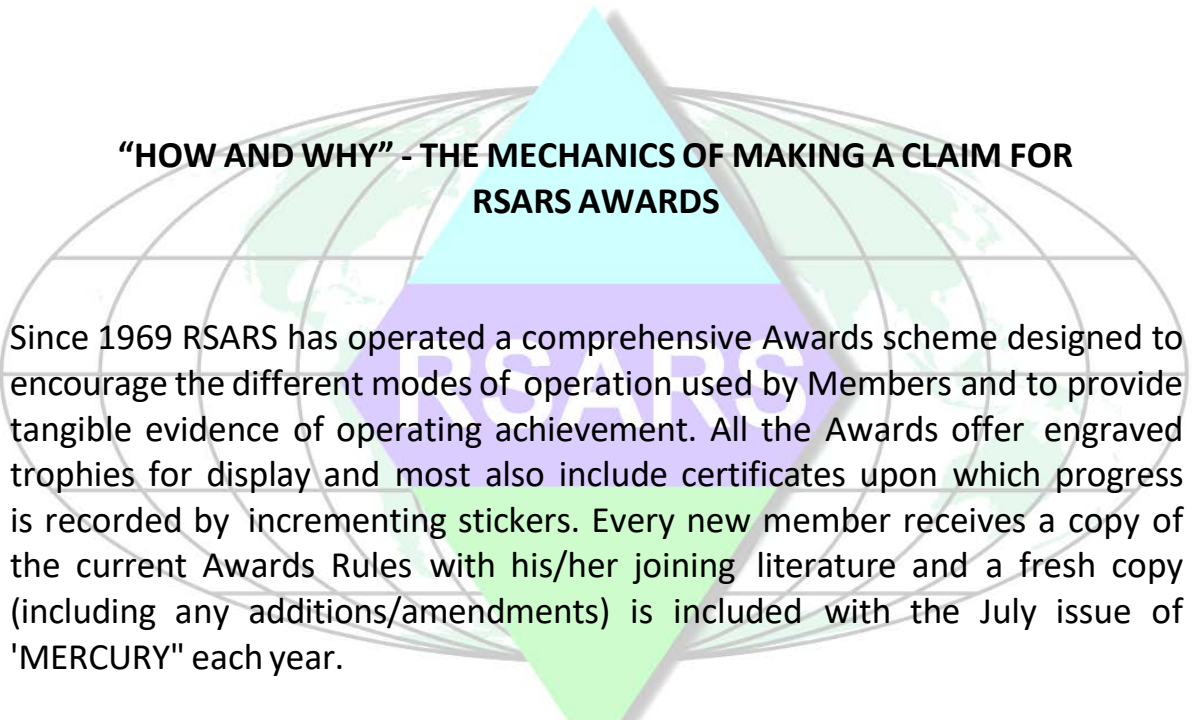
A minimum of 150 contacts is required, of which not less than 30 must be made in the smaller of the two categories. The contacts must have taken place within a total period of 15 consecutive months, to be known as the qualifying period. The claim to be made within 3 months from the final month of the qualifying period. The Award is specifically intended to encourage multi-mode activity. VHF contacts can be split between the two categories according to the mode used - the Awards & Contests Manager will allocate accordingly.

The qualifying period for all Annual Achievement Awards is the calendar year, and individual plaques for each Award will be presented by the Society for permanent retention by the winners.

**CERTIFICATES AWARDED AND ADMINISTERED BY RSARS CHAPTERS  
OVERSEAS**

The “DOWN UNDER”, and THE “VK2RAS” Awards are no longer active

**The “WORKED ALL UNITED STATES CALL AREAS” (WAUSACA) Award:** A certificate to confirm contacts by members from outside the USA with members in all 10 of the USA Call Areas, using any licensed mode. Administered by the Awards & Contests Manager MMONJC - full rules are available from him (stamped envelope please).



**“HOW AND WHY” - THE MECHANICS OF MAKING A CLAIM FOR  
RSARS AWARDS**

Since 1969 RSARS has operated a comprehensive Awards scheme designed to encourage the different modes of operation used by Members and to provide tangible evidence of operating achievement. All the Awards offer engraved trophies for display and most also include certificates upon which progress is recorded by incrementing stickers. Every new member receives a copy of the current Awards Rules with his/her joining literature and a fresh copy (including any additions/amendments) is included with the July issue of 'MERCURY' each year.

The integrity of the scheme is high and a signed DECLARATION as stated in the RULES FOR OPERATING AWARDS must be completed by all paid up Members/Life members and submitted with all claims.

### **How to Go About It:**

First of all, settle down comfortably with a mug of coffee and your copy of the Rules and read them thoroughly. Every effort has been made, short of producing a legal document, to make them clear and understandable. If there is any point you do not understand, the Awards Manager is very willing to help - the purpose of these notes is to elaborate some of the "whys and wherefores" and to explain what happens to your claims.

Claims must be made on the RSARS claim form - this ensures that everything needed is included in the right place. Many members now keep their records on computer - printouts are very acceptable provided that they use the identical format. All claims are required in duplicate so that the Awards Manager may keep the original in Society records and return the duplicate, showing any amendments and the claimant's new current scores. A reduced-size claim form is included in this leaflet. Once a first claim has been made, the returned duplicate should be kept and used to ensure that there is no duplication in future claims, and so on.

The Any Mode Award covers first contacts between the claimant and other paid-up (at the time of the contact) members, and records TOTAL progress regardless of mode - but note that all contacts must be two-way in a single mode. All SSB (and any AM or HF-FM contacts) are included under this heading.

All claims are required in strict RSARS Membership number order. Contacts made with RSARS Affiliated Clubs or Special-event callsigns ("F" numbers) and/or "Co-opted" Members ("C" numbers) must be listed in their separate sequences, either at the beginning or end of each claim. This Rule enables a check to be made for valid membership of RSARS against the current membership printout; if this is negative, the Awards Manager has past printouts covering many years so that he can check as at the date of the claimed contact - he also has comprehensive information showing alternative callsigns used by any particular member. Because many members have several alternative callsigns, membership numbers are the obvious common denominator for claims.

You may decide not to make your first claim until you have amassed a considerable number of contacts on more than one mode, and you may therefore have completed contacts on other modes with a given member. If this is the case and (for example) you have contacts for SSB and RTTY contacts - disregard the SSB card and QSO completely, listing only the RTTY contact. This is because the contact counts for both RTTY and Any Mode and you tick both columns on the claim form. If you then have another contact from the same member confirming yet another different mode (say CW), then you list the CW contact on the next line and tick the CW column - but leave the "Any Mode" column blank, because you have already claimed credit for that score. Any one of these contacts may also (for members in the British Isles) qualify for Overseas credit, so that column is also ticked - but for the first contact with that callsign ONLY - there is no additional Overseas credit for a different mode.

The "Special" Award (for which there is no certificate) is designed to encourage the use of CW and contact with our Overseas members, and requires that a stated percentage of contacts claimed (at each stage of the Award) must have been made using that mode and with members outside the British Isles. For Overseas Members, the Award requires only the use of the CW mode to the required percentage. Eligibility for this Award is checked automatically by the Awards and Contests Manager as he handles each claim. Similarly, he keeps a watchful eye on progress for RSARS-WAC qualifications and progress towards the Overseas Century Award.

At the same time that membership validity is being checked, the QSO details submitted will also be checked against Society records to ensure accuracy of callsign and membership number. So do be careful with membership details and ensure that you fill in the correct callsign, membership numbers and mode on your claims form. During the membership validity check it may well be that a few claimed contacts will be disallowed and will be marked as "archived" i.e. the member was not paid-up at the time that the contact took place. As with many other Societies some of our members "come and go" for a variety of reasons - if a particular contact is disallowed it does not bar the claimant from re-claiming later for another confirmed contact which may then be perfectly valid, following re-admission to membership.

The next check that will be made is for duplicates from previous claims - and at the same time a check will be made to ensure that there is no duplication



under different callsigns within the British Isles. All these points will be clearly shown on your duplicate copy and you have the right to challenge any disqualification - but the Awards Manager's decision will be final.

The last sheet of your claim will show your total scores brought forward from your previous claim, the totals to be added from your current claim, and your new running totals. Your first claim sheet will be "Sheet 1" and every sheet of that claim and all subsequent claims will be numbered in a single continuing sequence – this enables cross-reference, for example when duplicates are found, so that you can check them for yourself.

### **Summing Up - DO's and DON'Ts.**

**DO** read and understand the Rules before you start your claim - if you don't - then please ASK the Awards Manager for help.

**DO** use RSARS claim forms and Declaration sheet. - this is required in the Rules, but you may use the identical format on computer. If you are hand-writing your claim it is a good idea to write the top and then photo-copy the whole lot for the duplicate - it saves effort and prevents any copying errors.

**DO** ensure that you have listed your contacts in the correct membership number order, - and DON'T tag on any last minute QSO's at the end - leave them for your next claim.

**DO** include return postage with ALL claims or correspondence with the Awards Manager, and don't forget that the package that comes back to you might be a little heavier if it includes new certificates and boards to ensure that they reach you in good order. Trophies are a Society expense, but postage costs must be paid by the claimant. Any surplus postage WILL be credited to you.