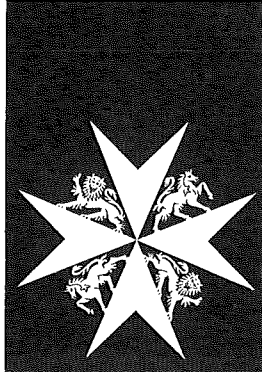


MANUAL OF
DRILL AND CEREMONIAL

St John Ambulance Australia



St John Ambulance Australia
OPERATIONS BRANCH

Manual of Drill and Ceremonial

St John Ambulance Australia
Canberra Avenue
Forrest ACT 2603

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001 - Preface

The main purpose of the Operations Branch of St John Ambulance Australia is to render first aid to members of our community in times of need. To do this, we often act as a team with the need to function in a disciplined way, particularly when we are dealing with casualties in hazardous circumstances. In a way, all of our first aid is rather like a drill and so it is not surprising that when we are moving about in uniform it is important that we act in such a way that we continue to look part of a very efficient team. How we act when we are in uniform has a very important bearing on how the community sees the entire organisation. We are very visible ambassadors for St John, but more importantly, our very appearance can constantly reassure the community that we can do our job well when we are needed.

Therefore, it is very important that when we are moving about as a group, we do this in an effective and efficient manner, and the skills that are learnt from training in basic drill will allow us to do this. Some may feel that it is a little too para-military. However, it is important to realise that the skills and manoeuvres that you will be asked to perform have been developed from hundreds of years of experience in moving groups of people effectively from one spot to another. Therefore it is sensible to adopt some of these somewhat military-like strategies as they are by far the best tested of the skills that we could introduce.

The Manual has been divided into a number of parts. First, there is the information that each of us needs to know, whether we are the most junior cadet or the Chief Commissioner. These are the basic skills such as standing at attention on parade, saluting and marching. These skills are used when we form up into larger groups, such as at divisional parades, district parades or other important functions where a large group of uniformed members come together.

We have also tried to define the knowledge and information that NCOs and officers are required to have when they are in command of these parades. In Part II, information has been provided on advanced drill and ceremonial activities which are performed less frequently. Finally, there is a section which we anticipate will be of help to those involved in teaching members the basic skills and what is expected at major parades and functions.

I should like to acknowledge the efforts of District Officer Trevor Macfarlane, of Victoria, who has undoubtedly put an enormous amount of effort into bringing together the information which is contained in this Manual. Without his considerable commitment, it would have been impossible for us to have completed this undertaking. I am also indebted to Joan Patterson and John Spencer for their very considerable contribution, which included the arrangement of photographs used as illustrations, and to many others, including John Holmes, who commented on the text and helped in other ways.

V. R. Marshall
Chief Commissioner

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004 - Definitions

Alignment:	Any straight line on which a body of persons is formed or is to form.
Blank File:	An incomplete file. In two ranks, a front rank person only. In three ranks, a front rank person only, or a front and rear rank person. A blank file is the second file from the left in a 3 ranks drill. In 2 ranks drill, the blank file is third file from left. (See File).
Close Order:	The normal distance between ranks in line. (750 mm pace) (See Open Order).
Column:	Divisions or corps on successive alignments parallel to and facing the front. The distance between them is the sum of the width of their front plus seven paces, so that, if they were to 'Form' 90 degrees to either flank, the interval between them would be seven paces. The seven pace allowance may need to be increased to accommodate the greater officer establishment of St John companies.
Close Column:	A column with distances reduced to suit requirements.
Column of Route:	A column of threes, with not more than three persons abreast in any part of the column, including officers and supernumeraries. The normal formation for units marching past or marching along a road.
Column of Threes:	A column with its officers and supernumeraries maintaining their places, except that the officer in command may place himself at the head of the column or sub-unit when warranted.
Company:	In this manual used to denote the basic unit of a parade, most often a division, but may be any group as designated in the orders of the particular parade.
Company Commander:	The officer in command of the above company.
Covering:	The act of person, squad or company placing itself directly in rear of another.
Directing Flank:	That by which squads/companies march or dress. (See Flank).
Distance:	The space between persons, squads or companies from front to rear. In the case of units, it is measured from the heel of the front rank of one unit to the heel of the front rank of the next unit.
Dressing:	The act of a squad/company or person being aligned with flanking squads/companies or persons, and correctly covered off.
Drill:	The means whereby a body of persons is controlled and directed efficiently through the executive command or signal of one person. Training is necessary to ensure the execution of certain movements until they become automatic.

- File:** A front rank person with his coverer or coverers. (Compare Rank).
- Flank:** Either side of rank, squad/company, as opposed to its front or rear.
 Inner Flank: That nearer the Directing Flank, which serves as a pivot when a rank/squad/company changes direction.
 Outer Flank: The opposite to the Inner or Directing Flank.
- Forming:** A method of changing direction when in line; as opposed to Wheeling.
- Front:** The direction in which persons are facing or moving at any given time.
- Frontage:** The extent of ground covered by a rank squad or company from flank to flank.
- Incline:** A turn of 45 degrees only to the nominated flank.
 When marching, this turn enables ground to be gained to the front and flank simultaneously, without alteration of the original file and rank dressing.
- Interval:** The lateral space between persons, squads or companies on the same alignment. In three ranks this lateral space is usually one arm's length (with fingers closed).
 It may also be Half Arm Interval; carried out by each person raising his left arm, placing his clenched hand on his hip and moving to allow his right arm to just touch the projecting elbow of the person on his right.
 Dressing without Intervals. This may be ordered when it is necessary to close up a parade where the space available is inadequate.
 Ranks close on the directing flank leaving an interval of 100 mm between persons.
 For St John parades, where the ratio of officers to a unit or company is much greater than for the Services, the criterion for interval between units in line is such interval that the officers may move to their correct position in Column of Route, should this be ordered.
- Line:** Persons or units formed on the same alignment.
- Markers:** Persons employed to mark points, to direct a movement, to regulate a formation or alignment, or on whom a unit takes position.
- Open Order:** An increased distance between ranks, for ceremonial or inspection purposes. Normally three paces, but may, when space is limited, and prior notice is given, be reduced. (See Close Order).

Pace:	A measure of distance on foot; also a rate of movement per minute. (See variables of distance and rate in Chapter 9).
Rank:	A line of persons side by side. (Compare File).
Regulation Pause:	See Chapter 8, Paragraph 804.1.
Single File:	Persons, one behind the other on a frontage of one, at normal marching distance.
Squad:	A small body of persons formed up for training in drill.
Supernumeraries:	The NCOs forming the third rank if in two ranks or the fourth rank if in three ranks. Note: This does not include officers who are supernumerary to establishment and who parade on the left line of officers.
Wheeling:	A movement by which a unit changes direction, each rank pivoting on the inner flank whilst retaining its dressing.

Throughout this manual the words of command required for drill movements have the explanatory and cautionary words in **Bold type** and the executive word in **BOLD CAPITALS**; all within inverted commas and with a dash to separate the cautionary from the executive.

Words implying the masculine gender include the feminine and words in the plural include the singular.

Acknowledgement

The derivation of some material in this Manual from the *Australian Army Manual of Land Warfare* Part Three is acknowledged. St John Ambulance Australia thanks the Commonwealth Government for allowing the late Major General Peter Falkland, as Chief Commissioner, access to this material.

Part I - Basic Drill

All members of Operations Branch need to know the basic skills dealt with in this Part.

CHAPTER 1

Squad Drill at the Halt

For 'Squad Drill at the Halt', you should form a single line facing your instructor, or form a double rank semi-circle (equivalent to the instructor's angle of sight), with the distant rank occupying spaces between the inner rank.

Where items include movement from one place to another, see detail of how to march (paragraph 201) and halt (paragraph 201.1).

This angle of the feet is basic to all positions. When turning, your leading foot must be moved to 15 degrees past the new front, so the completed movement sees your feet in correct relationship.

101 - Attention

This is the basic position of readiness to react to orders. It is adopted when commanded, when addressing or being addressed by a senior rank or when answering or asking questions when under command.

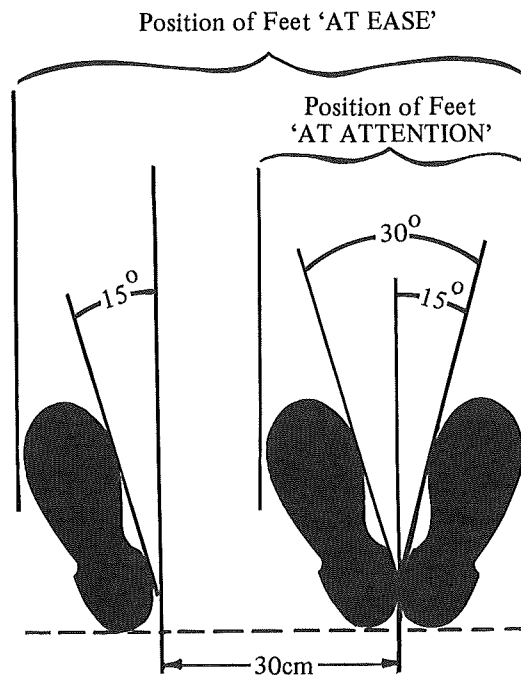


Figure 1.1 Position and angle of the feet.

(a)



(b)



Figures 1.2 and 1.3 Attention (a) Front (b) Side

“Squad - Atten - TION”

On this order, adopt smartly the following position:

- | | |
|-----------|--|
| Heels | - together and in line |
| Feet | - turned out to an angle of 30 degrees |
| Knees | - braced, but not locked |
| Body | - erect, weight evenly distributed on both feet |
| Shoulders | - back, level and square to front (to bring chest to position without straining or stiffening) |
| Arms | - hanging straight from shoulders |
| Elbows | - close to the sides, as straight as the natural bend of the arms will allow |
| Wrists | - straight |
| Hands | - closed (but not clenched), backs of fingers close to thighs, thumbs straight and to front, close to forefinger, and just behind seam of trousers |
| Head | - up, neck feeling for collar |
| Eyes | - open, steady, looking at own height, directly to front |
| Breathing | - not restricted. |

Common Faults

- Strained and exaggerated positions
- unsteady on feet
- arms bent with elbows pulled back
- failure to adopt prescribed positions.

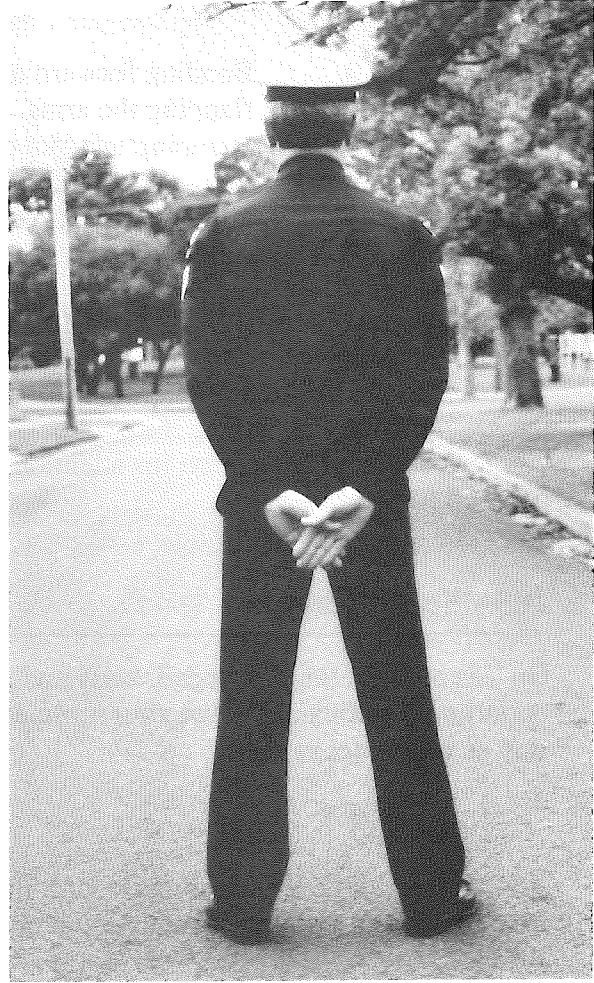
102 - Stand at Ease from Attention

This is a position of less strain because of the better balance of body on spread feet.

(a)



(b)



Figures 1.4 and 1.5 Stand at ease (a) Front view (b) Rear view.

You start from the position of 'attention'.

"Squad - Stand at - EASE"

On this order, move smartly to the following position:

- | | |
|----------------|--|
| Right foot/leg | - kept still with knee braced |
| Left foot/leg | - bend knee to raise foot 15 cm above ground, carry it sharply 30 cm to left (without bringing it forward) and bring to ground |
| Feet | - still in line, same relative angle open as for attention |
| Body | - weight transferred evenly over both feet |
| Arms | - keep straight, transfer by nearest way, to behind back |
| Hands | - back of right hand in palm of left, thumbs crossed, fingers and hands straight and pointing to ground. |

If the wearing of equipment makes it impractical to place your hands behind your back, hold them at your sides. Similarly, when books and other small objects are carried, hold your arms to your sides. Books and similar items which can be carried in one hand are carried in your left hand.

Common Faults

- a. Bending forward during movement
- b. flapping the arms
- c. stamping left foot down
- d. allowing shoulders to sag
- e. elbows bent and projecting
- f. failure to adopt prescribed positions.

Attention

To return to the position of attention, bend your knee to raise your left foot 15 cm above the ground without bringing it forward. Carry it sharply to the right and place it firmly on the ground in the position for attention. At the same time, bring your arms to the position for attention.

103 - Stand Easy

On this order, relax your head, body and arms and move them if you wish. Take the opportunity to flex and relax your muscles. On ceremonial parades, your arms should stay at your sides or rear.

“Stand - EASY”

After the regulation pause, relax your limbs, body and head. There should be no moving of feet, no slovenly stance and no talking.

On a command such as ‘Squad’, or any other cautionary word, resume the position of ‘stand at ease’.

Common Faults

- a. Moving feet and losing dressing
- b. slouching
- c. talking.

104 - Turns

Right Turn

“By Numbers - Right Turn - Squad - ONE”

Keeping both knees straight, turn through 90 degrees to the right. Pivot on your right heel and the ball of your left foot, raising your left heel and right toe in doing so and keeping the weight of your body on your right foot.

On completion of this movement, your right foot is flat on the ground and pointing 15 degrees to right of new front. Your left leg is to the rear with the heel raised and turned slightly inwards. Both your knees are braced back, with thighs locked and your body in the position of attention, facing the new front.

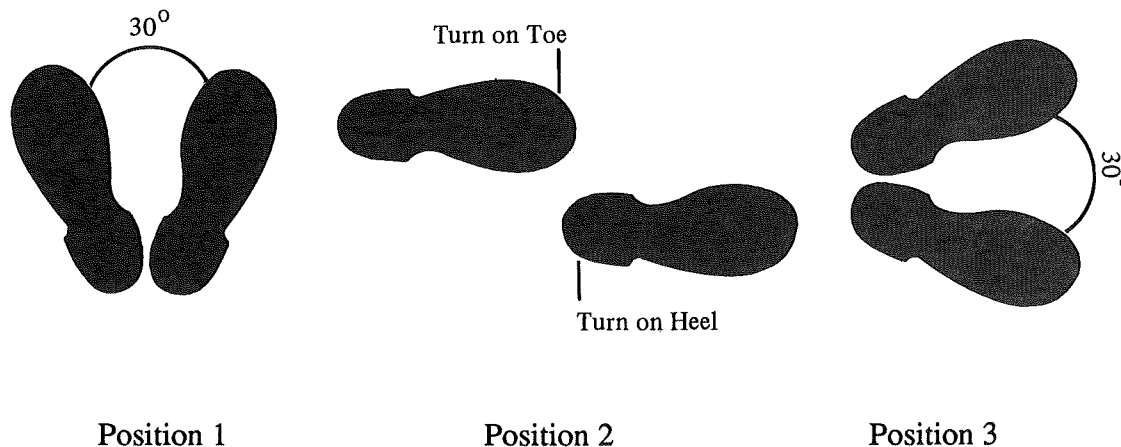


Figure 1.6 Right turn

“By Numbers - Squad - TWO”

Bend your left knee and bring your left foot sharply up to the right, in the position of attention.

“Squad - Right - TURN”

The complete movement is made with a regulation pause between its two parts.

Common Faults

- a. Swinging arms
- b. kicking the left foot forward of right in completing movement
- c. shuffling to get correct angle of feet
- d. stamping left foot down
- e. clicking heels together.

“Left - TURN”

Details are as for the right turn but on alternate feet.

“About - TURN”

‘About turn’ is always to the right except near an open stretcher when bearers turn about by turning away from the stretcher; that is, some bearers turn left about. The ‘about turns’ are made in the same manner as the turn, but in the first movement the pivot is through 180 degrees, and the need to lock the thighs is greater.

Common Faults

- As a - e (104 above) and probably are exaggerated
- f. there may be loss of balance
 - g. loss of dressing from failure to pivot freely on the correct heel and toe.

105 - Forming up in Ranks

This is the basic formation from which you learn to move on parade, to open and close ranks, and dress correctly.

“Form Up In Three Ranks - MOVE”

Position yourselves in three ranks, with one pace between the heels of one rank and the heels of the rank in front of them. There is an interval equal to one arm's length (with fingers closed) between persons. Until proficiency is gained, you raise the left arm to check.

“Form Up In Two Ranks - MOVE”

Position yourselves in two ranks, with two paces from the heels of the rear rank to the heels of the rank in front of them. There is an interval equal to one arm's length (with fingers closed) between persons.

“Form Up In Single Rank - MOVE”

Position yourselves in a single rank with an interval of one arm's length (with fingers closed) between each person.

When you are competent to judge the interval, you may omit the check with the raised arm.

The ranks so formed will be straight, in line with the marker and at attention. As they gain position they will move to 'stand at ease' and 'stand easy' without further orders.

On any cautionary word of command, you will smartly assume the correct position of 'stand at ease'.

Common Faults

- a. Incorrect, line, interval and distance
- b. jostling for position
- c. not moving smartly to place
- d. not moving to 'easy' smartly and with correct regulation pauses between movements.

106 - Moving on Parade

This covers the movement of the formed up squad/company from its place away from the formal parade area to its proper place on parade.

106.1 - Moving on Parade from the Rear

The squad will be 'formed up' (as in paragraph 105) with its marker so positioned as to be able to march straight forward to his designated position on parade.

“Squad - right - MARKER” On the cautionary word of command, the squad members are to adopt the position of ‘stand at ease’.

On the executive word of command, the right-hand person of the front rank comes to attention, pauses, then marches:

- a. To a point two paces from the instructor;
- b. the nominated number of paces (always an odd number); or
- c. to a place indicated by the instructor.

He then halts and stands at ease with a regulation pause between movements.

“On - PARADE.” The marker and the remaining persons in the squad come to attention.

After a pause, the remaining persons in the squad march straight forward to their new alignment on the left of the marker, with the number ones of the centre and rear ranks covering the marker and at one pace distance.

Without orders, all halt, pause, dress automatically, pause and in succession from the right, stand at ease.

106.2 - Moving on Parade from a Flank

The squad will be formed up on the left of its designated position on parade.

“Squad - right - MARKER” On the cautionary word of command, the squad is to adopt the position of ‘stand at ease’.

On the executive word of command, marker comes to attention, pauses, marches to the designated position (an odd number of paces), halts, pauses, turns to the front, pauses and stands at ease.

As a variation, the parade commander may designate the number of paces:

“Squad - 3 paces - right - MARKER”.

This variation allows the members of the squad to know the exact (odd) number of paces to march on to the parade.

On the order **“On - PARADE”**, all come to attention and the remainder carry out the same movements.

Without orders, all pause, dress automatically, pause and, in succession from the right, stand at ease.

Common Faults

- a. Remainder coming to attention on ‘marker’
- b. marker not coming to attention on ‘parade’
- c. not dressing automatically
- d. no regulation pause between movements
- e. poor marching to positions.

107 - Numbering and Proving

“Squad - NUMBER”

On this command the right-hand person of the front rank is to call out **“One”**, the person on his left is to call out **“Two”** and so on along the front rank. Each person in the centre and rear ranks adopts the number of the front rank person he is covering.

If an error is made in numbering, the instructor will order **“As you - WERE”** and call out the last correct number. The person so indicated is to repeat his number and the front rank takes up the numbering from that person.

Prove

When your number is called, for example, **“Front Rank, Number - Ten”**, come to attention (if not already at that position), and respond ‘Sir’, ‘Sergeant’ or as appropriate.

On the command **“PROVE”**, raise your left forearm parallel to the ground, keep your upper arm steady, palm of the hand to the right and fingers and thumb extended and close together.

“As you - WERE”

On this command, or another number being called, cut away your left hand to the position of attention and resume your previous position.

Common Faults

- a. Delayed and incorrect numbering or proving
- b. turning head and eyes to right
- c. leaning forward to anticipate number.

108 - Paces, Forward, to Rear and to Side

These movements are used to move a squad a small distance forward, to the rear or to the side, when on parade. They are basic to opening a parade for inspection or dismissal and also for dressing a squad.

“Squad - Three Paces Forward - MARCH”

Stepping off (in quick time) with the left foot and holding the arms steady to the side, the squad marches forward the nominated 75 cm paces and finishes at attention.

“Squad - Three Paces - Step Back MARCH”

The procedure is the same but the steps are to the rear. Two paces forward or back lead to a halt on the incorrect foot. The maximum number of paces a person should be ordered to step forward or to the rear is three. If a greater number is required, the orders **“Quick - MARCH”** and **“HALT”** will be used.

Common Faults

- a. Incorrect length of pace particularly in step back
- b. swinging of the arms.

SIDE PACES are used to move a squad not more than eight 30 cm paces to a flank.

- a. If the distance is more than eight paces, the squad is to be turned and marched to the flank.
- b. When up to four paces are to be taken, the number is to be specified.
- c. When between five and eight paces are to be taken, the orders **“Left (Right) Close - MARCH”** and **“HALT”** are to be given.

During the side pace, keep your body at the position of attention.

“Squad - Left Close - MARCH”.

Raise your left foot 15 cms, carry it off to the left for an interval of 30 cms and place it down smartly.

Raise your right foot about 3 cms, then bring it in sharply to the position of attention, with an action similar to that of your left foot.

For ‘right close’ commence with your right foot, and complete each step with your left.

“Squad - HALT”.

The command is given when your heels are together. The squad completes a further pace, halts and remains steady.

“Squad Four Paces Left Close - MARCH”

Proceed as ordered and halt at the nominated pace.

109 - Sizing a Squad

Sizing is carried out to give a regular appearance to a formed body of persons of varying height. Usually a squad/company is sized with the tallest on the flanks and the shortest in the centre. Where time is short, small parties may be sized by eye without normal sizing procedure.

The squad will be formed up in ranks appropriate to the numbers in the squad and with random placing as to height.

To size a squad in single rank the following command is given:

“Tallest on the right, shortest on the left, in single rank - SIZE”.

The squad members fall out and arrange themselves according to size, supervised by the instructor. It is preferable to nominate the tallest person of the squad and the position to which he will move.

If the intention is to size in more than one rank with the tallest on the right, the squad is first sized in single rank without interval and these commands will then be given:

“Number one stand fast, remainder right - TURN”,

“Form three ranks, quick - MARCH”.

All except the number one step off and move as directed by the instructor to positions in the centre and rear ranks (number two to the right flank, centre rank; number three to right flank, rear rank). For the remaining files, the instructor places front, centre and rear files in correct distance and interval. Each file, when completed, is to turn to the front and remain at attention.

Adjustments to the left flank, when a blank file is necessary, should be made during dressing.

For two ranks, the placement and distance are modified.

If the intention is to size with the tallest on the flanks, the squad is first sized in single rank and commands given as follows (the example of three ranks is used in this case):

- a. **“Squad - NUMBER”** The squad will number from right to left, **“Odd numbers - PROVE”**, **“Even numbers - PROVE”**, **“As you - WERE”**.
This sequence is to ensure that members of the squad know their numbers.
- b. **“Odd numbers one pace forward, even numbers one pace step back - MARCH.”**
The members of the squad take a pace forward or to the rear in accordance with their numbers.
- c. **“Number one stand fast, Odd numbers to the right, even numbers to the left, right and left - TURN.”**
All turn as directed, except number one who remains facing his front.
- d. **“Form Three Ranks - Quick - MARCH”**.
All members step off; the rear rank wheels to the right and follows the front rank. Under the direction of the instructor, each member is placed in the front, centre or rear rank as appropriate when the member arrives in position.

Where divisions have numbers which only necessitate two ranks, follow the procedure below:

- a. **“Squad - NUMBER”**. The squad will number from right to left. **“Odd numbers - PROVE”**. **“Even numbers - PROVE”**.
This sequence is to ensure that members know their numbers.
- b. **“Odd numbers stand fast, even numbers one pace step back - MARCH.**
Even numbers take one pace back.
- c. **“Number one stand fast, odd number to the right, even number to the left, right and left - TURN”**.
All members of the squad, except number one, turn as directed.
- d. **“Form two ranks - Quick - MARCH”**.
All members step off; the rear rank wheels to the right and follows the front rank. Under the direction of the instructor, each member is placed in the front or rear rank as appropriate when the member arrives in position.

Common Faults

- a. Talking during sizing
- b. not moving smartly
- c. not moving to an appropriate position, i.e. a short person moving to near right of line
- d. the jostling of this person to correct size.

110 - Dressing a Squad

A squad is correctly dressed when it :

- is in line by the right or left flank
- is correctly aligned from front to rear
- has the correct distance between ranks
- has the correct interval between persons.

Where necessary, when a squad halts in line, dressing will be corrected by words of command. A squad at all times should aim to maintain dressing, and such correction should be minimal. Supernumeraries are to conform to the movement of the rear rank and dress as that rank does.

Dressing may be:

- a. Automatic as in 'forming up' and 'moving on parade'
- b. 'Dressing by the right', or
- c. 'Right dress'.

Dressing is usually: 'By the RIGHT'
but it may be 'By the LEFT'
or 'By the CENTRE'.

110.1 - Dressing by the Right

This movement is used when time does not permit a 'right dress'. On this command, all persons, except the right file, turn their heads and eyes to the right. Except the left flank, all persons in the front rank punch their left arm to the horizontal position. (Detail as in paragraph 110.2.)

Dressing is then completed independently. When all movement has ceased, the marker cuts his arm to his side, whereupon the other files cut their arms to their sides and turn their heads and eyes to the front, in succession from the right.

Note: There is no half pace forward as in 'right dress'.

110.2 - Right Dress

"Right - DRESS"

The persons in the right file remain stationary. The remainder smartly move their left feet forward and take 40 cm paces to the front.

Bring your right foot up to your left, as for the position of attention, and keep your arms at your sides.

After a pause, all except the persons in the right file turn their heads and eyes to the right. At the same time those in the front rank, except for the person on the left flank, bend their left elbows slightly to the rear. Without pause and briskly, they extend their left arms to a horizontal position to the left, with fists clenched, and backs of the hands uppermost.

Where files are close to each other, prior to dressing, you should briskly extend your left arm to the rear of the person on your left and bring it to the correct position as the squad extends to the correct interval.

After another pause all, except the persons of the right file, dress by taking short sharp paces (for each pace the feet should be lifted 15 cm) until all can see only the heads of the persons to their right. Their upper right arms are just in contact with the knuckles of

the outstretched left arm of the persons on their right. The centre and rear rank persons of the right file place themselves at the correct distance from, and covering the person in front.

Check this by raising your left arm horizontally to the front and move until your closed hand lightly touches the back of the rank in front (except when dressing at open order).

Others of centre and rear ranks cover correctly by glancing out the corner of the left eye.

While stepping off the distance between ranks, do not swing your arms.

The officer will then return to the position from which he ordered 'right dress' and will order :

"Eyes - FRONT".

On this command, all smartly turn their heads and eyes to the front and cut their left arms to the side, with a rearward movement of the elbow, under control and without noise.

Common Faults:

- a. As for open and close order march
- b. feet and shoulders not kept square to front
- c. leaning forward or back from hips, waist or neck when dressing
- d. flapping the left arm when extended
- e. incorrect covering, interval and distance
- f. slapping the thigh on 'eyes front'
- g. right marker not allowing sufficient time for dressing, before initiating the eyes front, when 'dressing by the right'.

110.3 - Dressing by the Left

When dressing is 'by the left' the principles outlined above will still apply EXCEPT:

- the left file remains stationary, while the remainder take the 40cm pace forward, extend the left arms and turn the heads and eyes to the left
- they move to gain dressing with their closed left hands just touching the right arms of the persons on their left; the dressing would be checked from the left flank.

110.4 - Dressing by the Centre

When dressing is 'by the centre' (usually from the Colour party) those companies on the right of the nominated centre 'dress by the left' while those companies on the left of the centre 'dress by the right'.

110.5 - Dressing Interval

- Dressing may be at:
- a. Full arm interval
 - b. Half arm interval
 - c. Without interval.

Full arm interval dressing is as in paragraph 110.1 and 110.2.

Half arm interval is as in paragraphs 110.1 and 110.2 except the left arm is bent at the elbow, to the side; the closed hand is placed on the waist above the left hip, back of hand toward the front.

The person on the left moves till his right arm just contacts the projecting elbow.

The order would be **“Squad/Company - at Half Arm Interval - Right - DRESS”**

Without interval: The arms are not moved from the position of attention.

Each person, except those of the right file, closes until his right arm is 10 cms clear of the left arm of the person on his right. The drill is otherwise as in paragraphs 110.1 and 110.2.

When approaching in ‘column’, companies may be ordered to ‘mark time’, ‘close up’, and ‘halt’ when at approximate position. They are then turned to the front and the order is **“Squad/Company - Without Interval - Right - DRESS”**.

111 - Open and Close Order March

A squad/company is moved to ‘open order’:

- so they may be inspected
- for ‘dismiss’ when it is required that they should salute
- for any other occasion when an increased distance between ranks is needed.

“Open order - MARCH.”

If in 3 ranks, the front rank will march forward 2 paces and the rear rank will step back 2 paces, in quick march time, with arms steady by sides, stepping off a full 75 cm pace with the left foot. The centre rank remains steady.

If in 2 ranks, the rear rank only will move, stepping back 2 paces as above.

“Close order - MARCH”.

Ranks, as above, will step back and march forward to regain their original positions on parade. They step off with left foot a full 75 cm pace, with the arms steady by the sides.

Common Faults

- a. Incorrect pace particularly in ‘step back’ resulting in loss of dressing and distance
- b. swinging of arms.

112 - Leaving the Ranks Individually

You may have to leave ranks for such purposes as receiving an award. The squad should be ‘at ease’.

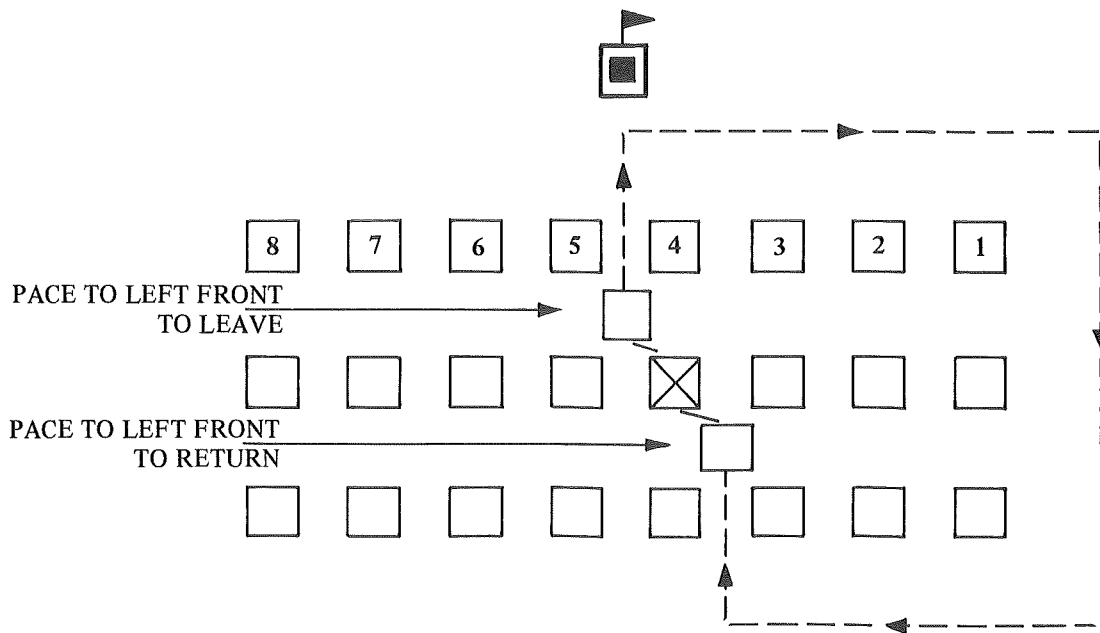
“.....Rank - no....” or **“Private - Surname”** or **“Given Name - Surname”**.

The member so identified comes to attention and acknowledges the order in a loud, clear voice.

“Fall - OUT”.

Take a pace to your left front, pause and move off straight to your front and halt two paces from and facing the instructor, saluting if appropriate after regulation pause.

When ordered to ‘rejoin the ranks’, salute if appropriate, pause, turn about, pause and move, by the nearest flank, to your original place. Enter the ranks directly from the rear, from the right of your file, assuming the same position as the remainder of the squad. If that place was in the right or left file, approach from the flank without moving through the ranks and turn to the front. Once in place, conform to the position of the squad. On entering or leaving the ranks, do not swing your arms while within the ranks.



No. 4 CENTRE RANK, LEAVES AND REJOINS THE RANKS

Figure 1.7 Leaving the ranks individually

Common Faults

- Swaying body and wriggling shoulders while making the diagonal pace from and to position in file
- swinging arms within ranks
- taking a pace forward or back after halting at the correct distance from the instructor or officer.

113 - Adjusting Dress on Parade

There is no executive order for this.

When instructed to ‘adjust dress’ (i.e. adjust correctly clothing or equipment) when standing at attention, you will move your right foot a short pace to the right rear, pause, make the necessary adjustments, pause and return to the position of attention.

When standing 'at ease', you will first come to 'attention', pause, act as above, pause and return to 'at ease'.

When standing 'easy', you may make adjustments from that position. Adjustments are made by the person concerned and not by the instructor or inspecting officer.

Common Faults

- a. Losing dressing
- b. not resuming position of remainder of parade.

114 - Removal and Replacing of Head-Dress on Parade

This may be done on some ceremonial parades when three cheers are given as a special mark of respect.

For example, the explanatory words could be **"The Parade will give three cheers for Her Most Gracious Majesty, Queen Elizabeth the Second, Sovereign Head of Our Order"**, followed by the caution and executive.

"Remove - HEAD-DRESS"

Remove your head-dress with your left hand and bring it to a position in front of your left breast. Taking time from the officer commanding, raise it to the full extent of your arm above your head (accompanied by a cheer), and lower to chest high. Repeat this for the second and third cheers.

"Replace - HEAD-DRESS"

Replace and adjust your head-dress with your left hand which remains on the cap peak or hat top.

"Atten - TION"

Smartly adopt that position, lowering your arm as in saluting (see paragraph 117).

Women on parade, with or without males, will not remove head-dress but will carry out the same movements of the left arm.

115 - Carrying Items on Parade

When on parade and carrying books or other small objects, hold your arms to your sides when 'at ease'. Hold items which can be carried in one hand in your left hand.

When marching, swing your right arm in the usual manner and hold your left hand steady by your side, if only this arm carries the item.

115.1 - Head-Dress on Entry to a Church or Crematorium Chapel

Remove your head-dress with your right hand (males only), place it under your left arm with the peak to the front, left arm remaining at attention, and open part of head-dress to your body. Your right arm returns to attention.

In a crematorium chapel, replace your head-dress for the playing of the 'Last Post' (see paragraph 714). For procedure at a church parade, see paragraph 712.

116 - Compliments/Salutes

To exchange compliments is an expression of mutual respect, and should never be interpreted as a mark of servility.

116.1 - Compliments to Persons

Give each senior (of officer rank) the appropriate compliment. Officers must acknowledge those of a subordinate. The junior person will salute first and the senior will return the compliment. When two or more officers in company are saluted, it is customary for the salute to be returned by the senior or, if all are of the same rank, by the nearest.

Salutes should be exchanged when an individual or group passes an officer of higher rank or when an officer of higher rank passes a group or an individual. When an officer passes a stationary group, the first to see the officer is to assume command; if time permits he quickly calls this approach to the senior of the group who would assume command. He would order 'stand fast'; the group would come to attention; he would turn to face the officer and salute. When the officer has passed the group, or when so directed, he would order 'carry on'.

For procedures for individuals reporting to an officer and individuals or groups passing an officer, see paragraphs 118, 203.2, 203.3, 203.4.

Salutes are also given to the following:

- the Prime Minister or other Ministers of the Australian Government, in circumstances in which a superior officer would be saluted;
- the inspecting officer when being presented on a ceremonial parade;
- officers of our country's uniformed bodies when formally approaching them, as a courtesy;
- ladies when greeting them, as a courtesy;
- vehicles flying distinguishing pennants, personal standards or with star-plates uncovered, on all occasions on which the vehicle passes or is passed.

When driving a vehicle, drivers are not to pay compliments in any manner. Passengers are to pay compliments as appropriate.

If you are receiving an award on a parade, procedure will be as in paragraph 118.1.

116.2 - Compliments on Special Occasions

All ranks in uniform not on parade will stand at attention. Males not in uniform will remove head-dress. Officers, sergeants-major, NCOs or others in command of companies are to salute (after bringing their company to attention); other members do not salute.

Examples are:

- a. During the playing of the National Anthem ('Advance Australia Fair') ; except when sung as a hymn.
- b. On occasions when other countries' national anthems are played. (When the national anthem of another country is also to be played the foreign anthem is to be played first.)

- c. When a 'Royal Salute' is given to receive on parade a person so entitled. (Those not on parade and spectators act as for a.)
- d. When a 'General Salute' is given to receive on parade a person so entitled. (Those not on parade and spectators do not salute.) The Royal/General salute is returned by that dignitary but the officer in attendance on that dignitary does not salute.
- e. When uncased Standards, Guidons or Colours pass or are passed. Standard, Guidon and Colour party will return compliments only to those so entitled (see paragraph 504).
- f. During the playing of 'Last Post' and 'Retreat' but not 'Reveille' (for which all remain at attention).
- g. When a funeral cortege passes or is passed, the coffin is saluted.
- h. Paying last respects to the deceased following the committal (see paragraph 714.4).
- i. When entering or leaving a war cemetery or when passing a cenotaph or Eternal Flame.
- j. Passing a saluting base.
- k. During the raising or lowering of the National Flag at 'Reveille' and 'Retreat', all ranks not on parade should turn toward the flag and stand to attention. Officers and sergeants-major are to salute.

Similar procedures will prevail when flags are ceremoniously raised or lowered on a parade.

See paragraph 603(f) for action when a flag is half-masted or returned to the mast-head.

116.3 - When Not to Salute

You do not salute when :

- a. in a crowded thoroughfare or assembly
- b. under the immediate control of a superior (except when receiving the order "**Officer on Parade - Dis - MISS**")
- c. precluded by the nature of your duties from doing so, i.e. when attending a casualty
- d. not wearing head-dress whilst in uniform (you will come to attention)
- e. when the National Anthem is sung as a hymn.

117 - Salute at the Halt

A salute at the halt is always made from the position of attention.



Figure 1.8 Salute to the front

“Salute to the Front by Numbers-Squad-ONE”

- Keep your right arm straight and raise it sideways until it is horizontal, with the palm of the hand to the front
- have your fingers extended and together, the thumb close to the forefinger, with your upper arm stationary and your hand and wrist straight
- bend your elbow until the tip of the forefinger is one inch over your right eye, or touching the peak of your cap or the brim of your hat in front of your right eye
- your forearm, wrist and fingers are in a straight line
- the palm of your hand is vertical.

“Squad-TWO”

- Drop your right elbow towards the front and cut your hand to the side to return to the position of attention
- curl the fingers of your right hand into the correct position as your hand is cut down.

Your hand takes the longest way up, shortest way down. The complete movement is taught by the order.

“Salute to the Front - Squad - SALUTE” (See Figure 1.8)

Perform the two segments with a regulation pause between. Practise before a mirror for the straight forearm, wrist and hand.

Common Faults

- a. Elbow, forearm, wrist and fingers not in a straight line
- b. hand tilted forward, fingers not together
- c. tension/quivering of hand
- d. body leaning to side or forward
- e. hand too high, too low or to centre of forehead
- f. slapping of hand to thigh when returning to attention.

118 - Reporting to an Officer

When you are required to report to an officer:

- approach to the officer's front
- halt 2 paces from the officer
- pause and salute
- the salute will be returned
- take one pace forward
- the matter having been resolved, take one pace back
- salute (which is returned)
- pause, turn about
- pause, then march off in quick time.

For detail of 'marching' and 'halting' refer to paragraphs 201 and 201.1.

Common Faults

- a. Halting 3 paces away and taking a pace forward after the salute
- b. saluting before taking one pace back on retiring.

When you are approached by an officer, the routine is similar except that you come to 'attention' on the approach and move back to 'at ease' as the officer moves away.

118.1 - Receiving an Award

When you are receiving an award from an officer or other dignitary:

- approach to the officer's front
- halt 2 paces from the officer
- pause and salute (the salute will be returned)

(If indoors and not wearing head-dress, male members should not salute. If the dignitary is the Governor-General or a Governor, male members will give a court bow instead of a salute. Female members should wear head-dress indoors and salute.)

- take one pace forward
- receive the award in the left hand
- return the hand to the position of attention
- shake hands (if offered)
- take one pace back
- salute (or court bow, as appropriate)
- pause, about turn
- pause, then march off in quick time.

119 - Dismiss, Fall out and Fall in

'Dismiss' signifies the end of a parade while 'fall out' relates to a break in the continuity of a parade.

119.1 - Squad Dismiss

Members are in squad formation, facing front and at position of 'attention'.

The squad turns to the right, pauses, and in quick time marches to that flank for three paces, then breaking formation, they carry on independently, but in step, until clear of the parade ground.

119.2 - Officer on Parade - Squad Dismiss

When an officer is present and where space permits, the squad is brought to 'open order' prior to the order to 'dismiss' being given.

On the executive command, the squad turns right, pauses, salutes, pauses and moves off as detailed in paragraph 119.1.

The sergeant-major, or NCO in charge, will then turn to face the officer and will pause, salute, pause, turn right, pause and move off, maintaining correct march until clear of the parade ground.

119.3 - Fall Out

This order may be given with the squad in any formation. On the executive word, they turn right, pause, and move off in quick time. Unless directed, they do not move from the area.

119.4 - Fall In

Unless given other instruction on the 'fall out', the squad will smartly move to their previous formation, 'halt', pause and move to the position of 'stand at ease'.

120 - Roll Call

It is desirable to hold a division on parade for the shortest possible time. Given the difficulties for the secretary in holding and marking the roll and for the officer commanding in signing it, it would seem a better practice to perform this function after the division 'fall out' for the evening's training.

This could be done with the division seated to make reports and be allocated duties. At the superintendent's "Call the Roll", the secretary would call the names, with the response being "Sir", "Madam", "Sergeant" or "Present" from those in attendance, with the appropriate entry on the roll.

No other mark should be made at this time as, being a voluntary body, members may have to arrive late for reasons including employment.

At the conclusion of the divisional instructional meeting, the secretary and divisional superintendent would assess the appropriate mark for the other members, relative to General Regulations. When all entries are complete, the divisional superintendent checks and signs the roll as correct.

Marching

Marching is primarily a means of moving a person or group from one point to another in an organised way.

201 - Quick March

You commence to march from the position of attention. If you are standing 'at ease', when a command is given requiring marching, then come to attention before moving off, with a regulation pause between movements.

'Squad - Quick - MARCH'

The squad will step off with the left foot a full pace and full swing of both arms. They will maintain pace, line and interval.

You may need to practise on an individual basis.

You should step off with your left foot a full 75 cm pace:

- keep your knee straight
- strike the ground with the heel of that foot
- your weight comes forward on the ball of the right foot
- the swing will be straight forward
- your toe maintains its outward angle.

As you step off, swing your right arm forward:

- your left arm is to the rear
- you reach the extremity of swing as your heel strikes the ground
- the swing will be straight to front and rear
- do not bend your elbow or wrist
- your thumbs lead and are locked over the second joint of the forefinger
- close your fingers lightly.

Hold your shoulders square to the front :

- your body erect
- your head up.

Your eyes look ahead to 'aiming point' and check dressing.

Then you step off on the right foot :

- your weight comes forward on to the left foot as the moving leg passes the stationary leg
- at this time your arms will have been returned to your sides
- your right leg will continue forward a full 75 cm pace with a similar detail to your left as above (substituting right for left and left for right)
- your opposite arms swing as before.

"Squad - Quick - MARCH" Step off with your left foot a full pace and a full swing of your arms. Maintain pace, line and interval.

Common Faults

- a. First pace is not a full 75 cm
- b. bending forward at waist particularly when stepping off
- c. swinging arms with back of hands leading
- d. bending elbow and/or wrist
- e. not swinging arms and legs straight forward
- f. swinging shoulders forward
- g. swinging left arm, left leg forward at same time.

201.1 - Squad Halt

The command "Squad - HALT" is given as the right foot comes to the ground:

- take a further pace of 75 cms with your left foot
- swing your right foot through and raise it 15 cms
- bring your right foot down sharply beside your left in the position of attention
- at the same time, cut your arms to the side in the position of attention.

Common Faults

- a. Not making full pace with left foot
- b. exaggerated upward swing of right arm with bent elbow
- c. leaping off the ground
- d. stamping of right foot.

202 - Wheeling, Forward and Halt while Wheeling

Wheel

This is a change of direction when marching which is usually performed when in one to three files but may be used for a maximum of six files. For a greater number, e.g. when marching in line, carry out a change of direction by 'forming'; see paragraph 408.

"Change Direction Right, Right - WHEEL"

The executive word of command "WHEEL" should be drawn out over three paces.

Whether marching in file, threes or sixes, the inner person:

- is to wheel on the circumference of a circle with a radius of 60 cms
- change direction through 90 degrees
- the speed of the wheel is governed by the ability of the outside person to keep pace by stepping out.

The person on the inner flank:

- glances outwards from the corner of his eye
- shortens his pace as necessary.

Files in the rear:

- march straight to their front
- follow the ground covered by the leading files.

The arms will continue to swing but this will be modified for the inner person.

There is a similar procedure for "Left - WHEEL".

Common Faults

- a. Failure to maintain dressing while wheeling
- b. losing dressing approaching the wheel by the outer file stepping out too soon
- c. the inner file turning rather than wheeling on a 60 cm radius
- d. swinging out of rear files on approach to the wheeling point.

203 - Saluting on the March, Eyes Right, Eyes Front

Compliments may be to either flank when on the march. Individuals, or those in charge of groups, salute. The remainder of the group turn head and eyes to the named flank. Except when passing a saluting base as a formed body and saluting guides are placed, the salute is maintained over 6 paces.

(a)



(b)



Figures 2.1 and 2.2 Salute to the flank (a) Right (b) Left.

203.1 - Salute to the Flank at the Halt

“Squad Salute to the Right - SALUTE”

The salute is given as in paragraph 117 except that your head and eyes are turned square to the right so that your right eye looks along the palm of the hand (Figure 2.1) The movements of your head, eyes and hand are to be simultaneous. Pause and then turn your head and eyes to the front. At the same time, cut your hand to your side in the same manner as for the salute to the front.

“Squad Salute to the Left - SALUTE”

The salute is similar to the above. Push your right hand, wrist and arm further to the left to the correct position over your right eye when your hand and arm are raised. (See Figure 2.2).

203.2 - Salute to the Flank in Quick Time

“Salute to the Right (Left) - SALUTE” or “Eyes - RIGHT (LEFT)”

The command is given as the left foot comes to the ground:

- cut both your arms to your sides as your right foot, preceding the salute, passes your left
- come to the salute as your next left foot comes to the ground
- cut your hand away and turn head and eyes to front on the sixth pace (right foot)
- your arms commence to swing on the seventh pace (left foot).

Individual Passing an Officer

When you pass an officer, salute on the third pace before reaching him and cut your hand away on the third pace after passing him. During the salute, look the officer in the eye and address him as appropriate.

203.3 - Group Passing an Officer

When a body of members moving under command passes an officer, the member in charge orders **“Eyes - RIGHT (LEFT)”** on the third pace before reaching the officer and **“Eyes - FRONT”** on the third pace after passing the officer. The member in charge is to perform an individual salute in time with the movement of the head and eyes of the squad/company of which he is in command.

Note: The right/left marker (nearest the officer) should remain facing ahead to guide the body of members. There is no requirement for the salute to be held until all are past the officer.

When a group not under command passes an officer, all members are to turn their heads and eyes towards the officer. The member on the right, who should be the senior member, salutes to the appropriate flank.

Note: The right/left marker (nearest the officer) should remain facing ahead to guide the body of members. There is no requirement for the salute to be held until all are past the officer.

203.4 - March Past

When a squad is marching past, the officer in charge will give the command **“Squad - Eyes - RIGHT”**. All except the right hand guide turn their heads and eyes to the right as the left foot comes to the ground, looking the reviewing officer in the face as they pass him.

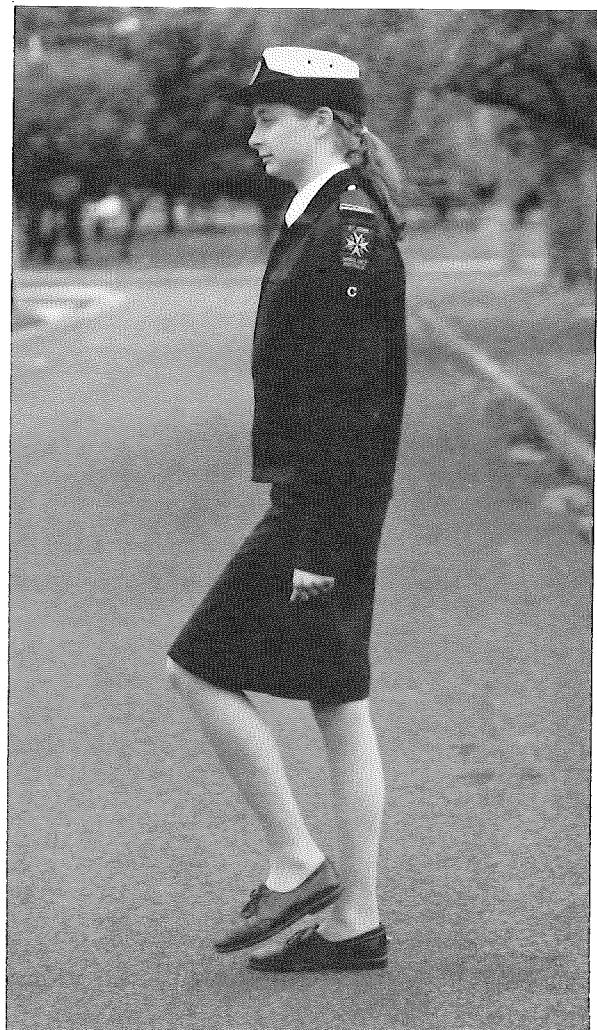
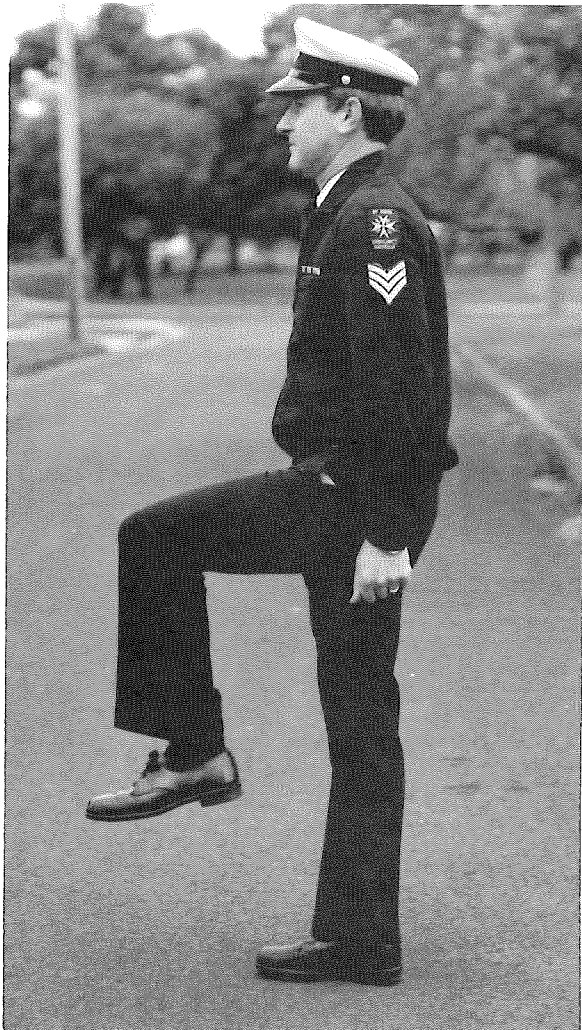
For **“Eyes - LEFT”**, head and eyes are turned to left, except for the left hand guide. If marching past ‘in line’, the directing flank of each rank does not turn the head and eyes.

204 - Mark Time, Forward and Halt in Quick Time

The command **“Mark - TIME”** may be given when a marching squad or some files need to cease forward movement for a short time.

“Quick mark - TIME”

- bend your left knee
- your lower leg and foot hang naturally (Figure 2.4)
- your foot is raised 15 cm
- without pausing, straighten your left leg to resume the position of attention



Figures 2.3 and 2.4 Mark time (a) Slow time (b) Quick time.

- as your left foot touches the ground, repeat the action with the right leg
- throughout the movement, hold your body erect
- your shoulders are square to the front
- your arms are steady by the side
- you remain ‘on the spot’.

For many highly trained persons it has become tradition to ‘raise the knee’.

“Squad - HALT”

The command is given as the right foot is coming to the ground.

Complete a beat with the left foot and a further beat with the right foot to adopt the position of attention.

Mark Time from the Quick March

“Mark - TIME”

The command is given, with a long cautionary “**mark**”, as your left foot passes the right:

- complete the pace with your left foot
- make a further pace with your right foot, cutting your arms to the sides
- begin to mark time with the left foot .

“For - WARD”

The command is given, with a long cautionary “**for**”, as your left foot comes to the ground:

- complete that beat with your left foot
- then make a further beat with your right foot
- shoot your left foot forward
- swing your arms.

Common Faults

- a. Altered tempo
- b. arms not steady by sides
- c. leaning forward
- d. kicking the heels toward the seat
- e. not remaining ‘on the spot’ thus losing dressing.

Parade Drill and Formations

301 - Parade Formations and Position of Officers, Sergeants-Major and NCOs

The principles are set out for guidance but may reasonably and sensibly be altered to suit the varying unit strengths with their officer complements and the total parade numbers relative to the available area.

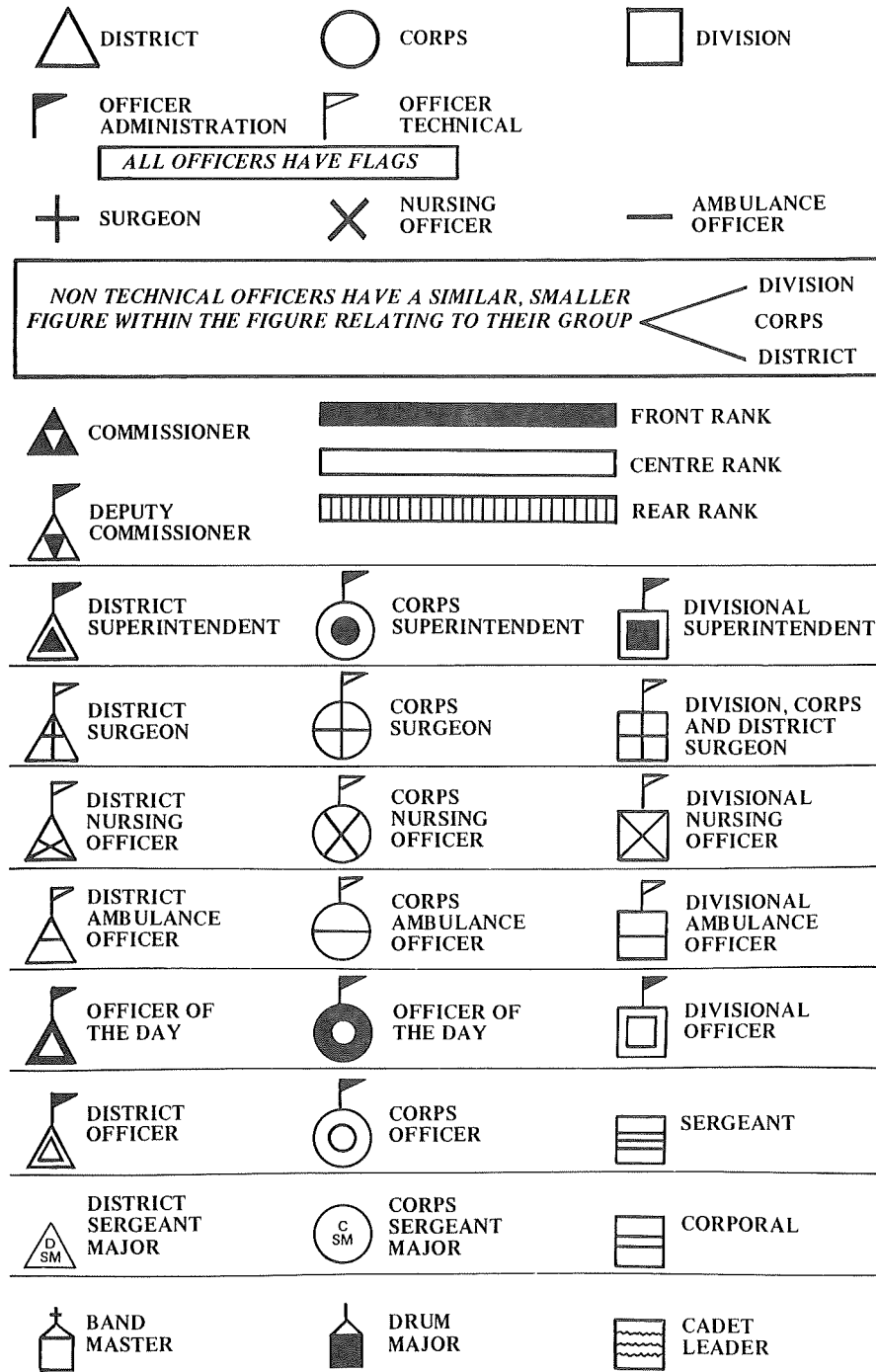


Figure 3.1 Key to Symbols used in Parade Diagrams

“Quick mark -TIME”

- bend your left knee
- your lower leg and foot hang naturally (Figure 2.4)
- your foot is raised 15 cm
- without pausing, straighten your left leg to resume the position of attention.

A unit or group of units may be formed up in:

- Line
- column of threes
- column of route
- column of companies
- close column of companies.

A parade may be divisional, corps or district.

301.1 - Divisional Parade

A division may form up in line as follows:

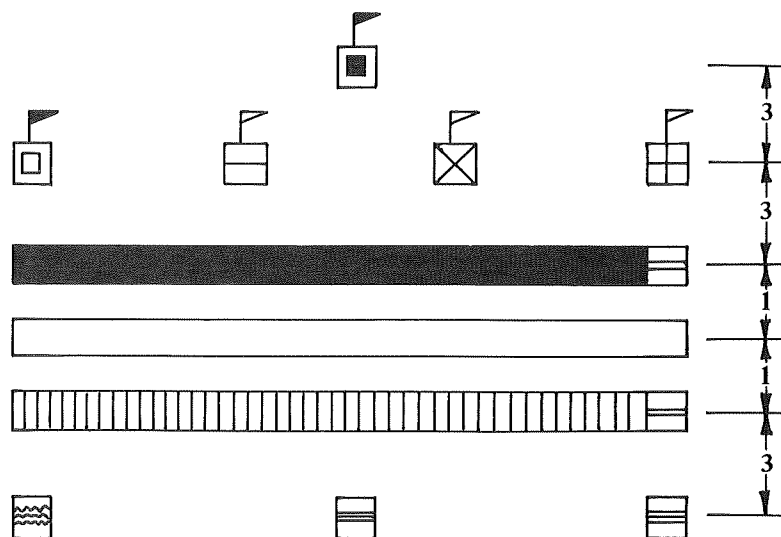


Figure 3.2 Division in line in close order.

Corporals will be in the ranks, distributed in the files on the flanks.

The sergeant will be three paces to the rear of the rear rank of the division behind the centre file. If there is more than one sergeant, they will be distributed similarly to the officers.

The officers will be three paces to the front of the front rank, with the divisional surgeon in front of the second file from the right and the junior officer in front of the second file from the left. The remaining officers will be spaced across that line, in seniority from the right, as defined in General Regulations. The superintendent will be six paces in front of the centre file and may be quietly guided to position by the centre officer or the centre person of the front rank.

If the division is to be inspected it should be in ‘open order’ before sergeants and officers take position.

Column of Threes The position of all on parade will be the same except they will be facing to either flank, from the positions in Figure 3.2.



The superintendent or officer commanding may elect to move to the head of the division to see the marker point for his company, or when there could be traffic or other danger.

Column of Route The division will turn to, or form up, facing a nominated flank.

Those in the supernumerary rank will turn to the nominated flank, pause, about turn, pause and move in quick time to the rear of the column, centred on or symmetrically spaced, three paces clear of the rear rank.

The officers will turn, pause and move in quick time similarly to the front of the column forming a rank, junior on the left, three paces in front of the leading rank. If more than three officers, those senior will form an additional rank, senior on the right or centred, a further three paces forward.

The superintendent or officer commanding will be centred a further three paces forward.

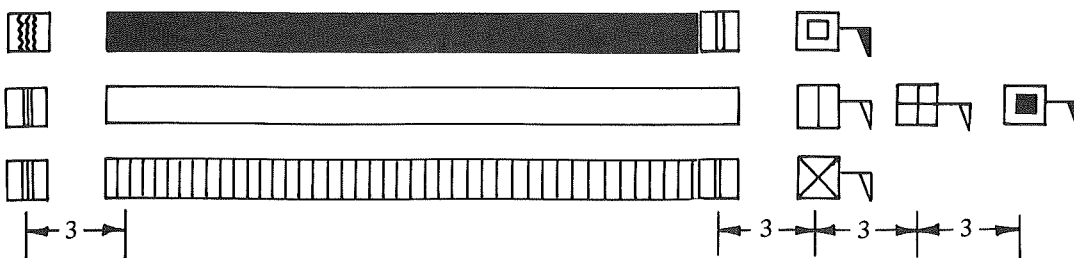


Figure 3.3 Division in column of route

If a Cadet Leader is on parade with an adult division, he will be on the left of the supernumerary rank, but on any parade where cadet divisions are also present, he will be on the right of the supernumerary rank of his division.

301.2 - Corps Parade

A corps parade (Figures 3.4 and 3.5) may embody:

- a. Divisions as separate companies
- b. four companies - Ambulance, Nursing, Ambulance Cadet and Nursing Cadet
- c. two companies - adult and cadet
- d. one company.

They may be formed up in any of the listed formations (paragraph 301).

In the illustrations of a corps parade, a sampling only of divisional officers and sergeants is shown. On an actual parade, those in these categories coming from several divisions would be more numerous. Their distribution on parade would follow the principles here stated and shown in figures 3.4 and 3.5. In column of route the

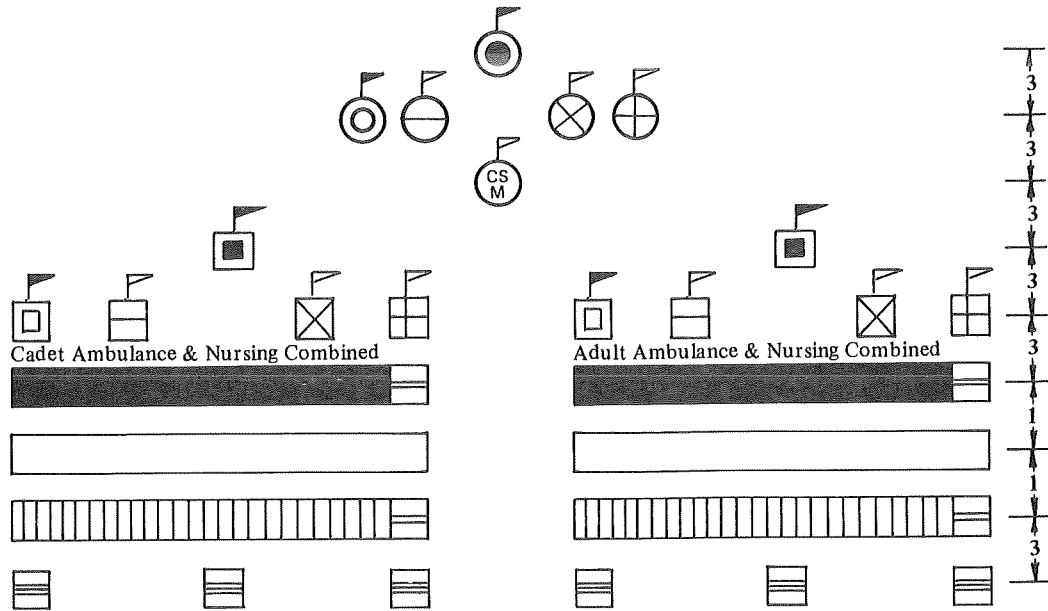


Figure 3.4 Corps companies in line - close order.

divisional officers of each company could become a sub-company, with one pace between ranks, and the sergeants similarly grouped to the rear of the company.

See paragraph 203.4, March Past. Officers in a formed body, under command, do not salute.

No matter which format is used, the divisional ranks will follow the principle of the divisional parade, with the corps staff to the front as below and centred on the parade frontage when in line. The corps sergeant-major will be centre and three paces forward of the line of divisional superintendents, with the corps officers a further three paces forward, centrally and symmetrically spaced, or positioned according to allocated duties, perhaps to lead companies. The corps superintendent, or if he has host duties, the officer of the day, will be three paces in front of these officers and in file with the corps sergeant-major.

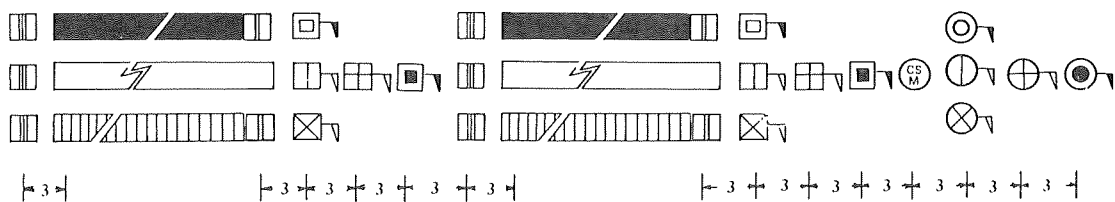


Figure 3.5 Corps companies in column of route.

In 'column of route' (Figure 3.5), the officers in the companies will move to position as with the principles of divisional parade. The corps sergeant-major will move to three paces forward of the officer leading the first company. He will be preceded by the corps officers forming a rank, junior on the left. If there are more than three officers, those senior will form an additional rank, senior on the right, or centred, a further three paces forward. The corps superintendent or officer of the day will be three paces in front and leading the parade.

301.3 - District Parade

A district parade will usually include all branches of the Operations Branch. Each district will no doubt have developed a parade formation to suit its numbers, parade site and those matters included in its parade, but would follow the principles outlined here and in General Comments on Parades, paragraph 411.

The parade formation may be:

- a. Line or line adapted to a hollow square
- b. column or columns of corps/companies
- c. close column or columns of corps/companies (mass).

In each instance, the corps may be in 1 - 2 or 4 companies as listed in Corps Parade, (paragraph 301.2).

In Figure 3.6 the parade is shown in 'mass', i.e. close columns of companies in line with a minimum distance and interval between companies stated. To provide a regular appearance to the parade, discreet markers would be needed, their intervals being standardised on an estimate of the largest company in line and column of route. This could be made more regular where it is practical to equalise company strength.

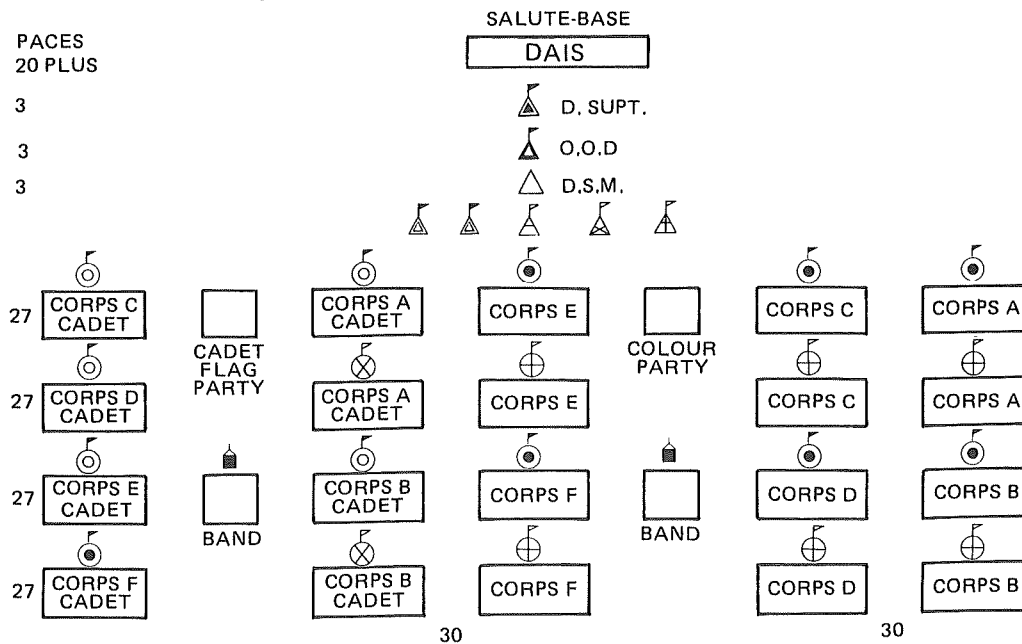


Figure 3.6 District parade in close column of corps companies (mass)

Each block in Figure 3.6 represents a corps company in 'open order' with its officer and supernumerary ranks. Only the officer leading the company is shown. Company formations follow principles shown in Figure 3.5.

Should there be an intention to Troop the Colour on the parade, the position of cadet flag party and bands must be such that they will not obstruct the troop.

District officers will be three paces forward of the line of corps superintendents, with district sergeant-major, officer of the day and district superintendent successively three paces further forward. This assumes the district commissioner and deputy commissioner are involved in receiving/hosting the VIP guests and the person reviewing the parade.

There should be a minimum of twenty paces from the district superintendent to the saluting base.

It is not desirable that a parade 'fall in' or 'dismiss' on the parade ground. 'Fall in' and 'dismiss' should be at the 'assembly area' with the parade marching to and from the parade site.

302 - Parade Formations at a District Parade

The following appraisal presents indications of the selection or rejection of various parade formations at a district parade.

The front of the parade at the assembly point and their route to their parade position must be planned so that all companies are 'advanced' when ready to receive the principal official guests.

The numbers who may be on parade and the available area may raise considerations of the parade being at other than the normal 'full arm interval' (See paragraph 110.5).

This would need to be made clear in parade orders and would involve each company on arrival at its position 'marking time' until ranks have closed up to approximately the defined interval ('half arm' or 'without interval') when 'advanced' in line. Minor adjustments would be made during 'right dress'.

On marching off in 'column of route', the leading ranks would step off and the remainder mark time and move forward as their distance occurs.

A district parade in line would occupy such a great frontage that, firstly, not many parade grounds could accept the parade and, secondly, the flanks would be at unacceptable intervals from where VIP guests and presentations, etc., would be made. This can be overcome by forming a 'hollow square'.

This can be performed in two ways. On a ground where the parade is able to arrive in line, 'right and left form' may be ordered, pivoting on selected companies, (Figure 3.7). However, this is a difficult movement.

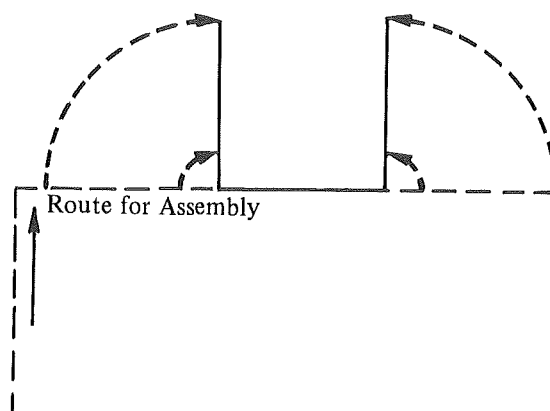


Figure 3.7 Hollow square by forming

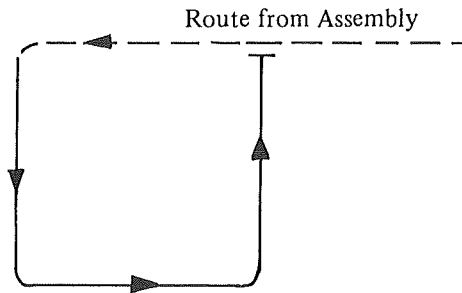


Figure 3.8 Hollow square by wheeling.

Within the scope of all, a hollow square may be made by wheeling if it is possible to follow the route or an adaption of it shown in Figure 3.8.

A district parade of 'column of companies' presents problems in that the distance from front to rear is far too great and, most importantly, those other than the front company can not see anything that is happening.

The optimum method to arrive in this formation is to 'At the Halt - on the left - Form Company' but this is not generally taught in St John (see paragraph 409). An alternative method to arrive in this formation, again only involving 'wheeling' is for all companies separately wheeling into line on the order of the parade commander (Figure 3.9).

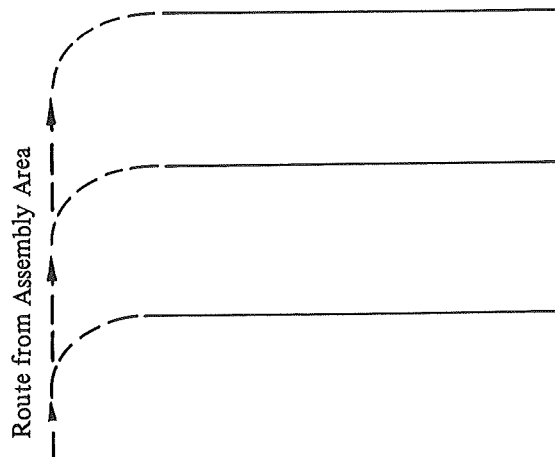


Figure 3.9 Parade in column of companies by wheeling

The distance from front to rear is the same as before but this may be overcome by wheeling two or more companies into one line, but there is still the problem of those to the rear not being able to follow events.

The officer commanding the leading company of each group of companies orders the "WHEEL" when he reaches the designated point. The group of companies all wheel at this point and each company will be ordered to "HALT" by its officer commanding when it reaches its point in line, which would be indicated by discreet markers.

Each group of companies follows the same procedure when it reaches its own wheeling point. This could be at 'column' or 'close column' distance, (Figure 3.10).

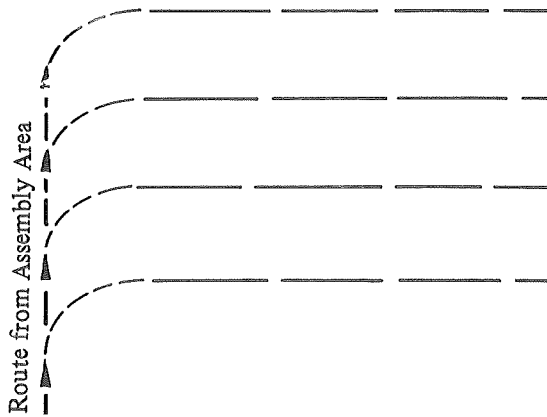


Figure 3.10 Parade in close column of companies by wheeling

The individual companies must give their own “**HALT**”, for with differing company sizes, the halt as in column of route may leave no covering of companies in their column. This may also be arrived at by completing one ‘close column’ and moving the arrival route to the left to complete the next ‘close column’, but the more persons who have to remember just where they should give their orders and where to wheel, then the more scope there is for error.

These formations both require that each company commander (**and a deputy for emergencies**) should be certain of the wheeling and halting points and should (in marching off at the conclusion of the parade) be able to give “**Quick - MARCH**” in time with the band or preceding company.

If all divisions and corps have been thoroughly briefed from adequate parade orders and a wrong order is given they should perform the intended order as in their briefing. Refer also to paragraph 201, Quick March when ‘at ease’.

303 - Handing over the Parade

When handing over the parade to another person, of any rank, the squad, division or corps will all be at the position of attention.

Where an officer or officers is involved, salutes will be exchanged; refer to paragraph 118, Reporting to an Officer.

The appropriate report might be “**Your parade Sergeant/Sir/Madam**” with the response, “**Thank you, take your place on parade Corporal/Sergeant**”.

304 - Falling in and Falling out the Officers

When there is to be more than one officer on parade, the senior officer (hereafter called the company commander) will receive the parade and will ‘fall in the officers’.

While waiting to fall in, the officers should stand at ease up to five paces behind their company commander, evenly spaced across the parade front they will occupy and in seniority from right to left of their line, i.e. senior facing the left flank of parade. They should be facing the parade and standing at ease.

The parade will be at ease. The company commander, will turn about and order **“Officers - Fall - IN”**. The officers come to attention and salute; salute returned, they turn left and move at quick march; and, by wheeling to their position on parade three paces in front of the front rank, they pause, turn to their front, pause, and stand at ease.

They should be in order of seniority from right to left and evenly spaced across the company front.

When the parade is concluded or at any other time, the company commander may fall out the officers.

Having stood the parade at ease, the company commander gives the command **“Fall out the - OFFICERS”**. The officers come to ‘attention’, pause and move to a point five paces in front of and facing the company commander, converging to a one pace interval when in line. When all are present they salute, taking the time from the officer on the right.

After the company commander has spoken to them (if necessary), they salute again, turn right and wheel to a place five paces behind him, halt, pause, then turn to face the parade, pause and stand at ease.

If this is at the conclusion of the parade, the company commander will call the corps sergeant-major or senior NCO and order him to dismiss the parade. After the parade has been dismissed, the officers proceed about their duties as indicated by the company commander.

For ‘dismiss’ procedure, see paragraph 119.

Part II Advanced Drill and Ceremonial

CHAPTER 4

Advanced Squad Drill

401 - General Comments on Compliments/Salutes

When in uniform and passing/approaching a person known to be an officer, not in uniform, the same compliments will be paid as if he were in uniform. That officer will respond by coming to attention.

When meeting your own officers for the first time on any day, salutes will be exchanged, and thereafter, only if having to officially report to that officer.

Where, from physical incapacity, the right-handed salute is not possible, the salute is to be given with the left hand.

When wearing head-dress in civilian clothes, a member is to raise the head-dress clear of his head, look the officer in the eye and greet him. A member not wearing head-dress is to stand to attention when spoken to or passed by an officer.

When a person is seated, a compliment is responded to by sitting to attention.

If in doubt as to correct action when attending (as a first aider) at a function where any of the above may occur, try to select a member of the Services (not on parade), of a similar rank to yourself, and follow his actions.

402 - Salute to the Flank in Slow Time

“Salute to the Right (Left) - SALUTE” or “Eyes - RIGHT (LEFT)”

The command is given as the right foot comes to the ground. Come to the salute when the left foot touches the ground. Cut the hand away and turn the head and eyes to the front on the sixth pace (right foot).

403 - March Past (See also 203.4)

When a company or group of companies are marching past, their company commander will order **“Eyes - RIGHT (LEFT)”** in sufficient time to ensure his salute is at the ‘up’ position as he reaches the marker indicating the start of the saluting base. He should be aware of the depth of his company, on the march in column of route, (assessed in paces). He should count this number of paces as he passes the marker indicating the end of the saluting base, to ensure all his personnel are past that marker before ordering **“Eyes - FRONT”** and completing his salute. The company commander will salute as in paragraph 203, but will hold the salute until all are the required paces past the saluting base.

For “**Eyes - LEFT**”, head and eyes are turned to the left, except for the left hand guide. In marching past ‘in line’, the directing flank of each rank does not turn the head and eyes.

“**Company - Eyes - FRONT**” A distinct pause should be made after a long cautionary word “**Eyes**” and the executive “**FRONT**” given on the left foot. All look to the front on the next left foot, with the company commander completing his salute.

Officers not in a formed body will salute but those in a formed body will not. They will conform to the instruction for members under command.

404 - Marching and Halting in Slow Time

The slow march is a traditional part of ceremonial.

The correct length of pace and rate of slow march are detailed in paragraph 916. The timings of executive words of command are charted in paragraph 915. Remarks concerning formation and the instructor’s position are as in guidelines in paragraph 803.

“**Slow - March**” For each pace, the leading foot :

- is thrust 37 cms forward
- with the toe turned out very slightly
- and pointed towards the ground but just clear of it.

The knee is not bent except in coming to attention to complete the halt.

The upper part of the body:

- is held erect
- with the arms steady by the side
- and the weight of the body on the rear foot.

The pace is then completed by gliding the leading foot forward a further 38 cm.

The ball of the foot makes contact with the ground.

The weight of the body is transferred on to the leading foot

- and the rear foot is swung forward naturally before beginning the next pace.

The legs are to swing forward smoothly

- and without checking,
- when passing the hands
- and, when straightened, in front of the body.

The body is held erect

- with arms steady by the side,
- elbows tucked in
- and shoulders steady and square to the front.

Every pace (except completing Halt) will be 75 cm.

“**Squad - HALT**” The command is given as the left foot is coming to the ground.

Complete the pace with the left foot.

Bend the right knee and bring the foot in to the left in quick time to the position of attention.

Common Faults

- a. Arms not steady by the sides
- b. heel reaching ground before ball of foot
- c. flicking the toes
- d. pausing in mid-stride.

405 - Change Step in Quick Time

This movement is required to bring:

- a formation into step with a band or another formation
- a member of a squad into step with the remainder of the squad.

“Change - STEP” **“Change”** is given as the left foot reaches the ground and **“STEP”** as the right foot reaches the ground on successive movements.

Complete a pace with the left foot.

Bring the right foot forward in double time

- and place it flat on the ground
- with the instep against the heel of the left foot.

In the same instant, shoot the left foot forward.

The arms are cut to the sides

- as the right foot is cut in
- and swung again as the left foot leads off.

405.1 - Change Step in Slow Time

The detail is as for ‘changing step in quick time’, paragraph 405, except there is no movement of the arms in slow time.

406 - Mark Time, Forward and Halt in Slow Time

The movement is taught first from the ‘halt’.

‘Squad - slow mark - TIME’

Raise the left knee

- until the top of the thigh is parallel with the ground (Figure 2.3),
- with the lower leg perpendicular
- and the foot at a natural angle.

Pause and straighten the leg again to resume the position of attention.

With the left foot firmly on the ground, the action is repeated with the right leg.

The person remains ‘on the spot’,

- keeping the body erect,
- with the shoulders square to the front,
- and the arms steady by the sides.

“Squad - HALT” The command is given as the left foot comes to the ground.

Complete a beat with the right foot to adopt the position of attention.

Mark Time from the Slow March

“Mark - TIME” The command is given with a long cautionary **“Mark”** and the executive **“TIME”** as the right foot passes the left on the ground. Complete the pace with the right foot and begin to mark time with the left.

“For - WARD” The command is given with a long cautionary **“For”** and the executive **“WARD”** given as the right knee is fully raised. Complete the pace with the right foot and immediately shoot the left foot forward to resume the slow march.

Common Faults

- a. Alteration to tempo
- b. arms not steady by sides
- c. thigh not raised to horizontal
- d. kicking the heels toward the seat
- e. losing dressing.

407 - Turns and Diagonal Marching in Slow and Quick Time

Turns on the march are taught so that:

- obstacles may be avoided,
- and/or the squad may be brought to its place on parade in a different formation (e.g. approaching in column of route and turning into line to advance on its parade marker).

As much of our parade movement is in column of route, this possibly does not need to be taught unless there is a proposed parade where the manoeuvre cannot be avoided. However, it is prerequisite knowledge when needing to 'form', paragraph 408, or 'form squad', paragraph 409.

Turns and diagonal marching are first taught in slow time. The procedure is the same for 'turn' and 'form' and modified for 'incline'.

Throughout all turnings on the march, the correct position of marching must be maintained and the turn must be made squarely to the new direction. Covering, dressing, distance and interval must be corrected by each member of the squad immediately after turning.

When being taught 'turns on the march' in slow time, on the order "**Position**", the squad will adopt for 'right turn' - right foot front and for 'left turn' left foot front, i.e. 75 cm forward of the position of attention.

407.1 - Slow Time

"**Squad - Right - TURN**" in slow time is given as the right foot comes to the ground.

Complete the pace with the right foot

- and raise the left knee
- so the thigh is horizontal
- with the foot directly under the knee
- pointed down naturally and to the front.

Turn the body to the right through 90 degrees

- place the left foot on the ground
- with the instep in front of the right toe
- and immediately shoot the right foot forward a full pace in the new direction.

Continue marching.

"**Squad - left - TURN**" is made in a similar manner using the opposite foot for the executive word and each part of the movement.

Diagonal - Marching

"**Squad - Right In (Left In) - CLINE**" This is performed in a similar manner to turns except that the body is turned through 45 degrees only in the new direction.

Common Faults

- a. Allowing the arms to move away from the sides
- b. bending forward when stepping off in the new direction
- c. trying to move the stationary foot before the moving foot strikes the ground, giving impression of skip
- d. not shooting the foot forward a full pace.

407.2 - Quick Time

When being taught 'turns on the march' in quick time, on the order "Position", the squad will adopt for 'right turn' - left foot front and for 'left turn' - right foot front.

"Squad - Right - TURN" The executive order is given as the left foot comes to the ground. Take a further pace with the right foot,

- cut the arms to the sides
- and raise the left foot,
- turn the body through 90 degrees to the right,
- place the left foot down with the instep in front of the right toe
- immediately shoot the right foot a full pace forward in new direction.

Re-commence the arm swing and continue marching.

"Squad - Right In (Left In) - CLINE" Inclines are performed in a manner similar to turns except that the body is turned through 45 degrees only in the new direction. The squad moves diagonally without changing its original rank and file positions relative to the former line of march.

Common Faults

- a. As for turning in slow time
- b. also the arms may be inclined to 'windmill'.

408 - Change Direction by Forming

In this movement the formation (line) is not changed, but the direction of movement is (see Figure 4.1). It is the normal method of changing the direction of a squad with a frontage of more than six files, except when a gradual wheel can be made in a street march. It could be used to move a parade from line to form a hollow square (see paragraph 302).

Except perhaps for Colour party, there is a very limited need for this on St John parades and it should only be taught when the need exists.

The order may be given when the squad is at the halt or when marching. The squad should be in line, probably in three ranks. The movement should be taught from the halt to the halt, by individual files in turn, before the whole squad is practised.

The Armed Services suggest the 'form' for a Colour party. The main rationale is that it allows the Colour party to manoeuvre in a smaller space.

Revision

This should include turning and inclining on the march, marking time and halting in slow and quick time and the order 'given at the halt' for the squad in line to change its front 90 degrees to the right.

"Change direction right - at the halt - right - FORM" The right-hand person turns to his right and the other persons of the front rank right incline; the remainder of the squad stands fast.

“Slow (Quick) - MARCH” The right-hand person is to move forward three paces

- and halt;

The two persons in the files behind follow

- and halt with him,

- facing the new direction at a distance of one pace from each other,

- and covering.

The remaining files march forward,

- wheeling in files to face the new direction

- and halt in line,

- dressed on the right file.

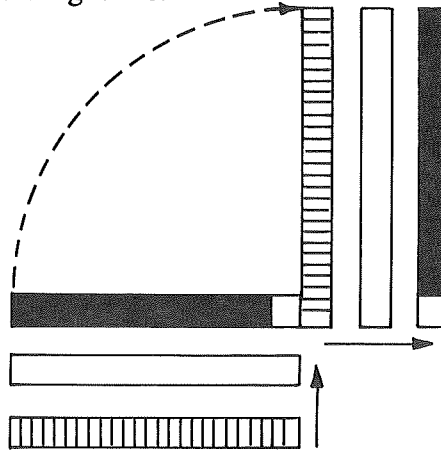


Figure 4.1 Change Direction Right - Right - Form

Order given on the March

“Change direction right - right - FORM” The right-hand person turns to the right. The other persons of the front rank right incline, without pause. The persons in the right-hand file move forward three paces in the new direction and mark time. The remainder wheel, by files, march to face the new direction and each marks time when it reaches its new alignment. When all the squad has taken up the new alignment, the command **“For - WARD”** is given. All step off on the left foot.

If the cautionary **“At the Halt”** is also given, all halt by files as they reach the new alignment.

When forming to the right at the halt when on the march, all members of the squad must take an extra pace to enable them to halt in the normal manner (that is, with the right foot). The movements of body, arms and legs are as for detail of the component parts of the movement. On the march, the timing of word of command is as for turns on the march.

Common Faults

- a. Failing to maintain correct interval, usually by closing to the pivot flank
- b. racing on the outer flank
- c. stepping out in an attempt to maintain dressing during the form
- d. failing to halt or take up ‘marking time’ on the correct foot.

For a **“Left - FORM”** the detail is as above but ‘left’ is substituted for ‘right’.

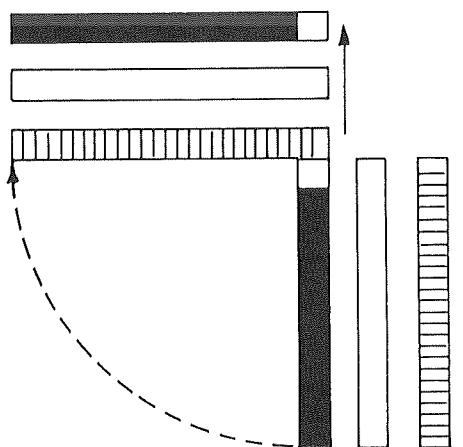
When ‘forming’ on a ceremonial parade, where the distance between companies does not allow spare time, it is accepted that the outer flank guide will call ‘up’ two paces before completing the form. The company commander then orders - **“By the Left (Right) - For - WARD”** with no loss of time/distance.

409 - Forming Squad

Forming squad enables a squad/company in file or threes to be formed into line while still facing the same direction. This could enable a parade approaching in 'column of route' to form up in 'line', in 'column' or 'close column'. In most cases this can be accomplished by more familiar movements; so teaching of this movement should only be undertaken when it is the only avenue and when all participants on the parade can have adequate instruction. (See paragraph 302 and Figure 4.2)

This order may be given when the squad is at the halt or on the march and end with the squad coming to a halt. Or they may be ordered "For - WARD" from the 'mark time'. The executive order is given as for a turn in the direction on which the squad will form, according to the table, Timings of Executive Words of Command on the March, paragraph 915. The movement is taught with the squad in file or threes.

If the squad is unfamiliar with the drill, it is advisable to 'walk-through' the leading file first and then the remaining files in turn.



Figures 4.2 At the Halt - On the Left - Form Squad

Form Squad from the Halt

"On the left - at the halt, form - SQUAD" All persons in the squad, except the leading person of the left file, make a left incline.

On the order "Slow (Quick) - MARCH" the leading person of the left file:

- marches forward three paces
- and halts.

The leading person of the centre and right file:

- follows him
- and halts behind him
- in position as the right-hand file for a squad of three ranks.

The remainder of the squad:

- conform to the leading persons
- and halt by files of three on the new alignment in three ranks.

The original files have now become ranks.

To form squad on the 'right', the detail is as above but 'right' is substituted for 'left'.

Form Squad on the March

“On the left (right), - form - SQUAD” The leading person of the left (right) file:

- marches three paces
- and then marks time.

The remainder:

- incline in the given direction,
- march forward to their positions in line
- and mark time.

When all reach the new alignment, they may receive the command, **“By the right (left) for - WARD”**. If the squad is required to halt on correctly gaining the new alignment, the order will be prefaced by **“At the halt”**. Files will halt in succession on reaching their position in line.

Common Faults

- a. As for ‘Forming’.

410 - Form Single File from Threes and Re-forming

When a squad, marching in column of route, needs to pass through an opening which will not accommodate three files at correct interval, each file may be marched through in succession and the squad re-formed when the necessary frontage is available.

The files will ‘mark time’ while each moves through the ‘choke’ or, if the delay may be considerable, files should be ‘halted’ when not actually required to move.

The squad will be formed up in three files about five paces from a narrow gateway or marked obstacle. They will be marched through in single file with the file halted when the last person of that file is 5 paces clear of the obstacle. The remaining files will follow as ordered and re-form after passing the obstacle. Alternatively, they will be moved through with the holding files marking time till formation is regained.

Forming a single file from the Halt

“Front Rank, Quick - MARCH” The front rank steps off in single file in quick time.

“Centre Rank, Quick - MARCH” This command is given as the rear of the front rank passes the head of the centre rank. The centre rank follows on behind the front rank.

“Rear Rank, Quick - MARCH” This command is given as the rear of the centre rank passes the head of the rear rank. The rear rank follows on directly behind the centre rank.

Re-forming three ranks from the Halt

“The squad will re-form three ranks on the front rank - centre and rear ranks, - quick - MARCH” The persons in the front rank stand fast. Those in the centre and rear ranks in succession lead on to their correct alignment, interval and distance and halt by command when they are in place.

Forming a single file on the March

“Form single file - centre and rear ranks, mark - TIME” The front rank continues to march. The centre and rear ranks follow on automatically as the rear of the preceding file reaches them.

Re-forming three ranks on the March

“The squad will re-form three ranks on the front rank, - HALT/(Mark TIME)” The front rank halt (mark time). The centre and rear ranks lead on to their correct alignments, interval and distance and halt by command when they are in place or ‘mark time’ till ordered to move.

Note For Instructors

“Centre (rear) rank - HALT/(Mark TIME)” are the orders used when the squad has reached the desired places for each rank. Similar movements can be made in a different sequence of ranks.

Common Faults

- a. Failure to maintain correct mark time
- b. failure to re-form in correct sequence, and
- c. dressing.

411 - General Comments on Parade

Refer also to paragraph 701, Preparation and Planning for the Occasion.

On all parades, consider the need for a duty first aid party and a rest area. Selected officers with ‘drill skills’ may need to be used in a role other than that suggested by their rank/precedence.

It is extremely difficult to plan for a parade when the numbers present may vary so greatly, according to members’ work, family and duty commitments, many of which may have arisen since parade plans were initiated. It may be necessary, even on the day of the parade, to re-think the company groupings and amend the positioning of officers and sergeants.

Make clear on parade orders that the ‘right dress’ as in paragraph 110, is expected. This may be discontinued when it becomes common practice.

Keep your timing tight so that members are not held for an unduly long period of time at any part of the parade, waiting for something to happen.

Check out the time taken for any march from the assembly point to the parade area and if this involves a public thoroughfare, check that your city council and police have been consulted.

411.1 - Mixed Sex Companies

When companies include both male and female members, consideration should be given to the grouping of the sexes in the company. With the difference in the male and female uniforms, a random distribution takes much from the visual impact of the company.

An option is to size the males and females in separate groups, 'tallest on the flanks', taking half the males to lead the company, followed by the females and then the remainder of the males. This should give a company which looks well and with not too many variations of 'tallest on the flanks'.

411.2 - Bands

If you will be marching to a band, make sure the band is fully aware of its duties on the parade. Arrange to attend band practice, soon after negotiating their attendance, to discuss your needs and their acceptance of their role.

On parade orders, be sure to spell out the correct name of the band.

On some parades, the practice has arisen of omitting the executive word of command "MARCH", e.g. the explanatory/cautionary "Parade will move to the right in column of route - Right TURN - QUICK" being followed by a six beat drum roll and the parade stepping off on the executive drum beat. This is by no means universal. St John members are conditioned to move on "MARCH" and rarely have the opportunity to practise with a band. Also, many bands are not so trained.

For these reasons it would be wise to discuss this with the drum major and arrange for the band to 'beat off' on the parade commander's executive "MARCH". Make clear on parade orders which procedure will be followed.

Be aware that not all bands play at marching tempo. Rates may vary from some pipe bands at 95 paces per minute to some drum and bugle bands at 135. Slow march tempos may also vary. Hear the band before you request their attendance. A variation from the expected rate can turn your parade into a less than auspicious event when inexperienced marchers cannot adapt.

412 - Giving Orders in Time with a Band or Marching Unit

On a parade where all companies are correctly spaced when in column or line, they should be able to turn on the order of the parade commander and all step off on his "MARCH" (with no command being necessary from their own company commander) in 'column of route'.

When a command is given for simultaneous action for the whole parade, it may be necessary for the parade commander to use a public address system, accessing through a remote microphone. However, with the varying size of St John companies on a parade at column distance, we would present an untidy picture with each company at a different distance from the preceding company.

In 'close column', where a stated distance is maintained, there is not sufficient distance to allow the preceding company to clear your front. For these reasons there is a need for all company commanders (and a deputy/emergency) to be able to give the order to the company, in time with the band or marching company, so that the company will arrive at its correct position in 'column of route'.

'Timings of Executive Words of Command on the March', paragraph 915, defines the order relative to the band or marching company.

From a defined (for purposes of a uniform parade appearance) 'column' or 'close column' distance in paces,

- you would need to subtract the paces, plus 3, occupied by your officers in 'column of route'
- and the resulting figure is the number of paces the preceding company still needs to pass the point from which its commander stepped off; e.g. 'close column' distance 20 paces;
- your officers' 'column of route' 9 paces;
- add 3 for a distance from the tail of the other company.
- Result 8 paces.

So when one row of supernumeraries and 5 rows of the company have still to pass the step off point, this is the time for the order. Small errors of judgement can be counteracted with 'step out' or 'step 'short'.

If you will be marching past a saluting base, the defined number of paces distance between companies should be deducted from your result. To continue the above example:

- if the distance is to be 13 paces,
- your result was 8
- which included 3 paces,

so you would time your order when their rear had passed 2 paces beyond the step off point.

Note: These paces are related to the step off point of the preceding company, not of its company commander.

413 - Inspection

'Inspection' has four different meanings for St John:

- a. It may denote the check of dress, general cleanliness of uniform, equipment and personnel which could be made on a divisional parade.
- b. It could mean those visits from corps staff to check on standards of training. Here corps staff, while receiving their compliments, are present to observe and help in divisional training.
- c. Another meaning is the annual divisional inspection, under General Regulations, when the commissioner or his delegated representative, accompanied by corps staff, thoroughly inspect all aspects of the division. All inspecting officers are present to check and report on all the 'paperwork' of the division and its standards in all practical work, not to witness a divisional display of rehearsed items. They should also have an open ear for any problems the division may have and be ready to offer advice and help.
- d. It may refer to the ceremonial district or corps review. The comments which follow relate primarily to that inspection (district or corps review) which may be accepted as part of the requirements of General Regulations relating to efficiency.

413.1 - Ceremonial Inspection

This parade could be considered a public relations exercise to which media representatives are invited, so every effort should be made to include some newsworthy item to encourage their attendance.

The comfort of all those attending should be considered and they should receive a briefing on what will occur and what is required of them relating to phases of the parade, e.g. standing for Royal Salute and when Colour passes their front.

When reviews are to take place, all personnel should be encouraged to attend. The parade affords an opportunity for the public and families to see the Operations Branch of St John on a parade where all members, i.e. Ambulance, Nursing, Nursing and Ambulance Cadet, are all brought together. This could provide stimulus for cadets to continue their service when 'aged' out of that group, a follow-on vital to St John.

Ceremonial inspections allow VIP inspecting officers (Prior, Deputy Prior, members of National Headquarters Staff, Mayor or Member of Parliament) and other invited guests to see, meet, speak to members and hear reports when awards for outstanding services and achievements are presented.

Parade orders should be circulated to all in any way involved with the parade and should be clear on sites, routes, timings, dress and formations (where, when, who, what), including all the programme from assembly to dismissal.

There are too many variations possible in parades of this nature to do other than set guidelines. Again there is scope in these for change; only the basic drill movements and courtesies are defined (as in this Manual). All else, the 'packaging', can be adapted. The review area should have been inspected earlier to check that seating, sound system, parking areas and marker points are all as in parade orders.

The assembly area should see all in their groups, in sequence as set out in orders, prior to the 'fall in' time'. The district and corps sergeants-major 'form up' the groups and bring them 'on parade'.

The district sergeant-major hands the parade to the officer of the day who orders "**Officers - Fall - IN**". The parade is handed to the commissioner, or his deputed officer, who posts district staff.

Meanwhile, the Colour has been uncased and marched to the point from which it will 'take post' and the band will be in position. The parade commander orders "**Colour Party - Take - POST**". Only he salutes as they march in slow time to their allotted position.

The parade marches in 'column of route' to its place on the parade ground (which may be as in Figure 3.5). The companies are brought to 'open order' and dressed. Senior invited guests arrive at timed intervals, (junior to senior), with the reviewing officer being last to be received. They are met by the commissioner or his deputed officer.

The reviewing officer is received on parade with "**Parade Royal (General) - SALUTE**". The band plays the appropriate honour, Colour is lowered or let fly, the flag broken and officers not under command salute, taking their time from the officer in command. Flag parties conform with the Colour party, except that flags are lowered in each instance.

The parade is stood 'at ease' and the inspection proceeds with the officer in charge of each company bringing his company to 'attention' as the reviewing officer approaches and moving to meet him at the approach flank of his company. The reviewing officer (with or without accompanying person) would be escorted by the host officer (parade commander) who is not involved in the exchange of salutes which follows.

Courtesies are exchanged and he accompanies the reviewing officer through his company, moving beside, but on the side farthest from the rank being inspected. If the reviewing officer is accompanied, this person should be similarly conducted through the ranks by the next senior officer of the company. If that companion is a female, it is appropriate that she should be conducted by the senior female officer.

The company commander moves with the reviewing officer to the departure flank of his company, courtesies are exchanged and the reviewing officer moves to be met by the next company commander. The commander of the inspected company moves to his position and orders his company to 'stand at ease' as the inspection of the next company begins.

When passing across the front of the Colour party (Colour at the carry), all members of the reviewing party and escort would (if wearing uniform) salute the Colour. Non-uniformed persons react appropriately.

At the conclusion of the inspection, the reviewing officer may present awards or medals. This may be before or after he addresses the parade.

The commissioner responds and may request permission to 'Troop the Colour' and/or that the reviewing officer 'Review the Parade in a March Past'. (Paragraph 203.4).

The parade returns to 'close order' before the march past. When the 'close order' is given prior to 'march off', officers and supernumeraries do not conform if the next order will move the parade to 'column of route'. On that order, they will move to position. If the interval does not permit their moving to correct 'column of route' position, the order should be 'column of threes', with each company commander ordering 'column of route' as the distance becomes available for that formation.

The parade commander, after he has marched past and saluted, moves out from the parade and places himself on the right of the dais and must remain there until the parade has passed. The second in command assumes command.

The parade may return to re-form for the departure of the inspecting officer and senior guests (in reverse order to arrival); or the 'march past' may lead off to the 'dismissal' area where the Colour is 'marched off', 'cased'; and the parade 'dismissed'.

The Colour Party and Flag Parties

501 - General Instructions

This chapter details information relating to the Colour, the Cadet Flag and other flags of St John Ambulance Australia Operations Branch. All Operations Branch members should be conversant with the correct procedures.

General Regulations outline the conducting of parades and define the size and embellishment of the Colour and those flags, the honours due to them and when they will be carried on parades.

The Colour should have been 'consecrated' at a parade ceremony similar to that in paragraph 704 and flags 'blessed' as referred to in paragraph 705. When the Colour is received on a parade, only the commissioner or officer commanding salutes. Persons in uniform not on parade salute and spectators stand (males removing hats). This is timed from the Colour bearer's "Quick (Slow) - MARCH" until he orders "HALT" or the band ceases to play. Similar principles apply at the 'march off' when the salute ends as the Colour party moves off the parade ground.

The Colour party at all times will dress automatically 'by the centre'. When the Colour is at the 'carry' or 'slope' while marching in quick time, the free arm will be swung.

501.1 - Method of Wearing Colour Belt

The Colour belt is to be worn over the left shoulder so that the socket is positioned centrally in front of the body. Buckles are provided for length adjustment. The length of the belt is to be adjusted so that the lowest corner of the Colour can be held with the centre of the right hand opposite the mouth, back of the hand to the front. Some colour belts may be so designed that they can be worn only over the right shoulder.

502 - Position on Parade

When on parade 'in line', the Colour party will be placed between the centre companies, Colour bearer and escorts in line with the front rank and junior escorts (if used) in line with the rear rank and covering.

In 'mass', they are between the leading companies as above.

In 'column of companies', the Colour party is to be centre rear of the second company with its front rank 10 paces in rear of the supernumerary rank.

In 'close column of companies', this distance will be reduced to 3 paces.

In 'column of route', the Colour party will be positioned in the centre of the column, the front rank 5 paces in rear of the preceding company.

If ordered to 'retire', the Colour party is to turn about but remain in its original formation.

503 - Carrying the Colour

At the 'halt':

- uncased Colours are generally at the 'order' or 'carry'
- during the inspection they will be at the 'carry'
- the Colour party does not 'stand easy'
- the reviewing officer will salute when passing the Colour on his inspection of the front rank, but not during inspection of the second and subsequent ranks.

On the 'march':

Uncased Colours are at the 'carry' when:

- marching to and from the parade ground
- on the parade ground
- marching in slow time (all occasions), lowered when appropriate but never in quick time (let fly).

At other times uncased Colours

- are to be carried at the 'slope',
- being automatically brought to this position on 'quick march'
- and returned to the 'order' when the Colour party halts.

Cased Colours:

At the 'halt' - remain at the 'order'.

On the 'march' - carried at the 'slope'.

Timing Colour drill is to be carried out at 40 movements to the minute.

When there are only two movements with the Colour, the Colour is to be moved on the first and third movement.

Colour party changing position When the Colour party is in line, changes of direction and formation are to be made by forming and turning. Bearing in mind the detail of wheeling, it could be acceptable to wheel. When in file or single file, changes of direction are to be made by wheeling or turning.

504 - Compliments by the Colour

When the Colour is carried 'cased', the Colour party will pay all normal compliments but when 'uncased', they will respond only to those entitled to have the Colour 'lowered' or 'let fly'.

In general, the drill is the same for Colour and flags, except that flags will be 'lowered' in quick time, and the Colour will not. It will be 'let fly' only, but will be 'lowered' or 'let fly' on the slow march, according to the entitlement of the person reviewing the parade. Flags will be lowered. The Colour party does not give the "Eyes - RIGHT"; the flag party does.

During a ceremonial parade, when the reviewing officer is inspecting the parade, the Colour will be at the 'carry'. Parade members make no response to his salute in passing their front. The Colour is 'lowered' during the playing of the National Anthem but not when it is sung as a hymn.

Those entitled to the compliment that the Colour be lowered to are:

Royal Personages

- Her Majesty The Queen
- His Royal Highness The Prince Phillip
- Her Majesty Queen Elizabeth The Queen Mother
- Other members of the Royal Family (having the title Royal Highness)
- Foreign Sovereigns and members of reigning Royal Families
- Presidents of Republics, Commonwealth and foreign.

Vice-Regal Personages

- His Excellency The Governor General
- His Excellency The Governor of a State of Australia
- His Excellency The Lieutenant Governor, or Commissioner, if administering a government.

Those to whom the Colour is Let Fly are:

- Governor-General, Governor, Commissioner or other officer administering the Government of a Commonwealth country, state, colony or mandated territory
- Prime Minister (or Acting Prime Minister)
- President of the Senate, Speaker of the House of Representatives, Chief Justice of the High Court, Federal Executive Councillors.

Service Officers

- Admirals of the Fleet, Field Marshals and Marshals of the R.A.A.F.
- Other Service Officers and Distinguished Persons received on parade with a General Salute.

505 - The Colour Party and Flag Party

The Colour Party

The Colour is carried by the Colour bearer (officer in charge of the Colour party) and normally escorted by two senior NCOs.

The Order of St John is a non-combatant organisation and therefore does not bear arms. Escorts to the Colour will consequently at all times be unarmed.

By the nature of the tradition of Colours, it is appropriate that these members should be adult males but as our organisation also includes adult females and cadets of both sexes, it could be appropriate that the Colour party represents all groups. The Colour party can comprise six persons, including junior escorts, which in our organisation could include females and cadets in a supplementary rank.

They must be conscious at all times of their responsibility to the Colour and its traditions. There must be a high standard of drill and discipline at all times. White gloves must be worn by all.

Except when responding “**Sir/Madam**” to the direction of the officer commanding or when it is necessary for the band to play on the order of the Colour bearer, commands to the party will be given only with such force that the party will be certain to hear.

505.1 - The Cadet Flag Party

The flag is carried by a senior cadet in charge of the party and escorted by two cadets. On occasions an officer of cadets may be detailed as flag bearer with senior cadets as escorts.

The Cadet Flag party conforms to all orders given to a parade and when on parade with the adult divisions or other organisations, the flag will be carried at the head of the cadet divisions only and not at the head of the procession unless otherwise ordered.

While this flag will not be saluted, it will otherwise be treated with all respect. The standards of dress and discipline will be the same as for the Colour party.

505.2 - Other Flags

National, State and Operations Branch flags may be carried on parades at the discretion of the commissioner but caution should be exercised as to the total number of flags carried on any parade.

Flags should never be defaced. If it is desired to have any inscription/identification, this should be on a plate affixed to the pike rather than on the flag itself.

The drill will be the same for the Colour and flag parties except where noted in the particular movement detail and in paragraphs 501 and 504.

506 - Order, Carry, Slope

506.1 - Position of the Colour at the Order



Figure 5.1 Colour at the order

The bearer stands to 'attention'. The Colour pike is held

- in a vertical position at the right side,
- the base of the pike resting on the ground in line with and against the right toe,
- the right hand gripping the pike at the lowest corner of the Colour
- and the right elbow close to the side.

The left arm is as at 'attention'.

When a Colour or flag is carried at the 'order' (paragraphs 703 and 707), the Colour or flag is raised 15 cm and the left arm brought across horizontally to support it as the party moves to position.

Note: The Colour should not be stretched tightly downwards but should be allowed to hang naturally.

Position of stand of ease Carry the left foot off to the left as in paragraph 102. The left hand remains at the side and the Colour is kept vertical at the right side.

506.2 - The Carry from the Order

- a. 1st Movement. Raise the Colour smartly to a vertical position in front of the body, bringing the right forearm along the pike for control. At the same time, bring the left hand to the base of the pike to guide it into the socket of the Colour belt, keeping the left elbow into the body.
- b. 2nd Movement. Cut the left hand smartly to the side and at the same time raise the right forearm to a horizontal position.

Note: a. Pike to be vertical.

- b. Centre of the right hand opposite the mouth, back of the hand to the front.
- c. Wrist and forearm at right angles to the pike.

506.3 - The Order from the Carry

- a. 1st Movement. Raise the Colour until the pike is clear of the socket of the Colour belt, controlling the base of the pike with the left hand and lowering the right forearm on to the pike for control.
- b. 2nd Movement. Lower the Colour to the position of the 'order' catching the pike with the left hand, left forearm being horizontal.
- c. 3rd Movement. Cut the left hand to the side.

506.4 - The Slope from the Carry

- a. 1st Movement. Lower the right forearm along the pike and raise the Colour just clear of the socket of the Colour belt controlling the base of the pike with the left hand.
- b. 2nd Movement. Lower the Colour smartly on to the right shoulder and, at the same time, cut the left hand to the side. The angle of the Colour pike should be approximately 45 degrees, right elbow into the right side and forearm horizontal.

507 - Let Fly

The Colour will be 'let fly' on those occasions as detailed in paragraph 504.

To let the Colour fly - When at the carry only

Release the Colour with the right hand and seize the pike again immediately by sliding the right hand down and then back up the pike. This may be at the halt or on the march.

To catch the Colour

With the left hand grasp the pike, directly under the right hand, back of hand to the front, both forearms along the pike. Release the right hand and grasp the Colour. Return the right hand to the pike as in the first movement of the 'carry'. Cut the left arm to the side and at the same time raise the right forearm to the second position of the 'carry'.

Note:

- a. If the Colour is flying to the left, remove the left hand and recover the Colour as detailed.
- b. If the wind is very strong and the Colour cannot be caught, the bearer is to lower the Colour to the 'order' (paragraph 506.1), catch the Colour and resume the 'carry' position.
- c. The escort may assist when necessary.
- d. On the march, these movements are carried out on successive beats of the left foot.

508 - To Lower at the Halt and on the March

To lower the Colour at the halt

- a. On the caution "Royal Salute", the Colour is to be 'let fly'.
- b. 1st Movement. Raise the Colour pike clear of the socket of the Colour belt, at the same time dropping the right forearm on to the pike.
- c. 2nd Movement. Lower the Colour. Carry the Colour well to the right and lower it in a circular sweeping motion to a position in front of, and in line with, the right toe, the head of the pike just clear of the ground, the Colour being spread on the ground and to the right of the pike.

Note:

- a. If a strong wind is blowing from the right, carry the Colour well to the left and lower it in a continued sweeping motion to a position in front of, and in line with, the right toe, the Colour being spread to the left of the pike.
- b. When the weather is wet, or on muddy ground, the pike is to be lowered in a circular manner to a horizontal position in front of the right shoulder, with the Colour clear of the ground.
- c. In all cases the pike should be held under the right armpit, back of the hand towards the ground and the right elbow close to the body.
- d. Eyes should be kept to the front when lowering the Colour.
- e. The Colour is to be lowered in time with the musical salute.

Return to the carry from the lower

- a. 1st Movement. Raise the Colour to the position of the 'carry'.
The Colour should be raised with the right hand, assisted by pressure of the pike under the armpit.
The body must not be moved to assist in raising the Colour.
The left hand may be used to guide the pike into the socket of the Colour belt.
- b. 2nd Movement. Catch the Colour as described in paragraph 507.

To lower the Colour when marching past in slow time

On the caution "Eyes" the Colour is 'let fly'. On command "Right" or "Left" the movements detailed above are to be carried out except that the Colour pike is held horizontally in front of the right shoulder and resting underneath the armpit with the Colour hanging.

Note:

- a. The timing of the movements is to be equivalent to 4 paces in slow time.
- b. The Colour party does not turn heads or eyes to the flank.

To return to the 'carry' from the 'lower' when marching past in slow time the movements, as 506.2, are carried out on successive paces of the left foot.

509 - Uncasing the Colour

The Colour party form up at a place convenient to the position on the edge of the parade ground from which they will 'march on' the Colour. The Colour party will be 'at ease' with the Colour at the 'order'.

A case orderly should have been appointed to assist in the uncasing of the Colour, to be responsible for the case during the parade and assist in casing at the conclusion of the parade. The case orderly will move to halt, facing the party, two paces left of and one pace forward of the front rank.

Colour bearer will bring the Colour party to 'attention' and the Colour to the 'carry'. The Colour bearer will order "Uncase the - COLOUR". He will take a pace forward with the left foot, at the same time lowering the Colour to the horizontal, drawing the pike well back under the right armpit to assist in taking the weight.

At this order the case orderly will step forward and when movement of the pike has ceased, will untie the tapes.

The Colour bearer places his left hand inside the case to grasp the Colour.

The orderly removes the case by taking short paces to his left, then places the case over his left arm. If he is short of stature, it may be necessary that he double fold the case so as not to tread on the tapes.

The Colour bearer releases his grasp of the Colour as the case is removed. The Colour bearer and case orderly unwrap the cords and unfurl the Colour. The orderly steps back one pace.

The Colour is dressed. (Paragraph 510).

The case orderly salutes as the Colour bearer resumes the position of 'attention' and brings the Colour to the 'order'. The Colour bearer will check the Colour is correctly dressed, while the case orderly turns about and withdraws.

510 - Dressing the Colour

When the Colour is horizontal and uncased, the Colour bearer may 'dress the Colour'. To do this he moves the Colour closer to the body and, with his left hand, takes hold of the top left-hand corner of the Colour (the free end) and brings the Colour to the perpendicular position. The lowest corner should fall straight down the pike. The Colour bearer should grasp the lower corner of the Colour with his right hand around the pike and the Colour will be evenly distributed on each side of the pike.

When carried on the shoulder, the pike will be kept covered by the overhang of the Colour. At the changing of arms, care must be taken to see that there is the same overhang on the left shoulder as on the right. Should the Colour become disturbed, the Bearer may use his disengaged hand to get the Colour back to the correct position.

This is not a drill movement and should be carried out unobtrusively.

511 - Casing the Colour

The case orderly, standing at ease with the Colour case over his left arm, will be at the place where the Colour party will leave the parade area. He will come to attention as the Colour party approaches.

The Colour bearer will order "Colour Party - HALT" and the orderly will move to face the party, halting 2 paces left of and 2 paces forward of the front rank.

The case orderly salutes. The Colour bearer takes a pace forward with the left foot and lowers the Colour to a horizontal position, drawing the pike well back under his right armpit to assist in taking the weight.

The orderly steps forward close to the head of the pike. The bearer is to order "Case the - COLOUR".

The orderly will assist the bearer to fold the fringe and edge of the Colour over the pike. The bearer places his left hand over the folds for steadiness. This procedure continues with each of the three furls of the Colour until the whole of the Colour is neatly folded along the top of the pike. The orderly then will wrap the cords around the Colour three times while the bearer continues to steady the folds of the Colour. The orderly will place the case over the Colour ensuring that the Colour is not rucked in any way.

After the orderly has tied the tapes the bearer will bring the Colour to the 'order'. The orderly comes to 'attention'.

The Colour bearer brings the Colour to the 'slope', orders "Quick - MARCH" and the Colour party, followed by the case orderly, move to their dismissal point.

The Colour bearer is responsible to ensure that the Colour and Colour belt are returned to safe store. If they should be damp, he will uncasing to allow drying and only when totally dry will the Colour be cased and returned to its keeping place.

512 - Marching the Colour on Parade

The Colour party, having uncased the Colour, is to be halted at the edge of the parade ground, escort at 'attention', Colour at the 'order', until ordered to march on. The Colour where possible is received from the front of the parade.

Flag parties will march on and off parade in quick time, Colour party in slow time.

The commissioner or officer commanding calls the parade to 'Attention' and orders "**March on the - COLOUR**". The Colour bearer responds "**Sir/Madam**". The Colour bearer brings the Colour to the 'carry' and orders "**Colour Party - Slow - MARCH**" on which the band commences to play and Colour party steps off.

OR

He omits the 'march' and the drums commence 2 three-beat rolls, at the completion of which the band commences to play and the Colour party steps off without further word of command.

Only the commissioner or officer commanding will salute. Persons in uniform not on parade salute and spectators stand; males remove hats.

The Colour party will move to their positions by a series of forms or wheels. The band is to cease playing as soon as the Colour party is in position. The Colour bearer will bring the Colour to the order. The parade will be moved to "**Stand at - EASE**".

513 - Marching the Colour off Parade

The parade will be brought to 'attention'. The commissioner or officer commanding orders "**March off the - COLOUR**". The Colour bearer responds "**Sir/Madam**", and brings the Colour to the 'carry'. He orders "**Colour Party - Slow (Quick) - MARCH**".

Similar action as above applies to the band and to 'compliments'.

The Colour party will move by a series of forms or wheels to the place where the Colour will be 'cased' and follow procedures as in paragraph 511. The band will cease to play when the Colour party has moved off the parade.

Persons in uniform not on parade will salute and spectators stand; males remove hats till the band ceases to play. The parade will be 'dismissed' or marched to its dismissal point where normal procedures will be carried out.

514 - Trooping the Colour

The practice of 'Trooping the Colour' is a ceremony of symbolic trust and reverence, where everyone on a parade has a close view of the Colour and pays it honour as it passes their front.

The Colour may be trooped on appropriate occasions with the permission of the reviewing officer, on the request of the commissioner.

Consideration must be given to the position of all units on the parade, relative to the route to be followed by the Colour. The parade will be 'at ease'.

The commissioner will order "Colour Party Will Troop the Colour". The Colour bearer will respond "Sir/Madam" and will bring the Colour to the 'carry'. He will order "Colour Party - Slow - MARCH", with band procedures as in paragraph 512. The Colour party will move by a series of forms or wheels to pass in front of all units on parade.

The officer commanding each company will order that company to 'attention' as the Colour approaches and flags will be brought to the 'carry'. As the Colour passes his company front, he will salute and flags will be lowered. As the next company orders 'attention', he will cut the salute, flags will return to the 'carry' and he will stand his company 'at ease'.

When passing the reviewing officer, he will salute the Colour which, if he is entitled to a 'Royal Salute', will be 'let fly' and 'lowered', then returned to the 'carry'. If he is entitled to a 'General Salute', the Colour will be 'let fly' and 'caught'. See paragraph 504, Compliments. The paces of these honours will to some extent be governed by the distance available but should not exceed 10 paces before and after the person being honoured.

Persons in uniform, not on parade, will salute and spectators will stand; males remove hats while the Colour passes their front. The band will cease to play as the Colour regains its place on parade and the Colour is returned to the 'order'.

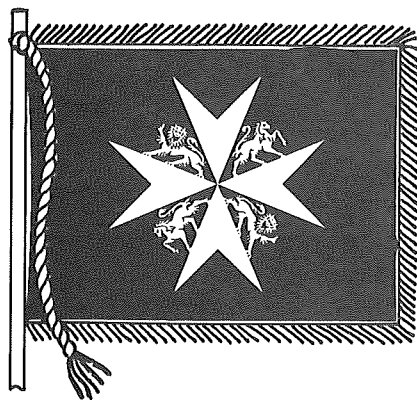


Figure 5.4 St John Ambulance Australia Operations Branch Colour

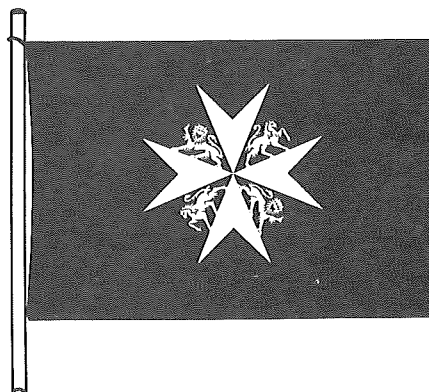


Figure 5.5 St John Ambulance Australia Flag

Procedure for Display of Flags

Statements in this chapter relate mainly to the Australian flag. Its component parts are so easily identified that, without knowing the correct names of the parts of a flag, it is easy to relate the flying/displaying of other flags whose parts are less definite (e.g. the St John flag) so they will be correctly flown/displayed.

601 - Australian National Flag

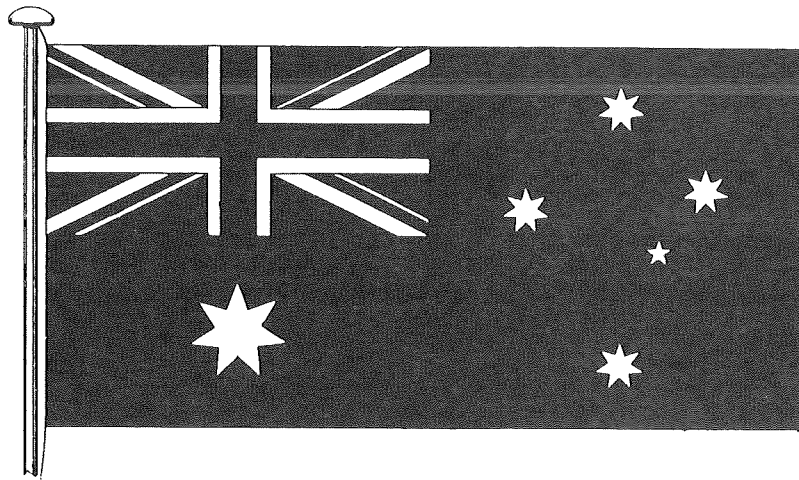


Figure 6.1 The Australian National Flag

Design of the Flag

The Australian National Flag consists of a blue field with the Union occupying the upper hoist (the Union occupies one-fourth of the flag), a seven-pointed star (the Federation star) in the lower hoist pointing direct to the centre of the Union and, in the fly, five stars representing the constellation of the Southern Cross - all stars are white. The length of the flag is twice the depth at the hoist.

The Australian Red Ensign

The Australian Red Ensign is the flag of the Australian Merchant Service. It is flown only at sea and never on land.

Dignity of the Flag

The Australian National Flag should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity, nor displayed in a position inferior to any other flag or ensign. It should always be flown aloft and free, with all parts of the flag able to be readily seen. It should be raised quickly, and lowered slowly, ceremonially, and carefully gathered in without touching the ground.

It should be well illuminated if it is to be flown at night. If this cannot be done, it must be ceremonially lowered at sunset.

When the flag is hoisted or lowered or when it is carried in a parade or review, all persons present should face the flag; men should remove their hats and all should remain silent; persons in uniform should salute. Those on parade follow parade procedures.

Improper use or display of the Australian National Flag

It should not be:

- so fastened or used that it can fall on the ground except when lowered as a salute on a parade
- permitted to lie upon the ground
- used to hide a space between the floor and the lower level of a desk, dais or platform
- used as a cover for a table or chair
- defaced by any object or badge attached or superimposed on it.
- flown together with the Australian Red Ensign
- used for advertising purposes.

Unveiling Ceremony

The Australian National Flag should form a distinctive feature of the ceremony of unveiling of a statue or monument. It should not be used as the covering of the statue or monument.

Distress Signal

To fly a flag upside-down is a signal of distress. The Australian National Flag should not therefore be displayed with the Union down on any occasion except as signal of distress.

Disposal of the Flag

When the flag becomes dilapidated and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning privately.

Application of the Rules

These rules apply to the flying of the Australian National Flag by all private citizens and bodies corporate on land. They do not apply to the flying of flags on aircraft, ships or other sea-going craft, nor to the flying of flags by Her Majesty's Australian Armed forces. This does not affect the right or privilege of a person to fly the Union Jack.

602 - Raising and Lowering a Flag

The following days are annually commemorated throughout Australia and on these occasions and also on any other days proclaimed, the Australian National Flag should be flown.

- | | | |
|----|-----------|--|
| 1 | January | - Anniversary of the establishment of the Commonwealth of Australia. |
| 26 | January * | - Australia Day. |

6	February	- Anniversary of the Accession of the Sovereign.
	March	- Commonwealth Day: second Monday.
21	April	- Anniversary of the Birthday of the Sovereign.
25	April #	- Anzac Day (flags to be flown at half-mast till noon, at the masthead till sunset).
9	May	- Anniversary of the inauguration of Canberra as the Seat of Government of the Commonwealth (Canberra only).
2	June	- Anniversary of the Coronation of the Sovereign.
10	June	- Birthday of the Consort of the Sovereign.
	June *	- Official Birthday of the Sovereign (the actual date of the Queen's Official Birthday is proclaimed annually).
4	August	- Birthday of the Queen Mother.
24	October	- United Nations Day.
11	November #	- Remembrance Day (flags to be flown at the peak from 8 a.m. to 10.30 a.m., at half-mast from 10.30 a.m. till 11.03 a.m. and at the peak from 11.03 a.m. for the remainder of the day).
14	November	- Birthday of Heir Apparent.

Days of National Mourning

* And on the public holiday observed in the States and Territories.

The Australian National Flag should be displayed where possible in or near every Commonwealth polling place on days when a vote is being taken for the purpose of the Commonwealth. Other flags including St John Flags should be flown on appropriate days, and in such situations as camps.

Flags may be raised 'open' or hoisted to the mast head and 'broken'. Flags for hoisting up a flag pole have a short rope sewn in their hoisting edge (the hoist). The short end includes a toggle affixed very close to the top of the flag. The lower end should have from 50-75 cm of rope ending in a spliced eye. When you are planning the ceremonial raising of a flag, a check should be made to ensure the fittings on your hoist are compatible with those on the hoisting rope or wire (halyard). The halyard should have a loop which will accept the toggle from the flag and a clip which will accept the loop of that hoist. The loop and clip of the halyard should clip together when no flag is being flown. A 'bridle' (as long as the hoist of the flag) should exist between these two ends of the halyard so that when unclipped to insert the toggle and loop of the flag, mishandling of those ends will not result in either end flying 'irretrievably' to the top of the pole. The bridle can be removed after the flag is attached and replaced before the flag is detached.

602.1 - Raising

The flag to be flown should be checked, neatly folded and carried over the left arm to the flag pole, by one of the two members of the hoisting party. The halyard should be checked that the loop is uppermost (if not so, the rope should be run through the pole top until in correct position).

The second member of the hoisting party should unclip the halyard and, while retaining a grip on each end, should insert the flag toggle in the loop, testing with a firm tug that it is secure. He should then fix the clip to the eye on the hoist. He should move the halyard slightly to ensure the flag is moving in the correct way, i.e. with its 'upper hoist' uppermost. He should then briskly raise the flag, with the flag carrier feeding out the flag and ensuring it does not fall to the ground.

When the flag is firm against the top of the pole, the halyard should be tied off without slack. The hoisting party turn about and march off.

When the National Flag is being raised in a camp, this ceremony should have been noted in the programme.

During the ceremonial raising or lowering, all ranks turn toward the flag and stand to attention. Officers and sergeants-major are to salute.

602.2 - Lowering

The hoisting party march to the flag pole and stand to attention, one on either side of the halyard.

One member unties the halyard and slowly and ceremonially lowers the flag. The second member gathers in the flag, so that it does not touch the ground. The first member continues to lower until the halyard clip is near chest high. He disengages the eye of the hoist. Holding the halyard clip in his hand, he continues to lower until the loop also comes chest high. The 'bridle', if used, is replaced before the flag is detached. He disengages the toggle and fastens the clip to the loop while the second member collects the flag. He ties off the halyard and turns to assist the second member to neatly fold the flag. This member places the flag over the left arm and they turn together to march off.

For procedure if flag had been at half-mast, see paragraph 603. If in camp, members act as in 'Raising a Flag', (see paragraph 602.1).

603 - Half-Masting

Flags are flown at the half-mast position as a sign of mourning.

Flags should be flown at half-mast when specially demanded by the Sovereign or her representative or when directed by the Prime Minister. The following has been the practice:

- a. On the death of the Sovereign - from the time of the announcement of the death up to and including the funeral. (It is customary on the day when the accession of the new Sovereign is proclaimed for flags to be hoisted to the peak of the staff from 11 a.m. to sunset.)
- b. On the death of a member of the Royal Family - in accordance with special commands from the Sovereign in each case.
- c. On the death of a foreign Sovereign or Chief of State of any foreign country with which Australia maintains diplomatic relations - on the day of the funeral.
- d. On the death of a distinguished Australian citizen such as the Prime Minister or an ex-Prime Minister of the Commonwealth of Australia - on the day of the funeral.
- e. On Anzac Day - flags are to be flown at half-mast position until noon, then raised to the top of the mast for the remainder of the day.

- f. On Remembrance Day - flags should be flown at the top of the mast from 8.00 a.m. until 10.30 a.m., at half-mast from 10.30 a.m. until 11.03 a.m. after the two minutes silence and again at the top of the mast from 11.03 a.m. for the remainder of the day.

Where it is desired by local authorities in cities or towns in Australia to fly the flag at half-mast as a sign of mourning following the death of a local citizen, it would be appropriate to do so on the day of the funeral. The flag should be hoisted to the peak after interment has taken place.

Generally speaking, it is undesirable to fly flags at half-mast on days of National Commemoration (except e. and f. above). If on these days it is intended to honour some distinguished citizen who is deceased, it would be appropriate for the flag to be flown at half-mast on the building in which the deceased is lying in state and at the peak on other buildings. The flag on that building should be hoisted to the peak after the body has been removed. When memorial services are held on days when 'half-mast' is not prescribed, the flag should be half-masted a quarter of an hour before the service is to begin. At the end of the service the flag should be hoisted to the mast head.

To achieve the half-mast position the flag will be briskly raised to the top of the flag pole, (as in paragraph 602.1) then in a continuing movement lowered slowly to half-mast.

It is important that the flag appears to be at half-mast and not to have fallen away from the top of the flag pole. This will generally be attained when the top of the flag is one third of the total length of the flag pole from the top.

Before lowering the flag for the day, it should be once again raised briskly to the top of the flag pole and then lowered slowly as for 'lowering a flag' (paragraph 602.2)

604 - Folding a Flag

To enable a flag to be broken at the mast-head the flag should be folded and 'tied' as in Figure 6.2.

The hoist should be firm around the bundled flag so that the loop formed under the encircling hoist will stay in place unless pulled firmly and sharply. Check that you have not placed this loop so that it will form a knot when pulled.

605 - Breaking a Flag at the Mast Head

The flag folded as above is attached to the halyard (as in paragraph 602.1.). When raising it to the top of the flag pole, care must be taken that no tension is placed on the hoist loop. The flag must be at the top of the pole and the halyard tied off firmly. At the appropriate time, a firm, sharp pull on the halyard attached to the loop, will free the bundled flag which should fly free. The halyard should be adjusted and tied off firmly.

606 - Display of a Flag or Flags

606.1 - Display of the Australian National Flag

The Australian National Flag should be displayed as follows:

Position of the Union

- a. On a staff - with the Union in the position nearest the peak of the staff. When carried, the flag should be aloft and free.
- b. On a halyard - with the Union uppermost, hoisted as closely as possible to the block, with the halyard taut.
- c. Flat against a wall - with the Union in the upper left hand corner as viewed by a person looking towards the wall, no matter whether suspended horizontally or vertically.
- d. Suspended vertically in the middle of a street - with the Union towards the north in an east-west street, and towards the east in a north-south street, thus being on the left of a person facing east or south respectively.
- e. When used to cover a casket at funerals a new flag should be used (if possible) - with the Union over the left shoulder of the deceased. The flag should be removed before the casket is lowered into the ground.

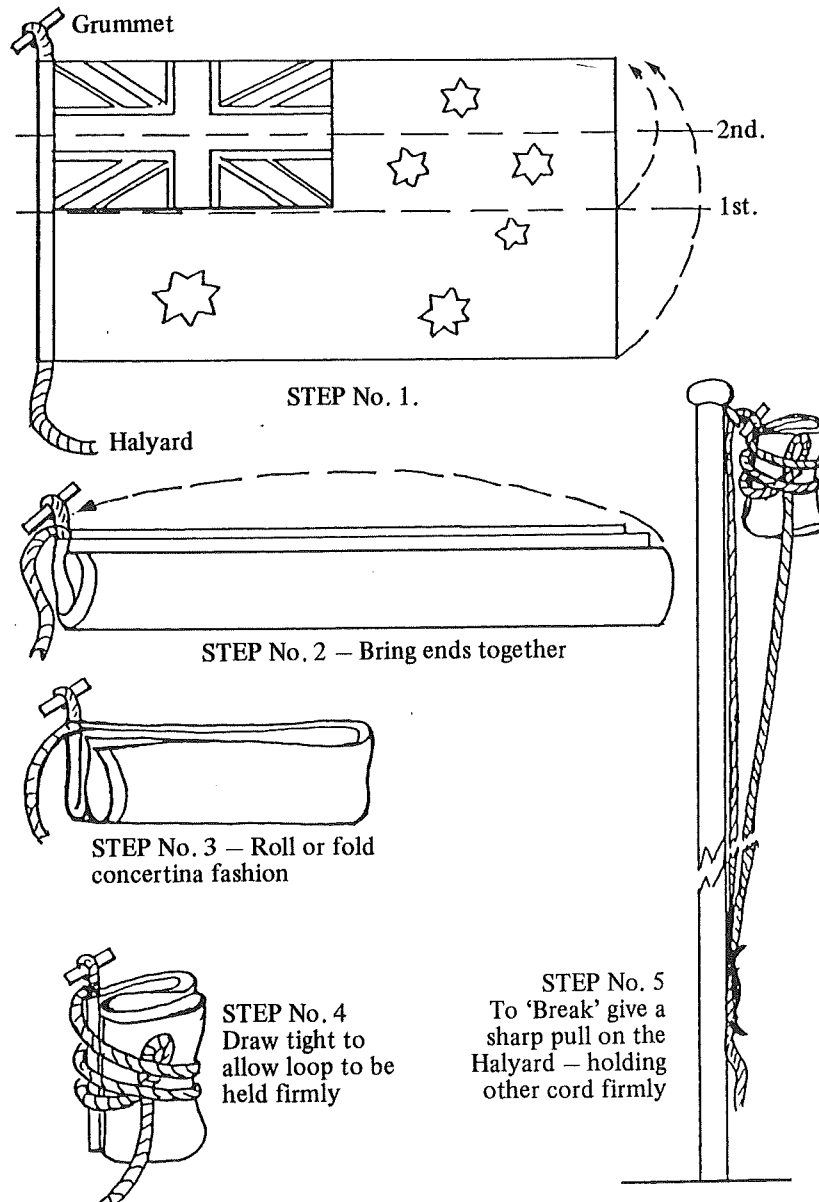


Figure 6.2 Folding a Flag for Hoisting

606.2 - Position of Honour

When displayed alone or with other flags, the Australian National Flag should take the following positions:

1. When displayed alone - on a speaker's platform:
 - a. Flat against the wall - above and behind the speaker (as 606.1-c).
 - b. On a staff - on the speaker's right as he faces the audience.
2. When displayed at a meeting from a staff which is not on the speaker's platform - at the right of the audience as they face the platform.
3. When displayed with the flags of one or more sovereign nations:
 - a. With the flag of another nation on separate staffs, the Australian National Flag should be flown on the right (i.e. on the left of a person facing the flag) and at the same height.
 - b. With another flag against a wall from cross staffs, the Australian National Flag should be on the right (i.e. on the left of a person facing the flag) and its staff should be in front of the staff of the other flag.
 - c. With the flags of States or towns or pennants of societies on the same halyard, the Australian National Flag should always be at the peak.
 - d. In an enclosed circle of flags, the Australian National Flag should be flown on the flag-pole immediately opposite the main entrance to a building or arena.
 - e. In a semi-circle of flags the Australian National Flag should be in the centre.
 - f. In a line of flags, the Australian National Flag should be in the centre when one flag only is available. Where two flags are available, the Australian National flag should be flown at either end of the line.
4. When displayed with the flag of a State, the Australian National Flag should be flown on the right (i.e. on the left of a person facing the flag) and slightly higher than the State Flag. It is, however, desirable to avoid flying the Australian National Flag and the flag of a State together if possible.

606.3 - General

When flown with the flags of other sovereign nations, no flags should be flown higher than any other, all being the same size if possible. International usage forbids the display of the flag of one nation above that of another nation in time of peace. The Australian National Flag should, however, be hoisted first and lowered last, unless the number of flags permits of their being hoisted and lowered simultaneously.

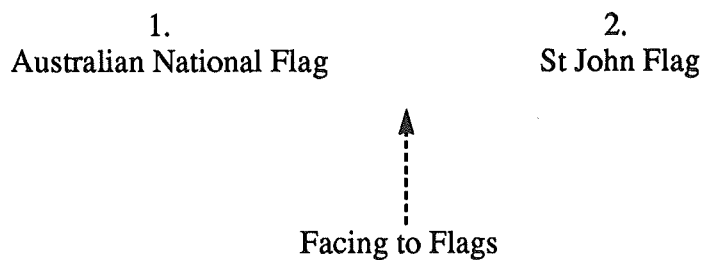
606.4 - Flying of St John Flag

When the St John Flag is being flown, together with National Flags, due consideration must be given to preserving the order of precedence.

The combination of flags most likely to be encountered is given below with the positions in which they should be flown.

a.

1. Australian National Flag
2. St John Flag



b.

1. Australian National Flag
2. Other National Flag
3. St John Flag

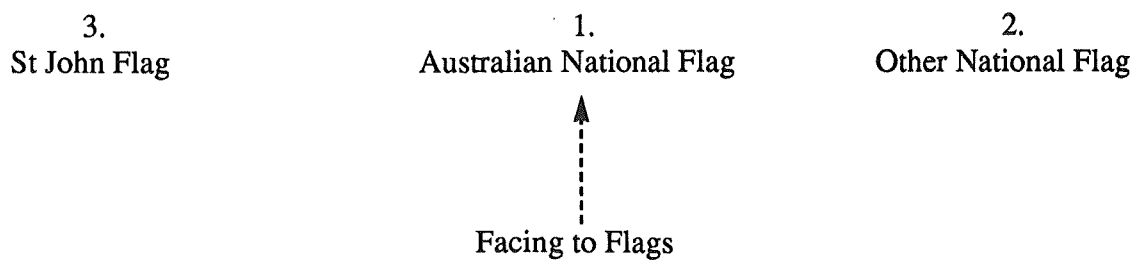


Figure 6.3 Order of Precedence of Flags

Ceremonial

This information is intended to provide a basis which should be adapted to suit the circumstances existing on district and corps occasions. For the division it presents the outline for the ceremony when items of paragraphs 708-712 are to be enacted. It is not for general training, but for those specially detailed for the occasion.

701 - Planning and Preparation for the Occasion

Be aware of the guidelines and restrictions outlined in General Regulations as to the direct approach to dignitaries. The planning should cover all aspects of the occasion: when, where, what, who, time, logistics and hospitality.

WHEN?- In many cases you will have been thinking: "We must have a ceremonial dedication and opening of our new hall; but that is six months away".

In fact, this is the latest your planning must start for any ceremony. First, find a date acceptable to the:

- commissioner or his representative
- chaplain or officiating minister
- dignitaries or donors to be invited
- commitments of district/corps/divisions, bearing in mind major duties requiring many personnel
- also, possible weather patterns in your area should be considered.

Do not plan ceremonies for such days as National Days and Mothers' Day, when many members may have other personal obligations.

WHERE? - This is self-evident for many events, but make sure the location is defined for visitors, with a full address including nearest cross street if the street is a long one. Note any difficulty of access resulting from one-way or closed streets in the area. A reference from a commonly used street directory would be helpful.

Will it be in or out of doors? What if it rains? Physically check all proposed sites, pacing them out. Do not work on what you remember them to be. Check them again the evening before the event as roadworks may have been commenced.

Where will parking be? Will anyone be responsible for this? Will special arrangements be made for the arrival and parking of cars of invited participating dignitaries? Will visitors and parade members be able to see what is going on? Where will parade assembly be? If it involves a public place or shopping complex car park, you will need permission of the local authority or the manager.

If your march to the ceremony will be on a public thoroughfare, you will need to notify and receive permission from the local authority and the police traffic branch whose members will also be involved in controlling traffic during the march. Check out the time needed for this march.

Have you included a rest area from which the duty first aid party may work and to which any person needing attention may be brought? Is stretcher access possible?

Is there a robing area for officiating clergy?

If you are parading without haversacks, have you made provision for those members travelling on public transport to be able to cloak those items securely during the function?

WHAT? - Your parade orders should define the 'what' and 'why' of the ceremony with basic background notes if appropriate. Arrangements should be made to give this information to spectators (via the public address system) while they await the commencement of events.

Once the reviewing officer has arrived, announcements should be restricted to "Ladies and gentlemen, would you please stand" and "Please be seated".

Think how long in total your members will be on parade? What flags will be carried? Will your Colour be paraded? Will flags be flown? Where?

What will be the dress for all? Haversacks? Gloves? Will decorations and medals be worn? For a non-uniformed function, state the dress for males and females and whether miniatures will be worn.

Know the total depth of your parade and the frontage available relative to possible numbers so you can consider the need to modify formations.

WHO? - Who will do what, where, and for how long? Think it through. Plan where principals and audience will stand and move.

Have you advised your clergy of the basic form of service which covers such occasions and that a uniformed body, except in a consecrated building, does not remove hats/caps for prayers.

Suggest a time to those who may be required to make a speech. They may be struggling to cover 20 minutes when what you had in mind was two minutes.

Have you discussed with your band what will be needed, i.e. 'Advance Australia Fair', 'God Save the Queen' (full or six bars), musical salutes, slow time, quick time, selection for inspection and the possible time needed of each. Do they need seating? (See also paragraph 411.2, Bands).

Who will receive official guests? Where? Do you need a person to open doors of their cars?

Who will be responsible for publicity, its nature and possible media attendance?

TIME - Do not plan for a ceremony which will go on and on. Keep your timing tight. Your start and stop times should allow reasonable travel time for participants before and after a conventional meal time.

Do not plan a display which needs a long preparation time nor one which needs to be seen close up to be appreciated. Have a competent commentator to accompany the display.

LOGISTICS AND HOSPITALITY - Do you need tables, chairs, sound system, microphones, rubbish bins, table furnishings, tea cups, etc.?

Can you use remote microphones to avoid the necessity of trailing wires?

Where will you get this equipment? Who will deliver it? When? Who will receive it? Where? And there are similar questions for the return afterwards.

Are you planning hospitality from a cup of tea up to a full meal? Who will provide the edibles, the cups of tea, the cool drinks and most importantly the work attached to this?

What will the cost be and where will the money come from?

701.1 - Parade Orders

Having sorted out all the above, you are in a position to plan your parade orders, specifying essential information and timings discussed above.

If service clubs such as Rotary and Apex and donors are involved in the project, make sure they get a mention, with the names of the persons representing them and their functions in those organisations.

Do not just say "The band will". Name them. If the Ladies Auxiliary is providing hospitality, say so. If this hospitality is restricted to just a few guests, it would be preferable this be not mentioned, except in a letter to the people concerned.

When using ranks, authority and post-nominals, be sure all are correct as at the present time and that all names are spelt correctly.

General Comments: Do not be a one man band; communicate and delegate responsibility. Write down proposed actions and indicate that they have been confirmed so that any one can take over should you be out of action for any reason. Have in mind a 'stand in' for all roles and keep this person aware of plans. This can even apply to your sites, as building and roadworks can commence after your parade orders were promulgated.

Should no chaplain or assistant chaplain be available, the officiating minister will be referred to as "Reverend Sir", "Rector", "Vicar" or as that person wishes to be addressed.

701.2 - Prayers

It is customary for uniformed members to remove head-dress for prayers only in a consecrated building. However, as a courtesy this should always be referred to the officiating clergy who may have strong views to the contrary and request removal of head-dress outdoors.

A quiet rehearsal, prior to the parade coming before the public, can make a smart drill of this, without shouted orders. The parade should follow the actions of a designated officer in a prominent position.

701.3 - Property

All property, vehicles and equipment are nominally vested in the Most Venerable Order of the Hospital of St John of Jerusalem through the relevant incorporated State Council. In practice, it is usual to have such items presented to the commissioner (or a senior officer representing him) as a representative of the State Council Executive Committee. After officially receiving the item, he will call for its blessing, after which he will formally hand it to the district, corps or division.

In preparation, check:

- that all sites are still available
- that all medals or other items for presentation on the parade are all to hand and that recipients and all involved know their roles
- that (if needed) the Colour, Colour belt and flags are available, with a person who will deliver them to a responsible person at the assembly
- that there is a work party to set up (and remove) dais and seating and, where needed, mark seats reserved for invited guests and those participating
- that there are discreet markers on which parade will halt, companies will wheel and to indicate the saluting base, position for microphones, kneeling stool, drum pile, etc.
- and that recorded music, if needed, is available.

After the parade If any errors or omissions have occurred, be sure they are entered on the file copy of orders to which others may refer should a similar parade be planned for the future.

702 - Piling and Unpiling of Drums

This will usually be performed out-of-doors, with the drums providing the base on which a Colour will be laid for consecration.

A pile of drums may also provide the centre point for a 'drum head' church or memorial service.

The maximum number of drums needed would be:

- 1 bass drum
- 1 tenor drum
- 6 side drums; but if necessary this could be reduced to 3.

This should not leave the band who are playing for your ceremony without drums. Consult with the bandmaster and drum major, who may suggest you approach a drum corps band or obtain drummers and drums from another band for this part of the ceremony.

The point at which the pile will be made should be indicated by a discreet marker at the six o'clock position. The centre of the piled drums is approximately 40 paces forward of the front company rank.

The parade will have been formed up, the reviewing officer received and the inspection completed.

Piling of drums The drummers will have moved to line at the rear of the band, so positioned that they may lead off: bass, three sides, tenor, and the remaining three sides. The drum major (in a low voice) orders "**Drummers - Left (Right) - TURN**" and moves to position himself two paces in front of the bass drummer.

The drum major then orders "**Drummers - Quick - MARCH**"; the drum major steps off in quick time, the tap being maintained by the leading side drummer, towards a small marker at the 6 o'clock point of the circle, followed in single file by the bass drummer, three side drummers, tenor drummer and three side drummers.

When a few metres from the small marker at the 6 o'clock point on the circle, the drum major is to veer left and halt one pace on the left of it and turn facing the centre of the circle. The bass drummer is to lead on and follow the circle (of one metre diameter) in a clockwise direction until he has completed a full circle, finally halting at 6 o'clock. Each of the other drummers halts at the appropriate point on the circle. (See Figure 7.1).

When all drummers are in position and halted, the drum major orders "Drummers - Right - TURN"; "Drummers - UNHOOK"; "Pile - DRUMS". The sequence is: all side drums simultaneously, the bass drummer and finally the tenor drummer. To position the drums, the drummers take a short pace forward with the left foot. When their drums are positioned, they resume their position in the circle facing inwards.

After the drums have been positioned, the drum major orders "Drummers - Left - TURN". On this command, the drum major is to incline 'Left' and take two paces forward. The drummers are to turn 'left'. On the order "Quick - MARCH", the drum major and drummers step off in quick time, followed by the stool orderly. The drum major, immediately in front of the bass drummer, leads around the circle in a clockwise direction to 12 o'clock where he veers off to the left of the band as he looks at it. He is followed by the drummers, in single file, in the same order as they approach. When abreast of the drum rank's position, the drum major wheels right and each drummer is to move to his appropriate position in the band and halt. When all are in position, the drum major is to order "Drummers and Duties - Right - TURN".

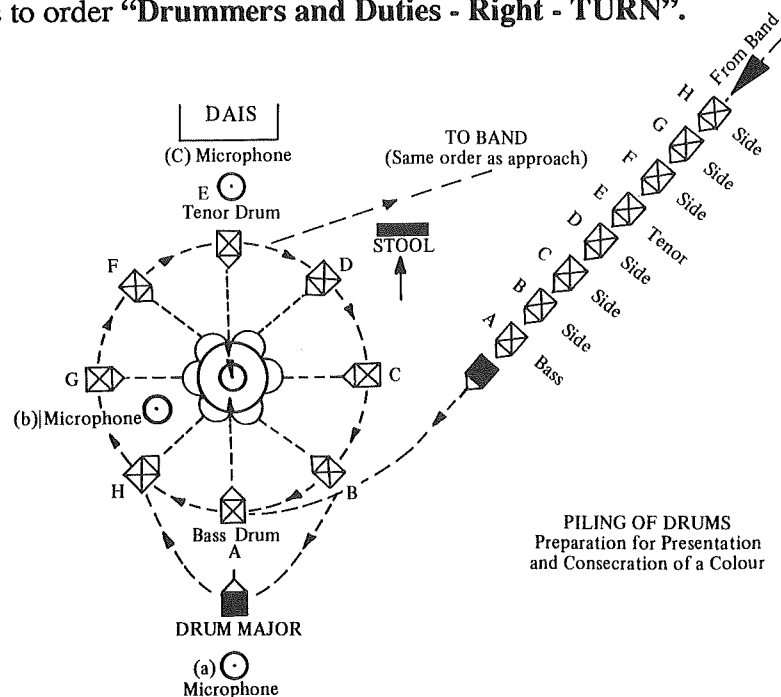


Figure 7.1 Piling of drums

Action of stool and microphone orderlies The stool and microphone orderlies move on action by the drum corps. The stool orderly is so placed that he follows the last drummer. Microphone orderlies are so placed that they may move to place wires to best advantage. If radio microphones are available, the microphone orderly will at this time ensure microphones are attached to the appropriate persons and they know how to switch them on and off. The microphone orderly recovers the microphones while drummers are unpiling the drums. Where the piling and unpiling of drums is not associated with consecration of a Colour, all reference to microphone and stool orderlies should be deleted.

Unpiling of drums When the ceremonial involving piled drums has been completed, drums will be returned in the following manner:

The drum major orders **“Drummers and Duties - Left - TURN”**. The drum major, drummers, microphone and stool orderlies turn left. They are ordered **“Quick - MARCH”** and, led by the drum major, the drummers and duties orderlies move off in single file. The drummers halt on the circle opposite their appropriate points, facing in a clockwise direction. Microphone orderlies halt in front of their microphones. The stool orderly halts on the outer flank of the stool, taking care not to obscure the Colour party.

On the order **“Drummers - Right - TURN”**, drummers turn ‘Inwards’. Other orderlies remain stationary. On the order **“Unpile - DRUMS”**, all drummers take a pace forward with the left foot and unpile in the order: tenor, base, side drums. After recovering the drums, they resume their positions in the circle facing inwards and ‘hook’ drums. The microphone orderlies raise their microphones ready to move off. The stool orderly picks up the stool with both hands and holds it in front of the body.

On the order **“Drummers - Left - TURN”**, the drum major inclines left and takes two paces forward. Drummers turn left. All other orderlies remaining stationary, i.e. facing the saluting point. On the order **“Quick - MARCH”**, the drum major and drummers step off in quick time to the tap of the leading side drummer. They rejoin the band as for the ‘piling of drums’. Microphone and stool orderlies step off and leave the ground on either side of the saluting point.

703 - Presentation and Consecration of a Colour

The parade and ceremonial to follow are a basis on which a ceremony may be built to meet the requirements of your district.

The parade will be formed up at ‘open order’ and visitors and the reviewing/presenting officer received with appropriate courtesies.

The parade is inspected and stood ‘at ease’. The drum corps ‘pile drums’ and return to place.

The Colour party with cased Colour carried at the ‘order’, (paragraph 506.1) quick march on, and halt five paces beyond (as seen from the dais) and facing the piled drums. A senior district officer, accompanied by the case orderly, will move to a position midway between the Colour party and the drums. The Colour is uncased, the orderly receiving the case while the Colour is returned to the ‘order’.

The uncasing officer steps forward to receive the Colour (paragraph 506.1) and turns about to place it draped on the drums, with the pike extended to the right of the drums (as seen from the dais) and about 30 degrees forward of side centre of the drum. The Colour is draped over the front of the drum, i.e. toward the parade. If windy conditions prevail, consideration must be given to placing smooth rounded pegs on the top edge of the tenor drum (between which the Colour pike can be laid) and longer pegs in the ground to hold the lower end of the pike. The uncasing officer and the case orderly retire on the soft voice order of the former.

The chaplain/s and the person presenting the Colour move to their allotted positions. The Colour party moves to a point ten paces forward of and facing the kneeling stool.

The commissioner leads the parade in dedicating themselves and their Colour (see detail paragraph 704). The chaplain/s bless and dedicate the Colour with the parade at 'attention' (see detail paragraph 704).

The Parade will be stood "At - EASE" and will say together the Prayers of the Order, "Pro fide" (paragraph 704.1) and "Pro utilitate hominum" (paragraph 704.2), followed by the Lord's Prayer.

The chaplain/s return to their allotted seating.

The Colour party move forward and 'halt' a half pace from the kneeling stool.

The commissioner calls the parade to 'attention' and he moves forward to recover the Colour from the piled drums. The Colour is held perpendicular in front of the body with the right hand gathering the fringe at its lowest corner, right hand in line with the mouth, elbow kept up in a line with the shoulder, back of the hand to the front, left hand at base of pike and Colour just clear of the body.

The personage to present the Colour moves across to a point immediately in front of the commissioner. The presenting officer takes over the Colour (the grip to be immediately above the commissioner's hands). The Colour bearer kneels with his right knee on the stool.

The presenting officer proceeds to a point immediately in front of the Colour bearer and presents the Colour (grip by Colour bearer to be immediately below the personage's hands) by first placing the heel of the pike into the Colour bearer's Colour belt, and then steps back a pace and 'salutes' the Colour.

The parade is stood 'at ease'. The Colour bearer rises, the Colour is retained at the 'carry' with the party at 'attention'. The presenting officer addresses the parade and the commissioner replies and both retire to the dais.

Drums are recovered and all equipment is taken from the parade area. The Colour party 'about turn'.

Marching the Colour into the line. When the centre has been cleared and the band is steady in its original position, the commanding officer orders "**General - SALUTE**". The band plays the General Salute, eight bars, and the Colour party remains stationary with Colour at the 'carry'. Without further word of command, the band commences to play the National Anthem and the Colour party march in slow time to their positions, in line with the front rank, where they 'halt' and turn 'about'. The Colour party waits until the playing of the National Anthem is completed before turning about.

The Colour may be 'trooped' or the parade may be 'reviewed' in a march past (paragraph 203.4). The reviewing officer and accompanying dignitaries retire and the parade is marched off to 'dismiss'.

704 - The Service of Consecration, Blessing and Dedicating a Colour

The words used in this service may be varied so long as the symbolism, sense of dedication and respect are paramount. In some places alternatives are offered. This service continues from "The commissioner leads the parade in dedicating themselves and their Colour" (see paragraph 703).

The parade is called to 'attention' and all spectators stand.

a. The commissioner will say:

We have come together today to bless and dedicate this Colour of St John Ambulance Australia,District.

This Colour is a constant reminder to us of our duty to our Sovereign, our Country, the Most Venerable Order of the Hospital of St John of Jerusalem, and St John Ambulance Australia, Operations Branch.

May this Colour be a sign of our trust in Him who calls us 'For the Faith' and 'For the Service of Mankind'.

When it has been dedicated it must be treated with special care and reverence and may all who serve under it be ever mindful of the high ideals of our Order of which this Colour is our symbol.

OR

b. *For as much as men at all times have made for themselves signs and emblems of their allegiance to their rulers and of their duty to uphold those laws and institutions which God's providence has called them to obey; we, following this ancient and pious custom and remembering that God himself led His people to Israel by a pillar of fire by night and a pillar of cloud by day, are met together before God to ask His blessing on this Colour which represents to us our duty towards our Sovereign and our Country; and the Most Venerable Order of the Hospital of St John of Jerusalem and to all who are sick and in need. May God cause it to be, to those that serve under it, a sign of His presence in all dangers and distress and may it increase our faith and trust in Him who calls us to His Service.*

The commissioner will then say, and all will respond:

Comm.: *To the service of God and the hallowing of His Holy Name.*

All: *We dedicate ourselves afresh.*

Comm.: *To the love of our Queen and country, and to the welfare of mankind.*

All: *We dedicate ourselves afresh.*

Comm.: *To the maintenance of honour and the sanctity of man's plighted word.*

All: *We dedicate ourselves afresh.*

Comm.: *To the protection and care of all those who pass to and fro on their lawful occasions.*

All: *We dedicate ourselves afresh.*

Comm.: *To the hallowed memory of our history and those whose courage and endurance add undying lustre to our emblems.*

All: *We dedicate our Colour.*

Comm.: *In continual remembrance of our solemn oath and in token of our resolve faithfully and truly to keep it to the end.*

All: *We dedicate our Colour.*

To the Chaplain he will say:

Title e.g. Bishop....., on behalf of St John Ambulance Australia, District, we ask you to bid God's Blessing on this Colour.

OR

Reverend Sirs, on behalf of.....on this Colour.

The chaplain or officiating clergy bless and dedicate the Colour, saying:

In the name of the Father, Son and Holy Ghost we do Bless and set apart this Colour that it may ever remind us of the Mottoes of the Order: 'Pro Fide', 'For the Faith', and 'Pro Utilitate Hominum', 'For the Service of Mankind'. May it be a sign of our duty towards our Queen and Country in the sight of God. Amen.

OR

Each chaplain on the parade is then to move forward in turn to consecrate, bless or dedicate the Colour.

The Chaplain (Anglican), laying his hand on the Colour, shall say:

In the name of the Father and of the Son and of the Holy Spirit, we do consecrate and set apart this Colour that it may be a sign of our duty in the sight of God, towards our Queen, our Country and the Most Venerable Order of the Hospital of St John of Jerusalem and to all who are sick and in need. Amen.

The Chaplain (Roman Catholic), blessing the Colours, shall say:

Bless, O Lord, this Colour which we bless in Thy Name, that those who follow it may be ever mindful of Thy presence, guided by Thy Will and guarded by Thy providence.

Making the Sign of the Cross over the Colour, he shall continue:

In the Name of the Father, and of the Son, and of the Holy Ghost. Amen.

The Colour is then sprinkled with holy water.

The Chaplain (Protestant denominations), laying his hand on the Colour, shall say:

In the name of the Father and of the Son and of the Holy Spirit, we do dedicate and set apart this Colour, that it may be a sign of our duty in the sight of God, towards our Country and the Most Venerable Order of the Hospital of St John of Jerusalem and to all who are sick and in need. Amen.

Commissioner orders “**Stand at - EASE**”.

Then all on parade may say together the following prayers:

- the “Pro fide” (for the Faith - paragraph 704.1)
- the “Pro utilitate hominum” (for the Service of Mankind - paragraph 704.2)
- and the Lord’s Prayer.

The Commissioner at the microphone says the first words of each prayer slowly so all may continue together. The words of the Lord’s Prayer are not printed on an order of service.

Spectators then resume their seats.

The commissioner recovers the Colour from the drum file, hands it over to the presenting officer, who moves to the front of the kneeling Colour bearer. He presents it to the bearer, placing the base of the pike in the cup of the Colour belt, saying:

I give you this Colour in the knowledge that you will guard it well and in the belief that it will always remind you of the trust that is placed in St John Ambulance Australia,.....District. During your future service you will, I know, be always worthy of that trust and strive to maintain the high and honourable standard of which this Colour is a symbol.

He then steps back a pace, salutes the Colour, and the ceremony continues.

This ceremonial parade and order of service are for the first presentation and consecration of a Colour. They will only be used on that occasion or when the old Colour will be ceremonially 'marched off' and a new Colour presented with the above ceremony.

704.1 - Pro Fide - For the Faith

The Lord preserve us in the number of the Faithful; the Lord grant us means and opportunity to do good, resolution to persevere, and grace to attain happily to the blessed inheritance of Eternal Life; that like as charity has united us on earth, so the Divine mercy, which is the help and support of love, may vouchsafe to unite us with His faithful ones in Heaven, through the good gift of Jesus Christ our Lord, who liveth and reigneth with the Father and the Holy Spirit ever one God, world without end. Amen.

704.2 - Pro Utilitate Hominum - For the Service of Mankind

Let us pray God, through Jesus Christ our Lord, that as we wear the Sign of our Redemption, so may we ever remember in our lives that its four arms symbolise the Christian Virtues - Prudence, Temperance, Justice, and Fortitude; that its points represent the eight Beatitudes which spring from those Virtues; and that its whiteness is the emblem of that purity of life required in those who fight for the defence of the Christian Faith and live for the service of the poor and suffering. Amen.

705 - Marching off the Old Colour when Consecrating a New Colour

There will be need of two Colour parties with their attendant uncasing officers and case orderlies.

The parade will be formed up, the old Colour will be uncased and marched on and visitors and the reviewing officer will be received with due honours. The inspection will proceed, after which the Colour will be 'trooped'.

It is customary to march off the old Colour from the left flank, but this may be from approximately the centre of the parade. With the parade at 'attention', the commissioner will order "March off the old - COLOUR". They will 'slow march' past the reviewing officer, with appropriate salute, while the band plays 'Auld Lang Syne' until the Colour leaves the parade ground. The parade is stood 'at ease'.

The new cased Colour is received on parade and the ceremony of presentation and consecration continues (Paragraph 703).

706 - Laying up of the Colour

When a replacement Colour has been presented to a district, the old Colour should be laid up. For St John purposes, this could be in a district headquarters. It should be done on the first Sunday following the 'marching off of the old Colour' and the presentation of the new Colour. A short ceremonial parade (without the new Colour) may be held to mark the occasion.

The old Colour is 'marched on', after which the dignitaries involved take a position facing the parade. With the parade at 'attention' the Colour is 'slow marched' to a position five paces forward of the dignitaries. The commissioner requests the district president to:

Receive and lay up the District Colour.

He responds:

Sir, I receive this Colour for laying up and safe keeping within this building; the Headquarters in.....of St John Ambulance Australia.

The commissioner salutes the Colour, receives it in his right hand and advances to the president. The president takes the Colour and places it in a stand. The commissioner stands the parade 'at ease'. The commissioner makes a suitable address and the president replies. The parade is called to 'attention' and officers salute while the band plays the first verse of the National Anthem. The president and party retire into the building to lay up the Colour while the band plays 'Auld Lang Syne'. The parade then 'march off' and are dismissed.

The Colour should be hung on its pike (horizontal) for a short time before being placed in a glass case complete with its pike.

707 - Presentation and Blessing of a Cadet Flag

The Cadet Flag is authorised to be carried on ceremonial parades by cadet divisions, corps or districts. The flag is not considered as a 'Colour', is not accorded honours but must at all times be treated with respect and dignity.

It may be blessed but not consecrated. This is usually at a church service. The flag would be presented to the divisional superintendent at the parade prior to moving into the church for its blessing with words to this effect:

I (donor) or as representative of the donors, present you this flag in the knowledge that you will guard it well and as a symbol for the Cadet Division of St John Ambulance Australia.

During your future service you will, I know be always worthy of your part in the Most Venerable Order of the Hospital of St John of Jerusalem and strive to maintain that high and honourable standard of which this flag is a symbol.

The superintendent or receiving officer replies suitably and moves to the flag party: carrying the flag at the 'order', and hands it to the flag bearer who places it at the 'order' (paragraph 506.1). The parade is called to attention and the flag is 'marched on' in quick time at the 'slope'.

At a suitable time during the service the superintendent will say:

Reverend - Sir/Chaplain (or as appropriate), we ask that you would bid God's blessing on this flag ofCadet Division.

The flag party, without head-dress (if male), who have been at the 'order' in a convenient position, will quietly move to face the chaplain who will receive the flag and place it on the altar. The flag party will stand 'at ease'.

The chaplain will then say:

We have come together here in the presence of Almighty God to ask his blessing on the Flag of St John Ambulance Australia Cadet Division. This flag is a constant reminder to us of our duty to our Sovereign, our Country and the Most Venerable Order of the Hospital of St John of Jerusalem. May this Flag be a sign of our trust in Him who calls us 'For the Faith' and 'For the Service of Mankind'. When it is dedicated it must be treated with special care and reverence and may all who serve under it be ever mindful of the high ideals of our Order of which this flag is our symbol.

OR

We have come together here in the presence of Almighty God to ask for His Blessing upon this flag. When it has been dedicated it must be treated with special care and reverence, for it bears upon it the eight pointed cross of The Most Venerable Order of the Hospital of St John of Jerusalem. It will therefore be a constant reminder to you of your loyalty to God through Jesus Christ our Saviour. It will keep you in mind of your allegiance to the Queen, to your country and to the St John Cadets. It will remind you of your duty to uphold all that is good and to serve all who are sick and in need. May this flag be a sign of God's presence with you, and may it increase your faith and trust in Him who calls you to His service.

Then follows the eight Beatitudes (Matthew 5: 3, 10)

Minister: *Blessed are the poor in spirit:*
Response: *For theirs is the Kingdom of Heaven.*
Minister: *Blessed are they that mourn:*
Response: *For they shall be comforted.*
Minister: *Blessed are the meek:*
Response: *For they shall inherit the earth.*
Minister: *Blessed are they which do hunger and thirst after righteousness:*
Response: *For they shall be filled.*
Minister: *Blessed are the merciful:*
Response: *For they shall obtain mercy.*
Minister: *Blessed are the pure in heart:*
Response: *For they shall see God.*
Minister: *Blessed are the peacemakers:*
Response: *For they shall be called the Children of God.*
Minister: *Blessed are they which are persecuted for righteousness' sake:*
Response: *For theirs is the Kingdom of Heaven.*
LET US PRAY

Minister: *Let us pray God, through Jesus Christ our Lord, that as we wear the sign of our Redemption so we may ever remember in our lives that its*

four arms symbolise the Christian Virtues - Prudence, Temperance, Justice, and Fortitude: that its points represent the eight Beatitudes which spring from the practice of those virtues and that its whiteness is the emblem of that purity of life required in those who fight for the defence of the Christian Faith and live for the service of the poor and suffering. Amen.

The Lord's Prayer will be said in unison.

The flag party comes to attention.

Blessing of the flag The officiating minister here lays his hand on the flag:

In the name of the Father, and of the Son and of the Holy Ghost, we do dedicate and set apart this flag that it may ever remind us of the Mottoes of the Order: 'For the Faith' and 'For the Service of Mankind' and that it may be a sign of God. Amen.

Any address intended to be made will follow.

LET US PRAY

Minister: *The Lord preserve us in the number of the Faithful: the Lord grant us means and opportunities to do good, resolution to persevere and the grace to attain happiness to the Blessed inheritance of Eternal Life: that like as Charity hath united us on earth, so the Divine mercy, which is the help and support of love, may vouchsafe to unite us with His Faithful Ones in Heaven, through the good gift of Jesus Christ our Lord, who liveth and reigneth with the Father and the Holy Ghost, ever one God, world without end. Amen.*

The flag bearer kneels on his right knee to receive the flag from the officiating minister;

Minister: *Accept, on behalf of your Division, this flag which has been dedicated, remembering the purpose for which it is blessed, the cause of which it is the symbol and the honour in which it is held.*

The flag is then handed to the flag bearer, the minister placing the end of the pike in the cup of the flag belt. The flag bearer rises to rejoin the escorts.

Near the end of the church service, the officiating minister may now pronounce the 'benediction' during which the flag party will be at 'attention'; and the flag bearer will lower the flag if this can be safely done. If the National Anthem follows, sung as a hymn, they will not lower the flag, but remain at 'attention'. The flag party will 'about turn' and will 'slow march' with the flag at the 'carry' to the porch or vestibule of the church, put on their head-dress and remain till the parade has retired and re-formed, when they will 'quick march' on to their place on parade. The parade will move to its 'dismiss point'.

General It is not usual for this flag to be formally 'uncased' and 'cased'. This ceremony may be adapted for divisional, corps or district flag for adults or cadets.

Flags which have been 'blessed' should not be flown at the mast head at an inspection, camp or first aid station (as in General Regulations. 12.7 and 14.32) nor will they be laid on a funeral casket. Flags which have been 'blessed' should be formally carried on parades and/or installed in the headquarters of a division.

708 - Headquarters Dedication and Opening

This ceremony may be adapted for division, corps or district.

If the weather is fine, a Guard of Honour will parade in front of the building to be dedicated. The door of the building will be closed.

Note: Do make sure before the ceremony commences that the door will open easily.

The parade will be formed up with the Guard of Honour in place; and the officiating chaplain convenient to the doorway. The commissioner or State Council Representative (S.C.R.) will be received on parade and will inspect the Guard of Honour. He then returns with the parade commander to the position near the door, where the chaplain waits. The S.C.R. will respond to salutes given him, as appropriate to his wearing uniform or not.

The divisional superintendent will salute and then lay his hand on the building and say to the S.C.R.:

Sir, this building has been acquired and prepared to further the work of the Most Venerable Order of the Hospital of St John of Jerusalem and its Foundations, particularly St John Ambulance Australia Division, and is ready for that purpose. Accordingly I now deliver to you, as representing the State Council, the documents vesting this property in the Order.

The divisional superintendent hands the documents to the S.C.R and salutes and the S.C.R. advances and lays a hand on the building and says:

Confrere (Sir), in the name of our Venerable Order I take possession of this building, and on behalf of the State Council I congratulate you on having been able to provide the Division with such premises for headquarters; but, before it is used for that purpose, I call upon our Confrere, the Officiating Chaplain, to dedicate the building to the Glory of God for the furtherance of the work of our Most Venerable Order and particularly that of its Training and Operations Branches on behalf of those who are sick and injured and in the training of those who take part in that work.

The officiating chaplain advances and in his turn lays his hand upon the building, and says:

Bless, O Lord, we beseech Thee this house and grant all those who minister therein before Thee, in the work of our Most Venerable Order and its Foundations, may do good service to the Honour of St John and the Glory of Thy Name. Amen.

Here he shall take his hand off the building and continue:

*Let us pray God, through Jesus Christ our Lord, that He would bless and preserve all Christian Kings, Princes and Governors and most especially our most Gracious Sovereign Lady, Queen Elizabeth, the Sovereign Head of our Order, that under her we may be Godly and quietly governed. Amen.
Let us pray God, through Jesus Christ our Lord, that He would bless and protect Richard, our Grand Prior, and all who wear the eight pointed Cross of St John, particularly those who serve our Most Venerable Order and its Foundations in this building and throughout and so inspire them*

that they may ever remember to act in defence of the Christian faith and in the service of the poor and suffering. Amen.

Let us pray God, through Jesus Christ our Lord, that he would grant health to all who are sick or wounded and have pity upon all prisoners and captives, that they, being delivered from their sickness and captivity, may come to give Him thanks in His Holy Church. Amen.

Let us pray God, through Jesus Christ our Lord, that He would give to the benefactors of our Order a full reward for their pious works and would grant them everlasting life after death. Amen.

The officiating chaplain will then lead in the Lord's Prayer, in which all shall follow him. At the conclusion of the prayers, the assistant chaplain will bow to the S.C.R. and stand to one side.

The divisional superintendent may then request the S.C.R. to unveil a plaque commemorating the official opening of the building. When the plaque is unveiled, the divisional superintendent will hand to the S.C.R. the key to the building. The S.C.R. will then advance and open the door saying:

This building is now open to serve as Headquarters of the Division, St John Ambulance Australia, and for the advancement of the work of the Most Venerable Order of the Hospital of St John of Jerusalem and I wish all present to enter.

When all present have entered, the parade will be 'dismissed' to follow in.

Where a plaque is to be unveiled, it should be mounted on a firm frame or easel adjacent to the door, with a cover which may be easily moved to unveil the plaque. This obviates the need for a second ceremony inside the headquarters for this unveiling and the plaque can later be installed in the building where it should be free of vandalism.

Refer also to paragraph 701.3, Property.

709 - Vehicle Presentation and Dedication

All vehicles of St John Ambulance Australia Operations Branch are owned and operated within General Regulations and such Standing Orders as are set by the district in which they operate. Refer also to paragraph 701.3, Property.

If possible the ceremony should take place in the open air. The S.C.R. will inspect the Guard of Honour and, separately, those who are to form the crew of the first aid vehicle.

Presentation In the case where the vehicle has been presented, the donor or a representative will then step forward, lay his hand upon the vehicle and say to the S.C.R.:

Sir, as donor (or on behalf of the donors), I offer to you as representing the State Council this vehicle and request that you will accept it and make use of it for the work of St John Ambulance Australia, for the benefit of those who are sick or injured and for the training of those who take part in that work.

Here he may hand over the keys and/or documents for the vehicle.

The S.C.R. will salute (if in uniform), step forward and lay his hand on the vehicle and say:

On behalf of the State Council, I accept this first aid vehicle.

Here the donor, or representative of the donors, takes his hand off the vehicle, while the S.C.R. continues:

And in their names and on behalf of the Order of St John, I thank you for your generosity in having provided us with so important and useful an article of equipment for our work.

He salutes the donor and shakes hands with him.

OR

In the case where the vehicle has been purchased by St John Ambulance Australia, an officer of the Division will then step forward, exchange salutes, lay his hand upon the vehicle and say to the S.C.R. :

Sir, will you be pleased to accept, as representing the State Council, this vehicle, which has been acquired for the work of St John Ambulance Australia.....Division.

The officer hands the keys of the vehicle to the S.C.R. The officer of the division steps back while the S.C.R. places his hand on the vehicle and says to the officer:

On behalf of the State Council, I accept this first aid vehicle and on behalf of the whole Order I congratulate Division on their gaining so important and useful a vehicle.

Salutes are exchanged.

Dedication The S.C.R. then says :

I request the dedicating Chaplain to step forward.

As the chaplain does so, the S.C.R. salutes, lays his hand again on the vehicle and says:

Brother Chaplain (or if he is not a Minister of the Order, Reverend Sir), this first aid vehicle is being set aside for the use of St John Ambulance Australia for the work of the Most Venerable Order of the Hospital of St John of Jerusalem and, as the representative here of the State Council, I request you to dedicate it to the Glory of God for the furtherance of their work on behalf of those who are sick or injured and in the training of those who take part in that work.

The dedicating chaplain then advances and lays his hand upon the vehicle, and says:

Bless, O Lord, we beseech Thee, this vehicle and grant that those who minister therein before Thee may do good work to the honour of St John and the Glory of Thy Holy Name, to the end that those sick or injured who may be treated in it may speedily recover health and strength and come to give thanks to Thee in Thy Holy Church.

All present shall say: "Amen" and the chaplain shall lead them in the Lord's Prayer.

The chaplain will then conclude:

Let us pray God, through Jesus Christ our Lord, that He would vouchsafe to preserve all the members and associates of the Order of St John, particularly those who are in charge of this first aid vehicle, and so enlighten their minds that they may study to maintain the honour and usefulness of the Order and its Foundations.

All present shall say: "Amen"

The chaplain steps back; the S.C.R. salutes him.

Dedicated vehicle returned to division

The S.C.R. then calls "Divisional Superintendent" who responds "Sir" and comes to face him; salutes are exchanged.

The S.C.R. says:

Mr/Mrs/Miss/Msas Divisional Superintendent of Division, I hand to your keeping this vehicle, in the knowledge that your Division will use it wisely and well in the service of the Order and the care of those who may be treated or carried in it.

He hands the keys to the superintendent. The superintendent replies and asks S.C.R., chaplain and donors to inspect vehicle. The crew open doors and step back where they are available to demonstrate equipment installed or carried in the vehicle. When this is complete, parade is dismissed and they and visitors inspect vehicle.

710 - Dedication of a Memorial

This section has been included as a guide to the preparation and conduct of a service at the unveiling and dedication of a memorial. The memorial may be an honour roll, a plaque, or other item with historic significance.

Official guests should include living relatives where appropriate. Care must be taken to ensure that the unveiling can be observed by those present and that adequate seating is provided for the official party and guests.

The Australian National Flag and/or the St John Flag should form a distinctive feature of the ceremony of unveiling a statue, plaque or monument but it should not be used as a covering for the statue, plaque or monument. During the unveiling ceremony, the National Flag is not to be permitted to touch the ground or floor.

The guest of honour is to deliver the address and is to perform the unveiling and the presiding officer is then to request the chaplains to dedicate the memorial. The assembly will stand.

The Dedication of the Memorial: The presiding officer states:

Reverend Sirs, on behalf of we ask you to bid God's blessing on this memorial.

The officiating chaplains will proceed in turn to the memorial.

Chaplain (Anglican): *In the Name of God, Amen. To the honour and glory of God the Father, in whom is our humble hope of a joyful resurrection and reunion; in the Name of God the Son and God the Holy Spirit; and in memory of those departed this life in His faith and love; we dedicate and set apart this memorial. Amen.*

Chaplain (Roman Catholic); (making the Sign of the Cross): *Bless, O Lord, this memorial which we bless in your Name. May it remind all who pass this way of those who served, even unto death. May it remind us to pray for them, that they may gain eternal life. Amen.*

The memorial is now sprinkled with holy water.

Chaplain (Protestant denomination): *In the faith of our Lord Jesus Christ, we dedicate this memorial to the glory of God and in remembrance of those whom God has gathered into the peace of His presence; in the Name of the Father, and of the Son, and of the Holy Spirit. Amen.*

Chaplains will lead all in the Lord's Prayer. If appropriate, wreaths may be laid. The assembly will be seated.

Note: If an 'order of service' is printed, it should not have the Lord's Prayer printed.

The address should be a short dignified statement relating to the significance of the memorial and/or of those honoured thereon. The service could begin and end with the singing of appropriate hymns. After the last hymn, the National Anthem should be played.

711 - Guard of Honour

For our purposes, a Guard of Honour may be mounted when a headquarters vehicle or memorial is dedicated and is spoken of as such when 'informally' formed at a wedding of a fellow member or members or at a funeral.

It could on a rare occasion be a formal Guard of Honour and include the Colour party, in which instance the guard (in line) would be in two companies with the Colour between. The Colour party would pay compliments in the usual manner and at the usual time. The drill would include the 'marching on' and 'marching off' of the Colour. There would also be a need for four senior NCOs as guides, two for each company of the Guard.

This chapter is designed as a general guide as to procedures to be followed. Its instructions should be adapted to suit the occasion, bearing in mind the facilities available, strength of units and time available for instruction and rehearsals. There must be a very high standard of dress and drill. Timing should be close so the guard are not kept on parade an unnecessarily long time.

A Guard of Honour, where possible, should consist of two officers, two senior NCOs and forty-eight rank and file formed up in two ranks at half-arm intervals. The two senior NCOs will act as the right and left guides of the front rank. There is no supernumerary rank. In 'column of route' they retain the same position as in 'line'.

The officer in command of the Guard will place himself three paces in front of the second file from the right. The second officer will be three paces in front of the second file from the left.

The Guard will be formed with sizing 'tallest on the flanks'. If in two companies, each will be similarly sized. Where members both male and female are included in the Guard, the procedure in paragraph 411.1 could be followed.

The Guard will be inspected by the officer commanding prior to leaving the assembly area at which time any adjustments to dress are made. The Guard will then be marched in 'column of route' to its place of parade and will be drawn up facing the direction from which the personage, in whose honour it is mounted, will approach. When the Guard arrives at its destination the officer in command will command:

"Guard - HALT"

"Guard - Left(Right) - TURN"

"Guard - Open Order - MARCH"

"Guard - Right - DRESS"

Officers turn about. The Guard is dressed by the right guide. If the Colour is on parade, the order would be **"Guard Inward - DRESS"** and dressing would be on the 'Colour' and by the guide on each flank. The arms need not be raised for this dressing. The right guide orders **"Guard - Eyes - FRONT"**. Officers turn about.

The commander may then order **“Stand at EASE”**. As the personage approaches, the commander orders **“Guard - Atten - TION”** and salutes as the personage closes.

He reports **“Guard from the ready for inspection Sir/Ma’am”** or as appropriate.

The inspection completed, he accompanies the personage back to the dais or other dignitaries, salutes and returns to his Guard to stand them **“At - EASE”**.

If the Guard is to mount again for the departure of the personage, they may be marched off and on again at that time. If the time will be short, they may remain on parade ‘at ease’ or ‘stand easy’.

When the personage has left, the following commands will be given:

“Guard - Close Order - MARCH”

“Guard - Right - DRESS”

“Guard - Eyes - FRONT”

The Guard will then be marched away in ‘column of route’ and dismissed, as it is preferable that the Guard not be dismissed on the ground where it has formed the Guard.

If a Guard of Honour in ‘two ranks’ is required to be provided inside or outside the entrance of a building, where no movement is required, the Guard ‘fall in’ in ‘two ranks’ and are sized with two, three or four paces between rank, according to the space available and requirements. The officer in command of the Guard will occupy the ‘right guide’ position adjacent to the entrance. When the Guard is no longer required it will ‘fall out’.

712 - Church Services and Parades

As St John Ambulance Australia is non-denominational, it can be appreciated that the ‘form of service’ or ‘order of service’ will vary from one Church to another and this section will act only as a guide for church services.

The ‘form of service’ or ‘order of service’ should be drawn up by the Church authorities concerned, who invariably accept suggestions as to the inclusion of St John hymns, prayers and benedictions and arrangements governing Colour Party work within the church.

When a church parade is to be conducted, the district, corps or division should march to the church and, on entering, male personnel remove head-dress except the Colour party while carrying the Colour. (See paragraph 115.1). After the congregation is seated, proceedings will commence by the choir, clergy and Members of the Order processing to their places in the chancel, with the congregation standing.

The Colour party may either march to the church with the parade or go independently. In either case, it will take up its position at the side porch facing inwards and stand at ‘attention’ as the parade and Members of the Order, if parading as a body, enter the church.

When the choir, clergy and Members of the Order are in position, the band strikes up an appropriate slow march and the Colour party with the Colour at the ‘carry’ marches up the aisle in slow time to the chancel where they ‘halt’ before the altar rail.

Alternatively the service may commence with the choir, clergy and Members of the Order processing up the aisle during the first hymn, in which case the Colour party will conform by commencing their ‘slow march’ during the first verse. The congregation will remain standing until the Colour is placed on the altar.

The Colour bearer will raise the Colour clear of the socket of the Colour belt, controlling the base of the pike with the left hand, sloping the pike to the right to an angle of 30 degrees, extend both arms forward at full extent and hand over the Colour to the clergy. While the Colour is being draped over the altar, the Colour party salutes. The Colour party is to 'left (right) turn' and march off to their seats where male members remove head-dress and are seated.

After the closing hymn the reverse procedure is to be followed.

All drill movements are to be carried out in the church with dignity, reverence and with the minimum of noise. Honours are not to be paid to the Colour in the church by personnel other than the congregation standing when the Colour is marched into and out of the chapel.

When the 'blessing' has been pronounced and the National Anthem sung prior to receiving the Colour, the Colour party 'about turn' and 'slow march', with the Colour at the 'carry', down the aisle to a position in the porch or vestibule until the main body has left the church and re-formed. The Colour party then 'marches on' and 'takes post' as commanded.

If the Colour is returned during the last hymn, the 'blessing' and National Anthem will follow. The Colour will be lowered during the 'blessing' (if this can be safely done) but not when the National Anthem is sung as a hymn. The Colour party will then 'slow march' down the aisle as previously detailed.

712.1 - Drumhead Service

As far as practicable a united drumhead service (a church service in the open where the Colour is laid up on piled drums) is not to be held on a Sunday but if this is unavoidable, it should be held on a Sunday afternoon.

Preliminary procedure The parade is to be formed up, receive the Colour and the official party. The drum corps will pile drums, retire and the chaplains will move to a position 3 paces to the rear of the piled drums and facing the parade.

Procedure for placing Colour on piled drums. The parade comes to attention and the spectators stand. When the chaplains have reached their positions in rear of the drums, the Colour bearer is to order "**Colour Party Atten - TION - By the Centre - Slow - MARCH**". On this command, the band is to commence playing a slow march. The Colour party marches out and 'halts' when 3 paces from and facing the piled drums. The band ceases playing.

The senior chaplain is to move out and receive the Colour and lay it on the piled drums, with the pike to his left, and drape the Colour over the front of the drums. When he has draped the Colour, he is to resume his position behind the drums pile. This procedure is not to be confused with the placing of a Colour on piled drums for a presentation ceremony. The Colour party adopts the salute when the chaplain takes the Colour. All cut the salute at low command of Colour bearer. The Colour bearer orders "**Colour Party will Retire, - about - TURN, Quick - MARCH**", on which they march to their position on parade, halt and turn about.

The non-denominational service continues and, at its conclusion, the Colour is received from the senior chaplain in reverse of the above procedure. When the Colour has rejoined the parade and the chaplains have moved off to a position clear of the parade ground, the drum corps is to unpile drums. The official party depart, the Colour is marched off and the parade marches to its 'dismiss' point.

Note: The Colour is placed on the drums, with the pike extended to the left of the drums (as seen from the dais) and about 30 degrees to the rear of side centre of drums. This differs from placement at consecration, paragraph 703, but the same remarks as to pegs for windy conditions will apply.

713 - Weddings

The ceremony of an Honour Guard forming at the wedding of a member or members is an unofficial one and is performed as a mark of respect to the members as friends, not as holding rank. It is preferable that the persons who are to form the Honour Guard are seated to the rear of the church or cathedral so that they may move out when the bridal party enters the vestry to sign the register.

When providing a Guard of Honour for a wedding, the officer in command will arrange for the Guard to 'fall in' in two ranks and be sized. If the Guard comprises both Nursing and Ambulance members, it is advisable that the Nursing members alternate with the Ambulance members in the ranks. The only command necessary for a Guard of this nature is "Guard, Atten - TION", given as the bridal couple arrives at the church entrance.

After the bride and groom have passed through the Guard, the Guard will quietly 'fall out'. If members are proceeding to the reception they should consider the need to change out of uniform.

714 - Funerals

St John involvement with a funeral may be at a divisional, corps, district or national level. In all cases we must be aware of the expressed wishes of the deceased member and the family acceptance of our participation to honour that member. Our participation should be compatible with the proposed funeral service, whether it be a family service or a semi-state funeral.

In our planning, we need to look at many factors:

- Where will our honour be paid? At home, church, funeral parlour, graveside, crematorium or at more than one of these? Where will the funeral leave from?
- Will the funeral be a private family one with those persons or organisations wishing to pay respects able to join a later memorial or thanksgiving service?
- What other organisations may be wishing to similarly join the service? Which organisation or organisations will make the eulogy? If we are chosen, who will that person be?

Funeral customs will vary according to the faith and the ethnic background of the deceased and/or the family. As the customs for a Jewish funeral vary so greatly, salient points will be set out in paragraph 714.7.

Much of this information will probably be available from the funeral director and/or the officiating clergy. If there is a church or graveside service, they may be able to tell you the area available; or there may be a need to look at these sites, so that any formations or movements may be planned. You will need to be confident in briefing your members. For most of them, it will be their first such ceremony, so do not plan anything complex, as time for rehearsal is not practical. But certainly if you are asked to provide coffin bearers, they must get together for rehearsal and full briefing as to their role.

If the deceased was an ex-Service person, there will probably be an R.S.L. service. Brief your members as to their actions on 'Last Post' and 'Reveille' or 'Rouse'.

There could be Lodge or other services. The family through the funeral director would provide the sequence of these honours.

All contact for member participation will necessarily be by telephone but the message to be given must be a prepared written one, outlining the points raised above. It must also include the name of the person in command, time and place of meeting, dress (including gloves), medals or not and for any member who has a task, that task must be clearly defined for them.

Head-dress of male members must be removed in a consecrated building and by common usage this is also done in a crematorium chapel (except that in this, head-dress is replaced for the salute during the playing of the 'Last Post'). If the officiating clergyman expresses a strong wish that head-dress be removed during prayers when out of doors, this should be respected. Male members participating as coffin bearers will be without head dress at that time so cap orderlies must be detailed to receive, care for and return their caps.

The most usual St John participation would be to provide an informal Guard of Honour from the home/funeral parlour/church to the hearse, perhaps marching a short distance beside the hearse at that time, and later, on its progress from the cemetery gate to the grave or the last short distance to the crematorium chapel. If being given by a St John member, the eulogy could be either at the home/church/funeral parlour or the graveside/crematorium chapel. At a graveside service, all would in succession give a final salute after the interment.

The flag of St John Ambulance Australia may be used as a pall, with the member's head-dress, decorations and medals, and a family wreath placed thereon. Less common participation would be in providing insignia bearer, pall-bearers, coffin bearers or lowering party and in joining with other uniformed bodies as a marching group. Detail will be given of these points but their inclusion here does not mean that any or all will be performed. The decision to use any or all of these would rest firstly on family wishes and secondly the sanction of the commissioner, gained by telephone through channels of communication.

714.1 - Provision of St John Ambulance Flag as a Pall

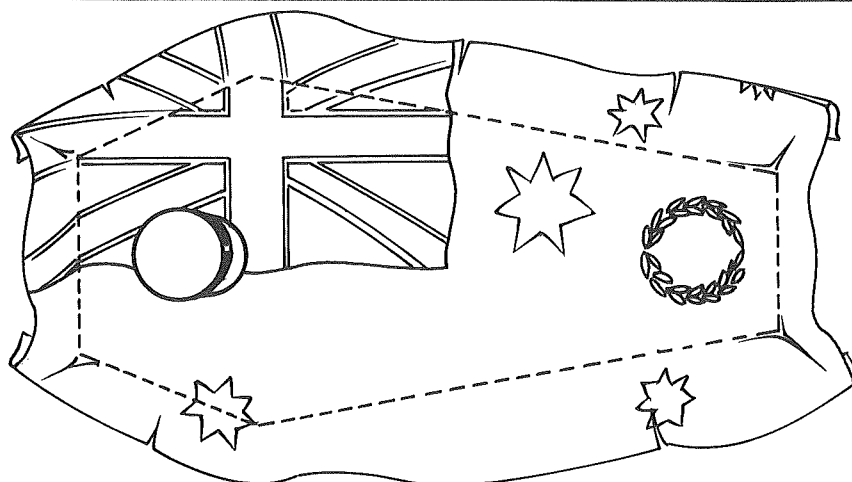


Figure 7.2 The Australian National Flag as a pall with head-dress and next of kin wreath

The flag to be used should be a new one or one held for that purpose. It should be delivered to the funeral director or as he requests. It should be free of other embellishment and preferably without the hoist sewn in its edge. It must not be a dedicated flag.

The flag is draped over the coffin in such manner that the first quarter/upper hoist/canton falls over the left shoulder of the deceased. If necessary black tapes, to be held by the pall-bearers, may be discreetly attached to the flag.

Figure 7.2 shows the Australian National Flag used for this purpose and makes clear the proper placement of a flag as a pall. On it may be placed head-dress similar to that worn by the deceased. This is placed on top of the coffin, at the head end, and a wreath which may be supplied by the next of kin is placed at the feet end. These items are to be securely and inconspicuously attached to the pall with blanket pins or strong clear adhesive tape. Ensure the person who will be removing these items is aware of how they are attached so they may be removed with dignity.

The coffin is at all times carried feet end foremost and the bearers are to act on words of command given by the officer, D.S.M., C.S.M. or NCO in command of the bearer party. Words of command are to be given in a quiet, low tone as the movements cannot be controlled by signal. The bearer party is to be positioned three on each side of the coffin evenly spaced, except in the case of an extra large or heavy coffin which may require four bearers each side.

When carrying the coffin, the bearers are to place the inside arm around the shoulder of their opposite number whilst the coffin rests on the shoulder with face close to its side. The outside hand can hold the handle or be placed on the side close to the face under the flag for added security or alternatively allowed to hang by the right side if the bearer party is sufficiently trained. (See Figure 7.3). To avoid undue rocking of the coffin the bearers step off with the inside foot. Where steep steps are encountered, it may be necessary for the officer commanding bearer party to move and support the lower end of the coffin.

At the appropriate point during the committal, the wreath and head-dress are removed by the centre bearers and the four corner bearers fold the flag to the centre. All items are handed to the officer commanding the bearer party. The flag should be returned to store as soon as possible after the funeral and if necessary should be hung to dry before being put away.

714.2 - The Eulogy

This may be a simple statement of the member's service (similar to the example to follow) or it may be a praise of the dedication of the member in many aspects of his life. At the request of the family and with the approval of the chaplain, as a token of respect, the eulogy may be read during the service and a copy presented to the relatives at a later date.

At a time in the service, indicated by the chaplain, the senior officer present or a close friend of the deceased may say:

Service in St John Ambulance Australia is quite voluntary, calling for self sacrifice, for study and willingness to give immediate response to every call for assistance.

Today we mourn the passing of who felt the challenge to use his/her time and talents in this avenue of Christian service. We remember his/her

loyalty to St John Ambulance Australia and his/her earnest desire to give for the benefit of others.

Here may be included a short address as to the member's service in St John:

We offer our deep sympathy to the loved ones and pay our tribute of respect to the memory of our departed brother/sister.

Here a symbolic emblem of St John may be laid on the coffin. The officer or the chaplain may then say the prayers 'Pro fide' and 'Pro utilitate hominum' (paragraphs 704.1, 704.2) or the St John Prayer: 'For all who wear the white eight pointed Cross'.

*O God Who has made man in Thine own likeness and Who dost love all whom Thou has made,
Teach us the unity of Thy family and the breadth of Thy love.
By the example of Thy son, Jesus Christ our Saviour, enable us while loving and serving our own,
To enter into the fellowship of the whole human family, and forbid that, from pride of race or hardness of heart, we should despise any for whom He died, or injure any in whom He lives.*

*O God, who hast given unto Thy servants diversities of gifts by the same Spirit,
and has taught us by Thy Holy Apostle that all our doings without charity are worth nothing,
be pleased to bless and prosper all who love and serve their fellow men with a pure heart,
fervently remembering the poor, healing the sick, comforting the sorrowful, teaching the ignorant, and lifting up the afflicted -
Let their prayers and gifts come up for a memorial before Thee and reward them plentifully with peace
through the merits of Jesus Christ. Amen.*

714.3 - Pall Bearers

The requirement of pall bearers has largely ceased, except if especially requested. This may be at a funeral where the coffin is carried by employees of the funeral director or by a St John Ambulance bearer party. The pall, originally of black cloth is now often substituted by an appropriate flag, for our purposes the St John Ambulance Flag. The flag would be placed on the coffin (as in paragraph 714.1) which would be placed with the feet end as near as practicable to the altar rail.

The nominated 8 pall bearers would be seated 4 on either side of the aisle but not in precedence of family needs. If the aisle is sufficiently wide to accommodate both bearer party and pall bearers, the latter are to file into the aisle in their appropriate position beside the coffin (carrying head-dress under their left arm as in paragraph 115.1) and move with it towards the hearse, replacing head-dress as they emerge from the church.

If there is insufficient room to move alongside the coffin, they will move into the aisle and quietly march to a position as close as practicable outside the church door, where they will 'halt', turn inwards and replace head-dress. As the coffin approaches them, on a signal from the senior member, they will salute, turn in the required direction and move beside the coffin to the hearse, where they will again halt, turn inwards, but will not salute as the coffin is placed in the hearse.

The flag is not supported during the move from the altar to the hearse. They may join a march, alongside the hearse, or may salute the coffin, turn left and right to face the mourners' vehicles, disengage and enter their allotted vehicles.

If participating with the marching group they will, at a predetermined point of that march, 'halt', turn inwards and salute until the hearse passes through their ranks, then 'fall out' and enter their cars.

If taking part in further ceremonial at the cemetery or crematorium chapel, they will proceed by a different route to be in position to join the cortege at a nominated point, forming up so the hearse may pass between their lines. They will march alongside the hearse, shortening their pace near where the coffin will be removed from the hearse, so that they will be on either side of the coffin when that is done.

The coffin bearers will ensure that the flag is not caught between the coffin and their shoulders during the removal from the hearse and shoulder lift. The pall bearers will salute; the person commanding the bearer party will order "Extend - FLAG", on which each bearer extends the flag over his head with his outer hand. The pall bearers will lightly grasp the flag (or the attached tapes), turning to face the direction of travel. They must exercise great care that they do not displace the flag and accoutrements while bearing the pall.

Head-dress of all males is removed on entry to the crematorium chapel. The order of procession would be officiating clergyman, coffin and pall-bearers, person commanding the bearer party, insignia bearer and mourners. On the command "Bearers - Slow - MARCH", all will step off with the inner foot, moving in procession to halt 5 paces from the grave or catafalque.

On the order "Return - FLAG", the coffin bearers will move their heads out from the casket, while the pall bearers turn inwards and tuck the flag down between the bearers' heads and the coffin. The bearers move to lower the coffin on the grave supports or the catafalque. The pall bearers will turn about and move to a position decided from discussion with the funeral director.

In many crematoriums it is the practice that the hearse moves to the rear of the building while the remainder of the cortege move to parking areas. In this case, action by the marchers, coffin and pall bearers would cease on entry to their vehicles at that point after leaving the church. On entry to the crematorium chapel they may find the casket on the catafalque with the flag draped (as in paragraph 606.1 c.) on the front of the catafalque with the wreath placed on it.

714.4 - Bearer Party (Coffin, Head-Dress and Insignia)

The bearing of a casket is a skilled task that requires practice in lifting and handling a heavy casket. St John members are generally not skilled in this art and the bearing of a casket is usually better left to the employees of the funeral director. The paramount requirement is that the casket is handled with certainty, care and dignity, and is not mishandled. However, this section is included in the rare event it is needed.

The bearer party comprises 6-8 coffin bearers as necessary, with 2-4 orderlies to carry their head-dress while they are engaged on that duty. They may be accompanied by an insignia bearer and all will be commanded by an officer, D.S.M., C.S.M. or senior NCO. When selecting bearers, care should be taken that they are of similar height. Senior NCOs should carry the coffin of a senior officer. There will be no attempt to carry a coffin by the handles except if specially stated by the funeral director.

The person in command of the party will be responsible for the securing on the coffin of the flag, head-dress and wreath; and for their removal before the coffin is lowered or moves through the drapes of the catafalque. He is also responsible for the drill and duties of the party. While the coffin is being borne by the bearers, he will move 2 paces in rear of the coffin and will be followed at 2 paces by the insignia bearer.

See paragraph 714.5 for procedure for lifting, carrying and lowering a coffin.

The coffin would be placed with the feet end towards and as near as practicable to the altar rail. The insignia of the deceased, pinned to a scarlet silk or velvet cushion, are to be placed on a table located (in relation to the coffin) further from the altar rail.

The bearer party members are to be positioned in the cathedral, church or funeral parlour before the arrival of the mourners. The head-dress orderlies collect their caps as they enter and await their retiring. The insignia bearer retains his cap, carried under his left arm, until taking over his duty.

At the appropriate time, the coffin bearers march in slow time to their relative positions beside the coffin and halt. Here they may be joined by the pall bearers. The person commanding the party and the insignia bearer will move to either side of the table on which the insignia are placed. The insignia bearer will position his cap, held with both hands, top uppermost, level with his waist and peak to the front. The person commanding will raise the cushion and insignia and place it on the cap of the insignia bearer who then moves so he will leave a clear passage for the coffin bearers.

The coffin bearers will have turned together to the correct position for their lift of choice. They will prepare and lift on the order of the party commander. (Figure 7.3.) On the order "Slow - MARCH" they will follow the officiating clergyman and funeral director and, followed by their officer commanding, insignia bearer and mourners will leave the church in procession and move to the rear of the hearse (in alignment) and halt. They will turn inwards, lower to appropriate height and move in side paces to place the feet end of the coffin in the hearse, disengaging to allow the succeeding bearers to continue the movement. Care must be taken that the flag does not become caught or displaced. The insignia and cushion will be placed in the hearse by the bearer party commander. The party will have been attended by the pall bearers (if present) as in paragraph 714.3. The cap orderlies will have moved to a position where the bearers will move past to collect and replace their head-dress.

If all are to participate in the short march, they will move to join that party. At the nominated position, the marching elements are to disengage from the procession, preferably at an intersection, so they may wheel clear of the funeral vehicles. There, they will enter their vehicles to follow the funeral or will move by an alternate route to the point where they will again join the cortege if this is planned.

At the location where the procession is to re-form, the pall bearers, officer commanding the bearer party, insignia bearer, bearer party and orderlies will form up so the hearse can pass between their ranks. They will turn and march with the pall bearers beside the hearse. This should be done without the hearse needing to stop. They will be joined by the officiating clergyman when the procession halts and the casket is removed from the hearse.

The officer commanding and insignia bearer will retrieve the insignia and cushion while cap orderlies will receive the bearers' caps. The bearers will remove the coffin, in reverse manner to loading, and raise it on their shoulders as before with pall bearers involved as in paragraph 714.3. All will process, led by the officiating clergy, coffin

and pall bearers, officer commanding the party (carrying his head-dress under his left arm if entering a crematorium chapel), insignia bearer (head-dress under the cushion) and mourners.

The procession would move to 5 paces from the catafalque or grave and halt. When placing the casket on the catafalque, care must be taken that the flag is not caught between the casket and the catafalque, so that it may be easily removed at the appropriate part of the service by the person commanding the bearer party. The bearer party will place the coffin on the catafalque in a manner similar to placing it in the hearse and will move along each side holding the flag clear until the coffin is in correct position. The bearers would then move to receive their head-dress from the cap orderlies and move to their allotted position.

If at a cemetery, when the procession halts, the pall bearers will disengage, replacing the flag as in paragraph 714.3 and will remain in that position. The officiating clergyman will move to the foot of the grave, the insignia bearer to his right. The coffin bearers move with the coffin to their position on the sides of the grave and lower the coffin on to the supports.

The officiating clergyman indicates to the commander of the bearer party when he desires the coffin to be lowered into the grave. He orders **“Wreath Head - DRESS”** and the centre bearers remove these items; **“Remove - FLAG”** and the four corner bearers fold the flag to the centre, and all are handed to the person in command. Be sure those who are to remove these items are aware of how they are attached to the flag so they may be removed in a dignified manner.

The casket is lowered by the bearers acting on words of command as follows:

- **“Prepare to lift”** - the four corner bearers take up the straps until all slack is reduced.
- **“LIFT”** - the coffin is lifted 5-8 centimetres clear of the supports which are removed by the two centre bearers.
- **“LOWER”** - the coffin is to be gently and evenly lowered into the grave. All present will be at attention.
- **“Remove Straps”** - the bearers remove the straps and neatly roll them.

The bearers withdraw from the grave side, recover their head-dress from the cap orderlies and replace it.

If 'Last Post' and 'Reveille/Rouse' are played, persons not in uniform will remove hats; those in uniform will salute for 'Last Post' and remain at attention for 'Reveille'; formed bodies will be brought to attention and the officer in command will salute.

Following the committal of the deceased and when relatives have moved from the graveside, the Guard will pay its respects by each member moving to stand to attention at the end of the grave, saluting and moving to fall out independently.

714.5 - Procedure for Lifting, Carrying and Lowering a Coffin

The coffin is at all times carried feet end foremost and the bearers are to act on words of command given by the officer, D.S.M., C.S.M. or NCO in command of the bearer party. Words of command are to be given in a quiet, low tone as the movements cannot be controlled by signal. The bearer party is to be positioned three on each side of the coffin evenly spaced, except in the case of an extra large or heavy coffin which may require four bearers each side.

When carrying the coffin, the bearers are to place the inside arm around the shoulder of their opposite number whilst the coffin rests on the shoulder with face close to its side. The outside hand can hold the handle or be placed on the side close to the face under the flag for added security or alternatively allowed to hang by the right side if the bearer party is sufficiently trained. (See Figure 7.3). To avoid undue rocking of the coffin the bearers step off with the inside foot. Where steep steps are encountered, it may be necessary for the officer commanding bearer party to move and support the lower end of the coffin.

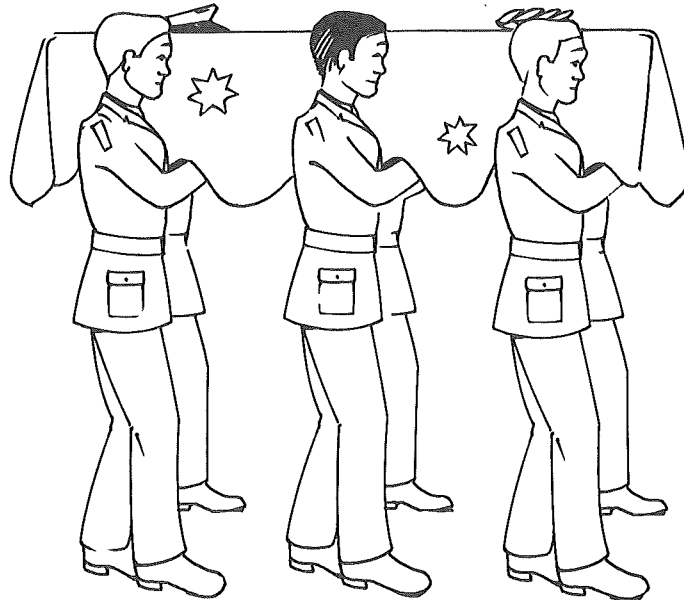


Figure 7.3 Carrying a coffin with a bearer party of six

The head-dress of the bearers is to be carried by the orderlies specially detailed. Words of command to be given by the officer commanding bearer party to lift, carry and lower follow.

ORDER	ACTION BY BEARERS
All orders must be quietly given but be audible to all bearers	Action is quiet and careful
<p><i>Normal Method</i></p> <p>Prepare to lift</p>	Bend slightly forward and place both hands under the coffin as far as the base of the thumb. Make sure the pall is not caught in this grip.
Lift	Lift the coffin evenly until it is just above the level of the shoulder; turn the body towards the feet end of the coffin and at the same time take the weight of the coffin on the inside shoulder. Ensure the pall is not caught between coffin and shoulder.
<p><i>Alternative Method for Heavy Coffins</i></p> <p>Prepare to lift</p>	Place the foot nearest the coffin slightly to the rear and sink down at the knee as far as necessary; place the inside shoulder under the coffin so it bears firmly against the base, face close to the side of the coffin.

Lift	Working together, slowly resume an erect position; carefully bring the inside foot up to the alignment of the outside foot.
If necessary to change direction while carrying "Coffin Right/Left"	Using short steps in a forward and sideways motion, rotate the coffin in the required direction until it is positioned feet foremost, towards the direction of subsequent movement. Bearers are to be halted on the completion of this movement. Where the coffin is mounted on a movable bier, the coffin is to be turned around by the funeral conductor so that the feet end is facing the direction of movement.
Slow March	Bearers are to step off with the inside foot to avoid rocking of the coffin. Paces should be short and while the step is to be maintained bearers must not attempt to carry out a ceremonial slow march. Heads must be held erect and bearers must not look down.
Placing a coffin on a catafalque at a crematorium halt	Bearers halt.
Prepare to lower	Bearers remove their inner arm from their opposite number's shoulder and bring it close to their own shoulder; at the same time they turn inwards and place the outside hand underneath the coffin.
Lower	All bearers assist in lowering the coffin until it is supported at the necessary height. And then by small side paces the coffin is placed centrally on the catafalque.
Attention Left/Right Turn Quick March	Bearers resume position of attention. Bearers move away to allotted positions.
Positioning a coffin on supports over a grave Prepare to lower	Bearers remove their inner arm from the shoulder of their opposite number, and turn inwards, placing both hands under the coffin, and lower it until it is at arms length then by short side paces it is positioned over the grave.
Lower Up	The bearers lower the coffin on to the supports across the grave. When the coffin is in position, the bearer commander will give command "UP" and the bearers resume the position of attention.

714.6 - Guard of Honour (Informal). Marching with a Funeral Procession

A Guard of Honour may be formed at the chapel entrance and/or at the entrance to the cemetery. The Guard should be sized in two ranks, one rank along each side of the roadway. The officer in command of the Guard will be on the right of the line on the right hand side of the entrance, and if a second officer is on parade, he will be on the left of the line at the left hand side of the roadway.

Verbal commands should be avoided when the cortege approaches. When every member of the Guard knows the procedure and movement to be carried out, all commands can successfully be given by discreet signs.

On arrival of the hearse, at a sign from the officer in command, all will turn in the direction in which the cortege is proceeding, then march with the cortege keeping the head of the Guard in line with the hearse. The Guard will march on either side of the hearse except when pall bearers are present (who march next to the hearse), with the Guard on the outer flanks, two paces from the pall bearers.

In the event of a cremation, on arrival at the crematorium chapel, the guard will form up on either side of the chapel entrance and the coffin will be carried between the ranks of the guard and into the chapel by the bearers.

On arrival at the graveside the Guard will parade in a convenient position, bearing in mind that the relatives and friends must have first consideration.

714.7 - Notes on Jewish Funerals

Jewish funerals generally commence from a funeral parlour which caters specifically for that faith or sometimes from the house of the next of kin. Only in the case of a distinguished personage is the funeral to commence from a synagogue. In this case the coffin is to be positioned in the vestibule.

Jewish funerals are not held between sunset on Friday and sunset on Saturday nor on any Jewish Festival Day.

Except where the body is mutilated, a preliminary ceremony of washing the body is performed by selected members of the brotherhood (male or female as appropriate). It is customary for the body to be interred as soon as practicable after death. It is also another custom that the grave be dug on the day of the funeral.

The coffin used for Jewish funerals is different from a Christian coffin in that it is of plain wood, without handles, but with narrow wooden slots for carrying. The coffin is carried feet foremost at the full extent of the arms and not upon the shoulders. A black pall covers the coffin beneath the flag.

Three bearers on either side are required to carry the coffin. One is to move immediately in front of the coffin and one immediately in the rear. The officiating rabbi moves in rear of the coffin at all times. Irrespective of rank or status, pall bearers are not provided. It is desirable that the bearers be of the Jewish faith.

Members of the Jewish faith are not cremated. On arrival at the cemetery, the coffin is borne to the burial shed where prayers are recited before continuing to the graveside. The prayers may take approximately 5 minutes. If no burial shed exists, the carriage is to be halted and the prayers recited before the coffin is removed. The coffin is borne from the burial shed to the graveside on the bier or carried as above. The officiating rabbi and relatives initially throw earth in order to cover the lid of the coffin. The bearers fill in the grave in the presence of the mourners.

The procedures between the commencement of the funeral and arrival at the burial shed are the same as for all other funerals except that the rabbi moves in rear of the casket. Head-dress including that of the bearers is not removed at any time during the funeral.

715 - Customs and Toasts

Parade ground When on the parade ground it is customary for all ranks to behave in a smart manner. No one should saunter about, smoke or use it as a short cut. No one should move between a squad and its commander.

Attendance at Government House In advance, ask the A.D.C. about the modes of address and courtesies required by Vice-Regal personages. On arrival at Government House, an officer will be met by the A.D.C. to whom any entree card should be passed. Any special briefing will then take place. On presentation, an officer is introduced before his wife. The member does not begin any conversation and should listen intently to questions asked. He should answer clearly and concisely, looking directly at the personage. No questions or answers should have contentious or political connotations.

Males If outdoors, a member wearing a hat/cap, having previously removed his right glove (placing it in the left hand), will salute and shake hands lightly if the hand is offered. If indoors, a member with cap off, and carried under the left arm with peak to the front, and both gloves in the left hand, will incline his head (court bow) and shake hands lightly if the hand is offered.

Females If outdoors, gloves will not be removed. She will salute. If indoors, head dress and gloves are not removed. She will salute and shake hands lightly if the hand is offered. If there is not contrary advice from the A.D.C., on such occasions, wives curtsey to their Excellencies, the Governor- General and his wife. On presentation to a Governor and his wife, a curtsey is made to the Governor only.

The personage will be addressed by the appropriate title, such as "Your Royal Highness", and subsequently as "Ma'am" or "Sir".

The Loyal Toast Of all toasts, the most important is the Loyal Toast. It may be proposed on any appropriate occasion where refreshments are being served and is normally proposed by the host or chairman of a function but may be proposed by a junior person. At luncheons and dinners, the Loyal Toast generally takes place at the conclusion of the sweets course and before coffee is served. On less formal occasions this may be after the main course or at some functions, where some may need to leave early, it may be after the first course.

The Loyal Toast may be accompanied with musical honours, when the host rises and may say "I give you the Toast to Her Majesty The Queen". All rise. The first verse of the National Anthem is played, the host and guests take up their glasses and the host offers the Toast by saying "The Queen". The guests repeat "The Queen", and the Toast is then honoured. The host and guests resume their seats.

Where there are no musical honours, a less formal style is adopted. The proposer of the Toast rises and may say "Ladies and Gentlemen, please stand for the Loyal Toast". All rise and host and guests take up their glasses, whereupon the host offers the Toast by saying "The Queen". The guests repeat "The Queen", then honour the Toast and all resume their seats.

Smoking is not permitted until the Loyal Toast has been honoured.

716 - Presentations

When assisting at presentations, stand so you may pass the item to the left hand of the person presenting who will present it to the left hand of the recipient. In this manner, their right hands are free to give and acknowledge salutes or to shake in congratulation.

717 - The Cadet Enrolment Ceremony

The cadets to be enrolled are drawn up in line. The enrolling officer shall say:

You who are to be enrolled today and will hereafter be a member of St John Ambulance Australia; be careful henceforth to uphold its traditions.

May your association with the Most Venerable Order of the Hospital of St John of Jerusalem give you such strength that in the coming years your heart will never fail nor your hand falter.

Take pride in the cadet division of which you are a member and learn there a spirit of comradeship which will animate your work, whether as a member of St John Ambulance Australia or as a citizen of your country.

The White Cross you will wear is the symbol of those virtues which are represented in the four arms: Prudence, Justice, Temperance and Fortitude.

Each cadet shall then go forward in turn and shall be asked:

Knowing this ...(NAME)..... do you promise, like the Knights of St John, to be loyal to your Sovereign, true to your honour, and faithful to the Order?

The cadet will then reply: "I promise" and will be handed a cadet symbol. When all the cadets have been enrolled, the enrolling officer shall say:

By your example lead others in the way of duty, which is also the way of victory.

By your words and actions, teach others the meaning and value of tradition.

Let courage inspire your service in the great Brotherhood on which the order of St John was first founded.

The assembled company shall then repeat the Code of Chivalry in unison.

717.1 - Code of Chivalry

I promise

To serve God

To be Loyal to the Sovereign and to my Officers

To observe the mottoes of the Order,

which are: "Pro Fide" - For the Faith;

"Pro Utilitate Hominum" - For the Service of Mankind

To be thorough in work and play

*To be truthful and just in all things
To be cheerful and prompt in all I do
To help the suffering and the needy
To be kind to all animals.*

718 - Cadet Graduation Ceremony

It is desirable that both the adult and cadet divisions be on parade for the cadet graduation ceremony. The ceremony below is usually conducted by the senior officer of cadets present (or the divisional superintendent (C)) who presents the graduating cadet to the superintendent of the adult division:

Having been successful in the adult First Aid Examination, it is now your wish to become a member of the adult division.

You must be careful to still uphold the obligations, traditions, and the high ideals of the Most Venerable Order of the Hospital of St John of Jerusalem that were imparted to you when enrolled as a cadet.

It is our wish that your further association with the Order of St John will be blessed with continued strength throughout the years and that your heart will not fail nor your hand falter.

The pride you had in the cadet division and your spirit of comradeship will, we are sure, be taken into the adult division in large measure; for in so doing you will help the more exacting first aid service, and bring before you a deeper degree of citizenship.

You will always remember that the four arms of the White Cross represent the Christian virtues: Prudence, Temperance, Justice and Fortitude.

Show others the way of duty and convey at all times a sense of victory over self for service to others. The promise you gave, when enrolled as a cadet, can still play an important part for you as an adult member; namely that like the Knights of St John, you will be loyal to your Sovereign, true to your honour, and faithful to the Order.

Your progress in the cadets, your respect for your officers, your ability and eagerness to learn in all classes of instruction and your progress in obtaining your adult First Aid Certificate have all been carefully recorded.

And so with all the best wishes, it is our pleasure to have you graduate to the adult division, with the right hand of fellowship.

I call upon Superintendent of the Division (Superintendent will go forward). It is my pleasure to present to you, (name of cadet) whose desire it is to become a member of the division under your command, and there further his/her interests in the service of St John Ambulance Australia. With the help of your officers and members, encourage him/her, make him/her welcome and happy, and so enable him/her to remain a member of the great organisation, on which the Order of St John was first founded.

The superintendent of the adult division responds suitably. The cadet has now been handed over and falls in line in the space left open in the ranks of the adult division.

Information for the Instructor

801 - The Aims and Purpose of Drill

The aim of close order drill is to develop in individuals a responsiveness which will assist them in carrying out duties. While the primary emphasis with volunteers, with the limited time available to them, is on the practice of first aid, drill plays a part in establishing the individual and group discipline, confidence and *esprit de corps* which can contribute to efficiency.

Drill can also contribute to the public image of St John as an efficient organisation. Uniformed members of Operations Branch who perform competently on occasions such as parades can establish positive public opinion.

802 - The Qualities of a Good Instructor

The instructor needs to prepare carefully for each drill lesson in order to win the respect of squad members:

- take into account:
 - . existing standards;
 - . the size of the squad to be taught;
 - . the area where drill is to take place;
 - . likely climatic conditions;
 - . the time available for instruction.
- organise the sequence to be followed;
- practise the movements to be taught.

The example set by the drill instructor, in dress and bearing, is very important. When drilling a squad the instructor must stand or march at attention except when making demonstrations. Demonstrations must be of a high standard, not just when showing a particular movement, but throughout the lesson and in situations such as parades. The demonstrations must be precise and without affectations and exaggerations.

When correcting faults the instructor must be patient, firm and specific.

- treat squad members impartially;
- do not generalise when only one or two need correction.

The instructor should avoid:

- improper language;
- sarcasm;
- trying to bully or belittle the squad;
- allowing drill movements/positions to become positions of tension;
- allowing drill positions to become relaxed to the point of incorrect posture;
- practising a squad to the point of boredom.

803 - Formation for Teaching Drill

The instructor should stand in such position that all the squad can see every phase of the demonstration. To ensure this it may be necessary to repeat the movement from a second position. A suggested guide is to stand off from the squad a distance approximate to the squad frontage.

While the normal formation for drill is three ranks, the arrangement will be determined by:

- the type of lesson
- the experience of the squad;
- the number in the squad;
- the space available.

Consider whether turning the squad to 'incline' would better enable them to see/perform your demonstration, and you to see their faults.

804 - Words of Command

A good regular word of command is essential for good drill. It needs development and practice. Practise in pairs giving words of command to each other over increasing distances.

In training it should be given with the full power of your voice. A bellowed word of command in a confined space is not desirable but it must be loud enough for all members of the squad to hear clearly. The volume of the instructor's voice depends on:

- the distance between the instructor and the squad;
- the difference in ambient noise between indoors and outdoors.

The command needs to be understood. It must clearly state the movement to be performed: "Squad - Atten - TION" not "Swod - AYON-HON".

Words of command comprise explanatories ("Division - Move to the right in column of threes"), cautionaries ("Right") and executives ("TURN").

- 'explanatories' give information to the squad members;
- 'cautionaries' warn members of impending action;
- 'executives' command the action.

The executive word must be sharp and of a higher pitch than the explanatory and cautionary words.

Words of command in this manual should be prefixed by "Squad", "Division" etc. as appropriate unless clearly directed to only one person e.g. "Prove". Where there is more than one group on parade, as at a district inspection, it is important to identify the appropriate group.

Always allow adequate time between the sections of a command so the squad has time to think of what is expected. In general, an interval of four paces in quick time is given between cautionary and executive commands. Conversely, you must estimate the time at which to start your order so that the executive word will reach the squad when they are at the position where the movement must be performed. This needs practice and self evaluation.

804.1 - Regulation Pause

Some movements in drill have a 'regulation pause' between parts of such movement. This pause is the equivalent of two paces in quick march drill. This is best taught by the instructor and trainees both, in a loud, clear voice, calling the time; "ONE" being the executive word followed by the first part of the movement; "Two - Three" on which the movement is completed. As the squad gains proficiency the calling of time will no longer be needed.

804.2 - Instructional Words of Command

Members should never be held in positions of strain. Every opportunity should be taken to order "REST", "Stand - at - EASE" or "Stand - EASY".

To save time in training the following words of command are used:

"REST": An executive word of command, prefixed by "Squad" when addressed to the trainees, but when used by the instructor in relation to his own movements has no prefix. The person or persons addressed may relax in the present position while an explanation/demonstration is given.

"POSITION": An executive word of command; the same prefix rules as above apply. The person or persons addressed will adopt the position they were in prior to the command "REST" being given.

"As You - WERE": This command returns trainees to the position they were in prior to the last command.

805 - Company Drill

When you are training in company drill, the numbers present may be insufficient to form the necessary companies. This can best be simulated by ropes equivalent in length to seven files being carried by persons acting as right and left files.

When in line, these ropes are held in the inner hand and when in column held in the left hand. There is no swing of the arm holding the rope when on the march.

806 - Sequence of Instruction

It is essential to teach drill in a logical sequence, with prerequisite skills being taught before those which stem from them. This depends on lesson planning in advance. All important facts must be covered with no unnecessary padding and talking.

Seeing or hearing can teach a skill; both are essential for teaching drill but most important is doing.

While 'drill at the halt' and 'marching' are separated here, the instructor should provide a mix in any drill session, even if it means a quick explanation of any prerequisite skill which is the subject of a later session.

807 - A Sample Lesson on Teaching the Right Turn

- a. Position the squad in a formation suitable for revision of prerequisite skills, and from which it can continue the proposed skill.
- b. Carry out revision and ensure squad is free of faults, e.g. 'attention'. Place squad 'at ease' and tell them the lesson to be taught and the reason for this movement.
- c. Bring the squad to the position from which the lesson will be taught ("Squad - Atten - TION") and order ("Squad - REST").
- d. Introduce the movement, e.g. "I am going to teach you to turn to the right".
- e. Demonstrate the movement at natural speed, giving yourself the necessary orders, ("Right - TURN") relevant to the movement. This should be done twice, facing the squad and facing the same way as the squad.
- f. Explain to the squad that, during the course of the lesson, they are not to respond to any order unless the 'cautionary' is preceded by the word "Squad".
- g. Explain: "This movement, Turning to the Right, is taught in two parts. Watch what happens in the first part." Demonstrate.
- h. Explain what happens on the first movement, e.g. "Turn right through 90 degrees, pivoting on the right heel and left toe, with the right toe and left heel slightly raised and the weight of the body carried on the right foot." Ask for any questions.
- i. Explain: "We will now practise the squad in the first movement; remember the squad will respond when the 'cautionary' is preceded by the word 'squad'."
- j. "Turning to the Right by Numbers - Squad - ONE". Check for faults. Practise the squad until the movement is completed correctly.
- k. Give the order "Squad - REST".
- l. Demonstrate the second part. "Watch what happens in the second part of the movement." Adopt the first position. "Turning to the Right by Numbers - TWO".
- m. Explain the second movement. "Adopt the first position; then bring the left foot smartly up to the right. Any questions?"
- n. "Squad - POSITION". "Turning to the Right by Numbers - Squad TWO". Check for faults. Practise the squad until the second movement is correct.
- o. Practise the complete movement. "Turning to the Right by Numbers - Squad ONE - Squad - TWO". Practise several times.
- p. The 'regulation pause' is now introduced:
 - Demonstrate the movement again, judging the time.
 - Demonstrate the movement, calling the time: "Turning to the Right, calling the time, Right...TURN - One...Two Three...One".
 - "Squad - calling the time - Squad...Right...TURN".
Practise several times.

808 - Sample Divisional Drill Training Programme

One district has, for example, divided the basic drill movements into five sessions of approximately one hour each although each session would normally be broken into smaller segments.

Session 1

Introduction to and rationale for drill

Squad Drill at the Halt (1)

1. Attention
2. Stand at ease
3. Stand easy
4. Adjusting dress on parade
5. Roll call

Session 2

Review previous session

Squad Drill at the Halt (2)

1. Forming up in ranks
2. Blank files
3. Numbering and proving
4. Right dress

Session 3

Review previous session

Squad Drill at the Halt (3)

1. Open order and close order march
2. Right and left turn
3. About turn
4. Saluting

Session 4

Review previous session

Marching

1. Quick march
2. Halt
3. Changing step
4. Marking time

Session 5

Review previous session

1. Leaving the ranks individually
2. Dismiss, fall out
3. Officer on parade dismiss

Supplementary Information Concerning Basic Drill

Additional information for instructors is given in relation to the chapters on Basic Drill. The numbers refer to the numbers on the paragraphs in the original chapters.

Squad Drill at the Halt

901 - Squad Formations

902 - Foot Drill

In foot drill there are to be no exaggerated movements. The following common faults must be corrected:

- (a) the scraping of the feet
- (b) heel clicking
- (c) exaggerated lifting of the knee
- (d) hopping
- (e) excessive stamping and
- (f) shuffling at completion of movement to regain correct position.

903 - Stand at Ease from Attention (see 102)

Persons on parade should be 'at ease' except when it is desired to have them in position to execute a movement, receive a person on parade, pay respects to a Colour, etc.

'At ease' may be when ordered after a regulation pause, e.g. after being at attention to ask/answer a question on parade.

904 - Stand Easy (see 103)

This is taught from position of 'stand at ease'.

905 - Turns (see 104)

At the halt, turns are taught so units and persons may be faced in any required direction, in a regular manner and without loss of dressing.

They are taught from the position of 'attention', initially in two numbered parts for simplicity, and to permit appraisal of the intermediate stage.

906 - Forming up in Ranks (see 105)

The person in command or the instructor must clearly;

- a. indicate the position on which the squad is to 'form up', and
- b. the person who is to occupy that position (right marker).

The order will specify the number of ranks to be formed, as 'three ranks', 'two ranks' or 'single rank'. This is taught from squad as a group at the rear of the proposed form up position.

The squad should now be taught the terms, 'file', 'rank', 'interval', 'distance', 'depth', 'line', 'front', 'flank', 'covering' and 'marker' and the position of blank files in 2 and 3 rank squads. (In threes, second from left; in twos, third from left).

Although in moving on parade the Standing at Ease in Succession is automatic, the squad may be practised in this by bringing them to 'attention', numbering and ordering "In Succession From the Right - Stand at - EASE" and calling 'one-two' etc., on which the numbered file moves to 'at ease'. Faults are corrected.

See also paragraph 106, Moving on Parade.

To repeat this training, it will be necessary to 'fall out' the squad (which is detailed in paragraph 119.3).

This movement should be quickly explained and poor performance should be corrected.

907 - Numbering and Proving (see 107)

Numbering is necessary to:

- a. ascertain the numbers on parade
- b. allow an instructor to address members of a squad who are not known to him, and
- c. prepare to sub-divide a squad.

Proving is necessary to:

- a. call attention to numbered persons who are to perform a movement (e.g., "Even numbers - 3 paces stepback - MARCH")
- b. call attention to the point at which a squad will be sub-divided.

This is taught with the squad formed up in ranks appropriate to their numbers, and at 'attention'.

908 - Paces, Forward, to Rear and to Side (see 108)

This is taught with the squad in two or three ranks and from the position of 'attention', if possible, marking paces on the floor near the right file.

When commencing training, you should have the squad positioned away from the pace marks, against a discreet mark, and call their attention to their position at the completion of 3 paces forward followed by 3 paces back. This should reinforce the need to concentrate on correct length of pace when practising against the pace marks. The rate of movement is 116 paces per minute. Side paces to the left are to be taught first.

909 - Sizing a Squad (see 109)

See remarks in paragraph 411.1 relating to companies comprising both male and female members on a ceremonial parade.

910 - Dressing a Squad (see 110)

Revise paragraphs 105 - Forming Up In Ranks
 106 - Moving on Parade
 111 - Open and Close Order March.

910.1 - Right Dress (see 110.2)

This order should only be given when the squad/company is in correct position for the parade and has been moved to 'open order' if appropriate.

This dressing is checked and corrected by the instructor or the person dressing the squad.

To attain speed in dressing a rank, the instructor or person dressing a squad should position the first five persons individually; from a position five paces from and in line with each rank in succession.

Use orders such as :

 "Number two forward - Steady."

 "Number three back - Steady."

 "Number four back - Steady."

 "Number five forward - Steady."

To attain dressing throughout the remainder, order "Carry it on". Qualifications, for example, 'slightly', 'a little', and 'up', are not to be used.

When satisfied that rank is correctly dressed, order "Front Rank - STEADY" and pace off the correct distance to the next rank and similarly dress them and repeat for the remaining rank.

911 - Open and Close Order March (see 111)

Revision should include paragraph 108, 'paces forward and to the rear'. The squad are formed up in 2 ranks, or 3 ranks, appropriate to their numbers.

912 - Leaving the Ranks Individually (see 112)

This teaches the correct manner to leave ranks to receive an award, etc., and how to return to ranks. It is taught with the squad in 3 ranks and members responding from various positions in squad.

913 - Salute at the Halt (see 117)

Saluting is best taught with the squad at 'open order' and 'inclined' to the left flank, (i.e. right incline). The instructor positions himself so all members can see and be seen.

The 'salute' is taught in segments by numbers, then as a complete movement calling the time and finally judging the time.

Saluting to the flank is first taught at the halt as a preliminary to teaching saluting on the march, as in paragraph 203.

Marching

For St John Ambulance Australia (Operations Branch), most marching will be in quick time, with slow time being almost exclusively the prerogative of the 'Colour party'.

914 - Cautionary Words of Command

As a guide, the cautionary words of command given on the march should start as the left foot comes to the ground and be drawn out over three or four paces, ending as the right foot comes to the ground. An interval of about four paces in quick march time should be left before commencing the executive word, which must commence on the appropriate foot as detailed in 'Timings of Executive Words of Command on the March.'

915 - Timings of Executive Words of Command on the March

COMMAND	QUICK TIME	SLOW TIME
Halt (on the march)	As the right foot comes to the ground	As the left foot comes to the ground
Halt (marking time)	As the right foot comes to the ground	As the left foot comes to the ground
Change Step	Change on left foot Step on right foot, successive feet	Change on left Step on right, successive feet
Mark Time (On the march)	As the left foot passes the right	As the right foot passes the left
Forward (from Mark Time)	As the left foot comes to the ground	As the right knee is fully raised
Forward in time with those already marching	Quick on the left foot March on the right successive feet	Slow on the left foot March on the right on successive feet
In time with band, on beat as above		
Compliments on the March	As the left foot reaches the ground	As the right foot reaches the ground

The following items are unlikely to be needed except for Colour party

Right - Turn	As the right foot comes to the ground	As the right foot comes to the ground
Right - Incline		
Right - Form		
On the Right Form Squad		
For Left, order is given on opposite foot		

Commanders may break ranks to give commands.

916 - Pace

Pace is the basis of all drill movement as it is a measure both of length and time.

For divisions, pace as a measure of time will probably have to be taught by the instructor calling the time (left-right) so he must practise regularly against a metronome, audio tape or record of the correct tempo.

Pace as a measure of length should be practised against a pace ladder either marked out on the drill practice area, or on an improvised ladder as detailed below.

Length of pace (measured from heel to heel)

Slow and quick time	- 75 centimetres
Stepping out	- 85 centimetres
Stepping short	- 50 centimetres
Side paces	- 30 centimetres.

916.1 - Improvised Pace Ladder

Aim - to provide a guide to

- 80 paces of 75 cm
- 30 paces of 85 cm
- 30 paces of 50 cm.

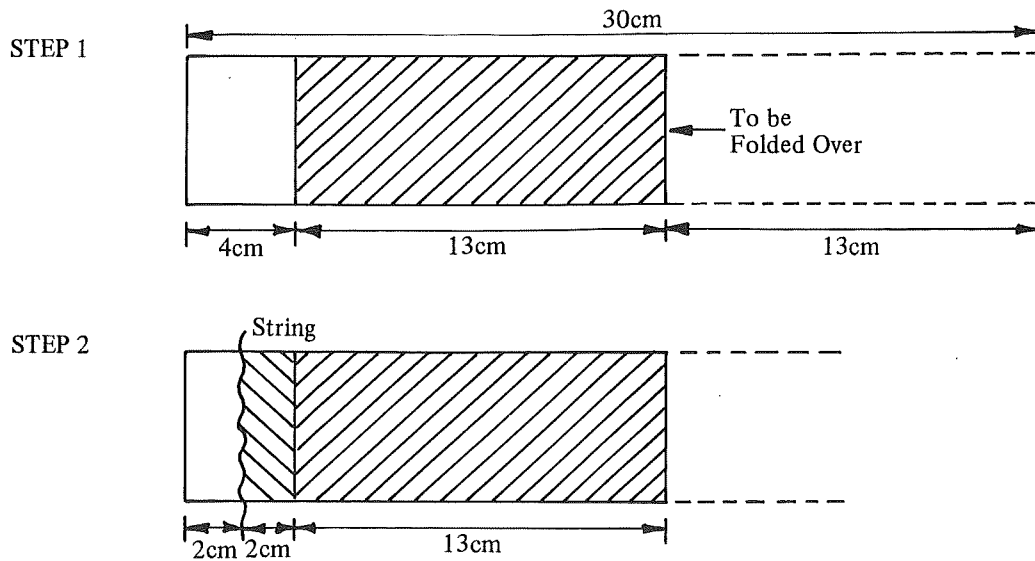
Requirements -

- 105 metres of light cord
- 20 mm insulating tape in three bright colours not including green or black
- 2 tent pegs (wire)
- 2 weights (could use bricks).

You also need the use of a felt pen and the longest steel tape you can borrow.

On a clean floor, lay out straight and taut the longest possible length of cord, using weights to keep in place. With pen, mark 2.5 metres from end, continue marking at the desired intervals, moving the cord and tape as necessary. Make a double mark at the change of pace length and continue until marking is complete.

Cut 80 strips of 30 cm length of one colour insulating tape and 30 similar strips of each of the other colours. On each strip fold back from one end approximately 13 cm (Figure 9.1). Place the sticky end approximately 2 cm under the marks on the cord and fold this end to make a bar, clear of sticky surface and firmly on the string (Figure 9.2), changing colour for the change of pace.



Figures 9.1 and 9.2 Pace ladder

To store this pace ladder, cut light timber approximately 40cm long and indent each end approximately 3 cm. (Figure 2). Pace line can be wound on this with no risk of tangling, and with the pace bars allowed to project to one side.

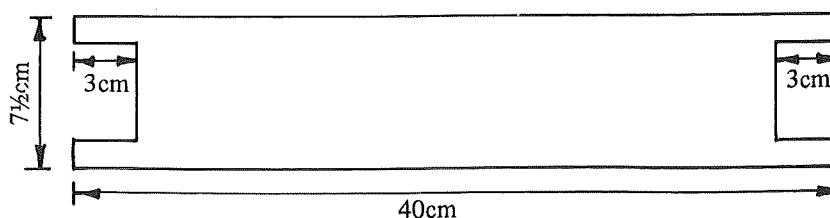


Figure 9.3 Storage of pace ladder

To use this ladder, stretch out the maximum length of the appropriate pace bars, holding, with the pegs in grass or using the weights on a paved surface.

Trainees can march along, or be marched along, this ladder maintaining pace by glancing down to the marker bars.

Teaching a standard pace is essential as the shorter members on a parade cannot match the otherwise normal pace of the tallest members; who, after 'sizing', become the leaders of a company.

917 - Demonstrating Marching

To demonstrate, position yourself ten or more paces forward of the line of trainees and facing so you may move parallel to their line.

Initially the squad will be in line with the right marker adjacent to the pace ladder. Place them at 'stand easy'. The number of trainees should not be so great that you cannot adequately assess their performance.

Ragged lines must be tolerated until trainees acquire correct pace and time. Call the step for at least the first five paces to regulate timing and maintain correct step.

Should all or most of the squad have some familiarity with marching, it may be possible to commence with their marching along the pace ladder while you correct faults.

If necessary you should demonstrate finer points by movement.

Again additional information is given for instructors with numbers corresponding to the paragraph numbers in the original chapter.

918 - Quick March (see 201)

As the instructor while demonstrating, you will dissect the movement with such appropriate remarks as "you will note the body is held upright".

- "ONE"
- You will step off
 - with the left foot a full 75 cm pace
 - keeping the knee straight and striking the ground with the heel of that foot,
 - and with the weight coming forward on the ball of the right foot.
 - The swing will be straight forward
 - with the toe maintaining its outward angle.
 - As you step off, the right arm will be swung forward,
 - and the left arm to the rear
 - reaching extremity of swing as the heel strikes the ground.
 - The swing will be straight to front and rear
 - with no bending at the elbow or wrist and
 - the thumbs leading and locked over the second joint of the forefinger.
 - The fingers are lightly closed.
 - The shoulders are held square to the front
 - and the body erect, head up,
 - eyes looking ahead to 'aiming point' and to check dressing.

Bring the squad to 'attention' and exercise it in this, assessing individuals and correcting faults.

Return them to attention with "Squad - as you - WERE" followed by "Squad - REST".

Then, from the position of 'attention', and with orders 'rest' and 'position', move to the position as at completion of Step 'ONE'.

- “TWO”**
- You will step off with the right foot,
 - the weight coming forward on to the left foot
 - as the moving leg passes the stationary leg.
 - At this time the arms will have been returned to the sides.
 - Your right leg will continue forward a full 75cm pace
 - with a similar detail to “ONE” (substituting right for left and left for right),
 - while the opposite arms swing as before.

Exercise the squad in this with “Squad - POSITION Squad TWO” followed by evaluation of performance and faults corrected; followed by “Squad - Attention” “Squad - REST”.

Quickly demonstrate ‘halt’ but do not be too critical till length and time are mastered.

Then demonstrate 5 - 10 continuous paces to “One - Two - One - Two”, etc., and then exercise the squad in this.

Follow this by demonstrating and having the squad march in quick time, with the instructor calling the step between calling attention to performance.

When exercising the squad, march behind the centre of the squad to correct faults; vary this with marching at five or more paces from, and in line with the squad to correct line.

The Services specify the extremities of the arm swing as:

- “A height between the waist and shoulder in front and as high as the waist at the rear” for males
- and “as high as the belt in front and as high as possible at the rear” for females.

Given the lack of time for training and the range of physical fitness of our personnel, we would be wise to aim for the latter standard (with the possible exception of Colour party) and have any ex-Service personnel participating in our parades maintain uniformity with their group.

See also Marching In Line, paragraph 919. For quick march in time with a band or marching unit, see paragraph 412.

919 - Marching in Line

Effective marching in line requires much practice and every effort should be made in planning a parade to avoid this movement.

However, it does have value in exercising a greater number of persons along the pace ladder. Also it accentuates the attention necessary to keeping dressing across the ranks when marching in ‘column of route’.

To maintain direction when marching alone, or as a guide, select some stationary object as far away as possible and in line with your direction of march and march towards it.

Guides

When marching in line, a private or NCO may be positioned on the outside of the directing flank to act as a guide. He is to be responsible for:

- a. maintaining direction, and
- b. regulating the length of pace and time in marching.

When there is no guide, the marker is to act as a guide, except when dressing is by the centre, when the person in the centre is to act as a guide.

The centre and/or rear rank persons of the directing flank are responsible for ensuring that the correct distance is maintained between ranks and that their covering is correct.

The remaining squad members are responsible for ensuring that correct interval, dressing and covering are maintained. Corrections to dressing are to be made gradually to avoid a 'whiplash' effect.

Common Faults

- a. Failure to maintain correct direction and interval
- b. losing distance and dressing
- c. failure to maintain line.

920 - Wheeling, Forward and Halt while Wheeling (see 202)

If the squad is halted or ordered to mark time when only a part of the squad have wheeled to a new direction, the order "Rear Files - COVER" may be given. The persons who have not yet wheeled cover off by moving to their places by the shortest route.

If it is desired to wheel through less than a right angle, the command "FORWARD" is given when the leading rank is facing the required direction. They then lead straight on.

If it is desired to wheel through more than a right angle, the command "Right - WHEEL" is given a second time, with "FORWARD" given if the second wheel is not to be completed.

It is not practical to wheel more than six persons in line, unless the wheel is a gradual one (for example, in a ceremonial procession through streets).

If more than six persons are wheeling, the outer flank will direct. With more than six persons in line, a change of direction should be carried out by 'forming' (See paragraph 408).

921 - Saluting on the March, Eyes Right, Eyes Left (see 203)

Salute to the Flank at the Halt

This movement is taught only as a preliminary to teaching saluting on the march.

Calling the Time

Members call the time, using the words, "up, two, three, four, five, down", on successive feet. They should be practised in the salute by marching two or three together, with saluting points placed on either side.

When several persons are marching together, the one nearest the 'saluting point' calls the time. They should be practised in saluting fixed and moving points.

922 - Mark Time, Forward and Halt in Quick Time (see 204)

“**Mark - TIME**” is given when a marching squad need to cease their forward movement for a short time or when files are required to cease forward movement, e.g. from three files, forming single file or reforming three files from single file; see paragraph 410.

Either ‘forward’ or ‘halt’ may be given when marking time.

The mark time is carried out to the same cadence as marching. The position of attention is maintained by the upper body, head and arms. The movement is taught first from the ‘halt’.

For detail of ‘changing step when marching’, see paragraph 405.

923 - Fronts and Flanks

It is essential that those responsible for preparing the orders for a parade should have a good knowledge of fronts and flanks.

Those in charge of a squad or company on these parades should have a basic knowledge of these terms and their relationship to their unit. However, for 99 per cent of St John parades, the use of these ‘explanatories’ in giving orders could be omitted with no difference to the visible standard of the parade.

The lesson is best taught initially as a lecture, aided by a chalkboard or whiteboard with movable ‘companies’ on which the marker is identified. This is followed by a practical period on the parade ground.

This should be practised as moving a company from its assembly point to its position on parade, sometimes arriving with the marker in the rear rank, then discussing the merits of a change of route or a change of the assembly ‘front’ to ensure this does not happen.

Front: The front of the squad is always the direction the squad is facing, when in line, with the marker in his original position.

Advanced The squad is then said to be ‘advanced’.

Retired When the squad turns about the marker who is the left-hand person in the rear rank, the squad is then said to be ‘retired’.

Flanks The flanks of a squad remain constant whether the squad is advancing or retiring. The file covering the marker will be ‘the right’ of the squad, and the file covering the left-hand person of the front rank will be ‘the left’.

When retired the cautionary contains ‘your right’ or ‘your left’.

When a squad is ‘advanced’ and it is desired to move to the right or left while retaining dressing by the original front rank, the complete order would be; “**Squad - Move to the right (left) in threes (file) - Right (Left) - TURN - By the Left (Right) - Quick-MARCH**”

When the squad is ‘retired’, in each part of the order ‘the’ would be replaced by ‘your’.

