

The St. John Ambulance Brigade



MANUAL
OF
DRILL AND INSTRUCTION

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The Most
Venerable Order of the Hospital of St. John of Jerusalem
The Priory in Australia

The St. John Ambulance Brigade



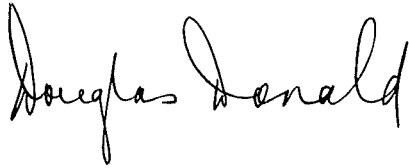
MANUAL OF DRILL AND INSTRUCTION

PREFACE

This Manual is for instruction to all members of the St. John Ambulance Brigade of the Priory of the Order of St. John in Australia.

The aim of Drill is to develop in the individual a sense of instinctive obedience which will assist him at all times to carry out his orders and which will produce the immediate reaction which may be a vital factor in the saving of life.

I would like to acknowledge the work of Corps Superintendent R. E. Wright, S.B.St.J., J.P., in compiling these notes and the assistance given to him by his fellow officers in the South Australia District, in particular, Dist. Superintendent (R) H. C. Grimshaw, K.St.J., E.M., and District Superintendent R. G. Markham, O.St.J.

A handwritten signature in cursive script that reads "Douglas Donald". The signature is written in black ink and is centered on the page.

COLONEL DOUGLAS DONALD, C.B.E., K.St.J., E.D.
Chief Commissioner

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DEFINITIONS

Alignment: Any straight line on which a body of men is formed, or is to form.

Blank File: An incomplete file. In two ranks a front rank man only, or in three ranks with a front rank man only or a front and rear rank man. A blank file is the second file from the left.

Column: Divisions or Corps in line one behind each other within a distance equal to their own front.

Close Column: A column with distances reduced to suit requirements.

Column of Route: A column of three with not more than three men abreast in any part of the column, including officers and supernumeraries. It is the normal formation for personnel of the St. John Ambulance Brigade marching closed up, and for 'Marching Past'.

Column of Threes: A column with its officers and supernumeraries maintaining their places except for the officer in command, who places himself at the head of the formation.

Covering: The act of placing one man directly in rear of another.

Change of Position: A movement by which a body of men takes up a new alignment.

Depth: The space occupied by a body of men from front to rear.

Distance: The space between men or bodies of men from front to rear.

Directing Body: The man, Division or Corps on which the direction, pace and alignment or relative position of the several parts of a formation depends.

Dressing: The act of taking up an alignment correctly.

Drill: The training necessary to ensure the execution of certain movements till these become second nature.

File: A front rank man and his coverer or coverers.

Flank: Either side of a body of men, as opposed to its front or rear.

Incline: A diagonal movement through 45 degrees by which ground is gained to the front and flank simultaneously without alteration of the original alignment.

Inner Flank: That nearest the directing flank and serving as a pivot when a body is changing its direction.

Directing Flank: That rank by which Division or Corps march or dress.

Front: The direction in which men are facing or moving at any given time.

Frontage: The extent of ground covered laterally by a body of men.

- Guides:* Non-commissioned Officers placed on the right and/or left of a line for the purposes of preserving the re-section of drill movements.
- Interval:* The lateral space between men or units on the same alignment measured from flank to flank. Between men, intervals are measured from centre to centre, and may be full-arm, half-arm, or without interval where space is limited.
- Line:* A body of men formed on the same alignment.
- Markers:* Men employed in certain circumstances to mark points on which to direct a movement or by which to regulate a formation or alignment.
- Open Order:* An increased distance between ranks for Squad Drill, Ceremonial and Inspection purposes.
- Close Order:* The normal distance between ranks in line.
- Pace:* A measurement of distance on foot. Thirty inches. The pace is also the rate of movement.
- Parade Commander:* The officer in actual command of all the personnel on parade.
- Rank:* A line of men, side by side.
- Regulation Pause:* A lapse of time equal to two paces in quick time (in time — 1 second).
- Single File:* Men one behind the other on a frontage of one man at normal marching distance.
- Squad:* A small body of men formed up for drill.
- Supernumeraries:* The W.O. or N.C.O.'s forming the third rank if in twos, or the fourth rank if in threes.
- Wheeling:* A movement by which a body of men changes direction, each rank or file pivoting on the inner flank but retaining its dressing.
- The Brigade Colour:* A standard which has been previously consecrated, authorised for use on ceremonial occasions by Corps or Districts qualified under General Regulations No. 156.
- The Brigade Flag:* A flag authorised to be flown on Headquarters of an establishment at annual inspections, camps, etc., under General Regulations No. 155.
- The Cadet Flag:* A flag authorised to be carried by Cadets. This flag may be blessed, under General Regulations No. C36.

CHAPTER ONE

GENERAL INSTRUCTIONS

1. General

The instructions on Drill contained in this Manual have been compiled by reference to all available authority, together with knowledge gained whilst teaching drill within the St. John Ambulance Brigade.

Throughout this Manual, the words of command required for drill movements are printed in BOLD type. Words importing the masculine gender include the feminine and words in the plural include the singular.

Insofar as the work of the St. John Ambulance Brigade is concerned, the limited time available for voluntary workers must be employed mainly on practical work. Experience, however, has shown that practical efficiency is dependent in large measure upon good discipline, the bedrock of which is drill. Drill, therefore, forms an essential part of the training.

Divisional Superintendents of Ambulance and Nursing Divisions are responsible for the training of all under their command. All candidates for promotion must have a working knowledge of DRILL, and should not be recommended for promotion until each has had an opportunity for practising words of command, and drilling a squad.

2. Bearing of the Instructor

The correct dress and bearing of the Instructor at all times is of paramount importance and when drilling a squad, he must stand or march at attention at all times. Demonstrations of movements must be excellent and when he has to move, the Instructor should turn smartly and march as he would demonstrate.

3. Timings and Words of Command

A good regular word of command is sufficient to produce good drill work. The word of command, which needs both practice and development to be successful, must be clear and understood by the squad. The words of command are divided into the 'cautionary' and 'executive' parts. The 'cautionary' explains the movement and warns the squad what is required, e.g., **'Tallest on the right, shortest on the left in single rank'**. The 'executive' commands the action, e.g., **'SIZE'**, and must be sharp and of higher pitch than the 'cautionary' command.

Always allow adequate time between the 'cautionary' and the 'executive' command so that the squad has time to think of what is coming. As a guide, a cautionary Word of Command given on the march should start as the left foot comes to the ground and be drawn out. An interval of four paces in quick time must be left between the end of the 'cautionary' and the 'executive' command.

When working in a confined space, commands should not be bellowed at the squad, but should be loud enough for all members of the squad to understand. The 'executive' Word of Command must reach the squad exactly when it can be best obeyed.

The following table shows on which foot the 'executive' word should be given:

Word of Command	IN QUICK TIME GIVEN AS THE	IN SLOW TIME GIVEN AS THE
'Change-Step'	'Change' on the left foot, 'Step' on the right foot on successive feet.	'Change' on the left foot, 'Step' on the right foot, on successive feet.
'Half' (marching)	Right foot passes the left.	Left foot comes to the ground.
'Quick-March' in time with the Division already marching	'Quick' on the left foot, 'March' on the right foot, on successive feet.	'Slow' on the left foot, 'March' on the right foot, on successive feet.
'MARK-TIME'	Left foot passes the right.	Right foot passes the left.
'HALT' (marking-time)	Left foot being raised.	Right knee is fully raised.
'FOR-WARD'	Left foot being raised.	Right knee is fully raised
All compliments	Left foot reaches the ground.	Left foot reaches the ground.

4. Obtain Maximum Efficiency from a Squad

Human nature being what it is, there are two important factors to consider. They are the goodwill and skill of the Instructor, and his ability to obtain the maximum response from the squad.

As the squad will be quick to note your standards and set their own by yours, there is no excuse for pressing members beyond their ability to learn, or without continuing instruction. Members must not be kept in strained positions during demonstrations, questioning, etc. It is a good policy to have short rests between exercises.

The correction of faults must be constantly in the mind of the Instructor and when correcting faults, he should never generalise when only one or two members are at fault, or need correction.

5. Formations for Teaching Drill

When considering the formation of the squad, the following factors should be taken into account; the number in the squad, type of lesson to be taught and the space available for the instruction. As a rule, drill will be carried out in three ranks, unless members are insufficient, when two ranks will be formed. The most important point is that the Instructor should be in a position where every phase of the demonstration can be seen by the squad.

6. Sequence of Instruction

Firstly, position the squad in the formation required for the lesson and introduce the movement, e.g., 'I am going to teach you to turn to the right.' Explain why the movement is being taught, e.g., 'This movement is taught to change the direction in which the squad is facing.' Demonstrate the movement twice, giving orders to yourself and judging the time.

When teaching movements by numbers, demonstrate movement one, then give the order, e.g., '**Turning to the right by numbers — SQUAD ONE**'. When the squad has completed movement one, have them practice that movement until they can do it correctly. Having mastered the first movement, demonstrate and explain movement two. After the demonstration and the answering of questions, give the command '**POSITION**', whereby the squad will adopt position one, and is ready to continue on with position two. The command is then given, '**Turning to right by numbers — SQUAD TWO**'.

Practice movement two from movement one and when this has been carried out correctly, practice the whole movement counting the time and judging the time.

Summing up the sequence of instruction, it is simply Introduction, Explanation, Demonstration, Questioning, Participation, Fault Checking, and Practice.

NOTE: Drill is an important part of training in the Brigade, and it is the responsibility of the Instructor to see that it is properly taught. He must ensure that he has allowed ample time for preparation and that he can execute correctly all drill movements to be taught, as detailed in this Manual.

SQUAD DRILL AT THE HALT

7. Squad Formation

Three types of Squads can be formed:

- (a) **In Single Rank** — A Squad of one rank with the number of men as required.
- (b) **In Two Ranks** — A Squad of two ranks of ten men or under.
- (c) **In Three Ranks** — A Squad of three ranks of eleven men or over.

Squad drill will always be carried out in 'Open Order', in Two or Three Ranks according to the numbers available, but Three Ranks should be the normal practice in Squad Drill for trained men.

8. Attention

On the command '**Squad (Section or Division) Atten—TION**', adopt the position of heels together and in line; feet turned out to an angle of 30 degrees; knees braced; body erect and with the weight balanced evenly between the ball of the feet and the heels; shoulders down and back (so as to bring the chest to a normal position without straining or stiffening), level, and square to the front; arms hanging straight from the shoulders, elbows close to the sides, wrists straight, hands closed (not clenched), backs of the fingers close to the thighs, thumbs straight and to the front, close to the forefinger and just behind the seam of the trousers; head up, neck feeling the collar, eyes open, steady and looking at their own height (see fig. 1).

Common Faults:

- (1) A strained and exaggerated position causing breathing to be restricted.
- (2) Feet and body not square to the front, heels not closed.
- (3) Backs of hands to the front, thereby opening the shoulder blades and constricting the chest.

9. Stand at Ease

On the command '**Squad (Section or Division) Stand-at—EASE**', adopt the position by keeping the right foot still and the leg braced back, bend the left knee and carry the left foot to the left so that the feet are 12 inches apart; at the same time place the arms by the nearest way behind the back, keeping them straight, and place the back of the right hand in the palm of the left, thumbs crossed, fingers and hands straight and pointing towards the ground; at the same time transfer the weight of the body slightly to the left, so as to be evenly balanced (see figure 2).

Common Faults:

- (1) Failure to carry the foot off 12 inches and not square to the left.
- (2) Movement of the right foot with consequent loss of dressing.
- (3) Bending at waist when picking the foot up.

10. Stand Easy

On the command **'Squad (Section or Division) Stand—EASY'**, relax the limbs, body and head, but do not move the feet, adopt a slovenly attitude or talk.

On the cautionary command **'Squad (Section or Division)'** resume the position of 'stand at ease.'



Fig. 1 The Position of Attention

11. Turnings

On the command 'Squad (Section or Division) Right, Left or About-TURN', keeping both knees straight and the body in the position of attention making sure the arms remain close to the sides, turn as follows:

(a) Right Turn

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. Complete the movement by bringing the left foot smartly up to the right.

(b) Left Turn

Turn left through 90 degrees pivoting on the left heel and right toe with the left toe and right heel slightly raised and the weight of the body carried on the left foot. Complete the movement by bringing the right foot smartly up to the left.

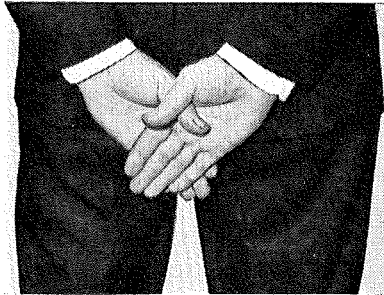


Fig. 2 The Position of Stand at Ease

(c) About Turn

Turn as in the right turn except turn through an angle of 180 degrees. This turn is always made right about except in the case of turning about with an open stretcher where in this case you always turn about away from the stretcher.

(d) Incline

When it is required to turn through only 45 degrees the command '**Right or Left—INCLINE**' is given. The movement is similar to the right or left turn.

12. Forming Up in Three Ranks

A quick method of forming up in three ranks is by use of the following words of command: '**Form up in Three Ranks — MOVE**'. On this command the men smartly position themselves in three ranks (front, centre and rear) irrespective of sizing with the right marker two paces in front of and facing the commanding member. When properly in position, they will stand at ease and stand easy, automatically from the right to the left.

It is an advantage to select a right marker before giving the above command.

13. Sizing

A well sized squad or division not only creates a good impression but gives the men the best chance to drill together.

On the command '**Tallest on the Flanks, Shortest in the Centre in Three Ranks — SIZE**', the squad or division, formed up as in Paragraph 12, will turn to the right, judge a pause and then ranks will size independently. The tallest men of each rank will move out to the flanks and the shortest will move to the centre.

It is an advantage when selecting a right marker that he be the tallest member, an N.C.O. for preference, then when the actual sizing takes place he is not required to move.

14. On Parade

The squad, division or corps form up in three ranks, as detailed in Paragraphs 12 or 13 and stand easy on the edge of the parade ground or drill hall, facing in the direction they will be when on parade. The right guide or right-hand man of the front rank acts as right marker.

The commanding member will give the command '**Right — MARKER**'. On the cautionary command 'Right' the squad or division stands at ease. On the executive command '**MARKER**' the right marker will come to attention.

- (a) March out and halt two paces from the commanding member, observe the regulation pause and stand at ease; or,
- (b) March the odd number of paces nominated by the commanding member; or,
- (c) March to and halt on a mark or spot indicated by the commanding member.

After turning to the right and moving to the centre of the squad or division front, the commanding member gives the command '**On — PARADE**'. On this command the marker and squad or division, come to attention. The marker stands fast, the remainder step off with the left foot and march forward. The front rank halts in line with the marker, the right guide of the centre and rear ranks judge the distance between ranks, all dress automatically, look to the front and stand at ease in succession from right to left with a regulation pause between each movement.

15. Dressing

Dressing includes not only being in line by the right or left, but also being correctly covered off from front to rear at the correct distance from the rank in front and at the correct interval from the man on the right or left. Whenever a squad or division halts in line, dressing will be taken up by word of command, but when a squad or division moves on parade, dressing will be taken up automatically, i.e. without words of command, as detailed in Paragraph 14.

Dressing by the word of command '**Right — DRESS**', each man except the right hand man of each rank will turn his head and eyes to the right, each man of the front rank only will extend the right arm, with fist closed, back of hand uppermost, lightly touch the shoulder of the man on his right, moving forward or back with short quick steps, till he can just distinguish the lower portion of the face of the man two away from him. The centre and rear ranks will ensure they are covering off their front rank men.

On the command '**Eyes — FRONT**', the head and eyes will be turned smartly to the front with the front rank cutting the arm away to the side and assuming the correct position of attention.

When a division halts in line the Divisional Superintendent commands '**Right — DRESS**' and the movement as detailed above, carried out with the Divisional Sergeant marching out to the right flank, wheels left, halts five paces away from, and in line with the front rank, turns left and carries on with the dressing. He will dress the ranks in the order front, centre and rear. As the dressing of each rank is completed, the Sergeant will command '**Front, Centre or Rear Rank — STEADY**' before moving on to the next rank. When the rear rank has been dressed, he will turn right and resume the position from which he dressed the front rank and give the command '**Parade — STEADY**'. The Divisional Superintendent will then give the command '**Eyes — FRONT**', after which the Divisional Sergeant will turn left and march back to his original position in the Division.

When the Divisional Sergeant orders right dress and no other Sergeant is on parade, he may instruct the right guide to carry out the dressing of the ranks.

16. Open and Close Order

Open Order is the formation a Squad, Division or Corps adopts for inspections and all squad drill instruction. The Close Order formation is adopted for the purpose of 'On Parade' or 'Dismiss'.

On command **'Open Order — MARCH'**: if in two ranks, the rear rank only steps back two paces. If in three ranks, the rear rank steps back and the front rank steps forward two paces. The movements must be done in quick time with the arms held to the sides.

Officers and Supernumerary Officers conform to the movements of the front and rear ranks respectively.

On the command **'Close Order — MARCH'**, the reverse movements take place.

17. Dismissing and Falling Out

The difference between Dismissing and Falling Out is that the latter does not signify the end of the drill or parade, etc., but only a break in it.

At the end of a Parade or class of instruction, etc., members will be dismissed by the command **'Dis — MISS'**. On this command the squad (Section or Division), which will be in Close Order and standing at attention, will turn to the right, salute, and step off together observing a regulation pause between each movement, gradually breaking off independently. The Salute is used only when an Officer is present.

Falling Out differs from the Dismissal in that the salute is not given and the men when fallen out do not leave the immediate vicinity of their place of parade or line of march. The word of command is **'Fall — OUT'**.

When the squad or division is required to resume the position on parade, the command **'Fall — IN'** is given.

18. Numbering and Proving

On the command **'Number'**, the right hand man of the front rank numbers himself **'one'**, and the man on his left **'two'** and so on throughout the front rank. Each man in the centre and rear rank takes the number of the front rank man whom he is covering.

In the case of numbering for stretcher exercises, refer to Paragraph 42.

When a man is called, either by name or number in the front, centre or rear rank, to prove, on the command **'PROVE'**, he will come to attention and raise his left forearm parallel to the ground, keeping the upper arm steady, the palm of the hand to the right, fingers and thumb extended and close together. On the order **'As-You-WERE'**, the hand will be cut away, without noise, to the position of attention. He will then resume his original position.

The command **'As-You—WERE'** is used to return a member, squad or division to the original position prior to the last command.

19. Leaving the Ranks Individually

When a man is called he will come to attention, answer 'Sir, Sergeant or Corporal' whichever the case may be. On the command **'Fall — OUT'**, he will take a pace to his left front, pause, and move off direct to his front, and halt two paces from and facing the Commander. If the Commander is a commissioned officer, the man will salute then take one pace forward. If the Commander is not a commissioned officer, then after halting two paces from him, the

man will take one pace forward, receive the instructions, award, etc., then step back one pace, salute again in the case of an officer, pause, about turn and return to his position in the ranks by taking the shortest route around the flanks and enter from the rear of the rear rank and the right of his file and then half pace left front into his original position. If the man's position was in the right or left file, he will approach from the flank without moving through the ranks and turn to the front.

Occupants of the 'Supernumerary Rank' will turn left or right and march out and return by way of the rear of the 'Supernumerary Rank'. Officers in the 'Officers Rank' will march direct to the Superintendent and return direct to their position in the 'Officers Rank'.

20. Salute at the Halt

The acknowledgement of Officers by saluting is not one of subservience, but of courtesy and respect to the office held. It is one of the outward signs of a well-disciplined and efficient division. Officers will always return the salute.

When two or more members are approached by an officer, the senior man will command '**ATTENTION**' and salute.

When a compliment is paid when two or more Officers are present the Senior Officer will return the salute. When not in uniform members and officers will come to the position of 'Attention', but do not salute, when paying or returning a compliment; if head dress is worn it will be removed.

If an officer is seated at a table the compliment is returned with the officer sitting to attention.

The Salute will always be given with the right hand, unless a physical disability prevents this. The position of the hand and arm at the salute is as follows:



Fig. 3 The Salute to the Front

The right arm is kept straight and raised sideways until it is horizontal, palm of the hand to the front, fingers extended, thumb close to the forefinger. Keeping the upper arm still and the hand and wrist straight, bend the elbow until the tip of the forefinger is one inch above the right eye, or touching the peak of the cap in line with the right eye. With this movement make sure the upper arm is horizontal and at right angles to the side; forearm, wrist and fingers all in one straight line and the palm of the hand vertical. Hold this position for the regulation pause, then return the arm smartly to the side to the position of attention.

When teaching this movement it is best taught by word of command at first by numbers, and afterwards judging the time. When taught by numbers, the words of command are:

'Salute To The Front by Numbers — ONE'. Bring the right hand up smartly with a circular movement to the head, the arm is straight till it reaches the horizontal and then bends at the elbow and held.

'Squad — TWO'. The arm is cut away to the side by the shortest route and checked at the position of attention.

'Salute to the Front — SALUTE'. On this command the complete movement is carried out judging the time with the hand remaining at the position of the salute for the regulation pause.



Fig. 4 The Salute to the Right

The position of the hand for saluting to the right is the same as for saluting to the front with the exception that the hand is shifted so that, when the head is turned to the right, the right eye can just look along the palm of the hand.

When saluting to the left, the head is turned to the left and the right hand, wrist and fingers extended, are pushed further over to the left to the correct position with the tip of the forefinger one inch above the right eye.

Saluting to the left and right is best taught from the correct position of the salute to the front.

When saluting always look the Officer in the eye.

Occasions when the salute must be given are:

- (1) During the playing of the National Anthem by all Officers and those Warrant Officers and Non-Commissioned Officers if in command. No salute should be given if the National Anthem is being sung.
- (2) Last Post and Retreat. All Officers Salute. (The salute is not given for Reveille.)
- (3) Compliments to all uncased Colours.
- (4) Compliments to Senior Officers, including Officers of the Armed Forces and Police Department.
- (5) Upon the presentation to the Senior Officer on a Ceremonial Parade for the purpose of receiving an award, an instruction or a command.
- (6) Paying the last respect to the deceased following the committal.
- (7) Passing War Memorials.
- (8) Passing a Saluting Base.

21. Handing Over the Parade

When handing over the Parade to another member, irrespective of rank, the squad, division, corps or district, here called the Parade, will be at the position of attention.

22. Falling In and Falling Out of the Officers

When there is more than one Officer on Parade, the Senior Officer will command and fall in the remaining Officers. This is carried out after the roll has been called, with the Officers standing at ease and facing the parade which is also standing at ease.

On the command **'Officers Fall — IN'** the Officers will come to attention and step off together, marching in quick time to their correct place in front of the Parade, halt, about turn and then stand at ease taking the time from the Officer on the right flank.

When it is required to fall out the Officers, the Parade will be stood at ease and on the command **'Officers Fall — OUT'** the Officers will come to attention, step forward one pace, salute, then march forward five paces, halt, about turn and stand at ease facing the Parade taking the time from the Officer on the right flank.

When Supernumerary Officers are on Parade they position themselves on the right of the officers, clear of the left flank of the parade, and when commanded to 'Fall-in' come to attention and step off together with the other Officers in quick time. When in line with the Supernumerary Rank, turn in a left wheel, march to and halt in their position. Officers in the front Officers' Rank wait until the Supernumerary Officers have come to the halt before turning about, with all Officers taking their time from the Officer on the right flank.

On the command **'Officers Fall — OUT'**, a similar procedure is carried out with the officers in the Officers' Rank waiting for the Supernumerary Officers to march forward in line and, when level with the Officers Rank, all continue with the movement.

The Parade will then be dismissed or fallen out in the usual manner as detailed in Paragraph 17.

23. The Roll Call

At a Divisional Parade the Divisional Secretary will be instructed to **'Call the — ROLL'**, by the Divisional Sergeant. The Secretary will leave the ranks as detailed in Paragraph 19, and then take up a position on the left of the Divisional Sergeant. The Divisional Sergeant will command **'Division Stand at — EASE'**. As each name is called, the member will come to attention and in a clear voice answer **'HERE'** and remain at attention until the next name is called, then stand 'at ease'. If the last name on the roll, he will stand at ease after a regulation pause. When the roll has been completed, the Divisional Secretary will present the register to the Commanding Officer who will sign it at the foot of the column as being correct. The Divisional Secretary will then return to the ranks.

24. Carrying an Object and Adjustment of Dress or Equipment on Parade



Fig. 5 Carrying the Cap

If it is necessary to carry an object, paper etc. whilst on parade, it will be carried in the left hand. When standing at ease the right hand will be placed behind the back as usual but the left hand will remain at the side.

When a cap is carried, other than on the head, it will be placed on the left forearm slightly to the front with the peak at the front, the underside against the body and the left hand grasping the peak lightly.

When it is necessary to make an adjustment to dress or equipment when on parade the individual member will come to the position of attention, carry the right foot smartly twelve inches to the rear, make the necessary adjustment then return to the position of attention, then the position at which the parade is standing.

CHAPTER THREE

MARCHING

25. General

Marching plays its part in Drill as a means to discipline; a division with 'style' is usually well disciplined and of high morale. The slow march teaches balance and a good carriage.

The rate of marching for divisions marching together is 120 paces to the minute for quick time and 60 paces to the minute for slow time. When marching alone, cadets will march at the rate of 140 paces to the minute, a pace being 20 inches in length. However, the recruit should start marching at 140 paces a minute in order to inculcate agility, alertness and an instinctive obedience to orders.

The length of pace for quick marching is 30 inches while the length of a side pace is 12 inches.

Marching will always commence from the position of attention.

A 'cautionary' word of command, given on the march should commence as the left foot comes to the ground. It should be drawn out at least four paces (two seconds). An interval of four paces in quick time must be left between the end of the 'cautionary' and the 'executive' command.

26. The Quick March

When the word of command '**Quick — MARCH**' is given, so as to step off the squad in time with a band or another squad, it will be given on successive beats or paces, i.e. '**Quick**' on the left foot and '**MARCH**' on the right foot. On the executive command '**MARCH**' the member will always step off a full pace with his left foot, swinging his left arm back and right arm forward. When marching, the leading guides will select some point in front to march on so as to maintain direction.

Each man is responsible for keeping his own dressing, covering, interval, distance and correct step.

Whilst marching, the length of pace must be maintained at 30 inches; the heel should come to the ground first and with the knee straight; each leg must be swung forward naturally and in a straight line; arms must be swung freely from the shoulders and kept straight and reach the extremity of their swing each time the heel comes to the ground; the extremity of the upswing will be as high as the belt in front and as high as possible to the rear; the wrist straight, hands closed (not clenched), thumbs to the front and locked over the second joint of the forefinger; the shoulders held square to the front.

27. Marching at Ease

Marching at ease differs only from quick marching at attention in that the head, eyes, and hands may be moved freely, provided that the pace and swing of the march is unbroken.

The command to **'March at — EASE'** is a spoken word of command rather than a direct word of command. To bring Squad to marching at attention from marching at ease, the word of command is, **'March at — ATTENTION'**.

28. The Slow March

The slow march is used only for ceremonial purposes. The slow march movement is as follows:

Push the left foot forward 15 inches, toe turned out very slightly and pointing towards the ground but just clear of it; without any distinct halt of the foot, complete the pace by pushing the left foot forward another 15 inches and let the ball of the foot touch the ground first; bring the weight of the body on to the left leg and then bend the right knee, swing the leg forward naturally before straightening until it is 15 inches in front of the left foot with the right toe pointing downwards just clear of the ground. The body remains erect, arms still to the sides, with the eyes looking at their own height straight in front.

The common faults are:

- (1) Jerky action when the leg completes the first 15 inches' movement, and then pushed forward another 15 inches. It is meant to be a graceful movement without a pause between the two.
- (2) There is often a tendency for a person to lean backwards.

29. The Halt

The command, when marching in quick time, is **'Squad (Section or Division) — HALT'**, and is given as the right foot passes the left. The squad completes the pace with the right foot and a further pace of 30 inches with the left foot. Bend the right knee and bring the foot sharply into the left; cut the arms smartly to the sides and adopt the position of Attention.

When marching in slow time the command, **'Squad (Section or Division) — HALT'**, is given as the right foot touches the ground. Complete the pace with the left foot, bend the right knee and bring the right foot smartly to the left foot in quick time to the position of Attention.

30. Marking Time

The command for marking time in quick time is **'Mark — TIME'** and is given with the cautionary drawn out and the executive as the left foot passes the right. Complete the pace with the left foot and a further pace with the right foot and cut the arms smartly to the sides. Begin to mark time with the left foot. To continue marching give the command **'For — WARD'** as the left foot is being raised. Continue the beat with the left foot, then a further beat with the right foot, shoot the left foot forward, swing the arms and continue marching.

When marching in slow time, give the command, **'Mark — TIME'** just before the right foot reaches the ground. Complete the pace with

the right foot and begin to mark time with the left foot. The command, **'For — WARD'** is given as the right knee is fully raised. The right knee is straightened immediately and the left foot shot forward to take up the slow march.

31. Changing Step

The word of command, given on successive feet as the right foot comes to the ground, is **'Change — STEP'**.

On this command complete the pace with the left foot; bend the right knee and place the right foot on the ground with the hollow in the heel of the left foot; shoot the left foot forward a full pace in front of the right foot and continue marching. As the right foot is placed on the ground behind the left foot, the arms are brought smartly to the side to the position of attention, then continue the normal swing as the marching is continued.

32. Wheeling

Whether marching in single file, threes or sixes, on the command **'Right (or left) — WHEEL'** the inner man will wheel on the circumference of a circle with a radius of 2 feet and will change direction through 90 degrees. The inner man shortens his pace and the outside man increases his pace. Files in the rear will march straight to their front and will follow on the ground covered by the leading files. If the squad is halted or commanded to mark time when only a part of the squad has wheeled into a new direction, the order **'Rear Files — COVER'** may be given and the members who have not yet wheeled, cover off, move to their places by the shortest route.

To wheel through less than 90 degrees, the word of command **'FORWARD'** will be given when the leading rank is facing in the required direction. They will then lead straight on.

To wheel through more than a right angle, the command **'Right (or Left) — WHEEL'** is given a second time.

33. The Side Pace

The side pace of twelve inches is used to move a man or squad not more than eight paces to the flank. If the distance required to be covered is greater than eight paces, then the squad should be 'turned' and 'marched'.

On the command **' . . . Paces, Left (or Right) Close — MARCH'**, the squad will bend the left or right knee and carry the foot off twelve inches to the left or right, whichever the case may be, and place it on the ground, smartly closing the other foot to it. Continue the movement until the specified number of paces have been completed. Except for the movement of the feet, the position of attention will be maintained.

34. Paces Forward and to the Rear

On the command **' . . . Paces, Forward (or Step-back) — MARCH'**, the squad will step forward or back straight to the front or rear com-

mencing with the left foot, keeping the arms to the sides. The number of paces will not exceed three.

35. Eyes Right and Front

A formed body requiring to pay a compliment to a flank will receive the command to march by the desired flank and will then be given the words of command '**Eyes — RIGHT (or LEFT)**'.

The right guide will look to his front in order to keep direction. All Officers and those Warrant Officers and Non-Commissioned Officers in command will salute and turn head and eyes to the right (or left). The remainder will turn their head and eyes to the desired flank and look the Officer receiving the compliment in the eye. Officers will **NOT** swing the left arm during the salute.

The executive word of command is given as the left foot touches the ground in quick time; complete the next pace bringing the arms smartly to the sides; as the left foot touches the ground again, the movement of Eyes Right (or Left) and the Salute is carried out.

The command '**Eyes — FRONT**' is given as the left foot touches the ground when the rear rank is just clear of the Saluting Base. Resume the position of marching at attention as the left foot next touches the ground.

Common Faults:

- (1) Looking down.
- (2) Closing in to the directing flank.
- (3) Shortening the length of pace.
- (4) Failure of the commander to make his word of command heard by all.
- (5) Officers swinging the left arm whilst saluting.
- (6) The command '**Eyes — FRONT**' being given before the rear file is clear of the saluting base.

36. Marching with an Object in the Hand

When necessary, articles are to be carried in the left hand, which is then held steady at the side. The right arm is swung in the normal manner.

37. Compliments when Passing an Officer

When passing an officer, the salute commences when within three paces of the Officer and ceases when three paces past him. If there are two or more members walking together, the senior member only salutes, or in the case of equal rank, then the member nearest the Officer salutes for the group. When not in uniform the salute is not given.

METHODS OF TRANSPORT OF THE INJURED

38. General

Transport of casualties should be carried out with the least possible distress to the patient and as easily as possible for the first aider and bearers. Once the casualty's injuries have been attended to it is important to avoid his condition being worsened, by carefully selecting and using the correct method of transport.

Transport of the injured can be carried out by any of the following methods:

- (1) Assistance of hand carriage by one or more bearers.
- (2) Stretcher carriage.
- (3) Transport: wheel, air and water.

39. The Formation of Ranks for Support by One or More Helpers or Hand Carriage

'For Hand Carriage Drill — Tallest on the Right, Shortest on the Left in Single Rank — SIZE'. On this command the Parade will fall in with the tallest moving to the right and the shortest to the left. A Non-Commissioned Officer will check the sizing with the men standing at attention shoulder to shoulder. When the numbers are too great for the parade area, two or more ranks may be formed with three paces between ranks.

After the command **'From the Right, at Half Pace Intervals — EXTEND'**, the right-hand man will stand fast, the remainder will place their right hand on the right hip with the thumb to the rear and the fingers pointing to the front, turn their heads and eyes to the right and move with short quick steps until the dressing is correct, with the right elbow touching the person next on the right.

'NUMBER'. On this command all will number from the right to the left with each man dropping his hand smartly to the side and turning his head and eyes to the front as he numbers. Where two or more ranks exist the front rank man only will number.

When the ranks are required to number by threes the command, **'By Threes — NUMBER'**, is given and the movement is as previously described.

The benefit of numbering the files is for the ease of explanation in forming the various methods of transport.

40. Exercises for Support by One or More Helpers or Hand Carriage

The various methods of transport of the injured by the assistance of hand carriage by one or more bearers are detailed in the current St. John Ambulance Association First Aid Manual. To carry out any method of carrying, including handseats, following an explanation of the procedure to form the method, the word of command is given

in two parts. The 'cautionary' describes the method, e.g., **'The Two-Handed Seat'**, and the 'executive' is the command **'FORM'** in all cases.

The command to return all ranks to the original position will be **'Files — RELEASE'**.

When explaining the formation of the various methods, the direction of the movement is either to the front or flanks, and it will be necessary to designate which numbers act as patients when required.

41. Stretcher Carriage Exercises

Stretcher carriage exercises are taught with drill movements to ensure that both discipline and orderliness are maintained, thus giving confidence to the patients and all concerned. Movements, while not being exaggerated, will be carried out with precision, and marching will either be in quick time or at the double. Marching will be in a relaxed manner with knees and shoulders slightly bent so as to reduce the jar of the body and the swing of the stretcher. With hand carriage by four bearers, all bearers step off with the inner foot and in the case of two or three bearers, the front and rear bearers step off with the left and right feet respectively.

Other principles to remember are:

- (a) No. 1 bearer of the stretcher squad is the Leader, and is responsible for the welfare of the patient until the patient is seen by a doctor or handed over to a responsible person. All stretcher bearers should be trained so that each may be able to undertake the duties and responsibilities of a No. 1 bearer.
- (b) When using a closed stretcher, bearers will always turn right about, but in the case of an open stretcher, bearers will always turn away from the stretcher. This will mean that some of the bearers will turn left about while others turn right about at the same time.
- (c) The stretcher should be tested before a patient is placed upon it.
- (d) Blankets should never be placed over a closed stretcher placed on the ground but carried over the left arm of the bearer.
- (e) When opening or closing a stretcher always use the heel of the shoe to adjust the traverse bar, never use the hand.

The normal formation of a stretcher squad is of four bearers. Carrying a loaded stretcher will be carried out by two, three or four bearers.

42. The Formation of Stretcher Squads

Stretcher squads can be formed with two, three or four bearers.

'For Stretcher Exercises, Tallest on the Right, Shortest on the Left, in Single Rank — SIZE'.

'From the Right, at Half Pace Intervals — EXTEND'.

These two movements are carried out as described in Paragraph 39.

'By Two, Three or Fours — NUMBER'.

Depending upon the number of bearers required, following this command all will number from the right in twos, threes or fours,

i.e., 1-2-3-4, 1-2-3-4, and so on down the line, with each man dropping his hand smartly to the side and turning his head and eyes to the front as he numbers.

The forming of the stretcher squads is completed by carrying out the following movements, which are self-explanatory.

(a) Four Bearers

'Numbers 3 and 4 Bearers — Three paces Step Back — MARCH'.

'To Cover — Right Close — MARCH'.

(b) Three Bearers.

Numbers 2 and 3 Bearers — Three Paces Step Back — MARCH'.

'To Cover — Right Close — MARCH'.

(c) Two Bearers.

'Number 2 Bearer — Three Paces Step Back — MARCH'.

'To Cover — Right Close — MARCH'.

Reference to Plate 1 will show the formations.

'By Squads — NUMBER'.

On this command, the No. 1 bearer of the right-hand squad will call out in a clear voice, 'Number 1 Squad'; the remainder of the Number 1 bearers will call out, 'Two — Three — Four', etc., and so on along the line until the last Number 1 bearer, who will call, 'Number — Squad'. This will indicate the last stretcher squad of the line of squads.

43. Collecting Blankets and Stretchers

When the stretcher squads have been formed, the bearers are detailed to collect blankets and stretchers. In the case of four bearers the command is **'Number 3 Collect Blankets, Number 4 Collect Stretchers. Numbers 3 and 4 — Right — TURN, Quick MARCH'.**

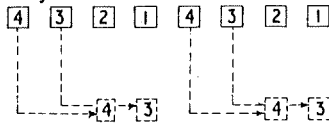
For three bearers, Number 2 bearer collects the blankets while Number 3 bearer collects the stretcher, and for two bearers, Number 1 bearer collects blankets while Number 2 bearer collects the stretcher.

Following the command to collect blankets and stretchers, the bearers will march off together following one another around and collect the blankets and stretchers and, keeping in the same order, return to their places from the other end of the squad, thus making a complete circuit with no halting or turning.

In the case of two bearers, the Numbers 1 and 2 bearers maintain the two files when returning to their places. That is all Number 1 bearers in one file with all Number 2 bearers in the second, three paces to the right.

The blankets will be neatly folded and carried over the left arm. Under no circumstances should a blanket be placed on the ground or on a closed stretcher.

Sized in single rank and numbered in fours.



Front.

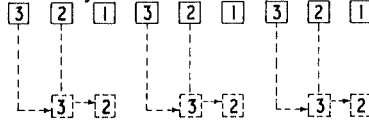


Movement completed and squads extended.



1 - FOUR BEARER SQUAD.

Sized in single rank and numbered in threes.



Front.

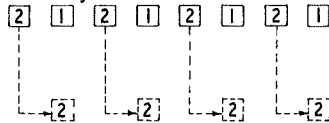


Movement completed and squads extended.



2 - THREE BEARER SQUAD.

Sized in single rank and numbered in twos.



Front.



Movement completed and squads extended.



3 - TWO BEARER SQUAD.

Plate 1 Forming Stretcher Squads

The stretcher will be carried at the slope on the right shoulder with the runners to the front and held in position by the right hand.

On the arrival at their places all turn to the front together, on a command given by the last bearer of the last squad. The stretcher is placed on the ground between the bearers of the respective squads in the case of four bearer squads, and on the right of the Number 1 bearer in the case of three and two bearer squads, with the runners to the right and the ends of the stretchers in line with the toes of the front bearers and the heels of the rear bearers, the rear bearers moving to pick up dressing.

44. Returning Blankets and Stretchers

On the command '**Number 3 Return Blankets, No. 4 Return Stretchers. Number 4 Slope — STRETCHER, Numbers 3 and 4 Right — TURN, Quick — MARCH**', the bearers will carry out the movements similar to those described in Paragraph 43.

When commanded '**Slope — STRETCHER**', the bearer picks up the stretcher and places it on his right shoulder.

When turning to the right, care should be taken to ensure that the stretcher is at the slope to ensure that an accident with the other bearers does not occur.

In the case of three and two bearer squads, the commands are similar, but using the appropriate numbers.

45. Changing Bearers

Changing bearers is carried out to relieve bearers of their respective responsibilities and duties.

(a) Four Bearers

Numbers 1 and 3 bearers will turn about, and then all bearers step off together with the left foot, Numbers 3 and 2 bearers wheeling around the ends of the stretcher, and all moving around two positions clockwise. Each bearer will halt in the position of the bearer whose place he has taken, and the new Numbers 1 and 3 bearers turn about so that all again face the front or foot of the stretcher. A regulation pause is observed between all movements.

(b) Three Bearers

Numbers 1 and 2 bearers will turn about, and a similar movement is carried out, except that bearers only advance one position. Number 3 bearer then becomes the new Number 1.

(c) Two Bearers

Numbers 1 and 2 bearers will turn about and change positions.

46. Stretcher Exercises with Prepared Stretchers

When the stretcher squads have been formed, collecting of casualties can be carried out in exercise form. The leader of the squads, the Number 1 bearer, commands '**Lift Stretcher**', and Numbers 2 and 4 bearers in the case of four bearers, and Numbers 1 and 2

bearers in the case of three and two bearers, stoop together, grasp the handles of the stretcher with their right hands, knuckles to the right, and rise together.

On the command **'Collect Casualty'**, the squad will move to the casualty and place the stretcher at the head of the casualty. The stretcher is prepared in accordance with the instructions contained in the current St. John Ambulance Association Manual.

Placing the casualty on the stretcher must be carried out with the minimum of inconvenience to the casualty, paying attention to injuries and the correct treatment. If four or more bearers are available, the blanket lift is the method preferred for loading a patient on to a stretcher, owing to the smoothness of the whole operation.

When a blanket is not available, the method of placing the patient on the stretcher is as follows, when the command **'Load Stretcher'** is given.

(a) Four Bearers

Numbers 4, 3, and 2 bearers place themselves on the left of the casualty at the shoulders, hips and knees respectively, with the Number 1 bearer on the right, facing the Number 3 bearer. All bearers kneel on their left knee and place their forearms beneath the casualty, and, using the hook grip, Number 1 joins his left hand with the left hand of Number 4 and the right hand with the right hand of Number 3. Number 4 supports the head and shoulders and Number 2 the lower limbs. On the command **'Lift'**, the casualty is raised gently and slowly and placed on the knees of Numbers 2, 3 and 4 bearers. Number 1 bearer places the stretcher under the casualty. Resuming his position, the leader commands **'Lower'** and the casualty is lowered on to the stretcher.

(b) Three Bearers

With the stretcher placed at the head of the casualty in line with his body, the Number 1 bearer kneels on his left knee on the injured side opposite the casualty's knees and places his hands under the legs; Numbers 2 and 3 bearers kneel on their left knees on opposite sides of the casualty with Number 2 next to the Number 1 bearer, place their hands upon the casualty's shoulders and hips, lock fingers by the hook grip. On the command **'Lift'**, the bearers rise to the erect position and move by side paces, carrying the casualty head foremost over the stretcher, the horizontal position of his body being maintained, and on the command **'Lower'**, place the casualty on the stretcher.

(c) Two Bearers

The stretcher is placed at the head of the casualty, the two bearers stand astride the casualty with the Number 2 bearer at the head, placing his forearms under the casualty's shoulders, Number 1 bearer at the knees placing his left hand beneath the casualty's thighs and his right elbow under the knees. The command **'Lift'** is given, and the patient is then placed on the stretcher by the bearers, taking short, even paces, and stooping so that the body of the casualty just clears the stretcher, until the casualty is over the stretcher when the command **'Lower'** is given.

When the stretcher is loaded, the bearers stand to the stretcher in the same manner when formed up in squads, with the bearers to carry the stretcher standing within the handles. In the case of four-bearer carry, the bearers stand on the outside of each handle. The leader commands '**Lift Stretcher**' and the bearers stoop together, grasp the handles, and rise together holding the stretcher at the full extent of their arms. On the command '**Advance**', all move off together. When the stretcher is required to be lowered, the command is '**Lower**'.

Unloading casualties from stretchers is carried out by handling the casualty in a similar manner to that adopted for loading the stretcher. When the casualty has been handed over to medical care or ambulance crew, the stretcher is closed and the squad retires in an orderly manner.

Where stretcher squads are formed and all exercises have been completed and blankets and stretchers have been returned, the squads are dismissed by giving the command '**Stretcher Squads, Dis—MISS**'. The squads do not re-form a single rank but dismiss in the correct manner.

47. Principles for Carrying Casualties on Stretchers

A casualty is generally carried feet first except in the case when:

- (a) Going upstairs or uphill with a casualty whose lower limbs are uninjured.
- (b) Carrying a casualty to the side or foot of a bed.
- (c) Loading an ambulance.
- (d) Going downhill with a casualty whose lower limbs have been injured.

The following paragraphs will serve as a guide for handling certain situations.

To Cross Uneven Ground

The stretcher should be carried by four bearers and kept as near level as possible. This can be done, and at the same time prevent the casualty from falling, by each bearer adjusting the height of the stretcher independently according to the level of the ground. When the stretcher is to be carried over a short distance, the bearers should face inwards and move by using short side paces.

To Cross a Ditch

The stretcher is lowered near the edge of the ditch. The front two bearers descend into the ditch and support the front end of the stretcher. The four bearers lift together, moving forward until the stretcher handles rest on the edge of the ditch. The rear bearers descend into the ditch and the stretcher is then moved so that the front handles rest on the far side. The front bearers climb out of the ditch and the stretcher is then moved forward on to the ground and rests there while the rear bearers climb out of the ditch. The stretcher is then carried in the normal way.

To Cross a Wall

Carrying a stretcher across a wall should be avoided if possible, even if it means a longer carry. If this is unavoidable, the front

handles of the stretcher should be placed on the wall and the stretcher held level by the rear bearers while the front bearers cross the wall. All bearers then lift together and the stretcher moved forward until the rear handles rest on the wall, the stretcher being held level by the front bearers. The rear bearers then cross the wall and the stretcher is carried in the normal way.

To Load and Unload an Ambulance

The stretcher is lowered with the head just clear of the doors of the ambulance. Casualties are loaded head first unless their condition is likely to be aggravated. On the command '**Lift Stretcher**', the bearers, facing inwards, grasp the sides of the stretcher with hands wide apart, palms uppermost, and rise together, lifting the stretcher. By taking side paces, the bearers move towards the ambulance, place the runners in the grooves and slide the stretcher into the ambulance. When loading an ambulance the bearers will find it easier if the head of the stretcher is raised slightly above the level of the foot.

Some ambulance vehicles are provided with upper and lower berths. In such cases, the sequence of loading is upper right, upper left, lower right then lower left unless the vehicular structures prevent this.

When unloading an ambulance, the procedure is similar to loading an ambulance, ensuring that the stretcher is carried just clear of the vehicle before lowering.

It is not intended that the exercises with stretcher squads be carried out with formal drill movements, but at the same time, clear understanding of all movements, carried out in such a manner that the casualty is assured of safety, is essential.

PARADE FORMATIONS

48. General

The basic unit in the St. John Ambulance Brigade is the Division. Divisions merge together to form a Corps, while Corps merge together to form a District. In the Priory of Australia, each State is known as a District, with the exception of Western Australia which is a Com-mandary.

The three formations used throughout the Brigade are:

- (a) Line
- (b) Column of Route
- (c) Close Column

These formations can be carried out by a:

- (a) Division
- (b) Corps of Divisions
- (c) Corps
- (d) District

A District Parade is a Parade of Corps.

The following formations should be interpreted reasonably, as no attempt has been made to provide for the wide variation in strengths of Division or Corps, or for sizes of Parade Halls and Parade Grounds.

49. Key to Plates

The following symbols are used throughout the Manual:

	DISTRICT SUPERINTENDENT.		CORPS SUPERINTENDENT		DISTRICT SERGEANT MAJOR.
	DISTRICT SURGEON.		CORPS SURGEON.		CORPS SERGEANT MAJOR.
	DISTRICT SUPERINTENDENT. [N]		CORPS STAFF OFFICER.		STAFF SERGEANT.
	OFFICER OF THE DAY.		DIVISIONAL SUPERINTENDENT		SERGEANT.
	DISTRICT STAFF OFFICER. [A]		DIVISIONAL SURGEON.		CORPORAL.
	DISTRICT STAFF OFFICER. [N]		DIVISIONAL NURSING OFFICER.		DRUM MAJOR.
	DISTRICT NURSING OFFICER.		DIVISIONAL OFFICER.		FRONT RANK.
			PROBATIONARY SURGEON.		CENTRE RANK.
			STATE REGISTERED NURSE.		REAR RANK.

Plate 2 Key to Plates

50. The Division In-Line

The Division is to form up in two or three ranks according to numbers on Parade. The Divisional Superintendent six paces in front of the centre of the front rank. All other officers three paces in front of the front rank, equally spaced, with the Divisional Surgeon on the right. The Staff Sergeant and Sergeant, together with any Supernumerary Officers, form the Supernumerary Rank three paces in rear of the rear rank, dividing the frontage between them.

A Cadet Leader, a Private of a Senior Division seconded to a Cadet Division, is placed in the Supernumerary Rank, but when on Parade with a Senior Division is placed in the ranks. On the occasion of a District Parade, a Cadet Leader will parade with the Senior members.

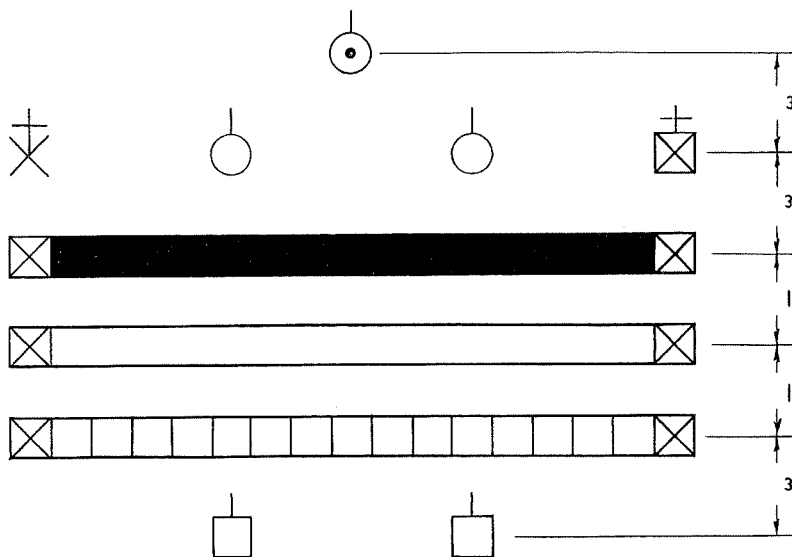


Plate 3 Division in Line

51. The Division In Column of Route

The Division in Column of Route is similar to the formation 'In Line' but facing the flank, and the Divisional Superintendent five paces in front and in the centre of the column with the Divisional Surgeon flanked on either side by Officers two paces in front of the leading threes. If there should be more officers on Parade, they take up a position in rear of the Division with the Staff Sergeant and Sergeants who are two paces in rear of the rear threes.

52. Corps of Divisions In Line

The Divisions form up side by side on the same alignment with ten paces interval between each Division. Each Division is formed up

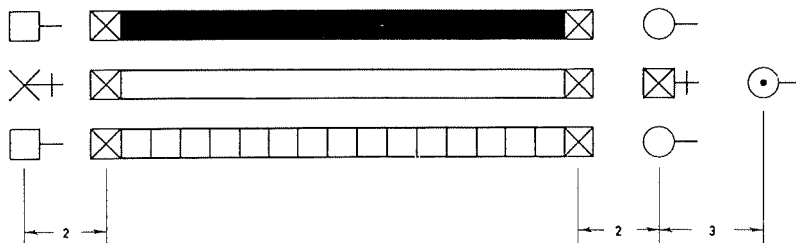


Plate 4 Division in Column of Route

as detailed in Paragraph 50. The Corps Superintendent is in the centre of the Corps of Divisions nine paces in front of the line of Divisional Superintendents, the Corps Surgeon three paces to the rear and two paces to the right of the Corps Superintendent, the Corps Staff Officer in line and four paces to the left of the Corps Surgeon. The Corps Sergeant Major is six paces to the rear of the Corps Superintendent. When a Corps has two Corps Staff Officers, the second officer is also in line with the Corps Surgeon and in rear of the Corps Superintendent.

53. Corps of Divisions In Column of Route

The Divisions form up as detailed in Paragraph 51, one behind the other with three paces interval between each Divisional Superintendent and the rear three of the Division in front. The Corps Superintendent is in the centre of the column and nine paces in front of the first Divisional Superintendent. The Corps Surgeon three paces to the rear of the Corps Superintendent, with the Corps Sergeant Major three paces to the rear of the Corps Surgeon. The Corps Staff Officer is placed in the rear of the column with an interval of three paces between him and the rear three. A second Corps Staff Officer on parade would be positioned on the left of the Corps Surgeon in file, with the Senior Corps Officer at the rear of the column.

54. Corps In Line

The Corps is to form up in three ranks, the Corps Superintendent six paces in front of the centre of the front rank, with the Corps Surgeon in line with the Corps Superintendent and directly in front of the right hand guide. The Officers' rank is three paces in front of the front rank, with the Corps Staff Officer on the right. The Corps Sergeant Major, Staff Sergeant and Sergeants, together with any Supernumerary Officers, form the supernumerary rank, which is three paces to the rear of the rear rank, with the Corps Sergeant Major on the right.

55. Corps In Column of Route

The Corps in Column of Route is similar to the formation described in Paragraph 54, but facing the flank with the Corps Superintendent three paces in front of the first line of Officers and in the centre of the column. The Officers form up in threes, with the last line of Officers three paces in front of the leading three. The Corps Sergeant Major and two Sergeants take up a position one pace in front of the leading threes, with the remaining Sergeants one pace to the rear of the rear three. The Corps Staff Officer is in the rear of the column, two paces to the rear of the rear three of Sergeants and in the centre of the column. When a second Corps Staff Officer is on Parade, he will be placed on the left of the Corps Surgeon, with the senior Corps Staff Officer at the rear of the column.

56. Close Column

In close column the distance between each Division or Corps can be any distance between seven and thirteen paces. For normal purposes the distance is thirteen paces, but it is dependent upon the space available.

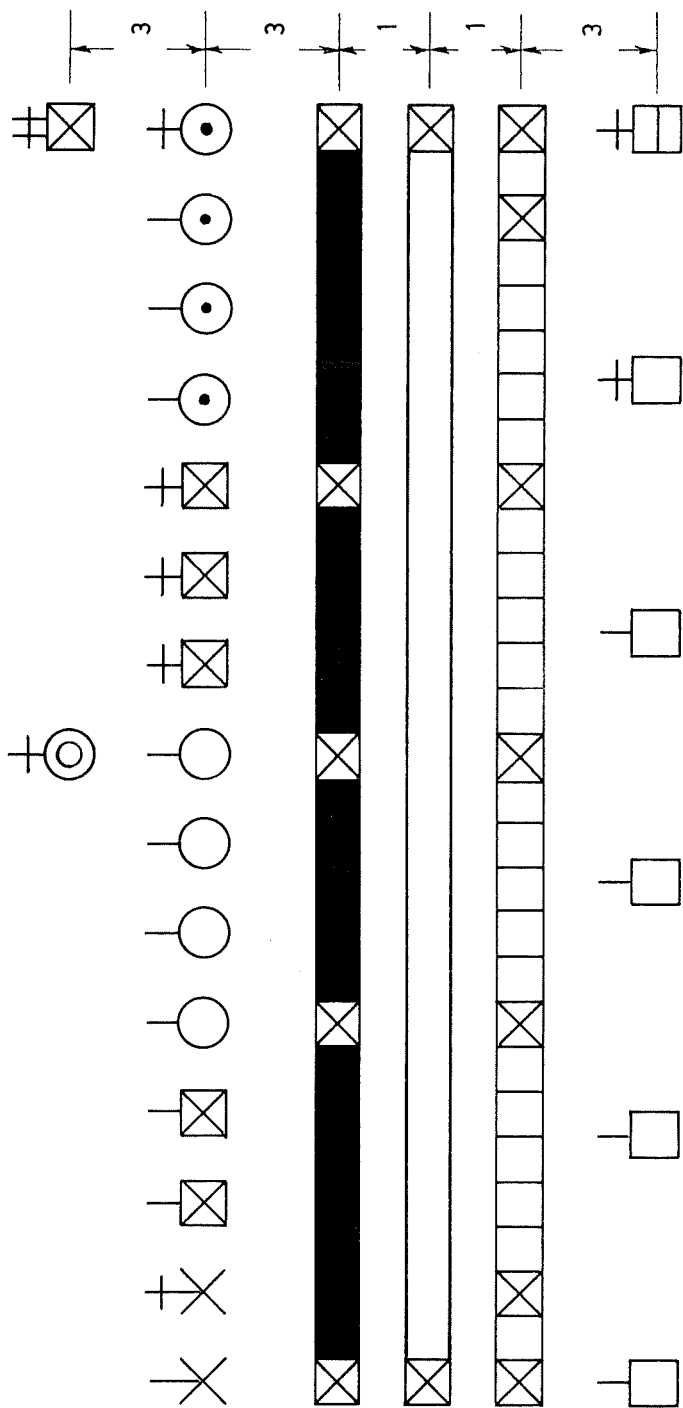


Plate 7 Corps in Line

CHAPTER SIX

THE INSPECTION

57. General

The object of Ceremonial Inspections, which may be conducted on a Divisional, Corps or District basis, is to remind members of the St. John Ambulance Brigade that they belong to one brotherhood. Furthermore, they afford an opportunity for the public to see the Brigade and thus encourage recruitment and increase public regard.

Ceremonial Inspections enable Inspecting Officers to see, meet and speak to personnel on Parade and to present outstanding Awards for services rendered. When Inspections take place they should be regarded as special occasions, and all personnel should make a supreme effort to be on parade.

When selecting the place of inspection, it is important that whenever possible a large public place be used to encourage the attendance of spectators, and the facilities available should be considered to add to the comfort of all concerned.

To encourage greater liaison and unity between Senior and Cadet Divisions, wherever possible Cadet Divisions should parade with the Senior Division. This point is of vital importance for the future well-being of the Brigade.

58. The Divisional Inspection

Brigade personnel are reminded that attendance at their Annual Divisional Inspection is one of the requirements towards their efficiency.

The Division will form up in three ranks and be sized. After taking 'Open Order' the Division will be dressed by the right, stood at ease and stood easy.

Officers and other ranks being in position as detailed in Paragraph 50.

On the approach of the Inspecting Officer, the Divisional Superintendent will command 'ATTENTION'. The Inspecting Officer will be introduced to the Divisional Superintendent by a member of the Corps Staff, who will Salute on behalf of all members on Parade. The Divisional Superintendent accompanies the Inspecting Officer, walking on his outer flank and introducing the Officers to him. Following the inspection of the ranks, the Inspection Party returns to the front of the Parade; the ranks closed and the Parade stood at ease. If a march past is required, the formation in which it will be carried out is 'Column of Route' as described in Paragraph 49. The Inspecting Officer may require further exercises to be carried out to assess the fitness and capabilities of Officers and Non-Commissioned Officers. Before departing, the Inspecting Officer will address the Parade.

The Divisional Superintendent should have the Brigade Form BF18 completed prior to the arrival of the Inspecting Officer.

59. The Corps Inspection

A Corps Inspection is carried out in much the same manner as described in paragraph 58. The Parade, where possible, should be formed as a Corps of Divisions, described in Paragraph 52. This enables each Division to retain its identity and enables each Superintendent to maintain his divisional command. If the numbers are small, then it would be advisable to Parade as a Corps as detailed in Paragraph 52.

With the Parade of Corps of Divisions standing at 'EASE', the Inspecting Officer approaches the Corps Superintendent, who commands the Corps Staff to stand at 'ATTENTION'. Following the introduction and inspection of the Corps Staff, the Inspecting Officer, accompanied by the Corps Superintendent, will inspect each Division in turn. As the Inspecting Officer approaches each Division, the Divisional Superintendent commands 'ATTENTION', and then accompanies the Inspecting Officer and Corps Superintendent while the ranks are inspected.

An Inspection of this nature is accepted as an equivalent for the Annual Divisional Inspection provided that all requirements for the Annual Inspection have been satisfied.

60. The District Inspection

A District Inspection, or Review as it is more commonly known, is a Parade of Corps as shown in Plates No. 10 and 11. It affords the opportunity for all branches of the Brigade to Parade together before the public eye and be inspected by a distinguished guest, who could be The Prior, Deputy Prior, the Mayor or local Member of Parliament. The basic procedure for conducting an Inspection on this scale is as follows:

- (a) The Salute
- (b) Inspection
- (c) Address
- (d) March Past

There may be occasions when it will be preferable to have the Address after the March Past, but it tends, particularly on a hot day, to produce an anti-climax, in that all are too tired to obtain full value from the Address.

Commissioners should normally be in command of Parades, and should appoint an Officer to meet and look after the Inspecting Officer. If they are not on Parade themselves, they should meet the Inspecting Officer before he reaches the Parade Ground.

The layout of an Inspection or Review ground is shown in Plate 9.

The length of the Inspection Line G-H depends on the frontage of the Parade to be inspected. Its distance from the 'Passing Line' should allow sufficient room for the Officers to take up their positions at the correct distance in front of the Parade. The Officer in Charge of the Parade should not be too near the Inspecting Officer. There can be one or more Inspection Lines according to the numbers on Parade.

The length of the Saluting Base B–E can be varied to suit the space available, and should be roped off, if possible. The March Past begins at point B and ends at Point E. The Inspecting Officer should be behind the centre of the Saluting Base. Points C and D, being ten yards either side of the centre of the Saluting Base, are the points at which the Salute begins and finishes, respectively.

The portion of the Passing Line A K B, known as the steadying area, should be of sufficient length to allow Corps to obtain correct direction and coverage prior to reaching the Saluting Base. Points I and J are the places where the Corps wheel about to get on to the Passing Line. Point K is the ‘Steadying Point’ at which the order to ‘Quick March’ is given, and Points C and L are the points at which the Corps Commanders give ‘Eyes—Right’ and ‘Eyes—Front’, respectively.

If the Parade is to re-form on the ‘Inspection Line’ following the March Past and prior to the dismissal, the Corps wheel left at Points F and M.

All points should be marked by flags or posts with the lines marked in white, and, as a general rule, the Passing Line should be the same length as the Inspection Lines, but not coinciding with the line of the Saluting Base.

Ambulances, if on Parade, should be to the rear of the Parade, facing inwards, or in a convenient area adjacent to the Parade ground. It is essential that an area be set aside, with plenty of shade and easily accessible, for a First Aid Post.

As a guide to organizers of District Parades, Plate No. 10 shows a District at the Assembly Area in Close Column and Plate No. 11 shows a District on Parade in Line, with the necessary distances and intervals to suit Corps of a strength of approximately 60 each.

If facilities are available, it is preferable to have the District form up on a suitable assembly area, as shown in Plate 10, and then march the Corps in Column of Route to the place of inspection, where it will not only be inspected, but on which it will March Past. The District may form up, be inspected and March Past on the same Parade

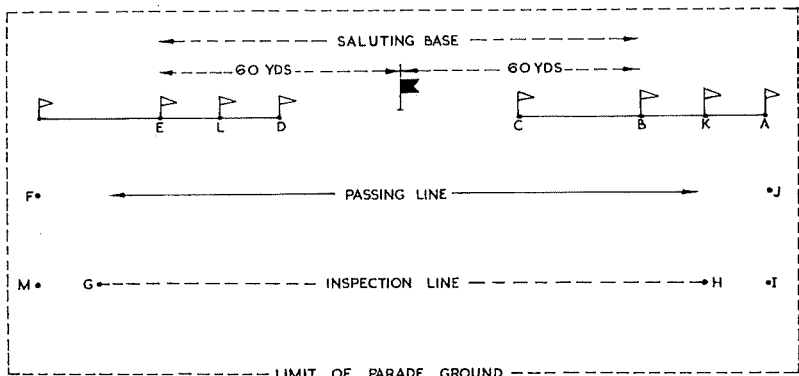


Plate 9 Layout of an Inspection Ground

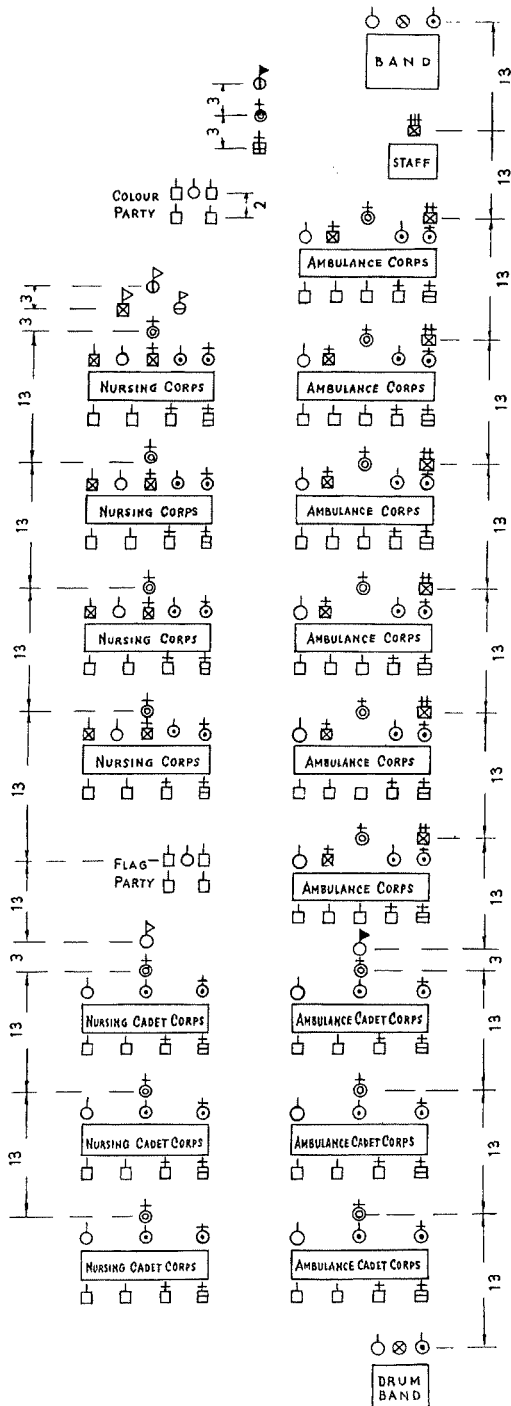


Plate 10 District Parade in Close Column

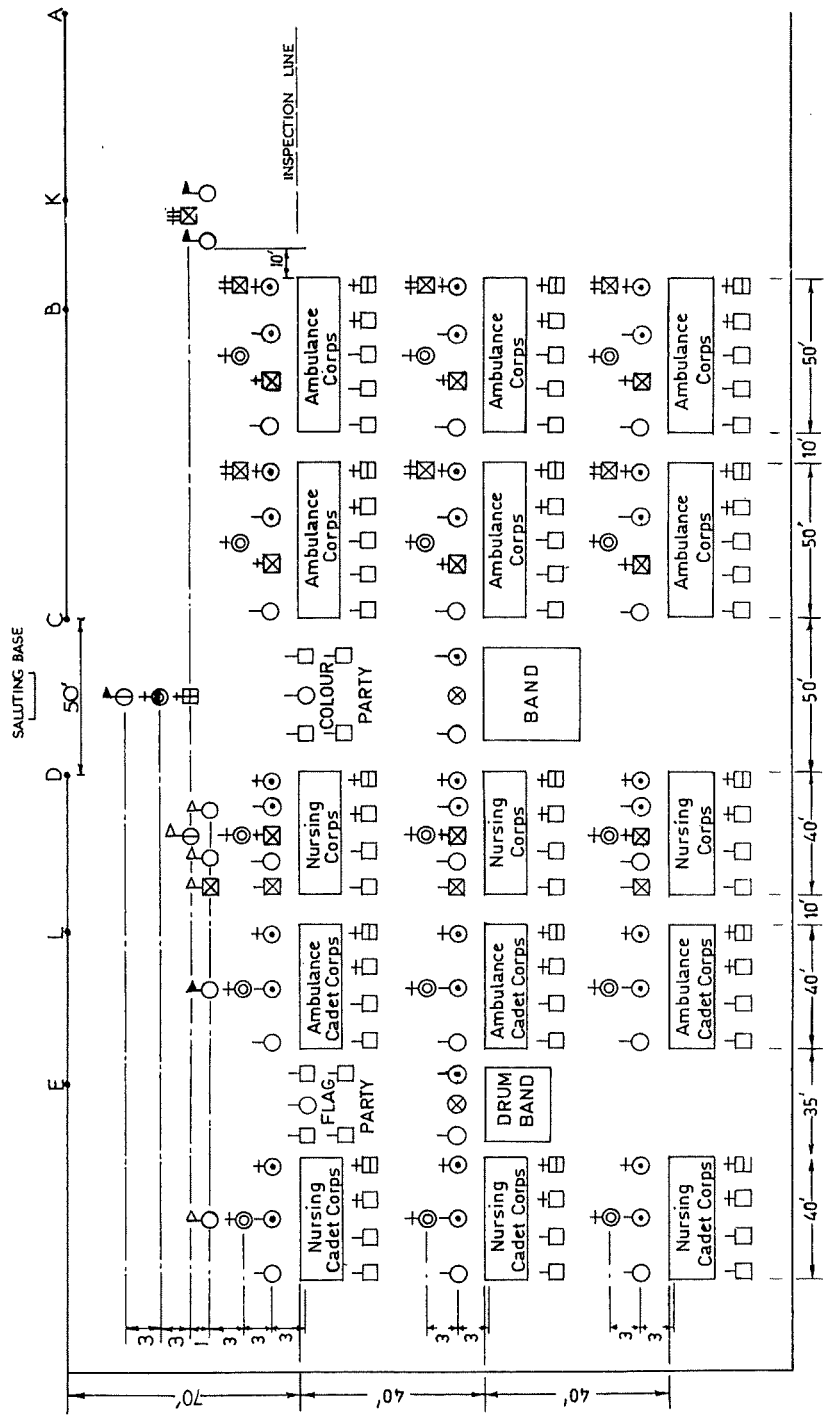


Plate 11 District Parade in Line

Ground, or it may form up and be inspected on a Parade Ground and March Past elsewhere, e.g., the front of a Town Hall, etc.

Whenever a Parade is to be held, the organizers should always publish 'Parade Orders' giving full details of the Parade and Appointments, and see that a copy is sent to all concerned. This will ensure that no time is wasted explaining the procedure of the Parade.

To enlighten the spectators as to the procedure of the Parade and thus 'fill-in' time whilst the Parade is marching from the assembly area to the place of inspection, it is a good point to have an Officer address the onlookers over the public address system and explain the procedure of the Parade, the qualifications of and the reasons for any Awards that are to be presented, etc.

The following paragraphs give details of words of command and movements of a District Parade.

AT THE ASSEMBLY AREA

The Parade assembles in the area in readiness to 'fall-in' in close column of Corps as shown in Plate 10.

The Corps Sergeants Major report to the District Sergeant Major, receive the Parade state forms and any instructions, seek out the position of their respective Corps Markers, hand their Corps Superintendent the Parade state, select Corporals as Corps Markers, and have their Corps formed up in three ranks with the tallest on the flanks and the shortest in the centre.

THE DISTRICT SERGEANT MAJOR COMMANDS:

'Right — MARKER'. The Corps Markers take up their positions two paces in front of and facing the Corps Sergeants Major.

'Brigade, ON — PARADE'. The movement is carried out as detailed in Paragraph 14 and Plate 7. The Corps Sergeants Major must see that the right flank of the supernumerary rank is vacant for them to occupy before they take up their position four paces in front of and in the centre of their Corps on the completion of the automatic dressing.

At this stage, the Parade is standing at ease.

'Brigade, Atten—TION'. The District Sergeant Major hands the Parade over to the Officer of the Day.

THE OFFICER OF THE DAY COMMANDS:

'Brigade, Stand at — EASE'. **'Officers, FALL IN'**. The Officers fall in as detailed in Paragraph 22. The Corps Sergeants Major stand fast until the Corps Superintendents take up their positions in front of them, hand the Corps over, receive the completed Parade states and then occupy their positions in the supernumerary rank.

'Compile Parade States'. The District Sergeant Major collects the Parade states from the Corps Sergeants Major, who move to the centre of the Parade in line with their Corps, and then all return to their positions. The Parade states are handed over to the Officer of the Day following the completion of the Parade.

'Brigade Atten — TION'. The Officer of the Day hands the Parade over to the Officer in Command.

THE OFFICER IN COMMAND COMMANDS:

'Colour Party, Take POST'. The colour party takes its position on Parade and the Officer in Command pays compliment to the colour.

'The Brigade will advance in Column of Route in succession from the right, . . . Corps leading'.

'Right-TURN'. Following this command all turn right, with the Corps in formation as detailed in Paragraph 53, and the Band Drum Major commands **'Band, by the centre, Quick—MARCH'** with the Band marching off.

Allowing the regulation distance of thirteen paces between the Band and the Headquarters Staff, the Officer in Command commands **'Headquarters Staff, Quick—MARCH'** followed by the Corps Superintendents in time to take up their position in the Column of Route in a similar manner.

The Parade marches to the inspection ground in the following order:

- Band
- Officer in Command, normally the District Superintendent
- Officer of the Day
- District Sergeant Major
- District Surgeon and District Staff
- Ambulance Corps
- Colour Party
- Nursing Corps
- Ambulance Cadet Corps
- Cadet Flag Party
- Cadet Drum Band
- Nursing Cadet Corps

Each Corps is led by its respective Corps Superintendent. The District Superintendent (Nursing) commands the Nursing Corps with the District Staff Officers (Nursing) in the rear of their District Superintendent. District Staff Officers (Cadet) command their respective corps.

AT THE PLACE OF INSPECTION

When the column arrives at the place of inspection, the Corps enter the inspection lines from the flank. As each Corps arrives at its allotted or marked position, the Corps Superintendent commands **'Halt'** and **'Left—TURN'**. The Corps are now on Parade as shown in Paragraph 52 and Plate 11. Using discretion the Corps Superintendent may command **'Stand at—EASE'**.

As the Officer-in-Charge of the Parade, usually the District Commissioner, reaches the Saluting Base, the Officer in Command will call the Parade to **'Atten—TION'** and commands **'Brigade, General SALUTE'**. All officers Salute, Colour let fly, the Flag broken and the Band sounds the General Salute.

When the Band completes the general Salute, the Officers, taking their time from the Officer in Command, cut their hands away to the side. The Parade is then handed over to the Officer-in-Charge.

The Parade is then commanded to '**Stand at—EASE**' and the Presentation of Awards, etc., can be made, if awaiting the arrival of the Inspecting Officer.

The Officer-in-Charge of the Parade commands '**Atten—TION**' and hands the Parade back to the Officer in Command, who prepares the Parade for Inspection by the following commands:

'Brigade, Open Order — MARCH'. The ranks open order as detailed in Paragraph 6.

'Right — DRESS'. The right dress is carried out as detailed in Paragraph 15, with the Corps Sergeants Major checking the ranks in turn, then taking up a position five paces to the right of, and in line facing, the Corps Marker. The Corps Sergeants Major of the right hand Corps not only check the dressing of their own Corps but check the whole Inspection line. When all Corps Sergeants Major have taken up their positions, the District Sergeant Major, who has positioned himself in line with the right hand Corps Sergeant Major, gives the following command '**Reports on Inspection lines, Line No. 1**'. The Corps Sergeant Major of the right hand Corps in Line No. 1 will answer '**All correct, SIR**'. The District Sergeant Major then calls '**Line No. 2**' and so on in turn and the Corps Sergeants Major of these lines give the same response. When the reports have been completed, all Corps Sergeants Major will return to their positions in the supernumerary rank. The District Sergeant Major next commands '**Brigade STEADY**', and will stand fast until the Officer in Command commands '**Eyes—FRONT**'. While the Corps Sergeants Major are checking the dressing of the ranks, the Officer of the Day should check the Dressing of Officers.

'Parade, Stand at — EASE'. The Royal Salute is given when Royalty or representatives are present. As the member of the Royal family or representative approaches the Saluting Base, the Officer in Command commands '**Parade Atten—TION**'. On arrival at the Saluting Base '**Parade, ROYAL SALUTE**' is commanded. The National Anthem is played, Colour and Cadet Flag lowered, and all Officers salute. Following the playing of the first six bars of the National Anthem, except in the case of the Sovereign being present, when the first verse is played, all Officers, taking their time from the Officer in Command, cut their hands away to the sides. The Officer in Command then commands '**Parade, Stand at — EASE**'.

The Inspection takes place with the Inspecting Officer being introduced to the Officer in Command, Officer of the Day and the District Sergeant Major by the Officer in Charge. The Inspecting Officer then inspects the other Corps in turn in a similar manner as described in Paragraph 57. The Corps Superintendent will pay compliment, on behalf of his Corps, to the Inspecting Officer when he is introduced. Following the inspection of his Corps, the Corps Superintendent may command '**Stand at — EASE**'.

Following the Inspection, the Officer in Command commands:

'Parade, Close Order — MARCH'

'Parade, Stand at — EASE'

The Inspecting Officer addresses the Parade.

The Address having been concluded, the Inspecting Officer having given his consent to a 'March Past' and taken up his position on the Saluting Base, the Parade will carry out the 'March Past as follows:

The Officer-in-Charge commands **'Parade, Attention'** and **'Parade will March Past in Column of Route from the right . . . Corps leading'**.

The Officer in Command then commands **'Parade, Right TURN'**, all turn right, and officers take up their positions as detailed in Paragraph 53, and **'By the Left, Quick — MARCH'**. Corps march past in column of route at 13 paces distance between Corps. (Refer to Plate 9 for details). The Corps will march off in time with the preceding Corps, left wheel at Points 'I' and 'J', steady the Corps at the Steadying Area, and at Point 'B' Corps Superintendent will change the directing flank with the order **'By the RIGHT'**. On arrival at point 'C', the Corps Superintendent commands **' . . . Corps Eyes — RIGHT'**.

When the Corps Superintendent is sure that the rear file of his Corps has passed point 'D', he commands **' . . . Corps Eyes — FRONT'**. The movement 'Eyes Right' and 'Eyes Front' will be carried out as detailed in Paragraph 35.

Following the 'March Past', the Parade will march to the place of Dismissal or re-form on the Inspection Line. Following the departure of the Inspecting Officer, the Colour will be 'Marched Off' and the Parade Dismissed as detailed in Paragraph 17.

The details, words of commands and movements of a District Parade have been given in great detail, and the same can be used for any Parade whether it be Divisional, Corps of Divisions, or Corps.

A point to remember is that Reviews held too frequently tend to defeat their object; but when they do take place, they should be regarded as very special occasions, and ALL RANKS should make a supreme effort to be present.

**THE BRIGADE COLOUR, BRIGADE FLAG,
CADET FLAG, PRESENTATION OF THE COLOUR
AND FLAGS IN GENERAL**

61. General

This Chapter deals with the Colour and Flags, and Brigade members must be conversant with the correct procedure and use of them. As a Unit of Her Majesty's Forces has a Regimental Colour, so has the Brigade a Brigade Colour and this, together with the flying of flags, plays an important role in the presentation of any Parade.

The Colour Baldric, and Flag Belt, which is of black material, is worn over the left shoulder with the socket in front and in the centre.

62. The Brigade Colour (Reg. 156)

The Brigade Colour should have the honour and respect of every Brigade member and the public alike. It is the Badge of the Order, with a white cross with gold lions and unicorns on a black field, having alternate black and white fringes two inches in length. Being



Fig. 6 The Brigade Colour

three feet by four feet, it is carried on an eight-foot black pike surmounted by the Badge of the Order in silver. The Colour is secured to the pike with black and white cord with tassels.

A District or Sub-District having a minimum strength of 750 Senior members, exclusive of Cadets, is entitled to possess a Colour. It is carried only on Ceremonial Parades of the Brigade with the sanction of the Commissioner, and when one or more Districts parade together, the Chief Commissioner will decide which Colour or Colours will be carried.

The Colour will be consecrated and at all times accorded full honour. Uncased Colours will be saluted at all times, whereas the cased Colours will not.

63. The Colour Party

The Colour Party is composed of the Colour Bearer or Ensign (an Officer in Charge of the Colour Party) and its escort, two Non-Commissioned Officers.

The Colour is carried by the Colour Bearer or Ensign positioned in the centre and flanked on either side by two Senior Non-Commissioned Officers in line.

When Colours are uncased, the Colour Party will not pay compliment, except to persons entitled to the compliment of having the Colours lowered or 'Let Fly'. Those entitled to the honour of having the Colour lowered are:

During the playing of the National Anthem and the Royal Salute for a member of the Royal Family or representatives.

Foreign Sovereigns or members of reigning Houses.

Presidents of Republics.

The Governor-General, Governors, and High Commissioners.

Governor of a Dominion, Colony or Mandated Territory under the protection of Her Majesty's Government, or Special Royal Commissioner acting for the Sovereign.

Admiral of the Fleet, Field Marshal and the Marshal of the Royal Air Force.

Colour will be lowered only at 'Halt' or 'Slow March'. At 'Quick March' the Colour will be 'Let Fly'. The Colour Party does not give the 'Eyes Right'.

The Colour will be at the 'Carry' or 'Order' when at the halt, during an inspection, when marching on or off a parade ground, and when marching past. When on the move the Colour will be at the 'Slope'.

When on Parade 'In Line', the Colour Party will be in the centre, and when marching in 'Column of Route' will be in the rear of the second Corps, three paces behind the rear 'three' and three paces in front of the next Corps Superintendent.

When marching past the saluting base, the Colour will be lowered if any of those persons entitled to that honour are taking the salute.

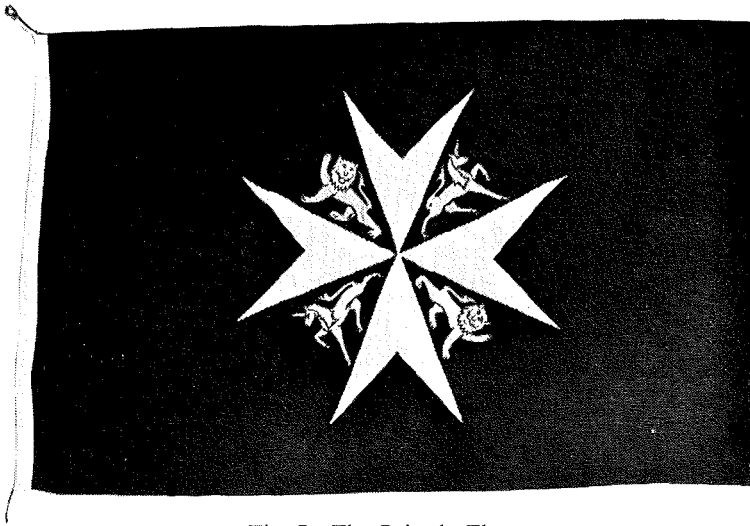


Fig. 7 The Brigade Flag

64. The Brigade Flag (Reg. 155)

The Brigade Flag is the Badge of the Order, having a white cross with gold lions and unicorns on a black field. There is no regulation size, but the height of the Flag must be two-thirds of its width. It may be flown on Headquarters of an establishment or Unit of the Brigade, at First Aid Stations, and Brigade Annual Inspections, and Camps. In Camp, the Brigade Flag will be lowered at night.

65. The Cadet Flag (Reg. C36)

The Cadet Flag is the Badge of the Order (with lions and unicorns in gold) on a black field, size 3 ft. 6 in. x 2 ft. 6 in. with a 2 in. gold fringe. The six foot black pike, surmounted by a polished polehead, has white cords and tassels (see figure 8).

This Flag may be blessed but not consecrated.

It may be flown on Headquarters of an establishment or Unit of the Brigade, at first aid stations, at Brigade annual inspections and camps.

The Flag may also be carried in processions and on other public occasions and at church parades, when it will be taken up to the sanctuary with the flags of other organisations.

66. The Cadet Flag Party

The Cadet Flag Party consists of three Cadets, the Senior Cadet being the Flag Bearer, and flanked in line on either side by the remaining two Cadets.

The Flag Bearer commands the Cadet Flag Party. On occasions, a Cadet Officer may be detailed as Flag Bearer and Senior Cadets as escorts.

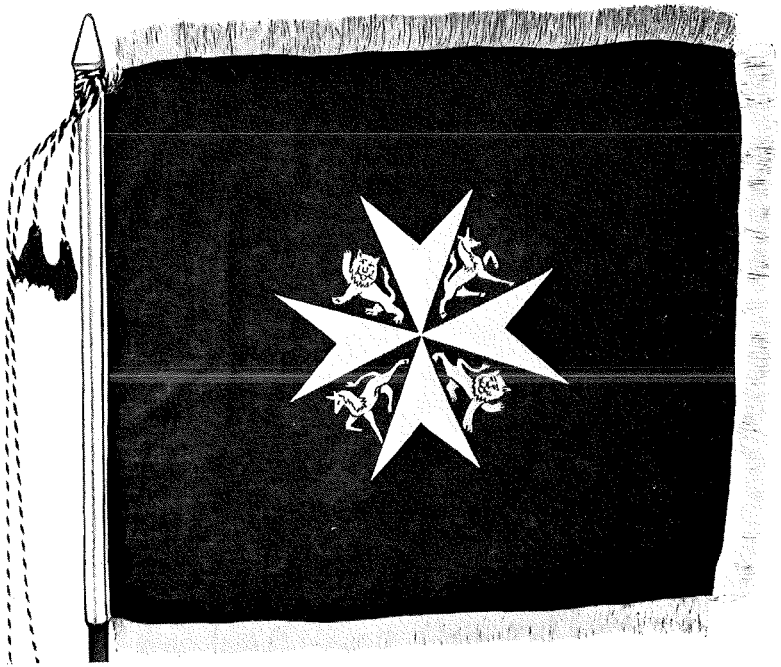


Fig. 8 The Cadet Flag

The Cadet Flag Party conforms to all orders given to a Parade and when on Parade with the Senior Divisions or other organisations, the 'Flag' will be carried at the head of the Cadet Division only, and not at the head of the procession, unless otherwise ordered. It is not necessary for these Flags to be cased.

This manual contains information for the 'Blessing of the Flag' and other details concerning the 'Flag', but for any Parade requiring the Cadet Flag to be carried, instructions should be laid down in the 'Parade Orders'.

67. Colour and Flag Drill

As the Drill is the same for the Colour and Flag, all references to the Colour is meant to include the Flag as well.

At the Order

When carried at the 'Order', the Pike and Colour is held in the right hand at the point where the lower point of the Colour reaches. The Pike is perpendicular with the base resting on the ground against the right toe, with the elbow close to the body. The Colour must not be stretched tightly down the Pike, but allowed to hang naturally. When 'standing at ease' or 'standing easy', the Ensign stands as detailed in Paragraphs 9 and 10, except the hand remains at the side with the right continuing to hold the Pike perpendicular.

At the Carry

When changing the Colour from the 'Order' to the 'Carry', the Colour is raised perpendicularly in front of the body until the base of

the Pike is guided into the socket of the Colour belt with the left hand. The right hand is placed around the Pike in the centre of and in line with the mouth and the back of the hand to the front, wrist and forearm horizontal and at right angles to the Pike, which is perpendicular. The corner of the Colour is held lightly with the Pike, in the right hand. When returning the Colour to the 'Order' from the 'Carry', raise Colour and Pike clear of the socket and lower the Colour to the position of 'Order', catching the Pike with the left hand, placing the base on the ground and cutting the left hand smartly away to the side.

At the Slope

When changing the Colour from the 'Carry' to the 'Slope', the Colour is raised perpendicularly until the base of the Pike is just clear of the socket of the Colour Belt, and then lowered smartly on to the right shoulder, with the right elbow close to the side and the right forearms parallel to the ground. The Pike should not be visible between the hand and the shoulder, but covered with the edge of the Colour when the Colour hangs over the right shoulder and arm. To return the Colour to the 'Carry' from the 'Slope', raise the Colour smartly off the right shoulder with the right hand to the position of 'Carry', guiding the base of the Pike into the socket with the left hand.

At the Fly

When the Colour is 'Let Fly', release the Colour with the right hand and remain holding the Pike. When required to catch the Colour, do so with the left hand, transpose the Colour to the right hand, and resume the position of the 'Carry'.

Lowering the Colour

When at the halt and it is required to lower the Colour, raise the Pike clear of the socket of the Colour Baldric, and then lower the Colour well to the right with a sweeping motion. Bring it to a position in front of and in line with the right toe, the head of the Pike just clear of the ground, with the Colour being spread on the ground to the right of the Pike. If a strong wind is blowing from the right, thus preventing the correct movement of the Colour, carry the Colour to the left of the Pike. The Pike is held under the right armpit, back of the hand towards the ground, and the right elbow close to the side. When lowering the Colour, the Ensign must look straight to the front. In wet or muddy conditions the head of the Pike should be held clear of the ground and the Colour held in the hand to prevent it becoming soiled.

To lower the Colour while 'Marching Past', on the cautionary command '**Eyes**' the Colour is let fly, and on the executive command '**RIGHT**' the Pike is lowered until it is horizontal in front of the body, resting underneath the forearm and held under the right armpit with the Colour hanging down. When returning it to the 'Carry', raise it to the position of 'Carry' and catch the Colour. The Colour is raised by the right hand applying pressure on the Pike under the armpit.

Marching On and Off Parade

The Colour should be uncased at a point near the Parade Ground with the Colour Party in formation and standing at 'ATTENTION'. When the Parade has been formed up and the Officer in Command of the Parade commands '**Colour Party, Take POST**', with the Parade at attention, the Colour Bearer or Ensign brings the Colour to the 'Carry', lets the Colour fly, and commands '**Colour Party — Slow MARCH**'. The Colour Party marches on in Slow Time, wheeling into their position, and the Colour brought to the 'Order'. The Officer in Command of the Parade pays compliment to the Colour on behalf of all on Parade when the Colour Party is in position at 'Attention'. The Band will play a slow march whilst the Colour Party takes Post. At the completion of the Parade, with the Parade at Attention, the Officer in Command commands '**March off the COLOUR**'. The Colour Bearer will bring the Colour to the 'Carry', let the Colour 'Fly', and commands '**Colour Party — Slow MARCH**'. The Colour Party then marches off in slow time to a point off the Parade Ground where the Colour is cased, with the Colour Party standing at attention.

When the Flag Party marches on and off Parade, this will be carried out in quick time with the Flag Bearer giving the command '**Flag Party — Quick MARCH**'. The Flag is placed at the 'Order' when the Parade is stood at ease.

68. Presentation and Consecration of a Colour on Parade

The presentation and Consecration of a Colour should be carried out during a District Parade as it is an important occasion in the history and life of a District. However, if the circumstances do not permit such a parade, the Consecration may be effected at a church service. See Paragraph 71.

The Parade will be formed up as shown in Plate 12 with the Corps on the flanks wheeled into position to form three sides of a square. The formation of each Corps is as described in Paragraph 54. Drums will be placed in the centre of the square, at a point level with the outer flanks of the left and right Corps. The cased Colour will be brought on to the Parade Ground and laid against the drums. Clergymen from all denominations take their place with the Senior Clergyman in front of the drums, facing the personage who is to make the presentation. The Colour Party is positioned in the centre and to the rear of the Parade Officer.

Prior to the Consecration taking place, the Colour in uncased, and, when the Consecration has been completed, the Colour will be handed to the personage making the presentation by the Senior Officer, and then presented to the Colour Party. The Colour Bearer receives the Colour kneeling on his right knee and guiding the base of the Pike into the socket of the Colour Baldric. Once the Colour Bearer has received the Colour, he will rise slowly and stand at the 'Carry'.

Following the Address, the lines will be re-formed, the Colour unfurled, the Colour Party facing the centre of the line, and the



Fig. 9

The Colour at the Order



Fig. 10

The Colour at the Carry



Fig. 11

The Colour at the Slope

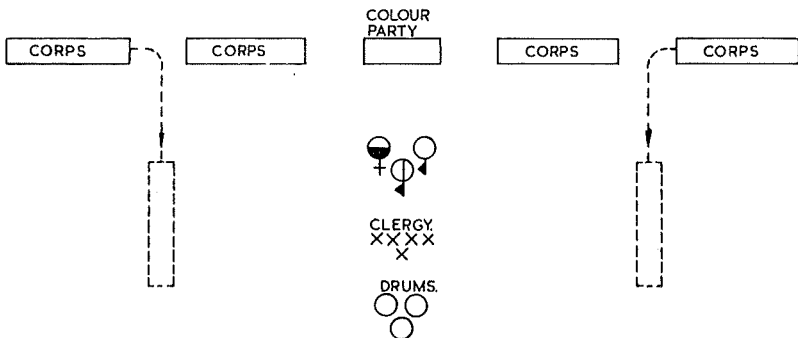


Plate 12 Parade Drawn Up for Presentation of Colours

Officer in Command will command '**General SALUTE**'. The Colour Party will slow march to their place in the centre of the line whilst the Band plays the National Anthem. Whilst the Corps are re-forming to their position in line after the Consecration, the personage will take up his position at the Saluting Base with the Clergy behind him in readiness for the March Past.

The Colour is shown on Page 49 in the following positions:

- | | |
|------------------|---------|
| (1) At the Order | Fig. 9 |
| (2) At the Carry | Fig. 10 |
| (3) At the Slope | Fig. 11 |

69. Blessing of the Cadet Flag

The Cadet Flag is the Flag 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.

The Blessing of the Cadet Flag should be carried out at a church service. The following is a suggested service:

HYMN

THE BIDDING

Minister: 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 Venerable Order 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.

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 these 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.

BLESSING OF 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.

(Officiating Minister here lays his hand on the Flag.)

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 likely 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.

PRESENTATION

(The Flag Bearer or Ensign (with two escorts) who is to receive the Flag from the Officiating Minister, marches into position to take it.)

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, who receives it kneeling on the right knee.)

BLESSING

THE NATIONAL ANTHEM

The Flag Party will remain at attention during the Blessing and the playing of the National Anthem.

70. Flags in General

Rules for the Guidance of those flying the Australian National Flag.

Design of the Flag

1. 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 descriptions and positions of the stars are included in the first schedule of the Flags Act (No. 1 of 1954 as amended by No. 58 of 1954). The length of the flag is twice the depth at the hoist.¹

Dignity of the Flag

1. 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.

Application of the Rules

3. 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 air craft, ships, or other sea-going craft, nor to the flying of flags by Her Majesty's Australian Armed forces.

Display of the Flag

(a) Position of the Union

4. The Australian National Flag should be displayed as follows:
- (1) on a staff — the Union to be in the position nearest the peak of the staff. When carried the flag should be aloft and free;
 - (2) on a halyard — the Union to be uppermost, hoisted as closely as possible to the block with the halyard taut;
 - (3) flat against a wall — the Union to be in the upper left-hand corner as viewed by a person looking towards the wall;
 - (4) suspended vertically in the middle of a street — the Union to be 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;
 - (5) when used to cover a casket at funerals a new flag should be used (if possible), the Union being over the left shoulder of the deceased. The flag should be removed before the casket is lowered into the ground.

(b) Position of Honour

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

When displayed alone — on a speaker's platform:

- (a) flat against the wall — above and behind the speaker;
- (b) on a staff — on the speaker's right as he faces the audience.

¹The measurements in which flags may be made up are specified in Commonwealth of Australia Gazette No. 18 of 23 March 1934.

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.

When displayed with the flags of one or more sovereign nations—

- (1) 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;
- (2) 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;
- (3) 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;²
- (4) 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;
- (5) in a semi-circle of flags — the Australian National Flag should be in the centre;
- (6) 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.

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.

(c) General

6. When flown with the flags of other sovereign nations, all flags should be flown on separate staffs and at the same height, no flag being flown higher than any other, and 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.

7. All citizens may fly the Australian National Flag subject to these rules. There is a standing approval for the Australian National Flag to be flown from the main flagstaff on public buildings from 8 a.m. until sunset on all working days, and on any additional flag-staffs on days of National celebration. Other special days of mourning or celebration will be notified as they arise. As they occur annually, the following days are to be particularly noted:
Anniversary of the establishment of the Commonwealth of Australia
1 January.

² When the flags of two or more sovereign nations are displayed, they are to be flown from separate staffs.

Australia Day *26 January.
 Anniversary of the Accession of the Sovereign 6 February.
 Anniversary of the Birthday of the Sovereign 21 April.
 Anzac Day (flags to be flown at half-mast till noon, at the masthead till sunset) †25 April.
 Anniversary of the inauguration of Canberra as the Seat of Government of the Commonwealth (Canberra only) 9 May.
 Anniversary of the Coronation of the Sovereign 2 June.
 Birthday of the Consort of the Sovereign 10 June.
 Official Birthday of the Sovereign and Commonwealth Day *June.
(The actual date of the Queen's Official Birthday is proclaimed annually.)
 Birthday of the Queen Mother 4 August.
 United Nations Day 24 October.
 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 †11 November.

Birthday of the Heir Apparent 14 November.

† Days of National Mourning.

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

8. The Australian National Flag should be hoisted briskly and lowered ceremoniously.

9. The Australian National Flag should be displayed from 8 a.m. to sunset. It may be displayed at night on special occasions, but only where it is properly illuminated.

10. 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.

Half-Masting

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

12. The flag is brought to the half-mast position by first hoisting it to the peak for an instant and then lowering it slowly to the half-mast position. The flag should again be hoisted to the peak before being hauled down for the day.

13. The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It is essential that it be lowered at least to a position recognizably 'half-mast', so as to avoid any appearance of a flag which has accidentally fallen away from the truck owing to a loose halyard. A satisfactory position for half-mast would normally be when the top of the flag is one-third of the way down from the peak.

14. 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.

15. 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.

16. Generally speaking, on days mentioned in Rule 7, it would be undesirable to fly flags at half-mast, except as indicated in the Rule. 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.

Unveiling Ceremony

17. 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, and during the Unveiling Ceremony it should not be permitted to touch the ground or floor.

Distress Signal

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

Conduct of Ceremonial Occasions During Religious Services, Etc.

When the Flag is Hoisted, Lowered, Etc.

19. 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.

Use for Advertising Purposes

20. The flag should not be used for advertising purposes.

Disposal of the Flag

21. 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.

The Australian Red Ensign

22. The Australian Red Ensign, as defined in Section 4 of the Flags Act 1954, is the flag of the Australian Merchant Service. It is flown only at sea and never on land.

The Union Jack

23. These rules apply to the flying of the Australian National Flag. Section 8 of the Flags Act is as follows:

'This Act does not affect the right or privilege of a person to fly the Union Jack.'

United Nations Flag

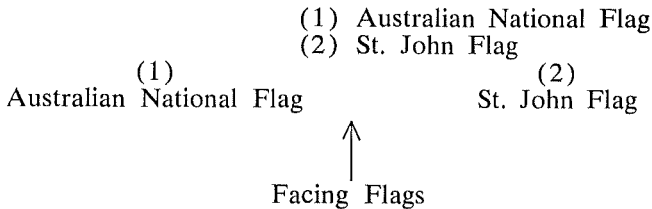
24. Special rules have been promulgated covering the flying of the United Nations Flag. All members of the United Nations have agreed that on United Nations Day, 24 October, if one position only is available, the United Nations Flag should be flown.

Flying of St. John Flag

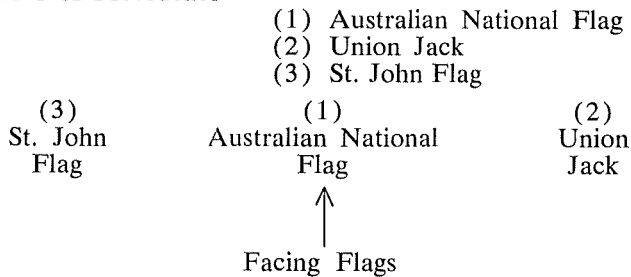
25. When the St. John Flag is being flown, together with National Flags, due consideration must be given to preserving the order of precedence.

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

(a) Order of Precedence



(b) Order of Precedence



Method of Folding a flag

26. Flags hoisted up a flag pole have a short rope sewn into the edge nearest the pole. The upper end of the rope is fitted with a toggle while the lower end a spliced eye. These fittings enable the flag to be attached to the hoisting rope.

To enable a flag to be broken on the flag pole during ceremonial occasions the flag is folded and tied as follows:

1. Fold the flag lengthwise twice.
2. Fold twice across.
3. Roll the flag tightly towards the rope.
4. Wind the rope around the rolled flag then under itself.

Fig. 12 illustrates these four steps.

The flag is hoisted by attaching the toggle to the upper end of the hoisting rope and the eye to the lower end of the hoisting rope. The flag is held firmly at the top of the mast and is 'broken' by pulling the lower rope sharply. When the flag is unrolled and flying, the lower rope is fastened to the mast.

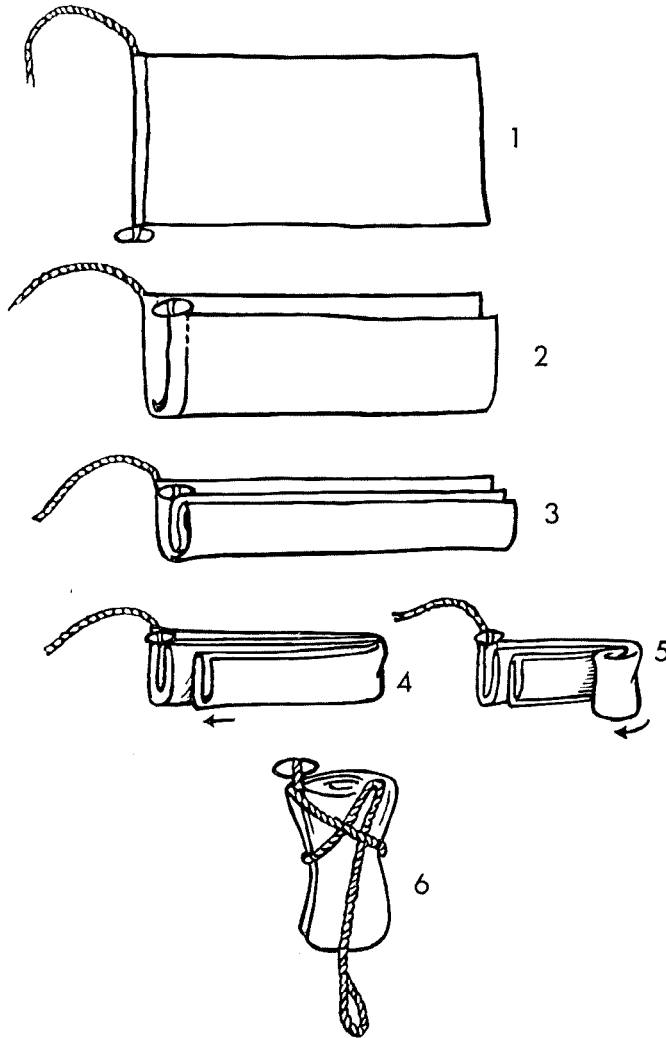


Figure 12 Folding a Flag

GUARDS OF HONOUR, FUNERALS AND CHURCH SERVICES

71. General

It is difficult to specify a hard and fast procedure for Guards of Honour, Funerals and Church Services; therefore, 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.

72. Guards of Honour

(a) A Guard of Honour, where possible, should consist of two officers, two senior Non-Commissioned Officers and forty-eight rank and file formed up in 'three ranks'. The two Senior Non-Commissioned Officers will act as the Right and Left Guides of the front rank. There is no supernumerary rank. Before proceeding to the place where the Guard is to be on Parade, the 'three ranks' will be sized and equalised. The Guard will then be marched in Column of Threes 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:

'HALT'

Left (or Right) — TURN'

'Open Order — MARCH'

'Right — DRESS'

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.

When the Guard is being inspected it will be at the position of **'ATTENTION'**.

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

'Close Order — MARCH'

'Right — DRESS'

The Guard will then be marched away and dismissed, as it is preferable that the Guard not be dismissed on the ground where it has formed the Guard.

(b) If a Guard of Honour in 'two ranks' is required to be provided inside or outside the 'Entrance of a Building', etc. where no movement is required, the Guard 'Fall IN' in 'Two Ranks' and is sized with two, three or four paces between ranks, according to the space available and requirements.

When the Guard is no longer required it will 'Fall — OUT'. The Officer in Command of the Guard will occupy the 'Right Guide' position adjacent to the entrance.

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 commands necessary for a Guard of this nature are as follows:

'Guard, Attention — TION'. Given as the bridal couple arrives at Church entrance.

'Remove — CAPS'. On this command the Ambulance members only will grasp the peak of the cap in the right hand, remove the cap and place it over the left breast pocket with the peak to the right and the top of the cap furthest from the body. Nursing members stand to **'ATTENTION'**.

'Form — ARCH'. On this command the caps will be raised to form an arch, with the top of the cap uppermost.

When the bridal couple has passed through the Guard the Officer commands **'Replace — CAPS'**. The caps will be placed correctly on the head. The Guard will then be **'Dismissed'**.

73. Funerals and Cremations

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 Cortège approaches. When every member of the Guard knows the procedure and movement to be carried out, then all commands can successfully be given by signs.

On arrival of the hearse, at a sign from the Officer in Command, all will turn in the direction in which the cortège 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 Pall 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.

Following the committal of the deceased, and when relatives have moved from the graveside, the Guard will pay its respects by each member in turn standing at attention at the end of the grave and saluting before **'Falling Out'** independently.

When the 'Last Post' is sounded, all Officers will Salute, but no Salute is given during the 'Rouse' or 'Reveille'. Caps will not be removed during the funeral services at the graveside but will be removed within the Crematorium Chapel, and during the committal all will remain at 'ATTENTION'.

As a further token of respect, and with the approval of the Chaplain, a recitation of the late member's activities may be read during the Service, and a copy presented to the relatives at a later date.

74. Church Services

It is very difficult to stipulate a hard and fast procedure for Church Services within the Brigade. 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 Brigade Hymns, Prayers and Benedictions, etc., and arrangements governing Colour Party work within the Church.

When a Church Parade is to be conducted, the Division, Corps or District should march to the Church, and on entering the Church, Ambulance Personnel remove caps with the right hand and carry them as detailed in Paragraph 24. 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 will march to the Church with the Parade, or it may go to the Church 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, enters the Church. When the Choir, Clergy and Members of the Order are in position, the Colour Party, having moved into the aisle, commence their march to the Altar in 'Slow Time'. The congregation will remain standing until the Colour is placed on the Altar. The Service will then commence with the first hymn.

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 Colour Party will proceed up the Chancel steps with the Colour at the 'Fly', and halt three paces from the Altar steps. The Colour Bearer will take two paces forward, 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 Bearer will take two paces back and rejoin the Colour Party. When the Colour is in position on the Altar, all members of the Colour Party Salute, remove Caps and hold them as detailed in Paragraph 24, turn and march in single file in quick time to their seats. During the last hymn the Colour Party will take up its position at the far end of the main aisle, march to the Chancel, and halt four paces from the Altar steps. The members of the Colour Party replace caps and Salute. The

Colour Bearer will kneel on the altar step, receive the Colour from the Clergy, rise and take four paces backward and rejoin the Colour Party. When the Blessing has been pronounced and the National Anthem sung prior to receiving the Colour, the party 'about turn' and 'Slow March', with the Colour at the 'Fly', down the aisle to a position in the Porch or Vestibule until the main body has left the Church and re-formed. Then the Colour Party 'Marches on' and 'Takes Post' as commanded.

If the Colour is received during the last hymn, it will be followed by the 'Blessing' and 'National Anthem', and in this case the Colour will be lowered during the National Anthem and the Blessing. The Colour Party will then 'Slow March' down the aisle as previously detailed.

If, during the Church Service, the Colour is to be Consecrated or Dedicated, the Colour will be placed upon the Altar before the Church service commences, uncased, with the 'flag' adjacent to the Pike. During the Act of Consecration, the Brigade Congregation will stand, and the officiating Clergy will drape the 'flag' over the front of the Altar. The Colour will not be on full view until it is consecrated. Following the Act of Consecration the Colour Party will form up at the Altar and receive the Colour as previously detailed.

If an outdoor Drum Head Service is conducted, the Chaplain may wish that caps be removed during prayers. The only other occasion which caps will be removed on Parade is in the case of an organised 'three cheers'.

As the Brigade 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 Chapter will act as a guide for Brigade Church Services.

DRESS**75. General**

Dress Regulations, Ambulance, Nursing and Cadets, are published to ensure uniformity of dress, so essential throughout the Brigade. Although revised from time to time to suit climatic conditions, i.e. conditions in one country can hardly be expected to suit the requirements in another, the Regulations are to be strictly observed throughout the Brigade.

As a point of interest, Badges of the Order of St. John, including those worn on the Brigade uniform, are protected under The Chartered Associations (Venerable Order of St. John of Jerusalem) Protection Order, 1927, and the badges to which this Protection Order applies are badges made of any material whatsoever, bearing, or consisting of the device of a white eight-pointed cross embellished on the four principal angles alternatively with a lion passant guardant and a unicorn passant, whether or not the device is surrounded or accompanied by concentric circles or other decoration, or by lettering.

The Division, Corps or District that observes Dress Regulations, and whose members take pride in their uniform at all times, whether in the course of duty or on Parade, displays its attitude to authority and discipline, besides respect for the Brigade.

76. Decorations and Medals (Reg. 83)

Decorations and medals will be worn when ordered. These are worn on the left breast covering the ribbons. Life Saving medals (Albert medal excepted) are worn on the right breast. Medals must be suspended from a brooch, no part of which will be seen, or they may be worn stitched to a frame covered with black cloth 'Court style'. Medals will be worn so as to show the Sovereign's head. First earned clasps will be worn next to the medal.

When there are more medals than can normally be accommodated in a line, they will be overlapped. The Senior medal on the wearer's right being full faced overlapping the second and so on. On no account will a second line be worn. All medals except those of dull bronze must be polished and bright. Ribbons on which they are suspended are normally one and a half inches long. Owing to the different size of medals it may be necessary for some ribbons to be longer than one and a half inches so that the lower edges, or points of stars, are in line. In case of medals with clasps or bars, one inch of ribbon is to appear above clasp or bar, and the ribbons of other medals are to be lengthened accordingly. In conclusion of this Chapter British Honours and Awards, as detailed in Brigade Dress Regulations, consist of the Victoria and George Crosses, some 14 Orders of Knighthood, etc., and 10 Decorations.

THE ORDER OF ST. JOHN IS ONE OF THESE DECORATIONS.

Then follow Medals for Gallantry and Distinguished Conduct, all the many War medals, Polar, Police, Jubilee, Coronation and Durbar medals, and, finally Efficiency and Long Service Decorations and Medals.

The wearing of Foreign Orders, Decorations and Medals requires the approval of the Chief Commissioner.

Many of the Members of our Order are serving Members of the Brigade, and the honour bestowed on them is shared by all Members of the District, Corps or Division in which they serve.

77. Medal Ribbons — Ambulance Uniform

Medal Ribbons, if awarded, must be worn on the tunic and shirt, and when worn without decorations will be half an inch in length and worn in rows centrally above the left breast pocket just above the top of the pocket flap. Ribbons will be worn in the order laid down, with the ribbon of the Senior award in each row placed on the wearer's right, and seniority of awards from the top row. An incomplete row will be placed centrally above the top complete row. The number of ribbons worn in one row will be governed by the physique of the wearer but none shall be covered by the lapel of the tunic.

Certain medals and ribbons, including Lifesaving Medals (Albert Medal excepted), are worn on the right breast in a similar manner. Ribbons are best stretched over pelmet canvas stiffener and then sewn to the uniform adjoining each other without interval. Medal Ribbons on brooch pins will be worn only on the shirt with hot weather order.

78. Medal Ribbons — Nursing Uniform

Medal Ribbons, if awarded, must be worn on the left breast of the Jacket stretched over pelmet canvas stiffener and then sewn to the uniform. The bottom row of ribbons will be in line with the top of the Brigade Badge. Medal ribbons on brooch pins will be worn on the cape and White Uniform with hot weather order or when on duty without the cape. The wearing of ribbons in more than one row is the same as for an Ambulance member.

BADGES OF RANK

79. General

This Chapter illustrates the various Badges of Rank used throughout the Priory in Australia. The distinguishing features comprise:

- (1) Rank Markings
- (2) Gorget Patches
- (3) Distinguishing Marks
- (4) Head-Dress

Rank Markings, Gorget Patches and Hat and Cap Markings are clearly illustrated in this Chapter and the position of the various distinguishing features are all detailed in the current Brigade Dress Regulations. The illustrations have been compiled in such a manner to show all distinguishing features together with the Rank Markings, Gorget Patches, Hats and Caps and the Cap Badge from left to right respectively.

The Brigade Organisation, Grading of Officers, Methods of Appointment and Badges of Ranks are set out in Sections III and IV of Brigade General Regulations.

Distinguishing Marks used for the various Appointments within the Priory are as follows:

Medical Practitioners and Probationary Divisional Surgeons — Red piping round both shoulder straps and caps.

State Registered Nurses on the General Part of the State Register — Red Bar on both shoulder straps.

Nursing Officers — Grey Shoulder straps.

State enrolled Assistant Nurses and Qualified Nursing Aides — Green Bar on both shoulder straps.

Nurses on the special parts of the State Register — Purple Bar on both shoulder straps.

All Members on the reserve or retired list wear the letter 'R' on both shoulder straps.

All District Staff Officers — wear the Gorget Patch T/D.

Corps Superintendents and all Corps Staff Officers wear a white bar on both shoulder straps.

Transport Officers wear the letter 'T' on both shoulder straps.

Those holding Cadet folio appointments wear the letter 'C' on both shoulder straps.

Bandmasters wear a lyre on each sleeve.

The current 'Dress Regulations' give further details.

80. Illustration of Rank Markings

BRIGADE HEADQUARTERS



Chief
Commissioner

Chief
Surgeon



T/H



Badge No. 73



Chief Staff Officer
Chief Staff Officer

Brigade
Nursing



T/H



Badge No. 74



DISTRICT HEADQUARTERS



T/C



Badge No. 73



Commissioner



T/C



Badge No. 74



'Deputy Commissioner'



T/D



District Surgeon



TD/S



District Superintendent



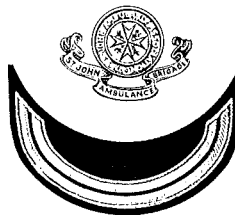
TD/S



District Superintendent Nursing



T/D



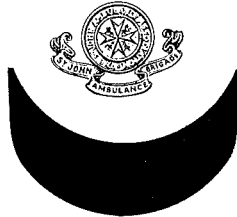
District Staff Officer Grade II
District Nursing Officer



Corps Superintendent
Staff Officer Grade III



Corps Surgeon



Divisional Superintendent
Staff Officer Grade IV
Corps Nursing Officer

^o Wears same cap as Staff Officer Grade III



Divisional Surgeon



Divisional Officer
Staff Officer Grade V
Divisional Nursing Officer



Divisional Probationary Surgeon
Staff Officer Grade VI
State Registered Nurse



District Sergeant-Major

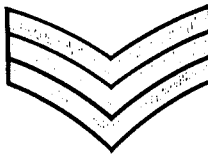


Corps Sergeant-Major

WARRANT OFFICERS



Staff Sergeant

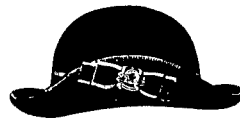


Sergeant



Corporal

NON-COMMISSIONED OFFICERS



Head-dress worn by those below the rank of Officer

CHANNEL OF COMMAND AND COMMUNICATIONS

81. General

The St. John Ambulance Brigade is composed of members who devote their spare time to the alleviation of the suffering of the sick and the injured. When they join they bind themselves to work together in the spirit of Chivalry and in the interests of The Most Venerable Order of St. John of Jerusalem of which the Brigade is one of the Foundations. The fostering of petty jealousies and the nourishment of grievances and resentment are therefore foreign to their aims, and they must resolutely combat any temptation to indulge in these distractions from their duty, so that the happiness and well being of the Brigade shall not be endangered.

All ranks must loyally and willingly obey and support their seniors, while Officers and others appointed to positions of authority must exercise tact, patience, and forbearance towards the members of Brigade under their command. Nevertheless, the work of an organization such as ours, consisting of voluntary and unpaid workers, cannot be carried out without a discipline of the highest order to which each member submits when he joins the Brigade. This voluntary act is the basis of discipline throughout the Brigade, and it is to ensure its proper observance that Regulations exist and that the correct channel of command be observed as shown in Plate 13.

The constant aim of all Officers must be towards effective and continuing co-ordination and liaison at all levels within the Brigade, whether it be Divisional, Corps, District, or Brigade Headquarters level, and this must involve Ambulance and Nursing as well as Ambulance Cadets and Nursing Cadets. Matters in dispute should be discussed and resolved at Divisional level if possible, or at least discussed before referring them to Corps, District, or Headquarters Staff.

82. Channel of Command and Communications

Plate 13 is intended for the guidance of members of the Brigade in understanding channels which exist for the purposes of:

Allocating responsibility,

Decentralising authority,

Defining clear lines of responsibility to prevent misunderstandings and conflict in the issue of directives.

Providing easy access between operational and technical officers on matters of common interest.

This plate must be read in conjunction with current Brigade Regulations with which they are consistent. It will, of course, be understood that Regulations are the ultimate authority for Channels of Command, Communication and Liaison.

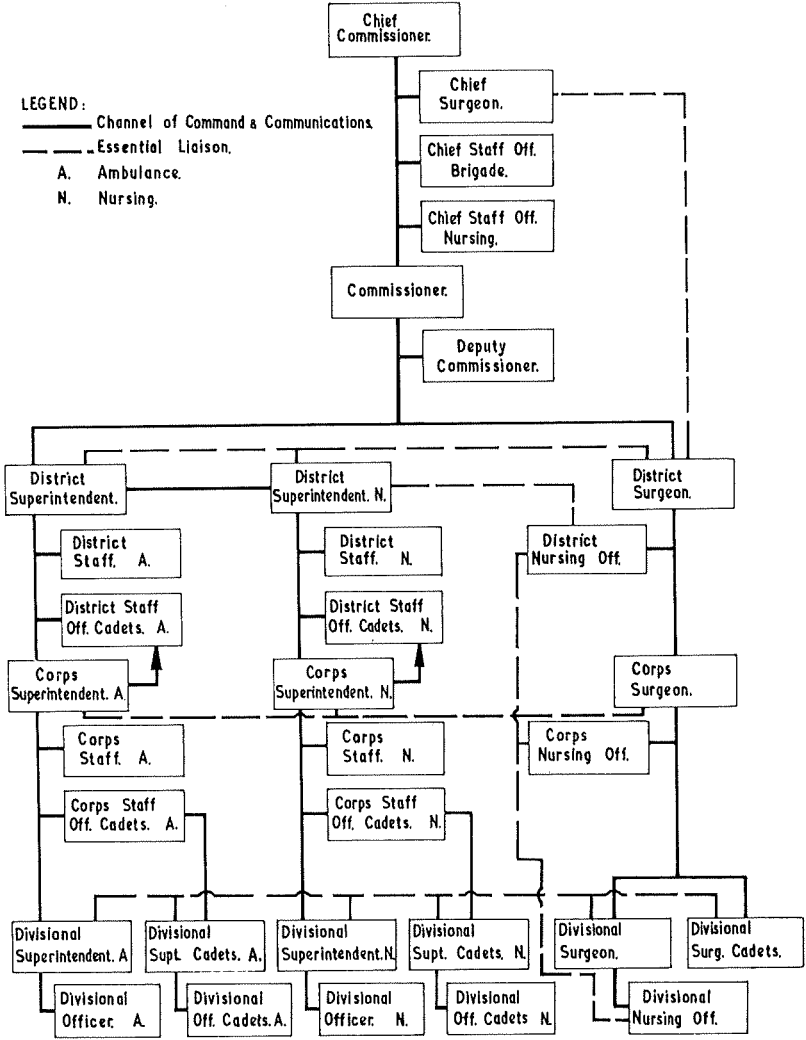


Plate 13 Channel of Command and Communications

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AMENDMENTS

Date

Paragraphs Amended



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