

The Grand Priory in the British Realm
of the
Venerable Order of the Hospital of St. John of Jerusalem.

AMBULANCE DEPARTMENT

The St. John Ambulance Brigade.

GENERAL REGULATIONS

OF

The St. John Ambulance Brigade

REVISED

1931.

HEADQUARTERS:

ST. JOHN'S GATE, CLERKENWELL, LONDON, E.C.1.

PRICE SIXPENCE (*Post Free*).

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NOTICE.

HIS ROYAL HIGHNESS THE GRAND PRIOR, on the recommendation of the Chapter-General of The Venerable Order of St. John of Jerusalem, has been pleased to sanction the following revised General Regulations and to command that they shall be strictly observed by all ranks of The St. John Ambulance Brigade.

Issued by Command,

P. S. Wilkinson

*Major-General,
Secretary-General.*

January, 1931.

MEMORANDUM.

In accordance with the above notice, these General Regulations, which have been revised to date, are to be strictly observed throughout the Brigade; and all previous issues are hereby cancelled.

It should be borne in mind that it has been impossible to lay down hard and fast rules for special cases. Officers and other ranks are therefore expected to interpret the Regulations reasonably and intelligently, with due regard to the interests of The Brigade.

By Command of H.R.H. The Grand Prior of The Venerable Order of the Hospital of St. John of Jerusalem.

P. S. Wilkinson

*Major-General,
Acting Chief Commissioner.*

ST. JOHN'S GATE,
CLERKENWELL, LONDON, E.C. 1.

January, 1931.



The Grand Priory in the British Realm
of the
Venerable Order of the Hospital of St. John of Jerusalem.
AMBULANCE DEPARTMENT.

The St. John Ambulance Brigade.

SECTION I.

RELATIONSHIP TO ORDER. OBJECTS OF THE ST. JOHN
AMBULANCE BRIGADE. COMMON OBJECTS OF
AMBULANCE AND NURSING DIVISIONS. CENTRES OF
THE ST. JOHN AMBULANCE ASSOCIATION.

RELATION TO THE ORDER.

1. The St. John Ambulance Brigade at Home is part of the Ambulance Department of the Grand Priory in the British Realm of the Venerable Order of the Hospital of St. John of Jerusalem.

2. The St. John Ambulance Brigade at Home includes all portions of the St. John Ambulance Brigade quartered in Great Britain, Northern Ireland, the Irish Free State, the Isle of Wight, the Isle of Man, and the Channel Islands.

OBJECTS OF THE ST. JOHN AMBULANCE BRIGADE.

The objects are :—

3. To afford holders of first aid certificates from the St. John Ambulance Association opportunities of meeting together for ambulance and nursing practice, with the object of combining individual efforts for the public advantage.

4. To render first aid to the sick and injured on public occasions, with the sanction of the police and other authorities, and to maintain in readiness for such duty a body of trained men and women.

5. To prepare such permanent organisation during times of peace as may at once be available in time of emergency, including the provision of Technical Reserves for the Medical Services of the Forces of the Crown.

COMMON OBJECT OF AMBULANCE AND NURSING DIVISIONS.

Primary and
distinct duty.

6. The primary and distinct duty of all members of the Brigade is the rendering of first aid, and in this respect the Ambulance and Nursing Corps and Divisions are on exactly the same footing. Women should receive sufficient instruction in stretcher drill to enable them to instruct the uninitiated in loading and unloading a stretcher, and removing a patient.

7. As it is necessary to be prepared to tend cases which it may be inconvenient or impossible to remove at once to a hospital or to the patient's home, and in view of the possible employment of members of both sexes as sick attendants in case of war or other emergency, every male member is to be encouraged to obtain the home nursing certificate of the St. John Ambulance Association, and to engage in such sick nursing under medical direction as he may be able to undertake.

Members of Ambulance Divisions to be encouraged to obtain Nursing Certificate.

8. It being impracticable to regulate nursing in the homes of the sick under Brigade supervision, it should be distinctly understood that any such work undertaken by members of the Brigade must be considered as done on the individual responsibility of such members.

Regulating Nursing in homes of sick

9. Any member who may be privately nursing an infectious case will not participate in any Brigade work while so nursing, nor until he or she receives permission to do so from the Surgeon of his or her Division. Infectious cases are scheduled in "The Infectious Diseases (Notification) Act, 1899, 52 and 53 Vic. : cap. 72."

RELATION TO THE ST. JOHN AMBULANCE ASSOCIATION.

10. There is not necessarily any connection between a Corps or Division of the Brigade and a Centre of the St. John Ambulance Association; nor has a Centre of the St. John Ambulance Association any voice in the management of a Corps or Division.

St. John Ambulance Association Centres have no control.

11. Where a Centre of the Association and a Corps or Division of the Brigade exist, it is essential that representatives of the Centre and Officers of the Brigade should work in close co-operation with each other.

Co-operation between Association and Brigade.

12. It is also desirable that, where possible, the Headquarters of the Association Centre and Brigade unit or units should be in the same building.

Desirability for Joint Headquarters.

13. If a Corps or Division is entirely financed by a Centre, the Centre has a voice in the financial affairs of the Corps or Division. Equipment, excepting uniform and accoutrements, purchased or supplied by a Centre, shall revert to the centre if the Corps or Division ceases to exist as part of the Brigade, or is disbanded.

Corps or Division financed by Centre.

Purchase of Uniform by Centres.

14. If a Centre makes a grant of money to a Division for the purchase of uniform, the Centre shall indicate its wishes in writing to the Commissioner as to the ultimate disposal of the uniform so purchased with the grant, provided that in all cases the uniform remains the property of the Brigade.

Union for Administrative Purposes.

15. The St. John Ambulance Brigade is the union for administrative purposes of Ambulance and Nursing Units composed of qualified members of the medical and nursing profession and certificated pupils of the St. John Ambulance Association and other bodies recognised by the Ambulance Department of the Order.

SECTION II.

ORGANISATION AMBULANCE AND NURSING DIVISIONS. UNIFORM, EQUIPMENT, BADGES, ESTABLISHMENT OF OFFICERS, WARRANT OFFICERS, ETC. CHANGE OF ADDRESS.

ORGANISATION OF THE ST. JOHN AMBULANCE BRIGADE.

Chief Commissioner

16. The Chief Commissioner of the St. John Ambulance Brigade at Home is immediately responsible for the organisation, administration, and discipline of the St. John Ambulance Brigade in those areas at Home which are directly administered by the Grand Priory of the Order of St. John.

17. He exercises a general supervision over those portions of the St. John Ambulance Brigade at Home which exist in the area of any Subordinate Establishment.

18. He reports to the Director of Ambulance, and is a member of the Ambulance Committee.

19. He is *ex-officio* Chairman of the Brigade Sub-Committee.

Secretary.

20. Under the Chief Commissioner is the Secretary of the St. John Ambulance Brigade at Home.

Brigade Sub-Committee.

21. The Brigade Sub-Committee is established under the Statutes and Regulations of the Order, 1926, to further the objects of the Brigade and to facilitate the work of the Ambulance Committee. This Sub-Committee acts also as the Brigade Benevolent Fund Administration Committee.

22. The Brigade Sub-Committee has established a Ladies' Advisory Committee to assist the Lady Superintendent-in-Chief in dealing with matters relating to Nursing Divisions. The Lady Superintendent-in-Chief is *ex-officio* Chairman.

Administrative Officers of Districts and Counties.

23. Districts and Counties are administered by Superior Officers, in the rank of Commissioner, or County Commissioner (hereinafter referred to as the Commissioner), appointed by H.R.H. the Grand Prior, through the Chapter-General of the Order of St. John, on the recommendation of the Chief Commissioner. The Superior Officers are assisted by District or County Officers where County organisations exist, who are appointed, on the recommendation of the Commissioner, by the Chief Commissioner.

24. Corps and Divisions are administered by Corps or Divisional Officers as the case may be, under the direction of the Commissioner. They are appointed, on the recommendation of the Commissioner, by the Chief Commissioner.

Administrative Officers of Corps and Divisions.

AMBULANCE AND NURSING DIVISIONS.

25. The St. John Ambulance Brigade is composed of Ambulance (men) and Nursing (women) Divisions and Cadet Divisions (Boys and Girls) attached.

Composition of Brigade.

CORPS OF AMBULANCE AND NURSING DIVISIONS.

26. On the recommendation of the Commissioner, and with the sanction of the Chief Commissioner, a Corps, which will usually consist of two or more Ambulance and one or more Nursing Divisions, may be formed to co-ordinate the work.

Registration of a Corps.

27. The seniority of Corps and Divisions will be determined by date of registration.

Seniority of Units.

ORGANISATION OF DISTRICTS, COUNTIES, AND AREAS.

28. A District comprises two or more Counties.

Brigade District.

29. The Brigade will be gradually reorganised on a County basis.

County Organisation.

If a County is a large one it may be sub-divided into areas and dealt with as two or more counties, for example—Yorkshire.

UNIFORM, EQUIPMENT, AND BADGES.

30. Uniform will be worn by all ranks in accordance with the Dress Regulations issued from time to time by direction of the Chief Commissioner. The uniform, badges, belts, pouches, and all accoutrements will be in accordance with the sealed patterns at St. John's Gate.

Sealed Patterns.

**Badges
protected
by law.**

31. Brigade badges are protected by law and no unauthorised persons are entitled to wear them. Any misuse of Brigade badges noticed by members of the Brigade should be immediately reported to District or County Headquarters.

**Brigade
Badge.**

32. All Brigade badges and buttons are the property of the Order whether purchased out of Corps, Divisional, or other funds. In the event of any member resigning from the Brigade or Brigade Reserve, all badges and buttons must be returned to the Corps or Division to which they belonged.

**When
uniform may
be worn.**

33. The Brigade uniform or armband may only be worn on duty, or on such other occasions as may be permitted with the special sanction of the Commissioner of the District or County, which sanction must have been previously obtained in writing. Under no circumstances may the Brigade uniform or armband be worn unless the member in question is on *bona-fide* duty ordered by the Superintendent or other authorised Officer of the Division or other senior Officer. The uniform must not be worn when raising funds for other organisations except with the special sanction of the Chief Commissioner.

**Wearing of
Decorations
and Medals.**

34. No decorations, medals, or badges, except those granted or authorised by the Sovereign, or approved by the Order of St. John, may be worn on Brigade uniform or while on duty in plain clothes. (See Dress Regulations.)

AUTHORISED ESTABLISHMENT OF OFFICERS, WARRANT OFFICERS, N.C.O.'S.

**Brigade
Headquarters**

35. Chief Commissioner,
Assistant Chief Commissioner,
Surgeon-in-Chief,
Lady Superintendent-in-Chief,
Assistant Surgeon-in-Chief,
Assistant Lady Superintendent-in-Chief.

**District and
County.**

36. Commissioner or County Commissioner,
Assistant Commissioner or Assistant County
Commissioner,
District Surgeon,
Lady District Superintendent,
County Surgeons,
District or County Officers,
Lady District or County Officers,
District Sergeant-Major,
County Sergeant-Major.

37. Corps Surgeon, Corps Superintendent, Lady Corps Superintendent, Four Corps Officers — Secretary, Treasurer, Inspector of Stores, and Transport, Lady Corps Officers, if necessary, Corps Sergeant-Major. **Corps.**
38. Divisional Surgeon, Divisional Superintendent, 1 Ambulance Officer to every 16 men, including N.C.O.'s, Transport Officer, if necessary, 1 Sergeant to every 16 men, including Corporals, 1 Corporal to every 8 men, Transport Sergeant or Corporal, if necessary, 16 Privates and over. (See para. 103.) **Ambulance Divisions.**
39. Divisional Surgeon, Lady Divisional Superintendent, Nursing Officer, 1 Lady Ambulance Officer to every 12 Ambulance Sisters, 12 Ambulance Sisters and over. (See clause 103.) **Nursing Divisions.**

Note.—Under normal circumstances an Ambulance Officer should not be required until an Ambulance Division reaches a strength of 24 Privates.

CHANGE OF ADDRESS.

40. All Officers are responsible for immediately notifying the Commissioner of any permanent change of address. **Change of Address.**

41. Officers and other members leaving their Districts temporarily but not wishing to be attached to a Division, should apply for leave of absence to the Commissioner, who will notify the Chief Commissioner. **Removals.**

The period during which they are on leave will not be accepted as service towards the Service Medal or Bar.

42. Officers and other members who move to localities in which the Brigade is not represented, may, with the permission of the Chief Commissioner, be retained in the Brigade for a period not exceeding 12 months to enable them to make arrangements to carry on their duties or to raise a Division in the new locality.

43. Members below the rank of Officer will notify their intention to leave the United Kingdom to the Commissioner, who will report to Brigade Headquarters. **Notification of Removal.**

**Residence.
Abroad.**

44. Any Officer who wishes to leave the United Kingdom for a period exceeding one month must notify the Commissioner, who will inform the Chief Commissioner.

SECTION III.

QUALIFICATION FOR ENROLMENT. OBLIGATIONS UNDERTAKEN BY SIGNING FORM B.F.1.

QUALIFICATIONS FOR ENROLMENT.

45. The qualifications for membership of the Brigade are as follows:—

Age.

(a) Candidates must have attained the age of 18 years.

Character.

(b) Candidates must be of good character, and of suitable physique, and acceptable to the Commissioner in all other respects. A person convicted by a Court of Justice will not remain a member nor be eligible for enrolment or re-enrolment. If subsequently found to have been so convicted he shall automatically cease to be a member of the Brigade.

Certificates.

(c) Candidates for enrolment in an Ambulance Division must pass an examination and be in possession of a first aid certificate approved by the Ambulance Department of the Order.

No person other than medical practitioners or State Registered Nurses, or other fully trained nurses, shall be enrolled until they have obtained a first aid certificate.

(d) For membership of a Nursing Division, candidates must hold a certificate in home nursing approved by the Ambulance Department of the Order, in addition to the certificate in first aid.

(e) In all cases the certificate or certificates must be inspected before enrolment by the Officer in charge of the Division which candidates desire to join.

**Ex-Members
of Medical
Forces of
Crown.**

46. Ex-members of the Royal Naval Sick Berth Staff, Royal Army Medical Corps, and medical services of the Royal Air Force may be admitted to the Brigade on passing a qualifying examination in first aid. They are not required to attend a course of lectures on the subject.

**Term
"Trained
Nurse."**

State Registered or other Trained Nurse means a person who has completed a three years' course of training in a general hospital having a recognised training school attached, and who, having qualified in the examination of the institution, has received a certificate to that effect.

47. The certificates issued by :—

Recognised
Certificates.

The St. John Ambulance Association,
The St. Andrew's Ambulance Association,
The British Red Cross Society,
The National Fire Brigades Association,
The London County Council,

are approved by the Ambulance Department for enrolment in the Brigade.

48. Pharmacists, Dispensers, Radiographers, Masseuses and Masseurs, and Laboratory Assistants, holding the recognised certificate of their respective Societies, may be attached to the Brigade for Military Hospitals Reserve and V.A.D. purposes. They will not be permitted to wear the Brigade armlet and cannot be recorded as "efficient" in the Brigade or attend the Annual Re-examination with a view to qualifying for "efficiency" in the Brigade and for the awards of the St. John Ambulance Association, unless they obtain the recognised certificates of the Association.

OBLIGATIONS UNDERTAKEN BY CANDIDATES FOR ENROLMENT.

49. Candidates for enrolment by signing Form B.F.1 certify :—

— (a) That they have read the Standing Orders of the Brigade and District or County, if any, and Rules of the Corps or Division, and undertake to comply strictly with them in all respects, and to carry out all orders received from time to time from their senior Officers.

(b) That they recognise that the Chief Commissioner by virtue of his office has inherent power and absolute authority to remove from the Brigade any officer or member of or below District rank whose conduct or influence, in the Chief Commissioner's opinion, is or is likely to be prejudicial or injurious to the Brigade and its work.

(c) That they recognise it as part of their duty and privilege to assist in maintaining the loyalty, goodwill, and discipline essential to the good order of the Brigade as a whole.

SECTION IV.

FORMATION OF A DIVISION AND A SECTION. FORMATION OF A CORPS. TITLES OF CORPS, DIVISIONS, AND SECTIONS.

FORMATION OF A DIVISION OR SECTION.

**Enrolment
Age.**

50. Sixteen men of eighteen years of age or over, holding first aid certificates, may be registered as an Ambulance Division; and twelve women of eighteen years of age or over, holding first aid and home nursing certificates, may be registered as a Nursing Division.

**Formation of
Divisions
from
Employees of
Companies,
etc.**

51. The employees of any Railway, Public Company, members of a Police Force, Fire Brigade, or other organisation, qualified as previously stated, in Clause 45, may be enrolled as a Division.

They may also be called by bearing the name of such Company, Force, or organisation, provided their employers give their consent in writing, and members conform to the Regulations of the Brigade as regards efficient service.

Sections.

52. In special circumstances eight qualified Privates or Ambulance Sisters may be registered as a Section of an existing Ambulance or Nursing Division.

The section will form part of the Unit to which it is attached, and the member in charge will be directly responsible to the Officer in charge of such Division, and shall act only under his or her instructions. In the case of Nursing Sections it is permissible to appoint an Acting Lady Ambulance Officer as Officer in charge.

52a. In a town where a Division does not exist an Ambulance or Nursing Section may be formed if the Chief Commissioner considers that there is a reasonable prospect of a Division being formed within twelve months.

**Enrolment of
Candidates.**

53. Forms B.F.1A. or N. will be used for the registration of a Division or Section or enrolment of candidates therein.

Candidates shall sign this form in triplicate, giving their full christian names and surname, but before being permitted to do so, it will be the duty of the person superintending the formation of a Division or Section, or enrolment of new members, to point out clearly to those desiring to enrol that by signing Form B.F.1 they undertake to conform strictly to the General Regulations of the Brigade, the Standing Orders of the District or County, and the Rules of the Corps or Division, and further that they recognise the authority of the Chief Commissioner to dispense with their services at his discretion in all matters of discipline, and especially those referred to in the head-note of such form, and in clause 49 of these General Regulations.

54. The three Forms will be signed by the person superintending the formation, and forwarded to the Commissioner, in the case of a District, to the Assistant Commissioner of the County for transmission to the Commissioner, together with a book of Divisional Rules. Any suggested alterations of the Divisional Rules to meet local circumstances will be inserted and submitted for consideration.

Registration
of Division
or Section
or Area.

55. The Commissioner will transmit to the Chief Commissioner the aforementioned Forms B.F.1A. or N., Divisional Rules, and any proposed amendments, together with any remarks which he may wish to make. If sanctioned by the Chief Commissioner the Forms will be signed and returned to the Division with the Divisional Rules, through the same channel.

56. The person superintending the formation of a Division will insert his or her name and address in pencil on the front page of Form B.F.1 under "Officer or member in charge."

57. Unless the above regulations are complied with, no Division will be recognised as forming part of the Brigade.

58. Proposed ranks should be inserted in pencil until after the Division has been sanctioned, when application for the appointment of Officers and N.C.O.'s, etc., will be made on Form B.F.7.

Proposed
Appointments

59. The three Forms B.F.1 returned to the Division will be used as the Return for the current year, and must be signed by each new candidate enrolled after the registration of the Division. At the end of the year they will be submitted as the Annual Returns of the Division, accompanied by Forms B.F.3 and 12, the latter Forms being sent to the Unit after registration.

60. Forms and printed Divisional Rules are supplied free of charge, and may be obtained on application to the Secretary of the Brigade at St. John's Gate. Additional copies of Divisional Rules for members may be purchased, price 2d. each.

FORMATION OF A CORPS.

61. The object of forming a Corps is to co-ordinate the work of three or more Divisions within a defined area.

Objects.

62. Application to form a Corps will be transmitted to the Chief Commissioner through the same channel as laid down for the formation of a Division. The application shall be accompanied by the following particulars:—

Application
to Form a
Corps.

- (1) Names of Divisions to comprise proposed Corps,
- (2) Strength of each Division,
- (3) Names of Officers for promotion and the ranks proposed.

City or Town
Corps.

63. In a town where a Corps exists it will be obligatory for Divisions of that town to form part of the Corps, unless the Chief Commissioner shall otherwise direct.

64. A Division will only be permitted to secede from a Corps on presentation of adequate reasons acceptable to the Chief Commissioner.

65. Unless otherwise sanctioned by the Commissioner, all services in connection with Brigade work will be organised by the Corps Superintendent.

TITLE OF CORPS, DIVISIONS, AND SECTIONS.

Title of Corps
or Division.

66. Each Corps or Division will be distinguished by its local name. Divisions may be numbered, but in every instance in which a Unit is named in correspondence or on Brigade official forms, the name in full must be given, thus—Newtown Ambulance Division, or Newtown Nursing Division, as the case may be.

SECTION V.

PROPERTY, FINANCE, DISPOSAL OF EQUIPMENT, FUNDS.

OWNERSHIP.

67. As the Brigade is an integral part of the Order of St. John, all funds raised by a District, County, Corps, or Division are raised in the name of the Order, and are the property of the Order, but held by the Brigade to be administered within the District, County, or Area, and applied to the purposes for which they are raised, subject to the approval and control of Brigade Headquarters.

PROPERTY.

Trustees.

68. Local Headquarters premises, drill halls, and other properties acquired by Districts, Counties, Corps, or Divisions, will be vested in the Order of St. John, with local trustees, who shall be members of the Order, Association, or Brigade, to administer the property.

Similarly, all furniture, equipments, accoutrements, uniforms, outfits, and other goods and chattels of whatever kind (whether at local drill halls, or other premises, or in the custody of any members) acquired by or vested in Districts, Counties, Corps, or Divisions, are the property of the Order and held in trust accordingly by the Brigade and its several component parts.

When required, a copy of a suitable trust deed may be obtained from Brigade Headquarters. **Trust Deed.**

69. Any proposed contract for acquisition of such property must be submitted to Brigade Headquarters before being signed. **Contracts.**

70. The authorised device of the Brigade will be printed or painted on all articles of equipment, and on Motor Ambulances purchased with money raised by Corps or Divisions of the Brigade, and in the case of Motor Ambulances the Brigade device and the name of the Corps or Divisions only will be used. **Brigade Device.**

FINANCE.

71. In places where a Centre of the Association does not entirely finance a Corps or Division, the following procedure will be observed :— **Centre.**

Each Corps, or each Division where no Corps exists, will be self-supporting, and obtain the necessary funds from members' subscriptions, flag days, public donations, entertainments, etc., within their respective areas.

In towns or areas where no Corps exists, Ambulance and Nursing Divisions should, in order to avoid confusion to the public, arrange all general appeals to the public jointly.

72. A Corps or Divisional Committee may, for financial purposes, act as the Finance Committee of the Corps or Division, as the case may be. Such Finance Committees will be responsible to the Commissioner for funds in their charge. **Finance Committee.**

73. Funds raised for Brigade purposes must not be used for purposes other than those set out under the "Objects of the Brigade." **Purposes for which funds are to be applied.**

74. Funds obtained from the public for specific objects must be so applied. **Special Appeals.**

75. Treasurers will be appointed to Corps and Divisions, and shall be responsible to the Corps or Divisional Superintendent for the proper accounting of all money received in connection with the Corps or Divisions to which they are appointed. All cheques will bear the signature of the Corps or Divisional Superintendent and the Treasurer. (See clause 87.) **Treasurers.**

76. It is fully recognised that many Units may have great difficulty in raising sufficient funds to maintain themselves. There are various ways open to them in appealing **Undesirable Methods of Raising Funds.**

to the public, or their friends, for support to which no exception can be taken. There are, however, other methods of raising funds which, if not illegal, are at least questionable. For the good name of the Brigade it is most necessary that these latter methods shall not be employed.

House to House Collections in Uniform.

77. House-to-house solicitations for money by members of the Brigade in uniform are contrary to the spirit of the Order of St. John, and derogatory to the Brigade, and are therefore forbidden.

Circularising other Brigade Units.

78. Circularising other Corps and Divisions of the Brigade in any way for financial support is not permissible.

Flag Days.

79. Each Corps or Division is entitled and expected to hold, if possible, one Brigade flag day in each year for the collection of funds. Application for permission to hold a flag day must be made some time previously to the local municipal and police authorities. After such permission has been obtained application will be made to the Commissioner for his approval.

Contribution to District or County Funds.

80. It is permissible for a Commissioner of a District or County to claim not more than fifteen per cent of the net proceeds of flag days, as a contribution to District or County funds. It is obligatory on Corps and Divisions to support District or County funds, as may be arranged by the Commissioner concerned.

Flags and Emblems for Flag Days.

81. Only flags or emblems of approved design shall be used for street collections. Flags, emblems, posters, etc., can be obtained from the Director of Stores, St. John's Gate, London, E.C.1.

Public Appeals.

82. Where a Corps exists, public appeals will be organised by the Corps Staff, or Corps Finance Committee.

Distribution of money raised by a Corps.

83. In places where the work of Divisions is not entirely financed by a Corps, the money will be distributed among the Divisions in proportion to the activities of each Division comprising the Corps, unless the appeal was made for a specific object.

84. Indoor entertainments, such as concerts, dances, whist drives, etc., may be sanctioned by the Corps Superintendent, or where no Corps exists by the Divisional Superintendent, such method of raising funds not constituting a public appeal. Funds so collected may be retained by the Division or Divisions organising such events.

85. Unless specially sanctioned by the Chief Commissioner, Officers and other members in uniform are not permitted to raise funds for other organisations, neither can grants to other organisations be made from Corps or Divisional funds.

Raising Funds for other Organisations.

86. Out-of-pocket expenses necessarily incurred in the performance of authorised duty may be refunded from District, County, Corps, Divisional, or other appropriate funds, as the case may be, but under no circumstances is payment for services permissible

Payment of Expenses.

87. District, County, Corps, or Divisional accounts will be opened in the name of the Brigade, with a recognised banking company, and arrangements will be made for the Commissioner, or Superintendent, as the case may be, and Treasurer, for the time being, to sign cheques in the following form :—

Banking Accounts.

For District or County—

pp The St. John Ambulance Brigade

.....

District/County Commissioner,

.....

District/County Treasurer.

For Corps or Divisional Accounts—

pp The St. John Ambulance Brigade

.....

Corps/Divisional Superintendent.

.....

Treasurer.

88. All money must be paid into the banking account, and all payments made therefrom. A petty cash account, sufficient to meet small outgoing expenses, will be kept by the Treasurer.

Banking Money.

89. Accounts will be made up to December 31st in each year and audited as early as possible by Hon. Auditors.

Accounts.

90. Where Hon. Auditors have not been appointed, the accounts will be audited by the District Treasurer or other senior Officer of the Brigade. (See clause 111c.)

Auditors.

Statement of Account, B.F.12:

91. A statement of account showing all money received and expended must be submitted on Form B.F.12 to the Chief Commissioner through the regulation channels early in January of each year.

DISPOSAL OF PROPERTY ON DISBANDMENT.

Disposal or Exchange of Property.

92. No unit will exchange or dispose of property without first applying, through the regulation channels, for the sanction of the Chief Commissioner, and obtaining such sanction expressed in duly signed form.

Disposal of Equipment when Units cease to exist.

93. In the event of a Corps or Division being disbanded or otherwise ceasing to exist, the property in its custody will pass into and/or remain in the charge of the Commissioner of the District or County, as the case may be. If he considers that there is no likelihood of a Unit being revived in the immediate locality within twelve months, he will distribute and/or dispose of the property within the limits of his command, as the Chief Commissioner may direct.

Disbandments.

94. In the case of the disbandment of a Corps, but not of all the Divisions forming the Corps, the Chief Commissioner will direct how the property in the custody of the Corps will be disposed of by the Commissioner.

When provided by other bodies.

95. When ambulance material is provided at the cost of a Railway or other Company or body, it shall be disposed of only after consultation with the body concerned.

SECTION VI.

RANK AND TITLES. APPOINTMENT OF SECRETARY, TREASURER, AND STOREKEEPER. HONORARY MEMBERSHIP. SELECTION FOR APPOINTMENT AS OFFICER. QUALIFICATIONS FOR APPOINTMENT AS NON-COMMISSIONED OFFICER. PROMOTION. NOMINATIONS FOR APPOINTMENTS AND PROMOTIONS. TRANSFERS. RESIGNATIONS. JOINING A CORPS OR DIVISION IN ANOTHER AREA. TRANSFER TO THE BRIGADE RESERVE. REJOINING ACTIVE LIST. CONFIDENTIAL REPORTS.

RANKS AND TITLES.

Ranks and Titles.

96. The only ranks and titles authorised in the Brigade are as follows, in order of precedence :—

Chief Commissioner, Assistant Chief Commissioner, Surgeon-in-Chief, Lady Superintendent-in-Chief, Assistant Surgeon-in-Chief, Assistant Lady Superintendent-in-Chief, Commissioner, County Commissioner, Assistant Commissioner, Assistant County Commissioner.	Superior Officers.
District Surgeon, Lady District Superintendent, County Surgeon, District Officer, Lady District Officer, County Officer, Lady County Officer.	District and County Officers.
Corps Surgeon, Corps Superintendent, Lady Corps Superintendent, Corps Officer, Lady Corps Officer, Divisional Surgeon, Divisional Superintendent, Lady Divisional Superintendent, Nursing Officer, Ambulance Officer, Transport Officer, Lady Ambulance Officer.	Corps and Divisional Officers.
District Sergeant-Major, County Sergeant-Major, Corps Sergeant-Major.	Warrant Officers.
Staff Sergeant, Sergeant, Corporal.	N.C.O.
Private or Ambulance Sister.	File.
CADETS.	
Cadet Superintendent, Cadet Officer.	Divisional Officers.
Cadet Sergeant, Cadet Corporal.	N.C.O. (Boys and Girls).
Cadets.	File (Boys and Girls).

**Period of
Appointment
of Superior
Officers.**

97. The appointment of all Superior Officers shall be made triennially on St. John the Baptist Day, and will expire on the Eve of St. John the Baptist terminating the triennial period for which they were made, subject to renewal. Vacancies may be filled from time to time as and when required.

**Grade in the
Order of
St. John.**

98. The Superior Officers, other than Assistant Commissioners and Assistant County Commissioners, will be selected from members of the Order of, or above, the grade of Officer. Assistant Commissioners and Assistant County Commissioners will be selected from members of the Order.

In exceptional circumstances suitable persons who are not members of the Order may be appointed Superior Officers of the Brigade. They will carry out the duties laid down, and have the same privileges and precedence as if they held full rank. Upon admission to the Order they automatically receive full rank.

**Appointment
of other
Officers.**

99. Officers of a District, County, Corps, or Division, including Warrant Officers, will be approved and appointed, promoted or transferred, by the Chief Commissioner, and will only be removed by his order. On appointment they will be granted a Warrant issued by command of H.R.H. the Grand Prior, and shall not assume a title or function within the Brigade before the receipt of such Warrant.

**Staff Officer,
to Lady
Superintendent-
in-Chief.**

100. The Lady Superintendent-in-Chief may nominate a member of the Brigade for appointment by the Chief Commissioner as her Staff Officer.

**Appointment
as Staff
Sergeant.**

101. As an inducement to diligent performance of duties and in recognition of exceptionally good service, Sergeants may be specially recommended by the Commissioner for appointment to the rank of Staff Sergeant. No Sergeant will be eligible for this distinction who has not served in that rank for the five preceding years, and has not been efficient as defined in the General Regulations in each of those years.

**Appointment
cannot be
claimed as a
Right.**

It is to be clearly understood that this distinction cannot be claimed as a right merely on the grounds of length of service. It can only be allowed in special cases; and each case will be considered on its merits.

The appointment of a Staff Sergeant will not create a vacancy in the establishment of Sergeants in his Division.

SECRETARY, TREASURER, STOREKEEPER, AND OTHER APPOINTMENTS.

102. An Officer of a Corps, or an Officer or an N.C.O. or member of a Division who has been appointed Secretary, Treasurer, or Storekeeper by the Corps or Divisional Superintendent, with the approval of the Commissioner and sanction of the Chief Commissioner, will not carry official rank other than that held in the Corps or Division.

Official Status.

103. Non-Commissioned Officers, including Transport N.C.O.'s, Divisional Secretaries, Treasurers, and Storekeepers will be appointed by the Commissioner with the sanction of the Chief Commissioner, and will be removed only by order of the Chief Commissioner. Notification of their appointment will be communicated to them by the Commissioner after receiving the sanction of the Chief Commissioner.

104. It is permissible for the Commissioners to issue a District or County notification for ranks and appointments below that of District, County, or Corps Sergeant-Major.

105. The ranks of Transport Officer, Cadet Superintendent, Cadet Officer, and Transport N.C.O. are additional to Establishment, and those holding such appointments revert to their substantive rank on resignation. During the time they hold such appointment they will be considered Officers or N.C.O.'s of the Division, supernumerary to Establishment.

Ranks Additional to Establishment.

106. The appointment of Divisional Secretary will carry the rank of Honorary Sergeant while engaged as such, if the member nominated holds a rank lower than that of Sergeant. Sergeant's rank for this purpose is honorary and carries no executive authority.

Rank of Divisional Secretary.

PRECEDENCE.

107. Within each rank members take precedence according to the date of their appointment to such rank, or of their enrolment if Privates or Ambulance Sisters.

Precedence.

Members holding rank by virtue of a particular appointment are eligible to be considered for promotion to substantive rank during the period they are holding such appointment, if qualified.

108. Men and women holding rank of, or below, District or County Officer are considered as of equal rank in their respective grades. In the case of a joint parade or duty, however, the male Officers will take precedence over the female Officers of the same rank.

Status of Lady Officers. 109. When Lady Officers only are present they shall be in command of both Ambulance and Nursing personnel on duty.

HONORARY MEMBERSHIP.

Official Status 110. Honorary membership may be conferred by the Chief Commissioner on persons not in the Brigade in recognition of services rendered to the Brigade, Corps, and Division. They will not have any administrative or executive powers. They will not have the right to vote at any meetings of the Corps or Division other than those of any Finance Committee to which they may be appointed members, nor to perform public duty with members of their own or any other Corps or Division, or to wear the uniform of the Brigade or its Badge.

Honorary Members—Secretary, Treasurer, Auditor, or Solicitor. 111. On the recommendation of the Commissioner, and with the approval of the Chief Commissioner, a person not a member of the Brigade may, under special circumstances, be appointed Honorary Member and Secretary, Treasurer, Auditor, or Solicitor, to a Corps or Division.

Honorary Presidents and Vice-Presidents. (a) One Honorary President and two Honorary Vice-Presidents may be appointed to a Corps or Division by the Chief Commissioner, but in very exceptional circumstances a third Vice-President may be appointed.

(b) One Honorary President may be appointed to County, Area, or Group of Divisions if such appointment is likely to be to the advantage of the Brigade. Notification of such appointments will be sent to the Commissioner concerned.

Honorary Auditors. (c) Honorary Auditors, preferably chartered accountants, members of the Society of Incorporated Accountants, London Association of Accountants, or Corporation of Accountants, may be appointed by the Chief Commissioner to District, Counties, Corps, or, where no Corps exists, Divisions.

Honorary Solicitors. (d) Honorary Solicitors may be appointed by the Chief Commissioner to District, Counties, Corps, or, where no Corps exists, Divisions.

(e) A warrant of appointment will be sent by the Chief Commissioner to Hon. Presidents and Hon. Vice-Presidents.

QUALIFICATIONS FOR APPOINTMENT AS OFFICER OR WARRANT OFFICER.

112. It is of great importance that persons proposed as Officers are of high character and of good education, both of which are necessary to ensure their having proper influence over the members under their command. Length of service alone is not allowed to be a deciding factor in recommending Officers for appointment or promotion.

113. Candidates for appointment as Superintendents of Corps and Divisions, Corps Officers, Ambulance Officers, and Warrant Officers must pass prior to appointment an examination in Part 1 of the Official Manual of Drill and Camping. They must in addition pass a viva-voce examination on the Brigade General Regulations, and satisfy the examining Officer that they are qualified to give instruction and are suitable in all other respects. The examination in Part 1 of the Official Manual of Drill and Camping must be conducted by the Commissioner or by an Officer specially detailed by him. The examining Officer must always be of higher rank than the person examined.

Drill Examination.

Examining Officer.

114. Transport Officers will also be required to hold a driver's certificate and possess a knowledge of motor engineering.

115. Officers of Nursing Divisions are not required to pass the Drill Examination, but will be expected to have an elementary knowledge of drill to enable them to instruct the uninitiated in loading and unloading stretchers, removal of patients, elementary squad drill. They will be required to pass a viva-voce examination on the Brigade General Regulations, and satisfy the examining Officer that they are qualified to give instruction, and are suitable in all other respects. Trained Nurses only are eligible for appointment as Nursing Officers.

116. Under exceptional circumstances acting rank may be granted to complete establishment pending qualification. In all cases the examination will take place as soon as the member to be examined considers himself or herself sufficiently prepared, but such examination must take place within twelve months of the appointment to acting rank, otherwise the appointment will then lapse.

Acting Rank.

QUALIFICATIONS FOR APPOINTMENT AS NON-COMMISSIONED OFFICERS.

117. Candidates for appointment to the rank of Sergeant or Corporal must pass an examination in Part 1 of the Official Manual of Drill and Camping prior to being appointed.

118. Transport N.C.O.'s will be required to pass a driving test.

**Examining
Officer.**

119. The examination may be carried out by a Corps Officer, or by a Superintendent of another Division with the sanction of the Commissioner or Assistant Commissioner of the County or Area.

Nominees.

120. Nominees for appointment or promotion shall, in addition to passing the regulation drill examination, satisfy the Officer-in-charge of the District or County, or other Officer deputed by him, that they are qualified to give instruction and are suitable in all other respects.

Lance Rank.

121. Lance rank may be granted by the Commissioner to Privates and Corporals pending qualification within the year to substantive rank to complete establishment. If a holder of Lance rank fails to qualify within one year, such appointment automatically ceases.

QUALIFICATIONS FOR PROMOTIONS.

**Re-examina-
tion in Drill.**

122. Officers, Warrant Officers, and N.C.O.'s must pass a drill examination before further appointment, unless such appointment is purely for secretarial duties within the District, County, Corps, or Division, in which case they shall revert to their substantive rank on relinquishing such duties.

Dual Rank.

123. When Officers, Warrant Officers, or N.C.O.'s are promoted they shall automatically vacate the rank held at the time of promotion. The only ranks that can be held simultaneously are those of Corps Surgeon and Corps Superintendent, and Divisional Surgeon and Divisional Superintendent.

124. Promotions in, and appointments to, Corps and Divisions will not be entertained until the Annual Returns for the preceding year have been received by the Chief Commissioner, except in special circumstances.

**Temporary
Rank.**

125. In special cases an Officer may be appointed to act temporarily in a rank higher than his own, but he shall wear the uniform of his substantive rank.

126. Promotions, appointments, and resignations of Officers will be published in the *St. John Ambulance Gazette*.

NOMINATIONS FOR APPOINTMENTS AND PROMOTIONS.

**Appointment
Form B.F.7.**

127. Nominations for the appointment and promotion of District, Corps, Divisional, and Warrant Officers, N.C.O.'s, Secretary, Treasurer, Storekeeper, will be made to the Chief

Commissioner through the regulation channel of communication on Form B.F.7. When completing table of strength on Form B.F.7 the establishment of the Corps or Division, if any, and the rank to which a candidate for promotion is to be appointed must be shown. Nominations for the appointment of President, Vice-President, and other Honorary Members will also be submitted on Form B.F.7.

128. Officers and other members holding appointments and desiring to relinquish them will notify their Senior Officer in writing, for submission to the Chief Commissioner through the proper channels, stating whether they wish :—

Transfers and Resignations.

- (a) To be transferred to the Brigade Reserve,
- (b) To resign their membership of the Brigade,
- (c) To be relieved of their appointment.

129. They will continue to carry out their duties until the Chief Commissioner has approved the application.

TRANSFERS.

130. No person enrolled in any Corps or Division of the Brigade will be allowed to transfer to any Corps or Division in the same or another District, County or Area, without the consent of both Commissioners. In the case of Officers the authority of the Chief Commissioner must also be obtained.

Consent of Commissioners.

They will be absorbed in the establishment when a vacancy permits; if agreeable to the Commissioner concerned; otherwise they will retain their rank in the Brigade as supernumerary in their new Unit. They will be marked as "attached," and make their annual attendances without holding any command.

Absorption of Attached Officers.

131. Officers transferred from one unit to another will take their seniority from the date the transfer is authorised by the Chief Commissioner.

Seniority from Date of Transfer.

132. For the purpose of transfers, B.F.4 will be used and accompany the application.

Transfer Form B.F.4.

133. Members wishing to leave their Districts temporarily can be temporarily attached to a Corps or Division in another area.

Temporary Attachment.

TRANSFERS TO THE BRIGADE RESERVE AND REJOINING ACTIVE LIST.

Qualifications.

134. Officers and other ranks who have rendered not less than three years' efficient service and who undertake to comply with the Regulations governing Brigade Reserve, may be placed on the Reserve of the Brigade. The application to be placed on this Reserve must be made through the usual channels of communication. If approved it will be submitted to the Chief Commissioner for his sanction. They will pay the usual annual subscription to the District, County, Corps or Division to which they belong. They must not wear the uniform of the Brigade, except when on duty or on special occasions when authorised by the Commissioner.

Status of Reserve Officers.

135. Officers, Warrant Officers, and Sergeants of the Brigade Reserve will fall in on parades as supernumeraries. They may from time to time be called on to take an active part in the parade in place of any absentee of corresponding rank. When present at practice drills they will, if required, take up their respective duties under the Officer in charge as if on the active list. Corporals, Lance Corporals and Privates, and Ambulance Sisters, will fall in in the ranks in the ordinary way.

No Executive Authority.

136. No members on the Reserve will have any executive authority unless authorised to act for a time in their rank by the senior Officer present.

Sanction of Chief Commissioner Required.

137. Officers and other ranks who have resigned or joined the Reserve must obtain the sanction of the Chief Commissioner before they can rejoin the Brigade. Unless they rejoin from the Brigade Reserve they shall rejoin as Private or Ambulance Sister, as the case may be.

Retention of Rank.

138. Officers and other ranks of the Brigade Reserve will be permitted to retain their ranks on rejoining, but will be supernumerary to establishment until a vacancy occurs.

139. Officers and other ranks of the Brigade Reserve rejoining after a period of twelve months may count half the Reserve Service for efficiency.

Seniority on Rejoining.

140. Officers and other ranks on the Brigade Reserve, on rejoining to the Active List, will be junior to other Officers of the same rank, and will take precedence from the date on which they rejoin.

RECORDING OF TRANSFERS.

Transfers.

141. Transfers of Corps or Divisional Officers, Warrant Officers, N.C.O.'s, and rank and file of Corps and Divisions should be recorded against their names in the "remarks" column of the B.F.1 (A. or N.), viz. :—" Trans-

ferred to Corps/Division," or "placed on the Brigade Reserve," giving the date. The same note should be made against his or her name on the B.F.3, with date.

142. On B.F.1 (A. or N.) opposite the name in the new Corps or Division, the transfer should be recorded as follows :—" Transferred from.....Corps/Division," adding the date. This should also be recorded on B.F.3.

143. Officers and others transferring to other Corps or Divisions or Brigade Overseas will be supplied before leaving with a personal Record Sheet B.F.4, filled up under the various headings.

Personal Record Sheet.

COUNTING PREVIOUS SERVICE.

144. The Chief Commissioner has authority to restore former service when satisfied that the reasons for resignation were satisfactory.

Counting Previous Service on Rejoining.

RETIRED LIST.

145. Officers of the Brigade who retire after fifteen years' service may, with the consent in writing of the Chief Commissioner, continue to wear their uniform on suitable occasions, approved by the Commissioner of the District or County in which they are residing.

Wearing of Uniform on Retirement.

CONFIDENTIAL REPORTS.

146. Confidential reports on every Officer of the District or County Staffs shall be submitted annually to the Chief Commissioner by Commissioners. Any adverse report will be communicated to the Officer before submission to the next higher authority.

District or County Reports.

147. All reports shall be treated as strictly confidential and privileged as between the Officers reporting and the Officers reported, and shall in no case be made public.

SECTION VII.

DUTIES OF OFFICERS AND OTHER MEMBERS.

148. *The Chief Commissioner* is immediately responsible for the organisation, administration, and discipline of the Brigade in those areas which are directly administered by the Grand Priory. He exercises a general supervision

Duties of Superior Officers.

over those portions of the Brigade which exist in the area of any subordinate Establishment, including such Units as may be enrolled from it as Reserves for the Naval, Military, and Air Forces. When mobilised, the Reserves pass to the control of the Naval, Military, and Air Force authorities.

149. *The Assistant Chief Commissioner* is directly responsible to the Chief Commissioner, and perform such duties as the Chief Commissioner may delegate to him.

150. *The Surgeon-in-Chief* is the adviser of the Chief Commissioner on all matters concerning the medical and surgical work of the Brigade, and will endorse all appointments of Surgeons in the Brigade.

151. *The Lady Superintendent-in-Chief* is the medium of communication with the Chief Commissioner on all matters relating to Lady District Superintendents, Lady District and County Officers, and the Nursing Divisions, and will be consulted on any question therewith. She will be held responsible that uniform is of strictly regulation pattern, and will from time to time report to the Chief Commissioner should any alteration in uniform be desirable. When practicable, she inspects Nursing Units of the Brigade. All appointments of Lady Officers are endorsed by her.

152. *The Assistant Surgeon-in-Chief* assists the Surgeon-in-Chief, and carries out such duties as may be allotted to him.

153. *The Assistant Lady Superintendent-in-Chief* assists the Lady Superintendent-in-Chief, and carries out such duties as the Lady Superintendent-in-Chief may delegate to her.

154. *Commissioners of Districts or Counties* are responsible to the Chief Commissioner for the organisation, administration, efficiency, and discipline of the Ambulance and Nursing Units within their District or County. They must reside within the boundaries of the District or County. They correspond direct with the Lady District Superintendent or Lady County Officer on all matters relating to the Nursing Units in their District or County. They communicate to the Assistant Commissioner of a County or Area any information concerning Ambulance or Nursing matters of which he should be cognizant.

155. *Assistant Commissioners and Assistant County Commissioners* appointed to a County or Area within a District are responsible to their Commissioner for the organisa-

tion, administration, and discipline of Corps or Divisions within the County or Area. They normally endorse and submit all nominations for appointments, promotions, etc. They are the channel of communication between Corps and Divisions within their County or Area and their Commissioners.

156. *Assistant Commissioners* not appointed to Counties or Areas perform such duties as may be delegated to them by the Commissioner to whose District they are appointed.

157. *District Surgeons* advise their Commissioner on all matters concerning the medical and surgical work of the District, and carry out such duties relating to their rank as may be allotted to them by the Commissioner.

Duties of
District and
County
Officers.

158. *County Surgeons* appointed to a County organisation advise their County Commissioner on all matters relating to instruction in first aid and home nursing, and ensure that annual re-examinations of Corps and Divisions are held. They endorse all appointments of Surgeons within their County or Area.

159. In the case of a District organisation the County Surgeon will similarly advise the Assistant Commissioner of the County or Area.

160. *Lady District Superintendents* are the personal assistants to their Commissioners in all matters concerning the efficiency, discipline, and duties of the Nursing Divisions within their Districts, and undertake such other duties as may be allotted to them by the Commissioner.

They will be consulted in the appointment of Lady District Officers of Counties or Areas within their Districts; in the formation of all new Nursing Divisions; and sign all promotion forms for Lady Officers nominated within the District.

They are consultative and advisory to all Lady District Officers in their Districts.

They will send all official communications to the Lady Superintendent-in-Chief through the Commissioner unless he instructs her to send them direct.

161. *District Officers* carry out the duties allotted to them by the Commissioner of the District, or Assistant Commissioner of the County or Area to which they are appointed.

162. *The Staff Officer, and Secretary, to the Lady Superintendent-in-Chief* assists the Lady Superintendent-in-Chief and carry out such duties as she may allot to them.

163. *Lady District Officers* of Counties or Areas of a District are responsible to their Assistant Commissioner for the efficiency, discipline, and duties of the Nursing Divisions in the County or Area.

164. *County Officers* carry out the duties detailed to them by the County Commissioner.

165. *Lady County Officers* are the personal assistants to their County Commissioner on all matters concerning the efficiency, discipline, and duties of the Nursing Divisions within the County.

**Duties of
Corps
Officers.**

166. *Corps Surgeons* supervise the surgical and medical work of the Corps. They are responsible to their County Surgeon for seeing that Divisional Surgeons of the Corps are carrying out such duties as are laid down for them in these Regulations, and that the annual re-examinations are held.

167. *Corps Superintendents* are responsible for the general administration, efficiency, dress, and discipline of the Corps. They see that Officers in charge of Divisions within the Corps are carrying out their duties in accordance with the General Regulations. They are responsible for the organisation of public services, including motor ambulance transport, and public appeals in connection with the work of their Corps. They take command of the parade when the Divisions of their Corps are combined, always provided that they exercise such command under the instructions of the senior Officer present. They endorse all recommendations submitted for appointments and promotions within the Corps, and will be the channel of communication for all matters concerning the Corps and its Divisions.

168. *Lady Corps Superintendent* and *Lady Corps Officers*. Recommendations for the appointment of Lady Corps Superintendents, and, where necessary, Lady Corps Officers, will be made after consultation with the Lady District or Lady County Officer concerned by the Corps Superintendent.

The Lady Corps Superintendents will carry out duties detailed to them by the Corps Superintendent to whom they will be directly responsible. They will only be appointed with the consent of the Commissioner concerned.

169. *Corps Officers* carry out the duties allotted to them by the Corps Superintendent, such duties having been approved by the Commissioner. Corps Officers allotted the duties of :—

(a) Secretaries, transmit all orders and notices issued by the Commissioner or Assistant Commissioner of the District or County respectively, or by the Corps Superintendent. By periodical inspections or meetings they see that Divisional Secretaries take the necessary steps to have all Brigade Forms completed in a satisfactory manner and ready for transmission to Headquarters at the proper time.

(b) Inspectors of Stores, take charge of all stores belonging to the Corps as a whole and supervise their issue. They will see that Divisional Storekeepers are carrying out the duties of their offices in their several Divisions, and be responsible to the Corps Superintendent that such stores are kept in good order.

(c) Treasurers, keep all books in connection with the accounts of the Corps, and have charge of all funds in the keeping of the Corps, as a whole. They only make payments as authorised by the Corps Superintendent. They prepare the annual balance sheet and statement of accounts, and ensure that the Divisional Treasurers are carrying out the duties of their offices in their several Divisions, except as provided in clause 72, page 15.

(d) Corps Transport Officers are responsible to the Corps Superintendent for the efficiency of the transport service, unless as provided in clause 170, when he will be responsible to the Corps Superintendent for the efficiency of the service or services maintained by a Division or Divisions within the Corps. They see that Divisional Transport Officers are carrying out the duties of their offices, and will inspect, test, and certify the Motor Ambulance in their charge as fit for the road (or otherwise), and advise the Corps Superintendent from time to time as to repairs, etc., necessary for the safety of the persons conveyed.

170. Where long distances exist between the Divisions, the transport service may, at the discretion of the Corps Superintendent, be left in the hands of a Divisional Superintendent, assisted by a Divisional Transport Officer. Should any difference of opinion arise in this connection the matter will be submitted for decision to the Commissioner, who, if necessary, will consult the Chief Commissioner.

**Duties of
Divisional
Officers.**

171. *Lady Corps Officers*, if appointed, carry out similar duties to those laid down for Corps Officers, so far as the Nursing Divisions within a Corps are concerned.

172. *Divisional Surgeons* have charge of the medical and surgical work of their Divisions. They are responsible to the Corps, County, or District Surgeon, as the case may be, for the instruction of the members of their Division in first aid, and home nursing in the case of Nursing Divisions, and will, with the Divisional Superintendents, ensure the attendance of the members for that purpose. They turn out for public duty to the best of their ability. When on public duty they supervise the medical work of the Division or Section to which they may be detailed; and such instructions as they may issue for the treatment of patients will be acted upon by all ranks of such Division or Section. It is permissible for Surgeons to lecture on kindred subjects, if in their opinion such lectures will promote further interest in the work of the Brigade.

173. *Divisional Superintendents* and *Lady Divisional Superintendents* are responsible for the administration of their Divisions, and for the drill, efficiency, discipline, dress, and equipment of the Officers and other ranks, and will take all proper measures to ensure their efficiency. They arrange the details for public duty according to the directions of the Commissioner, Assistant Commissioner, or other Officer appointed for the purpose, or, in the case of a Corps, of the Corps Superintendent. They are responsible for seeing that orders issued by Officers are carried out and strictly adhered to, also for the correctness and punctual despatch of all returns and correspondence for Brigade, District, or County Headquarters.

174. *Nursing Officers* assist their Divisional Surgeon in the medical and surgical work of the Nursing Division, but shall hold no executive command.

175. *Ambulance Officers* assist their Divisional Superintendent, as directed. They invariably are posted to a section within the Division, and will ensure that the discipline and drill of the men of that section are fully maintained.

176. *Lady Ambulance Officers* assist the Lady Divisional Superintendent in supervising the work of the Division, and carry out such duties as may be allotted to them from time to time.

177. *Divisional Transport Officers* or *Transport N.C.O.'s*, as the case may be, are responsible to the Divisional Superintendent for the maintenance and efficiency of the transport service of their Division. In cases where the Divisions do not belong to a Corps, they inspect, test, and certify the Motor Ambulances as fit for the road (or otherwise), and advise their Superintendent from time to time as to repairs necessary for the safety of persons conveyed.

178. *District or County Sergeant-Majors* advise their Commissioners on matters of drill, and, in addition, they may be called upon to assist in the clerical work of their District or County.

**Duties of
Warrant
Officers.**

179. *Corps Sergeant-Majors* advise their Corps Superintendents on matters of drill, and, in addition, may be called upon to assist in the clerical work of the Corps.

180. *Staff Sergeants, Sergeants and Corporals* assist the Officers, as directed, in the discharge of their duties, attend all parades, and perform such other duties as may be required of them.

181. *Divisional Secretaries*, of both Ambulance and Nursing Divisions, acting under instructions of their Divisional Superintendent, advise all ranks of drills, practices, and meetings. They keep the Brigade Record Sheet, Returns of Drills and Duties, Minute Book and Occurrence Book, and will prepare all returns. All correspondence that is not required to be signed by the Superintendent will be signed by the Secretary as "By Order."

182. *Divisional Treasurers*, of both Ambulance and Nursing Divisions, acting under the instructions of their Divisional Superintendent, keep the necessary books in connection with the Divisional accounts, except as provided in clause 72, page 15, and prepare the annual statement of accounts, which should be audited, where possible, by a qualified accountant (see clause 111 (c), page 22).

183. *Divisional Storekeepers*, of Ambulance and Nursing Divisions, acting under the instructions of their Divisional Superintendent, ensure that the stores in their charge are at all times in clean and proper condition, and ready for immediate use. They keep the list of stores, and take note of all articles issued on loan.

SECTION VIII.

COGNIZANCE OF RULES AND REGULATIONS. DISCIPLINE.
 APPEALS. SUBMISSION OF GRIEVANCES. SUSPENSIONS AND COMPOSITION OF COURTS OF INQUIRY.

COGNIZANCE OF RULES AND REGULATIONS.

**Duty of
Members.**

184. It is the duty of each member to become acquainted with the General Brigade Regulations and Rules for Corps and Divisions. Ignorance will not be admitted as an excuse for non-observance of them.

**Legal
Actions.**

185. Legal action shall not be taken by an Officer or member against any other Officer or member of the Brigade as such, without the sanction of the Chief Commissioner having been first obtained in writing.

DISCIPLINE.

186. The discipline of the Brigade is based on the pledge which members give when they sign the enrolment form and promise to be loyal to the Brigade, to be obedient to their Officers, to comply with the Rules and Regulations of the Brigade as issued from time to time, and to carry out their duties with zeal and efficiency to the best of their ability.

187. If after appointment any Officer or other member finds himself or herself unable from any cause to fulfil this obligation, he or she should relinquish their appointment or resign from the Brigade.

In the case of Officers, other than Superior Officers, and members not carrying out their duties, or failing to execute orders given to them, and, upon request being made, refuse to resign, the Chief Commissioner is empowered to cancel their appointment, and forthwith remove their names from the Roll of the Brigade.

188. Officers, Warrant and N.C.O.'s, will exercise their command in such a manner as to ensure respect for authority. They will not reprove subordinates in the presence or hearing of others, neither will they criticize their superiors before their subordinates. They will avoid intemperate language or an offensive overbearing manner.

INSUBORDINATION.

189. In cases of insubordination on parade, the offender will be ordered to "fall out," and a report of the circumstances made to the Commissioner within twenty-four hours.

The Commissioner will suspend the offender from duty and notify the fact immediately to the Chief Commissioner.

190. Further, he will, without loss of time, cause an inquiry to be held and send in a full report to the Chief Commissioner for his ruling.

191. In cases of insubordination off parade, or of objectionable conduct or misbehaviour at any time or place, the offending member (whether ordinary member or officer) may be suspended from duty, and a report forwarded to the Commissioner, who will give such member full particulars of the matters charged against him, and appoint a time and place at which such member shall have a reasonable opportunity of being fully heard before a Court of Inquiry, and of producing witnesses and/or documents in his favour, in answer to any witnesses and/or documents produced in support of the charge against him.

Such Court of Inquiry shall be constituted as set out in clause 196.

If, after the hearing is closed by the chairman, the Court of Inquiry considers the circumstances are sufficiently serious to justify the offender's removal from the Roll of the Brigade, a report signed by the Chairman and any other members of the Court who wish to support it shall be forwarded to the Chief Commissioner through the Commissioner for his consideration and ruling.

In case of all hearings before a Court of Inquiry, a full report (including the notes of evidence given on both sides and documents produced) shall be drawn up and similarly signed and forwarded to the Chief Commissioner—unless the Court are of opinion that the matter should be dismissed, without further consideration by the Chief Commissioner.

The method of convening a Court of Inquiry, the length of time between convening it and holding it, together with the procedure as to notices and otherwise before the hearing and the procedure to be adopted at the hearing, shall in all cases be subject to the direction and discretion of the Chief Commissioner or his representative.

SUBMISSION OF GRIEVANCES.

192. Any Officer or member having a grievance or desiring to make any representation by way of complaint may claim to have the same submitted through the proper channel of communication to the Commissioner. If not satisfied with the ruling or opinion, he or she

may claim to have the grievance or representation submitted through the regulation channels to the Chief Commissioner, for consideration by a Court of Inquiry.

**Appeal to
Chief Com-
missioner.**

193. Any question or appeal by Officers or members for the consideration of the Commissioner or Chief Commissioner will in all cases be submitted to the Officer in charge of the Division, who will transmit it through the regulation channels to the Commissioner, together with his remarks on the case. Should no answer be received from the Commissioner within one month, such question or appeal may be sent direct to the Chief Commissioner.

**Suspensions
from Appoint-
ments.**

194. Officers, other than Superior Officers, and members appointed to any office authorised under these Regulations, who prove to be unfitted for their position, should be asked to relinquish their appointment, and if they refuse may be suspended from the duties of such office by the Commissioner, who will report the case to the Chief Commissioner for his final decision.

**Reporting
Cases of
Offence or
Dissatisfac-
tion.**

195. Should a District Staff or Corps Staff Officer learn that dissatisfaction exists in a Unit under his control, he or she must at once report through the proper channels to the Commissioner, and await his instructions.

COURTS OF INQUIRY.

196. A Court of Inquiry may consist of not less than three or more than five members, its composition being determined by the convening Officer in co-operation, if necessary, with the Chief Commissioner or his representative according to the circumstances under which it is assembled. Three members will, as a general rule, be sufficient.

197. When a Nursing member is involved, a Lady Officer of senior rank will be included.

198. The Officer assembling a Court of Inquiry will appoint a Chairman, or, failing such appointment, the senior Officer will preside.

199. When the convening Officer has so appointed a Chairman, no Officer senior in rank to the Chairman should be appointed to serve as a member of the Court of Inquiry.

200. When an Officer is the alleged offender, members of the Court will be Officers of senior or equivalent rank to that held by the alleged offender.

201. When matters brought before Courts of Inquiry affect the character or reputation of an Officer or other member not actually charged, full opportunity will be afforded for the Officer or other member concerned to be present throughout the Inquiry.

202. The decision of the Chief Commissioner on all findings of Courts of Inquiry held under these Regulations will be final.

SECTION IX.

COMPLIMENTS.

203. The acknowledgment of Officers by saluting is not one of subservience, but of courtesy and respect to the office held. **Reason for Acknowledgment.**

204. All Officers will salute their seniors before addressing them on duty or on parade, and the salute will be acknowledged. They will salute with the right hand. A salute made to two or more Officers will be returned by the senior only. **Recognition of Senior and other Officers.**

Warrant Officers, N.C.O.'s, and men, when in uniform, will salute all Officers whom they know to be such, including Officers of the Royal Navy, Army, Royal Air Force, and Police.

205. When without caps they will not salute. If standing still, they will come to attention. If walking they will turn the head slightly towards an Officer when passing him. **When without Caps.**

206. Members of Nursing Divisions will acknowledge Officers by bowing. **Nursing Divisions.**

207. When the National Anthem is played all ranks will stand at attention, only Officers and Warrant Officers saluting. **National Anthem.**

208. At combined Inspections all Officers will salute on the command "Attention—General Salute." **General Salute.**

SECTION X.

STANDARD OF EFFICIENCY.

OFFICERS AND OTHER MEMBERS ON THE ACTIVE LIST.

209. *Brigade Year.* The Brigade year coincides with the Civil year, viz., January 1st to December 31st. The latest date on which a member may join to count service for the year of joining is July 31st.

Obligations of Officers and other Members.

210. Officers and members of the Brigade, below the rank of Corps Officer, are required to fulfil the standard of efficiency laid down in clause 212 to keep themselves efficient in each year. District, County, and Corps Officers will be certified annually, as efficient or otherwise, by the Commissioner.

Surgeons, Trained Nurses.

211. Divisional Surgeons and Trained Nurses (see clause 45c, page 10) should ensure their Brigade efficiency for the year by attending the requisite number of practices, the Annual Inspection, and public duty when possible.

Standard of Efficiency.

212. To be returned as efficient Officers and other members, except where otherwise stated in this Section, must, during each year,

(a) Pass a re-examination in First Aid, and, in the case of Nursing Divisions, in Home Nursing also.

(b) Attend at least twelve drills or practices of not less than one hour's duration at each of which there has been some practical application of First Aid, and, in the case of Nursing Divisions, of Home Nursing also.

(c) Be present at the Annual Inspection.

(d) Be certified by the Officer in charge of their Division as efficient in drill, and, in the case of Nursing Divisions, in Nursing Duties.

(e) Turn out to their Officer's satisfaction when called upon to perform public duty.

Duties accepted as Drills.

213. Transport, of not less than one hour's duration, hospital, public health, or district nursing will be allowed to count as drills for the purpose of Brigade efficiency, provided that not less than six drills or practices are attended with the Division during each year.

214. A *bona-fide* march-out, provided that it includes first aid practice, may count as a drill.

215. Attendance at a Camp of Instruction may count as a drill if the Officer in charge thinks the work done in any one day should warrant it.

216. Public duties and Church Parades will not count as drills.

217. Leave of absence from Annual Inspection may be granted by the Commissioner if the reason is satisfactory and application in writing is made prior to or on the day of the Inspection. **Non-attendance at Annual Inspection.**

218. Absence from Annual Inspection without permission on the part of all Officers and other members will involve loss of efficiency for that year.

219. Sickness as a reason for absence from re-examination must be certified by a medical practitioner. Such certificate will be invalid if the person concerned is found to have had opportunities for examination after recovery from illness before the close of the Brigade year. **Non-attendance at Re-examination owing to Sickness.**

220. Leave of absence may be granted by the Chief Commissioner for the sickness of a near relation, travelling or urgent private affairs, but the granting of such leave will not exempt an Officer or member from fulfilling the other requirements for efficiency (clause 212). **Leave of Absence.**

221. Failure to be returned as efficient for two consecutive years will automatically entail discharge from the Brigade. **Failure to Maintain Efficiency.**

MEMBERS ON BRIGADE RESERVE.

222. To be returned as efficient, Officers and members of the Brigade Reserve, who are not Surgeons and Trained Nurses, will be required to pass an annual re-examination in First Aid, and, in the case of members of Nursing Divisions, in Home Nursing also, and to attend not less than six drills a year. **Obligations of Reserve Officers and others.**

223. A certificate that the Regulations have been observed in the case of each member on the Reserve will be furnished with the Brigade Record Sheet by the Officer in charge of the Corps or Division to which such member is attached. Officers and other members transferred to the **Recording Reserve Service.**

Uniform and Public Duty. Reserve may be permitted to retain their uniform, subject to Corps or Divisional Rules. If they have maintained their efficiency they may, with the permission of the Officer in charge, undertake public duty in connection with the Division to which they are attached.

Reserve service will be added at the foot of the Corps or Divisional Returns (B.F.1).

Exemptions. 224. Superior, District, and Corps Officers on the Reserve will not be required to fulfil these conditions. They must undertake to return to the Active List for administrative purposes within their District, or County, should they be called upon to do so by the Commissioner.

Reserve Service and Awards. 225. Service in the Reserve will not be allowed to count towards the Service Medal, Service Medal Bar, or Service Badge, except as allowed by Brigade General Regulations, clause 139.

SECTION XI.

INSTRUCTION AND DRILL. CAMPS OF INSTRUCTION, SIGNALLING, COMPETITIONS.

INSTRUCTION AND DRILL.

Obligation of Members. 226. Officers and others will attend parades for instruction, practice and drill as the Officer in charge of their Division directs.

Attendance of Surgeon. 227. Each Unit will make arrangements for instruction, practice, and drill at least twice in each month, at such times as may be appointed; and the Surgeon will attend the practice at least once a month. A drill will be of not less than one hour's duration.

Official Text Books. 228. The latest edition of the Text Books, "First Aid to the Injured," "Home Nursing," and the "Manual of Drill and Camping," published by the St. John Ambulance Association, will be used for instruction in First Aid, Home Nursing, and Drill respectively.

Address of Drill Hall. 229. Units not in possession of permanent Headquarters must immediately inform the Commissioner of any change of address of drill hall, and all Units shall keep the Commissioner advised as to the day and time of practices and drills.

CAMPS OF INSTRUCTION.

230. Camps of Instruction may be held from time to time with the approval of the Chief Commissioner. The holding of such camps should, if possible, be arranged for a time previous to, or after, Army manoeuvres or training, if Government equipment is required. **Period.**

231. Camp equipment may in special circumstances be supplied by the Military authorities; and applications should be made, through the Chief Commissioner, to the General Officer Commanding of the District in which it is proposed to hold the camp. This application should be made as early in the year as possible. **Equipment of Camps.**

232. It is imperative that each Camp of Instruction shall be under the immediate control of the Commissioner, or of an Assistant Commissioner detailed by him for that duty. **Control of Camps.**

SIGNALLING.

233. Members who wish to qualify in signalling and to wear the Signalling Badge will be required to obtain a certificate from a recognised School of Signalling; an officer or non-commissioned officer of or above the rank of Sergeant of either the Regular or Territorial Army; or officers, warrant officers, and petty officers of the Royal Navy qualified as Instructors in Signalling. **Certificates.**

234. Candidates will be required to read or send a message at the rates of:— **Rates of Transmission of Messages.**

Big Flag—Six words per minute.

Small Flag—Eight words per minute.

Semaphore—Ten words per minute.

The examination will be carried out so far as applicable in accordance with the latest edition of the Training Manual of Signalling.

THE BRIGADE COMPETITIONS.

235. As a stimulus to higher efficiency within the Brigade, team competitions are held annually in London in the month of May, when representative teams from all the Districts and the Priory for Wales compete against each other.

236. The trophies for the Brigade competitions are :—

(a) For Ambulance Units :—

Team and Practical Tests

The "Dewar" Challenge Shield (first place).
The "Symons Eccles" Challenge Cup (second place).

Dual Practical Tests

The "Trimble" Trophy.

(b) For Nursing Units :—

Team and Practical Tests

The "Perrott" Challenge Shield (first place).
The "Corbet Fletcher" Trophy (second place).

Dual Practical Tests

The "Chalmers" Trophy.

Bed-making Test

The "Lady Mountgarret" Challenge Cup.

Conditions governing these Competitions are issued direct on application to the Chief Commissioner.

Final Competitions.

237. The arrangements for the Final Competitions for these trophies will be under the direction of the Chief Commissioner.

Eliminating Competitions.

238. The arrangements for District, County, and local eliminating competitions within the Brigade will be under the direction of the Commissioner, or a Senior Officer appointed by him for the purpose, and held under conditions issued by the Chief Commissioner.

Other Trophies.

239. All shields, cups, and trophies for competition within the Brigade, whether District, County, or local, must be registered at Brigade Headquarters, London, and insured by the District, County, or local Unit concerned.

When Entries are insufficient.

240. When no competition is held the trophy will be returned to the Headquarters of the District or County for safe keeping.

SECTION XII.

ANNUAL RE-EXAMINATION.

Application for Re-examination.

241. The annual re-examination of a Division will, whenever practicable, be conducted by the District or County Surgeon; or when impracticable, by a Corps or Divisional Surgeon nominated or approved by him or her.

242. As early as possible in the year the Divisional Superintendent will select convenient dates for the re-examination and will submit them on Form N/BR.* to the Commissioner, giving him as long a notice as possible. In no case must the notice be less than a month, and a choice of two or three dates should be given, together with the place of re-examination, the time, and the probable number of members to be re-examined.

243. When the Commissioner has made the necessary arrangements with the District or County Surgeon, he will on the same form (N/BR.) notify the Chief Secretary, St. John Ambulance Association, and the Divisional Superintendent, of the arrangements made, and provide the latter with Forms B.F.11B. in triplicate and gummed slips (G/SB.).

The Chief Secretary will provide the examiner with the appropriate re-examination-report form (B.F.11A).

244. The Divisional Superintendent will enter the names of the members of the Division on the three Forms B.F.11B. and on the gummed slip, ensuring that they are entered in the same sequence on each of the forms.

**Preparation
for Examiner.**

All the forms will be handed by the Divisional Superintendent to the examiner on arrival, and the examiner will forward them with the re-examination report to the Chief Secretary.

The Chief Secretary will enter the result of the re-examination in the appropriate column on Forms B.F.11B., which will then be distributed to the Chief Commissioner, the Commissioner, and the Divisional Superintendent, who will at the same time receive from the Chief Secretary forms on which to apply for Medallions, Labels, etc. on behalf of those who wish to have them.

Any questions concerning the result of the re-examination will be addressed direct to the Chief Secretary, St. John Ambulance Association.

245. It should be borne in mind that members of a Nursing Division being required to hold First Aid and Home Nursing certificates for enrolment, are re-examined annually in both these subjects.

* Forms N/BR. are supplied annually to Divisions with the annual returns.

**Inspections
by Senior
Officers.**

259. (a) Inspections by the Chief Commissioner, the Lady Superintendent-in-Chief, or by an Officer specially delegated by either of them for this purpose, will count as the Annual Inspection.

(b) An Officer specially delegated by a Superior Officer to make an inspection on his behalf will forward to such Superior Officer a written report on Form B.F.18.

**Method of
Inspection.**

260. The periodical testing of members in first aid and nursing being provided for by the annual re-examination, inspections, while not necessarily excluding these subjects, will be directed especially to the following matters:—

- (a) The fitness of all Officers and N.C.O.'s and other members for their respective duties.
- (b) Their capabilities of instructing a squad or company in stretcher drill and saluting.
- (c) Correctness of uniform, badges, medals, and their ribbons, including contents of pouch. (Ambulance Units.)
- (d) Condition of ambulance material and other equipment, also motor ambulances belonging to Corps or Division.
- (e) Method of keeping all records, books, forms and accounts, insurance policies, etc., including Brigade Regulations and Orders.

SECTION XIV.

PUBLIC DUTY. AMBULANCE TRANSPORT. PARADES.
TRAVELLING VOUCHERS. MEDICAL COMFORTS
DEPOTS. INSURANCE. ROAD SERVICE. PUBLICITY.

PUBLIC DUTY.**Definition.**

261. Public duty is ambulance duty duly authorised by a responsible Officer or member of the Brigade, performed at public gatherings where large bodies of people are present and where there is a probability of accidents or sudden illness occurring. Acts of first aid performed by members in their homes or at the places of their employment will not be included under this heading.

**Public Duty
Obligation.**

262. A member of the Brigade is expected to take his or her full share of public duty, and to turn out when called upon to do so, this being one of the conditions for annual efficiency.

If unable to do so, due notice will be given to the Officer in charge of his or her Unit.

A roster will be kept by the Officer in charge to ensure an equal distribution of such duties.

GENERAL RULES FOR PUBLIC DUTY.

263. Before public duty is undertaken it is necessary to approach the proper authorities and obtain their sanction and co-operation. For example, in the case of public processions, the police have to be consulted, and likewise in the case of sports, races, etc., those who organise them will have to be consulted. Membership of the Brigade does not confer upon individuals the right to take up a position in the streets or elsewhere on public or other occasions for the purpose of rendering first aid, nor to force their services upon persons who may be injured or in need of assistance.

Authorities concerned to be consulted.

264. When the public duty is to be undertaken in public thoroughfares by the Officer in charge of a Corps or Division, he should invariably arrange with the local police authorities as to the position of the ambulance stations which are proposed to be established.

Position of Ambulance Stations.

265. When Ambulance Sisters are available, they should be distributed amongst the stations as detailed by the Officer in charge of the arrangements. Not less than two Ambulance Sisters are to be appointed to any station. As a rule the ambulance men will be employed in patrolling, rendering first aid at a distance from the stations, and transporting to the station or elsewhere the sick and injured who require further treatment, while the Ambulance Sisters will be more particularly employed in attending to women and children brought in to the station, who are to be left as far as possible in their care.

Employment of Nursing Personnel.

Care of Women and Children.

266. When a female patient requires transport, an Ambulance Sister must, whensoever possible, accompany the ambulance.

Ambulance Sisters for Female Cases.

267. The Superintendent, or senior Ambulance member for the time being in charge of a station, is responsible for the arrangement and discipline of his men; but he will not dismiss or march his men away without the approval of the Surgeon, if present, nor until the work of the station is concluded.

Officer in Charge of Station.

268. The Officer in charge must see that the case reports are duly forwarded to the proper authority within a reasonable period after the conclusion of each duty.

Reports of Duties.

Duties of Surgeon.

269. The Surgeon on arrival has the entire charge and control of the station, so far as all medical matters are concerned. He will give such instructions to the Officer in charge as are in his opinion necessary for the medical treatment of patients within the station, and the Officer in charge of the Unit must give full effect to such instructions.

Duty in other Areas.

270. Corps or Divisions, who have been invited to perform public duty in a District, County, or Area other than their own, will report to the Commissioner of that District or County, or his representative, and will be under his orders while on duty in that District or County, but these orders will be passed through the Officer or N.C.O. of such Unit. Individual members will be attached to a local Unit.

271. A Superintendent of a Corps or Division who has been invited by an organisation within the radius of his Divisional activities to supply personnel to accompany the members of such organisation to a function within another Division's activities in another District, County, or Area will first obtain the approval of the Commissioner. As a general rule such approval will not be withheld.

Rendering First Aid.

272. Members of the Brigade are also members of the Association, and it is their duty and privilege to render first aid when necessary irrespective of time or place and whether in uniform or mufti.

Re-dressing of Injuries.

273. The re-dressing of injuries is not first aid, and may not under any circumstances be undertaken by a member of the Brigade, except under the instructions and supervision of a medical man.

MOTOR AMBULANCES.**Insurance of Ambulances.**

274. Motor ambulances operated by the Brigade, or loaned by the Home Service Ambulance Committee, shall be fully covered by an insurance policy, to include in addition to third party risks, driver and attendants, patients and passengers, and the premiums of the policy shall be regularly paid by the Corps or Divisional Superintendent.

Device for Ambulances.

275. The Brigade Device and name of Corps or Division only should be used on motor ambulances belonging to the St. John Ambulance Brigade.

Gratuities.

276. Any gratuities which may be received must be handed to the Officer in charge of the Division for payment into Divisional funds.

277. Brigade uniform will be worn by those carrying out transport duty, except when time does not permit changing, and therefore should not be insisted upon. It is, however, desirable that the regulation overall for transport should be kept at garage for driver and attendants to wear in cases of service performed in plain clothes.

Wearing of Uniform.

REVIEWS AND CHURCH PARADES.

278. A Division may not hold a church parade, attend the services of the local municipal authority, or route march without reference to the Officer in charge of the County or Area. But Permission to participate in other parades will be obtained from the Commissioner.

Local Parades.

279. (a) Combined church parades of two or more Units may be held if the consent of the Officer in charge of the County or Area be previously obtained.

Combined Parades.

(b) If he should consider it desirable the Commissioner or Officer in charge of the County or Area will take command or appoint a District or County Officer to do so.

280. Units may not accept an invitation to participate in a public duty or other parade outside their own District without previously obtaining the written consent of their Commissioner.

Inviting Units from other Districts.

281. When parades are sanctioned the following instructions will be observed :—

General Instructions.

(a) Divisional Parades.—The Officer in charge of the Ambulance Division will take command of the parade, including the Nursing Division, if present.

(b) Combined Parades.—Parades consisting of two or more Corps or Divisions will be commanded by the senior Officer present. Where two or more Nursing Divisions form part, the senior Lady Officer present will take charge of such Divisions under the directions of the senior male Officer.

(c) District and County Parades.—In the case of District or County parades, the Commissioner, or Assistant Commissioner concerned will take command, but either of these Officers may depute a District or County Officer to act for him.

282. Parades will be inspected by the senior Officer present, unless the Commissioner or Assistant Commissioner has detailed an Officer for the purpose.

283. As an act of courtesy, an Officer of H.M. Forces, police, or municipal authority may be invited to accompany the inspecting Officer. In exceptional circumstances members of the Royal Family, Lords Lieutenant, or other distinguished persons may, with the written permission of the Chief Commissioner, be invited to inspect.

Parade States.

284. A parade state will be submitted to the Commissioner within seven days after the event. At all parades other than those provided for in clauses 279 and 280, members will fall in by Divisions, when attendance rolls will be made out by the senior N.C.O., Private, or Ambulance Sister in charge, and collected according to instructions.

Company Formation.

285. In the case of ceremonial parades, Divisions may be formed into companies of 32 files. In such cases Divisions will prepare parade states when parading at local Headquarters before proceeding to the assembly ground. They will take them to the parade and hand them over to the Officer appointed. When companies are formed, the senior Officer by rank or date of appointment will usually be Company Commander.

Punctuality.

286. Punctuality is absolutely necessary at all parades and drills, and those who arrive late will be liable to lose credit for their attendance. Members obliged to fall out must notify the cause to the Officer, N.C.O., or senior member in charge, and obtain permission to do so.

Parading with other Organisations.

287. Units of the Brigade and individuals in uniform shall not take part in any public procession or other demonstration unless the written consent of the Commissioner has previously been obtained.

288. The correct position for Units of the Brigade when taking part in parades with other organisations is immediately behind the forces of the Crown, and when the police are also parading, behind the police. On special occasions precedence may be given by the Officer or other member in charge of Brigade personnel to contingents of ex-Service men and women.

Participation in Processions.

289. If the Commissioner is satisfied that adequate arrangements have been made to cover the ambulance duty in connection with such parade or demonstration, he may grant permission for the Brigade to form part of the procession or to take part in a demonstration, provided that

such demonstration is limited to first aid and home nursing, or devoted to pageantry illustrating the history of the Order.

290. It should, however, be remembered that in any public procession the proper place for the Ambulance man or Ambulance Sister, as such, is on duty on the line of route, and not as part of the procession. **Proper place for Ambulance Personnel.**

291. In no circumstances shall members of the Brigade take part in an Ambulance demonstration or parade, in a District other than their own, without the written consent of the Commissioner concerned. **Public Demonstrations.**

292. All ranks should be insured by the Corps or Division against bodily injury sustained during the performance of duty. Particulars of Brigade Insurance Scheme are obtainable from Brigade Headquarters, London. **Insurance.**

TRAVELLING VOUCHERS.

293. Under arrangements with the English Railway Companies, members of the Brigade travelling in Brigade uniform on Ambulance duty are allowed to travel at a reduced fare on production of a voucher. Ambulance duty does not include attendance at Committee meetings. In many cases better terms can be obtained from Railway Companies under their day excursion or week-end tickets at special rates.

294. Books of 12 vouchers are issued free of charge to Staff Officers, Superintendents, and Surgeons of Corps and Divisions, or other members in charge of Divisions, on written application to the Secretary of the Brigade.

295. Each voucher must only be issued in strict accordance with the instructions, and must be signed by the Officer or member issuing the voucher, who will be held pecuniarily responsible for irregularities or loss. Before a second book of vouchers can be supplied, the counterfoils of the previous one, properly filled up, must be returned with the application for the new book. Unless this is done an explanation must be given. If this is not satisfactory further vouchers will not be issued.

MEDICAL COMFORTS DEPOTS.

296. Units of the Brigade should, in suitable localities, be encouraged to establish depots for storing requisites which are helpful in the sick-room, for loan at a small weekly payment to the sick poor.

Information may be obtained on application to Brigade Headquarters, London.

ROAD AND STREET ACCIDENTS SERVICE.

297. The police and other authorities welcome the assistance of the Brigade personnel in dealing with road and street accidents. To ensure the success of this work it is essential that there should be the closest co-operation with the police and other organisations concerned.

Establishment of Road Patrols.

298. Units situated on or near the main highways may, in consultation with police or other authority, arrange to put out road patrols, or to erect tents or suitable Ambulance huts at dangerous cross-roads and in other places where accidents are liable to occur.

299. The services should include :—

- (a) Provision of first aid boxes and equipment,
- (b) Provision of signs indicating where Ambulance treatment and material can be obtained.

In the event of a road service having to be discontinued care should be taken to see that all signs erected by the Brigade are removed, and the authorities concerned notified accordingly.

Supervision of Road Service.

300. Units undertaking road service must see that the duty is regularly maintained, as spasmodic efforts will do the Brigade more harm than good, and may result in time being wasted by those in search of Ambulance assistance or equipment.

301. Equipment presented to Units and erected on the highways shall be carefully supervised by the Corps or Division concerned. The box or boxes shall be periodically inspected and replenished with Ambulance material as and when required.

Inspecting Officer

302. The service shall be inspected periodically by an Officer of the District Staff, or other Officer deputed by the Commissioner. If circumstances require, the Commissioner may apply to the Chief Commissioner for the appointment of a District Officer who will co-ordinate the efforts of the various Units in the District or County operating the road and street accident service, and be responsible to the Commissioner for matters appertaining thereto.

303. The actual organisation adopted for the efficient rendering of this service will be left to the local Units to arrange in consultation with the Commissioner and local authorities.

**Local
Arrange-
ments.**

304. It is recommended that efforts be made for shop assistants and others employed locally during the day-time, especially in a main thoroughfare, to be approached with a view to joining the Brigade, so that there may always be someone available in case of accident.

305. Collections in support of the road service shall only be held by permission of the police, county, or local authorities, and the Commissioner.

**Road Service
Funds.**

306. At the discretion of the Commissioner, an annual collection may be held throughout a County or District, provided the police or other necessary permission has been obtained, and the Commissioner may create a special fund upon which Units undertaking this service may make a claim for cost of equipment and disbursements solely connected with the rendering of first aid on public thoroughfares.

**District or
County Road
Service Fund.**

307. It is desirable that uniform shall be worn by those undertaking the duty, the dress for which shall be Public Duty Order. Non-uniformed ranks will wear the Brigade armlet.

Uniform.

308. No advertising matters of any description shall be affixed to any ambulance, hut, equipment, etc., without the special sanction of the Chief Commissioner.

Advertising.

309. In order that the road huts and ambulance stations on the main thoroughfares may be easily recognisable by the public, the design of all huts erected under this scheme shall be as near as possible to the specification obtainable from Brigade Headquarters, London.

**Hut of
Approved
Design.**

310. First aid outfits of approved design, bearing the device of the Association or Brigade, constitute a valuable means of bringing the work of the Order to the notice of the public, and are obtainable from the Director of Stores, St. John Ambulance Association, St. John's Gate, London, E.C. 1.

**Adoption of
Device.**

311. Road traffic direction by Brigade personnel, as such, is strictly forbidden.

**Traffic
Control.**

PUBLICITY.**Publicity
Department.**

312. The Chief Commissioner should be notified through the proper channel of any outstanding services rendered to the public by members of the Brigade as soon after the event as possible, and of any important dates on which local Units are called upon to perform public duty, in order that the Publicity Department of the Order of St. John may be advised.

BRIGADE FLAG.**Brigade Flag
and Pennant.**

313. The Brigade Flag will bear the Badge of the Order (with lions and unicorns in gold) on a black ground. This flag may be flown on the permanent and temporary headquarters of an establishment or unit of the Brigade; at ambulance stations and at annual inspections of the Brigade. It will not be carried as a banner in public processions

SECTION XV.
RESERVES TO FORCES OF THE CROWN.

314. Members of the Brigade may be enrolled in the following Reserves :—

- (a) Royal Naval Auxiliary Sick Berth Reserve,
- (b) Military Hospitals Reserve,
- (c) Voluntary Aid Detachments.

Conditions.

315. Members who wish to enrol in one or other of these Reserves can obtain the particulars through the Officer in charge of their Corps or Division.

**Reserve
Correspondence.**

316. All correspondence concerning these Reserves, except Voluntary Aid Detachments, will be sent direct to the Chief Commissioner, who alone communicates with the Departments of the Crown concerned.

V.A.D.

317. Drill, practices, and re-examinations of the Division will count for V.A.D. efficiency.

SECTION XVI.

CONFERENCES AND COMMITTEES.

318. Conferences of Officers of a District, County, or Area may be held from time to time with the approval of the Commissioner. The chair should always be taken by the senior Officer of the District, County, or Area. **District, County, or Area.**

319. The agenda of all such Conferences shall be sent through the Commissioner to the Chief Commissioner a clear week prior to the Conference. **Procedure.**

320. Minutes of Conference held shall be forwarded to the Commissioner, for transmission to the Chief Commissioner, as early as possible after the event. **Minutes.**

CORPS OR DIVISIONAL MEETINGS.

321. Corps or Divisional Superintendents may hold periodical meetings of the whole Corps or Division, to give members an opportunity of making suggestions as to the best methods of raising funds, of maintaining general interest in their work, and of bringing forward such other items which may be to the general welfare of the Corps or Division.

322. The Assistant Commissioner, if any, otherwise the Commissioner, will be notified two clear weeks prior to the date fixed for such meetings, and be provided with a copy of the proposed agenda for approval.

DIVISIONAL COMMITTEES.

323. The affairs of the Division other than matters relating to discipline will be managed, in accordance with these Regulations, by a Committee consisting of the Divisional Surgeon, Divisional Superintendent, Ambulance and Transport Officers, Sergeants, Divisional Secretary, Treasurer, and two co-opted members. **Composition.**

324. At meetings of the Committee the senior Officer or member of the Committee present will preside. **Chairman.**

325. If, after authorising a meeting of the Committee, the Superintendent is unable to attend, as he invariably should do, either he will postpone the meeting or, if he permits it to be held, he must be furnished with a report of the proceedings within a reasonable period.

326. In Nursing Divisions, the Committee will consist of the Divisional Surgeon, Lady Superintendent, Lady Ambulance and Nursing Officers, Lady Divisional Secretary, and Treasurer. Two members may be co-opted.

Non-executive.

327. With reference to clause 323, it is to be understood that such affairs do not include any of the matters for which the Superintendent and others are responsible, and which are enumerated generally as the "Duties of Officers and others," in General Regulations, section VII, page 27.

328. A Divisional Committee is consultative and advisory only, and has no executive powers.

Approval of Motions.

329. The Committee is intended to voice the opinion and wishes of members of all ranks, especially on matters for which no provision is made in Regulations.

Nomination of Officers.

330. As regards the nomination of Officers and others, the Superintendent, while being personally responsible for nominating qualified persons only, will naturally ascertain the opinion of the Committee as to the acceptability of the candidate. If he cannot agree with the views of the Committee, he should refer the question to the Commissioner for decision.

331. Such nominations must be sanctioned by the Commissioner and submitted to the Chief Commissioner, who will at his discretion make or reject the desired appointment. Once made, the appointment cannot be cancelled, except by order of the Chief Commissioner.

Calling a Meeting.

332. A meeting of the Committee may be called at any time within 14 days by the Superintendent or at the request of a majority of the members of the Committee.

RULES FOR DEBATE.

Rules for Debate.

333. In order that Conferences may be conducted in an orderly and businesslike way, rules for debate are laid down.

Resolutions Not Binding.

334. It must be understood that resolutions passed at Conferences of Brigade members are not binding on the administrators of the Brigade, and that they are only suggestions for consideration to be accepted or rejected on their own responsibility within the Regulations.

335. Members of the Brigade on joining sign a declaration undertaking to abide by its Regulations and to submit themselves in all matters concerning the Brigade to the authority of their senior Officers. This must be recognised and acted on by members in conference. Hence resolutions passed cannot be claimed to override the authority of the Brigade Officers.

336. The items on an agenda paper shall be dealt with in the order in which they are placed. By leave of the meeting and with the consent of two-thirds of the members present, this order may be varied. **Motions.**

337. Motions shall be affirmative in form, and commence with the word "That," and shall not be in the alternative.

338. Every motion shall be proposed and seconded, and before any debate thereon shall be reduced into writing and handed to the Chairman, who shall read it to the meeting, and thereupon the debate shall begin. If a motion be not seconded it shall be deemed to have been dropped.

339. No motion shall be withdrawn during the discussion of an amendment without the consent of two-thirds of the members present.

340. After a motion has been moved and seconded, amendments may be moved thereto at any stage of the debate thereon. No amendment upon an amendment will be proposed, and only one amendment shall be considered at the same time. **Amendment to a Motion.**

341. Every amendment shall be moved and seconded in the same manner as a motion, and shall thereupon be reduced into writing and handed to the Chairman, who shall read it to the meeting. The debate on the amendment shall then proceed.

342. In putting an amendment to the meeting the Chairman shall first read the original motion, and then the amendment proposed.

343. When an amendment has been carried, the original motion as amended shall become a substantive motion, and may be subjected to further amendment.

344. All amendments shall be relevant to the original motion, and shall not be in anticipation of any other motion standing on the agenda paper, nor a mere negation of the original motion.

345. The mover of an amendment shall not be entitled to reply, but the seconder may reserve his speech.

**Speaking on
a Motion or
Amendment.**

346. A member, having spoken on the original motion shall be entitled to speak upon any amendment, but having spoken upon an amendment, shall not afterwards speak upon the original motion. A member having only spoken upon an amendment may afterwards speak upon the original motion.

**Point of
Order.**

347. Any member may rise to a "point of order," but in so doing must at once define what is the point of order.

**Personal
Explanation.**

348. No member may rise to "a point of explanation" arising on another member's speech.

Closure.

349. The terms of the closure shall be "That this question be now put."

350. The closure may be moved upon any motion at any time during the debate thereon. If the closure be agreed the motion or amendment before the meeting shall immediately be put without further debate, amendment, or motion.

351. If the closure be negatived, the discussion of the motion or amendment before the meeting shall proceed as if the closure had not been moved.

Voting.

352. The voting upon any question shall be taken by show of hands, except when a ballot is demanded by three or more of the members present.

353. In case a vote shall be refused or its validity disputed an appeal shall be made to the Chairman, whose decision shall be final.

Questions.

354. Any member shall be at liberty to ask a question or questions, providing that such question or questions be not irrelevant to the matter under discussion.

355. No business except that on the agenda paper shall be brought forward without the consent of the majority

of the members present, and only after the agenda paper has been dealt with. The member wishing to introduce such business shall first state its nature, and the motion for leave to introduce the same shall be put and voted on without debate. **General.**

356. No member, except the mover in reply, shall speak more than once upon the same motion ; but this rule shall not preclude any member from rising to a point of order or personal explanation.

357. Any member not present to introduce his motion may depute any other member to represent him.

358. If at any meeting any doubt or question shall arise as to the meaning, construction, or operation of any of the foregoing rules or practice thereunder, it shall be referred to the Chairman, whose ruling shall be final, provided such ruling shall not be deemed to constitute a precedent.

359. The proposer of a motion shall be allowed to speak for ten minutes, and each succeeding speaker, including proposer in reply, for five minutes.

SECTION XVII.

BANDS.

360. Corps and Divisions may include Buglers or Bandsmen in addition to their establishment. They must be regularly enrolled members of the Brigade holding the necessary qualifications, and wear the uniform laid down in the Dress Regulations, and conform in all matters to Brigade Regulations. **Status of Members.**

361. Members of the Brigade when parading as Bandsmen of their Unit shall wear detachable Bandsmen's wings. The wings shall be of regulation pattern, and shall not be worn except when members are parading as a Band. **Bandsmen's Wings.**

362. In cases where Bands are sanctioned, a member of the Brigade shall be permitted to act as a Bandmaster with the honorary rank of Sergeant-Major for Band purposes. He shall be allowed to wear the uniform of that rank excepting the badge of rank, which for Bandmasters will be the Lyre worn on the right sleeve in place of the Sergeant-Major's Cross. **Bandmaster.**

A member so appointed will, on vacating the appointment of Bandmaster, revert to his original rank in the Brigade.

**Brigade
Parades.
No Payment
or Fee.**

363. Brigade Bands shall turn out as and when ordered by the senior Officer concerned, and shall not be entitled to any payment or fee for Brigade parades.

**Public
Engage-
ments.**

364. No Brigade Band shall accept any public engagement without in the first instance applying to the Commissioner for sanction.

**Device on
Drums.**

365. Drums shall bear the device of the Brigade with the name of the Corps or Division below.

SECTION XVIII.

AWARDS FOR EFFICIENT SERVICE.

**Service
Badge,
Service
Medal,
Service
Medal Bar.**

366. A Service Badge will be awarded for every three years' efficient service up to and including twelve years.

The Chief Commissioner in his uncontrolled discretion may recommend for the consideration of the Chapter-General and His Royal Highness the Grand Prior, the award of the Service Medal of the Order to those members of the Brigade who have completed fifteen years' active and efficient service in the Brigade.

The award of a Bar to the Medal and a Cross to be worn on the Riband when the Service Medal is not worn may similarly be recommended by the Chief Commissioner for each successive five years' efficient service.

367. The Service Medal will be worn on the left breast. The Bar on the ribbon immediately above the Medal.

368. These awards will be presented free of charge, but if lost, otherwise than on public duty, they may be replaced at the cost of the loser.

369. The number and nature of these awards must be entered opposite the recipient's name on the Form B.F.1 (A. or N.).

370. If the Service Medal is awarded, the Service Badges will be no longer worn.

**Service
Badge.**

371. The Service Badge, which is a four-pointed metal star, and the Service Medal will be worn as laid down in Dress Regulations.

372. Applications for these awards will be made by the Officer in charge of the Corps or Division, on B.F.4A. for the Service Badge, and B.S.M./A. and B.F.4 for the Service Medal and Bar. Application will be signed and certified by the above Officer.

Submission
of
Application.

373. If an application for the Service Medal is approved by the Grand Prior, two inches of the Service Medal ribbon, together with a certificate, will be sent to the member to whom the award has been made, with permission to wear it pending receipt of the Medal. A Service Medal Badge for the great-coat will be issued to all ranks below that of Officer.

Service Medal
Certificate.

AWARDS FOR OTHER SERVICE.

374. Awards of the Grand Prior and Chapter-General for which members of the Brigade may become eligible are the Life-Saving Medal, Certificate of Honour, Votes of Thanks, Meritorious First Aid Certificate, Membership of the Order, or Promotion within the Order.

Life-Saving
Medal.
Certificates
of Honour,
etc.

375. Officers who desire to bring to notice special services rendered by one of their members to the Ambulance Department of the Order will apply for Form A./H., and will submit it, duly completed, through the regulation channels to the Chief Commissioner.

Submission
of Recom-
mendations.

SECTION XIX.

AUTHORISED DEVICE. CORRESPONDENCE. CHANNEL OF COMMUNICATION. RETURN BOOKS AND RECORDS.

AUTHORISED DEVICE AND ITS USES.

376. The authorised device of the Brigade is as follows :—

Authorised
Device.



377. It may be printed or painted on any article of equipment belonging to a Corps or a Division. In all cases the device must be carried out in black and white only.

Colours.

Official
Notepaper.

378. All official paper issued by Corps or Divisions will be headed as follows * :—



The Grand Priory in the British Realm
of the
Venerable Order of the Hospital of St. John of Jerusalem.
AMBULANCE DEPARTMENT.

The St. John Ambulance Brigade.

District
Head-
quarters

379. No. DISTRICT.
Comprising the Counties of
Commissioner
District Surgeon
Lady District Superintendent
District Treasurer
District Secretary

County or
Area of
District.

380. No. DISTRICT.
Commissioner
County or Area
Assistant Commissioner
County Surgeon
District Officer
Lady District Officer

County.

381. No. DISTRICT.
County of
County Commissioner
County Surgeon
County Officer
Lady County Officer

Corps.

382. No. DISTRICT.
Commissioner
County (or Area) of
Assistant Commissioner
..... Corps.
Corps Surgeon
Corps Superintendent
Lady Corps Superintendent
Corps Treasurer
Corps Secretary

* For F'scap or Q'to Notepaper—ELECTROTYPE No. 3B. For Notepaper (writing paper size)—No. 2B. For Postcards—No. 1B.

383.

	No. DISTRICT.	Ambulance Divisions.
Commissioner		
County (or Area) of		
Assistant Commissioner		
..... Corps (if any).		
..... Division.		
Divisional Surgeon		
Divisional Superintendent		
Divisional Treasurer		
Divisional Secretary		

384.

	No. DISTRICT.	Nursing Divisions.
Commissioner		
County (or Area) of		
Assistant Commissioner		
..... Corps (if any).		
..... Nursing Division.		
Divisional Surgeon		
Lady Divisional Superintendent		
Lady Divisional Treasurer		
Lady Divisional Secretary		

385. Where desired the name of the Hon. President and not exceeding two Hon. Vice-Presidents may be added on the left hand side of the Corps of Divisional letter-paper, thus—

No. DISTRICT.



	No. DISTRICT.	
.....	Commissioner	
.....	County (or Area) of	
.....	Assistant Commissioner	
..... Corps (if any).	
..... Division.	
Hon. President	Corps/Divisional Surgeon	
.....	Corps/Divisional Superintendent	
Hon. Vice-Presidents	Corps/Divisional Treasurer	
.....	Corps/Divisional Secretary	
.....		

Note.—In the case of Corps or Divisions the name of the Transport Officer may be added.

386. The address to which all communications are to be sent should appear on the right hand side of the letter paper under the headings.

387. It is not permissible, unless officially sanctioned by the Chief Commissioner, for Ambulance and Nursing Divisions to have a joint notepaper.

Style of Title.

388. Care should be taken in the setting out of the style of the Order of St. John, which should appear as in clause 378. Discretion may be used in the size of type in which "The St. John Ambulance Brigade" is printed, provided that its size relatively to the style of the Order of St. John is not smaller than shown in the clauses referred to herein.

389. The title of Officers and other ranks on official letterheadings, and in reports, will be strictly in accordance with those authorised under the General Regulations. In cases of doubt reference should be made to Brigade Headquarters.

Use of Device for Advertising Purposes.

390. The use of the Brigade device for purposes of advertisement and the printing or painting such device on advertisements in any form is prohibited without the sanction of the Chief Commissioner. It should, however, be understood that this rule does not apply to posters or handbills advertising lectures, concerts, dances, etc., organised in aid of Corps or Divisional funds by a Corps or Divisional Staff.

391. It is not permissible for Brigade Committees or Sub-Committees to use notepaper other than that authorised under these Regulations without the sanction of the Chief Commissioner.

Officer in Charge of Units responsible for Correctness of Documents.

392. Officers in charge of Units are responsible for the correctness of documents submitted. They shall record their opinion or recommendations on any correspondence referred to higher authority, and will add their observations which, being based on local knowledge, will assist in arriving at a final decision.

CHANNEL OF COMMUNICATION.**Channel of Communication.**

393. (a) The proper channel of communication must be observed, and all correspondence intended for the Chief Commissioner or any superior Officer must be dealt with in the following manner, except in the case of Naval or Military Reserves of the Brigade, when communications will be addressed by the Officer in charge of the Corps or Divisions direct to the Chief Commissioner.

(g) Reports, returns, and communications of every kind from a Corps or Division which are intended for District or Brigade Headquarters must be signed by the Officer or other person in charge of such Corps or Division. All other official correspondence from a Division if not signed by the Officer in charge will be signed as "By Order."

Note.—Lady Divisional Superintendents of Nursing Divisions not forming part of a Corps will communicate direct with the Lady County Officer except in matters relating to local duties, parades, etc., and public appeals for funds.

394. Correspondence on Brigade matters between members of the Brigade, of whatever rank, and Headquarters and Staffs of the Navy and Army, Air Force, Territorials, or other Reserves is forbidden. If letters, papers, or documents are received from such sources by members of the Brigade, such correspondence must be forwarded direct to Brigade Headquarters, except by special arrangements approved by the Chief Commissioner.

Correspondence with Naval, Military, Air Force, and other Authorities.

395. Communications regarding supply of ambulance uniforms, stores, badges, except Service and Reserve Badges, and re-examination awards, are to be addressed to the Director of Stores, Stores Department, St. John's Gate.

Stores.

396. The rank of appointment of Officers or other members will be added after their signatures.

Adding Rank to Signature.

397. When a communication has reference to previous correspondence, the numbers and dates of such correspondence are to be quoted.

Quotation of Reference Numbers.

398. Surgeons of the Brigade writing on medical and surgical matters will, when their Division forms part of a Corps, forward their communications to the Corps Surgeon, the Corps Surgeon forwarding his communications to the District or County Surgeon, whoever is their next senior Brigade Surgeon. Divisional Surgeons will communicate direct with District or County Surgeons, as the case may be, when their Divisions do not form part of a Corps.

Medical and Surgical Matters.

399. Communications which are intended to be opened by the Chief Commissioner personally are to be plainly marked "Confidential." This order only applies to Superior Officers of the Brigade, and does not imply that the contents are to be considered as confidential by the Chief Commissioner unless also marked "Personal."

Confidential Communications.

**Communica-
tions with the
Press.**

400. No member of the Brigade, without the permission of the Commissioner or other Officer deputed by him to give such permission, is to communicate with the Press on matters concerning the Brigade. It is to be understood that this rule does not apply to Press reports on inspections, reviews, duties, or other functions of the Brigade, its Corps and Divisions, or to the issue of notices of meetings.

**Prompt
Replies to
Correspond-
ence.**

401. Officers in charge of Districts, Counties, or Areas, Corps or Divisions, are urged to give prompt attention to correspondence, and to ensure that replies to communications from Brigade, District, or County Headquarters are not unduly delayed.

BRIGADE FORMS.**Printed
Forms.**

402. The printed forms to be used for making the various returns and reports required by these Regulations will be furnished free of charge on application by Officers or others in charge of Corps or Divisions *direct* to the Secretary, Brigade Headquarters, St. John's Gate, E.C. 1. When applying for blank forms the official number is to be quoted. (See Appendix III.)

403. Applications for forms should *not* be included with orders for stores, otherwise loss of time in despatch may be caused.

**Application
for Official
Publications.**

404. Applications for official publications, which are only issued on payment, should be made direct to the Director of Stores, the St. John Ambulance Association, St. John's Gate, E.C. 1, accompanied by the proper remittance, unless the Corps or Division have an account with the Stores Department. All orders will be written on official stationery.

RECORDS AND RETURNS.**Correct
Recording
Attendances.**

405. Officers and other members should ensure that their attendance at drills and public duties is correctly recorded. For this purpose Divisional Secretaries should place in a prominent position at the Divisional Headquarters on drill nights Form B.F.3 for inspection by members. The record of service for the year (Form B.F.1) should similarly be open to inspection prior to its despatch to Headquarters on the first drill night of the new year. After despatch to the Commissioner no alterations will be permitted except with the sanction of the Chief Commissioner. Care should be taken to see that the attendance of the Divisional Surgeon or Nursing Officer are credited to them on the Divisional returns.

406. It is the business of every member to see that his or her record is properly kept and submitted to Headquarters annually. If this is not done members cannot claim to have a grievance if the year for which records are not received are not allowed to count towards the Service Badge, Service Medal, or Service Medal Bar.

Business of every Member.

407. A Brigade Record Sheet (B.F.1, A. or N.), containing the name and qualification of every member, including Medical, Ambulance, and Nursing Officers, shall be kept by each Division from the date of its registration, and subsequently from the commencement of each official year (January 1st). This shall be revised as variations occur, the name of each new member being entered in his or her handwriting on joining, to show that he or she undertakes to comply with the General Regulations of the Brigade, Standing Orders of the Brigade, District, County, or Corps, and Rules of the Division. At the end of each official year (December 31st), the Record Sheet shall be completed in triplicate, and submitted through the proper channel to the Commissioner, accompanied by B.F.3 and B.F.12 (in triplicate) for approval and signature. One copy will be returned to the Division, together with one copy of B.F.12, one retained by the Commissioner, together with B.F.3, and one copy of B.F.1 and B.F.12 transmitted to the Chief Commissioner.

Brigade Record Sheet.

408. Form B.F.5 (numerical strength) will be submitted direct to the Commissioner during the first week in January.

409. It is most essential that Annual Return Forms required by Headquarters shall be submitted to the Commissioner by January 15th, and by the Commissioner to the Chief Commissioner not later than the end of February in each year.

410. Clerical work will be lessened and the value of the Record will be enhanced if the instructions appearing on the Record Sheet (B.F.1) referring to filling in "Remarks" column be carefully observed and acted upon. For instance, if a member has been dismissed the Division "Dismissed" and date should be entered opposite the name in the "Remarks" column. If a member holds the Medallion, "Medallion No." should be placed opposite the name. If a member can speak a foreign language, the name of that language should appear opposite the name in the "Remarks" column. The same should be done where a man has military

Clerical Work Lessened.

training, specifying in what branch of the Service. Official commendations should also be entered in the "Remarks" column opposite the name of the member.

Books and Records.

411. The following books and records shall also be kept by each Corps or Division, viz.: Brigade General Regulations, Divisional Rules and Standing Orders, Record Sheet (B.F.1), Return of Drills and Duties (B.F.3), Occurrence Book, Minute Book, List of Stores, and Cash Book.

Inspection of Records.

412. The Commissioner, or an officer deputed by him, Corps or Divisional Superintendent, as the case may be, shall have the power at any time of calling for any of the records and examining them in the presence of the Officer or member in charge of such records.

Regulations.

413. The Regulations should in all cases be kept up to date by the insertion, in their proper place, of any corrections, amendments, or alterations sent out with the Brigade Orders.

414. The books of the Corps or Division shall be examined annually by the Inspecting Officer.

Surrender of Records, etc., on Resignation.

415. When members holding any of the above records resign their appointment, they shall deliver the records in their possession to their Corps or Divisional Superintendent.

Stores.

416. Ambulance equipment, uniforms for Ambulance Corps and Divisions and Cadets, Boys and Girls, are obtainable from the Stores Department, St. John's Gate, London, E.C.1.

APPENDIX I.

BRIGADE STANDING ORDERS.

Obligations of Enrolment

1. Candidates for enrolment by signing Form B.F.1 certify:—

(a) That they have read the Standing Orders of the Brigade and District or County, and Rules of the Corps or Division, and undertake to comply strictly with them in all respects, and to carry out all orders received from time to time from their senior Officers.

(b) That they recognise that the Chief Commissioner by virtue of his office has inherent power and absolute authority to remove from the Brigade any member, officer of or below District rank, whose conduct or influence, in the Chief Commissioner's opinion, is or is likely to be, prejudicial or injurious to the Brigade and its work.

(c) That they recognise it as part of their duty and privilege to assist in maintaining the loyalty, goodwill, and discipline essential to the good order of the Brigade as a whole.

2. Copies of Brigade Standing Orders and of Divisional Rules will be issued to each member, and ignorance will not be admitted as an excuse for non-observance of them.

Cognizance of Rules.

3. Punctuality is absolutely necessary at all parades and drills, and those who arrive late will be liable to lose credit for their attendance. Members obliged to fall out must notify the cause to the Officer, N.C.O., or senior member in charge, and obtain permission to do so.

Parades and Drills.

4. A parade state will be submitted to the Commissioner within seven days after the event. At all parades other than those provided for in Rule 5, members will fall in by Divisions, when attendance lists will be made out by the senior N.C.O., Private, or Ambulance Sister in charge, and collected according to instructions.

Parade States.

5. In the case of combined parades, Divisions may be formed into companies of 32 files. In such cases Divisions shall prepare parade states when parading at local Headquarters before proceeding to the assembly ground. They will take them to the parade and hand them over to the Officer appointed. When companies are formed, the senior Officer by rank or date of appointment will be Company Commander.

Company Formation.

6. Members will, if called upon, attend all parades for public duty, which is a condition for annual efficiency. Members unable to attend a public duty when called upon will notify the Divisional Superintendent of their inability to do so.

Public Duty.

All members when in uniform, and when on duty in plain clothes wearing the Regulation arm-badge, are subject to discipline, and will obey the orders of the Officer or other senior member in charge.

Annual Inspection.

7. Members unable to attend the annual inspection will apply for leave of absence in writing prior to or on the date of inspection.

8. The Brigade uniform is to be worn only on *bona-fide* Brigade duty, or on such occasions as may be permitted with the special sanction of the Commissioner.

Dress.

9. Members will not appear in mixed dress, that is, partly in uniform and partly in plain clothes. Watch chains and trinkets will not appear upon the uniform.

Compliments. 10. The acknowledgment of Officers by saluting is not one of subservience, but of courtesy and respect to the office held.

(a) All Officers will salute their seniors before addressing them on duty or on parade, and the salute will be acknowledged. They will salute with the right hand. A salute made to two or more Officers will be returned by senior only.

(b) Warrant Officers, N.C.O.'s and men, when in uniform, will salute all Officers whom they know to be such, including Officers of the Royal Navy, Army, Royal Air Force, and Police.

(c) When without caps they will not salute. If standing still they will come to attention. If walking they will turn the head slightly towards an Officer when passing him.

(d) Members of Nursing Divisions will acknowledge Officers by bowing.

(e) Ambulance Sisters will bow when and after being addressed by an Officer, also when passing an Officer. Officers of Nursing Divisions will bow to their senior Lady Officers.

(f) When the National Anthem is played all ranks in uniform will stand at attention, only Officers and Warrant Officers saluting.

(g) At combined inspections, all Officers will salute on the command "Attention—General Salute."

Reports. 11. Members will report, in writing, to the Officer in charge of their Division every instance of first aid rendered by them, whether on or off duty.

(a) Under no circumstances shall the re-dressing of injuries be performed by a member of the Brigade, except under instructions and supervision of a medical man.

Discipline. 12. The discipline of the Brigade is based on the pledge which members give when they sign the enrolment form and promise to be loyal to the Brigade, to be obedient to their Officers, to comply with the Rules and Regulations of the Brigade as issued from time to time, and to carry out their duties with zeal and efficiency to the best of their ability.

(a) If after appointment Officers and other members find themselves unable, from any cause, to fulfil this obligation, they should relinquish their appointment or resign from the Brigade.

(b) In the case of officers and members not carrying out their duties, or failing to execute orders given to them, and, upon request being made, refuse to resign, the Chief Commissioner is empowered to cancel their appointment and forthwith remove their names from the Roll of the Brigade.

13. Any member having a grievance and desiring to make any representation may claim to have same submitted through the proper channel of communication. If a member is not satisfied with the decision or opinion, he or she may claim to have the grievance or representation submitted to the Chief Commissioner.

Submission of Grievances.

14. Officers and members of the Brigade below the rank of Corps Officer are required to make themselves efficient in each year. District, County, and Corps Officers will be certified annually as efficient, or otherwise, by the Commissioner according to the manner in which they carry out their duties.

Obligations of Officers and other Members.

15. Divisional Surgeons and Trained Nurses should ensure their Brigade efficiency for the year by attending the requisite number of practices, the annual inspection, and public duty when possible.

Surgeons and Trained Nurses.

16. To be returned as efficient, Officers and other members, except where otherwise stated in the Regulations, must during each year;—

Maintenance of Efficiency.

- (a) Pass a re-examination in First Aid, and, in the case of members of Nursing Divisions, in Home Nursing also.
- (b) Attend at least twelve drills or practices of one hour's duration, at each of which there has been some practical application of First Aid, and, in the case of Nursing Divisions, of Home Nursing also.
- (c) Be present at the annual inspection.
- (d) Be certified by the Officer in charge of their Division as efficient in drill, or, in the case of a Nursing Division, in Nursing Duties.
- (e) To turn out to their Officer's satisfaction when called upon to perform public duty.

17. Members failing to qualify under any one of these heads will lose credit for the year as regards service for the Service Medal and Service Badges, except as allowed for in Brigade General Regulations, Section X, page 38.

(a) Failure to maintain efficiency for two consecutive years will automatically entail discharge from the Brigade.

**Responsibility
of Members.**

18. It is the business of an Officer or other member to see that his or her record is being properly kept and submitted to Headquarters annually. If this is not done an Officer or member cannot claim to have a grievance if the years for which records are not received are not allowed to count for efficiency.

**Property and
Funds.**

19. As the Brigade is an integral part of the Order of St. John, all funds raised by a District, County, Corps, or Division are raised in the name of the Order, and are therefore the property of the Order, held by the Brigade to be administered within the District, County, or Area, and applied to the purposes for which they are raised, subject to the approval and control of Brigade Headquarters. (See Section V., page 14, Brigade General Regulations.)

20. Funds obtained from the Public for specific objects must be so applied.

21. Unless specially sanctioned by the Chief Commissioner officers and other members in uniform are not permitted to raise funds for other organisations, neither can grants to other organisations be made from Brigade Funds.

22. House-to-house solicitations for money by members of the Brigade in uniform are contrary to the spirit of the Order and derogatory to the Brigade, and are therefore forbidden.

23. Circularising other Corps and Divisions in any way for financial support is not permissible.

24. Out of pocket expenses necessarily incurred in the performance of authorised duty may be refunded from District, County, Corps, or Divisional or other appropriate funds as the case may be, but under no circumstances is payment for services permissible.

APPENDIX II.

RULES FOR DIVISIONS.

RULES FOR.....DIVISION.

NO.....DISTRICT.

1. The Headquarters of this Division will be at.....

2. The affairs of the Division other than matters relating to discipline will be managed, in accordance with these Regulations, by a Committee consisting of the Divisional Surgeon, Divisional Superintendent, Ambulance and Transport Officers, Sergeants, Divisional Secretary, and Treasurer and two co-opted members, The senior Officer or member present will preside.

3. In Nursing Divisions the Committee will consist of the Divisional Surgeon, Lady Divisional Superintendent, Lady Nursing and Ambulance Officers, Lady Divisional Secretary, and Treasurer. Two members may be co-opted.

4. Divisional affairs do not include any of the matters for which the Superintendent and others are personally responsible, as laid down in Brigade General Regulations, clause 173, page 32.

5. Divisional Committees are advisory and consultative only, and have no executive powers.

6. Any person desiring to join the Division will be proposed and seconded by two members, and his or her application brought before the next meeting of the Division for election, or elected after a minimum interval of one month.

7. Each member, on enrolment, will sign Form B.F.1 in triplicate, thereby promising to be loyal to the Brigade, obedient to their Officers, and agreeing to comply with the General Regulations of the Brigade, the Standing Orders of the Brigade and District, and with the Rules of the Division.

Date of enrolment will be determined from date on which Form B.F.1 is signed by new members.

The Officer in charge of a Unit will not allow a candidate for enrolment to sign Form B.F.1 until after the candidate has read or had read to him or her the obligations as set out in clause 1 of Brigade Standing Orders.

8. The subscription, if any, to the Divisional fund will be per quarter, the first payment and an entrance donation of being made on enrolment.

9. The Division will meet for instruction, practice, and drill not less than twice in each month, and at such other times as the Officer in charge will direct. The Surgeon should attend the practice at least once a month.

10. A practice drill will be of not less than one hour's duration.

11. A list of members and their respective addresses will be kept in such public and conspicuous positions as may be determined.

12. Each member will be responsible for the preservation of all articles issued to him or her which are the property of the Order in the custody of the Division, or have been lent for its use, fair wear and tear excepted.

13. Local Headquarters premises, drill halls, and other properties acquired by Districts, Counties, Corps, or Divisions, will be vested in the Order of St. John, with local trustees, who shall be members of the Order, Association, or Brigade, to administer the property.

Similarly, all furniture, equipments, accoutrements, uniforms, outfits, and other goods and chattels of whatever kind (whether at local drill halls, or other premises, or in the custody of any members) acquired by or vested in Districts, Counties, Corps, or Divisions, are the property of the Order and held in trust accordingly by the Brigade and its several component parts.

When required, a copy of a suitable trust deed may be obtained from Brigade Headquarters.

In the event of a Division being disbanded or otherwise ceasing to exist, the property, uniform, equipment, funds, etc., will pass into and/or remain in the charge of the Commissioner. If he considers, after the expiration of twelve months, that there is no likelihood of another Division being formed in the immediate locality, he will distribute and/or dispose of within the limits of his command the uniform, equipment, funds, etc., as the Chief Commissioner may direct. (See Section V, page 14, Brigade General Regulations.)

14. It is obligatory on Corps and Divisions to support District or County funds, as may be arranged by the Commissioner.

15. Any member who may be privately nursing an infectious case will not undertake any public duty while so engaged, nor until he or she receives permission to do so from the Surgeon of his or her Division.

Infectious diseases are scheduled in the Infectious Disease (Notification) Act, 1889, 52 and 53 Vict., cap. 72.

16. The Division will have power to make special additional rules to meet local requirements, provided that such rules are in accordance with the General Regulations of the Brigade and sanctioned by the Chief Commissioner, through the Commissioner.

17. The adoption of these Rules is obligatory on all Ambulance and Nursing Divisions.

APPENDIX III.

LIST OF BRIGADE FORMS.

TITLE.	NO.	ACTION.	WHEN AND TO WHOM SUBMITTED.
Brigade Register and Record Sheet.	B.F. <u>1</u> (A or N).	On the formation of a Division each proposed member (including Brigade Surgeons) will sign this form in triplicate. On enrolment each new member will enter his name on this sheet, and names of all members leaving the Division will be struck out. The three copies, together with book of rules for Division, to be sent to the Commissioner, and by him submitted to the Chief Commissioner. See Brigade Regulations, Section IV, page 12.	At the end of the official year (within the second week of January), the three copies will be sent to the Commissioner, who will forward one copy to the Chief Commissioner, return one to the Division after signing, and retain one as a District or County record. Ex-members on the Reserve List will be entered at the foot of sheet.
Yearly Return of Drills and Duties.	B.F. <u>3</u>	Each drill, practice, inspection, annual re-examination, and public duty to be entered as it occurs.	To be sent at end of official year to the Commissioner, with B.F.1. After checking B.F.1 the Commissioner will retain B.F.3.
Personal Record Sheet.	B.F. <u>4</u>	To accompany application form for Service Medal (B ^{s.m.}). [This form will also be used to record services of members transferring from one Division to another.]	To be sent through the Commissioner to the Chief Commissioner with B ^{s.m.} unless used as a Personal Record Sheet.
Application for Service Badges.	B.F. <u>4a</u>	To be used when application is made for the issue of Service Badges.	To be sent to the Commissioner for counter-signature and submission to the Chief Commissioner.
Return of Strength.	B.F. <u>5</u>	To be completed each year showing strength on 31st December.	To be sent to the Commissioner within the first week of January each year.

TITLE.	NO.	ACTION.	WHEN AND TO WHOM SUBMITTED.
Application for Appointment of Officers and N.C.O.'s, also Hon. Presidents, Vice-Presidents, Treasurer, Secretary, Storekeeper, and Hon. Members.	B.F. 7	To be made out in duplicate.	To be filled in and signed in duplicate by the senior Officer in charge of Division (or Corps) duly countersigned and submitted through the regulation channels to the Chief Commissioner.
Annual Re-examination.	B.F. 11a B.F. 11b	Forwarded direct to Examiners by the Chief Secretary, St. John Ambulance Association. To be made out in triplicate at the time of the Annual re-examination, together with gummed slip.	These forms are sent by the Examiner to the Chief Secretary, St. John Ambulance Association.
Statement of Account.	B.F. 12	To be made out in triplicate. To be filled in by the Treasurer, signed by the Officer in charge of Division (or Corps), and certified by two Auditors. To be sent to the Commissioner with forms B.F. 1 and 3.	The Commissioner submits one copy to the Chief Commissioner.
Report of Inspection of Ambulance Divisions.	B.F. 18a	For the use of Inspecting Officers.	
Report of Inspection of Nursing Divisions.	B.F. 18n	Ditto.	
Notification of Inspection.	B.F. 19	Ditto.	
Abstract of Corps and Divisions.	B.F. 22	For the use of Commissioners when preparing Annual Report of District.	To be sent to the Chief Commissioner as soon after the end of the Brigade year as possible.
Service Medal Application.	B. S.M. A.	To be used when application is made for Service Medal.	To be sent to the Commissioner for counter-signature and submission to the Chief Commissioner. This form must be accompanied by B.F. 4 (Record of Services).
Re-examinations.	N/B.R.	To be used when application is made for the Annual Re-examinations.	To be sent to the Commissioner at least one month prior to date on which re-examination is to be held.

TITLE.	NO.	ACTION.	WHEN AND TO WHOM SUBMITTED.
Application for Awards.	A. — H.	To be used when application is made for Awards.	To be sent to the Commissioner for counter-signature and submission to the Chief Commissioner.
ROYAL NAVAL AUXILIARY SICK BERTH RESERVE. Application and Declaration on Enrolment and Annual Declaration.	S.B.R.1/2.	Single copy only required.	To be sent direct to the Chief Commissioner.
Examinations in Home Nursing for S.J.A.A. Nursing Certificate.	S.B.R.3.	To be made out in duplicate.	Ditto.
Re-examination in Home Nursing.	S.B.R.4.	To be made out in duplicate.	Ditto.
Application for Training.	S.B.R.5.	Single copy only required.	Ditto.
Nominal Roll, Annual Inspections.	S.B.R.7.	To be made out in duplicate.	Ditto.
Bounty Applications.	S.B.R.9.	To be made out in triplicate annually.	Ditto.
MILITARY HOSPITALS RESERVE Application for Enrolment.	M.H.R.1.	To be made out in duplicate.	To be sent to the Commissioner.
Enrolment Form and Medical Certificate.	M.H.R.2.	Single copy only required.	To be sent direct to the Chief Commissioner.
Application for Training.	M.H.R.3.	To be made out in triplicate.	Ditto.
Nominal Roll for Training.	M.H.R.4.	For Headquarters use only.	
Report on Training.	M.H.R.4T.	For use of O.C.'s Hospitals.	
St. John Voluntary Aid Detachment. (See General Regulations for V.A.D.'s.)			

APPENDIX IV.

LIST OF OFFICIAL PUBLICATIONS.

TITLE OF PUBLICATION.	FREE ISSUE TO OFFICERS.	FREE ISSUE TO CORPS AND DIVISIONS.	MODE OF OBTAINING COPIES BY PURCHASE.
Brigade Orders.	One copy to each Superior Officer, District Officer, and Corps Officer.	One copy to each Division to be kept as an official record, and at all times available for the information of all members.	Not on sale.
Brigade General Regulations.	One copy to each Superior, District Officer and Officer in charge of Corps and Divisions.	One copy to each Corps and Divisional Secretary, which is to be kept at all times available for the information of all members.	Members of the Brigade who desire to have copies for their personal use can obtain them on direct application, countersigned by the Officer in charge of the Division or Corps, to the Stores Department, St. John's Gate. A remittance value 6d. must be sent with the application.
Annual Report of the Chief Commissioner.	One copy to each Superior Officer, District Officer, and Corps Officer.	One copy to each Division.	Not on sale.

List of other Official Publications obtainable from The St. John Ambulance Association, St. John's Gate, E. C. 1.

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