



THE ROYAL BRITISH LEGION CEREMONIAL HANDBOOK

**Version 1.1
May 2015**

FOREWORD

This updated edition of the Ceremonial Handbook is a living document, and will be revised whenever the Ceremonial Working Group is asked to review any points brought to the Working Groups attention by a Legion member, Branch or County and a decision has been made. The Legion member, Branch or County submitting the points for review or discussion will be informed of the decision of the Working Group.

The Ceremonial Working Group's purpose is to give guidance to the Legion, including the Women's Section, on certain matters of procedure connected with Legion ceremonial, parades and services. (Hereafter the word Legion includes all Branches and Women's Section). For simplicity the male gender includes the female gender where applicable.

Correct ceremonial practice, both on public and private occasions enhance the dignity of Legion proceedings. Members should constantly bear in mind, when appearing before the public that the immense prestige of the Legion is in their keeping. In ceremonial procedure members should, at all times, strive to ensure that their dress, bearing and discipline is of the highest order so as to maintain and enhance that prestige.

It is essential that correct uniformity is paramount when carrying and positioning the Legion Standard – the symbol of all that the Legion stands for. The section devoted to this subject is thus of particular importance, and all Standard Bearers should be conversant with the details given.

Other sections include notes for the guidance of Parade Marshals and Judges at competitions.

The hand book gives additional guidance on such general matters as dress, medals, saluting on parades, dates for flying the Union Flag, and suggested techniques for the preparation of check lists for major Legion events involving ceremonial.

The Membership Council is grateful to all those who contributed to the preparation of this handbook.



Bill Burn
Chairman
The Membership Council Ceremonial Working Group

INTRODUCTION

This Ceremonial Handbook is intended to provide County/District, branches and the general public with guidance and Legion Policy on all aspects of Legion Ceremonial activity.

It is divided into two sections:

Section A – Internal Ceremonial Policies

Section B – Ceremonial Guidance for the General Public

The latest version of the Ceremonial Handbook is available to Counties/Districts and branches in the [Membership Policy Documents Area](#). Log in details can be provided by your Membership Support Officer.

Section A

Section A is divided into four parts:

Part 1 provides information regarding internal Legion ceremonial at County/District and Branch events such as the appointing of Officers, the opening of committee meetings and dress for Legion occasions.

Part 2 provides information regarding The Royal British Legion Standard, standard bearers and marshals with the object of ensuring uniformity throughout the Legion.

Part 3 provides information regarding standard drill, parades, procedure and protocol on ceremonial matters.

Part 4 provides internal recommendations on the organisation of Legion ceremonial activities including Standard Bearers Competitions and external events organised by the Legion.

This section is not accessible by the general public.

Section B

Section B provides guidelines on the format of public events as well as making recommendations for how such events can be organised. This section is accessible to the general public through the Legion's knowledgebase.

GLOSSARY OF TERMS AND ABBREVIATIONS

Used in this handbook

AGM	-	Annual General Meeting
DL	-	Deputy Lord Lieutenant
MOD	-	Ministry of Defence
NCO	-	Non Commissioned Officer
NYSB	-	National Youth Standard Bearer
RAF	-	Royal Air Force
RAFA	-	Royal Air Force Association
RBL	-	The Royal British Legion
RBLWS	-	The Royal British Legion Women's Section
RN	-	Royal Navy
RNA	-	Royal Navy Association
SOP	-	Standard Operating Procedures
TAC	-	Tabulated Action Checklist
TRBL	-	The Royal British Legion
VIP	-	Very Important Person

Throughout the document:

The term "Legion" means The Royal British Legion and The Royal British Legion Women's Section.

The term "Women's Section" means The Royal British Legion Women's Section.

The male gender includes the female gender.

Near relative is Mother, Father, Sister, Brother, Wife, Husband, Daughter and Son and Grandchildren.

VERSION CONTROL

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SECTION A

PART 1 - NOTES ON INTERNAL LEGION CEREMONIAL

CHAPTER 1 - CEREMONIAL FOR OPENING / CLOSING OF BRANCH MEETINGS

Note: Many branches invariably, follow the ceremonial here outlined. Without doubt it adds dignity and a seriousness of purpose to the business of the meeting. It is therefore strongly recommended to all branches where conditions make these procedures possible. In some cases minor adaptations may be necessary because, for example, of the limitations of the meeting place.

1.1. Opening Ceremony

1.1.1. Members having assembled, the Chairman will strike with his gavel and say: "Please rise to receive the Standard." The Standard Bearer marches in (possibly escorted) and takes up position near the top table.

1.1.2. *Chairman:* "Please remain standing for the Exhortation."

(Note: He may mention members who have died recently.)

1.1.3. *Chairman:* "They shall grow not old
As we that are left grow old
Age shall not weary them
Nor the years condemn.
At the going down of the sun
And in the morning
We will remember them."

1.1.4. *Members:* "We will remember them."

1.1.5. There shall follow a period of silence, which the Chairman will end by striking with the gavel. However, all will remain standing until the Standard Bearer places the Standard in its appointed place, usually behind or at the side of the top table.

(Note: During the Exhortation the Standard will be dipped in homage and remain dipped until the silence is ended.)

1.1.6. *Chairman:* "Thank you. Please be seated. I now declare this meeting open."

1.2. Closing Ceremony

1.2.1. Standard Bearer collects Standard, takes up position and comes to the Carry.

1.2.2. *Chairman:* "The business of the meeting being concluded, let us, before we leave, remember our duty to our Queen and country, to our comrades, and to our branch. Let us be ready at all times to foster the spirit of brotherhood and mutual helpfulness to which we are dedicated, never forgetting our solemn obligations as members of The Royal British Legion."

1.2.3. The first verse of the National Anthem may then be sung. (Standard will dip)

GOD save our gracious Queen.

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Long live our noble Queen,
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us;
God save the Queen!

(Carry Standard)

1.2.4. *Chairman:* “When you go home, tell them of us and say
For your tomorrow, we gave our today.”

1.2.5. All members remain standing until the Standard Bearer has marched from the room.

CHAPTER 2 - PROCEDURE FOR INSTALLING COUNTY/DISTRICT/BRANCH OFFICERS

2.1. County/District

- 2.1.1. At the end of the meeting the conducting officer will request the newly elected officers (Chairman & Vice-Chairman) and appointed officers (Treasurer & Secretary) to come forward and stand in front of the top table.
- 2.1.2. The conducting officer will then say: "You have been elected/appointed to posts of great honour and responsibility in this County/District. The performance of your duties will call for tact, dignity, integrity and competence; your fellow members have demonstrated by this election/appointment their complete faith in your possession of these qualities. Your duties must not be undertaken lightly; you are each accountable to your fellow members in justification of their trust in you; and the Legion formally calls upon you to fulfil your obligations loyally, conscientiously and faithfully, strictly in accordance with our Royal Charter. Do I have your assurance that, during your term of office, you will do all in your power to foster the interests of this County/District and The Royal British Legion in general, and that you will carry out your duties with diligence at all times?"
- 2.1.3. The County/District officers will each reply in the affirmative.
- 2.1.4. Conducting officer: "I now declare you duly installed in your respective offices."
- 2.1.5. The outgoing Chairman hands over the "Jewel" to the new County/District Chairman.

2.2. Branch

- 2.2.1. In many branches the Chairman remains in the chair until the President is appointed. The President then conducts the election and installation of all other officers. There is a general practice of inviting a prominent Legion member from outside the branch to conduct the election of officers at the branch AGM. The election should always be carried out in accordance with the correct procedures.
- 2.2.2. The election having been completed, the conducting officer will request the newly appointed branch President to take his seat at the top table, and will ask the other newly elected branch officers (Chairman, Vice-Chairman, Treasurer and Secretary) to stand in front of the table.
- 2.2.3. The conducting officer will then say: "You have been elected to posts of great honour and responsibility in this branch. The performance of your duties will call for tact, dignity, integrity and competence; your fellow members have demonstrated by this election their complete faith in your possession of these qualities. Your duties must not be undertaken lightly; you are each accountable to your fellow members in justification of their trust in you; and the Legion formally calls upon you to fulfil your obligations loyally, conscientiously and faithfully, strictly in accordance with our Royal Charter. Do I have your assurance that, during your term of office, you will do all in your power to foster the interests of this branch and The Royal British Legion in general, and that you will carry out your duties with diligence at all times?"
- 2.2.4. The branch officers will each reply in the affirmative.
- 2.2.5. Conducting officer: "I now declare you duly installed in your respective offices."

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2.2.6. The conducting officer will then vacate the chair, and the newly elected officers will take their appropriate places at the top table and conduct the rest of the business of the meeting.

2.2.7. The outgoing Chairman hands over the “Jewel” to the new Branch Chairman

Notes:

1. *Branches may choose to follow the procedure suggested for Counts/District or Branch.*
2. *For AGMs in Women's Section branches there are minor variations to the above procedure, and these are outlined in the current Women's Section Handbook.*
3. *Either procedure may be used for installing Officers at Group AGMs*

CHAPTER 3 - AMALGAMATION OF BRANCHES

- 3.1. Where Branches/Counties/Districts are formally amalgamated there should only be one Standard bearing the new name. All other Standards should be laid up.
- 3.2. For administration information regarding the amalgamation of RBL Branches please refer to the Management Handbook.
- 3.3. Sub Branches.
 - 3.3.1. Where a Branch becomes a sub-Branch, each Branch retains its own Standard.
 - 3.3.2. For administration information regarding the amalgamation of Branches please refer to the Membership Handbook.

Note: Women's Sections should consult with their Head Office

CHAPTER 4 – DRESS FOR LEGION OCCASIONS (MEMBERS)

(for standard bearers dress see chapter 6, for general advice see SECTION B)

4.1. Formal Parade Occasions. These include Remembrance Services, (Church, Drumhead, War Memorial etc.), Parades, Dedication of Standards, Funerals, etc. Since they are “formal” occasions it is most desirable that the turnout of members is appropriate, and there would be a general consensus that ideally each Legion member present should wear a dark suit/blazer [or for Women’s Section a suit or dress, overcoat (if necessary) hat (preferably)], black shoes, etc. A person in a brightly coloured outfit on such a formal occasion seems somewhat out of place.

4.2. Removal of Hats. The Patron has decided that, in view of the inclement weather frequently experienced on the occasion of Legion parades, many of which take place in the winter, hats will be removed only for the National Anthem, the Last Post and the Silence.

4.3. Bowler hats may be worn by the Board of Trustees, Membership Council, County/District Officers, and Officers leading contingents. When worn the members should be grouped together at the front of their respective contingents.

4.3.1. Bowler hats should be removed when marching past the saluting dias.

4.3.2. The hat should be removed with the right hand and held with the right arm down the right side (as in position of attention). The arm should not be swung.

4.3.3. The hat should be removed on the command of Eyes Left/Right and replaced on the command of Eyes front.

4.4. Formal Social Events. These obviously include Legion dinners, dances, etc, and where practicable, and without being over rigid about dress, it helps our image, if we come to such events appropriately dressed - as indeed we would do if attending a formal social function elsewhere. Advice should be requested from the host establishment as to suitable attire.

4.5. Informal Social Events. These events, of course, provide fewest problems as they include sports, competitions, etc. where greater freedom is the norm.

4.6. Jewels Of Office. The wearing of “Jewels” (i.e. badges of office) by many officers attending Legion parades and functions causes confusion in the public eye, so that some people mistakenly think that a “Jewel” is standard dress for all Legion members. The consensus rule is that:

4.6.1. National Officers (President, Chairman or Vice-Chairman (if in attendance) will wear their “Jewels” at all Legion National County/District or Branch occasions.

4.6.2. Only County/District Officers will wear their “Jewels” when attending a County/District organised event, parade or service.

4.6.3. At a Branch function, only the organising Branch Officers will wear their “Jewels” as will the County/District Officers if invited to attend in their Official capacity.

4.6.4. Legion Officers attending non-Legion events in their capacity as a Legion Officer may wear their “Jewels”. If invited to a non-Legion event in any other capacity “Jewels” of Office WILL NOT be worn.

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4.7. Badges.

4.7.1. Membership badge (RBL). This badge should be worn on the left lapel by the position of the button hole. It may be worn upright or in line with the lapel.

4.7.1.1. Gold Badge. Members who have been awarded the Gold Badge, National Life Membership or National Certificate of Appreciation may wear the appropriate badge instead of the standard membership badge. Only one Membership badge should be worn at any time.

4.7.2. Affiliated Unit Badge. This is a cloth badge which may be worn by uniformed youth organisations on their own uniform when they are affiliated to an RBL Branch. The position of the badge is determined by the individual youth organisation.

4.7.3. Poppy awards. These badges may be worn by members to whom they have been awarded but should NOT be worn by Standard Bearers when in uniform.

4.7.4. Standard Bearer (Flag) Badges (RBL & RBLWS). These badges may be worn by both past and present Standard Bearers when not in uniform.

4.7.5. Veteran Badge. This badge may be worn by those who qualify. It may be worn by Standard Bearers and Parade Marshals on all occasions except Standard Bearers' Competitions.

4.7.6. Blazer Badge. This badge should NOT be worn by a Standard Bearer when in uniform.

4.7.7. Competition Bars (RBLWS). Awarded to the Winner and Runner Up at County/District, Regional and National competitions. These are worn on the left lapel by Standard Bearers but are NOT worn in competitions. Once attaining 5 individual bars at the same level these should be removed and replaced with a 5 year bar.

4.8. Medals. The official rules for wearing medals allow only official awards to be worn. Unofficial purchased medals and foreign medals which do not have the Sovereign's permission to be worn are not allowed. Standard Bearers, Parade Marshals and other officials on Legion duty are bound by this ruling and unofficial medals must not be worn when on Legion duty.

4.8.1. Standard Bearers are not permitted to wear medals of relatives on their right side when carrying the standard as they will obstruct certain movements.

4.8.2. Standard Bearers are permitted to wear medals in any competition but must be aware that they will be judged on these medals.

4.9. The following notes are based on the "Guide to the Wearing of Orders, Decorations, Miniatures and Medals" published by the Central Chancery of the Orders of Knighthood:

4.9.1. Medals are worn parallel to the ground just above the level of the top pocket of a jacket (or on a pocket insert). The RBL membership badge is worn on the lapel one inch above the medal bar. The medals may be mounted "Court" fashion (sewn to the ribbon which extends behind the medal to roughly halfway down) or "swinging" (where they hang loose from the medal bar). In either case, the bottom edge of each medal should be level, the ribbons should not exceed about one and half inches from the top (medal bar) to the bottom (medal suspender) In some cases the length of the ribbons will vary to ensure the bottom edge of the medals are level. Medals are worn side by side unless there are more than five in which case they are overlapped with the first one (to the centre of the body) fully visible and subsequent ribbons being only partly visible. The medals themselves are overlapped in the same way with the obverse (often the Sovereign's head) to the front.

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- 4.9.2. On Legion occasions, such as parades and social events, when medals are worn with lounge suits, full size insignia mounted on a medal bar or pocket insert are worn on the left side. One neck decoration, suspended on a miniature width ribbon, of an Order, may be worn under the collar.
- 4.9.3. With overcoats, only those full size Orders, Decorations and Medals normally mounted on a medal bar or pocket inserts may be worn, on the left side.
- 4.9.4. Full size orders, decorations and medals normally mounted on a medal bar or pocket insert should be worn with morning dress, when required.
- 4.9.5. When invitations specify decorations with dinner jacket, it is correct to wear miniatures, and only one star (or the badge of a Knight Batchelor) and one neck decoration.
- 4.9.6. With evening dress, one sash and sash badge, one neck decoration, up to four breast stars plus miniature medals on medal bar or pocket insert may be worn.
- 4.9.7. The medals awarded to a deceased service/ex-service person may be worn on the right breast by a near relative (see Glossary of Terms on page iii). Not more than one group should be worn by any individual.

Note: The same rules apply for ladies where the "neck decoration" from bows and tails is restricted in the same way as men's neck decorations, but they are worn below the medal bar. Ladies who have been awarded medals suspended from bows and tails, but which normally fit on the medal bar, wear them in the normal men's method with straight ribbons if they have more than one. e.g. a lady with a CBE only, or a CBE and Golden Jubilee Medal will always wear her CBE on bow and tails on her left side and above that her Jubilee Medal from a bow. If this lady is also an Officer of the Order of St. John she wears her CBE as before and her OSt.J and Jubilee Medal from straight ribbons, as for men, on the medal bar. In miniature all three will be from straight ribbons on the medal bar. If she is promoted to CSt.J that remains on the miniature bar but in day dress she may only wear one "neck decoration" so would normally revert to her CBE and her Jubilee Medal, from either a straight ribbon or bow and tails, in full size above it.

PART 2 - THE STANDARD, STANDARD BEARERS and MARSHALS

CHAPTER 5 - STANDARDS OF THE ROYAL BRITISH LEGION

These instructions are issued for the information and assistance of branches and with the object of ensuring uniformity in the handling of Legion Standards on parade and at Legion ceremonies.

5.1. General Description.

- 5.1.1. The Standard, originally designed in 1923 by Colonel E.C. Heath, the first General Secretary of the Legion, should be looked upon as the rallying point of the branch, and as a constant symbolic reminder to members of the Legion's motto "Service not Self".
- 5.1.2. Its colours are blue and gold. In the dexter (upper left for observer) corner is the Union Flag, which is composed of the crosses of St. George, St. Andrew and St. Patrick, symbolising unity, chivalry and our loyalty to our Sovereign, community and nation. The fact that Standards are dedicated before being taken into use, and after service are laid up in sacred or public buildings, helps to maintain the atmosphere of veneration with which they are regarded. The blue indicates loyalty and fidelity and the gold signifies service - "as gold is tried by fire" - and reminds us of all those who gave their lives for our country.
- 5.1.3. Detailed specifications of the Standard are:

Description	Measurements (Approximately or Nominal)	
	British	Metric
Standard	3'9" x 3'	1143mm x 914mm
Jointed Pole	8' 7"	2617mm
Cords/Tassels - Adjustable	9'	2743mm
Slings	56", 68" & 76"	1422mm, 1728mm & 1930mm
Mourning Drapes	5' x 6"	153cm x 15cm
50/75th Anniversary Pennant	3'4" x 4" x 2¼"	1116mm x 102mm x 56mm
Haig/Lister/Jellicoe Cup and Jellicoe Shield Scroll	11" x 2"	279mm x 51 mm
Haig/Lister Cup Star	2½"	63mm
Date Panel	4" x 1¼"	102mm x 32mm
Women's Section 50/60/65/70/75/80/85 year diamond	6½" x 4"	165mm x 102mm

- 5.1.4. The Standard is carried on a jointed pole with a spiked finial. Only the National Standard should bear the Crown finial. The cords and tassels when correctly fitted will be of equal length and level with the outer edge of the fringe when the pole is held horizontal. Cord length may be altered by adjusting the length of the cord at the tassel ends (ensure ends are neatly finished).
- 5.1.5. A photograph of an example Standards with all the honours and awards inscribed is given at paragraph 5.6 of this Chapter.
- 5.1.6. There are no specific Regional Standards. Only one Standard per Branch/County/District is permitted at any one time.

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5.1.7. Youth Standards.

- 5.1.7.1. As there are no longer Youth Sections within the Royal British Legion, the only Youth Standards permitted are: the National Youth Standard and County Youth Standards.
- 5.1.7.2. With the demise of Youth Sections within The Royal British Legion all old Branch Youth Standards should have been laid up. The commissioning of new Branch Youth Standards is not permitted.
- 5.1.7.3. Where old Branch Youth Standards have not been laid up they must be placed into the care of the County/District Committee.
- 5.1.7.4. Old Youth Standards placed in the care of the County/District Committee may, with the approval of the County/District Committee, be used for training but must never be carried on parade.
- 5.1.8. Where they exist, Area/Regional Standards should not be used and should be laid up.
- 5.1.9. Advice on the precedence of Standards may be obtained from the RBL National Parade Marshal.

5.2. Taking Standards Abroad.

- 5.2.1. If a Branch wishes to take its Standard abroad it must apply to the County for permission and the decision of the County Committee must be minuted for the Branch Standard to travel abroad. For the Women's Section, only the National Chairman can give Branches permission to take the Branch Standard abroad.
- 5.2.2. Should a Branch/County/District wish to take their Union Flag in addition to their Standard additional, special, permission is required from Head Office. It should be remembered that there should only ever be one Union Flag on any parade.

NB: Failure to gain the requisite permission will invalidate the insurance cover.

5.3. Insurance.

5.3.1. Standard.

- 5.3.1.1. Whilst the Legion's Corporate Insurance Policy includes cover for Legion Formation Standards, within the Contents Section, it must be made clear that the insurance policy will only respond to claims where the loss or damage has occurred fortuitously and through an extraneous cause. In other words, the circumstances giving rise to the loss or damage must have arisen outside the Formation or Standard Bearer's control.
- 5.3.1.2. The policy also excludes damage to a Formation standard caused through its own wear and tear, gradual deterioration, rust or corrosion, insects, vermin, damp shrinkage, and change of colour or finish.
- 5.3.1.3. Standard Bearers are expected to take all reasonable measures to safeguard formation standards.
- 5.3.1.4. Insurers have declined to accept claims which have been made for formation standards which have been irretrievably damaged by exposure to torrential rainfall whilst being used on parade.

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5.3.1.5. It is of course important to ensure that the standards are properly dried after use, and wrapped before being put away. Again, Insurers have declined to accept claims which have been made because standards have sustained irreparable water staining, which seemingly occurred because the standard had not been carefully dried before storage.

5.3.2. **Standard Bearer.** Details of the insurance provisions, and benefits, for all Standard Bearers (including Youth and Women's Section) whilst involved in authorised Legion business, are contained in the Insurance Guide published by Head Office each year, usually in February. It should be noted that both Personal Accident Cover and Public Liability Cover apply up to the age of 85, although there are various terms and conditions which apply. More detailed information can always be obtained direct from Head of Governance and Administration at Head Office.

5.4. **Dedication Of Standards.** A new Standard must be dedicated before it is taken into use. Suggested orders of service will be found in Section 2 of this Handbook.

5.5. Laying Up And Preservation Of Standards.

5.5.1. **Location.** Ideally Legion Standards, like regimental colours, should be laid up in a cathedral or church provided the church authorities agree. However, sometimes this is not possible or practical for various reasons. Alternatively Standards may be offered to such public places as the following - regimental museums; public museums; town halls; council offices; a local military establishment including a military reserve forces centre; a local heritage centre; any local public building; a school etc.

5.5.2. If Branches have been unable to lay-up a Standard at any of the locations above, it must be placed into the care of the County/District Committee for training purposes or incinerated.

5.5.3. Once a Standard has been laid up it may not be removed for any purpose. However, if the Branch has already one standard laid up in church and wishes to have its latest standard laid up; then the newest standard can be laid up whilst the oldest standard is either incinerated or used for training.

5.5.4. **Preservation of Standards.** Professional museum curators are horrified when they observe how valuable historic relics like regimental colours and Legion Standards are displayed in cathedrals and churches because, since they are not protected from the ravages of air pollution and dust, they inevitably deteriorate in time. They recommend therefore that laid up Standards should be hermetically sealed between glass plates, framed and attached directly to a wall, where they are not exposed to direct sunlight or neon lighting - thus preserving the colours and fabric in perpetuity. Formations are advised, when laying up Standards, which they wish to be properly preserved, to seek advice from the curators of the nearest museum. The formal laying up ceremony and service, (see Chapter 22 Annex B or D) would, of course, precede any 'measures taken to preserve the Standards, the cost of which should be borne by the Legion unit involved and so must be an important consideration in making the decision.

5.5.5. Care of Standards.

5.5.5.1. **Travelling to/from events.** The pole should be unscrewed and the bunting/100% nylon/rayon rolled neatly round the pole avoiding folds and creases and tied loosely with the cords. The Standard and pole should then be covered by the waterproof case.

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5.5.5.2. **When not in use.** Standards should NOT be left rolled up in the carrying case.
Suggested method for storing the Standard when not in use:

- Remove the Standard from the Pole
- Fold the Standard into three, placing the two outside panels over the centre one and hang on a suit hanger.
- Cover with a dust sheet and hang in a wardrobe.
- Do not fold or roll Standard up when damp or wet. As soon as possible hang up to dry naturally, not in front of a fire or radiator.



5.5.5.3. Suggested method for drying a wet or damp Standard:

- Keep the Standard on the Pole un-furled. (Unscrew lower part of pole)
- Open wardrobe or cupboard doors and place one end of pole on each door. Allow the Standard to hang freely until dry.
- When the Standard is dry, remove from pole, fold and hang on a suit hanger, covered with a dust sheet and then place in the wardrobe.



5.5.5.4. The Washing, Pressing or Dry Cleaning of Standards is NOT recommended at all but if cleaning of the fabric is required, specialist advice should be taken.

5.5.5.5. The Standard should be kept in a safe and appropriate place which is recorded in the appropriate minutes.

5.6. Specimen Standards.



1	Jellicoe Cup and Shield	Scroll of Award for each Award
2	Haig Cup	Merit Star - one for each mention
3	Haig and Lister Cups	Scroll of Award
4	Lister Cup	Merit Star - one for each mention
5	Maurice Cup (Counties/Districts only)	Scroll of Award - Lettered Maurice Cup and inserted in panel 3.
6	Women's Section Branch Anniversary Diamond	50/60/70/75/80/85 year anniversary honour

5.7. Pennants and Honours. A pennant is attached to the Standard Pole Spike and Honours are stitched to the Standard (see paragraph 5.6.). Only one pennant should be attached to the Standard Pole Spike at any one time.

5.7.1. Royal British Legion.

5.7.1.1. Branch 50th anniversary pennant. To commemorate the branch 50th anniversary those branches attaining 50 years of continuous existence, subject to Head Office certification and approval, will qualify for a branch anniversary streamer pennant which will indicate the year of formation of the branch and the year of its 50th anniversary (eg 1928-1978) in royal blue with figures in gold.

5.7.1.2. Branch 75th anniversary pennant. To commemorate the branch 75th anniversary those branches attaining 75 years of continuous existence, subject to Head Office certification and approval, will qualify for a branch anniversary streamer pennant which will indicate the year of formation of the branch and the year of its 75th anniversary (eg 1922-1997) in gold with figures in royal blue.

5.7.1.3. Regional Standard Bearer Winner's Pennant. Presented annually to the winner of the RBL Regional Competition at the end of the competition. When the winner of the Regional Competition is on parade carrying the County/District Standard the winners pennant will be attached to the Standard. If, however, the County/District Standard is being carried by someone other than the winner of the competition the pennant must be removed from the Standard. The pennant is not be attached to the Standard during any competition. The Regional Standard Bearer Winner's Pennant is royal blue with the wording "[name of region] REGIONAL WINNER" in gold.

5.7.1.4. Regional Youth Standard Bearer Pennant is presented annually to the winner of the RBL Regional Youth Competition at the end of the competition. When the winner

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of the Regional Youth Competition is on parade carrying the County/District/Branch Standard or County Youth Standard the winners pennant will be attached to the Standard. If, however, the County/District/Branch Standard or County Youth Standard is being carried by someone other than the winner of the competition the pennant must be removed from the Standard. The pennant is not to be attached to the Standard during any competition. The Regional Youth Standard Bearer Winner's Pennant is gold with the wording " [name of region] REGIONAL YOUTH WINNER" in green.

5.7.1.5. Scrolls and Stars.

5.7.1.5.1. When appropriate, a scroll may be added to the lower panel of the Standard to denote the award of the Haig, Lister or Maurice Cup, and a star to indicate the Certificate of Merit.

5.7.1.5.2. The upper panel is marked to denote the winners of the Jellicoe Cup or Shield.

5.7.2. Women's Section. The Women's Section branch 50/60/70/75/80/85 year anniversary honour is denoted by a solid gold coloured diamond motif (with appropriate figure) added to the top right hand corner of the Standard (both sides). Place diamond 4"(10cm) in and down. Only one years diamond to be displayed at any one time.

5.8. Mourning Drapes.

5.8.1. When Standards are draped at funerals or memorial services, the mourning drape (153cm x 15 cm) will be tied in a bow just below the spike on the head of the pole.

5.8.2. Drapes can not be carried on any other occasion without the permission of the senior formation taking part.

5.8.3. Standards are not to be draped at Conference unless special instructions are issued.

5.9. Authority To Parade Standards.

5.9.1. The National Chairman authorises the National Standard and/or the National Youth Standard to attend National events. All requests from those who wish the National Standard to attend an event should make the request through the Head of Governance at Head Office.

5.9.2. When such authority is provided the National Youth Standard Bearer and ONE chaperone may be reimbursed with travel and out-of-pocket expenses from Central Funds via the National Youth Officer.

5.9.3. Authority for a County/District, group or branch Standard to parade should be duly recorded in the relevant committee minutes, or delegated to the Chairman in an emergency or at short notice, but the delegated authority should be minuted at the next held Committee meeting. A County/District officer should also be present when the County/District Standard is on parade. Provided authority is formally given by the branch committee there is no additional requirement for a Branch Officer to attend. The RBL Women's Section recommend that a Branch Officer should accompany the Branch Standard were possible.

5.10.The Union Flag.

5.10.1. The Union Flag is not dedicated but a suitable service of blessing should be arranged.

5.10.2. There should only be one Union Flag (usually carried by the senior Standard Bearer on parade) on any parade.

CHAPTER 6 - THE STANDARD BEARER

6.1. The Standard Bearer should be specially appointed by the branch committee for this important post of honour, and it is essential that the person selected should be physically strong and well able to handle the Standard under all conditions. Standard Bearers must be given access to a copy of this handbook and encouraged to attend training sessions.

6.1.1. Branches should be mindful of the insurance restrictions regarding age when appointing their Standard Bearer. Insurance restrictions apply above the age of 85.

6.1.2. If a Standard Bearer is deemed to be unfit to carry a Standard by a Parade Marshal then he/she should be stood down from that position.

6.2. Dress. The following is the dress for all Legion standard bearers when on parade and participating in competitions.

6.2.1. The Royal British Legion (Male and Female).

6.2.1.1. **Beret.** Black or Dark Navy in colour (to match suit), neat, head band level not more than one inch above eyebrows, join at centre rear, with ribbon neatly knotted and tucked in, cap badge above left eye and unless anodised or “staybright” polished; no hairs or fluff; top of the beret pulled over to right side.

6.2.1.1.1. No adornments (hackles, flashes etc) should be worn on the beret at any time (with the exception of Poppies as given in paragraph 6.2.4.1).

6.2.1.1.2. Only the current pattern RBL official beret badge should be worn by RBL and Youth Standard Bearers.

6.2.1.2. **Hair.** Clean, neat, tidy and not resting on collar.

6.2.1.3. **Facial Jewellery** (i.e. earrings, nose rings etc) - None.

6.2.1.4. **Suit.** Neatly pressed plain black or dark navy suit (male - trousers; female RBL – trousers or skirt of regulation length i.e approximately one and a half inches below the knee)

6.2.1.5. **Tie.** Official Legion tie (multi motif), neat and pressed with no tie pin visible. Single motif ties are known as ‘crest’ ties and should not be worn in uniform.

6.2.1.6. **Shirt.** Freshly laundered, pressed plain white shirt. NOT button down collar.

6.2.1.7. Lapel Badge.

6.2.1.7.1. Official Legion badge denoting the membership status (not tie-pin), polished, in correct position, ie normal button hole position should be worn.

6.2.1.7.2. Veterans Badge may be worn by those Standard Bearers and Parade Marshals who qualify on all occasions except Standard Bearers’ Competitions. It should be worn just below and slightly left of the Membership Badge, as you look at it on the Jacket (please see picture below).



Veterans Badge placement

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- 6.2.1.7.3. When a Standard Bearer is on parade with a Standard he will not wear the dress type Standard Bearers' flag pole badge which is an 'off-parade' badge entitled to be worn by all present and past Standard Bearers.
- 6.2.1.7.4. No other badges should be worn.
- 6.2.1.8. **Medals.** Officially issued campaign and service medals issued personally to Standard Bearers may be worn when in uniform. Where medals are worn with a pocket insert, they should be attached first, and the Legion badge worn one inch above. (see para 4.9 & 4.10)
- 6.2.1.9. **Socks.** Black/navy blue socks (men) or black stockings/tights (women).
- 6.2.1.10. **Shoes.** Well polished all over (not patent), neat conventional pattern (not platform) and of black leather.
- 6.2.1.11. **Bearing.** Generally smart military bearing.
- 6.2.2. **Youth Member (RBL only).** Youth Standard Bearers will conform to dress standard for The Royal British Legion (Male or Female as appropriate) above except:
 - 6.2.2.1. **Lapel Badge** - Official Youth lapel badge
 - 6.2.2.2. At **Branch/County/District Level** – Youth Standard Bearers who are also members of a uniformed cadet unit may wear their cadet uniform when carrying the Branch Standard for a Branch event or an event within their own County/District. At all other times dress must conform as laid down for RBL Standard Bearers. They may also wear their cadet uniform when competing in County/District Youth Standard Bearer Competitions. However at Regional and National level Competitions Youth Standard Bearers must conform to the dress codes as detailed for RBL Standard Bearers.
- 6.2.3. **Women's Section Dress.**
 - 6.2.3.1. **Beret.** Black or dark navy in colour (to match suit) as above except:
 - 6.2.3.1.1. 'Stiffened' (blocked to height of cap badge) with Women's Section cap badge (obtainable from Head Office) centrally between the eyes; no beret ribbon; bottom of beret not more than one inch above eyebrows; beret worn straight - not pulled over to side.
 - 6.2.3.1.2. Only the current pattern RBLWS official beret badge should be worn by RBLWS Standard Bearers.
 - 6.2.3.1.3. Shaped hats are not permitted.
 - 6.2.3.2. **Hair.** Clean, neat, tidy and not resting on collar.
 - 6.2.3.3. **Facial Jewellery** (i.e. earrings, nose rings etc) - None.
 - 6.2.3.4. **Suit.** Neatly pressed plain black or dark navy suit (skirt, of regulation length, i.e. approximately one and half inches below the knee, not trousers).
 - 6.2.3.5. **Tie.** Official Women's Section tie; neat and pressed; motif prominently displayed; no tie-pin visible.
 - 6.2.3.6. **Shirt.** Freshly laundered, pressed plain white shirt. NOT button down collar

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- 6.2.3.7. **Lapel Badge.** Veterans badge may NOT be worn by those WS Standard Bearers/Judges/Marshals who qualify on all occasions.
- 6.2.3.8. **Medals.** Officially issued campaign and service medals only may be worn when in uniform. (see para 4.9 & 4.10)
- 6.2.3.9. **Tights/Stockings.** Plain black. Opaque tights/stockings are NOT to be worn whilst in uniform.
- 6.2.3.10. **Shoes.** Plain black, low heeled lace up shoes; well polished all over; not patent. No toe cap shoes to be worn at any time.
- 6.2.3.11. **Competition Bars.** Awarded to the Winner and Runner Up at County/District, Regional and National competitions. These are worn on the left lapel by Standard Bearers but are NOT worn in competitions. Once attaining 5 individual bars at the same level these should be removed and replaced with a 5 year bar.
- 6.2.3.12. **Bearing.** Generally smart military bearing.
- 6.2.4. **All Standard Bearers.**
 - 6.2.4.1. In the event of a parade in inclement or uncertain weather conditions Standard Bearers may wear a plain black or dark navy blue raincoat. In the interests of uniformity the raincoat should be single breasted. The decision to wear raincoats should be taken by the Parade Marshal, and as much notice as possible should be given. A parade may need to be cancelled or dismissed if there is a sudden downpour and Standard Bearers are not wearing raincoats. Consideration must also be given to possible rain damage to Standards.
 - 6.2.4.2. Male Standard Bearers should not remove their berets during parades or services except in Church when they are not carrying the Standard. Normally they remove their berets on taking their seat in Church and replace them on going forward to receive the Standard. On this, and similar points, there should, of course, be the fullest consultation with the officiating Clergy.
 - 6.2.4.3. Female standard bearers do not remove headgear.
 - 6.2.4.4. Poppies. During the Remembrance period it is normal that poppies will be worn.
 - 6.2.4.4.1. The whole poppy (including stem but not leaf) should be worn secured behind the beret badge.
 - 6.2.4.4.2. The poppy should NEVER be dismantled with the petals worn behind the badge like a flash.
- 6.2.5. **Sling.**
 - 6.2.5.1. The leather sling and socket used for carrying the Standard should be worn over the right shoulder with the socket in the centre front of the body.
 - 6.2.5.2. The sling badge worn level with the Legion lapel badge, is a regulation part of the equipment and must be of the authorised pattern. (NOTE: The Women's Section sling badge is worn 4 inches from the top of the shoulder.)
 - 6.2.5.3. All leather should be well polished to a dark tan colour and all brass work polished, not lacquered.

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6.2.5.4. There are three sizes of sling available – 56, 68 and 76 inches, and the correct size should be worn to suit the height and build of the Standard Bearer. This may involve having two slings available if the Deputy Standard Bearer is of a different build. Adjustment of the sling should be carried out with the help of another person and ideally in front of a large mirror. A tailor's chalk or some plain pins are necessary.

6.2.5.5. The recommended procedure to adjust the sling is as follows:

6.2.5.5.1. Without a sling, the Standard Bearer stands at the Order. Slide the right hand down the pole to the fullest extent of the arm, grasping the pole.

6.2.5.5.2. Raise the Standard to the second position in the drill movement from the Order to the Carry (ie position the carry in Annex A to Chapter 9), steadying the pole in the vertical position with the left hand.

6.2.5.5.3. The assistant will now place the socket approximately ½ inch below the base of the pole, and mark the top of the socket on the Standard Bearer's suit, using pins or chalk.

6.2.5.5.4. Now without the Standard, the assistant will adjust the sling buckle and sling on the Standard Bearer so that the top of the socket coincides with the mark on the suit.

The sling and socket will now be in the correct position for the height and build of that Standard Bearer.

6.2.6. **Gauntlets.** White, leather gauntlets. Should be clean and in good repair.

6.2.7. **Escorts.** Escorts to Standards when on parade should be dressed as the Standard Bearer with the exception of white cotton gloves instead of the gauntlets and no sling.

6.3. Standard Bearer Competitions. (see also Chapter 16)

6.3.1. The Ashwanden Cup competitions are held annually for both Legion and Women's Section Standard Bearers; the preliminary stages taking place at County/District and Regional levels where Branch and County/District Standards are carried respectively. Representatives taking part in the National competition will carry their County/District Standard. All Branch Standard Bearers should be encouraged to enter the County/District Competition.

6.3.2. The Elms Cup competition will be held annually for the National Youth Standard Bearer with the preliminary stages taking place at County/District and Regional levels. The competitor will carry the Branch Standard of the Branch of which he is a Youth member at County/District level, and the County Youth Standard (if present) or Branch Standard (if there is no County Youth Standard) at Regional and National level.

6.3.3. For a competitor to progress to the next level of competition they MUST have competed in the previous level competition for the current year. A competition MUST be held even if there is only one competitor. All competitors MUST be aware of their duties if they enter a competition, i.e. that they must represent their County/Region at the next level of competition. If they do not then their Deputy can enter the next level of competition in place of the Standard Bearer that failed to complete his/her duties.

6.3.4. **Appointment of National Standard Bearer.** The National Standard Bearer and the National Youth Standard Bearer will be appointed by the Board of Trustees. In the case of

CEREMONIAL HANDBOOK – SECTION A

the Women's Section the winner of the Women's Section Ashwanden Cup is automatically appointed the Women's Section National Standard Bearer for the Year.

- 6.3.4.1. The Standard Bearers placed second and third in their National competition may be invited by Head Office to deputise for the National Standard Bearer when necessary.

6.4. Training.

- 6.4.1. Counties/Districts are encouraged to run training sessions for Standard Bearers. Instructors should be fully conversant with the correct drill and procedures.

- 6.4.2. **Arranging a Standard Bearers Training School.** The following notes are given as a general guide for the organisation and running of a Standard Bearers training school.

- 6.4.2.1. The number of instructors required will be dependant on the number of Standard Bearers to be taught, ideally a one to one situation is best but in practice to make the hire of a hall worth while you will probably be working with larger numbers.

- 6.4.2.2. **Venue.** Select a hall that has:

- A high roof without any obstruction for a Standard at the Carry.
- A level floor with a length of at least twenty paces.

- 6.4.2.3. **Method of instruction.**

- 6.4.2.3.1. Using the ceremonial handbook as a guide start with the basic positions i.e. Stand at Ease, Stand at Attention at the Order, The Carry, and the Slope. (All of these are carried out in a static position)

- 6.4.2.3.2. Where possible try to use an experienced Standard Bearer to act as a Model and give a demonstration of the movement by numbers with the instructor pointing out common faults.

- 6.4.2.3.3. Once the trainees are competent in carrying out the movement by numbers have the Model demonstrate the movement judging the time, then practice the trainees judging the time using the Model as a mirror image.

- 6.4.2.3.4. Once the trainees are competent in the basic movements you can move onto the Dips using the same method of instruction.

- 6.4.2.3.5. **Drill on the March.**

- 6.4.2.3.5.1. Leaving Standard Bearer Competition Movements aside, it is essential that Standard Bearers know how to handle the Standard properly when they are on the march, this can be achieved firstly by marching them round and round the hall in single file at the Carry with the instructor calling out the pace and picking out and correcting common faults i.e. Poles leaning forwards, forearms not parallel, left arm not being swung straight from front to rear etc. with each individual.

- 6.4.2.3.5.2. When it comes to the Slope from the Carry and the Carry from the Slope it is easier if you can use a Model to give a demonstration both by numbers and in proper time up and down the room then practice the trainees individually. When they are competent then march them round

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the hall and carry out all three movements, with the instructor picking out faults and correcting them as they occur.

6.4.2.4. **Standard Bearer Competitions.**

- 6.4.2.4.1. When practicing Standard Bearers in preparation for a competition ideally a one to one situation is best with the instructor giving the word of command, the Standard Bearer carrying out the movement and the instructor pointing out the faults and correcting them as they work through the competition sequence.
- 6.4.2.4.2. If the one to one situation is not an option the following method can be used, working with three Standard Bearers at a time.
- 6.4.2.4.3. Have one Marshal giving the words of command and assistant marshals checking for faults (these marshals could be RBL or Women's Section Judges this way they get practice as well).

Annex A:

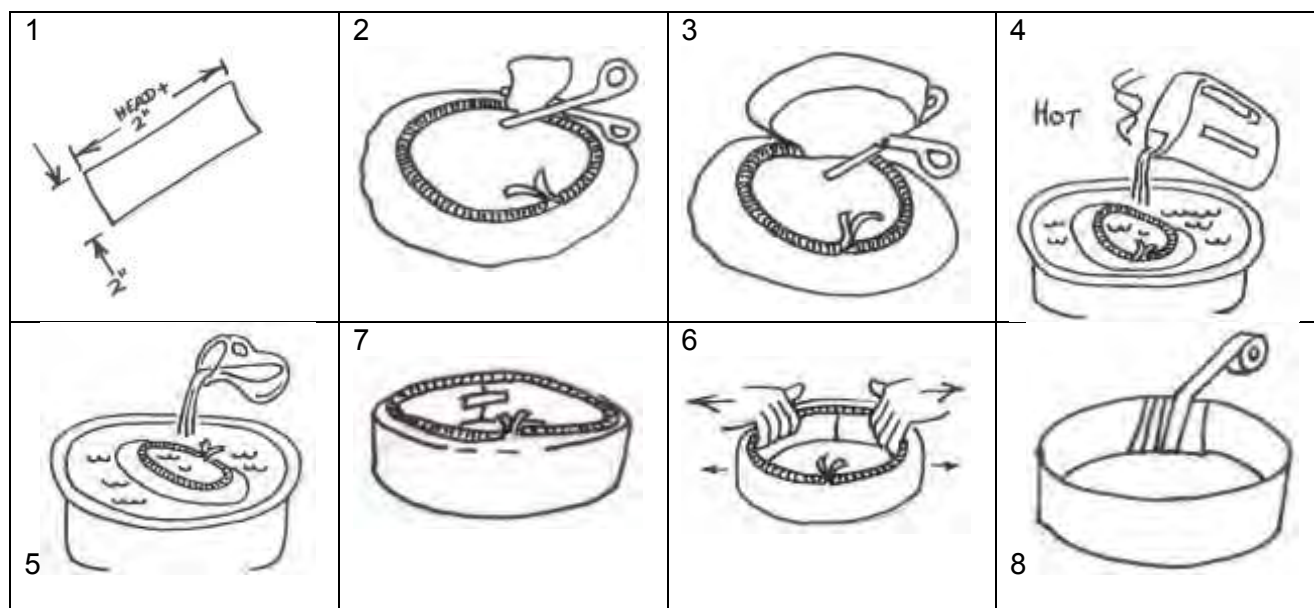
Blocking the Royal British Legion Women's Section Beret – Hints and Tips

**ANNEX A TO CHAPTER 6
CEREMONIAL HANDBOOK**

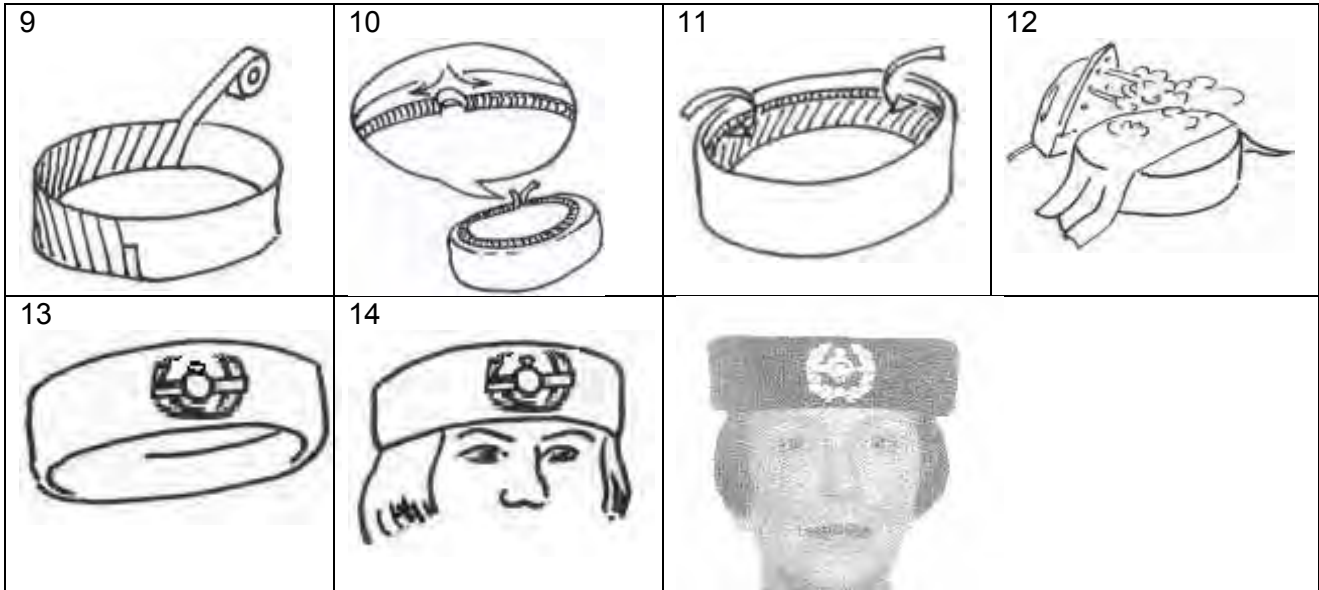
BLOCKING THE ROYAL BRITISH LEGION WOMEN'S SECTION BERET – HINTS AND TIPS

Fig.

1. Make yourself a strip of flexible flat plastic that is 2" high and about 2" longer than the measurement of your head. (if you have thin plastic make yourself several strips)
2. Cut out the small stiff area of material, which is there to act as backing for the badge.
3. Cut out the lining if your Beret has one and tidy the edges, but DO NOT CUT off the leather band that acts as a grip to your head.
4. Immerse beret in very hot water and
5. then into cold water to shrink excess amount of material.
6. Insert a strip into your Beret and push outwards to take up all the slack in the Beret's material. (Every effort must be made to ensure the strip forms a ring that sits tightly in the Beret so there are no wrinkles showing outside). This will be larger than the Leather band and larger than your head.
7. Fix the plastic to its diameter with sticky back plastic, forming a plastic ring.
8. Remove plastic ring from Beret (add any further strips to the inner side of the ring if required to make it more sturdy at this stage) and bind the 'joint' with sticky tape. (It would be a good idea to reinsert into the Beret after binding the joint to check the ring still sits tightly in the Beret.)
9. Bind sticky tape round the full diameter of the ring.
10. Ensure that the ribbon in the leather band is adjusted to the correct tightness to fit your head snugly and tuck the ribbon into the band (you might like to sew a couple of anchor stitches here to hold the ribbon in place)
11. With the plastic ring in place turn the leather band up inside the Beret. (This is because it should not be seen on Women's Section Beret.)
12. Reduce any further ripples still showing (there should not be any large ones if you have fitted the ring correctly) using steam from an iron.
NOTE – NEVER IRON DIRECTLY ONTO YOUR BERET as this will cause a shine and ruin your Beret. Best practice is to use a damp cloth and steam using 'dabbing movements'. NEVER push the Iron along the Beret.
13. Place your badge central onto the Beret. There should be equal amount of the Beret above and below the badge.
14. Place your finished Beret on your head and be proud.



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CHAPTER 7 – MARSHALS

7.1. Selection of Marshals.

- 7.1.1. Marshals should ideally have had some experience of standard bearing or had a service background, although we should not exclude other members from the chance to become a marshal.
- 7.1.2. All marshals or potential marshals should be aware at all times that the RBL and RBLWS members and Standard Bearers that they are dealing with are volunteers and should be treated accordingly, i.e. with respect.
- 7.1.3. There is no need to bawl and shout and ridicule them in public or to treat them like raw recruits when on parade. When giving words of command, they should be given in a proper manner to ensure that any drill movements required are carried out in a smart and service like manner.

7.2. Appointment of Marshals.

- 7.2.1. The National Parade Marshal is appointed by the National Chairman.
- 7.2.2. The National Parade Marshal must be an A grade Judge and an A grade Parade Marshal. They must also have attended the train the trainer course, unless they hold a training qualification of their own.
- 7.2.3. The County/District Committee is responsible for appointing the County/District Parade Marshal. A Deputy Parade Marshal should be appointed in consultation with the appointed Parade Marshal.
- 7.2.4. Active Branches are encouraged to appoint a suitable person to act as their Parade Marshal, with responsibility for ceremonial including drill, bearing, turnout and discipline.

7.3. Dress for Marshals.

- 7.3.1. A marshal should set an example to those he is to be in charge of both in terms of personal turnout and bearing. A marshal's own turnout should be as good as, if not better, than those he is to be in charge of.
- 7.3.2. Turnout for marshals should conform to the dress regulations for Standard Bearers (see chapter 6). In addition, suitable white cotton gloves should be worn. Sashes are NOT part of Legion Ceremonial Dress and should NOT be worn on Legion events.

7.4. Canes

- 7.4.1. Various styles are available. There is no one recommended type. It is important that the size of cane is matched to the marshal.
- 7.4.2. Canes should not be carried by marshals at Standard Bearer Competitions
- 7.4.3. See Chapter 10 for drill movements.

Annexes:

- A. Job Description – National Parade Marshal.
- B. Job Description – County/District Parade Marshal/ Ceremonial Officer

ANNEX A TO CHAPTER 7

Job Description – National Parade Marshal

APPOINTMENT

1. The National Parade Marshal is appointed by the National Chairman usually for a term of three years.

RESPONSIBILITIES

2. The National Parade Marshal acts with the authority of the National Chairman on all matters concerning Legion ceremonial. The policy directions shall be given through the National Chairman and Director General.
3. The National Parade Marshal is responsible for organising and overseeing the arrangements for all National Ceremonial Events (except the Festival of Remembrance and Annual Conference), including the participation of standard bearers and other parade marshals, under the direction of the National Chairman or the Director General. The National Parade Marshal is a member of the Director of National Events and Fundraising planning team for the Festival of Remembrance, and plays a major part in ceremonial activities at Annual Conference.
4. The National Parade Marshal will ensure that all participants at National Events are correctly dressed and behave in the best traditions of the Legion before and during the event. The National Parade Marshal will also ensure those who cannot reach the required standards are removed from the event.

TASKS

5. The National Parade Marshal is to:
 - 5.1. Take an active part in the planning and organisation of all national events involving ceremonial. This includes delegation to the Deputy National Parade Marshal and other Parade Marshals as required.
 - 5.2. Supervise the activities of all Parade Marshals and Standard Bearers at national events.
 - 5.3. Give guidance and advice to the Board of Trustees, Membership Council, Counties/Districts, Branches and the Director of National Events and Fundraising and staff on ceremonial matters. He/she is to work with the staff to ensure that the Ceremonial Handbook is appropriate and up to date.
 - 5.4. Promote interest in learning, practising and upgrading Standard Bearer Drills and Ceremonial Procedures throughout the Legion in accordance with the Ceremonial Handbook.
 - 5.5. Maintain registers with Legion Head Office of Standard Bearer Judges and Parade Marshals able to assist at national events.
 - 5.6. Be a member of National Ceremonial Working Group.
 - 5.7. Co-ordinate the training of Parade Marshals and Standard Bearer Judges at National Level.

ANNEX B TO CHAPTER 7

Job Description – County/District Parade Marshal/ Ceremonial Officer

APPOINTMENT

1. The County/District Parade Marshal is appointed by the County/District Committee. This appointment is reviewed annually.

1.1. To be fully acquainted with the Ceremonial Handbook, and to give appropriate guidance on ceremonial matters when necessary to Branches

1.2. To be actively involved in the planning and organising of all County/District Events which include ceremonial

1.3. To encourage, within the County/District, interest in learning, practising and upgrading Standard Bearing Drills and Ceremonial Procedures

1.4. To organise training courses for novice and experienced Standard Bearers/Marshals.

1.5. To organise specialist training courses for Judges in Standard Bearers Competitions

1.6. To contribute to the planning and organisation of the County/District Standard Bearers Competition

1.7. To encourage all Branches and their County/District to follow the procedures outlined in the Ceremonial Handbook for the induction of newly elected officers.

1.8. To prepare periodic progress reports as necessary for the County/District Committee

1.9. To assist the National Parade Marshal as requested in all matters affecting Ceremonial, Parades, Services and Competitions.

1.10. To liaise with the County/District Ceremonial and Parade Marshals in neighbouring Counties/Districts

NB: Ideally, the County/District Ceremonial and Parades Marshal should be an experienced Standard Bearer and probably a former NCO. He should set a high standard of smartness and drill on parade.

PART 3- CEREMONIAL PROCEDURES

CHAPTER 8 - STANDARD CEREMONIAL POSITIONS

8.1. There are seven standard ceremonial positions, shown at Annex A to this Chapter, namely:

the Stand at Ease;
Stand at Attention/the Order;
the Carry;
the Slope;
the Dip - during a Royal Salute;
the Dip - as an Act of Homage;
and the Dip - in Wet or Muddy Conditions.

8.2. The Stand at Ease.

8.2.1. Heels will be 12 inches apart. The left hand will remain at the side, fingers curled but not clenched, the thumb in line with the seam of the trousers/skirt and the pole will be kept perpendicular at the right side (not pushed forward) with the bottom of the pole against and in line, with the small toe.

8.3. Stand at Attention/The Order.

8.3.1. Heels together, feet at an angle of 30 degrees, left hand will remain close to the side, fingers curled but not clenched, thumb to the front in line with the seam of the trousers/skirt and the pole kept perpendicular at the right side; the bottom of the pole on the ground against and in line with the small toe. The bunting should be allowed to hang naturally and held by the right hand so that it is not stretched; right elbow close to the body; the forearm and wrist parallel to the ground.

8.4. The Carry.

- 8.4.1. The pole will be held perpendicular in the socket by the right hand, the bunting hanging naturally. The right forearm and wrist will be horizontal to the ground, the right thumb opposite the centre of the mouth and the back of the hand to the front. The left hand will be held close to the side and the feet placed as for position of the Attention/Order.
- 8.4.2. On the march: quick march. The pole will be kept perpendicular and the right hand and arm maintained in position as when at the halt. The bunting will be allowed to fly naturally. The left arm will be swung naturally waist high and normal marching drill movements will apply. Pace normally being 116 steps to the minute (full marching stride 30 inches).
- 8.4.3. On the march: slow march. As in the quick march except that the left arm and hand will be kept straight down by the side as at the Attention. Normal slow march drill will apply, i.e. pace 30 inches, point toe downwards and slightly outwards, toe touching the ground first, no pause between steps: 65 steps to the minute.

8.5. The Slope.

8.5.1. The pole should lie at an angle of 45 degrees on the right shoulder; the right elbow close to the side of the body; the right forearm and wrist parallel to the ground; and the bottom fringe of the bunting as presented parallel to the ground. The bunting should hang over and cover the right shoulder and arm, i.e. the pole should not show between the hand and shoulder, but should be covered by the bunting. The left arm and feet should be as for the

CEREMONIAL HANDBOOK – SECTION A

Attention. The pole should be extended directly in front of, and in line with, the right side of the body.

- 8.5.2. On the march. Standard and pole held as at the halt. Left arm swung naturally as for the Carry on the march (quick march), or by the side if slow marching.

8.6. The Dip - During a Royal Salute.

- 8.6.1. The pole should be held in the right hand, the lower part of the pole under the right armpit, the right elbow close to the body, the back of the hand towards the ground. The spike of the pole should be held on the ground immediately in front of, and in line with, the right foot. The bunting should normally be spread out on the ground and to the right of the pole, but strong wind conditions may make this impossible. If a strong wind is blowing from the right the bunting will be spread on the ground to the left of the pole. The total time for the dip is 20 seconds

8.7. The Dip - As an Act of Homage.

- 8.7.1. As for the Dip during a Royal Salute except that immediately on completion of the Dip, the head will be inclined slightly downward with the eyes open. The total time for the dip is 20 seconds

8.8. The Dip - In Wet or Muddy Conditions.

- 8.8.1. The pole should be held in the right hand, the lower part of the pole held firmly under the armpit. The pole should be parallel to the ground and extended directly in front of and in line with the right side of the body. The bunting should hang straight down and not touch the ground. In conditions of strong wind, and in a Dip of long duration, the left hand may be brought across, immediately in front of the right hand, to support the pole. The total time for the dip is 10 seconds.

8.9. Unofficial Non-Standard Positions.

- 8.9.1. Organisers of parades should avoid where possible unduly long marches for Standard Bearers. Where this is necessary, however, the traditional unofficial measures to ease the arm muscles are acceptable, though not in very public sections of the route. Thus, while on the march, changing the arm holding the pole at the Carry or the shoulder on which the pole rests at the Slope, is acceptable. It is emphasised, however, that it is not an official drill movement or position, and will be used only at the discretion of the officer commanding the parade and the Parade Marshal. Suggested orders for the unofficial movements are:

8.9.1.1. At the Carry: "Standard Bearers will prepare to change arms - Change Arms."

8.9.1.2. At The Slope: "Standard Bearers will prepare to change shoulders - Change Shoulders."

Annex:

A. Standard Ceremonial Positions

**ANNEX A TO CHAPTER 8
STANDARD CEREMONIAL POSITIONS**



(1) Stand At Ease –(2) Stand at Attention/The Order – (3) The Carry – (4) The Slope



The Dip (1) During a Royal Salute –(2) As an Act of Homage – (3) Wet/Muddy conditions

CHAPTER 9 - STANDARD CEREMONIAL DRILL MOVEMENTS

Notes.

1. In all standard ceremonial drill movements the Standard Bearer's eyes should look straight ahead except as specified, i.e. they should not follow the movement of the bunting or the pole.
2. During all drill movement the body should be kept absolutely perpendicular, i.e. the body should not sway to balance the weight of the Standard. A Standard Bearer needs, therefore, to develop strong arm and back muscles.
3. When two or more Standards are on parade, all Standards will take their timing from, and conform to, the movements of the senior Standard.
4. Rules for Dipping of Standards and the Union Flag. This note is additional to the procedure set out in:
 - Annex G The Dip - as for a Royal Salute.
 - Annex I The Dip - as for an Act of Homage.
 - Annex J The Dip - Wet and Muddy Conditions
 - The Union Flag and Legion Standards are both dipped for the National Anthem, a Royal Salute and for an Act of Homage (Last Post; Silence; Exhortation). The Standards are dipped when foreign national anthems are played.
 - The Union Flag and Legion Standards are not lowered for a march past. In the special event of the Queen or a member of the royal family taking the salute at a march past, special instructions will be issued. (Note: The Guards bring their colours to the horizontal (wet conditions) position when marching past the Queen).
 - On a march past, Standard Bearers do not pay compliments (i.e. eyes Left/Right), but Parade Marshals do, and salute.
5. Marks of Respect - Standards will be dipped when receiving a Royal Visitor, when the National Anthem is played, when foreign national anthems are played, during the sounding of Last Post and during the Silence. They will be raised on the first note of the sounding of the Reveille. When Standards are not carried members of the Legion will show their respect by standing to attention.

9.1. There are twelve standard ceremonial drill movements, shown at Annex A to L of this Chapter, with their associated words of command, namely:

9.1.1. Movements At The Halt.

- 9.1.1.1. From the ORDER to the CARRY
"Standard Bearer" - "Carry Standard" – Annex A.
- 9.1.1.2. From the CARRY to the ORDER
"Standard Bearer" - "Order Standard" – Annex B.
- 9.1.1.3. From the SLOPE to the CARRY
"Standard Bearer" - "Carry Standard" – Annex C.
- 9.1.1.4. From the CARRY to the SLOPE
"Standard Bearer" - "Slope Standard" – Annex D.
- 9.1.1.5. From the ORDER to the SLOPE
"Standard Bearer" - "Slope Standard" – Annex E.
- 9.1.1.6. From the SLOPE to the ORDER
"Standard Bearer" - "Order Standard" – Annex F.
- 9.1.1.7. From the CARRY to the DIP (ROYAL SALUTE)
"Standard Bearer" - "As for a Royal Salute" - "Dip Standard" – Annex G.
- 9.1.1.8. From the DIP to the CARRY

CEREMONIAL HANDBOOK – SECTION A

“Standard Bearer” - “Carry Standard” – Annex H.

9.1.1.9. From the CARRY to the DIP (ACT OF HOMAGE)

“Standard Bearer” - “As an Act of homage” - “Dip Standard” – Annex I.

9.1.1.10. From the CARRY to the DIP (WET OR MUDDY CONDITIONS)

“Standard Bearer” - “As for Wet or Muddy Conditions” - “Dip Standard” – Annex J.

9.1.2. Movements on The March.

9.1.2.1. From the SLOPE to the CARRY on the MARCH

“Standard Bearer” - “Carry Standard” – Annex K.

9.1.2.2. From the CARRY to the SLOPE on the MARCH





“Standard Bearer” - “Slope Standard” – Annex L.

Annexes:

- A. Movements At The Halt - From the Order to the Carry.
- B. Movements At The Halt - From the Carry to the Order.
- C. Movements At The Halt - From the Slope to the Carry.
- D. Movements At The Halt - From the Carry to the Slope.
- E. Movements At The Halt - From the Order to the Slope.
- F. Movements At The Halt - From the Slope to the Order.
- G. Movements At The Halt - From the Carry to the Dip (Royal Salute).
- H. Movements At The Halt - From the Dip to the Carry (One & Two handed).
- I. Movements At The Halt - From the Carry to the Dip (Act of Homage).
- J. Movements At The Halt - From the Carry to the Dip (Wet or Muddy Conditions).
- K. From the Slope to the Carry on the March.
- L. From the Carry to the Slope on the March.






ANNEX A TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Order to the Carry (Three movements)

			
<p>Order to Carry</p>	<p>Slide the right hand down the pole to the fullest extent of the right arm; at the same time grasp the socket with the left hand four fingers wrapped around the socket and the thumb to the rear of the socket.</p>	<p>With the right hand raise the Standard smartly upwards to a perpendicular position in centre front of the body, lowering the pole into the socket and keeping the right forearm vertically against, and in front of, the pole to steady it.</p>	<p>Cut the left hand smartly to the side and at the same time raise the right forearm to a horizontal position.</p>





ANNEX B TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Carry to the Order (Four movements)

				
<p>Carry to Order</p>	<p>Bring the left hand smartly across the body and grasp the socket with the left hand four fingers wrapped around the socket and the thumb to the rear of the socket. At the same time the right elbow should be dropped so that the forearm lies vertically against and in front of the pole to steady it; and the pole raised just clear of the socket.</p>	<p>Lower the Standard to the position of the Order. At the same time carry the left hand smartly across the body, the forearm parallel to the ground, grasping the bunting and pole and placing the base of the pole against the small toe of the right foot.</p>	<p>Momentarily quitting the pole with the right hand, raise the right forearm to the horizontal position grasping the pole and bunting on the inside, steadying with the left hand.</p>	<p>Cut the left hand smartly to the side.</p>

ANNEX C TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Slope to the Carry (Three movements)

			
<p>Slope to Carry</p>	<p>Slide the right hand down the pole to the fullest extent of the right arm simultaneously bringing the left arm across the body to grasp the pole and bunting.</p>	<p>Raise the Standard smartly upwards to the perpendicular position in the centre front of the body, grasping the socket with the left hand four fingers wrapped around the socket and the thumb to the rear of the socket, at the same time lowering the pole into the socket and keeping the right forearm vertically against and in front of the pole to steady it.</p>	<p>Cut the left hand smartly to the side and at the same time raise the right forearm to the horizontal position.</p>

Note: This movement should also be practised on the march.

ANNEX D TO CHAPTER 9
CEREMONIAL HANDBOOK





1. Movements At The Halt - From the Carry to the Slope (Five movements)

Carry to Slope	Bring the left hand smartly across the body to grasp the socket with the left hand four fingers wrapped around the socket and the thumb to the rear of the socket, placing the right forearm vertically against and in front of the pole, and at the same time raise the pole just clear of the socket.	Lower the Standard to the centre front of the body, at the same time grasping the pole with the left hand just above the right hand.	Move the right hand above the left, grasping the bunting and the pole together on the inside.	With both hands still on the pole place the Standard on the right shoulder with the right forearm parallel to the ground.	Cut the left hand smartly to the side.

Note: This movement should also be practised on the march.

ANNEX E TO CHAPTER 9
CEREMONIAL HANDBOOK





1. Movements At The Halt - From the Order to the Slope (Three movements)

			
<p>Order to Slope</p>	<p>Bring the left hand across the body and grasp the pole below the right hand.</p>	<p>Using both hands slope the Standard onto the right shoulder, keeping the right forearm parallel to the ground.</p>	<p>Cut the left hand smartly to the side.</p>

Note: Shoulders to remain steady and square to the front

ANNEX F TO CHAPTER 9
CEREMONIAL HANDBOOK






1. Movements At The Hat - From the Slope to the Order (Three movements)

			
<p>Slope to Order</p>	<p>Bring the left hand across the body and grasp the pole below the right hand.</p>	<p>Using both hands bring the pole to the vertical at the Order position.</p>	<p>Cut the left hand smartly to the side.</p>

Note: Shoulders to remain steady and square to the front

ANNEX G TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Carry to the Dip (Royal Salute) (Three movements)

				
Carry to Dip	<p>On the sounding or singing of the first note of the National Anthem, bring the left hand smartly across the body to grasp the socket with the left hand four fingers wrapped around the socket and the thumb to the rear of the socket; placing the right forearm vertically against and in front of the pole; at the same time raise the pole just clear of the socket.</p>	<p>Cut the left hand to the side, at the same time bringing the pole close to the body in line with the right armpit, the right forearm lying alongside the pole and the pole vertical.</p>	<p>Sweep the Standard well to the right, to the width of the bunting (approximately 4 feet) and lower slowly and with dignity until the hanging bunting touches the ground. Then with a slow sweeping motion carry the pole to the left and downwards until the spike rests on the ground immediately in front of and in line with the right foot. Care should be taken to avoid dragging the bunting, and ideally the bunting should be well presented, i.e. it should lie for the most part flat and unwrinkled on the ground, its front edge at right angles to the pole with the tassels parallel to the front edge.</p> <p>The lower part of the pole throughout the movement should be held firmly under the right armpit, the back of the hand towards the ground, and the right elbow kept close to the body.</p>	

Notes:




1. For competitions the timing of the Dip from completion of the word of command until the spike touches the ground should be 20 seconds (plus or minus 2 seconds).
2. If the wind is blowing strongly from the right the bunting should be presented on the left of the pole by first carrying the Standard to the left.

CEREMONIAL HANDBOOK – SECTION A

3. Standard Bearers may bring their left hand smartly across the body to grasp the pole during stage c if required. The left hand should be brought smartly back to the left side at the position of attention as the spike touches the ground.





ANNEX H TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Dip to the Carry (One handed) (Two movements)

		
<p>Dip to Carry (One Handed)</p>	<p>At the conclusion of the National Anthem grasp the socket with the left hand four fingers wrapped around the socket and the thumb to the rear of the socket, and at the same time, with the right hand raise the Standard smartly upwards to a perpendicular position in centre front of the body, lowering the pole into the socket and keeping the right forearm vertically against and in front of the pole to steady it.</p>	<p>Cut the left hand sharply to the side and at the same time raise the right forearm to a horizontal position.</p>

CEREMONIAL HANDBOOK – SECTION A

2. OPTIONAL From the Dip to the Carry (Two handed) (Two movements)






			
<p>Dip to Carry (Two Handed)</p>	<p>At the conclusion of the National Anthem the left hand may be used as a pivot to give a start to the lift and then returned smartly to the socket to complete the movement as per the one-handed return.</p>		<p>Cut the left hand sharply to the side and at the same time raise the right forearm to a horizontal position.</p>

Notes:

1. When the Carry is from the Dip (Act of Homage) the above movements will be preceded by an extra movement, namely the smart raising of the head on the cautionary word of command "Standard Bearer" at the first note of "Reveille".
2. The One Handed or Two Handed Carry from the Dip will be accepted in competitions.
3. The Two-handed return to the carry should be completed within the same time-frame as the One-handed return.

ANNEX I TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Carry to the Dip (Act of Homage) (Four movements)

				
<p>Carry to Dip (Act of Homage)</p>	<p>On the sounding of the first note of the “Last Post” the same three movements will be carried out as for the Dip (Royal Salute) from the Carry (see Annex G).</p>			<p>The fourth movement - immediately on completion of the Dip, i.e. after the spike is on the ground, the head will be inclined smartly downward with the eyes open focused on the spike finial.</p>

Notes:

1. For competitions, the timing of the Dip from completion of the word of command until the spike touches the ground should be 20 seconds (plus or minus 2 second).
2. Youth Standard Bearers may bring their left hand smartly across the body to grasp the pole during stage c if required. The left hand should be brought smartly back to the left side at the position of attention as the spike touches the ground.

ANNEX J TO CHAPTER 9
CEREMONIAL HANDBOOK

1. Movements At The Halt - From the Carry to the Dip (Wet or Muddy Conditions) (Three movements)

			
<p>Carry to Dip (Wet and Muddy Conditions)</p>	<p>First two movements as for the Dip (Royal Salute) from the Carry (see Annex G).</p>		<p>Lower the Standard slowly with the right hand directly to the front of the right side of the body until the pole is parallel to the ground. The lower part of the pole should be held firmly under the right armpit and the bunting should hang straight down..</p>

Notes:

1. In very bad weather, or in strong winds, the left hand may be brought smartly across the body to give additional support to prevent the bunting from touching the ground.
2. For competitions the whole movement should take 10 seconds (plus or minus 2 seconds).
3. Youth Standard Bearers may bring their left hand smartly across the body to grasp the pole during stage c if required. The left hand should be brought smartly back to the left side to the position of attention as the pole reaches the horizontal
4. Both hands MAY be used to return to the Carry as indicated Annex H paragraph 2.
5. The bunting should be prevented from touching the ground. In competitions the height of the standard bearer should be taken into account. A short standard bearer may not be able to get the pole to the horizontal and keep the bunting clear of the ground – this should not be penalized in competition.
6. Standard Bearers should not be expected to hold this position with one hand for any length of time. If necessary, the left hand should be brought smartly across the body to grip the pole just in front of the right hand to give support.

ANNEX K TO CHAPTER 9
CEREMONIAL HANDBOOK

1. From the Slope to the Carry on the March (Five movements)








Slope to Carry (On March)	First left foot after executive order - extend right arm fully down pole, and left arm across body to grasp the bunting and pole above the right hand.	Next left foot - raise pole in centre front of body, at the same time dropping the left hand to secure the socket with the thumb to the rear of the socket.	Next left foot - drop the pole in the socket.	Next left foot - move left arm smartly to left side, and at the same time, raise right arm to the horizontal.	Next left foot - swing the left arm to the rear.

Notes:

1. The timing of all movements should coincide with the beat of the left foot when marching. The time intervals should be the same when movements are carried out at the halt. The traditional method of keeping this interval is to count "one two-three one" etc.
2. All drill movements on the march when carrying a Standard ideally should conform with current military practice, i.e. in such movements as halt, right turn, about turn, slow march, quick march, dismiss, etc. A copy of the current military drill book should be obtained if possible. An extract from the 1996 edition of the Army Drill Manual giving the timing of words of command on the march is given in Chapter 11.

ANNEX L TO CHAPTER 9
CEREMONIAL HANDBOOK

1. From the Carry to the Slope on the March (Six movements)

			
Slope to Carry (On March)	First left foot after executive order - grasp the socket with the left hand with the thumb to the rear of the socket, at the same time placing the right forearm alongside the pole, lifting the pole clear of the socket.	Next left foot - lower the Standard to the centre front of the body, at the same time grasping the pole with the left hand just above the right hand.	Next left foot - move the right hand above the left, grasping the bunting & the pole together on the inside.
			
Next left foot - using both hands place the pole on the right shoulder at approximately 45 degrees angle, and in front of right leg. The right forearm should be parallel to the ground.	Next left foot - cut the left hand smartly to the side.	Next left foot - swing the left arm smartly to the rear.	

CHAPTER 10 - CANE DRILL

10.1. When there is more than one marshal on a parade it is important that all those who are carrying canes should all carry them in the same manner. The marshal in charge of the parade should ensure that all marshals are aware of how the canes will be carried.

10.2. It is not a golden rule that you should always start off from the Shoulder Position it sometimes depends on the ability of the marshals to carry out drill on the march in a uniform manner.

10.3. You may therefore find it easier, and it may look better if all the marshals were to start out at the Carry.

10.4. Always keep the drill to a minimum and keep it simple.

10.5. When in a static position use the following drill.

10.5.1. The Stand at ease (Fig 1 & 1a Annex A).

10.5.1.1. Hold the back of the right hand behind the body in the palm of the left hand.

10.5.1.2. Hold the cane in the right hand, the cane positioned between the crook of the right arm and the body.

10.5.1.3. Keep the body erect “at ease” and square to the front.

10.5.2. The Attention - Cane at the Shoulder (Fig 2 & 2a Annex A).

10.5.2.1. Hold the cane vertically in the right hand close to the body.

10.5.2.2. Position joint of first forefinger of the right hand under the knob of the cane and pointing towards the thigh. Ensure the thumb is down and to the front, the remaining three fingers grasping the cane.

10.5.2.3. Ensure the ferrule is in front of the right shoulder.

10.5.2.4. Keep the body erect at “attention” and square to the front.

10.5.3. The Attention - Cane at the Carry (Fig 3 & 3a Annex A).

10.5.3.1. Hold the cane under the left armpit, with the knob grasped between the thumb and forefinger of the left hand and the remaining fingers extended to the tip of the knob.

10.5.3.2. Keep the right hand down the right side of the body in the position of “attention”.

10.6. When on the march use the following drill.

10.6.1. Quick / Slow March - Cane at the Shoulder (Fig 4 Annex A).

10.6.1.1. In quick time step off as per normal keeping the cane along the right arm and swing the arms from front to rear. Arms to be swung to waist height.

10.6.1.2. In slow time step off as normal keeping the cane into the right shoulder and the arms straight down at the side.

CEREMONIAL HANDBOOK – SECTION A

10.6.2. **Quick / Slow March (Cane at the Carry).**

10.6.2.1. In quick time step off as per normal keeping the cane under the left armpit with the knob grasped between the thumb and forefinger of the left hand, the remaining fingers extended to the tip of the knob. Right arm to be swung to waist height.

10.6.2.2. In slow time step off as normal as above but keep the right arm into the side.

10.6.3. **Quick / Slow March (Moving Cane from Shoulder to the Carry).**

10.6.3.1. In quick time as the left foot strikes the ground, force the cane under the left armpit.

10.6.3.2. On the next left foot bring the left hand up to grasp the knob of the cane and at the same cut the right arm smartly to the side.

10.6.3.3. On the next left foot swing the right arm to the rear.

10.6.3.4. In slow time carry out movements at paragraph 10.6.3.1. and 10.6.3.2. then keep the right arm into the side.

10.6.4. **Quick / Slow March (Moving Cane from the Carry to the Shoulder).**

10.6.4.1. In quick time as the left foot strikes the ground, grasp the knob of the cane with the right hand.

10.6.4.2. On the next left foot bring both arms to the position of attention, with the cane lying along the right arm with the feral in front of the right shoulder.

10.6.4.3. On the next left foot swing arms as for normal quick march.

10.6.4.4. In slow time carry out movements at paragraph 10.6.4.1. and 10.6.4.2. then keep both arms into the side.

10.6.5. **Saluting - Cane at the Carry (Static) (Fig 5 & 6 Annex A).**

10.6.5.1. From the position of the carry bring the right hand up to the Salute and cut the left hand down the side to the position of attention holding the cane firmly under the left armpit.

10.6.5.2. To return to the carry after the salute cut the right hand down to the side to the position of attention, at the same time return the left hand to the knob of the cane.

10.6.6. **Saluting (Cane at the Carry) (On the March):**

10.6.6.1. When on the march in quick time and receiving the word of command “eyes Left/Right” or “left”. On the next left foot bring the right hand up into the “salute”, turn the head and eyes off in the required direction, at the same time cutting the left hand away to the side.

10.6.6.2. On receiving the word of command “eyes front”, on the next left foot cut the right hand down to the right hand side, at the same time bring the left hand up to grasp the knob of the cane, and turn the head and eyes to the front.

Note: If the cane is being carried at the shoulder it should be moved to the position of the carry prior to the order for “eyes Left/Right” being given.

Annex: A. Cane Drill

ANNEX A TO CHAPTER 10

CEREMONIAL HANDBOOK

CANE DRILL

					
Fig 1. Stand at Ease	Fig 2. Attention	Fig 3. Attention Cane at Carry (Side View)	Fig 4. Quick March Cane at the Shoulder	Fig 5. Saluting Front	Fig 6. Saluting Angle

			
Fig 1a.	Fig 2a.	Fig 3a	Fig 3a (Reverse Side)

CHAPTER 11 – TABLE FOR TIMING OF WORDS OF COMMAND ON THE MARCH

11.1. Below are the most common words of command given when Legion Standard Bearers are on the march. The introductory or cautionary words of command have been omitted.

Serial	Word of Command	When Given	
		Quick Time	Slow Time
1	"Halt"	As left heel strikes the ground	As right heel strikes the ground
2	"Mark time"	As the right heel strikes the ground	Over complete right pace
3	When marking time: "Halt" or "Forward"	Left knee fully raised	Right knee fully raised
4	Saluting on the March: "Eyes Left/Right"	On the left foot	On the right foot
5	"Carry Standard" "Slope Standard"	On the left foot	On the right foot

CHAPTER 12 – SALUTING

12.1. Royal Salutes. When a Royal Salute is given only the Sovereign is given the full National Anthem; other members of the Royal Family are given the first 12 bars. Other inspecting officers may be given a General Salute (fanfare).

12.2. Saluting on the March.

12.2.1. In marching past, and well before the saluting point the command should be given “eyes Left/Right” as appropriate. Standards will not be dipped.

12.2.2. Hats should be removed only by the parade commander, the marching section of the Board of Trustees or County/District committee as appropriate, and by the commander of each section. In saluting with a hat, the hat should be removed with the right hand and held with the right arm straight down by the side. The arm should NOT be swung. Hats are removed and replaced on the beat of the left foot .

12.2.3. If an umbrella is carried on the march it should be placed at an angle under the left arm with the ferrule point towards the ground.

12.2.4. Parade Marshals in uniform will salute

12.3. Saluting for the Last Post. The right arm and hand is brought up to the position of the salute on the first note of Last Post. The arm is returned smartly to the position of attention on the last note. If carrying a cane – the left arm should be moved to be straight down by the side at the same time as the right hand is brought to the salute, the left arm returning to hold the cane as the right hand is returned to the position of attention.

12.4. Recording of National Anthem, Last Post and Reveille.

12.4.1. Many branches have been finding it increasingly difficult to obtain music for the National Anthem, and buglers for the sounding of the Last Post and Reveille at special ceremonies. The sequence; the Last Post, Silence, Reveille and National Anthem, is available on the Legion's YouTube channel [here](#) .

12.4.2. The Royal British Legion does not recommend the use of an electronic bugle.

12.5. Saluting in Church. When Standards are on parade in church, only the parade marshal is required to salute.

CHAPTER 13 – SUGGESTED PROCEDURES

13.1. This Chapter offers ideas and suggestions on formats for ceremonial occasions. The National Parade Marshal is available to offer assistance and advice if required.

13.2. It is a guide and can be adapted to suit local conditions. It includes:

- Dedication Service and Parade for new branch Standard.
- Procedure For Trooping A Newly Dedicated Standard.
- Procedure for Handing Over the Standard and Charging the Standard Bearer
- Suggested Procedure for Opening / Closing Of County/District Conferences.

13.3. Dedication Service and Parade for New Branch Standard. Suggested method and Words of Command for forming up and conducting a parade where the County/District has been invited to be present. (See Chapter 22, Annex D, for suggested Order of Service within the Church)

13.3.1. For the march to the Church.

13.3.1.1. The parade is formed up in threes facing in the direction of the march, in the following order:

- The Band
- County/District Standard RBL & RBLWS
- County/District Officers
- Massed Standards (Two or Three Ranks depending on numbers)
- The Old Branch Standard with escorts
- Branch Officers and Branch Members
- Other Branches and Ex-Service Associations
- Cadet Units
- The Branch Chairman (with the New Standard Furled) with escorts

13.3.1.2. Once the parade is formed up the Parade Marshal will give the following words of command:

“Parade”—“ Shun”
“Standard Bearers”----“ Carry Standards”
“Parade”—“ by the centre”-“ Quick March”

13.3.1.3. Should it be required, the Standards may be brought down to the “Slope” and back to the “Carry” en route, using the following words of command:

“Standard Bearers”---“ Slope Standards” (given as the Left foot strikes the ground)
“Standard Bearers”--- “Carry Standards”(given as the Left foot strikes the ground)

13.3.2. On arrival at the church.

13.3.2.1. The Parade is halted outside the church using the following word of command:

“Parade”---“ Halt”(given as the Left foot strikes the ground).

13.3.2.2. The County/District and Massed Standards form a Guard of Honour outside the church door, the Parade Marshal using the following words of command:

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“Standard Bearers” – “Quick March” – “Standard Bearers” – “Halt” – “Inwards Turn” (at this stage the parade could be moved into a position in the church yard where they will be able to see the next part of the ceremony).

- 13.3.2.3. The Old Standard is then “Trooped” into the church in “Slow Time” with the Standards “Dipping” individually as the Old Standard passes through them, the Parade Marshal using the following words of command:

“The Old Standard of the----- Branch of the Royal British Legion, will march off parade for the last time,”---“ By the centre”---“Slow March”
(Band plays appropriate music for the Troop – Auld Lang Syne is often used).

- 13.3.2.4. Once the old Standard is in the church, the Parade Marshal brings the Standards back to the Carry:

“Standard Bearers” - “Carry Standards” (the remainder of the parade is then ushered into the church, passing through the Standard Bearers.)

N.B. If a large parade Standard Bearers may be bought to the order.

- 13.3.2.5. When the whole congregation is in the church the Standard Bearers will reform into two ranks ready to process into church for the service.

13.3.3. For the march from the Church via a Saluting dais to the reception.

- 13.3.3.1. County/District Standard Bearers make their way to the saluting dais and position themselves either side of it to act as guides for the “Eyes Left/Right” and “Eyes Front” as the Parade marches past.

- 13.3.3.2. The Parade then re-forms in Threes facing the direction of the march in the following order:

- The Band
- The New Branch Standard
- The Branch Officers and Members
- County/District Officers
- Massed Standards
- Other Branch Members and Ex-Service Associations
- Cadet Units

- 13.3.3.3. Once the parade is re-formed the Parade Marshal will give the following words of command:

“Parade”---“Shun”
“Standard Bearers”--- “Carry Standards”
“Parade”---“by the centre”---“Quick March”

- 13.3.3.4. The parade then steps off following the prescribed route to the reception, on arrival at the saluting dais, at the point indicated by the first Standard, the marshal in charge of the leading detachment (in this case the Branch Officers and Members) will give the word of command:

“ -----Royal British Legion Branch”---“Eye—s” ---“Left” (given as the Left foot strikes the ground)

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13.3.3.5. When the detachment then reaches the second Standard after passing the saluting dais the parade marshal gives the word of command:

“Eye---s”---“Front”(given as the Left foot strikes the ground).

13.3.3.6. Each marshal in charge of each detachment carries out the same procedure until the whole parade has passed the saluting base, once the rear of the parade has passed, County/District Standards may join onto the parade and march back to the reception OR may fall out at the Dais and make their own way to the reception.

Notes:

1. The furled standard will be carried at the slope at all times whilst it remains furled.
2. Before giving the “Eyes Left/Right”, if carrying their canes at the “Shoulder” working on consecutive Left feet the marshals will put their canes under their Left arms.
3. Standard Bearers DO NOT turn their heads to the Left or Right when marching past.
4. On reaching the dispersal area the parade marshal will halt the parade advance them by turning them to the Left or Right, bring the Standards to the “Order” then ask the Branch President if he wishes to say a few words. The parade marshal will then give the order “Standard Bearers”—“Carry Standards”-----“Parade Dismiss.
5. If space inside the Church is limited, Escorts may be dispensed with if wished.
6. The organisation of the Laying Up and Dedication Service and Parade is the responsibility of the Branch. However, this is often done with the help/advice of the County/District. The above provides a suggestion for such an event. If they so wish, the Branch may decide not to have the County/District Standards on parade at all and use local Cadets as markers at the saluting base.

13.4.Procedure For Trooping a Newly Dedicated Standard.

13.4.1. Considerations.

- 13.4.1.1. Some Counties/Districts and branches have organised a trooping of their newly dedicated Standard, and others have asked for guidance on a suitable drill.
- 13.4.1.2. The decision to troop will depend on such factors as the weather, space available, whether there is a band, the numbers on parade, etc.
- 13.4.1.3. As this is a very public ceremony it **must** be well planned, and conducted with dignity, so that due respect is paid to the newly dedicated Standard.
- 13.4.1.4. The whole focus of attention should be on the newly dedicated Standard, and the Union Flag should therefore not be carried.
- 13.4.1.5. During the ceremony, to fulfil the traditional purpose and meaning of trooping, the new Standard must pass in front of all those on parade.
- 13.4.1.6. Ideally the trooping ceremony shall take place outside the church immediately after the service and before the March Past. However the need for sufficient space is paramount as the drill procedure will show.
- 13.4.1.7. The trooping ceremony should not take longer than 15 minutes.
- 13.4.1.8. The drill on the following page is offered on the guidance of parade commanders and Parade Marshals. It is accepted that local conditions may demand minor variations.

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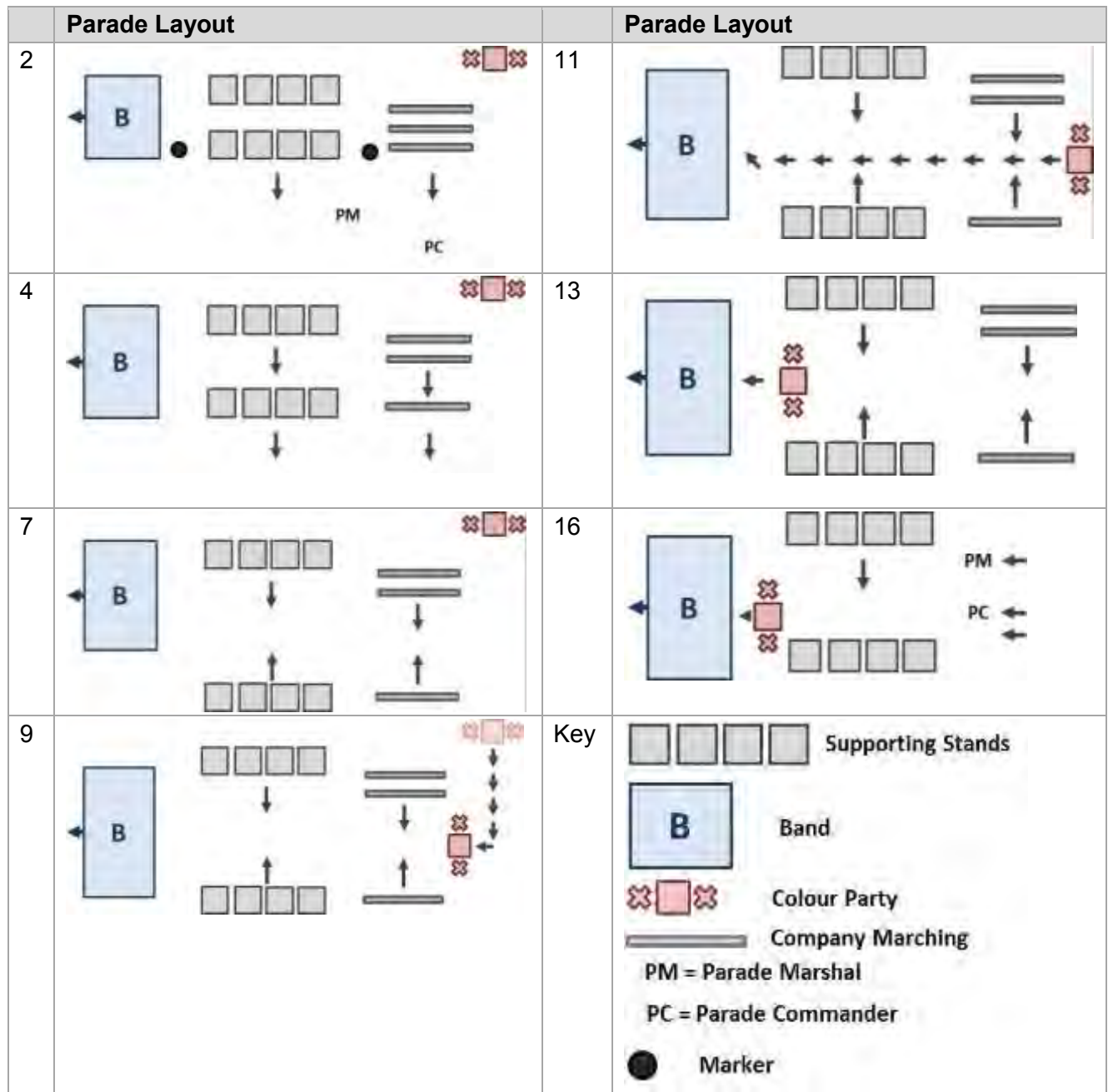
Serial	Command	Issued by	Action	Remarks
1	"Royal British Legion - Markers"	Parade Marshal	Markers take post facing the Parade Marshal: a. For the Standards. b. For the Company marching.	Meantime the band should have already formed up in 3 ranks at the head of the parade and the Colour Party should wait one side. The Deputy Marshal should ensure that the markers are properly spaced and "in line", allowing as much space in front as possible.
2	"Standards in 2 ranks: Members in 3 ranks: "Royal British Legion - get on parade"	Parade Marshal	Standard Bearers and the Company move smartly to take up position on their markers: Standards at "the order", and all "at ease" facing the Parade Marshal.	Standard Bearers - front rank in line with Company front rank; and rear rank in line with Company rear rank. Deputy Marshal to check.
3	"Parade - attention"	Parade Marshal	All come to "attention"	Standards at order
4	"On the command - open order march - only the front ranks of Standards and Members will move - taking 5 paces forward. All others will stand fast. Open order march"	Parade Marshal	Front ranks only of Standards and Company marching will take 5 paces forward. Standards still at "the order".	Five paces necessary to allow for inward dip of Standards later to salute new Standard. Meantime Colour Party at "the order" takes up a convenient position near the tail of the parade ready to march on when so ordered. Deputy Marshal to check.
5	"Parade - right dress"	Parade Marshal	Eyes Left/Right and dress	Markers to assist.
6	"Parade - eyes front"	Parade Marshal	Eyes front	
7	"On the command - about turn the front rank only of Standards and Members will turnabout - about turn"	Parade Marshal	Front ranks only turn about so that all on parade are now facing inwards towards the gap along which the new Standard will be trooped. The gap for the troop will now be 6 paces wide.	All Standards still at "the order". Colour Party still near the tail of the parade - brought by senior escort to "attention". Deputy Marshal to check.
8	"Colour Party and Standards - carry Standards"	Parade Marshal	All Standard Bearers carry Standards, including Colour Party.	
9	"Colour Party - march on the new Standard"	Parade Marshal	The Colour Party by a series of wheels as necessary marches on to the parade at "the carry" and "take post" 3 paces short of the gap in the parade along with the Standard which will be trooped, and at right angles to it'.	Colour Party movements controlled by the Senior Escort.

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10	“The ABC Branch of The Royal British Legion on parade and ready to troop its newly dedicated Standard - Sir”	Parade Marshal salutes and reports to Parade Commander	Parade Commander acknowledges salute and takes over command of the parade. Parade Marshal takes post to the Commander's right rear.	The Deputy Marshal should be in close liaison with the bandmaster at this point to ensure the slow march begins on time.
11	“The ABC Branch of The Royal British Legion will troop its newly dedicated Standard: Colour Party - by the centre - slow march”	Parade Commander	Band plays a slow march; Colour Party moves in slow time along the gap between the Company on parade, so that the new Standard passes before them.	Standards at carry - Members at attention.
12	At a well chosen moment, depending on the numbers on parade, and allowing for a 20 second dip: “Standards will honour the new Standard - dip Standards”	Parade Commander	The ideal to be aimed at is that the dip is completed just as the Colour Party has finished its troop through the Company, and before it passes through the two ranks of dipped Standards.	Timing is all important and it is better to be too early than too late. Standards at carry - then to dip.
13	“Colour Party halt”	Either by the Parade Commander or the senior escort	Given when the Colour Party completes the troop and arrives at the head of the parade immediately behind the band.	The bandmaster should bring the slow march to a close as soon as musically acceptable after the Colour Party has halted, Deputy Marshal to check.
14	Colour Party stand fast - saluting Standard Bearers - carry Standards	Parade Commander	Dipped Standards to the carry.	All Standards now at the carry.
15	“On the command - about turn - the front ranks only will turn about; all others stand fast - about turn”	Parade Commander	Front ranks of Standards and Company marching turn about.	Standards at carry.
16	“On the command - close order march - only the front ranks of Standards and Members will move - takings 5 paces to the rear. Colour Party and all others stand fast. Close order march”.	Parade Commander	Standards still at carry. Front ranks only move - keeping dressing.	On completion, the parade is now in position to move off as a column, after being turned to the right - marching order - band, Colour Party, Standards, Parade Commander, Members.

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13.4.1.10. In the diagram below:



13.4.1.10.1. “Company” refers to the body of members on parade.

13.4.1.10.2. “Parade” refers to Standards and members.

13.4.1.10.3. “Colour Party” refers to the new Standard and escorts.

13.5. Procedure for Handing Over the Standard and Charging the Standard Bearer.

13.5.1. All Standard Bearers (with the exception of the new and retiring County/District Standard Bearers) should be in position, stood at the order.

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13.5.2. The Chairman will call for silence and ask all members to stand. Standards are brought to the Carry.

13.5.3. The retiring Standard Bearer, with the County/District Standard at the Carry, will precede his successor in office into position.

13.5.4. The designated officer will say (as appropriate):

“You have carried this Standard diligently during the past year(s) and by your conduct and bearing you have upheld the dignity and honour of The Royal British Legion. The Legion is most grateful to you for this loyal and devoted service.”

13.5.5. The designated officer shall then take the Standard from the retiring Standard Bearer who will then retire and the new Standard Bearer will take his place.

13.5.6. The designated officer will hand the Standard to the new Standard Bearer and will say:

“The Standard which you are now privileged to carry, having been solemnly dedicated in a sacred place, represents the ideals of service to God and to our Queen and country. The Union Flag, in the top left hand corner, is symbolic of our unity and our loyalty to the crown, community and nation. The royal blue signifies fidelity, and the gold band recalls all those who have died in the service of our country, and reminds us who remain that we must ever be true to “Service not Self”.

I exhort you to remember always that this Standard is a sacred emblem, and it is now placed in your charge to be cared for in the name of The Royal British Legion. Do you accept this charge?”

13.5.7. The Standard Bearer replies: “I accept the Charge”, The Standard Bearer brings the Standard to the Carry and will then retire to his designated position.

13.5.8. The members shall remain standing throughout this ceremony.

13.5.9. Depending upon the point in the agenda at which the handing over is carried out, the Standards may need to be brought back to the Order and stood at ease at the end of the ceremony.

Note: Where there is no change in Standard Bearer - the above procedure and wording should be suitably modified

13.6. Suggested Procedure for Opening / Closing Of County/District Conferences.

13.6.1. Obviously the venue will dictate to some extent the amount and form of ceremonial which is possible to undertake. Close liaison with the County/District Chairman and Conference Committee is essential to ensure everyone is aware of what is to take place and are in agreement with it. It is also essential, as with any other event, that the Marshal has visited the venue well before the event to ensure there are no problems for the Standard Bearers in terms of ceiling height, low hanging lights, or other obstructions etc. It is important to ensure that all Standard Bearers have been well briefed regarding the procedure to be followed.

13.6.2. Conference usually commences with

- Opening parade of Standards.
- Last Post, Exhortation, Reveille & Kohima dedication.
- Short service.

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- Fall out / march out standards.
- 13.6.3. Towards the end of Conference, the County/District Standard Bearer will be “charged” with the County/District Standard. This occurs whether or not there has been a change in Standard Bearer.
- 13.6.4. Conference will end with the National Anthem and the retiring parade of Standards.
- 13.6.5. **County/District Standards.** Who carries which can vary from County/District to County/District. In some Counties/Districts the Union is carried by the County/District Standard Bearer with the Deputy County/District Standard Bearer carrying the County/District Standard into Conference, the roles being reversed at the end of Conference. In other Counties/Districts, the County/District Standard is carried throughout by the County/District Standard Bearer with the Deputy carrying the Union. There is no hard and fast rule about this, the choice is entirely down to the County/District.
- 13.6.6. **Branch Standards.** All Branch Standards should be invited and encouraged to attend County/District Conference. There is no laid down precedence for forming up. Often the Standard from the host branch will lead the Branch Standard Bearers with the remainder in alphabetical order.

CHAPTER 14 – STANDARD BEARERS IN CHURCH / DRUMHEAD SERVICE

Note: In all the following details there should be full consultation with the Church authorities, who may ask for variations, which, as a matter of courtesy, should normally be accepted.

14.1. Handing Up Standard at Altar.

- 14.1.1. On entering the Church the Standard Bearer will proceed in slow time, to the chancel steps with the Standard at the Carry. The Standard Bearer will dip the Standard for the National Anthem if sung, and then proceed in slow time to the altar steps with the Standard still at the Carry.
- 14.1.2. He will halt at the altar steps, and with the Standard remaining at the Carry, kneel on the right knee, keeping the pole steady. His left arm will remain at the position of attention, while his right arm is at the position of the Carry. As the officiating clergy grips the pole the Standard Bearer will bring his left hand smartly across to steady the socket, at the same time bringing his right forearm and elbow down along the line of the pole to steady it.
- 14.1.3. Once the Standard is taken by the officiating clergy, the Standard Bearer, still kneeling, brings both arms to the position of attention and reverently bows his head, remaining steady until the Standard has been placed on the altar.
- 14.1.4. Alternatively – if it is not possible/advisable for the standard bearer to kneel, the Standard can be brought to the “Port” position from the Carry (i.e. to an angle of 45 degrees across the body with the top of the Standard to the Standard Bearers left) prior to handing it to the officiating clergy. The Standard Bearer remains standing at attention until the Standard has been placed on the altar.
- 14.1.5. As the officiating clergy turns away from the altar the Standard Bearer raises his eyes to the front, comes from the kneeling position to attention, turns right-about, and marches in quick time to his position as instructed by the Parade Marshal or senior Standard Bearer.

14.2. Return of Standard from Altar.

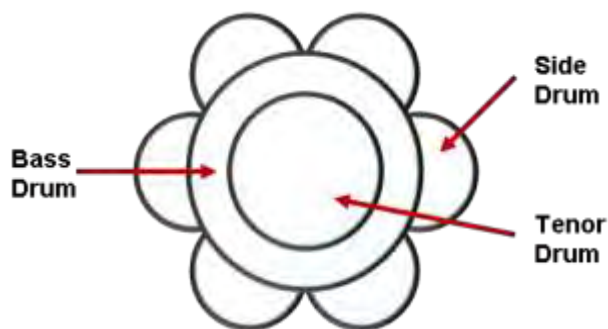
- 14.2.1. At the appropriate point in the service, the Standard Bearers will proceed to the altar in the reverse order as instructed by the Parade Marshal or senior Standard Bearer. The officiating clergy should previously be notified of the order in which the Standards are to be returned.
- 14.2.2. The Standard Bearer will halt at the altar steps, kneel on the right knee with the arms remaining at the position of attention. (Alternatively the Standard Bearer may remain standing to receive the Standard)
- 14.2.3. As the officiating clergy stands in front of the Standard Bearer with the Standard to be returned, the Standard Bearer will bring his left hand smartly across to steady the socket with the thumb to the rear of the socket and guide the pole into it. Before the officiating clergy releases the pole the Standard Bearer will grip the pole at the normal point of the Carry with his right hand, but keeping the right forearm and elbow parallel to, and steadying, the pole.
- 14.2.4. His left hand will then release the socket and snap smartly to the position of attention, at the same time as the right arm is brought up at right angles to the pole in the position of the Carry.

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14.2.5. The Standard Bearer will then rise to the standing Carry position, turn right-about, and march in quick time to his position as instructed by the Parade Marshal or senior Standard Bearer.

14.3. Formation of The Drum Head.

14.3.1. A drum head is formed with a maximum of six side drums, the base drum and a tenor drum. It is recommended that a peg be put on either side of the tenor drum on which to rest the top of the Standard pole.



14.3.2. Handing Up Standard at Drum Head.

14.3.2.1. Normally, only one Standard should be placed on the piled drums, other Standards remaining with the Standard Bearers. However, it is acceptable for a Legion Standard and a Women's Section Standard both to be used. If the Standard Bearer delivering the Standard is not provided with a stool on which to kneel he may stand to deliver the Standard.

14.3.2.2. In other respects the procedure will, as far as is appropriate, be the same as detailed above under paragraph 14.1. for handing Standard up at the Altar

14.3.3. Return of Standard from Drum Head.

14.3.3.1. Here the procedure will as far as appropriate, be the same as for the Return of Standard from the altar as detailed above under paragraph 14.2.

Notes:

1. When carrying the standard, all movements by Standard Bearers in church or at drum head services should be:
 - In slow time when proceeding towards the altar, chancel or piled drums.
 - In quick time when retiring.
2. When Standard Bearers are in procession, led by the clergy, they should proceed in slow time, stepping short as necessary to adjust to the pace set by the clergy.
3. In drill movements in church the feet should be put down quietly.

14.4. Funerals.

14.4.1. If the relatives wish, arrangements should be made wherever possible for the branch to be officially represented at the funeral of any of its members. It is important to ensure that the clergy and funeral directors are also informed if this is taking place.

14.4.2. The Union Flag is not paraded at a funeral service; however, many branches keep a large Union Flag which is used to drape the coffin. Where this is done it is normal to place a wreath of poppies on top of the flag.

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- 14.4.3. It is also customary for the branch Standard and that of the Women's Section branch (if there is one) to form part of the procession, both into and from the church, chapel or other sacred building. The Standards should precede the coffin in the procession and, if space permits, stand abreast of it during the service. The same procedure should be followed at the place of interment, and the Standard(s) should dip as an act of homage as the coffin is lowered into the grave.
- 14.4.4. When the Standard is carried at a cremation the same procedure, if space within the building permits, should be adopted as at an interment. Alternatively, the Standard Bearer should stand six paces inside the entrance to the Crematorium, facing the coffin. The Standard(s) should dip as an act of homage as the curtains are closed removing the coffin from view.
- 14.4.5. In some parts of the Country there is also a practice to have the Last Post, Exhortation and the Reveille with the Legion Standards present. The sequence normally followed is that, after the coffin is lowered into the grave, (or at a cremation – from view) and the officiating clergy has pronounced his committal oration, there follows:
- The Last Post (Standards dip)
 - The Exhortation and Response;
 - If an interment, members drop their personal poppies into the grave
 - The Reveille (Standards return to the Carry on the first note).
- 14.4.6. It should be remembered however, that all the above suggestions may only be implemented after full consultation with the family and the officiating clergy.
- 14.4.7. The Board of Trustees recommend that, if with the consent of the family and the officiating clergy the Legion is officially represented at the funeral, there should be no distinction between the funeral procedures outlined above for members/Life members or Women's Section members. It is appreciated, however, that because of local conditions and circumstances, the branch may wish to make appropriate amendments. The solemnity, dignity of the occasion and the family's wishes are paramount.

PART 4 - ORGANISATION OF INTERNAL CEREMONIAL EVENTS

CHAPTER 15 - GENERAL REGULATIONS AND ORGANISATION OF STANDARD BEARERS' COMPETITIONS

15.1. Objects. The object of the competitions are to:

- 15.1.1. Encourage a high standard of turnout and drill by Standard Bearers of The Royal British Legion, The Royal British Legion Women's Section and Youth.
- 15.1.2. Select a County/District Standard Bearer for each County/District; and the winning County/District Standard Bearer for each Region.
- 15.1.3. Select the National Standard Bearers

15.2. Eligibility.

- 15.2.1. Each competitor must be a fully paid up member of The Royal British Legion/RBL Women's Section/Youth member (as appropriate) of at least 3 months' standing and must be a member of the branch which made the original entry. Entrants may represent only one branch, County/District or Region in any one competition year.
- 15.2.2. Youth members must be a minimum of 14 years and 3 months of age. They must not have attained the age of 17 years by the date of the National Youth Standard Bearers competition in that competition year.
- 15.2.3. As soon as a member acts as a judge in a Standard Bearers' competition he shall be barred from competing thereafter at any competition level until after the completion of the next national Ashwanden Cup competition. Similarly as soon as a member competes in a Standard Bearers' competition he shall be barred from judging thereafter at any such competition level until after completion of the next national Ashwanden Cup competition.

15.3. Organisation. The competitions shall be organised in three stages, namely:

- 15.3.1. **County/District Competitions.** County/District competitions are to be completed by the date of the County/District Conference. The County/District Committee is responsible for the organisation of the competition. Branches are requested to notify their County/District Secretary as soon as possible of the name of their entrant for the County/District competition. All Branch Standard Bearers should be encouraged to enter the County/District competition. Branches are also requested to notify their County/District Secretary as soon as possible of the name of their entrant for the County/District Youth Competition giving details of the affiliated uniformed youth organisation if their competitor is from such an organisation.
 - 15.3.1.1. The winner of the RBL and RBLWS County/District competitions is normally appointed the County/District Standard Bearer for the year.
 - 15.3.1.2. The branch Deputy Standard Bearer may enter the County/District competition if the branch Standard Bearer is unavoidably prevented from taking part, provided that the details of that Deputy Standard Bearer have been forwarded to the County/District or Area office.
 - 15.3.1.3. The winner of the RBL Youth County/District competition is the County/District Youth County Standard Bearer for the year.

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- 15.3.1.4. If there is only one competitor in any County Standard Bearer competition, that competitor must be judged. It is recommended that this is done as part of RBL/RBLWS/Youth competition (as appropriate) to help keep expenses down.
- 15.3.1.5. RBL and RBLWS Counties/Districts are encouraged to jointly arrange their competitions, sharing venue and judges to minimise expenses.
- 15.3.1.6. Youth standard bearers who are members of an Affiliated Uniformed Youth Organisation may wear their youth organisation uniform up to and including County/District Competition only. Branches are responsible for providing the County/District with a brief from the Uniformed Youth Organisation stating their standards and form of dress no later than three weeks prior to the date of the competition. Counties/Districts are responsible for forwarding this information to the judges as soon as possible but no later than two weeks prior to the competition.
- 15.3.1.7. Counties/Districts must submit their preferred competition dates to the NPM and his Deputy by the 31st May to ensure that the allocation of judges is cost-effective.
- 15.3.2. **Regional Competitions.** Only the winner of each County/District competition is eligible to compete in their respective Regional level. The competition must be completed by the end of March. The winner becomes the Standard Bearer eligible to represent that Region in their respective national competition for that year. Particulars of name, address, telephone number, branch and affiliated unit (where applicable) of the County/District Standard Bearer winning the Regional competition should be notified to the Membership Department immediately the result is known.
- 15.3.2.1. All entrants of the Regional Competitions must have competed in the County/District level in the current competition year.
- 15.3.2.2. The following table outlines which Regional Competition Counties/Districts must compete:

Region	Counties/District
Ireland	Northern Ireland, Republic of Ireland
North West	Isle of Man, Cumbria, Cheshire, Manchester, Lancashire, West Lancashire
North	South & West Yorkshire, North & East Yorkshire, Northumbria
Wales	North Wales, South East Wales, South West Wales, Gwent
West Midlands	Gloucestershire, Worcestershire, Herefordshire, Birmingham, Staffordshire, Shropshire, Warwickshire
East Midlands	Cambridgeshire, Huntingdonshire, Northamptonshire, Lincolnshire, Nottinghamshire, Derbyshire, Leicestershire & Rutland
East	Oxfordshire, Buckinghamshire, Bedfordshire, Hertfordshire, Essex, Suffolk, Norfolk
South West	Cornwall, Devon, Somerset, Wiltshire, Dorset, Hampshire, Isle of Wight
South East	Kent, Surrey, Sussex, Greater London, Berkshire, National District

- 15.3.2.3. Youth standard bearers who are members of an Affiliated Uniformed Youth Organisation MUST abide by the dress code for RBL Standard Bearers as laid down in The Ceremonial Handbook Chapter 6.

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- 15.3.2.4. Membership Council Members and RBLWS Regional Representatives are encouraged to jointly arrange their competitions, sharing venue and judges to minimise expenses.
- 15.3.2.5. Where the winner of a County/District competition is unable to compete in the Regional Competition the runner up from that County/District may be put forward as the replacement, provided he is appointed by the County/District Committee as their County/District Standard Bearer.
- 15.3.3. **National Competition (Ashwanden Cup/Elms Cup).** Only County/District Standard Bearers who win their Regional competition may enter for the Ashwanden Cup/Elms Cup competition. Particulars will be circulated by Head Office to those concerned.
- 15.3.3.1. Youth standard bearers who are members of an Affiliated Uniformed Youth Organisation MUST abide by the dress code for RBL Standard Bearers as laid down in The Ceremonial Handbook Chapter 6.
- 15.3.3.2. The Board of Trustees/Central Committee expect the winners of the National Standard Bearer Competitions to be able to carry out the duties of the National Standard Bearer throughout the year.

15.4. Rules.

- 15.4.1. The drill, dress and procedure laid down in this Handbook shall be strictly observed at all stages of the competition and shall be the basis on which all competitors shall be judged. Marks shall be allocated to each competitor on the following scale:

Turn Out	1	Neatness of dress and general bearing	10
	2	Maintenance of sling and gauntlets	10
	3	Maintenance of Standard	10
Drill	1	The Order	10
	2	Carry from Order, movement and position	10
	3	Dipping for Royal Salute	10
	4	Carry - Quick March	10
	5	Dipping - Act of Homage	10
	6	Carry - Slow March	10
	7	Dipping - Wet or Muddy Conditions and recovery to Carry	10
	8	Slope from Carry	10
	9	Order from Slope	10
	10	The Slope - Stationary	10
	11	The Slope - Quick March	10
	12	The Carry from Slope - Quick March	10
TOTAL			150

In the event of a tie the procedure for differentiating between competitors is given paragraph 16.5.4.5.

15.4.2. Standard to be carried.

15.4.2.1. RBL Competitions.

15.4.2.1.1. Branch Standard carried at County/District Competition.

15.4.2.1.2. County Standard carried at Regional and National Competitions

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15.4.2.2. **RBLWS Competitions.**

15.4.2.2.1. Branch Standard carried at County Competitions.

15.4.2.2.2. County Standard carried at Regional and National Competitions.

15.4.2.3. **Youth Competitions.**

15.4.2.3.1. The Branch Standard is carried at County/District Competitions.

15.4.2.3.2. The County Youth Standard (if present) or Branch Standard (if there is no County Youth Standard) is carried at Regional and National Competitions.

15.4.3. **Judges.**

15.4.3.1. Turnout for Judges and Marshals should conform to the dress regulations for Standard Bearers (see Chapter 6) and in addition suitable white gloves should be worn.

15.4.3.2. Dress and turnout of Judges and Marshals should be of the highest standards, setting a model for competitors.

15.4.3.3. Judges and Marshals should ensure they are physically fit and able to carry out their duties to an acceptable standard.

15.4.3.4. Judges will be appointed from the official register of qualified judges, but no County Judge should be from their own County, as follows:

Competition Level	The Royal British Legion and Youth	Women's Section
County/District (Maximum of two judges)	Deputy National Parade Marshal	County/District Committee
	Grade C, B or A judge	
Regional (Maximum of two judges)	National Parade Marshal	Central Committee Member for Region
	Grade B or A judge	
National (Maximum of three judges)	National Parade Marshal	Central Committee Officers
	Grade A judge	

The official register will be held and maintained by the National Parade Marshal. In the event that a judge has not judged a competition for three years, he/she will be given the option to attend a refresher course. Failure to attend a refresher will mean they are deleted from the official register.

15.4.4. **Marshals and Adjudicators.**

15.4.4.1. Each competition should ideally have a Parade Marshal, a Conducting Marshal, a Dressing Room Marshal and Door Marshals as required. In addition a minimum of two, but usually three Adjudicators are required.

15.4.4.2. The Duties of Marshals are given at 16.6 and 16.8.

15.4.4.3. The Duties of Adjudicators are given at 16.5.4.

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15.5. Presentation of Trophies.

- 15.5.1. **The Ashwanden Cup** shall be presented at the Annual Conferences of The Royal British Legion and the Women's Section. Similarly the runners up shall be awarded The Furniss Shield (The Royal British Legion) and the Urwick Cup (Women's Section).
- 15.5.2. **The Elms Cup** (Youth) will be presented to the winner of the National Youth Competition at Annual Conference..
- 15.5.3. Recognition of Standard Bearers competing in County/District and Regional Competition could be made by presenting each competitor with a Certificate. A sample Certificate is at Annex A to this Chapter, which may be adapted to suit local conditions.

15.6. Expenses. Payment of expenses should be made promptly by the relevant formation.

15.6.1. Expenses for Standard Bearers (RBL, RBLWS/Youth).

- 15.6.1.1. Competitors who participate in the County/District competition will be reimbursed their travel expenses by their branch. Receipts must accompany all claim forms.
- 15.6.1.2. Winning County/District Standard Bearers, competing in their Regional competition will be reimbursed their travel expenses by their County/District. Receipts must accompany all claim forms.
- 15.6.1.3. For RBL national competitions, coach or bus fares, and accommodation and subsistence for a period not exceeding two nights' absence from home will be reimbursed. In the event that a competitor is also a conference delegate his branch will be required to defray the appropriate pooled fare and any expenses for subsistence in excess of those allowed from national funds to contestants taking part in the competition. No claims for loss of working time can be met. Expense claims together with hotel and other supporting bills should be sent to National Events Team..
- 15.6.1.4. RBLWS Standard Bearers representing their Region in the national competition will have their travel expenses reimbursed by their County. Their accommodation, for a period not exceeding three nights absence from home, will be met by RBLWS Head Office on receipt of a claim form and bill, and will be within the amount laid down by RBLWS Head Office. No claims for loss of working time can be met.
- 15.6.1.5. RBL Youth Standard Bearers representing their Region in the national competition will have their travelling and out of pocket expenses reimbursed by Central Funds via the Membership Department. Receipts must accompany all claim forms.

15.6.2. Expenses for Judges.

- 15.6.2.1. Expenses for Judges of County/District competitions will be reimbursed by that County/District. Receipts must accompany all claim forms.
- 15.6.2.2. Expenses for Judges of Regional competitions will be reimbursed by Membership Department Head Office through the Membership Council Representative/RBLWS Regional Representative organising that Regional competition. Receipts must accompany all claim forms.

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- 15.6.2.3. Expenses for Judges of National competitions will be reimbursed by Head Office. Receipts must accompany all claim forms. The cost of accommodation will be within the set amount laid down in SOP42..

15.7. Advice for the Organisation of a Standard Bearers Competition. Formations are encouraged to share the facilities (venue, judges etc) for their County/District Competitions and also for their Regional Competition to minimise expenses. When organising a Standard Bearers Competition there are certain important considerations to take into account. Whether you are having a Novice, Group, County/District, Regional or even National Competition the criteria should be the same.

15.7.1. **Venue.** Choose the venue carefully. Always do a recce of the proposed hall and check the following points:

- 15.7.1.1. **Ceiling or Roof.** Is it high enough to carry a standard in and is it free from obstructions?
- 15.7.1.2. **Floor.** Is it level and is it CLEAN? It may be clean on the day of the recce but make sure that it is swept on the day of the competition. Is the floor area sufficiently long enough for all the drill movements? (Drill on the March requires minimum of 15 paces so hall needs to be at least 20 paces)
- 15.7.1.3. **Lighting.** Is there adequate lighting, both natural and electrical? Find out where the light switches and fuse boxes are in case of emergency. Do you need coins for the meter?
- 15.7.1.4. **Changing Rooms.** Minimum of three recommended – male competitors, female competitors, judges & marshals. Are these large enough for the Standard Bearers and all their equipment? Are they clean? Is there coat racks or hooks on the wall? Is there a mirror? You may need to provide coat racks and mirrors.
- 15.7.1.5. **Spectator Seating.** Is the hall large enough to ensure that when the spectators are seated they are not encroaching on the area to be used for the competition?
- 15.7.1.6. **Toilets.** Are they adequate for the numbers attending?
- 15.7.1.7. **Catering.** If this is required - is there enough crockery etc. to cope with the numbers attending? Who is going to organise the food and drinks?
- 15.7.1.8. **Access.** Is the access suitable for disabled persons.
- 15.7.1.9. **Access Times.** Ensure that the hall will be open at least 2 hours prior to the designated start time of the competition to allow for the hall to be laid out correctly and enabling competitors to arrive in plenty of time to change and prepare themselves for the competition.
- 15.7.1.10. **Announcements.** The Exhortation, welcoming of guests, introductions, health and safety briefing for spectators etc should all be undertaken before the competitors are brought onto the floor for the dress inspection.

15.7.2. **Judges.**

- 15.7.2.1. Should be selected from the official judges register and should not be the same person(s) who had judged the previous year.
- 15.7.2.2. Must be of the correct level of qualification relevant to the competition stage.

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- 15.7.2.3. Make sure that they have been notified in good time of the date, time and venue of the competition. It is advisable to provide them with a map of the local area pin pointing the location of the venue. Tell them whether or not you are providing food for them.
- 15.7.2.4. If RBL & RBLWS are sharing the event have one RBL and one RBLWS judge for the whole day.
- 15.7.2.5. Canes are NOT to be carried in any competition.
- 15.7.3. **Marshals.** Make sure you have enough marshals to run the competition efficiently, ideally you require the following: (See paragraph 16.6 and 16.8 for detailed list of duties)
 - 15.7.3.1. Parade Marshal.
 - 15.7.3.2. Conducting Marshal.
 - 15.7.3.3. Dressing Room Marshal – (one per competitors dressing room).
 - 15.7.3.4. Door Marshal(s) – (one per entry/exit point to the hall).
- 15.7.4. **Adjudicators.** There is a requirement for a minimum of two but preferably three Adjudicators are usually found from County/District Treasurer, Membership Support Officer, County/District Vice-Chairman, past County/District Chairman, and can be from either RBL or Women's Section.
 - 15.7.4.1. One adjudicator will be nominated as Chief Adjudicator.
 - 15.7.4.2. The adjudicators will add up the scores on each of the judges score sheets and, once they have been cross checked, the Chief Adjudicator will enter the scores on the Adjudicators Summary Sheet.
 - 15.7.4.3. The average mark is calculated and entered on the Summary Sheet.
 - 15.7.4.4. When all of the competitors have been through their drill, the Adjudicators will check the final scores.
 - 15.7.4.5. If there is a tie, the procedure is as follows:
 - 15.7.4.5.1. If two competitors receive the same total mark for either of the first two places, the decision between them should be made by checking the marks already awarded for the tests marked (1), (2) and (3) on the mark sheet.
 - 15.7.4.5.2. If there is a difference for the test marked (1) [drill on the march] that will decide the matter. If these marks are the same for both competitors, check the marks awarded for the movement (2) [slope from the carry], if the marks are still tied, check the marks awarded for movement (3) [dip, act of homage]. If the marks are still tied the competitors will be required to repeat test (1) [drill on the march] and the judges must decide between them.
 - 15.7.4.6. The Chief Adjudicator will complete the "Final Results Sheet" and hand to the person responsible for announcing the results.

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15.7.5. **Equipment and Stationery.**

15.7.5.1. Have clipboards available for each judge (judges should bring their own board but it is better to be prepared just in case).

15.7.5.2. Up-to-date copy of the current Ceremonial Handbook.

15.7.5.3. Have a good supply of:

- Pens and pencils.
- Marksheets. – (Annex B) sufficient for each judge to have one per competitor plus two spare.
- Running order sheets – (Annex D).
- Certificates (if used).
- Adjudicators summary sheets (Annex E).
- Final position sheets (Annex F).

15.7.5.4. Water and glasses for:

- Dressing room(s) (competitors).
- Marshals.
- Judges.
- Adjudicators.

15.7.6. **Liaison.** Ensure that Branches have been given plenty of notice as to the date and venue of the competition and that this information has been passed onto the competitors.

15.7.7. **Health & Safety.**

15.7.7.1. Risk assessment must be completed and copy kept on file (review copy from previous year and update).

15.7.7.2. Find out location of first aid box for minor items.

15.7.7.3. Ensure you know where nearest telephone is situated in case of emergencies.

15.7.7.4. Arrange for a trained first aider to be available on site for duration of competition.

15.8. **Marshals Duties at a Standard Bearers Competition.**

15.8.1. **Parade Marshal.** The marshal in charge of the competition. He gives the words of command (see Annex C to this chapter) and should brief the competitors prior to the start. All words of command should be clear, brisk and distinct. For Regional Competition the Parade Marshal must be used from within the Region.

15.8.1.1. Collect the competitors together in the changing room and read through the sequence of orders they will be given. Put them at their ease and ensure that they all know what is going to happen. This is especially important with new competitors. The sequence of words of command will begin when the competitor is at the "Carry"

15.8.1.2. Remind competitors of the timing of the command "Halt" (see Chapter 11)

15.8.1.3. As part of the briefing, remind the competitors that having changed they must stay in the changing room and out of contact with spectators until called, and that

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they must return to the changing room after they have completed their drill test, and stay there until the competition is ended.

- 15.8.1.4. Remind competitors that during the inspection they will be “At Ease”, but that as each judge approaches they must automatically come to “Attention” and after each inspection “Stand at Ease”. Ensure that the Judges are also aware of this procedure.
- 15.8.1.5. Explain the procedure for the announcement of the results. All Standard Bearers will be brought back onto the floor as for the dress inspection but without Standards. As each place is announced (3rd, 2nd and 1st) the competitor concerned should come to attention and take one place forward, returning to the line before the next placing is announced.
- 15.8.1.6. The Parade Marshal should be fully conversant with the job and have the correct sequence of orders written down. Some Marshals find it useful to rule a column for each competitor and tick off each word of command as it is given.
- 15.8.1.7. The words of command must be given in the correct sequence from an appropriate position in the hall.
- 15.8.1.8. Agree with the Senior Judge a signal, generally a nod, when you may give the next word of command.
- 15.8.1.9. Ensure that the judges have completed their marking of each drill movement before giving the next word of command.
- 15.8.1.10. Whilst on Parade, do not wander around or speak to the spectators.

15.8.2. **Conducting Marshal.**

- 15.8.2.1. Organises the draw for competitor numbers and fills in the “Running Order Sheet”, giving copies for the Parade Marshal, Dressing Room Marshal and Adjudicators table.
- 15.8.2.2. Brings the competitors onto the floor for the inspection.
- 15.8.2.3. Brings the competitors onto the floor for their individual drill test.
- 15.8.2.4. Brings the competitors onto the floor at the end of the competition for the announcement of results.

15.8.3. **Dressing Room Marshal.**

- 15.8.3.1. Ensure only the competitors and their one valet are in the dressing room prior to the competition.
- 15.8.3.2. Ensure all valets leave the dressing room at the appointed time prior to the start of the competition.
- 15.8.3.3. Assist Conducting Marshal with the draw for competitor numbers.
- 15.8.3.4. Ensure the competitors do not watch any part of the competition.
- 15.8.3.5. Ensure that no non-competitors enter the dressing room once the competition has started.

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- 15.8.3.6. Have all competitors formed up in numerical order ready for the Conducting Marshal to take out for the dress inspection.
- 15.8.3.7. Once a competitor has left the dressing room for his drill inspection, to ensure the next competitor is ready for his turn.
- 15.8.3.8. To have all competitors ready to return to the floor at the end of the competition for the announcement of the results.
- 15.8.3.9. Collect up the competitor numbers at the end of the competition.

15.8.4. **Door Marshal.**

- 15.8.4.1. To ensure that no-one enters or leaves the competition hall whilst a competitor is on the floor.
- 15.8.4.2. If there is an entrance in the line of vision of the competitor, the marshal should ensure that he does not stand within the vision of the competitor.

15.9. Notes for Judges.

- 15.9.1. A Judge should set an example to those he is to be judging, both in terms of personal turnout and bearing. A Judge's turnout should be as good as, if not better, than those he is to be judging.
- 15.9.2. Turnout for Judges should conform to the dress regulations given in Chapter 6. In addition, suitable white gloves should be worn.
- 15.9.3. Unless already appointed, the Judges should agree amongst themselves, who will act as the Senior Judge for the competition. Ensure the Parade Marshal and Officials are aware of who the Senior Judge will be.
- 15.9.4. During the competition the Judges should not converse amongst themselves, unless approached with a query from the Parade Marshal or the Parade Marshal has given an incorrect order or missed out an order.
- 15.9.5. The Senior Judge should ensure that the Parade Marshal's sequence of orders are in the same as the mark sheets.
- 15.9.6. Judging should be in whole marks only, no half marks.
- 15.9.7. **Dress and General Bearing.** Standard Bearers dress and turnout should conform with the standards as given in Chapter 6. The Judges should be fully conversant with these standards.
- 15.9.8. **Maintenance of Sling and Gauntlets.**
 - 15.9.8.1. Providing that slings and gauntlets meet the criteria set out in Chapters 5 and 6, no marks will be added or subtracted.
 - 15.9.8.2. The leather sling and socket used for carrying the Standard should be worn over the right shoulder with the socket in the centre front of the body.

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- 15.9.8.3. The RBL sling badge should be worn level with the Legion lapel badge. The Women's Section sling badge is worn 4 inches down from the top of the shoulder.
- 15.9.8.4. All visible parts of the sling should be well polished, including the sides. Colour should be dark tan and all brass work well polished, not lacquered, with no dried polish visible.
- 15.9.8.5. A brass insert for the pole socket is optional but if used should be well polished and assessed with the sling in the marking schedule.
- 15.9.8.6. The gauntlets should be clean, white with no stains and no broken stitching. Remember to check between the fingers.
- 15.9.9. **Maintenance of Standard.**
 - 15.9.9.1. **Pole.** Wood and brasses should be well polished, not lacquered. No dried polish should be seen. The pole should be clean with no scratches visible.
 - 15.9.9.2. **Tassels.** Should be clean and in good repair. They should be of equal length and hang level with the outer edge of the Standard fringe when the pole is horizontal. Cord should be neatly secured inside each tassel. The tassels should match the Standard type.
 - 15.9.9.3. **Standard.** Should be clean, neat and unwrinkled with no loose threads. Age should be taken into account. If repairs have been made they should be neat and tidy. The Standard should be firmly fixed to the pole in the correct position (secured at both top and bottom) and straight on the pole.
- 15.9.10. **Drill Test.** Judges should be thoroughly familiar with the ceremonial positions and the ceremonial drill movements in Chapters 8 and 9 of this Handbook. The difference between highly competent competitors is more likely to be in small details rather than in major movements. Even if you are an experienced Judge it would be prudent to refresh your memory before the competition. Do not carry this Handbook on the floor while judging.
 - 15.9.10.1. Make allowances, if necessary, for the condition of the floor surface, especially if it is polished.
 - 15.9.10.2. Look for correctness of movements, smartness and crispness of execution and for correct timing in each drill sequence. This is the major part of the test and should carry most weight.
 - 15.9.10.3. Check that the body is kept perfectly upright at all times and that the pole is carried vertically when appropriate.
 - 15.9.10.4. Check that the eyes look to the front and do not follow the movements of the Standard.
 - 15.9.10.5. Check that the arms are kept close to the side – no light between – no twitching of fingers or unclenching of left hand.
 - 15.9.10.6. Check that the pole is carried in line with the right side when marching at the slope.
 - 15.9.10.7. Take into account the smartness of foot drill movements, ie quick march, slow march and turning at the halt. Allow for the fact that the competitors may be ex-

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Royal Navy, Army or Royal Air Force and may have come from Regiments with different traditions (eg Light Infantry).

15.9.10.8. All movements must be carried out in a smart and dignified manner.

15.10. Recommended procedures to be followed by the Marshals for the competition.

15.10.1. The Inspection.

15.10.1.1. Having ensured the Standard Bearers are formed up in the correct numerical order in single file, the Conducting Marshal will bring them to the “slope” and march them into the hall, wheel them down the centre of the hall, halt them and then advance them.

15.10.1.2. This done he will give the word of command “ORDER STANDARDS”. He will then, if necessary, move the Standard Bearers into a position where they are 3 paces apart.

15.10.1.3. He will then give the order “STAND AT EASE” and then hand over to the Parade Marshal.

15.10.1.4. The Parade Marshal will invite the Judges to start the inspection.

15.10.1.5. At the conclusion of the Inspection, the Parade Marshal will give the order “STANDARD BEARERS SHUN”, “SLOPE STANDARDS”, “RIGHT (LEFT) TURN”, “QUICK MARCH” and the Standard Bearers leave via the Entrance they came in from.

15.10.2. Drill Phase (Entry) – Option One.

15.10.2.1. The Conducting Marshal and the competitor (with Standard at the Slope) will stand side by side inside the door nearest to the spot where the competitor will begin the drill.

15.10.2.2. The Conducting Marshal gives the word of command “STANDARD BEARER QUICK MARCH”. They both march forward towards the spot, on approaching the spot the Conducting Marshal gives the “UP” and they halt and then turn inwards with the competitor facing up the hall.

15.10.2.3. The Conducting Marshal then tells the Standard Bearer in a quiet voice to come to the Order, and then to the Carry in their own time. He will then tell the Standard Bearer to dress their Standard and to make themselves comfortable and generally put them at their ease. This done, he will ask the competitor if they are ready, on receiving the affirmative answer he will then say “YOU ARE NOW UNDER THE SCRUTINY OF THE JUDGES”. The Conducting Marshal will then turn and march away from the competitor and out of the door.

15.10.2.4. Once the Conducting Marshal has left the floor the Parade Marshal will give the first order from the sequence of commands.

15.10.3. Drill Phase (Entry) – Option Two.

15.10.3.1. The competitor stands inside the door with the Standard at the Slope.

15.10.3.2. The Conducting Marshal stands in front of the spot where the competitor will start the drill.

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15.10.3.3. The Conducting Marshal gives the word of command “STANDARD BEARER QUICK MARCH”.

15.10.3.4. The competitor steps off and halts in front of the Conducting Marshal and turns to face him.

15.10.3.5. The Conducting Marshal carried out the same procedure as given in paragraph 16.8.2.3. above.

15.10.3.6. Once the Conducting Marshal has left the floor the Parade Marshal will give the first order from the sequence of commands.

15.10.4. **March in for Results.**

15.10.4.1. Having checked that the Standard Bearers are formed up in single file in the correct numerical order, this time without their Standards, he will march them into the hall, wheel them down the centre of the hall, halt them and then advance them.

15.10.4.2. The Parade Marshal will give the order “STANDARD BEARERS STAND AT EASE”.

15.10.4.3. As their name and position is announced the standard bearer mentioned will come to attention and take one pace forward. After a short pause (and before the next position is announced) he will take one pace back into the line and stand at ease.

15.10.4.4. At the conclusion of the result giving and any “Thanks”, the Parade Marshal will order “STANDARD BEARERS SHUN”, “STANDARD BEARERS FALL OUT”.

Annexes:

- A. Example of Standard Bearer Competition Certificate. (Signatories for County Competitions are to be the County Parade Marshal and County Chairman – Signatory for Regional competition is to be the Membership Council member only)
- B. Record of Competitor's Score.
- C. Sequence of Words of Command.
- D. Running Order Form.
- E. Adjudicators Summary Sheet.
- F. Final

The Royal British Legion.

Incorporated by  Royal Charter.

This Certificate is presented to

of **Xx** Branch
for gaining **Xth** place in the



Xx County Standard Bearers
Competition 201x

Chairman



Parade Marshal



Date

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	ANNEX B to Chapter 15 THE ROYAL BRITISH LEGION RECORD OF COMPETITOR'S SCORE			
COUNTY/DISTRICT/REGION:		COMPETITORS NUMBER:		
DRILL MOVEMENT NUMBER	SEQUENCE OR JUDGING	DETAIL	MAX PTS.	MARKS AWARDED
A B C	TURNOUT	NEATNESS OF DRESS & GENERAL BEARING MAINTENANCE OF SLING AND GAUNTLETS MAINTENANCE OF STANDARD	10 10 10	
D a.	DRILL	THE ORDER 4 correct movements and correct position - pole at toe, arms, left thumb, feet, etc.	10	
b.		THE CARRY 3 correct movements, and correct position - pole right forearm, left arm, feet	10	
c.		THE DIP, ROYAL SALUTE 3 correct movements; timing of dip (20 seconds plus or minus 2 seconds) pole in line with right foot, good presentation.	10	
d.		THE CARRY & QUICK MARCH 2 correct movements; good marching, pace 116 per min, pole vertical; good halt and about turn; good final position	10	
e.		THE DIP, ACT OF HOMAGE 4 correct movements; timing of dip (20 seconds plus or minus 2 seconds); good presentation of standard, head. (3)	10	
f.		THE CARRY & SLOW MARCH 3 correct movements; good slow march, pace 65 to min, pole vertical; good halt and about turn, good final position.	10	
g.		THE DIP FOR WET/MUDDY WEATHER AND RECOVERY 3 correct movements; time of dip (10 seconds plus or minus 2 seconds); pole horizontal. Correct return to carry.	10	
h.		SLOPE FROM THE CARRY 5 correct movements; angle of pole (45°), right forearm, left arm close, fringe parallel (2)	10	
i.		ORDER FROM THE SLOPE 3 correct movements, good final position	10	
j.		THE SLOPE - STATIONARY 3 correct movements, good final position	10	
k.		THE SLOPE - QUICK MARCH Good marching, pole angle maintained, good halt and about turn.	10	
l.		THE CARRY FROM THE SLOPE 5 correct movements, pole angle maintained on setting off, 5 movements each on successive beats of the left foot, pole vertical, good halt and about turn, good final position (1)	10	
TOTAL			150	
Signature of Judge:				



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	<p style="text-align: center;">ANNEX C to Chapter 15</p> <p style="text-align: center;">SEQUENCE OF WORDS OF COMMAND</p>		
1.	Standard Bearer	“Order Standard”	
2.	Standard Bearer	“Carry Standard”	
3.	Standard Bearer	As for the Royal Salute “Dip Standard”	
4.	Standard Bearer	“Carry Standard”	
5.	Standard Bearer	“Quick March”	
6.	Standard Bearer	“Halt”	
7.		“About Turn”	
8.	Standard Bearer	As for the Act of Homage “Dip Standard”	
9.	Standard Bearer	“Carry Standard”	
10.	Standard Bearer	“Slow March”	
11.	Standard Bearer	“Halt”	
12.		“About Turn”	
13.	Standard Bearer, As for Wet or Muddy Conditions	“Dip Standard”	
14.	Standard Bearer	“Carry Standard”	
15.	Standard Bearer	“Slope Standard”	
16.	Standard Bearer	“Order Standard”	
17.	Standard Bearer	“Slope Standard”	
18.	Standard Bearer	“Quick March”	
19.	Standard Bearer	“Halt”	
20.		“About Turn”	
21.	Drill on the March, Standard Bearer	“Quick March, Carry Standard”	
22.	Standard Bearer	“Halt”	
23.		“About Turn”	
24.	Standard Bearer	“Fall Out”	

	ANNEX D to Chapter 15 THE ROYAL BRITISH LEGION STANDARD BEARERS COMPETITION	
COUNTY/DISTRICT/REGION:		
RUNNING ORDER		
No.	NAME	COUNTY/DISTRICT / BRANCH
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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ANNEX E to Chapter 15				ADJUDICATORS SUMMARY SHEET												COUNTY/DISTRICT/REGION:		
	Competitor Number	Dress Inspection	Order from Carry	Carry from Order	Dip Royal Salute	Carry Quick March	Dip Act of Homage	Carry Slow March	Dip Wet Weather	Slope from Carry	Order from Slope	Slope from Order	Slope Quick March	Carry from Slope Quick March	TOTAL	Two Judges Combined Total	AVERAGE	POSITION
MAX SCORE		30	10	10	10	10	10	10	10	10	10	10	10	10	150			
Judge 1																		
Judge 2																		
Judge 1																		
Judge 2																		
Judge 1																		
Judge 2																		
Judge 1																		
Judge 2																		
Judge 1																		
Judge 2																		
Judge 1																		
Judge 2																		
Judge 1																		
Judge 2																		

	ANNEX F to Chapter 15 THE ROYAL BRITISH LEGION STANDARD BEARERS COMPETITION		
COUNTY/DISTRICT/REGION:			
FINAL POSITIONS			
Position	NAME	COUNTY/DISTRICT / BRANCH	TOTAL MARKS
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			

CHAPTER 16 – PREPARATION OF CHECK LISTS FOR MAJOR LEGION EVENTS

- 16.1.** For organising every Legion event which includes ceremonial, a great deal of careful planning has to be done by someone whether an individual or a committee. Such events include Remembrance Services, Dedications, Rallies, Festivals, Conferences, Parades, Funerals etc. where an element of ceremonial inevitably becomes an important part of the programme.
- 16.2.** It is also essential that those who are responsible for such planning should not have to begin from scratch each year, but should have a file or check list to refer to, where experience gained is recorded and borne in mind when planning the next year.

16.3. TAC Lists.

- 16.3.1. What is known as the “TAC List” technique is recommended for such planning of an annual or frequently repeated event, ie “Tabulated Action Check List”.
- 16.3.2. The TAC list can be used as a management tool for:
- Analysing and Solving Problems
 - Analysing any task
 - Planning projects and events
- 16.3.3. The value in using the TAC list technique is that it:
- Serves as reminder of jobs to be done
 - Highlights specific details
 - Establishes the time span
 - Provides a planning framework
 - Enables the allocation of duties
 - Basis of a flow chart
 - Serves as a planning record
 - Easier to follow than a traditional report

An example of a blank TAC lists is given at Annex A.

16.4. Procedure in planning any Legion event.

- 16.4.1. Write down all the items that have to be attended to or organised as they occur to you – in any sequence. Add to the list as necessary, so that ideally nothing is forgotten however trivial.
- 16.4.2. Re-arrange the items, tabulating them in a proper sequence so that the urgent ones are dealt with first. Note that some will inevitably overlap time wise.
- 16.4.3. Allocate each a time-band, ie a start date and a date by which that item must be completed in the planning programme.
- 16.4.4. Allocate to each item the name of the person or group who has the responsibility to see it completed, and in the remarks column the relevant contacts, which have to be made (eg local council, police, band, VIP guest, etc)

CEREMONIAL HANDBOOK – SECTION A

- 16.4.5. You now have a TAC list for that Legion event – a planning action programme with all the necessary items in sequence.
- 16.4.6. You can now use this TAC list to prepare a flow chart (Gantt Chart, see Annex B) or diagram on which you plot each item as a bar with a “start” and “end” date against the calendar.
- 16.4.7. If everything has gone well and as it was planned you should now have a kind of blueprint for planning the same Legion event next year. However, you are more likely to have to modify it and adjust timings/dates etc in the light of experience. You may also have to add items you did not think of in the original planning.
- 16.4.8. Keep the TAC list and flow chart in a file for reference in planning the same event (conference, church service, dedication, funeral, festival etc.) in future years thus avoiding waste of time and effort.
- 16.4.9. It is important to debrief following the event and to note any learning points/observations on the chart for future planning.

16.5. Flow Chart . An example of a Flow Chart is at Annex B. The main advantage of using a flow chart for planning purposes is that it enables the planner to illustrate what jobs can be undertaken concurrently and also helps to highlight the “show-stoppers”; those tasks that must be completed before any further work can be undertaken.

- 16.5.1. It is important to bear in mind that the task durations should represent the elapsed time. This is the total amount of time required to complete a task, taking into account delays and the effort being devoted to other tasks. For example, it may only take a few hours to plan a Remembrance Day programme and parade, however, it may take two weeks to obtain the agreement of your project team or committee and local agencies (Church, Police etc.). Therefore, two weeks is the total elapsed time to complete the task.
- 16.5.2. It is also important to bear in mind that a Gantt Chart does NOT show the linkages or dependencies between tasks.

16.6. The use of the TAC list and flow chart is very flexible. By using the TAC list technique, complex events can be broken down into easily managed planning stages.

16.7. Often the first TAC list being constructed identifies the stages of an event, which can in turn be developed into detailed TAC lists dealing with each particular stage. This will permit multi-functional, concurrent planning activity, to be undertaken by individuals responsible for each stage of the event, enabling the event co-ordinator to oversee the planning of the whole event by using the initial TAC list.

Annexes:

- A. Blank TAC List.
- B. Flow Gantt Chart

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ANNEX A TO CHAPTER 16

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..... Project: _____

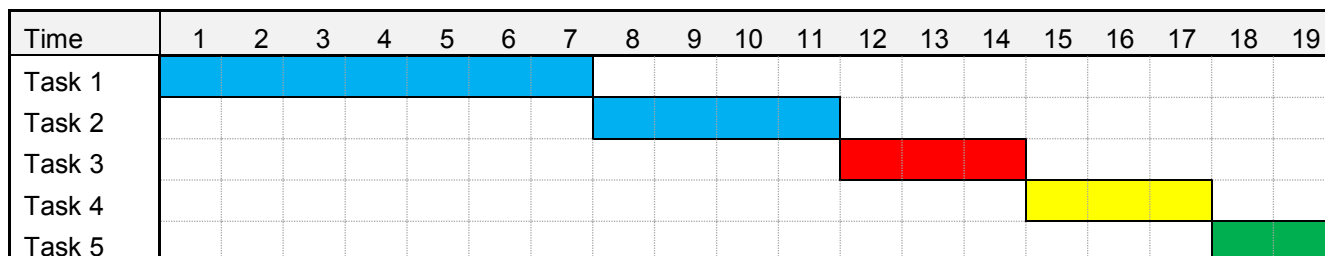
[illegible]

ANNEX B TO CHAPTER 16

CEREMONIAL HANDBOOK

FLOW (GANTT) CHART

A Gantt Chart is a bar chart picture of the collection or network of tasks to be completed. In a Gantt Chart, the task durations are represented by the length of the bars as shown in the example below:



The Chart is useful as a :

- Communication Tool,
- Way of Summarising Tasks,
- Way of Displaying Start and End Dates,
- Method of Showing the Relative Timing and Phasing of Different Tasks.

It is important to bear in mind that the task durations should represent the elapsed time. This is the total amount of time required to complete a task, taking into account delays and the effort being devoted to other tasks. For example, it may take only a few hours to plan a Remembrance Day programme and parade. However, it may take two weeks to obtain the agreement of your Project Team or Committee and local agencies (Church, Police etc.). Therefore, two weeks is the total elapsed time to complete the task.

It is also important to bear in mind that a Gantt Chart does not show the linkages or dependencies between tasks

CHAPTER 17 – EQUAL OPPORTUNITIES POLICY

- 17.1.** The Legion is committed to ensuring that the principle of equal opportunity is applied in all areas of its operation, as everyone has the right to be treated with dignity and respect in the workplace, regardless of race, colour, gender, sexual orientation, gender reassignment, marital status, socio-economic status, age, nationality, ethnic origin, disability, citizenship, political persuasion, religion, belief or other relevant factor.
- 17.2.** Any queries on RBL Equal Opportunities Policy should be addressed to the County/District Office.

CHAPTER 18 – DATA PROTECTION

The Royal British Legion is fully committed to compliance with the Data Protection Act 1998. TRBL SOP 95 sets out TRBL's policy on data protection. A person has the right to access information we hold about them (apart from information which we may be obliged to withhold because of concerns of other people).

- 18.1.** There is a processing fee of £10 for all requests (as permitted by the Data Protection Act), and we will require proof of identity. We aim to reply as promptly as we can and, in any case, within the statutory timeframe of 40 calendar days.
- 18.2.** TRBL has a dedicated Data Protection Officer based at Haig House, The Royal British Legion, London, who should be contacted with any queries relating to Data Protection that cannot be answered by SOP 95. Contact can be made by email to dataprotection@britishlegion.org.uk or and requests can be made in writing to:

The Data Protection Officer
The Royal British Legion
199 Borough High Street
London
SE1 1AA

SECTION B

CHAPTER 1 - DRESS FOR LEGION OCCASIONS

The following guidance is given to Legion Members that are attending Legion organised events such as local Remembrance parades or Legion organised social events. Whilst these rulings do not apply to the general public, those attending the events may wish to abide by the guidance provided. In particular, information is provided on how to wear medals and what medals are considered acceptable for Ceremonial events.

Formal Parades

These include Remembrance Services, (Church, Drumhead, War Memorial etc.), Parades, Dedication of Standards, Funerals, etc.

Since they are “formal” occasions it is most desirable that the turnout of members is appropriate, and there would be a general consensus that ideally each Legion member present should wear a dark suit/blazer [or for Women’s Section a suit or dress, overcoat (if necessary) hat (preferably)], black shoes, etc. A person in a brightly coloured outfit on such a formal occasion seems somewhat out of place.

Removal of Hats

The Patron has decided that, in view of the inclement weather frequently experienced on the occasion of Legion parades, many of which take place in the winter, hats will be removed only for the National Anthem, the Last Post and the Silence.

Formal Social Events

These obviously include Legion dinners, dances, etc, and where practicable, and without being over rigid about dress, it helps our image, if we come to such events appropriately dressed - as indeed we would do if attending a formal social function elsewhere. Advice should be requested from the host establishment as to suitable attire.

Informal Social Events

These events, of course, provide fewest problems as they include sports, competitions, etc. where greater freedom is the norm..

BADGES

Veterans Badge.

The HM Armed Forces Veterans’ Lapel Badge was launched in May 2004 by the then Minister for Veterans, to raise the profile of veterans by assisting the wider public to recognise them.

This badge may be worn by all those who have served in HM Armed Forces, including Volunteer and Regular Reserves. To apply for a Veteran Badge, please use the link [here](#) to be directed to the relevant contacts.



It may be worn by Standard Bearers and Parade Marshals on all occasions except Standard Bearers’ Competitions.

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Legion Membership badge

This badge should be worn on the left lapel by the position of the button hole. It may be worn upright or in line with the lapel.

Members who have been awarded the Gold Badge, National Life Membership or National Certificate of Appreciation may wear the appropriate badge instead of the standard membership badge. Only one Membership badge should be worn at any time.

The Membership badge can be purchased online at the [Poppy Shop](#) or by calling 0300 123 9110.



Affiliated Unit Badges

This is a cloth badge which may be worn by uniformed youth organisations when on parade. The badge is sewn on their own uniform when they are affiliated to an RBL Branch. The position of the badge is determined by the individual youth organisation. If there is a youth organisation taking part in a parade and they would like to wear the badge, please contact Phillip Badger at pbadger@britishlegion.org.uk.



Standard Bearer (Flag) Badges (RBL & RBLWS).

These badges may be worn by both past and present Standard Bearers when not in uniform.



MEDALS

The Legion's Policy

The Legion's internal policy for wearing medals only allow for official awards to be worn. The term 'official' describes any medal authorised by the Queen, or her predecessors. Only these medals are allowed to be worn on a service uniform. A list of Official medals can be found on the MOD Medal Office website [here](#).

The Legion does not campaign on petitions to forge new medals.

Legion Standard Bearers are not permitted to wear medals of relatives on their right side when carrying the standard as they will obstruct certain movements. They are however are permitted to wear medals in any competition but must be aware that they will be judged on these medals.

How to wear your Medals

The following notes are based on the "Guide to the Wearing of Orders, Decorations, Miniatures and Medals" published by the Central Chancery of the Orders of Knighthood:

Medals are worn parallel to the ground just above the level of the top pocket of a jacket (or on a pocket insert). The RBL membership badge is worn on the lapel one inch above the medal bar. The medals may be mounted "Court" fashion (sewn to the ribbon which extends behind the medal to roughly halfway down) or "swinging" (where they hang loose from the medal bar). In either case, the bottom edge of each medal should be level, the ribbons should not exceed about one and half inches from the top (medal bar) to the bottom (medal suspender) In some cases the length of the ribbons will vary to ensure

CEREMONIAL HANDBOOK – SECTION B

the bottom edge of the medals are level. Medals are worn side by side unless there are more than five in which case they are overlapped with the first one (to the centre of the body) fully visible and subsequent ribbons being only partly visible. The medals themselves are overlapped in the same way with the obverse (often the Sovereign's head) to the front.

On Legion occasions, such as parades and social events, when medals are worn with lounge suits, full size insignia mounted on a medal bar or pocket insert are worn on the left side. One neck decoration, suspended on a miniature width ribbon, of an Order, may be worn under the collar.

With overcoats, only those full size Orders, Decorations and Medals normally mounted on a medal bar or pocket inserts may be worn, on the left side.

Full size orders, decorations and medals normally mounted on a medal bar or pocket insert should be worn with morning dress, when required.

When invitations specify decorations with dinner jacket, it is correct to wear miniatures, and only one star (or the badge of a Knight Bachelor) and one neck decoration.

With evening dress, one sash and sash badge, one neck decoration, up to four breast stars plus miniature medals on medal bar or pocket insert may be worn.

The medals awarded to a deceased service/ex-service person may be worn on the right breast by a near relative (see Glossary of Terms on page iii). Not more than one group should be worn by any individual.

Note: The same rules apply for ladies where the "neck decoration" from bows and tails is restricted in the same way as men's neck decorations, but they are worn below the medal bar. Ladies who have been awarded medals suspended from bows and tails, but which normally fit on the medal bar, wear them in the normal men's method with straight ribbons if they have more than one. e.g. a lady with a CBE only, or a CBE and Golden Jubilee Medal will always wear her CBE on bow and tails on her left side and above that her Jubilee Medal from a bow. If this lady is also an Officer of the Order of St. John she wears her CBE as before and her OSt.J and Jubilee Medal from straight ribbons, as for men, on the medal bar. In miniature all three will be from straight ribbons on the medal bar. If she is promoted to CSt.J that remains on the miniature bar but in day dress she may only wear one "neck decoration" so would normally revert to her CBE and her Jubilee Medal, from either a straight ribbon or bow and tails, in full size above it.

CHAPTER 2 - PARADES, PRECEDENCE AND PROTOCOL

The Legion plays an active role in Remembrance Parades and can help local authorities organise events at a local community level. Below is a series of guidance notes provided to Legion Branches in helping them prepare for Remembrance parades. It is recommended that if you have any queries regarding a local parade that you consult the appropriate local authority as they have the executive responsibility for the parade.

RESPONSIBILITY FOR PARADES

Legion branches and volunteers play an active part in Remembrance parades every year and are happy to take on the responsibility of organising such events but they do not 'own' the parades. Parades are often the responsibility of civic authorities and, whilst most local authorities show a great deal of support for Remembrance, occasionally they ask for the active involvement of Legion branches. The Legion remains clear that while their branches are very willing organisers for parades, they should not be left to cover the costs of these important community events.

RECOMMENDED ORDERS OF PRECEDENCE

Subject to prior consultation and agreement, and assuming that all those listed are participating, the following sequence is recommended for assembly at the local war memorial for a remembrance service and wreath laying. It is also assumed that the Lord Lieutenant or his representative is not present (otherwise he would take precedence as the Sovereign's representative).

Normally an acceptable compromise can be reached provided there is adequate consultation beforehand. It is most important to avoid embarrassment.

For the assembly	Notes
Band	Normally the order of parade is that, if a band is available, it would lead, followed by the Standards
Clergy and choir.	
Civic VIPs	*see Note 1 below
Union Flag	If on parade, the senior Legion Standard must give precedence to the Union Flag
Royal British Legion and Women's Section Standards	The precedence of Legion Standards follows the seniority of Legion formations, ie National, County/District, Group (where relevant), Branch (normally led by the local branch, followed by other branch Standards). Members of the Board of Trustees will march behind the Union Flag and the National Standard. Members of the County/District Committee will march behind the County/District Standard. A VIP may be invited to march alongside the parade commander. The branch President would follow with the other officers of the branch, and then the branch members. Dressing of ranks during the march past is all important to give a good impression. It is not necessary that the Women's Section Standards automatically follow The Royal British Legion. They may be integrated in or beside The Royal British Legion
Standards of other ex-service association	RNA, Army, RAFA
Regular forces	Regular forces also have an additional order of precedence, which can be found on the public encyclopaedia Wikipedia .
Territorial and reserve forces	Royal Navy, Army, Royal Air Force

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Ex-service contingents	preferably in one group, but may be in columns by service and corps, normally with the Legion leading though there may be variations
Uniformed public services	Police, Fire Brigade, Ambulance services. St John, Red Cross etc
Youth organisations	Uniformed organisations should take precedence over non-uniformed organisations
The General public	who should be invited to participate in the public remembrance event

Wreath Laying	Notes
Civic VIPs	*see Note 1 below for more detail
Representatives of Regular forces	Regular forces also have an additional order of precedence, which can be found on the public encyclopaedia Wikipedia .
Representatives of Territorial and reserve forces.	
Representatives of Ex-service associations	Including RBL & RBLWS.
Representatives of Uniformed public services	Police, Fire brigade, Ambulance services
Representatives of Uniformed voluntary services	St John, Red Cross etc
Representatives of Cadet forces	
Representatives of Youth organisations.	
The General public	

Precedence at Local Authority Parades

If it is a parade organised by the civil authorities, for example for dedicating or re-dedicating their war memorial, or a special remembrance ceremony, then it is not a Legion parade. The cenotaph parade and service on Remembrance Sunday, for example, are organised by a Government Department, and not the Legion. Thus Standards are not carried, unless they are specifically invited by the civil authority to parade and the sequence of contingents is a matter for the organising body.

Precedence at Legion Organised Parades

Legion Standards and Women's Section Standards should take precedence, and be followed in order by Royal Naval Associations, Army Regimental or Corps Associations and Royal Air Force Association Standards. The same sequence applies to adult marching contingents. When service and other youth contingents are on parade it is recommended that service cadets lead those contingents in the traditional sequence, followed by other uniformed organisations (Boys Brigade, Scouts, Guides, St John, Red Cross etc) and finally any non-uniformed youth organisations. Colours and Standards of youth organisations should be grouped at the head of the youth contingents on parade.

The Union Flag should dip with all Legion Standards for the Royal Salute and for the Act of Homage.

PRECEDENCE INCLUDING ROYAL PERSONAGE/LORD LIEUTENANTS

The only person whose precedence is absolute above all the recommendation above is Her Majesty The Queen.

If the Lord Lieutenant is formally invited as the Sovereign's Representative to an event within his County/District, he has precedence. If the Lord Lieutenant attends in uniform he must be honoured as the representative of the Sovereign: and even if he is in civilian clothes it is prudent to recognise the dignity of his appointment.

Lord Mayors, Mayors and Council Chairmen, however, within the precincts of their City Halls and County Head Office have precedence.

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Since there are normally several Remembrance Services in each county, often occurring simultaneously, there is an obvious problem for all local dignitaries, and especially the Lord Lieutenant. He should be formally invited only to major events and services in his own county. He may also wish to attend services in each of the larger towns in turn. Such an annual rota would need to be co-ordinated, probably by the Legion Membership Support Officer in the light of the wishes of the Lord Lieutenant, and possibly in consultation with Group Secretaries.

Lord Lieutenants at social events

When a Lord Lieutenant is invited in his own right to a social rather than a formal ceremonial event, he is unlikely to be in uniform. Nevertheless, because of his office his presence should be specially recognised by receiving him properly, escorting him, and noting his presence by special welcome – for example at the beginning of a speech.

On social occasions, such as dinners, when anyone is making a speech or proposing a toast and the Lord Lieutenant is present the speaker must take care that the 'salutation' or 'preamble' to his speech has the correct protocol sequence eg "Mr Chairman (who comes first) then 'Lord Lieutenant, Lord Mayor (or Mayor, or District Council Chairman)", and the other distinguished guests in the official sequence given in paragraph 15.3.5. above if they are individually listed.

On those rare occasions, such as dinners, when several Lord Lieutenants attend the same event (eg a funeral of a very VIP) the Lord Lieutenant of the county within which the event takes place has precedence, followed by the others in date order sequence of their appointment.

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NOTE 1: A SIMPLIFIED ORDER OF PRECEDENCE FOR CIVIL VIPS ON LEGION OCCASIONS.

The precedence of all other Civic VIPs may vary in your local area depending on local traditions, the relationship between host and guests, and the requirements of courtesy and hospitality.

Bearing in mind the points made above, and assuming that a member of the Royal Family is not present, the following simplified Table of Precedence would normally apply for those who might attend a Legion event: however there may be local variations for example in such places as Wales, Northern Ireland, Isle of Man, etc. If you are unsure of your local arrangements it is recommended that you make contact with some of the other organisations that can be consulted.

Civic VIP	Notes
Lord Lieutenant	a Vice-Lieutenant or DL he may appoint in his place
Archbishop	Canterbury or York – special occasions
The Prime Minister or a Secretary of State	
Bishop or Moderator	Attending as a guest and not conducting a service.
Lord Mayor and other Mayors and Chairmen of Councils	
Recorder of the Borough	
High Sheriff	
Lord Chief Justice	(frequently attends in Northern Ireland).
Privy Councillors	
Senior Officers of the Military Forces	
Judges	
Head of the Civil Service/ Senior Civil Servants	
Chief Constable	
Supporting representatives including other military officers, other Royal British Legion officers and other dignitaries (including MPs)	

The wives of VIPs are accorded the same precedence as their husbands when both attend a function, and even if they are unaccompanied it may be desirable to accord them their husband's precedence. If the VIP is female her spouse should be similarly recognised.

It is most important that those VIPs listed above should be formally met and escorted to their places, or where appropriate, conducted to a room where they are temporarily entertained and briefed as necessary pending the assembly of all the guests for a more formal announcement and entry.

NOTE 2: ADDITIONAL SOURCES OF ADVICE.

Should specific problems arise, the event organisers should seek the advice of the following, as appropriate:

- The Royal British Legion Ceremonial Enquiries staff in the first instance.
- The staff of the corporation, borough or council where the event is to be held, and where normally there is an officer conversant with protocol.
- When the Lord Lieutenant is invited - his clerk to the Lieutenancy.
- When Royalty is present. National Head Office must be informed especially.

Guidance on protocol can also be found in:

- Protocol and Ceremonial Guidance Notes issued by County/District Hall or a County/District Directory (if issued).
- Various specialist manuals on 'Etiquette' (e.g. [Debretts](#)).

NOTE 3: CHECKLIST FOR ORGANISING PARADES AND/OR SERVICES OF DEDICATION

The following notes are given as a general guide to the various tasks which need to be considered when a Parade or Service is organised. The list can apply equally to a Branch or County/District and would be a starting point for any Branch or Local Authority involved in Remembrance Parades.

BEFORE THE EVENT:

- Who is responsible for organising the event? Local Council or RBL.
- Police involvement/agreement to the plans.
- Initial planning needs to be done well in advance to allow time to inform/invite all involved personnel in writing.
- Decide what type of event it will be - Parade only, Parade and Service, type of service etc.
- Decide on a suitable date (remember to check that it will not clash with another event within the County).
- Check that the venue will be available on the date required.
- Discuss order of service, hymns etc. with the minister.
- Consider arrangements for the printing of the service sheets.
- Consider suitable place(s) for forming up/dismissing the parade.
- Decide on the route for the parade and the site for the Saluting base.
- Will the Parade pass War Memorials or any other important structures or persons where a compliment on the march is to be paid.
- Are there any obstructions/overhead obstacles etc. to be negotiated - if so note location.
- Agree who you want to be the Inspecting Officer, and what other VIP guests you wish to invite.
- Agree other invitations to be sent out i.e. other RBL and RBLWS Branches, ex-service associations, cadet units, etc.
- Book the band, ask them for a pace of approx. 114-116 paces to the minute. Make sure the band is fully aware of what is going on so that they know what music is required. Are they required to play in the Church for hymns, Last Post, National Anthem etc. Make sure they are aware of the route of the Parade and whether or not they are wheeling off at the saluting base or not.
- Will sound equipment be required - if so, who will assemble and monitor this.
- Arrange for first aid cover (i.e. St. John Ambulance, Red Cross etc.)
- Arrange a date for the rehearsal and ensure all appropriate personnel are informed/available.
- Collection – Agree with the Church whether it will go to the Poppy Appeal, the Church or be shared.
- Arrange for the Risk Assessment Form to be completed and by whom.
- Publicity

VENUE:

- Assembly point:
- Ensure there will be sufficient space for the size of the parade assembling.
- Ensure there is a safe place for persons alighting from coaches.
- Parking facilities - ensure there will be sufficient:
- Obtain permission, in writing, in advance if you want to use business or commercial parking areas.
- If there are gates - ensure they are not locked/blocked on the day of the event
- Access time.
- Ease of access for the disabled.
- Facilities (i.e. toilets).

CONTACTS:

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- Check list of Names, addresses and telephone numbers and update as necessary.

PARADE:

- Parade orders - send to all organisations taking part.
- Band.
- Parade Marshal to arrange assistant marshals as required – and ensure to fully brief them.
- Special procedures may be required if a Colour Party is on Parade.
- Check timings for the Parade.
- Walk the route and check for obstacles etc. (things can change from first recce) this second check should be done as near as possible to the event i.e. the previous day.
- All movements, static or on the march, should be carried out at the carry or the slope. Remember to allow room for the swing of the pole.

THE CHURCH:

- Check for obstructions in the Church.
- Check for any Church customs to be observed.
- Order of Service - service sheets/programmes required – who will be producing?
- Assistant Marshal at Church to liaise with ushers regarding seating and the smooth running of that side of the event.
- Prepare seating plan for the Church:
- Keep the front two pews free on either side for VIP's and County Officers.
- Keep appropriate seating free for Standard Bearers.
- National Anthem / Last Post / hymns etc. – who will be playing these – have they been briefed?

IF FOR LAYING UP/DEDICATION OF NEW STANDARD:

- Check with the Minister that the Church will accept the Standard for laying up.
- Has the new Standard been obtained.
- Has the new Standard been checked on receipt to ensure it is correct and complete.
- Ensure all the relevant people will be at the rehearsal – ie Clergy, Branch President, Branch Chairman and Standard Bearer and Parade Marshal(s).
- If sufficient space - will the old Standard be trooped off parade? If so remember to request suitable music from the band. (Auld Lang Syne is often used).
- If sufficient space - will the new Standard be trooped?

REFRESHMENTS/RECEPTION AFTER SERVICE:

- Venue arranged.
- Catering - what and who.
- Sufficient crockery, cutlery, tables, chairs etc.

NOTE 4: HEALTH AND SAFETY CONSIDERATIONS

The Royal British Legion has a duty under the law to ensure, so far as reasonably practicable, the safety of Legion members and members of the general public, who are involved in, or who attend, events planned and organised by the Legion. To this end, organisers of Legion public and closed events are responsible for carrying out a risk assessment prior to the event and maintaining a written record.

Those planning an event are to read, and where applicable apply, the measures contained in the following documents:

- The RBL SOP 59 – Risk Assessment – External Events.
- The RBL SOP 63 – Street Parades and Services.
- Health & Safety Executive Publication – 5 Steps to Risk Assessment.

They should ensure that they have copies of the up-to-date editions of the above documents which can be obtained from the County/District Office.

For ease of reference the “Legion Event Risk Assessment Record” from RBL SOP 59 is attached at Annex A to this Chapter, however, a check should be made to ensure there has been no changes to the form in the current SOP.

Annex:

- A. Legion Event Risk Assessment Record.

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Annex to Note 4: Risk Assessment Record

PART 1

EVENT TITLE (National, County/District, Branch)	 First time event <input type="checkbox"/> Repeat event <input type="checkbox"/>		
Location of Event Date of Event			
Details of Legion Member who completed this Risk Assessment		Name: Legion Appointment: Telephone: Special qualifications (if any):	
Details of Participants and Types of Visitors (Invitation or Open Access) (Members, guests, visitors, general public)			
General Description of Event (Outline only. Attach programme if necessary)			
PUBLIC EVENT	Police Consulted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Station: Officer: Date:
	Local Authority Consulted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Office: Local Officer: Date:
CLOSED EVENT	Name of Venue: Contact Name: Telephone: Venue Instructions Provided: Health & Safety Instruction Provided: Police Consulted: Event Telephone Number: Yes <input type="checkbox"/> No <input type="checkbox"/> (Attach copy) Yes <input type="checkbox"/> No <input type="checkbox"/> (Attach copy) Yes <input type="checkbox"/> No <input type="checkbox"/>
			
First Aid Requirements	Name of First Aider: Telephone: Nearest Hospital: Telephone:		

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Level of Staffing	Total Number(Estimate): Legion Staff: Volunteers:	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>	
Staff Roles/Tasks (Attach list if necessary)	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>		
Maximum Numbers Expected	Will Excess be Refused Entry?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Wet Weather Programme (Attach copy of programme)	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>		

PART 2

HAZARD	DESCRIPTION OF HAZARD	WHO AT RISK	HIGH	MED	LOW
Step 1		Step 2	Step 3		

CEREMONIAL HANDBOOK – SECTION B

HAZARD	DESCRIPTION OF HAZARD	WHO AT RISK	HIGH	MED	LOW
Step 1		Step 2	Step 3		

ACTION LIST (Step 3)	
HIGH Risk Hazard	Action Taken (Step 4)

CEREMONIAL HANDBOOK – SECTION B

MEDIUM Risk Hazard	Action Taken (Step 4)
LOW Risk Hazard	Action Taken (Step 4)

RISK ASSESSMENT COMPLETED BY:

Signature: _____

Date: _____

Name: _____

CHAPTER 3 - DATES AND PROCEDURES FOR FLYING FLAGS

The Government's Department for Culture, Media and Sport is responsible for issuing the rules for hoisting the Union Flag on Government buildings. Individuals, local authorities and other organisations may fly the Union Flag whenever they wish, subject to compliance with any local planning requirement. Legion Branches are encouraged to use to the following guidelines when flying the Union Flag.

DAYS SPECIFIED FOR FLYING THE UNION FLAG

There are 18 fixed dates each year on which the flag should be flown. While there is no formal definition of a Government building for this purpose, it is generally accepted to mean a building owned or used by the Crown and predominately occupied or used by Civil Servants or her Majesty's Armed Forces.

Although these regulations apply to government and other public buildings, there would be no objection, in principle, to a County/District/Branch choosing to fly their Union Flag on some (or all) of the dates listed below

Fixed Dates	
09 January	Birthday of The Duchess of Cambridge
20 January	Birthday of The Countess of Wessex
06 February	Her Majesty's Accession
19 February	Birthday of the Duke of York
01 March	St David's Day (in Wales only, guidance note 1))
10 March	Birthday of The Earl of Wessex
17 March	St. Patrick's Day (in Northern Ireland only)
21 April	Birthday of Her Majesty The Queen
23 April	St George's Day (in England only, guidance note 1)
09 May	Europe Day (guidance note 4)
02 June	Coronation Day
10 June	Birthday of The Duke of Edinburgh
21 June	Birthday of the Duke of Cambridge
17 July	Birthday of The Duchess of Cornwall
15 August	Birthday of The Princess Royal
14 November	Birthday of The Prince of Wales
20 November	Her Majesty's Wedding Day
30 November	St Andrew's Day (in Scotland only, guidance note 1)
Non-Fixed Days	
March (Second Monday)	Commonwealth Day
June (First, second or third Saturday)	Official Celebration of Her Majesty's Birthday
November (Second Sunday)	Remembrance Day (guidance note 2)
To be determined	The day of the opening of a Session of the Houses of Parliament by Her Majesty
To be determined	The day of the prorogation of a Session of the Houses of Parliament by Her Majesty

GUIDANCE FOR FLYING THE UNION FLAG

The following guidance is provided by Department of Culture Media and Sports to Government buildings and may also be followed by Legion branches:

1. Where a building has two or more flagstaffs the appropriate National flag may be flown in addition to the Union flag but not in a superior position
2. Flags should be flown at full mast all day.
3. Flags should be flown on this day even if Her Majesty does not perform the ceremony in person. Flags should only be flown in the Greater London area.
4. The Union flag should fly alongside the European flag. On Government buildings that only have one flagpole the Union flag should take precedence.
5. If The Queen is to be present in a building, you should get in touch with the Department for Culture, Media and Sport, Architecture and Historic Environment Division, 2-4 Cockspur Street, London SW1Y 5DH. Telephone 020 7211 2381; facsimile 020 7211 2389

GUIDANCE FOR FLYING THE UNION FLAG AT HALF-MAST

The occasions on which the union flag is to be flown at half mast (half mast means the flag is flown two-thirds up between the top and bottom of the flagstaff) are:

- From the announcement of the death of The Sovereign, except on Proclamation Day, when they are flown at full mast from 11am to sunset.
- The funeral of members of the Royal Family, subject to special commands from Her Majesty in each case - when received Head Office will inform Counties/Districts.
- The funerals of foreign Rulers, subject to special commands from Her Majesty in each case- when received Head Office will inform Counties/Districts.
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case- when received Head Office will inform Counties/Districts.
- The Department for Culture, Media and Sport will inform you of any other occasions where Her Majesty has given a special command - when received Head Office will inform Counties/Districts.

CHAPTER 4 - FUNERALS

If the relatives wish, arrangements should be made wherever possible for branches to be officially represented at the funeral of any of its members. It is important to ensure that the clergy and funeral directors are also informed if this is taking place.

The Union Flag is not paraded at a funeral service; however, many branches keep a large Union Flag which is used to drape the coffin. Where this is done it is normal to place a wreath of poppies on top of the flag.

It is also customary for the branch Standard and that of the Women's Section branch (if there is one) to form part of the procession, both into and from the church, chapel or other sacred building. The Standards should precede the coffin in the procession and, if space permits, stand abreast of it during the service. The same procedure should be followed at the place of interment, and the Standard(s) should dip as an act of homage as the coffin is lowered into the grave.

When the Standard is carried at a cremation the same procedure, if space within the building permits, should be adopted as at an interment. Alternatively, the Standard Bearer should stand six paces inside the entrance to the Crematorium, facing the coffin. The Standard(s) should dip as an act of homage as the curtains are closed removing the coffin from view.

In some parts of the Country there is also a practice to have the Last Post, Exhortation and the Reveille with the Legion Standards present. The sequence normally followed is that, after the coffin is lowered into the grave, (or at a cremation – from view) and the officiating clergy has pronounced his committal oration, there follows:

- The Last Post (Standards dip)
- The Exhortation and Response;
- If an interment, members drop their personal poppies into the grave
- The Reveille (Standards return to the Carry on the first note).

It should be remembered however, that all the above suggestions may only be implemented after full consultation with the family and the officiating clergy.

The Board of Trustees recommend that, if with the consent of the family and the officiating clergy the Legion is officially represented at the funeral, there should be no distinction between the funeral procedures outlined above for members/Life members or Women's Section members. It is appreciated, however, that because of local conditions and circumstances, the branch may wish to make appropriate amendments. The solemnity, dignity of the occasion and the family's wishes are paramount.

CHAPTER 5 – SUGGESTED ORDERS OF SERVICE

5.1. In all cases the following Orders of Service are suggestions only and full consultation with the clergy should be undertaken well in advance of the event as part of the planning process.

5.2. The following suggested Orders of Service are attached at the Annexes shown below:

Annex A – Dedication of a New Branch

Annex B – Laying Up of Old Standards

Annex C – Dedication of New Standards

Annex D – Combined Laying Up/Dedication Service

Annex E – Act of Remembrance, Commitment, Dedication.

Annex F – Remembrance Sunday or 11th November Service.

Annex G – Modern Suggestions

5.3. Only one verse of the National Anthem is normally sung. The second verse is only usually sung in the presence to the Sovereign.

ANNEX A TO CHAPTER 5
CEREMONIAL HANDBOOK

DEDICATION OF A NEW BRANCH

PROCESSIONAL HYMN

During the singing of the hymn Standards may be received at the altar.

Then shall the officiating clergy say:

Brethren, we are met together in the presence and House of God to take part in the hallowing and dedication of the Branch of the Royal British Legion and to witness thereby to the noble ideals and great purposes, inspired by Almighty God, which animate the members of the Legion – such purposes being the succour of those of our brethren who are still serving in our military forces and those who have served and who have fallen out by the way of life, the care of the widows, orphans and other dependants of those who served, the fostering of brotherly love and comradeship amongst all its members, the remembrance of the ideals for which we served, and of our fellow citizens who have laid down their lives for us: and also the preservation of true loyalty and devotion to our Queen and country at all times, and in all places.

THE FIRST LESSON:

Wisdom of Solomon (Apocrypha) 3. 1-9

¹ But the souls of the righteous are in the hand of God, and there shall no torment touch them. ² In the sight of the unwise they seemed to die: and their departure is taken for misery. ³ And their going from us to be utter destruction: but they are in peace. ⁴ For though they be punished in the sight of men, yet is their hope full of immortality. ⁵ And having been a little chastised, they shall be greatly rewarded: for God proved them, and found them worthy for himself. ⁶ As gold in the furnace hath he tried them, and received them as a burnt offering. ⁷ And in the time of their visitation they shall shine, and run to and fro like sparks among the stubble. ⁸ They shall judge the nations, and have dominion over the people, and their Lord shall reign forever. ⁹ They have put their trust in him shall understand the truth: and such as be faithful in love shall abide with him: for grace and mercy is to his saints, and he hath care for his elect.

PSALM OR HYMN

Then shall all stand for: **AN ACT OF THANKSGIVING**

Clergy - *Let us give thanks to God that, all down the ages He has called men and women to serve Him here on earth, and has given them strength to respond to His calling. Let us thank Him for the Prophets and Heroes of the Old Testament, and for the Apostles, Martyrs and Saints of the Christian Church.*

All - *Thanks be to God.*

Clergy - *Let us thank God for those who brought the Christian faith to Britain and for all who have gone forth from these islands to other parts of the world, in the name and for the sake of Christ.*

All - *Thanks be to God.*

Clergy - *Let us thank God for all His servants, known to us or unknown, who have fought the good fight and finished their course with faith; especially for those who have laid down their lives for a free and just world.*

All - *Thanks be to God.*

Clergy - *Let us thank God. He has called us in our turn to serve Him in our time and generation: and that He gives us for an encouragement the example of the past, with the promise of His help for the future.*

All - *Thanks be to God.*

CEREMONIAL HANDBOOK – SECTION B

Clergy - *Wherefore seeing we also are encompassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us, looking unto Jesus, the author and finisher of our faith.*

Then shall all kneel and join together in saying:

AN ACT OF REPENTANCE

O GOD our Father who has called us to Thy service, we confess that we have not always listened to Thy call; that we have often heard it and not obeyed. Forgive us, we beseech Thee, all our neglect of our duty, to Thee and to our neighbours; and help us to follow where Thou wilt lead us; through Jesus Christ our Lord. Amen.

The clergy shall then declare God's Promise of forgiveness:

May the almighty and merciful Lord grant unto you pardon and forgiveness of all your sins, time for amendment of life, and the grace and comfort of the Holy Spirit. Amen.

Then shall all say:

THE LORD'S PRAYER

OUR Father, which art in Heaven, Hallowed be Thy Name, Thy Kingdom come, Thy will be done in earth as it is in heaven. Give us this day our daily bread; And forgive us our trespasses, As we forgive them that trespass against us; And lead us not into temptation, But deliver us from evil, For Thine is the Kingdom, the Power, and the Glory, Forever and ever. Amen.

SECOND LESSON:

St Matthew 6: 24-34

²⁴ No man can serve two masters: for either he will hate the one, and love the other; or else he will hold to the one, and despise the other. Ye cannot serve God and mammon.

²⁵ Therefore I say unto you, Take no thought for your life, what ye shall eat, or what ye shall drink; nor yet for your body, what ye shall put on. Is not the life more than meat, and the body than raiment? ²⁶ Behold the fowls of the air: for they sow not, neither do they reap, nor gather into barns; yet your heavenly Father feedeth them. Are ye not much better than they? ²⁷ Which of you by taking thought can add one cubit unto his stature? ²⁸ And why take ye thought for raiment? Consider the lilies of the field, how they grow; they toil not, neither do they spin. ²⁹ And yet I say unto you, That even Solomon in all his glory was not arrayed like one of these. ³⁰ Wherefore, if God so clothe the grass of the field, which today is, and tomorrow is cast into the oven, shall he not much more clothe you, O ye of little faith? ³¹ Therefore take no thought, saying, What shall we eat? or, What shall we drink? or, Wherewithal shall we be clothed?

³² (For after all these things do the Gentiles seek;) for your heavenly Father knoweth that ye have need of all these things. ³³ But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you. ³⁴ Take therefore no thought for the morrow: for the morrow shall take thought for the things of itself. Sufficient unto the day is the evil thereof.

HYMN OR PSALM

THE ADDRESS

Then shall members of the branch stand

ACT OF DEDICATION

Clergy - *Let us dedicate ourselves to the service of God and our ex-Service comrades in this our own day and generation, saying together;*

Members - *O God, the Father of us all, we Thy servants desire this day to offer ourselves unto Thee for Thy service and the service of our fellows;*

CEREMONIAL HANDBOOK – SECTION B

*Thou knowest, O Lord, our unworthiness for our task;
Take possession, we beseech Thee, of our hearts and minds, our bodies and our wills, and use us for
Thyself, Let us never be unwilling to spend ourselves and be spent in Thy Service; And grant us the
knowledge of Thine abiding presence with us, to help us serve Thee all the days of our life; Through
Jesus Christ our Lord. Amen.*

HYMN (During the singing the Standards will be returned)

Eternal Father strong to save
Whose arm has bound the restless wave.
Who bidd'st the mighty ocean deep
Its own appointed limits keep:
O hear us when we cry to thee
For those in peril on the sea.

O mighty Saviour, strong in power
Our soldiers shield in dangers hour
From fear and failure, fire and foe,
Protect them wheresoe'er they go.
And guard them when they guard the right
And give them victory in the fight.

Eternal Spirit, to they care,
We trust our men who brave the air,
Be thou their guard in daring heights
Be thou their guide in distant flights;
O hear our cry and answer prayer
For those in danger in the air.

O Trinity of might and love
Relieve and succour from above.
This world for which the Saviour died,
And grant that through the Crucified,
This world may ride to nobler things
Till Christ be crowned the King of Kings.

All remain standing for the **ACT OF REMEMBRANCE**

Bugler sounds the "**Last Post**" (Standards dip)

EXHORTATION

*"They shall grow not old, as we that are left grow old,
Age shall not weary them, nor the years condemn.
At the going down of the sun, and in the morning
We will remember them."*

Response: *We will remember them."*

THE SILENCE

Bugler sounds "**Reveille**" (Standards return to the Carry)

THE BLESSING

Go forth into the world in peace; Be of good courage; Hold fast that which is good;

CEREMONIAL HANDBOOK – SECTION B

Render to no man evil for evil; Strengthen the fainthearted; Support the weak; Help the afflicted; Honour all men; Love and serve the Lord, rejoicing in the power of the Holy Spirit. And the blessing of God Almighty, the Father, the Son, and the Holy Spirit, be upon you, and remain with you for ever. Amen.

THE NATIONAL ANTHEM (Standards Dip)

GOD save our gracious Queen,
Long live our noble Queen,
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us;
God save the Queen

(Standards return to the Carry)

The Standards will precede the members of theBranch in procession following the clergy from the place of service. The congregation is requested to remain in position until the clergy and Legion members have passed.

ANNEX B TO CHAPTER 5
CEREMONIAL HANDBOOK

LAYING UP OF OLD STANDARD
PLACING A STANDARD IN THE KEEPING OF THE PARISH CHURCH

Notes:

1. The Union Flag should not be carried at this service
2. Authority for Laying Up Standards. Permission for the installation of memorial tablets or plaques, and the hanging or laying up of Legion Standards, Regimental Colours and Battle Honours, their subsequent transfer or removal - comes under Church Faculty Law. This means that prior approval is necessary from the relevant Church authorities. This approval should be sought through the local clergy. Note that Standards and Flags may, with approval, be laid up in most protestant Churches, but it is understood that this would be unusual in Roman Catholic Churches which follow a different tradition in such matters.
3. The advice of the Legion's National Chaplain is that when a Legion Standard is laid up in a Church, its predecessor, if any, should have been removed in advance of the ceremony. This avoids Churches being overfilled with Standards, yet maintains continuity; and since permission has already been given for the original Standard, the authority for the laying up of its successor should be much simpler to obtain.

PROCESSIONAL HYMN

During the singing of the hymn - The Standard Bearer with the Standard at the "Carry", accompanied by two escorts, will move forward to within six paces of the chancel steps.

ACT OF REMEMBRANCE

Buglers sound the "**Last Post**" (Standards dip)

THE EXHORTATION

The officiating clergy or a senior member of the Legion shall recite:

*"They shall grow not old, as we that are left grow old,
Age shall not weary them, nor the years condemn.
At the going down of the sun, and in the morning
We will remember them."*

Response: "We will remember them."

THE SILENCE

Buglers sound: "**Reveille**" (Standards return to the Carry)

The President or Chairman of the branch will step forward take the Standard and hand it to the officiating clergy saying:

*I commit this Sacred Standard of TheBranch of The Royal British Legion to you as
vicar of the Parish of For safe keeping in this Holy Church for evermore.*

Clergy – *I accept the charge.*

Officiating clergy - *May the souls of the faithful departed rest in peace.*

All - *And rise in Glory.*

HYMN

ANNEX C TO CHAPTER 5
CEREMONIAL HANDBOOK

DEDICATION OF NEW STANDARD

Notes:

1. The Union Flag should not be carried at this service.
2. "To dedicate" means "to set apart for some special use" Thus a Legion Standard is "dedicated" so that it symbolises the principles and objects of the Legion.
3. The Standard to be dedicated will remain furled until it is unfurled by the officiating clergy just before it is dedicated.
4. While furled it will not be dipped but held at "The Order" during The National Anthem, Exhortation and Silence.

HYMN

During the singing of the hymn the Standards will process into the Church and take up position. The Colour Party with the New Standard furled and at the slope will move forward towards the chancel steps.

ACT OF REMEMBRANCE

Buglers sound the "Last Post" (Standards dip)

THE EXHORTATION

The officiating clergy or a senior member of the Legion shall recite:

*"They shall grow not old, as we that are left grow old,
Age shall not weary them, nor the years condemn.
At the going down of the sun, and in the morning
We will remember them."*

Response: *"We will remember them."*

THE SILENCE

Buglers sound: "Reveille" (Standards return to the Carry)

Then shall the furled Standard be delivered to the officiating clergy.

Clergy says:

BRETHREN, we are met together in the presence (and House) of God to take part in the hallowing and dedication of the Standard of the Branch of The Royal British Legion established in this place; and to witness thereby to the noble ideals and great purposes, inspired by Almighty God, which animate the members of the Legion - such purposes being the succour of those of our brethren who are still serving in our military forces and those who have served and who have fallen out by the way of life, the care of the widows, orphans and other dependants of those who served, the fostering of brotherly love and comradeship amongst all its members, the remembrance of the ideals for which we served, and of our fellow citizens who have laid down their lives for us: and also the preservation of true loyalty and devotion to our Queen and country at all times, and in all places. To this end I call upon the members of the Legion and the whole congregation here present, to offer humble prayer to Almighty God, that He will bless this Standard now to be dedicated to His Glory, and that He will inspire the members of the Legion to carry out with a single heart and devoted purpose the high aims for which they are joined in fellowship.

Or alternatively

CEREMONIAL HANDBOOK – SECTION B

GRANT, O merciful God, that with malice towards none, with charity to all, with firmness in the right as Thou givest us to see the right, we may strive to finish the task which Thou has appointed us, to bind up the nation's wounds; to care for him who shall have borne the battle, and for the widow and the orphan; to do all that may achieve and cherish a just and lasting peace among ourselves and with all nations; through Jesus Christ our Lord. Amen.

Clergy - Our help is in the Name of the Lord.

People - Who hath made heaven and earth.

Clergy - The Lord be with you.

People - And with thy spirit.

The Standard Bearer, with the furled Standard at the "Slope" will come forward alone and the Standard being brought to the "Order" kneel on the right knee: the escorts will remain at the chancel steps.

PRAYERS

Our Father, which art in Heaven, Hallowed be Thy Name, Thy Kingdom come, Thy will be done in earth as it is in heaven. Give us this day our daily bread; And forgive us our trespasses, As we forgive them that trespass against us; And lead us not into temptation, But deliver us from evil, For Thine is the Kingdom, the Power, and the Glory, Forever and ever. Amen.

O Lord God of our fathers, Who didst lead his people through countless sufferings, keep us, we beseech Thee, ever mindful of Thy mercy; pour Thy blessing upon the peoples over whom Thy servant Elizabeth, our Sovereign Lady the Queen, is ruler; unite us in the bond of brotherhood and in the service of our country; that the offering of our life's work may be acceptable to Thee; through Jesus Christ our Lord. Amen.

GRANT, we pray Thee, O Almighty God, that all we who here do honour to the memory of our brethren's loyal sacrifice, may be filled with the spirit of their love and courage, and, forgetting all selfish and unworthy aims, may live together to the Glory of Thy Name, and in the service of our fellow men; through Jesus Christ our Lord. Amen.

THE DEDICATION OF THE STANDARD

Then shall the officiating clergy unfurl the Standard, lay his hands upon it and say: ,

In the name of the Father, and of the Son, and of the Holy Ghost, we do dedicate and set apart this Standard that it may be a sign of our duty towards our Queen and country in the sight of God and a symbol of the service The Royal British Legion is called upon to render.

The Standard Bearer will then stand and the unfurled Standard will be taken by the officiating clergy and placed on the altar, drums or table, where it will remain until the conclusion of the service.

We yield Thee hearty thanks most merciful Father, that Thou has put it into the hearts of these Thy Servants to join together in the fellowship of The Royal British Legion in this place and to desire to carry out its aims and purposes; Let Thy Fatherly hand ever be over them, let Thy Holy Spirit ever be with them, and so guide their meetings that they may set forth Thy Glory, and help forward all the great works to which they have given themselves so that by their witness and their labours the spirit of love and comradeship among those who have served may be advanced in this place, and loyalty and devotion to Queen and country may be established here on a sure foundation, through Jesus Christ our Lord Amen.

CEREMONIAL HANDBOOK – SECTION B

HYMN

THE ADDRESS

HYMN

During the hymn the clergy will take the Standard and return it to the Standard Bearer who will return to join his escorts at the chancel steps.

BLESSING

THE NATIONAL ANTHEM (Standards Dip)

GOD save our gracious Queen,
Long live our noble Queen,
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us;
God save the Queen!

(Standards return to the Carry)

The Standard will precede the members of the Legion in procession following the clergy from the place of the service. The congregation will remain in position until the clergy and Legion members have passed.

ANNEX D TO CHAPTER 5
CEREMONIAL HANDBOOK

COMBINED LAYING UP / DEDICATION SERVICE

Notes:

1. The Union Flag should not be carried at this service.
2. "To dedicate" means "to set apart for some special use". Thus a Legion Standard is "dedicated" so that it symbolises the principles and objects of the Legion.
3. Authority for Laying Up Standards Permission for the installation of memorial tablets or plaques, and the hanging or laying up of Legion Standards, Regimental Colours and Battle Honours, their subsequent transfer or removal - comes under Church Faculty Law. This means that prior approval is necessary from the relevant Church authorities. This approval should be sought through the local clergy. Note that Standards and flags may, with approval, be laid up in most Protestant Churches, but it is understood that this would be unusual in Roman Catholic Churches which follow a different tradition in such matters. The advice of the Legion's National Chaplain is that when a Legion Standard is laid up in a Church, its predecessor, if any, should have been removed in advance of the ceremony. This avoids Churches being overfilled with Standards, yet maintains continuity; and since permission has already been given for the original Standard, the authority for the laying up of its successor should be much simpler to obtain.
4. The Standard to be dedicated will remain furled until it is unfurled by the officiating clergy just before it is dedicated.
5. While furled it will not be dipped but held at "The Order" during The National Anthem, Exhortation and Silence.

HYMN

During the singing of the hymn, the Standard Bearer with the old Standard at the "Carry", accompanied by two escorts, will move forward to within six paces of the chancel steps. He will be followed by the branch Chairman carrying the new Standard, furled, at the Slope, accompanied by escorts.

THE NATIONAL ANTHEM

(Standards Dip)

GOD save our gracious Queen,
Long live our noble Queen,
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us;
God save the Queen.

(Standards return to the Carry)

At the conclusion of the National Anthem the Standard Bearer with the old Standard will move forward alone to the chancel steps, the new Standard remaining in position

The President or Chairman of the branch will step forward, take the Standard and hand it to the officiating clergy saying:

I commit this Sacred Standard of The Branch of The Royal British Legion to you as vicar of the Parish of For safe keeping in this Holy Church for evermore.

Clergy - I accept the charge.

CEREMONIAL HANDBOOK – SECTION B

He will then take the Standard and lay it upon the altar to the left.

When the Standard has been placed upon the altar the Standard Bearer will about turn and march forward six paces. His escorts will turn inwards and the Standard Bearer of the new Standard will hand the new Standard to the Standard Bearer who will about turn. The branch Chairman and his two escorts will withdraw to their seats.

HYMN

At the conclusion of this hymn, the officiating clergy, having proceeded to the chancel steps, shall say:

BRETHREN, we are met together in the presence (and House) of God to take part in the hallowing and dedication of the Standard of the Branch of The Royal British Legion established in this place; and to witness thereby to the noble ideals and great purposes, inspired by Almighty God, which animate the members of the Legion - such purposes being the succour of those of our brethren who are still serving in our military forces and those who have served and who have fallen out by the way of life, the care of the widows, orphans and other dependants of those who served, the fostering of brotherly love and comradeship amongst all its members, the remembrance of the ideals for which we served, and of our fellow citizens who have laid down their lives for us: and also the preservation of true loyalty and devotion to our Queen and country at all times, and in all places. To this end I call upon the members of the Legion and the whole congregation here present, to offer humble prayer to Almighty God, that He will bless this Standard now to be dedicated to His Glory, and that He will inspire the members of the Legion to carry out with a single heart and devoted purpose the high aims for which they are joined in fellowship.

Clergy - *Our help is in the Name of the Lord.*

People - *Who hath made heaven and earth.*

Clergy - *The Lord be with you.*

People - *And with thy spirit.*

The Standard Bearer, with the Standard at the "Slope", will come forward alone and the Standard being brought to the "Order" kneel on the right knee: The escorts will remain at the chancel steps.

PRAYERS

OUR Father, which art in Heaven, Hallowed be Thy Name, Thy Kingdom come, Thy will be done in earth as it is in heaven. Give us this day our daily bread; And forgive us our trespasses, As we forgive them that trespass against us; And lead us not into temptation, But deliver us from evil, For Thine is the Kingdom, the Power, and the Glory, Forever and ever. Amen.

O Lord God of our fathers, Who didst lead his people through countless sufferings, keep us, we beseech Thee, ever mindful of Thy mercy; pour Thy blessing upon the peoples over whom Thy servant Queen Elizabeth, our Sovereign Lady the Queen, is ruler; unite us in the bond of brotherhood and in the service of our country; that the offering of our life's work may be acceptable to Thee; through Jesus Christ our Lord. Amen.

GRANT, we pray Thee, O Almighty God. That all we who here do honour to the memory of our brethren's loyal sacrifice, may be filled with the spirit of their love and courage, and, forgetting all selfish and unworthy aims, may live together to the Glory of Thy Name, and in the service of our fellow-men; through Jesus Christ our Lord. Amen.

THE DEDICATION OF THE STANDARD

CEREMONIAL HANDBOOK – SECTION B

Then shall the officiating clergy unfurl the Standard, lay his hands upon it and say:

In the name of the Father, and of the Son, and of the Holy Ghost, we do dedicate and set apart this Standard that it may be a sign of our duty towards our Queen and Country in the sight of God and a symbol of the service The Royal British Legion is called upon to render.

The Standard Bearer will then stand and the unfurled Standard will be taken by the officiating clergy and placed on the altar, drums or table, where it will remain until the conclusion of the service.

We yield Thee hearty thanks most merciful Father, that Thou has put it into the hearts of these Thy Servants to join together in the fellowship of The Royal British Legion in this place and to desire to carry out its aims and purposes; Let Thy Fatherly hand ever be over them, let Thy Holy Spirit ever be with them, and so guide their meetings that they may set forth Thy Glory, and help forward all the great works to which they have given themselves so that by their witness and their labours the spirit of love and comradeship among those who have served may be advanced in this place, and loyalty and devotion to Queen and country may be established here on a sure foundation, through Jesus Christ our Lord. Amen.

HYMN

During the singing of this hymn a collection may be taken. The Standard Bearer and escorts will return to their seats

THE ADDRESS

HYMN

During the singing of this hymn the Standard Bearer will return to the chancel steps. The officiating clergy will take the new Standard and return it to the Standard Bearer, who will remain with the escorts at the chancel steps

Buglers sound the "Last Post" (Standards dip)

THE EXHORTATION

The officiating clergy or a senior member of the Legion shall recite:

*"They shall grow not old, as we that are left grow old,
Age shall not weary them, nor the years condemn.
At the going down of the sun, and in the morning
We will remember them."*

Response: *"We will remember them."*

THE SILENCE

Buglers sound: "Reveille" (Standards return to the Carry)

Officiating Clergy - *May the souls of the faithful departed rest in peace.*

All - *And rise in Glory.*

HYMN

THE BLESSING

The Standard will precede the members of the Legion in procession following the clergy from the place of the service. The congregation will remain in position until the clergy and Legion members have passed.

ANNEX E TO CHAPTER 5
CEREMONIAL HANDBOOK

ACT OF REMEMBRANCE, COMMITMENT, DEDICATION

Notes:

1. This procedure may be used at a war memorial, in Church or Chapel before or after any service, or during the services on Remembrance Sunday or 11th November. It may be appropriate for the re-dedication of a refurbished war memorial.
2. The essential elements of the Act of Remembrance are the Exhortation, the Placing of the Wreath and the Silence. If practicable, it is also desirable to have the Last Post and the Reveille, preferably sounded by a bugler or trumpeter or a recording of these. In deciding the sequence it is also important to consider the demands made on Standard Bearers who should not have to dip and carry the Standard several times.
3. Bearing all these variations and considerations in mind, the following procedure is recommended, subject to agreement with the officiating clergy. We should recognise that the spirit of the Act of Remembrance is more important than the format, and modification may have to be made depending on local conditions and resources.

ACT OF REMEMBRANCE

HYMN

"O Valiant Hearts" (which may be split, singing three verses at the beginning, and the fourth verse at the end.)

PRAYER

"Let us commemorate and commend to the loving mercy of our Heavenly Father, the Shepherd of Souls, the Giver of Life Everlasting, those who have died in the service of our country and its cause."

NAMES

The names of those to be commemorated by name may be read.

Buglers sound the "Last Post" (Standards dip)

THE EXHORTATION

The officiating clergy or a senior member of the Legion shall recite:

"They shall grow not old, as we that are left grow old,
Age shall not weary them, nor the years condemn.
At the going down of the sun, and in the morning
We will remember them."

Response: "We will remember them."

THE SILENCE

Buglers sound: "Reveille" (Standards return to the Carry)

Note: Where a lone piper plays "The Lament" Standards will remain at the dip throughout and return to the carry on first note of Reveille.

THE PLACING OF THE WREATH(S)

(If there are a large number of wreaths to be laid, Standards should be brought to the "Order" before the wreaths are laid)

COMMITMENT

CEREMONIAL HANDBOOK – SECTION B

We pledge ourselves anew to our work in support of the wartime generations and to all those in other conflicts since. We promise to do everything possible to help where there is a need, and to ensure that they may enjoy the years that lie ahead in comfort and dignity and contentment.

DEDICATION

The Dedication may be either:

When you go home, tell them of us and say, for your tomorrow, we gave our today
(Kohima Epitaph)

or

The Legion of the Living salutes the Legion of the Dead.

Response: We will not break faith with you.

PRAYER

Remember, O Lord, all those who have died the death of honour and are departed in the hope of resurrection to Eternal Life, especially the Officers, Men and Women of our Sea, Land and Air Forces, to whom it was given to lay down their lives for the cause of Freedom and Justice. In that place of light, whence sorrow and mourning are far vanished, give them rest, O Lord, the Lover of Men. Grant this for Thine only Son, Jesus Christ's sake. Amen.

HYMN

Last verse "O Valiant Hearts."

ANNEX F TO CHAPTER 5

CEREMONIAL HANDBOOK

REMEMBRANCE SUNDAY OR 11TH NOVEMBER SERVICE

The Act of Remembrance may precede this service if preferred.

If a large number of Standards are present it may be preferred that only nominated Standards are presented at the altar / drumhead, with the remaining being retained by the Standard Bearers.

HYMN

(During the singing of the hymn the designated Standard Bearer(s) will move forward to the chancel steps if the service is in Church, or the piled drums or table if at an open air service. Then shall the Standards be delivered to the Chaplain or officiating clergy).

READINGS

THE souls of the righteous are in the hand of God, and there shall no torment touch them; in the sight of the unwise they seemed to die, but they are in peace.

Wisdom 3, 1-2

AND God shall wipe away all tears from their eyes; and there shall be no more death, neither sorrow, nor crying, neither shall there be any more pain: for the former things are passed away.

Revelations 21, 4

HE that overcometh shall inherit all things; and 1 will be his God, and he shall be my son.

Revelations 21, 7

Then shall all join together in saying:

AN ACT OF REPENTANCE

O GOD our Father Who has called us to Thy service, we confess that we have not always listened to Thy call; that we have often heard it and not obeyed. Forgive us, we beseech Thee, all our neglect of our duty, to Thee and to our neighbours and help us to follow where Thou wilt lead us; through Jesus Christ our Lord. Amen.

The clergy shall then declare God's promise of forgiveness.

May the almighty and merciful Lord grant unto you pardon and forgiveness of all your sins, time for amendment of life, and the grace and comfort of the Holy Spirit. Amen.

Then shall all say:

THE LORD'S PRAYER

Our Father, which art in Heaven Hallowed be Thy Name, Thy Kingdom come,
Thy will be done in earth as it is in heaven. Give us this day our daily bread;
And forgive us our trespasses, As we forgive them that trespass against us;
And lead us not into temptation, But deliver us from evil,
For Thine is the Kingdom, the Power, and the Glory, Forever and ever. Amen.

PSALM OR HYMN

Then shall be read for the LESSON one of the following passages:

Wisdom 3. 1-9; Matthew 5. 3-12; John 15. 9-17; Colossians 3. 12-17; Revelations 21. 1-7

PSALM OR HYMN

LET US PRAY

O Lord, our heavenly Father, high and mighty, King of kings, Lord of lords, the only Ruler of princes, who dost from Thy throne behold all the dwellers upon earth; Most heartily we beseech Thee with Thy favour to behold our most gracious Sovereign Lady, Queen Elizabeth; and so replenish her with the grace of Thy Holy Spirit, that she may always incline to Thy will, and walk in Thy way; Endue her plenteously with heavenly gifts; grant her in health and wealth long to live; strengthen her that she may vanquish and

CEREMONIAL HANDBOOK – SECTION B

overcome all her enemies and finally, after this life, that she may attain everlasting joy and felicity; through Jesus Christ our Lord. Amen.

ALMIGHTY GOD, Who alone givest wisdom and understanding; inspire, we pray Thee, the hearts of all to whom Thou has committed the responsibility of government in the nations of the world. Give to them the vision of truth and justice, teach them to know how best to temper justice with mercy that by their counsels the nations may work together in true brotherhood, and Thy Church throughout the world may serve Thee in unity and peace; through Jesus Christ our Lord. Amen.

O God, who by the suffering and death of Thy Son hast shown us that the path of honour may lead us to the Cross and that the reward for faithfulness may be a crown of thorns; help us at this time to learn these hard lessons: give to all who are united with us in the love of liberty such courage and devotion that with dauntless hearts and dedicated will we may fulfil the task entrusted to us: and grant that, laying aside all hatred and bitterness, we may pass through suffering and sacrifice to victory over all the powers of evil, through Him who died and rose again, Jesus Christ our Lord. Amen.

GRANT, O merciful God, that with malice towards none, with charity to all, with firmness in the right as Thou givest us to see the right, we may strive to finish the task which Thou has appointed us, to bind up the nation's wounds to care for him who shall have borne the battle, and for the widow and the orphan; to do all that may achieve and cherish a just and lasting peace among ourselves and with all nations; through Jesus Christ our Lord. Amen.

O LORD, support us all the day long of this troublous life until the shades lengthen, and the evening comes, and the busy world is hushed, the fever of life is over, and our work done. Then, Lord, in Thy mercy, grant us safe lodging, a holy rest, and peace at the last: through Jesus Christ our Lord. Amen.

ALMIGHTY GOD, Who has given us grace at this time with one accord to make our common supplications unto Thee; and dost promise that when two or three are gathered together in Thy Name, Thou wilt grant their requests: Fulfil now, O Lord, the desires and petitions of Thy servants, as may be most expedient for them; granting us in this world knowledge of Thy truth, and in the world to come life everlasting. Amen.

HYMN

ADDRESS

HYMN

(during the singing of this hymn a collection may be taken for the Poppy Appeal)

Reception of Standards by Standard Bearers

Buglers sound the "Last Post" (Standards dip)

THE EXHORTATION

The officiating clergy or a senior member of the Legion shall recite:

"They shall grow not old, as we that are left grow old,
Age shall not weary them, nor the years condemn.
At the going down of the sun, and in the morning
We will remember them."

Response: "We will remember them."

THE SILENCE

Buglers sound: "Reveille" (Standards return to the Carry))

CEREMONIAL HANDBOOK – SECTION B

Note: Where a lone piper plays "The Lament" Standards will remain at the dip throughout and return to the carry on first note of Reveille.

BLESSING

THE NATIONAL ANTHEM (Standards Dip)

GOD save our gracious Queen,
Long live our noble Queen,
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us;
God save the Queen!

(Standards return to the Carry)

ANNEX G TO CHAPTER 5 - MODERN SUGGESTIONS

CEREMONIAL HANDBOOK

It is emphasised that this Service is only recommended and does not have to be rigidly adhered to. It is not necessary to use the format in its entirety, although you may wish to use certain parts within your current Order of Service.

An Order of Service for
Remembrance Sunday

CHURCHES TOGETHER
IN BRITAIN AND IRELAND

GATHERING

All gather in silence

The presiding minister reads one or
more of the following sentences:

God is our refuge and strength;
a very present help in trouble.

Psalm 46.1

I lift up my eyes to the hills -
from whence will my help come?

My help comes from the Lord,
Who made heaven and earth.

Psalm 721.1-2

This I call to mind,
and therefore I have hope:
the steadfast love of the Lord never ceases,
his mercies never come to an end;
they are new every morning.

Lamentations 3.21-23

Those who wait for the Lord shall renew
their strength,
they shall mount up with wings like eagles,
they shall run and not be weary
they shall walk and not faint.

Isaiah 40.31

What does the Lord require of you
but to do justice, and to love kindness,
and to walk humbly with your God?

Micah 6.8

The presiding minister continues:

CEREMONIAL HANDBOOK – SECTION B

We meet in the presence of God.

We commit ourselves to work
in penitence and faith
for reconciliation between the nations,
that all people may, together,
live in freedom, justice and peace.

We pray for all
who in bereavement, disability and pain
continue to suffer the consequences of
fighting and terror.

We remember with thanksgiving and sorrow
those whose lives,
in world wars and conflicts past and present,
have been given and taken away.

REMEMBERING

An older person says:

They shall grow not old,
as we that are left grow old;
age shall not weary them,
nor the years condemn.

A younger person may reply:

At the going down of the sun
and in the morning,
we will remember them.

All affirm:

We will remember them.

The beginning of the two-minute silence may be signalled

Silence

The completion of the silence may be signalled

The following prayer is said:

CEREMONIAL HANDBOOK – SECTION B

Ever-living God
we remember those whom you have
gathered
from the storm of war into the peace of
your presence;
may that same peace
calm our fears,
bring justice to all peoples
and establish harmony among the nations,
through Jesus Christ our Lord.

Amen.

The following hymn, or another that similarly expresses hope in God and trust for the future, may be sung:

O God, our help in ages past,
our hope for years to come,
our shelter from the stormy blast,
and our eternal home;

Beneath the shadow of thy throne
thy saints have dwelt secure;
sufficient is thine arm alone,
and our defence is sure.

Before the hills in order stood,
or earth received her frame,
from everlasting thou art God,
to endless years the same.

A thousand ages in thy sight
are like an evening gone;
short as the watch that ends the night
before the rising sun.

Time, like an ever-rolling stream,
bears all our years away;
they fly forgotten, as a dream
dies at the opening day.

O God, our help in ages past,
our hope for years to come,
be thou our guard while troubles last,
and our eternal home.

LISTENING FOR THE WORD FROM GOD

The reader says:

Hear these words from the New Testament

CEREMONIAL HANDBOOK – SECTION B

Either one or more of the following are read:

Peace I leave with you; my peace I give to you.
I do not give to you as the world gives. Do not
let your hearts be troubled,
and do not let them be afraid.

John 14:27

The wisdom from above is first pure,
then peaceable, gentle, willing to yield,
full of mercy and good fruits,
with a trace of partiality or hypocrisy.
And a harvest of righteousness is sown in peace for those
who make peace.

James 3:77-78

This is the message we have heard from
him and proclaim to you, that God is light
and in him there is no darkness at all.

7 John 7:5

or the following is read:

When Jesus saw the crowds, he went up
the mountain, and after he sat down his
disciples came to him. Then he began to
speak, and taught them, saying:

"Blessed are the poor in spirit, for theirs is
the kingdom of heaven.

"Blessed are those who mourn, for they will
be comforted.

"Blessed are the meek, for they will inherit
the earth.

"Blessed are those who hunger and thirst
for righteousness, for they will be filled.

"Blessed are the merciful, for they will
receive mercy.

"Blessed are the pure in heart, for they will
see God.

"Blessed are the peacemakers, for they will
be called children of God.

"Blessed are those who are persecuted for
righteousness' sake, for theirs is the
kingdom of heaven.

"Blessed are you when people revile you
and persecute you and utter all kinds of
evil against you falsely on my account.
Rejoice and be glad, for your reward is
great in heaven, for in the same way they
persecuted the prophets who were before
you."

CEREMONIAL HANDBOOK – SECTION B

Matthew 5:1-12

PRAYING TOGETHER

Prayer is led:

Let us pray for all who suffer as a result of conflict, and ask that God may give us peace:

for the service men and women who have died in the violence of war, each one remembered by and known to God;

May God give peace

God give peace

for those who love them in death as in life, offering the distress of our grief and the sadness of our loss;

May God give peace

God give peace

for all members of the armed forces who are in danger this day, remembering family, friends and all who pray for their safe return;

May God give peace

God give peace

for civilian women, children and men whose lives are disfigured by war or terror, calling to mind in penitence the anger and hatreds of humanity;

May God give peace

God give peace

for peace-makers and peace-keepers, who seek to keep this world secure and free;

May God give peace

God give peace

CEREMONIAL HANDBOOK – SECTION B

for all who bear the burden and privilege
of leadership, political, military and
religious; asking for gifts of wisdom and
resolve in the search for reconciliation and
peace.

May God give peace

God give peace

O God of truth and justice,
we hold before you those whose memory
we cherish
and those whose names we will never
know
Help us to lift our eyes above the torment
of this broken world,
and grant us the grace to pray for those
who wish us harm.
As we honour the past, may we put our
faith in your future;
for you are the source of life and hope
now and for ever.

Amen.

All join together in the Lord's Prayer:

Our Father, who art in heaven,
hallowed be thy name.
Thy Kingdom come;
thy will be done on earth
as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses as we forgive those who trespass
against us.
And lead us not into temptation
but deliver us from evil
For thine is the kingdom, the power,
and the glory
for ever and ever.

Amen

RESPONDING IN HOPE AND COMMITMENT

Representative and other members of the public come forward to lay wreaths, light candles or offer other symbols of remembrance and hope, such as single flowers or crosses.

CEREMONIAL HANDBOOK – SECTION B

The Kohima Epitaph is said:

When you go home
tell them of us and say,
for your tomorrow
we gave our today.

A hymn may be sung

The act of commitment is made:

Let us commit ourselves to responsible
living and faithful service.

Will you strive for all that makes for peace?
We will

Will you seek to heal the wounds of war?
We will

Will you work for a just future for all
humanity?
We will

Merciful God, we offer to you the fears in
us that have not yet been cast out by love: May we accept the hope you have placed
in the hearts of all people,
And live lives of justice, courage and
mercy;
through Jesus Christ our risen Redeemer.

Amen

The National Anthem(s) are sung

The following blessing is used:

God grant to the living grace,
to the departed rest,
to the Church, the Queen, the
Commonwealth
[or to the Church, the State] and all people,
unity, peace and concord,
and to us and all God's servants,
life everlasting.
And the blessing of God Almighty,
Father, Son and Holy Spirit be with you all
and remain with you always.

Amen