

# CEREMONIAL FOR THE ARMY

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*Prepared under the direction of  
the Chief of the General Staff*

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## **FOREWORD**

### **CEREMONIAL FOR THE ARMY 2017**

**'The finest edge is made with the blunt whetstone.'**

(John Lyly: Euphues 1579)

"A Ceremonial parade, impeccably performed, can never fail to be a source of inspiration to those who watch it or take part in it. It is the noblest and proudest form of drill. Based on the 'blunt whetstone' of drill instruction to recruits it was for many hundreds of years the foundation of battle discipline in all Armies. Vegetius, in AD 378, wrote, 'troops who march in an irregular and disorderly manner are always in great danger of being defeated'.

Today, once the elements of discipline have been instilled through drill on the parade square, it develops, naturally, into various forms of crew drill, gun drill and battle drill, but the aim of discipline remains unchanged. This aim is the conquest of fear. Drill helps to achieve this because when it is carried out men tend to lose their individuality and are unified into a group under obedience to orders.

If men are to give of their best in war they must be united. Discipline seeks through drill to instil into all ranks this sense of unity, by requiring them to obey orders as one man. A Ceremonial parade, moreover, provides an occasion for men to express pride in their performance, pride in their Regiment or Corps and pride in the profession of Arms."

**(Signed) Alexander of Tunis, F.M.**

# **CEREMONIAL FOR THE ARMY**

## **INDEX**

### **FOREWORD**

### **CHAPTER 1**

#### **GENERAL INSTRUCTIONS**

#### **SECTION 1 – SCOPE OF THE PAMPHLET**

##### **Aim**

**The Household Division and King's Troop Royal Horse Artillery  
Light Division and Rifle Regiments  
Funerals  
Bands**

#### **SECTION 2 – WORDS OF COMMAND**

**Delivery of Words of Command**

### **CHAPTER 2**

#### **STANDARDS, GUIDONS AND COLOURS**

##### **SECTION 1 - A SHORT HISTORY OF COLOURS**

**Origin of Colours**

**Standards and Guidons - Cavalry, Tanks, and Air Corps**

**Royal Artillery**

**Infantry**

**Rifle Regiments**

**Symbolism**

##### **SECTION 2 – INFANTRY COLOURS**

**Occasions When Carried**  
**Composition of the Colour Party**  
**Compliments**  
**Position on Parade**

## **CHAPTER 3**

### **THE BATTALION PARADE**

#### **SECTION 1 – GENERAL**

**Preparations**

#### **SECTION 2 - PRELIMINARIES**

**Adjutant**

**Second-in-Command**

**Commanding Officer**

#### **SECTION 3 – THE INSPECTION**

**General Salute**

**Inspection Procedure**

#### **SECTION 4 – THE MARCH PAST**

**Formations**

**March Past in Columns of Route/Threes**

**Marching Past in Column/Close Column of Companies**

**Saluting**

#### **SECTION 5 – ADVANCE IN REVIEW ORDER**

**Procedure**

**Conclusion of the Parade**

**Infantry Battalion Mounted in Armoured Vehicles**

#### **SECTION 6 – PRESENTATION OF MEDALS**

**Timing**  
**Carrying Arms**

## **CHAPTER 4**

### **AFV MOUNTED PARADES, ROYAL ARMOURED CORPS ARMOURED REGIMENTAL PARADES**

#### **SECTION 1 – GENERAL**

**Scope**  
**Form of Parade**  
**Special Points**

#### **SECTION 2 – MOUNTED REGIMENTAL PARADE WITH STANDARD**

**Preliminaries**  
**The Fall In**  
**Marching on of the Standard/Guidon**  
**The Inspection**  
**Advance in Review Order**  
**The March Past**

#### **SECTION 3 - REGIMENTAL TROOPING OF THE STANDARD/GUIDON**

**General**  
**Preliminaries**  
**Marching on the Standard/Guidon**  
**Inspection**  
**The Troop**  
**The March Past**

## **CHAPTER 5**

### **ARTILLERY REGIMENTAL PARADES**

#### **INTRODUCTION**

#### **SECTION 1 – MOUNTED**

**Layout**

**Fall In**

**The Inspection**

**The March Past**

**SECTION 2 - DISMOUNTED**

**Variations from the Battalion Parade**

**Compliments**

## **CHAPTER 6**

### **FORMATION PARADES**

#### **SECTION 1 – GENERAL**

**Occasions when held**

**Procedure**

#### **SECTION 2 – ARRANGEMENTS**

**Arrangements before the Ceremony**

**Arrangements for the Ceremony**

**Arrangements for Dispersal**

**Rifle Regiments on Formation Parades**

#### ***SECTION 3 - A REVIEW OF AN ARMoured BRIGADE***

**Outline**

**Preparation**

**The Parade**

**The March Past**

**The Advance in Review Order**

## **CHAPTER 7**

### **GUARDS OF HONOUR**

#### **SECTION 1 – ORGANISATION**

**Strength**

**Posts for Guard of Honour**

#### **SECTION 2 – PROCEDURE**

**Preliminaries**

**The Paying of Compliments**

**The Inspection**

**The March Past**

#### **SECTION 3 - SPECIAL POINTS ON GUARDS OF HONOUR FOR ROYALTY**

**Reception**

**Inspection**

**Paying of further Compliments**

## **CHAPTER 8**

# **GUN SALUTES**

## **SECTION 1 – GENERAL**

**Occasions when fired**

**Number of Guns**

**Intervals**

## **SECTION 2 – PROCEDURE**

**Introduction**

**Personnel**

**Preparations**

**Firing**

**Misfires**

**Action on Completion**

## **CHAPTER 9**

### **LINING THE STREETS**

#### **SECTION 1 – POSITIONS**

**Officers**

**The Colours**

**Ranks**

**Bands and Drums**

#### **SECTION 2 – DUTIES**

**Crowd Control**

**Compliments**

#### **SECTION 3 - DETAILS OF PROCEDURE**

**Taking up Position**

**Action on Completion of Ceremony**

## **CHAPTER 10**

### **TROOPING THE COLOUR**

#### **SECTION 1 – GENERAL**

**Origins**

**Occasions when carried out**

**Strengths**

#### **SECTION 2 - GETTING ON PARADE**

**On Outside Parade Ground**

**On Own Parade Ground**

**Warrant Officers/Staff Sergeants**

**Escort for the Colour**

**Markers**

**Arrival at the Ground**

**Dressing**

**The Colour Party**

**Sentries to The Colour**

**The Band and Drums**

**Escort for The Colour**

**Position of Officers**

### **SECTION 3 - THE TROOP**

**Band and Drums**

**Drummer's Call**

**The Escort for the Colour receives the Colour**

**The Colour is Trooped**

**The Escort resumes its original position**

### **SECTION 4 - THE MARCH PAST**

**Preparation**

**The Guards March Past**

**Final Procedure**

## **CHAPTER 11**

### **PARADE TO CELEBRATE THE BIRTHDAY OF THE QUEEN, WHEN HER MAJESTY IS NOT PRESENT**

#### **SECTION 1 - THE GOVERNOR OR OTHER PERSONAGE RECEIVED ON PARADE**

**Forming Up**

**Inspection and March Past**

#### **SECTION 2 - THE SYMBOLIC ROYAL PRESENCE**

**The Royal Salute**

**Advance in Review Order**

**Feu-de-Joie**

**Three Cheers for Her Majesty The Queen**

**The Symbolic Departure**

## **CHAPTER 12**

### **PRESENTATION OF COLOURS**

#### **SECTION 1 – PRELIMINARIES**

**Formations**

**Positions of Officers and Colours**

#### **SECTION 2 - TROOPING THE OLD COLOURS**

**Royal Salute**

**The Troop**

**Trooping The Colours**

**Marching off the old Colours**

## **SECTION 3 - CONSECRATION OF THE NEW COLOURS**

**Preparation**

**The Consecration**

## **SECTION 4 - THE PRESENTATION**

**Preliminaries**

**Presentation**

**The Address**

**Compliments to the new Colours**

## **SECTION 5 - MARCH PAST AND ADVANCE IN REVIEW ORDER**

**The March Past**

**The Advance in Review Order**

## **CHAPTER 13 - LAYING UP OF OLD COLOURS**

### **SECTION 1 - GENERAL INSTRUCTIONS**

**Scope**

**Senior Officer**

**The Colour Party**

**The Bidding**

**Handing over The Colours**

**The Colour Party withdraws**

**Laid Up Colours**

## **CHAPTER 14**

### **FUNERALS**

#### **SECTION 1 – GENERAL**

**Provision**

**Form of Service**

**Honours Accorded**

**Drill**

**Dress**

**Union Jack**

**Accoutrements and Wreaths**

**Mounted Officers and Soldiers**

**Funerals of Senior Officers**

**Escort**

**Firing Party**  
**Bearer Party**  
**Special Party**  
**Compliments to be paid**  
**Flags**

## **SECTION 2 – PROCEDURE**

**Order of Forming Up**  
**The Procession**  
**The Band and Drums**  
**Procedure on arrival at the place of Interment**  
**Procedure at the Graveside**  
**Procedure during the Service**  
**Procedure at a Crematorium**  
**Procedure for firing the Volleys**  
**Procedure for Dispersal**  
**Procedure for carrying the coffin**

## **CHAPTER 15**

### **OTHER PARADES**

#### **SECTION 1 - PARADES OF OTHER REGIMENTS AND CORPS**

**Forms of Parade**  
**Parade Ground**  
**Salutes without Arms**  
**Drawing of Swords**  
**Infantry battalion mounted in APCs**

#### **SECTION 2 – GUARDS**

**Guard Mounting**

#### **SECTION 3 - DRUMHEAD AND REMEMBRANCE SERVICES**

**Introduction**  
**Preparations for a Drumhead Service**  
**Procedure**  
**Remembrance Ceremonies**

#### **SECTION 4 - FORMATION, AMALGAMATION, VESTING DAY, REORGANISATION AND DISBANDMENT PARADES**

**General**

**Formation or Amalgamation Parades**

**Vesting Day Parade**

**Reorganisation Parades**

**Disbandment Parades**

**CHAPTER 16**

**MISCELLANEOUS CEREMONIAL MATTERS**

**SECTION 1 - HONOURS AND SALUTES OTHER THAN ARTILLERY SALUTES**

**Visiting Personages**

**National Anthems**

**Salutes in Boats**

**SECTION 2 - ROYAL REVIEW - ORDER OF MARCH**

**SECTION 3 - HONOURS ACCORDED TO THE LORD LIEUTENANT OF A COUNTY**

**SECTION 4 - PRECEDENCE ON PARADE**

**SECTION 5 - DISTINGUISHING FLAGS AND STAR PLATES ON MOTOR CARS**

**SECTION 6 - HALF-MASTING OF FLAGS**

**SECTION 7 - PROCEDURE FOR ORDERLIES TO AN INSPECTING OFFICER**

**SECTION 8 - CEREMONIAL CUSTOMS PARTICULAR TO THE ROYAL NAVY**

**Visits to HM Ships**

**SECTION 9 - JOINT SERVICE CEREMONIAL**

**SECTION 10 - UNOFFICIAL CEREMONIAL - WEDDINGS**

**SECTION 11 - INSTRUCTIONS FOR THE WEARING OF THE INSIGNIA OF ORDERS, DECORATIONS AND MEDALS**

**SECTION 12 - REPATRIATION**

**SECTION 13 - FREEDOM AND WELCOME HOME PARADES**

**SECTION 14 - GENERAL COMPLIMENTS**

**GLOSSARY - DEFINITIONS**

**KEY TO SYMBOLS USED IN ANNEXES**

**ANNEX A - COLOURS IN COLOUR STANDS AND PILED DRUMS WITH COLOURS - ALL VIEWED FROM THE FRONT AS SEEN BY THE TROOPS ON PARADE**

**ANNEX B - THE INSPECTION OR REVIEW PARADE GROUND**

**ANNEX C - A BATTALION IN LINE**

**ANNEX D - A BATTALION IN CLOSE COLUMN**

**ANNEX E - A BATTALION IN MASS**

**ANNEX F - ARMOURED REGIMENT FORMED UP ON PARADE WITH STANDARD/GUIDON IN POSITION**

**ANNEX G - ARMOURED RECONNISANCE REGIMENT FORMED UP ON PARADE WITH STANDARD/GUIDON IN POSITION**

**ANNEX H - A ROYAL ARTILLERY REGIMENT ON CEREMONIAL PARADE (MOUNTED)**

**ANNEX I - A ROYAL ARTILLERY REGIMENT ON CEREMONIAL PARADE (DISMOUNTED)**

**ANNEX J - REVIEW OF AN ARMOURED BRIGADE**

**ANNEX K - LAYOUT FOR PRESENTATION OF NEW COLOURS**

**ANNEX L - AN INFANTRY BATTALION MOUNTED IN APCS**

# **CHAPTER 1 - GENERAL INSTRUCTIONS**

## **SECTION 1 - SCOPE OF THE PAMPHLET**

### **Aim**

**1.01.** Ceremonial for the Army is a continuation of The Drill Manual and compliments Queen's Regulations and Standing Orders for the Household Division. It is appreciated that the procedures laid down for parades may not be carried out in their entirety and in some instances not at all, since the form of a battalion ceremonial parade today, such as an annual inspection, is entirely governed by the wishes of the Inspecting Officer. However, since these procedures form the basis for other ceremonial parades, they have been laid down in some detail.

**1.02.** The chapters in the Pamphlet deal with the drill, formations and procedures for all normal ceremonial occasions and, also, aim to provide for Regiments parading mounted in AFVs. Details of drill, already laid down in The Drill Manual have not been included; reference, however, has been made to this publication where necessary. The procedure for Trooping the Colour has been described in detail.

### **The Household Division and King's Troop Royal Horse Artillery**

**1.03.** The ceremonial procedures for The Household Division and King's Troop Royal Horse Artillery are not dealt with in the Pamphlet as the more intimate details are contained within their respective Standing Orders. However, elements of the Household Division's Standing Orders have been incorporated into this Pamphlet where appropriate.

### **Light Division and Rifle Regiments**

**1.04.** Light Division drill for Rifle regiments (RIFLES and RGR) is not detailed in this book nor in The Drill Manual. Routines and words of command for exclusively Light Division parades should be advised by RHQ RIFLES. On joint parades the tempo is set by the Parade Commander.

### **Funerals**

**1.05.** Procedures for funerals are covered in Chapter 14, and in greater detail in The Drill Manual.

### **Bands**

**1.06.** Drill for Military Bands, Pipe Bands and Corps of Drums/Bugles has also been omitted from this publication. Training for musicians, drummers, Drum and Pipe Majors is carried out at special establishments and within units; the Royal Military School of Music, the Army School of Ceremonial and the Army School of Bag-Piping and Highland Drumming. Further details on musical support to the Army can be found in Instructions for Service Bands and Military Musicians - JSP 813.

## **SECTION 2 - WORDS OF COMMAND**

### **Delivery of Words of Command**

**1.07.** The Parade Commander will give the executive words of command for all movements intended to be simultaneous, unless the size or formation of the parade does not allow him to make himself heard by all concerned. In order to ensure that

units do work simultaneously to his command, the following procedures may be adopted.

- a. A public address system may be used to relay the command.
- b. Orders may be given by radio.
- c. Visual signals may be used.
- d. The Parade Commander may have a 'G' sounded on the trumpet/bugle.

**1.08.** Should the size or formation of the parade, with or without any of the above aids, still be such that the words of command given by the parade commander will not reach units taking part sufficiently quickly or clearly for the required movement to be executed simultaneously, his commands will be repeated by unit commanders who will give the cautionary and executive words of command to their own units. These will be given in succession from the right or simultaneously according to the nature of the movement to be performed.

**1.09.** Commands given during a parade are referred to in the text as appropriate. (Where the word of command is 'Attention' the executive word of command is "shun".) Executive words of command are printed in italics.

## **CHAPTER 2 - STANDARDS, GUIDONS AND COLOURS**

### **SECTION 1 - A SHORT HISTORY OF COLOURS**

#### **Origin of Colours**

**2.01.** 'Colours', displaying regimental symbols and battle honours, are the embodiment of the soul, history and ethos of the Regiment. 'Colours' (which includes Standards and Guidons) have their origins in early societies, as a mark of distinction for the group/tribe/band and as a conspicuous rallying point in battle. In the ancient armies, notably that of the Romans, the unit's emblems, the 'Eagle' standard and the other standards, were embodiments of the unit's corporate spirit; hence the fact that the loss of an 'Eagle' was such a disgrace. The use of a standard or emblem as a rallying point was a continuing feature in warfare, particularly in the period before 'uniforms', which readily distinguished friend from foe. In the *melee* of medieval battle, apart from the Lord and his retainers who might wear clothing with his personal insignia, the lesser-born troops merely 'rally to the standard'.

**2.02.** The term 'Colours' appears to come into regular usage in the late 16th Century. The Restoration of the Monarchy in 1660 saw the creation of the British Standing Army and a Royal Warrant of February 1661 set out the details of the 'Colours & Ensigns' to be provided for his Foot Guards. Subsequent warrants did the same for the rest of the Army. British military history is full of instances of gallantry involving the Colours and their defence, reflecting the military traditions mentioned earlier. Among the last notable actions was in the Zulu War of 1879 when two officers gave their lives trying to save The Queen's Colour of the 24th Foot: the Colour was swept away in the river, but was later recovered. It was brought reverently back to the UK where Queen Victoria, who was so taken by the officers' act of selfless gallantry, placed a wreath of Immortelles on its pike: the two men were eventually awarded VCs for this act, whilst the Colour itself is reverently preserved in Brecon Cathedral. The practice of carrying the Colours in action ended soon after, in

1881, reflecting the realities of more modern combat, weapons etc., which required an end to the formed mass of men who had utilised the Colours in battle as their focus.

**2.03.** The addition to Colours of 'Battle Honours' dates from the late 18th century with the title 'Emsdorff' on the Guidon of the 15th Light Dragoons being recorded in the 1768 Royal Warrant. Subsequently the 1844 Regulation standardized this process with devices, distinctions and battle honours being now placed only on the Second (later called the 'Regimental') Colour. This tradition continues to this day.

**2.04.** Today, Colours are not granted in recognition of wartime or other service. They are a formalised continuation of the ancient battlefield practice mentioned above, being the ceremonial evidence of the spirit and of the regiment, a moral rallying point recording their illustrious history. As a reflection of their roles, to close with the enemy, Colours were borne by the combat arms (cavalry, infantry and more recently tanks and helicopters). The guns of the Royal Artillery are to them their equivalent to Colours. Rifle regiments, owing to their role, would not have Colours and have no similar physical symbol. The only exception is the Royal Gurkha Regiment which has a Truncheon.

### **Standards and Guidons - Cavalry, Tanks, and Air Corps**

**2.05.** These Standards and Guidons have evolved from the banners of the knights of the Middle Ages. The Standard (a square banner) was then carried by a Knight; the Guidon (an ensign or standard ending with a tail or point, now swallow tailed) being carried by a Banneret. When a Banneret was created a Knight the point of his Guidon was cut off, thus transforming it into a Standard.

**2.06.** In the Cavalry, skirmishing and reconnaissance were the roles of Lancers and Hussars and these gave up their Guidons when made Light Cavalry. However, with the passing of the horse and changing circumstances, there is now little difference in the roles of Heavy or Light Cavalry. Guidons are now carried by Hussar and Lancer regiments and also Air Corps regiments, whilst the Household Cavalry, Dragoon Guards and the Royal Tank Regiment carry Standards. It is customary in the Cavalry for the Standard or Guidon to be carried by a Warrant Officer or SNCO, and flanked by 2 NCOs or above.

### **Royal Artillery**

**2.07.** The Colours of the Royal Regiment of Artillery are its weapons, which are its guns, rockets and missiles (including man-portable weapons) when these are mounted on or in a launcher. When on parade on ceremonial occasions, these weapons are accorded the same compliments as the Standards, Guidons and Colours of the Household Cavalry, Royal Armoured Corps and Infantry in that the 'Lead Gun' of an Artillery Regiment is to be paid compliments as for Colours marching at the head of an Infantry battalion. (It is therefore not necessary to salute all a unit's guns passing on a parade.) It is impracticable in modern times to consider the weapons of the Royal Artillery as Colours on non-ceremonial occasions but they are always to be treated with dignity and respect.

### **Infantry**

**2.08.** In 1751 infantry regiments were allowed two Colours (King's and Regimental), and this arrangement has continued to the present day. The practice of carrying Colours into action continued until the beginning of 1881 during the first Boer War in

South Africa, when the custom was discontinued because of the altered form of attack and the increased range of musketry.

**2.09.** Certain regiments have the right to carry three Colours on parade but this right is only exercised by The Royal Highland Fusiliers, 2nd Battalion The Royal Regiment of Scotland, who carry the Assaye Colour, the original of which was presented by the East India Company to commemorate the brave conduct of the Regiment at the Battle of Assaye. Two other British Regiments also continue to carry a 3rd Colour, The Queen's Royal Regiment (West Surrey) now the Princess of Wales's Royal Regiment and The Duke of Wellington's Regiment (West Riding), now 3rd Battalion The Yorkshire Regiment (Duke of Wellington's).

### **Rifle Regiments**

**2.10.** These, with one exception, did not carry Colours since their original duty was to skirmish ahead of the main body, where speed and concealment were essential to success. The exception was the 2nd King Edward VII's Own Gurkha Rifles (Sirmoor Rifles), who were granted a Truncheon by Queen Victoria for distinguished services at Delhi in 1857. This Truncheon, which is now carried by The Royal Gurkha Rifles on ceremonial parades, represents in all respects a Colour.

### **Symbolism**

**2.11.** Colours have become the symbol of the spirit of a regiment for they bear the battle honours and badges granted to the regiment in commemoration of the gallant deeds performed by its members from the time it was raised. This association of Colours with heroic deeds has caused them to be regarded with veneration. The fact that Colours are consecrated 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 surrounded.

## **SECTION 2 - INFANTRY COLOURS**

### **Occasions When Carried**

**2.12.** Regimental Colours are carried on all ceremonial parades by all Regiments who have been granted Colours.

**2.13.** The Queen's Colour is carried only when a guard is mounted over:

- a. Her Majesty The Queen, His Royal Highness Prince Philip Duke of Edinburgh, or a member of the Royal Family.
- b. A governor-general, governor, high commissioner, lieutenant-governor or office administering the government in his capacity as Her Majesty's representative within the area of his jurisdiction.
- c. A foreign sovereign, the president of a republican state or member of a reigning foreign Imperial or Royal Family.

**2.14.** The Queen's Colour will not be trooped except in the case of:

- a. A Guard mounted over Her Majesty The Queen, His Royal Highness Prince Philip Duke of Edinburgh and members of the Royal Family.
- b. A guard mounted over Her Majesty's chief representative in British Dependent Territories.
- c. A ceremonial parade held in honour of The Queen's Birthday.

d. The occasion of Presentation of Colours.

**2.15.** Many examples of drill for Colour Parties given in this pamphlet show the more complicated situations where both Colours are on parade. These are not to be taken as an authority to parade both Colours as normally the only occasions when The Queen's Colour only may be carried are shown in the two paragraphs above (QR 1975 PJ8.035). However, the following are occasions when both Colours (if in possession) will normally be on parade:

- a. Freedom Parades.
- b. Street Lining.
- c. Colours to Chapel/Drumhead Services.
- d. Parades at the Royal Military Academy Sandhurst.

### **Composition of the Colour Party**

**2.16.** This will be as follows:

- a. Each Colour will be carried by a Subaltern/Ensign, The Queen's Colour, when carried, will be on the right and carried by the senior, who will command the Colour Party.
- b. Warrant Officers Class II and Non-Commissioned Officers not below the rank of Colour Sergeant have the honourable distinction of escorting the Colours. This Escort will consist of three. The senior will be posted between the colours, the other two covering them two paces in the rear. On occasions when Warrant Officers and Non-Commissioned Officers of these ranks are not available, this honourable distinction may be allowed to Non-Commissioned Officers of lower rank and selected Private Soldiers. If only one colour is carried, the two junior escorts will be posted either side of the Colour, the senior covering it two paces in rear.
- c. This colour Escort should not be confused with an Escort to the Colour which will consist of a formed body of troops (usually a company) under the command of an officer.

### **Compliments**

**2.17.** When Colours are uncased:

- a. The Colour Party will not pay compliments except to persons entitled to a salute under Queen's Regulations 1975 PJ8.035, in which case the Ensigns only pay compliments; other members of the Colour Party do not.
- b. Colours will be saluted by all ranks.
- c. On ceremonial parades, spectators will pay compliments to the Colours, by standing up and saluting if in uniform, or doffing their hat if wearing one in plain clothes:
  - (1) When the Colours are marched on and off parade.
  - (2) When the Colours pass by at the nearest point.

**2.18.** When Colours are cased, Colour Parties will pay such compliments as would be appropriate if no Colours were present.

## **Position on Parade**

**2.19.** The position of the Colour Party when the Battalion is in line will be between the two centre Companies, the Subalterns/Ensigns being in line with the front rank, the two Non-Commissioned Officers covering them, in line with the rear rank. If the line is ordered to retire, the Colour Party will turn about, but will remain steady in its original alignment.

# **CHAPTER 3 - THE BATTALION PARADE**

## **SECTION 1 - GENERAL**

### **Preparations**

**3.01.** The chapter covers the basic dismounted battalion parade. All regimental and corps parades evolve from this.

**3.02.** The inspection or review ground is to be marked as shown in Annex B.

**3.03.** The Battalion to be inspected is to be drawn up in one of the following formations:

- a. Line.
- b. Close column.
- c. Mass formation.

All commands and movements prior to adopting these formations are contained in The Drill Manual Army Code No 70166. Diagrams, showing the above Battalion formations with the position of the Colour Party, are at Annexes C, D and E.

**3.04.** Battalions are to parade with four companies, sized and of equal strength, and further divided into not more than three platoons. The parade will be in the three ranks. Officers will be posted as laid down in The Drill Manual. Warrant Officers, Staff Sergeants and Sergeants, not required as guides, will normally parade at equal intervals in the supernumerary rank. NCOs below the rank of Sergeant will normally parade in the ranks.

**3.05.** Colours will be paraded as applicable.

**3.06.** A Band may be on parade and will either form up eight paces in rear of the centre of the Battalion or, if this is impracticable, on the right flank of the Battalion.

**3.07.** Detachments or individual personnel of other arms permanently attached to a unit (e.g. light aid detachment REME) may parade with the unit to which they are attached. They may form an individual troop/platoon in the headquarters of that unit.

**3.08.** The Inspecting Officer will be met by an officer who is not included on the Parade. The Assistant Adjutant may be used for this task.

## **SECTION 2 - PRELIMINARIES**

### **Adjutant**

**3.09.** The Adjutant waits with sword drawn until the RSM has established the Parade he then normally takes over the Parade from the RSM. He then moves the Battalion into open order and orders the Battalion to fix bayonets. He then hands

over to the Battalion Second-in-Command and takes up his position on the right of the line of Officers.

***Adjutant: In Open Order, Right Dress. Eyes Front. Battalion will Fix Bayonets, Fix, Bayonets. Attention.***

**3.10.** The Officers will have formed up in line behind the Second-in-Command. They will be facing the Parade and covering off their position on the Parade.

### **Second-in-Command**

**3.11.** The Second-in-Command will draw his sword then order the Officers to fall in.

***Battalion Second-in-Command: Fall in - The Officers.***

**3.12.** The Officers will come to attention, draw swords and step off. Having taken up their position on the Parade, they will face the front.

**3.13.** The Second-in-Command will bring the Battalion to the Slope. He will then hand over the Parade to the Commanding Officer and take up his position on parade.

***Battalion Second-in-Command: Slope Arms.***

### **Commanding Officer**

**3.14.** The Commanding Officer will draw his sword and will then give the order for the Colours to march on followed by 'Battalion Present Arms'. Immediately the Battalion has presented arms the Colour Party will step off onto the Parade Ground and move to its position on the Parade. The Band will play 'Point of War' or the Regimental March according to Regimental custom. The Escort to the Colour Party, having arrived in position, will present arms.

***Commanding Officer: March on the Colours. Battalion, Present Arms.***

***Senior Ensign: Colour Party, By the Centre, Quick March. Colour Party, Halt. Colour Party, Present Arms.***

**3.15.** If the Battalion is formed up in line the Commanding Officer will give the orders shown below. The Parade is now ready to receive the Inspecting Officer.

***Commanding Officer: Battalion Slope Arms, Shoulder Arms, Stand at Ease, Stand Easy.***

**3.16.** If the Battalion is formed up in close column or mass, the Commanding Officer, after having shouldered arms, will order the Officers and Colours to take post in review order.

***Commanding Officer: Battalion Shoulder Arms.***

- a. On the word 'Shoulder' the Colours will be brought to the 'Carry'.
- b. On the word 'Post' the Officers of Nos 1 and 3 Companies will turn to the right, the Officers of Nos 2 and 4 Companies to the left.

***Officers and Colours will take Post in Review Order. Take Post, Quick March.***

- c. On the command 'Quick March' the Officers will step off and place themselves five paces in front of the front rank of the leading Company with the Colours in the centre. Colours and Officers of Nos 1 and 3 Companies will move out by the right flank, Officers of Nos 2 and 4 Companies by the left flank, sizing themselves on the right and left of the Colours respectively with the tallest Officers on the flanks. The Second-in-Command will be on the right and the Adjutant on the left of the line of Officers.

**Commanding Officer: Officers, Right Dress. Second-in-Command: Steady.**

d. The line of Officers will be dressed by the Second-in-Command of the Battalion. The Officers will bring their swords to the 'recover' on the command 'Right-Dress' and return to the carry on the command 'Steady'. The Commanding Officer will then stand the Battalion at ease and stand easy as in paragraph 3.15 above.

## **SECTION 3 - THE INSPECTION**

### **General Salute**

**3.17.** When the Inspecting Officer approaches the parade ground the Battalion will be called to attention and arms brought to the slope.

**Commanding Officer: Battalion, Attention, Slope, Arms.**

**3.18.** When the Inspecting Officer arrives at the dais of the Saluting Base, he or she will be received with a General Salute or Royal Salute.

**Commanding Officer: Royal/General Salute, Present Arms.**

**3.19.** The Colours will remain at the 'Carry' except on the occasion as laid down in QRs (A) paragraph J8.042. The Band will play the first part of a slow march with drums beating.

**Commanding Officer: Battalion Slope Arms.**

**3.20.** On completion of the General Salute or Royal Salute, the Commanding Officer will report to the Inspecting Officer. This having been done if the Battalion is in close column or mass formation, the Officers and Colours will be ordered to take post in close column.

**Commanding Officer: Officers and Colours will take post in close column, Take Post.**

a. Whereupon, on the word 'Post' Officers will turn outwards from the centre, the Colour Party turning to the right.

b. On the command 'Quick March' the whole will move to their places.

**3.21.** The Battalion will be stood at ease with the exception of No 1 Company, who will remain at attention.

**Commanding Officer: Shoulder Arms. Stand Fast No 1 Company Remainder, Stand at Ease.**

### **Inspection Procedure**

**3.22.** The Inspecting Officer, accompanied by the Commanding Officer and such other Officers and Regimental Orderlies etc. as may be in attendance, will then pass down the front rank of the Company from right to left; down the centre rank from left to right, and the rear rank from right to left.

NOTES: (1) He/She will pass along the supernumerary ranks at his/her discretion.  
(2) All persons accompanying the Inspecting Officer during the inspection will position themselves behind him/her (the Inspecting Officer) or on the side furthest from the rank being inspected at the time.  
(3) The Inspecting Party will pay a compliment to the Colour(s) when they pass by at the nearest point.

**3.23.** The Company Commanders will call their Companies to attention as the Inspecting Officer moves towards the left of the rear rank of the preceding Company.

They will accompany the Inspecting Officer during his inspection of their Companies. When the Inspecting Officer has moved to begin his inspection of the next Company, the Company just inspected will be ordered by its Commander to stand at ease.

*Company Commander: No ... Company Attention.*

*Company Commander: No ... Company Stand at Ease*

**3.24.** The Band will play throughout the inspection.

## **SECTION 4 - THE MARCH PAST**

### **Formations**

**3.25.** The Battalion may march past in any of the following formations:

- a. Column of Route - Quick time only.
- b. Column of Threes - Quick time only.
- c. Column of Companies - Slow or Quick time.
- d. Close column of Companies - Slow or Quick time.

**3.26.** The positions of Officers and the Regimental Sergeant-Major in the above formations during the march past are shown in the table within this chapter. The position of the Colour Party in these formations is shown in the latest edition of the Drill Manual.

**3.27.** The Band will be formed up in mass opposite the Inspecting Officer, allowing sufficient space for the Battalion to march past in any of the above formations. The Band will move under the Command of the Director of Music/Bandmaster or Drum-Major. They will not play during this movement.

## Position of officers and the Regimental Sergeant-Major during the March Past

Formation	Battalion Commander	Battalion Second-in-Command	Adjutant	Company Commander	Company Second-in-Command	Platoon Commander	Regimental Sergeant-Major
Column of Route	10 paces in front of the centre of the leading rank	16 paces in rear of the centre file of the rear platoon of the rear company	2 paces to the right rear of the battalion commander	4 paces in front of the centre file of his company	3 paces in rear of the centre file of the rear platoon of his company	Each 1 pace in front of the centre file of their platoons	3 paces in rear of and covering off the Commanding Officer.
Column of Threes	9 paces from the directing flank in the centre of the battalion	6 paces from the directing flank in line with the leading man of the leading company	6 paces from the directing flank in line with the rear man of the rear company	6 paces from the directing flank in the centre of his company	3 paces from the directing flank in line with the company commander	3 paces from the directing flank equally distributed along the company	3 paces from non-directing flank between No 2 and 3 Companies in line with the battalion commander
By Companies and Close Column of Companies	15 paces in front of the centre of the leading company	6 paces in front of the right-hand man of the leading company	6 paces in front of the left-hand man of the leading company	6 paces in front of the centre of his company	3 paces in front of the right-hand man of the company	3 paces in front of and equally distributed along the company frontage in line with the company second-in-command	Immediately in rear of the Colour Party

**NOTE:** *The Regimental Sergeant-Major, during the march past, will carry his cane/pace stick under the left arm with the left hand on the side of the cane/pace stick, fingers extended, gripped from beneath between the thumb and forefinger.*

### **March Past in Columns of Route/Threes**

**3.28.** The Battalion will slope arms, take close order and right turn:

a. If the Battalion is in line or close column of Companies and the march past is to be in column of route/threes, on the command. 'Right Turn' Officers and NCOs in the supernumerary ranks will step off and take up their positions for the march past. Officers will move round the front of their Companies and supernumeraries round the back.

b. On the command 'Quick March' the Band will play and the Battalion will move off. The leading Company will left wheel opposite point A (see Annex B) and again on arriving at the passing line, the remainder of the Battalion conforming.

**Commanding Officer: Battalion. Attention. Slope Arms.**

***In close order, Right Dress. Eyes front.***

***Move to the right in column of threes.***

***Right Turn. Battalion will march past in column of route/threes.***

***By the left Quick March.***

### **Marching Past in Column/Close Column of Companies**

**3.29.** If the Battalion is formed up in line and the march past is by column of Companies or close column of Companies, the orders and movements will be the same as in Paragraph 3.28 except that Officers (with the exception of the Adjutant) and supernumerary ranks, being already in their position for the march past, will not move. The Commanding Officer and the Adjutant will move to their positions, for the march past after the right turn. The former will wait for the latter to reach his position before starting the march past. When the leading Company has wheeled and reached the passing line, it will turn to its left into line on the command of its Company Commander. The remaining Companies will conform on reaching the same position.

**Commanding Officer: Battalion will march past in slow and quick time. By the left Slow March.**

**Company Commanders: No ... Company will advance. Left Turn.**

**3.30.** If the Battalion is marching past in slow time, Company Commanders will give the command to open order on reaching point B and close order on reaching point E (see Annex B).

**Company Commanders: Open Order.**

**Company Commanders: Close Order.**

**3.31.** On arrival at point F (see Annex B) either of the following movements may be carried out in order to bring the Battalion to its former position on the Inspection line or to continue along the Inspection line for the march past in quick time.

a. Right turn at point F (see Annex B) and thereafter move by a series of left wheels executed automatically by the leading Company.

b. Left form at point E (see Annex B) and thereafter move by a series of left forms, Companies acting on the orders of the Company Commander:

**Company Commander: No ... Company Left Form, Forward.**

**3.32.** When the last Company has cleared point F, the Band will cease playing (all except the bass drummer who will continue to beat time) and the Battalion will break into quick time by order of the Battalion Commander.

**Commanding Officer:** *(Over 4 bass drum beats) Break, into, quick, time, - four further bass drum beats then - Quick March.*

**3.33.** The Battalion will then march past in quick time. Ranks will remain at close order throughout.

**3.34.** On completion of the march past in quick time and if the Battalion is to advance in review order, it will return to the Inspection line and will normally form up in the same formation in which it received the Inspecting Officer. The Band and Drums will be in the rear of the centre.

**3.35.** The Battalion will take open order and if in close column or mass formations, Officers and Colours will be given the order to take post in review order. Movements will be the same as in Paragraph 3.16.

**Commanding Officer:** *In open order, Right Dress, Officers and Colours Take Post. Quick March.*

**3.36.** The Commanding Officer, after he has marched past in slow time and saluted, will move out and place himself on the right of the Inspecting Officer. He will remain there until the Battalion has passed. He will return to the parade after the Battalion has marched past in slow time and repeat this action after he was marched past in quick time. His sword will remain at the 'Carry' when at the saluting base.

### **Saluting**

**3.37.** During the march past, each Company Commander will give the order 'Eyes Right' and 'Eyes Front' at points C and D respectively as shown in Annex B.

**Company Commander:** *No ... Company Eyes Right. No ... Company Eyes Front.*

**3.38.** In quick time, if swords are worn, Officers will remain at the carry, turning their heads and eyes to the right. In slow time all Officers will salute with the sword.

**3.39.** If swords are not worn all Officers will salute with the hand.

**3.40.** The Commanding Officer and other Officers not within Companies will take their timing from the nearest Company.

**3.41.** For action of the Colour Party see Chapter 2.

## **SECTION 5 - ADVANCE IN REVIEW ORDER**

### **Procedure**

**3.42.** The Battalion is now formed up in the same formation as when it received the Inspecting Officer. The Commanding Officer, having resumed his position on the parade, will give the order to advance in review order. The whole will advance for 15 paces, the Band and Drums playing a 5 pace-roll. At the conclusion of the eighth bar of music, the Band and Drums will cease playing and the whole parade will halt without any further word of command.

**Commanding Officer:** *Battalion will advance in review order. By the centre, Quick March.*

**3.43.** The parade will then be ordered to salute in the same manner as when it received the Inspecting Officer.

*Commanding Officer: Royal/General Salute, Present Arms. Battalion, Slope Arms Shoulder Arms*

### **Conclusion of the Parade**

**3.44.** The Parade is now concluded and after the Inspecting Officer has left the parade ground the Commanding Officer will order the Colours to March off.

*Commanding Officer: Battalion, Slope Arms. March off the Colours. Battalion, Present Arms. Battalion, Slope Arms, Shoulder Arms. Battalion will unfix bayonets. Unfix bayonets. Stand at Ease.*

**3.45.** The Commanding Officer may then fall out the Officers and dismiss the Parade himself or in many Battalions it is customary for him to hand over to the Battalion Second-in-Command, (before the battalion unfix bayonets), who does so.

*Commanding Officer/Second-in-Command: Fall out the Officers. Battalion, Attention. Dismiss/ March off by Companies.*

### **Infantry Battalion Mounted in Armoured Vehicles**

**3.46.** See Chapter 4 and Chapter 15, Paragraph 15.06.

## **SECTION 6 - PRESENTATION OF MEDALS**

### **Timing**

**3.47.** When it is decided to incorporate a presentation of medals with a ceremony or parade such as an inspection or review, this may take place as early as possible during the parade and the most practical moment is immediately after the Inspection. Alternatively medals may be presented after the Advance in Review Order.

### **Carrying Arms**

**3.48.** When the recipients present themselves in front of the Inspecting Officer they should be without rifles or other small arms which are likely to interfere with the pinning on of the medal and their ability to shake hands in the customary manner with the personage making the award. If for Active Service reasons arms must be carried, then they should be at the 'Shoulder' and transferred to the left side before the presentation is made. Alternatively the Parade/recipients may 'ground arms' before medals are presented.

## **CHAPTER 4 - AFV MOUNTED PARADES, ROYAL ARMOURED CORPS ARMOURED REGIMENTAL PARADES**

### **SECTION 1 - GENERAL**

#### **Scope**

**4.01.** Armoured Regiments may carry out ceremonial parades either mounted or dismounted. This chapter primarily concerns itself with mounted parades for Armoured and Armoured Reconnaissance Regiments and refers to dismounted parades only where movements vary from the procedure laid down in other chapters of this Manual. The mounted parade described below forms the basis for mounted parades of all other Regiments and Corps. The form and shape of a mounted parade is dependent on the amount of space, surface conditions etc. of the selected parade ground. There must therefore be variations in the form to suit local conditions, and this chapter is only intended as a guide.

## **Form of Parade**

**4.02.** The Inspection or Review parade ground will be laid out as shown at Annex B. The saluting dais should be at least as high as the turret of the AFV.

**4.03.** It is the responsibility of the Commanding Officer of the Regiment to decide how the main movements of the parade are to be controlled, which vehicles should be used as keepers of the ground and the formation for the march past. This chapter envisages a march past by three AFVs abreast. The following forms of parade are covered in this chapter:

- a. Mounted Regimental Parade with Standard/Guidon.
- b. Mounted Regimental Trooping of the Standard/Guidon.

**4.04.** Control may be by word of command, trumpet, visual signal or radio, or a combination of these. Obviously the first two are inappropriate when engines are running. Examples are given of each method.

## **Special Points**

**4.05.** Small arms will not normally be carried on ceremonial parades where troops are required to mount/dismount from the AFVs during the course of the parade. SA 80 or SA 80 Carbines will however be carried by escort parties to Guidons/Standards when these are dismounted. The drill for this is laid down in The Drill Manual Army Code No 70166 Chapter 3.

**4.06.** Dependent on the surface and location of the ground, AFVs may be either pre-positioned on the parade ground prior to the 'Fall in' with the crews dismounted off the parade ground or, if the surface conditions preclude this, the Regiment may march on and form up on the inspection line with crews mounted throughout. The former situation is incorporated into the mounted regimental parade with the Standard/Guidon, and the latter into the mounted regimental trooping of the Standard/Guidon in order to illustrate the drill in both instances.

**4.07.** 'B' vehicles may be present on a regimental parade but are not normally present on a parade for 'Trooping the Standard/Guidon'.

**4.08.** If present, the Band should normally be positioned behind or beside the saluting base throughout the mounted parade, as it is unlikely, except when the parade takes place on concrete hard standing, that dismounted movements will be possible after rehearsals with AFVs.

**4.09.** Should the Inspecting/Reviewing Officer wish to address the Regiment, this will take place at a suitable moment during the parade. On such an occasion the Regiment will dismount and form three sides of a square in front of the AFVs.

**4.10.** The advance in review order, if included in the parade, will normally take place prior to the march past, in order to avoid more damage than necessary to the ground selected for the parade. The ideal is for this to be carried out with the minimum interval between AFVs and at a slow speed. The actual advance should not be more than 30-50 yards so that the guiding markers or pegs are clearly visible to the drivers throughout.

**4.11.** All AFV/vehicle Commanders will salute in the normal manner. The AFV gun will be traversed 45 degrees and dipped. The Standard/Guidon AFV will not traverse or dip except to Her Majesty The Queen or her nominated representative.

## **SECTION 2 - MOUNTED REGIMENTAL PARADE WITH STANDARD**

### **Preliminaries**

**4.12.** The Regiment should be formed up on the parade ground as shown in Annexes F and G as applicable, with crews off the parade ground.

- a. The intervals should be:
  - (1) One AFV width between AFVs.
  - (2) No intervals between troops.
  - (3) Three AFV widths between Squadrons.
  - (4) Commanding Officers' AFV advanced by approx. 15 yards.
- b. Depending on the size of the parade ground, the Commanding Officer will decide in what multiples abreast the AFVs will march past.

### **The Fall In**

**4.13.** This will take place as follows:

- a. Either:
  - (1) The Band, accompanied by the Saluting Base Markers, will march on and take up their positions.
  - (2) The crews will form up on each flank of the parade ground facing inwards. Officers will parade with the crews.
  - (3) The Commanding Officer's Trumpeter will sound 'Advance' and a 'g' and the Band will play the Regimental Double March. Crews will double on parade and mark time in front of their vehicles. When the Director of Music/Bandmaster sees that all are in position, he will beat to a halt followed by a further beat upon which the crews will turn to the front and stand at ease.
- b. Or: In the manner described in Chapter 3, Paragraphs 3.11-13.

### **Marching on of the Standard/Guidon**

**4.14.** The Standard/Guidon may be received by the Regiment either mounted or dismounted. The former is preferable as the crews will not normally be carrying personal weapons.

- a. *Mounted* (Orders by Trumpet):
  - (1) On completion of the 'Fall In' the Commanding Officer's Trumpeter will sound 'Mount'.
  - (2) Crews will mount and remain at attention.
  - (3) When all are ready he will sound one 'g' as an indication to the Standard/Guidon vehicle to come on to the parade ground.
  - (4) As it does so, he will sound the 'Present Arms' and the Band will play the 'General Salute'.
  - (5) The Standard/Guidon AFV/AFVs will come on parade at an appropriate speed and take up their position centrally behind the Commanding Officer's

AFV. The crew will not dismount from their vehicle when on parade. Having arrived in position it/they will switch off.

(6) The Commanding Officer's Trumpeter will then sound 'Shoulder Arms'. The parade is now ready to receive the Inspecting/Reviewing Officer.

b. *Dismounted*: The proceedings are the same, but without the 'Present Arms', Officers only saluting. In either case commands may equally well be given by word of mouth if distance permits. The crews are then ready to be inspected.

## **The Inspection**

**4.15.** The procedure is as follows:

a. If the Inspecting/Reviewing Officer is received mounted, the procedure will be the same as for receiving the Standard/Guidon, except that the crews are already mounted. On completion of the 'General Salute' the 'Dismount' will be ordered and the crews will fall in the crewfront. If the Inspecting/ Reviewing Officer is received dismounted, there will be no change in the procedure.

b. The Inspection will take place either mounted in a quarter ton vehicle or dismounted, depending on how far the regimental line is set back from the saluting base and the condition of the ground.

c. The Commanding Officer will report to the Inspecting/Reviewing Officer and having obtained permission to stand the parade at ease, will indicate that fact to the Director of Music/Bandmaster, who in turn will start the inspection music with a beat of the drum. On this beat of the drum, 'A' Squadron will stand fast and the remainder will stand at ease.

d. The Commanding Officer will then convey the Inspecting/Reviewing Officer to the right flank of the Regiment where the actual inspection will take place in the normal manner.

e. On completion of the Inspection, the Commanding Officer will deliver the Inspecting/Reviewing Officer back to the saluting base and will resume his position in his AFV. The quarter ton vehicle, if used to convey the Inspecting/Reviewing Officer, will then move off parade.

## **Advance in Review Order**

**4.16.** The normal procedure is as follows:

a. Either:

(1) The order will be given to mount. Crews having mounted, will carry out preliminary starting drills and when ready the Commanders will raise their right arms. When all are ready the order will be given to 'Start up'. Commanders will drop the arm when his vehicle has started. When all are started the Commanding Officer will order the 'Advance' by visual signal or radio.

or

(2) On the command to 'Start up', the driver only will mount, the remainder will turn about. When the engine of a vehicle is started, the crew will turn about to the face the front. The Commanding Officer will give the signal to mount when all have started and then order the 'Advance'.

- b. The Regiment will then advance 30-50 yards and the band will play. On halting, the Commanding Officer will order the 'General Salute' and the band will play.
- c. The Advance in Review Order will only be carried out if the circumstances and ground permit.
- d. The Regiment will then move off to take up its position ready for the march past.

### **The March Past**

**4.17.** The normal march past will be by Squadrons in column of Troops (i.e. three AFVs abreast).

- a. The order of the march past should be:
  - (1) Regimental Headquarters
  - (2) The Standard/Guidon Party.
  - (3) Reconnaissance Troop (if applicable).
  - (4) A Squadron.
  - (5) B Squadron.
  - (6) C Squadron.
  - (7) A1 Echelons, 'A' Squadron, 'B' Squadron, 'C' Squadron.
  - (8) A2 Echelon, Headquarters Squadron.
- b. As the Commanding Officer will be unable to dismount, having marched past, the Second-in-Command will be in attendance on the Inspecting/Reviewing Officer throughout the parade.
- c. The speed of the march past must depend on the surface, dust conditions etc: 10-12 mph is the ideal.
- d. *The Salute:*
  - (1) The AFVs' guns will be traversed right and dipped to maximum depression between points B and C (Annex B refers), the movement being completed on arrival at point C. As gunners will be unable to see marker flags, commanders will signal gunners to traverse, dip etc.
  - (2) At point C the Commander will salute.
  - (3) At point D the Commander will come down from the salute and the guns will commence elevating to 10 degrees elevation and traverse front.
  - (4) In all other vehicles the Commander will salute to the right at point C, and come down from the salute at point D.
- e. The March Past having been completed, the Regiment will move off the parade ground followed by the Band.

## **SECTION 3 - REGIMENTAL TROOPING OF THE STANDARD/GUIDON**

### **General**

**4.18.** The Ground should be kept by such armoured vehicles as are available including those of attached units and/or dismounted personnel.

**4.19.** All actions prior to and during the parade will be carried out mounted.

### **Preliminaries**

**4.20.** The parade will form up as follows:

- a. The Band, followed by the Keepers of the Ground, will march on and take up their positions.
- b. The Commanding Officer will order the 'Advance' and the Regiment will move onto the parade ground and take up its position as shown in Annexes F and G as applicable.

*NOTE:* B vehicles are not to be included on the Parade.

### **Marching on the Standard/Guidon**

**4.21.** The procedure will be the same as for a mounted regimental parade.

**4.22.** On arrival of the Inspecting/Reviewing Officer on the dais, the Commanding Officer's Trumpeter will sound 'Present Arms' and the Band will play the appropriate Salute.

### **Inspection**

**4.33.** If the Reviewing Officer intends to inspect the parade, this will take place prior to the Troop.

**4.34.** The Commanding Officer, after the 'Shoulder Arms' has been sounded, will dismount from his AFV and mount the inspection vehicle. He will convey the Inspecting/Reviewing Officer on the inspection of the parade and, having delivered him back to the saluting base, will remount his AFV. The inspection vehicle will then move off the parade.

### **The Troop**

**4.35.** The Commanding Officer's Trumpeter will then sound the Regimental Call and:

- a. The Director of Music/Bandmaster will then play a suitable fanfare to indicate that the Troop should begin.
- b. The Standard/Guidon Party will move off to the left of the regimental line at about 5 mph.
- c. The Commanding Officer's Trumpeter will sound the 'Present Arms' with the Standard/Guidon Party reaches the left of the line.
- d. The Standard/Guidon vehicle will pass down the regimental line with its escort vehicles (if applicable) in rear. On arrival at the right of the line the Standard/Guidon Party will wheel back into its position on the parade.
- e. When the Standard/Guidon Party has cleared the regimental line the Commanding Officer's Trumpeter will sound the 'Order Arms'.

## **The March Past**

**4.36.** As soon as the Standard/Guidon Party has returned to its original position, the Commanding Officer will order 'Start up'. The procedure thereafter will be the same as on a mounted regimental parade.

## **CHAPTER 5 - ARTILLERY REGIMENTAL PARADES**

### **Introduction**

**5.01.** Artillery regimental parades may be held either mounted or dismounted.

### **SECTION 1 - MOUNTED (ANNEX H)**

#### **Layout**

**5.02.** The regiment will be drawn up in line as shown at Annex H. The number of firing batteries will vary with the establishment and Headquarters Battery and other non-firing batteries may parade at the discretion of the Commanding Officer. The formation is the same for regiments with self propelled and towed equipment. The precedence of batteries will be that given in Royal Artillery Standing Orders.

#### **Fall In**

**5.03.** The regiment may fall in, in a manner similar to that for a Royal Armoured Corps parade or a battalion parade.

#### **The Inspection**

**5.04.** For the inspection the detachments and crews may be mounted but will normally be at "Detachments Front":

- a. The detachments will be in two ranks with the rear rank two paces in front of the line of vehicles.
- b. Drivers will be positioned in an appropriate place to mount their vehicles.
- c. On the open order, the front rank will take one pace forward; the rear rank will stand fast.

**Commanding Officer: In open Order, Right Dress.**

#### **The March Past**

**5.05.** The march past will be conducted by batteries in column of sections:

- a. On the command "Mount", front ranks will turn to their right and rear ranks to their left before doubling to their appropriate mounting positions and mounting. When mounted, vehicle commanders will stand with the left hand resting on the vehicle.

**Commanding Officer: Mount.**

- b. On the command "Forward", each battery will wheel to the right and drive off, simultaneously or successively as space permits.

**Commanding Officer: Drive past by batteries. Right wheel - forward.**

- c. Between points C and D vehicle commanders will salute.
- d. With self-propelled guns the turrets are never traversed and barrels dipped.

## **SECTION 2 - DISMOUNTED (ANNEX I)**

### **Variations from the Battalion Parade**

**5.06.** The procedure for a dismounted parade is in nearly all respects the same as for an Infantry battalion parade. There are the following significant variations:

- a. Bayonets will be carried but not fixed except on special occasions approved by RHQ RA.
- b. The regiment will be drawn up in line as show at Annex I. The number of batteries will vary with the establishment and precedence given in Royal Artillery Standing Orders.
- c. The Adjutant will, after taking over the parade from the Regimental Sergeant Major, draw his sword then give the command for the officers to draw swords and fall in. He will then hand over the parade to either the Second-in-Command, or to the Commanding Officer if the Second-in-Command is not on parade.
- d. The march past will be conducted in column of batteries or in column of route.

**5.07.** Annex C shows the differences in layout between the Infantry Battalion drawn up in line and the Artillery Regiment when dismounted.

### **Compliments**

**5.08.** On a mounted March Past only the 'Lead Gun' (representing a Colour Party) is saluted.

## **CHAPTER 6 - FORMATION PARADES**

### **SECTION 1 - GENERAL**

#### **Occasions when held**

**6.01.** Parades of formations of a Brigade or larger are seldom held now. They normally take place only on The Queen's Birthday or on the occasion of a special review by the Sovereign, a member of the Royal Family, or a Senior Officer.

#### **Procedure**

**6.02.** This is basically the same as for a Regiment/Battalion but no hard and fast rules can be laid down. The formations to be adopted on the inspection line and for the march past, and the presence of Staff Officers on the parade, are largely dictated by the size of the ground and local conditions. This chapter therefore lays out in broad terms the general arrangements necessary prior to and during the ceremony and suggests how a parade, with mixed Arms either mounted, dismounted or a combination of both, should be carried out.

### **SECTION 2 - ARRANGEMENTS**

**6.03.** All arrangements in connection with formation parades require careful preparation under the following headings:

- a. Arrangements before the ceremony.
- b. Arrangements for the ceremony.
- c. Arrangements for dispersal.

## **Arrangements before the Ceremony**

**6.04.** These should normally include instructions on the following:

- a. Instructions regarding dress including the wearing of swords, side arms and medals.
- b. Instructions regarding uniformity of arms within units.
- c. The formation in which units are to form up on the review line and in which they are to march past, including directions regarding distances and intervals.
- d. Position of Officers on the review line and during the march past.
- e. Massing of Bands for the review and for the march past. When Bands are to play.
- f. Preparation of vehicles and provision of spare vehicles.
- g. Action to be taken in the event of engine or mechanical failures.
- h. Method of communicating warning of executive action and relaying of words of command.
- j. General administrative arrangements, e.g. the preparation of the ground, enclosures for spectators and representatives of the press, traffic control, medical etc.

*NOTE:* If aircraft are taking part, they should be kept well away from the parade ground during the time when the troops are forming up

## **Arrangements for the Ceremony**

**6.05.** These should include the following:

- a. An outline of the various phases of the parade.
- b. Any special instructions regarding massed Bands.
- c. Instructions regarding the flying of pennants and flags on vehicles.
- d. Detail of movements to be carried out after the review prior to the march past and after the march past.
- e. Speeds of vehicles.
- f. Equipment to be carried on vehicles.
- g. Instructions regarding saluting in AFVs during the march past.
- h. Instructions regarding cancellation due to inclement weather.

*NOTE:* If aircraft are taking part, sufficient time should be allowed, after they have flown past, for them to be clear of the parade ground so that words of command may be heard distinctly.

## **Arrangements for Dispersal**

**6.06.** These should include:

- a. Instructions for movement from the parade ground to the embussing area.
- b. Special instructions regarding traffic control.

## **Rifle Regiments on Formation Parades**

**6.07.** When The Rifles or Royal Gurkha Rifles are attending a formation parade, complications may arise because of the variations in their drill movements and rate of march. These can be overcome in the following way:

a. *Foot and Arms Drill:* Whilst the execution of arms drill and foot drill may differ from other arms, the finished movement is almost always similar, either:

(1) They should execute their own drill movements working on the Parade Commander's orders to the parade.

or

(2) Their own Commander may give orders to his own troops if this proves quite impracticable.

or

(3) They must conform to the rest of the parade by adopting the position of attention. This solution should be avoided wherever possible.

b. *The March Past:*

(1) As far as possible these Regiments should be placed in the march past in their normal order of seniority. A gap should be left after the unit in front to allow them to march past at their own time.

(2) If this is not possible, they must either move at the head of the troops or follow up the rear, a gap having been left.

(3) The length of the gap will depend on the distance of the saluting base from the forming up point, but the march should be timed to leave the smallest possible gap at the saluting base.

(4) Having passed the saluting base they should, where possible, proceed by a separate route.

(5) However, in a long procession (e.g. Coronation Procession) they must conform to the timings of the rest of the parade.

## **SECTION 3 - A REVIEW OF AN ARMoured BRIGADE**

### **Outline**

**6.08.** The form of parade for a review of mixed Arms is, as already stated, flexible; however, the following is a practical form of parade for an Armoured Brigade with a review of the parade dismounted and the march past, followed by the advance in review order, mounted.

### **Preparation**

**6.09.** Vehicles will have been pre-positioned with units in columns of Squadrons/Batteries/Companies on the review line with Officers and Crews formed up on either side of and off the parade ground.

**6.10.** The preparation of the parade ground should include the following:

a. Review line as close as practicable to the Saluting Point.

b. A line approx. 200 yards in rear of a. from which the parade advances in review order.

c. A base line approx. 350 yards in rear of a. from which the parade starts the march past.

The term 'Squadron' is used to mean 'Squadron/Battery/Company' as appropriate and likewise 'Troop' to denote 'Troop/Platoon'.

### **The Parade**

**6.11.** Officers and Crews march on and form up in threes by Squadrons in line in front of the vehicles. Units should be sized and be in vehicle crews. Squadron Leaders will be in line three paces in front of the Troops and Commanding Officers in line three paces in front of them. A layout for this dismounted portion of the parade is shown at Annex J.

**6.12.** The Reviewing Personage or Senior Officer will be received with the appropriate Salute. A review will then take place of the parade drawn up as shown in Annex J.

**6.13.** On completion of the review, units double march to a position in front of their vehicles, mount, and the whole parade retires in reverse to a base line about 350 yards in rear. The parade will then advance from the right in columns of Troops by Squadrons to form up for the march past.

**6.14.** During this manoeuvre a Band may play and counter march in front of the dais until units start the march past, when it will take up its original position, and play the units past the saluting base.

### **The March Past**

**6.15.** The march past should be carried out at a speed of approx. 10 mph with a distance of 50 yards between units, 30 yards between Squadrons, and 10 yards between Troops. On clearing the saluting base, Squadrons will wheel behind the base line and halt individually on the line as described in paragraph 6.10b, preparatory to the advance in review order. Brigade Headquarters will halt in front and in the centre of the parade.

### **The Advance in Review Order**

**6.16.** The parade will advance in line for 100 yards at a speed of 5 mph, on completion of which it will halt, engines will be switched off and the appropriate salute given to the Reviewing Personage or Senior Officer.

## **CHAPTER 7 - GUARDS OF HONOUR**

### **SECTION 1 - ORGANISATION**

#### **Strength**

**7.01.** The provision of Guards of Honour is authorised in QRs (A) paragraphs J8.035 and J8.036, and the strength will be as stated below unless local circumstances preclude the provision of a Guard of this strength.

**7.02.** A Guard of Honour not exceeding 96 rank and file, with a captain in command, a subaltern officer, an Ensign carrying the Queen's/Regimental Colour, WO1/WO2(SSGT), two company sergeant-majors or colour sergeants, two sergeants, may be mounted, with the regimental band in attendance.

- a. For The Queen and members of the British Royal Family, foreign sovereigns, presidents of republican states and members of reigning foreign imperial and royal families.
- b. For governors-general, governors, high commissioners, lieutenant-governors, officers administering the government or special royal commissioners of any British Commonwealth, Crown Colony, state, mandated territory or possession on such occasions as are customary within their sphere of jurisdiction. (Except as stated in QRs (A) paragraph J8.035d).
- c. At state ceremonials.

The Guard will be formed into two divisions, each of 16 files, 3 ranks. In position each division will sub-divide into two ranks.

**7.03.** A Guard of Honour not exceeding 48 rank and file, with a Captain and an Ensign (carrying the Queen's/Regimental Colour as operational commitments may dictate), one WO1 and two company sergeant-majors, three colour sergeants or sergeants may be mounted, with the regimental band in attendance:

- a. When it is deemed expedient to receive the Chief of Defence Staff, First Sea Lord, Chief of the General Staff or the Chief of the Air Staff on an official visit to any part of the three services, at home or overseas.
- b. To receive a C-in-C or GOC-in-C on his arrival and departure when carrying out an official inspection within his command.
- c. When a C-in-C or GOC-in-C abroad first takes up and finally quits his command.
- d. When a Naval officer of flag rank, C-in-C, lands for the first time at a post or station, within his command, which is in the vicinity of a military station.
- e. When an Air Officer Commanding an independent command abroad first takes up or finally quits his command or for the first time makes an official visit to a station, within his command, which is in the vicinity of a military station.
- f. When a Commonwealth or foreign general, flag or air officer lands at a military station within a territory subject to Her Majesty's authority to visit the civil governor or officer in command.
- g. If it is considered expedient to receive distinguished personages other than those mentioned in this paragraph in accordance with QRs (A) paragraph J8.036

A Guard provided under this paragraph will be formed into two divisions but will not be sub-divided into two ranks.

### **Posts for Guard of Honour**

**7.04.** *Officers for Large GOH* (paragraph 7.02):

- a. In line:
  - (1) The commander - 3 paces in front of the centre of the first division.
  - (2) The lieutenant/Subaltern - 3 paces in front of the centre of the second division.
  - (3) The Ensign (with the Colour) - three paces in front of the centre.
- b. In column of divisions:

- (1) The commander - 6 paces in front of the centre of the first division.
- (2) The lieutenant - 3 paces in front of the centre of the second division.
- (3) The ensign (with the Colour) - 3 paces in front of the centre of the first division.

c. In column of threes:

- (1) The commander - 3 paces in front of the centre of the leading file of threes.
- (2) The lieutenant/Subaltern - 3 paces from and in the centre of the flank (proper front) of the second division.
- (3) The ensign (with the Colour) between the two divisions and centred on the leading Division.

**7.05. Officers for Small GOH (paragraph 7.03):**

a. In line:

- (1) The commander - 3 paces in front of the second soldier (not including the Right Guide (WO2)).
- (2) There is no Lieutenant (Subaltern) on parade.
- (3) The Ensign (with the Colour) - three paces in front of the centre.

b. In column of divisions:

- (1) The commander - 6 paces in front of the centre of the first division.
- (2) There is no Lieutenant (Subaltern) on parade.
- (3) The Ensign (with the Colour) - 3 paces in front of the centre of the first division.

c. In column of threes:

- (1) The commander - 3 paces in front of the centre of the leading file of threes.
- (2) The ensign (with the Colour) between the two divisions.

**7.06. Regimental Sergeant-Major or Company Sergeant-Major for Large or Small GOH:** He will always be at the rear of the centre of the Guard.

**7.07. Warrant Officers and Non-Commissioned Officers:**

a. In line or in column of divisions:

- (1) Senior - right guide of first division, WO2/CSgt.
- (2) Second senior - left guide of second division, WO2/CSgt.
- (3) Third senior - right guide of second division, WO2/CSgt Escort.
- (4) Junior - left guide of first division CSgt/Sgt, Escort.

b. In column of threes:

- (1) Senior on the offside of the leading file of threes of the first division.
- (2) Second senior same position as in line but turning in the required direction.

- (3) Third senior on the offside of the leading file of threes of the second division.
- (4) Junior same position as in line but turning in the required direction.

## **SECTION 2 - PROCEDURE**

### **Preliminaries**

**7.08.** The Guard of Honour will be formed into two divisions (sized tallest on the flanks, shortest in the centre within each Division and of equal strength), with bayonets fixed and the Colour will be marched on. It will march to its destination, halt, advance, form two ranks, shoulder arms, and dress in open order by the centre.

**Commander of Guard of Honour:** *Guard of Honour. Halt. Guard of Honour will advance, Left/Right Turn, Form two ranks. In Open Order Inwards Dress.*

**7.09.** The Senior Warrant Officer will dress the Guard. The Guard will, where possible, be facing the direction from which the personage, for whom it is mounted, will approach. The Band and Drums will be in the rear of the Guard if space permits; otherwise they will be on a flank.

**Senior Warrant Officer:** *Eyes Front.*

### **The Paying of Compliments**

**7.10.** Compliments will be paid by Guards of Honour as laid down in QRs (A) 1975 para J8.042.

**Guard Commander:** *Guard of Honour. Attention. Slope Arms, Royal Salute/General Salute, Present Arms.*

**7.11.** After paying the compliment to the personage for whom it is mounted, the Guard will shoulder arms, the Colour remaining at the 'Carry'. The Guard Commander will march up to the dais and, after having saluted, will report the Guard ready for inspection. It is customary for this to be in English for those from the Commonwealth or in their own tongue for others.

**Guard Commander:** *Guard of Honour, Slope Arms. Shoulder Arms*

### **The Inspection**

**7.12.** When the Guard is inspected it will stand at the 'shoulder' and the Guard Commander will invariably accompany the personage, walking next to him/her, on the side further from the rank being inspected. Only the Commander of the troops and the Guard Commander will accompany the personage during the inspection and the chief host will also accompany but will follow in the rear.

### **The March Past**

**7.13.** If the Guard of Honour is ordered to march past it will do so in column of divisions, if space permits, otherwise it will march past in column of threes. Words of command will be given by the Commander. For all movements that are carried out by divisions, words of command to the first division will be given by the Commander, to the second division by the Lieutenant. Prior to marching past, the Guard of Honour will reform into three ranks, in close order.

**Guard Commander** *Guard of Honour, Close Order March. Form three ranks, Move to the right/left in column of divisions, right/left turn. By the right/left Quick March*

**7.14.** If there is to be no march past, the Guard Commander will salute on completion of the inspection and resume his position on parade. If there is to be no second Royal Salute (see paragraph 7.23) he will then march off the Guard when the personage has departed.

### **SECTION 3 - SPECIAL POINTS ON GUARDS OF HONOUR FOR ROYALTY**

**7.15.** The following procedure will be observed when Guards of Honour are mounted for The Queen or any other member of the Royal Family.

#### **Reception**

**7.16.** On the approach of Her Majesty or other Royal Personage, the Guard will be called to attention and will slope arms. The order 'Royal Salute, Present Arms' should not be given until The Queen is on the saluting base or dais.

**7.17.** After the playing of the National Anthem, the Guard Commander will give the orders to slope arms and shoulder arms and will then report to The Queen that the Guard is ready for inspection by Her Majesty. The Ensign should keep the Colour at the carry for the inspection and not at the order when the GOH shoulder arms.

#### **Inspection**

**7.18.** The Queen, escorted by the Guard Commander, will then inspect both ranks of the Guard of Honour. The Guard Commander should walk with The Queen, taking care that he does not move between Her Majesty and the troops being inspected.

**7.19.** The Inspecting Officer should acknowledge the Colour when passing along the front rank by saluting if in uniform or bowing the head if in civilian clothes. The Guard Commander should also salute at this point. The Colour need not be saluted whilst inspecting the second or rear rank.

**7.19.** A senior officer, as specified below, will be in attendance during the inspection unless specifically excused, and will walk with the Equerry in Waiting behind The Queen and the Guard Commander:

- a. At a place which is the Headquarter station of a Command, the GOC-in-C.
- b. At a place which is the Headquarter station of a Division or District, the GOC.
- c. At places other than a. and b. the Officer Commanding the Unit finding the Guard of Honour.

This Officer should be presented to The Queen before escorting Her Majesty to the saluting base.

**7.20.** If The Duke of Edinburgh is accompanying The Queen, he will not normally go round with Her Majesty, unless the unit finding the Guard of Honour is one with which His Royal Highness has a personal connection. If The Duke of Edinburgh does go round, he should be accompanied, by the senior officer mentioned in paragraph 7.18. In this event, the Equerry in Waiting will walk alone at the rear of the inspecting party.

**7.21.** Normally The Queen will not inspect the Band.

**7.22.** Her Majesty's Lieutenants, Lord Mayors, Mayors and other civil authorities will not normally accompany Her Majesty during an inspection.

## **Paying of further Compliments**

**7.23.** A second Royal Salute should not be given after the completion of the inspection, unless The Queen leaves the parade ground in a motor car. In such circumstances it should be given as the car begins to move and not before.

# **CHAPTER 8 - GUN SALUTES**

## **SECTION 1 - GENERAL**

### **Occasions when fired**

**8.01.** Gun Salutes will be fired in accordance with QRs (A) paragraphs J8.062 to 8.079 and 8.124 to 8.126.

### **Number of Guns**

**8.02.** Not less than three guns will normally be used for firing a salute. In exceptional circumstances two guns may be used. If guns of the Royal Artillery are not available the salute may be fired by AFVs of the Royal Armoured Corps.

### **Intervals**

**8.03.** The normal interval between rounds for salutes will be 10 seconds. At Royal and military funerals Minute guns are fired as the funeral processions are on the move, thereby denoting intervals of one minute, to the burial ground. When firing salutes in conjunction with the Royal Navy the interval between rounds will conform to the interval used by the Royal Navy.

**8.04.** When a salute of 21 guns is fired in conjunction with a feu-de-joie (see Ch 11.16) seven guns will be fired at 10 seconds intervals before each series of the feu-de-joie. The infantry feu-de-joie is three series of ripple fire down the front rank and up the back rank.

## **SECTION 2 - PROCEDURE**

### **Introduction**

**8.05.** The following is the normal drill for firing a salute with a troop of three guns. This drill may be varied according to the artillery equipment used, or the location of the saluting station, provided that the necessary requirements regarding safety, accuracy and precise timing are observed.

### **Personnel**

**8.06.** Numbers required are the Troop Commander, Troop Leader, Timekeeper, Recorder and three gun detachments. All personnel will be dressed as for a ceremonial parade. The Troop Commander will carry a sword.

### **Preparations**

**8.07.** Preparations for gun salutes are as follows:

- a. Before the salute the Troop leader will bring the guns into action and ensure that they are parallel and laid at 20 degrees or 400 mils tangent elevation.
- b. He will inspect the ammunition and stores and ensure that the cartridges are chamber-tested. He will then report 'Troop Ready' to the Troop Commander.

- c. The Troop Commander will obtain the correct time, and at precisely five minutes before the time ordered for the salute he will start the stop-watch.
- d. At two minutes before the time for the salute the Troop Commander will order 'Take Post' and will give out initial orders, using the 'At my Command' procedure.

## **Firing**

**8.08.** The firing of gun salutes:

- a. At ten seconds before the time for the salute the Timekeeper will start a count-down. At the count of three seconds the Troop Commander will order 'No 1 Fire'. The salute will then proceed, each gun being fired in turn on the order of the Troop Commander with a count-down after each round.
- b. The Recorder will record each round as it is fired. He will report the number of rounds fired to the Troop Commander when there are three more rounds to go and again when all the rounds ordered for the salute have been fired.

## **Misfires**

**8.09.** In the event of a misfire, action will be taken in accordance with the safety rules for blank ammunition laid down in the handbook of the gun concerned. If more than one misfire occurs and the correct interval between rounds cannot be maintained, the Troop Commander will increase the interval accordingly.

## **Action on Completion**

**8.10.** When the salute has been completed the Troop Commander will order 'Unload', 'Report guns empty'. When all guns are reported empty he will order 'Detachments Rear' and hand over the parade to the Troop Leader. The Troop Leader will inspect the guns and ammunition to ensure that all is safe and will bring the Troop out of action.

# **CHAPTER 9 - LINING THE STREETS**

## **SECTION 1 - POSITIONS**

### **Officers**

**9.01.** When a Battalion or any part of it lines the streets the Commanding Officer and his Adjutant will be on the flank of the Battalion which the procession approaches first, and the senior Major on the other flank. All officers will be on the offside of the road looking in the direction in which the procession is moving, i.e. to the right as seen by the procession.

**9.02.** Half-Company Commanders will be on the flank and to the right of their Half-Companies, which the procession approaches first, one pace from the ranks towards the centre of the road between the first and second soldier.

### **The Colours**

**9.03.** The Colours will also be on the offside of the road, (on the right as seen by the procession) unless they are required for a Guard of Honour elsewhere. The Ensigns will be six paces apart in line with the other officers. The Escort, also at six paces interval, will be in line with the men and in rear of the Colours. (This means that on

certain occasions the Street liners will only have the Regimental Colour with them because the Queen's Colour is elsewhere with a GOH furnished by that regiment.

## **Ranks**

**9.04.** Warrant Officers, Staff Sergeants and Sergeants will be in the ranks on the near side of the road at the left and opposite end of the Half Company from the officer. Ranks will usually be one pace from the kerbstone. Warrant Officers and Sergeants will fix bayonets and carry out all drill movements with the men.

**9.05.** If the procession for which the streets are lined is to return by the same route, Officers, Warrant Officers, Sergeants, Colours and Drums will change over after the procession passes on the first occasion.

## **Bands and Drums**

**9.06.** These will be posted at suitable places along the route, usually at road junctions or similar places where there is adequate room and opposite the Colour Party where circumstances admit. The leading rank will be in line with other troops lining the route. They will not be placed, however, where traffic is likely to be required to pass. Each band will be in mass formation unless space is limited, when they may be in two ranks. They will not move across the road if the procession returns. If the Band is not opposite the Colours, Drummers may be formed into two ranks along the route opposite them; they will not play unless specially ordered. The Drummers may on the other hand parade with the Band.

**9.07.** Markers will be sent forward by the Battalion before the arrival of the troops, to show the frontage to be occupied by each Half-Company, after the extension is completed. Half-Companies will be marched to their places in threes in close order and formed into two ranks and extended on the ground.

**9.08.** Allowance must be made in calculating the extensions of Companies for the presence of all Warrant Officers and Sergeants in the ranks and for spaces where Cavalry, Mounted Officers and Bands or Drums, may be positioned on the route, as no-one will be allowed to stand in front of them. Allowance must also be made for large curves, which make a considerable difference to troop numbers and spacing.

## **SECTION 2 - DUTIES**

### **Crowd Control**

**9.09.** While it is primarily the task of the police to control the crowds, it should be understood by all officers and other ranks lining the streets that they, no less than the police, are responsible for keeping the route clear.

**9.10.** In the event, therefore, of the police cordons being broken by the press of people, or through any other cause, it is the duty of the troops to prevent their ranks from being broken, and to assist the police in restoring the integrity of the cordon with the least possible delay.

**9.11.** Persons who break through the ranks, however, will not be pursued by troops on foot, but officers and men will concentrate their efforts on preventing further breaches of the line. In carrying out these duties troops are to exercise every possible civility.

## Compliments

**9.12.** The Half-Company Commander on the flank which the procession first approaches will receive orders from the Battalion Commander as to when the compliment is to be paid. Compliments will be paid on the executive word of Half-Company Commanders in succession as the procession approaches their flank. As a guide these commands may be given when the motor vehicle is 50 paces or lead horses of the coach or carriage of the personage to be saluted are 20 paces from the nearest flank of the unit paying the compliment. Officers will give commands to troops on both sides of the road.

**9.13.** The Band will play the National Anthem or other Anthem as required, beginning to play at an appropriate time as the personage approaches. As a rough guide this may be when the outriders concerned are 20 paces away of 50 paces in the case of cars. If necessary the National Anthem will be played over twice, but not more often. When two Anthems are required to be played, the foreign Anthem will be played first. Bands will play selections of music during any interval or waiting there may be, except when streets are being lined for a funeral.

**9.14.** Half-Companies which are in the immediate vicinity of a Guard of Honour will in addition play compliments at the same time as the Guard of Honour, acting on the words of command of Officers-in-Charge of Half-Companies.

## SECTION 3 - DETAILS OF PROCEDURE

### Taking up Position

**9.15.** The Battalion will be formed up in Half-Companies which will be designated 'Numbers 1, 2, 3 etc Half-Companies'. Bayonets should be fixed in assembly areas. The Battalion will march off in threes and each Half-Company will be halted on its marker beginning with the rear of the Battalion, in accordance with the following sequence.

a. Just before reaching his own Half-Company marker the Officer-in-Charge will file off to his right and halt in the centre of the roadway (facing his Half-Company), allowing his Half-Company to continue marching until its right flank is one pace past the marker. He will then halt his Half-Company and turn it to the right.

**Half-Company Commander: No ... Half-Company, Halt. Half-Company will advance. Right turn.**

b. The Half-Company will be formed into two ranks and right dressed.

**Half-Company Commander: Form Two Ranks. Right Dress.**

c. The front-rank will then be marched across the road where they will be halted and turned about.

**Supernumerary NCO: Eyes Front.**

d. The ranks will then proceed outwards, each man halting when at the required number of paces from the man to his rear, then turning inwards and remaining at the slope.

**Half-Company Commander: No ... Half-Company. Front Rank, by the Right, Quick March. Front Rank, halt. Front Rank, about turn.**

**Half-Company Commander: Ranks, outwards turn, to...paces extend. Quick march.**

*Half-Company Commander: No ... Half-Company, shoulder arms. Stand at ease, stand easy.*

e. The Half-Company will then shoulder arms, stand at ease and stand easy.

### **Action on Completion of Ceremony**

**9.16.** The reverse procedure will be carried out on the completion of the day's ceremony.

*Half-Company Commander: No ...Half-Company. Attention. Slope Arms. Ranks inwards turn. Quick March (individuals Halt and Inwards turn). Front Rank, by the left, quick march. Front rank, halt. Front Rank, about turn. Half-Company, form three ranks. Right dress.*

*Supernumerary NCO: Eyes front.*

*Half-Company Commander: No ... half-Company move to the right in threes, right turn. By the left, quick march.*

## **CHAPTER 10 - TROOPING THE COLOUR**

### **SECTION 1 - GENERAL**

#### **Origins**

**10.01.** The practice of Trooping the Colour originated in an old Guard Mounting Ceremony at which The Queen's Colour was the symbol of the Sovereign and of the Country; the Regimental Colour, the emblem of the soldiers of the Regiment. During Trooping, every man has a close view of the Colour whilst paying the highest possible honour by presenting arms in salute. The whole ceremony is one of symbolic trust and reverence.

**10.02.** Colours are not usually carried except by an officer. This Ceremony, however, starts with them in charge of a sergeant and two sentries guarding them from harm, a token of confidence in the men. Later a subaltern assumes command of the Right Guard, formerly the Grenadier Company, a tribute to youth and a symbol of the responsibility which youth is expected to assume.

**10.03.** The Regimental Sergeant-Major draws his sword during the ceremony, the only occasion on which he does so. This is in order that he may pay full honour when saluting the Colours, before returning them to the custody of an officer.

**10.04.** Only before the presentation of new Colours are The Queen's and Regimental Colours trooped together.

#### **Occasions when carried out**

**10.05.** This Ceremony normally takes place in London once a year and is held on a day in June selected by the Sovereign. The day is known as the Sovereign's Official Birthday.

**10.06.** The Regiments taking part will normally be from the Guards Division with an Escort of Household Cavalry, and King's Troop Royal Horse Artillery in attendance (London only).

**10.07.** Additionally, Regiments other than those of the Household Division may Troop the Colour on the Sovereign's Birthday or at any time that the Commanding Officer considers it opportune (in or out of London). Colours will be trooped on the occasion of the Presentation of New Colours.

## **Strengths**

**10.08.** Ideally, Four Guards will be found from the Battalion, the strength of each, when possible, being:

- a. 1 Major: Captain of the Guard.
- b. 1 Lieutenant: Subaltern of the Guard.
- c. 1 Second Lieutenant/Ensign.
- d. 2 Guides (Warrant Officers or Staff Sergeants).
- e. 2 Markers (Sergeants or Corporals).
- f. 66 Men.

The Commanding Officer, Second-in Command and Adjutant may be mounted.

## **SECTION 2 - GETTING ON PARADE**

### **On Outside Parade Ground**

**10.09.** When the Ceremony is to take place on a parade ground, which is not the unit's parade ground, the Guards will be formed up in barracks and marched to the place of parade. The Adjutant will be in overall command, each Guard being commanded by a Subaltern. The Colour Party consisting of a Colour Sergeant/Sergeant (carrying the Colour cased) and an Escort (detailed from the right of No 1 Guard), will march behind No 3 Guard.

### **On Own Parade Ground**

**10.10.** If the Ceremony is to be on the unit's own parade ground, Guards will be marched on by the RSM and commanded by Warrant Officers. The organisation and procedures are similar to those given in the following paragraphs, but officers will not come on parade until after the Assembly.

### **Warrant Officers/Staff Sergeants**

**10.11.** The Warrant Officers/Staff Sergeants (right and left guides) will be positioned on the right and left of the front rank of each Guard. The Sergeants/Corporals (right and left markers) will take post, except where otherwise stated, in the supernumerary ranks three paces in rear of the second file from the flank.

### **Escort for the Colour**

**10.12.** The leading or right flank Guard is referred to as the Escort for the Colour. This Guard will have a supernumerary sergeant who subsequently becomes part of the Colour Party, and will take post three paces in rear of the centre of the Escort until he moves as detailed in paragraph 10.09.

### **Markers**

**10.13.** The Left Markers of each Guard together with the Colour Points will be placed in position before the arrival of the Battalion.

**10.14.** The Guards will march off in three ranks in the following order: No 5 Guard - left leading, No 6 Guard - left leading, No 4 Guard - left leading, No 3 Guard - left leading, No 2 Guard - left leading, Colour Party, Escort for The Colour - left leading. The Guards will march with bayonets unfixed except the Colour Party, but the Officers (other than the Adjutant) will draw swords.

## **Arrival at the Ground**

**10.15.** On arrival at the parade ground, the Guards will be wheeled into position in column, halted and turned to the right to face point H on the line of Guards except for No 6 Guard and any numbered guards above. They will halt and turn to face point G. The Band will play softly during the command to right/left wheel on markers. The Officer (Subaltern) Commanding each Guard will march on at the head of his Guard and move to a position three paces in front of the centre of his Guard when the Adjutant orders right/left turn.

*Subaltern: Guards, right/left wheel. Guards, halt. Guards will advance. Right Turn. Form two ranks, left dress.*

## **Dressing**

**10.16.** The Left Guides will step off on the command 'Dress' and march out seven paces, halt, about turn, and dress their Guards. 'Eyes Front' will be given in succession from the Escort. Immediately 'Eyes Front' has been given to No 4 Guard, the Left Guides will step off together, march in seven paces, halt, and turn to the left. On this command the Left Marker will turn about and place himself three paces in rear and two files in from the left of his Guard.

*Adjutant: Guards on markers, left form. Guards in open order, left dress.*

*Left Guide: Eyes Front:*

**10.17.** The Adjutant will then give the orders shown in the margin.

*Adjutant: Guards, Shoulder Arms. Stand at Ease. The Subaltern will fall out independently from his Guard and report to the Adjutant. This is done before the Adjutant comes onto the Parade. Guards Stand Easy.*

**10.18.** The senior Warrant Officers/Non-Commissioned Officers will now take command of their respective Guards, taking post on the right of the front rank.

## **The Colour Party**

**10.19.** On arrival at the parade ground, the Colour Party will disengage and proceed via point G to its position, two Guards' distance in front of the left to No 4 Guard, facing right. The Colour will be carried by a sergeant and there will be two sentries. On arrival, the Colour will be uncased by a drummer detailed for the purpose. During the uncasing the Sentries will present arms, but no one else will pay compliments to the Colour on this occasion. The Sergeant will hold the Colour in his right hand and his rifle in the left. *The rifle is brought onto parade separately for the Colour Sergeant/sergeant.*

## **Sentries to The Colour**

**10.20.** The two Sentries will stand one on either side of the Colour and three paces from it, their beat being at right angles to the line and their front inwards. They will patrol seven paces (from three paces to ten paces from the Colour). All their movements must correspond. They will cease to patrol when the Adjutant has given the WOC 'Left Dress' for the Guards as in 10.16 above.

## **The Band and Drums**

**10.21.** The Band and Drums having marched on to the parade ground will form up in mass centred on the Colour and in line with the right of the line of Guards.

## **Escort for The Colour**

**10.22.** There should be a Major or Captain as the captain of the Guard, a Lieutenant/Subaltern, and a Second Lieutenant/Ensign (to carry the Colour) with the Escort. If there are insufficient officers, the Major or Captain and Second Lieutenant will be with the Escort and the Lieutenant commanding No 2 Guard will take command of the Escort when it goes for the Colour, moving in front of its centre. The change of position will be effected on the Drummer's Call.

## **Position of Officers**

**10.23.** The positions of the Officers when with their Guards will be as follows:

a. When the troops are in open order and when marching past the saluting base in slow time:

- (1) Captain of the Guard - 3 paces in front of the second file from the right.
- (2) Lieutenant - 3 paces in front of the second file from the left.
- (3) Second Lieutenant - 3 paces in front of the centre of the Guard.

b. At other times:

- (1) Captain of the Guard - 6 paces in front of the centre of the Guard.
- (2) Lieutenant - in line with the supernumerary ranks and in rear of the centre of the right half of the Guard.
- (3) Second Lieutenant - in line with the supernumerary rank and in rear of the centre of the left half of the Guard.
- (4) Second Lieutenant (with the Colour) - in rear of the fourth file from the left of the Guard.

**10.24.** In the case of the Escort for the Colour, the Lieutenant and the Second Lieutenant will change flanks while marching past the saluting base in quick time as described at paragraph 10.55.

**10.25.** The position of the Adjutant while the troops are in line will be on the left of the line, five paces from the Left Guide. When in column, he will be ten paces to the rear of the rear Guard.

**10.26.** The commanding officer will give "fix bayonets before his commences the bands and cod to troop

## **SECTION 3 - THE TROOP**

### **Band and Drums**

**10.27.** On the command, 'Troop' the Band and Drums acting on the order of the Drum Major will proceed in slow time from the right to the left of the line, the Band playing a slow march.

**Commanding Officer: Guards, Shoulder Arms. "Troop" Drum Major: Band and Drums by the Centre Slow March.**

**10.28.** On arriving 10 paces from the Colour they will counter-march, halt and cease playing. The Band and Drums will then proceed in quick time from the left to the right of the line, the Band playing a quick march.

**Drum Major: Band and Drums, by the Centre Quick March.**

**10.29.** As the Band and Drums approach the right of the line, before counter-marching, a drummer will fall out and place himself two paces from the right of the Escort in line with the front rank.

### **Drummer's Call**

**10.30.** Immediately the Band ceases to play this drummer will beat the 'Drummer's Call'.

- a. On the first tap of the call, the Major/Captain and Lieutenant of the Escort for the Colour will turn inwards, recover swords and move across in quick time, passing right arm to right arm.
- b. The Major/Captain, passing in rear of the Second Lieutenant, will place himself three paces in front of the right file of the Second Guard.
- c. The Lieutenant will place himself three paces in front of the Ensign for the Colour.
- d. Having halted and turned to their front they will bring their swords to the carry.
- e. The Regimental Sergeant-Major will fall in three paces in rear of the centre of the Escort and will draw his sword.
- f. The Supernumerary Sergeant will place himself in rear of the right file of No 2 Guard.
- g. The Drummer having beaten the call will step straight off and take post with the Drums again, moving in quick time.

### **The Escort for the Colour receives the Colour**

**10.31.** While the Drummer makes his way to re-join the Drums, the Commanding Officer will bring the Escort for the Colour to the slope and stand the remainder at ease. The Sentries on the Colour will remain at attention with shouldered arms.

*Commanding Officer: Escort for the Colour, Slope Arms. Remainder, Change Arms, Stand at Ease.*

**10.32.** The Lieutenant/Subaltern will then order the Escort to take close order. The Markers will come up on the right and left of the rear rank.

*NOTE:* Ranks to look to their front in succession from left to right.

*Lieutenant of the Escort/Subaltern: Escort for the Colour. In Close Order, Left Dress.*

**10.33.** The Escort preceded by the Band and Drums playing 'The British Grenadier' will move out the distance of a Guard and a half from the line, left form and move forward with the centre directed on the Colour.

**10.34.** The Band and Drums when nearing the Colour will wheel to the left, clear the front of the Escort, halt and cease playing.

**10.35.** The Escort will be halted by the Lieutenant when 20 paces from the Colour, and will take open order, Markers remaining on the flanks of the rear rank. On the command 'Right Dress' the men will get their own dressing (the Guide standing fast) and on completion will turn their heads and eyes to the front in succession from right to left. The Band and Drums will be turned about while the Escort is getting its dressing.

*Lieutenant of the Escort: By the left Quick March. Change direction left, Left Form. Forward by the Centre. Escort for the Colour, Halt. In Open Order, Right Dress.*

**10.36.** After the men of the Escort are dressed, the Commanding Officer will order the Guards to come to attention and slope arms. The Sentries on the Colour will also slope arms.

**Commanding Officer: *Guards, Attention Slope Arms.***

**10.37.** On completion of this movement, the Regimental Sergeant-Major will march out in quick time by the left flank and halt opposite the Colour. The Ensign for the Colour will march out as he is passed by the Regimental Sergeant-Major, and place himself four paces in front of the Lieutenant, passing by his right, and halting at the same time as the Regimental Sergeant-Major.

**10.38.** Having saluted the Colour, the Regimental Sergeant-Major will take a pace forward and receive the Colour into his left hand from the Sergeant, the latter then changing his rifle to his right hand and sloping arms. The Regimental Sergeant-Major will turn about and take sufficient paces forward to enable him to hand the Colour to the Ensign.

**10.39.** The Ensign will salute the Colour after the Regimental Sergeant-Major has halted in front of him, return his sword, receive the Colour from the Regimental Sergeant-Major, place it in his colour belt and turnabout.

**10.40.** The Escort will then be ordered to present arms. The Warrant Officers and Sergeants on the flanks of the front rank will make a half turn outwards, those on the flanks of the rear rank making a three-quarter turn outwards; all four will come to the high port. The Sergeant and the Sentries will present arms with the remainder of the Escort. The Band and Drums will play six bars of the National Anthem if The Queen's Colour is being trooped or the first eight bars of the Regimental Slow March if the Regimental Colour is being trooped.

**Lieutenant of the Escort: *Escort for the Colour, Present Arms.***

**NOTE:** When the Escort presents arms, Officers and Other Ranks watching the Parade will act in accordance with Queen's Regulations whether or not the National Anthem is played.

**10.41.** The Escort (including Guides and Markers) will slope arms and:

**Lieutenant of the Escort: *Escort for the Colour, Slope Arms.***

- a. The Ensign with the Colour will resume his post in rear of the Lieutenant, passing by his left flank.
- b. The Sergeant who formerly held the Colour, after passing by the right flank will place himself in rear of the third file from the right.
- c. The Right Guide and the Right Marker will close two paces to the right.
- d. The Sentries formerly on the Colour will take their places as the right file of the Escort, halting and turning about together.
- e. The Band and Drums will turn about.

### **The Colour is Trooped**

**10.42.** As soon as the Regimental Sergeant-Major and other ranks mentioned above are in their places, the Lieutenant will order the Escort to change arms, form the Escort to the left, and march off in slow time, preceded by the Band and Drums playing the 'Grenadier March'.

***Lieutenant of the Escort: Escort to the Colour, Change Arms, change direction left, Left Form. Slow March. Slow March. Forward, by the Centre.***

**10.43.** The Band and Drums will wheel to the left as soon as they step off and will move down the line in front of the line of Officers. When clear of the left flank of the Escort the Band and Drums will halt by signal. The Commanding Officer will move forward sufficiently far in front of the line to allow the Band and Drums to pass in rear of him.

**10.44.** When the Lieutenant reaches a distance of four paces from the line of Officers he will turn the Escort to the right, and when the leading file of the Escort is clear of the Left Guide of No 4 Guard he will wheel the Escort to the left. The Adjutant will make way sufficiently to allow the Escort to pass between him and the Left Guide of No 4 Guard.

***Lieutenant of the Escort: Escort to the Colour, Move to the Right in file, Right Turn. Left Wheel.***

**10.45.** As soon as the leading file of the Escort is just past the Left Guide of No 4 Guard, the Lieutenant will again give the order to left wheel. The Officers of the Escort will pass three paces in front of the line of Officers (the Lieutenant marching abreast of the second file of the Escort and the Second Lieutenant marching abreast of the centre of the Escort). The front rank of the Escort will pass between the front and rear rank of the Guards and the rear rank of the Escort will pass between the rear rank and the supernumerary rank of the Guards. The Band will stop playing as soon as the Lieutenant has given the second command to left wheel.

***Lieutenant of the Escort: Left Wheel.***

**10.46.** As soon as the Band has stopped playing and the Lieutenant has given the second command to left wheel, the Commanding Officer will order the Guards to present arms. After the Guards have presented arms the Band will again begin to play, at the same time stepping off in time with the Escort. The Battalion Commander will resume his correct position as soon as the Band is clear.

***Commanding Officer: Guards, Present Arms.***

**10.47.** When the head of the Escort arrives at the right of the remainder of the line, the Major/Captain of the Escort (who has been standing in front of the right file of No 2 Guard) will bring his sword to the carry, turn to his right and step off in time with the Escort; when the second file is abreast of him, taking the place of the Lieutenant who will mark time when at his original post. The Ensign with the Colour will pass the Lieutenant on his left side.

**10.48.** Meanwhile the Band will have ceased playing as the Escort approaches its original position, and when near its own original position, will wheel to the left about on the command of the Drum Major.

### **The Escort resumes its original position**

**10.49.** When the Escort has cleared the remainder of the line the Lieutenant will halt it and turn to the left. The Officers will halt and turn with the Escort. The Lieutenant will order the change arms, ready for the present.

***Lieutenant of the Escort: Escort to the Colour, Halt. Escort to Colour will advance. Left Turn. Change Arms.***

**10.50.** The Major/Captain will then order the Escort to present arms. The Guards will then slope arms on the order of the Commanding Officer.

**Major/Captain of the Escort: Escort to the Colour. Present Arms. Commanding Officer: Guards, Slope Arms.**

## **SECTION 4 - THE MARCH PAST**

### **Preparation**

**10.51.** The Commanding Officer will now face the Guards and order the Officers to take post. On ordering the Guards to retire the whole parade will turn about except the Left Guides. They will turn to their left and recover arms and be covered from the rear by the Adjutant, who will give the command shown, upon which the Guides will slope arms.

**Commanding Officer: Officers take post Guards will retire about turn.**

**Adjutant: Guides-Steady**

**10.52.** As soon as the Adjutant has given the order 'Steady', the Commanding Officer will form the Guards back into column. On the command 'Quick March' each Left Guide will take three paces forward and his Guard will form on him. On the command 'About Turn', the Left Guide will act as ordered and take three paces forward into his original position on the left of the front rank of his Guard.

**Commanding Officer: Guards At the Halt, Right Form. Quick March. Guards will advance. About Turn.**

**10.53.** While the Guards are taking their dressing, the Band and Drums will step off in quick time by command of the Drum Major and will wheel into position directly facing the saluting point and at a distance of a Guard and a half from it.

### **The Guards March Past**

**10.54.** As soon as the Band is in position, the Commanding Officer will give the commands shown below. The column will step off, each Guard forming to the left at the corner points marked on the ground. The Band will begin to play as soon as the Parade moves forward.

**Commanding Officer: Guards will march past in slow and quick time. By the left, Slow March.**

**10.55.** If no officer senior to him is present on the saluting base, the Commanding Officer will take the Salute during the march past. He will return his sword while at the Saluting Base. If a more senior officer is present and is taking the Salute he will place himself on the right of this officer after marching past, and remain at the carry. He will return to the Parade after the last Guard has formed opposite point E in order to give the command to break into quick time.

**Commanding Officer: (Over 4 paces), Break, into, Quick, Time, (4 beats on the bass drum), Quick March.**

**10.56.** The Colour Party at the formation opposite points B and E will change flanks. During the formation at point B the Officers of each Guard will place themselves three paces in front of the front rank as at open order, moving where necessary round the left flank of their respective Guards. Guides will remain on the flanks of the front ranks of Guards, but Markers will move up to the flanks of the rear ranks.

**Commanders of the Guards: Escort to the Colour (or No ...Guard), Change direction left, Left Form. Forward by the Left (or Right).**

**10.57.** When his Guard has formed at point B each Major/Captain will give the command 'Forward by the Right' and when halfway between points B and C will give the command 'Open Order', on which the rear and supernumerary ranks will mark

time one pace and then move forward. On the command 'Eyes Right' all except the Right Guide and the Right Marker will turn their heads and eyes to the right, and the Officers, except the Second Lieutenant with the Colour, will salute in four paces. This movement must be completed by the time the Officers are abreast of point C.

**Commanders of all Guards: Escort to the Colour (or No ...Guard) Open Order. Captains of all Guards: Escort to the Colour (or No ... Guard) Eyes Right.**

**NOTE:** At each forming point, when the preceding Guard is given 'Forward', the men of the next Guard, who are already marking time, will advance seven paces and then continue marking time. This will automatically make way for the following Guard. This procedure will not be adopted by the Escort which will instead advance a sufficient distance before starting to mark time, nor by the last Guard which has no need to make way for anyone behind.

**10.58.** The Ensign with Colour will let the Colour fly while the other Officers are at the Salute, and will lower the Colour to Royalty.

**10.59.** When the supernumerary rank of each Guard is clear of point D, the Major/Captain will give the command 'Eyes Front'. When the Guards are halfway between points D and E, each Major/Captain will give the command 'Close Order'. Just before reaching point E, each Captain will give the order 'By the Left'. On reaching point E, each Major/Captain will give the command 'Left Form', 'Forward, By the Left'. The Officers and Colour and Markers will resume the places filled by them prior to forming at point B, passing by the left flank of the respective Guards where necessary.

**Commanders of all Guards: Escort to the Colour (or No ...Guard) Eyes Front.**

**Commanders of all Guards: Escort to the Colour (or No ... Guard) Close Order By the Left,**

**Commanders of all Guards: Escort to the Colour (or No ... Guard) Left Form. Forward by the Left.**

**10.60.** As soon as the Guard has formed at point E, the Band will cease playing and the troops will break into quick time by order of the Commanding Officer. If he is the Senior Officer on parade, he will draw his sword to give the command and then return to the saluting base and return his sword. If he is not the Senior Officer he will march past in quick time and again return to the saluting base. The Guards will march past in quick time following the same procedure as in slow time except that:

- a. The ranks will be at close order.
- b. Officers, with the exception of the Ensign with the Colour, will not change their position on reaching point B.
- c. The Colour Party and the Lieutenant of the Escort will change flank during the formation at points B and E.
- d. Markers will remain in the supernumerary rank.

**NOTE:** The detail given in Note to paragraph 285 will apply.

### **Final Procedure**

**10.61.** As the left of each Guard reaches the point where it rested in line, each Major/Captain will order it to mark time.

**Commanders of all Guards: Escort to the Colour (or No ... Guard) Mark Time**

**10.62.** The Commanding Officer will move to his original position in line, will face the Guards and will form them into line and halt them. When the Guards have formed into line, and are marking time, the Band will stop playing.

**Commanding Officer:** *Guards, Left Form. Forward, Guards Halt.*

**10.63.** At this point the mounted troops might march past at the walk and trot prior to talking post for the departure.

**10.64.** If Trooping the Colour is to be followed by guard mounting:

**Commanding Officer:** *Shoulder Arms. Stand at Easy. Officers for duty. Fall Out. Stand Easy.*

- a. The Officers for duty will fall out, salute the Commanding Officer and return their swords.
- b. The Regimental Sergeant-Major will also return his sword.
- c. The Ensign will fall out with the remainder of the Officers, carrying the Colour at the slope, but he will not salute, neither will he give the Colour into anyone else's charge unless another officer is to carry the Colour on guard.
- d. Guard mounting will then be performed in accordance with the orders in force locally.

**10.64.** If the Ceremony is not to be followed by guard mounting and the Parade has been held on the unit's own parade ground, the Colour will be marched off to the Officers' Mess as laid down in paragraph 55.

**Commanding Officer:** *March off the Colour. Guards Present Arms.*

**10.65.** When the Ceremony takes place on a parade ground other than the unit parade ground and Guards are not being furnished, the Battalion will march back to barracks with bayonets fixed. The Colour will march at the head of the Escort to the Colour. On arrival in barracks the Battalion will be formed up and the Colour marched off, the Battalion presenting arms as above.

## **CHAPTER 11 - PARADE TO CELEBRATE THE BIRTHDAY OF THE QUEEN, WHEN HER MAJESTY IS NOT PRESENT**

### **SECTION 1 - THE GOVERNOR OR OTHER PERSONAGE RECEIVED ON PARADE**

#### **Forming Up**

**11.01.** The following procedure is to be adopted, where practicable, for a parade held in honour of HM The Queen's Birthday, when She is not present. It is appreciated that, dependent on local conditions, certain parts may have to be omitted.

**11.02.** The Parade will be formed up in the same manner as for the Trooping the Colour ceremony (see Chapter 10) except that the Colour Party will be between No 2 and No 3 Guards as for the Battalion Parade (see Annex C).

**11.03.** The Left Markers and Colour Points will have taken up their position prior to the arrival of the troops.

## **Inspection and March Past**

**11.04.** The Governor or other personage holding precedence as the Officer Commanding the Parade will be received with the appropriate honours, as laid down in QRs (A) paragraph J8.042.

**11.05.** An inspection may take place dependent upon local conditions.

**11.06.** The Parade will then march past in slow and quick time.

## **SECTION 2 - THE SYMBOLIC ROYAL PRESENCE**

### **The Royal Salute**

**11.07.** On completion of the march past, the Governor or the personage holding precedence as the Officer Commanding the Parade will, unless he is a General or other military officer on the active list, then leave the saluting base. He will move to a suitable position to the flank or rear, so that he will be facing the Royal Standard when it is hoisted. If the salute has been taken by a General or other military officer on the active list, he will move to a position 30 paces in front of the saluting base and will assume command of the Parade, taking post with his staff as laid down for the review of a unit or formation.

**11.08.** The flag flown during the march past will now be hauled down and the Royal Standard (furred) or Union flag if no Royal Standard is available, will be run up to the mast-head.

**11.09.** The Parade Commander will call the parade to attention and slope arms. The Royal Salute will then be given. On the third movement of the present the Royal Standard/Union Flag will be broken at the mast-head representing the arrival of Her Majesty. The National Anthem will be played in full.

*Parade Commander: Parade, Attention, Slope Arms. Royal Salute, Present Arms.*

### **Advance in Review Order**

**11.10.** The Parade will now advance in Review Order, the procedure for which will be the same as laid down in paragraph 3.42.

### **Feu-de-Joie**

**11.11.** Exceptionally a Feu-de-Joie may be fired when the Sovereign is on parade. If it is desired to fire a Feu-de-Joie the Parade Commander will order the Parade to slope arms, shoulder arms and unfix bayonets.

*Parade Commander: Parade, Slope Arms, Shoulder Arms. Parade will unfix Bayonets. Unfix Bayonets, Attention.*

**11.12.** The Parade will then be warned that a Feu-de-Joie will be fired. On the Command for Officers and Colours to take post:

*Parade Commander: The Parade will fire a feu-de-joie. Officers and Colours take post.*

- a. Dismounted officers will step forward three paces.
- b. The rear rank and supernumeraries will step back two paces.
- c. The Standards/Guidons/Colours (the former if dismounted) will advance six paces on command of the Senior Ensign. Standards/ Guidons/Colours will not be lowered during the firing of a Feu-de-Joie; neither will the Escort to the Colours take part in the Feu-de-Joie.

d. Mounted Officers of units firing will take post 15 paces in rear of the line passing by the flanks.

**11.13.** The Guides and all Non-Commissioned Officers and men in the ranks will act on the command 'Load'. The muzzles of the rifles will be inclined upwards, so as to clear the heads of the men in front. The supernumerary rank will remain at the 'Shoulder'.

**Parade Commander: Standing, Load,**

**11.14.** Rifles will be brought to the position for firing at an angle of 135 degrees. Heads will be kept perfectly still and no attempt will be made to aim.

**Parade Commander: Present.**

**11.15.** On the word of command to Commence, the right-hand man of the front rank will commence the fire, which will run down the front and up the rear rank as quickly as possible.

**Parade Commander: Commence.**

**11.16.** The Feu-de-Joie will be fired in three series. If Artillery/AFVs are present and a 21 gun salute is ordered, this will be carried out as laid down in Chapter 8. The order 'Load' will be given immediately the Artillery commence firing. The command 'Present' will be given when the seventh round has been fired. The Order to commence will follow immediately after the 'Present'.

**11.17.** When the right-hand man of the rear rank has fired, this completes the first series and the Band will play the first part of the National Anthem, the troops remaining at the 'present', Officers at the 'Carry'. On the last note of the Band, the Artillery/AFVs will again fire seven rounds, and the other troops will act as above. On completion of the second series, the Band will play the second part of the National Anthem. The same procedure will be followed for the third series, on completion of which the whole of the National Anthem will be played.

**11.18.** On conclusion of the National Anthem, the command to unload will be given. The men will come to the loading position and will unload, holding their rifles at an angle of 135 degrees.

**Parade Commander: Unload.**

**11.19.** The Parade Commander will then give the commands shown below. The Colour Party will resume its position in line and shoulder arms on the command of the Senior Officer, the Colours being brought to the order. The Officers will move to their original positions in line, the rear rank and supernumeraries stepping forward two paces.

**Parade Commander: Shoulder Arms. Officers and Colours Take Post.**

### **Three Cheers for Her Majesty The Queen**

**11.20.** The Parade will fix bayonets and remove head-dress. (Less the Colour Party.) Three cheers will then be given for The Queen, led by the Parade Commander.

**Parade Commander: Parade will fix bayonets, Fix Bayonets. Attention. Remove Head-dress.**

**Parade Commander: Parade will give three cheers for Her Majesty The Queen.**

**11.21.** Head-Dress. The following guidance is given:

- a. The head-dress will be removed by the left hand and held at chest height, being raised to the full extent of the arm above the head as the signal for each cheer is given. Rifles will be at the 'Shoulder'.
- b. In Highland and Lowland Regiments the head-dress will be held with the right hand, swords and rifles being passed to the left hand.
- c. Women on parade with or without male troops will not remove head-dress, but will carry out the movement with the arm as the signal for each cheer is given.

### **The Symbolic Departure**

**11.22.** On conclusion of the three cheers the troops will replace head-dress, slope arms and a Royal Salute will be given. The Band will play the National Anthem, the Royal Standard being hauled down to signify Her Majesty's departure. This will be timed to be completed on the last note of the National Anthem.

*Parade Commander: Replace Head-dress. Attention. Slope Arms. Royal Salute, Present Arms Slope Arms.*

**11.23.** The Governor or other personage will now resume his place on the dais and the appropriate honours will be given prior to his departure from the parade.

## **CHAPTER 12 - PRESENTATION OF COLOURS**

### **SECTION 1 - PRELIMINARIES**

#### **Formations**

**12.01.** The Battalion will be formed up in line, each company being in two ranks. The Colour Party position (the new Colours) will be reserved in the rear centre (15 paces) of the Battalion (if four Guards are on parade between the left of No 2 and the right of No 3). Officers' positions will be as laid down in Chapter 10, except as stated below.

#### **Positions of Officers and Colours**

**12.02.** Position of officers and Colours are as follows:

- a. The old Colours, with two sergeant escorts of the Colour Party and double sentries, will be in front of the left of the line, at right-angles to it, and the Band and Drums placed as for trooping.
- b. The Ensigns for the Colour Party (Old Colours) will be with the Escort (the right-hand Guard) which may be commanded by a Captain.
- c. The officers required on the Escort will be:
  - (1) One Major or Captain.
  - (2) Two Lieutenants (one will carry the Queen's Colour).
  - (3) One Second Lieutenant (will carry the Regimental Colour).
- d. The new Colours, cased, will be 15 paces in rear of the centre, carried by two Colour Sergeants, in the charge of the Quartermaster, who will be 3 paces to the rear of them. The Warrant Officer of the new Colour Party will be between them.
- e. The Subalterns for the Colour Party (new Colours) will be in the centre of the Battalion in line with the other officers.

**12.03.** The Chaplain-General (if present) and the chaplains taking part in the parade ceremony will take post behind the saluting base, a few paces on the right of the staff attending the personage presenting the Colours. The Chaplain-General will be in line with the staff, the other chaplains behind him in line, in order of seniority from right to left.

## **SECTION 2 - TROOPING THE OLD COLOURS**

### **Royal Salute**

**12.04.** After the Royal or other personage presenting the Colours has been received with the Royal or General Salute, arms will be shouldered and the order to 'Troop' will be given.

***Battalion Commander: Royal/General Salute Present Arms.***

***Slope Arms. Shoulder Arms. Troop.***

### **The Troop**

**12.05.** The Band and Drums will then move across the parade ground from right to left playing a slow troop. They will counter-march ten paces from the old Colours and will halt when the Drum Major is in the centre of the parade ground. They will then play a quick troop, counter-march, and halt again when the Drum Major is in the centre of the parade ground.

**12.06.** The procedure for the Drummers Call etc will take place as laid down for Trooping the Colour at paragraph 10.29.

**12.07.** As soon as the two Ensigns for the old Colours are in position the Battalion Commander will give the commands shown below.

***Battalion Commander: Escort for the Colour-Slope Arms. Remainder Stand at Ease.***

### **Trooping The Colours**

**12.08.** The Lieutenant will then give the orders shown below. The Markers will come up on the right and left of the rear rank.

***Lieutenant of the Escort: Escort for the Colours, In Close Order Left Dress. By the Left, Quick March.***

**12.09.** The procedure for Trooping the Colour will be followed as laid down in paragraph 10.41 - 10.43.

**12.10.** After the old Colours have been trooped and the Escort have reformed line, the Major/Captain will order the Escort to present arms. The Battalion Commander will then order the Guards to slope arms and order the old Colours to march off.

***Major/Captain of the Escort: Escort to the Colours, Present Arms.***

***Battalion Commander: Guards, Slope Arms, March off the Old Colours.***

### **Marching off the old Colours**

**12.11.** The Ensign to The Queen's Colour will give the orders shown in the margin. The Band will play 'Auld Lang Syne'.

***Ensign to The Queen's Colour: Colour Party, by the Left, Change Direction Left, Left Form Slow March.***

**12.12.** The Colours will pass from right to left across and ten paces in front of the battalion. If a Royal personage or her representative is on parade the Colours will be

lowered for 20 paces on passing the dais and then returned to the carry. When opposite the left of the battalion, the Ensign to The Queen's Colour will order the Colour Party to change direction right.

***Ensign to The Queen's Colour: Colour Party, Change Direction Right, Right Form Forward***

**12.13.** The three Warrant Officers and Sergeants detailed to escort the old Colours will be formed up on the left of the battalion and when the Colour Party forms to its right the senior will order 'By the centre, slow march'. They will join the Colour Party which will be marking time, and when the Colour Party is complete with its escort, the senior Ensign will give the order 'Forward by the centre'.

***Senior Warrant Officer/NCO: Escort, By the Centre, Slow March. Mark Time.***

***Ensign to The Queen's Colour: Forward by the Centre.***

**12.14.** As soon as the Colour Party receives the command 'Forward' the Battalion Commander will order the Guards to present arms.

***Battalion Commander: Guards Present Arms.***

**12.15.** The Band will continue to play 'Auld Lang Syne', until the Colours have left the parade ground. The Colours will proceed to a convenient place where they will be cased.

**12.16.** As soon as the Colours have disappeared from sight the Band will cease to play and the Battalion Commander will slope arms and be prepared to carry on with the consecration of the new Colours.

***Battalion Commander: Slope Arms Shoulder Arms.***

### **SECTION 3 - CONSECRATION OF THE NEW COLOURS**

#### **Preparation**

**12.17.** The Battalion may now form three sides of a square, the right-and left-hand Companies being formed inwards. However, if circumstances dictate the battalion may remain in line.

***Battalion Commander: Right and Left Guards inwards Form Quick March.***

**12.18.** As soon as this has been carried out, the following actions will take place, as far as possible simultaneously.

a. The Drum Major will march one Bass Drummer, one Tenor Drummer and six Side Drummers to a point 35 paces in front of the centre of the Battalion, where he will order the drums to be piled (see Annex A). On completion of this, the Drummers will take up position 14 paces on the right of the drums facing inwards, the Drum Major being on the flank nearest to the Battalion.

b. The two Subalterns who will receive the New Colours will have been positioned up to this time in the centre of the Battalion when formed into line. They will return their swords and step off on command of the senior, halting three paces in rear of the Commanding Officer, with the senior on the right.

c. The Senior Major (Second-in-Command) and the Junior Major will return their swords and step off from their positions on the parade, halting either side of the two subalterns, senior on the right.

d. Two soldiers will bring forward two kneelers and place them in position two paces in front of the drums and three paces on the right and left respectively.

- e. Microphones, if required, will be brought forward and placed in position for the Personage, the Chaplains and the Commanding Officer.
- f. Two drummers will move from the Band and Drums, to the rear of the Battalion, and place themselves behind the Colour Sergeants carrying the new Colours, under command of the Quartermaster.
- g. The Quartermaster will march the new Colours forward, halting them in rear of the piled drums. The two drummers will uncase the Colours and the Quartermaster will take them from the Colour Sergeants and lay them on the drums, with the Queen's Colour on top (see Annex A).
- h. The Colours should be placed down Queen's Colour first followed by the Regimental Colour. The Colours should be placed onto the Drum Pile facing the Battalion, not the Inspecting Officer or Guest. When removing the Colours from the Drum Pile, the Regimental should be lifted first and the Queen's Colour last off the Drum Pile.
- i. The Quartermaster will then about turn the Colour Sergeants and Drummers and march them back to the rear of the Battalion, where the Drummers will hand over the Colour cases and return to the Band.
- j. The Chaplains will move on to the parade (junior leading) and take up position on the left of the drums, opposite the drummers. See diagram at Annex K.

### **The Consecration**

**12.19.** The Battalion will then be stood at ease. When the command 'Stand Easy' has been given, the Personage presenting the Colours will move forward to a position in front of the piled drums, facing the parade. At the same time the Chaplain-General will move to a position in rear of the drums, facing the Personage making the presentation, and will remain in this position during the Consecration Service. The other chaplains will accompany the Chaplain-General and will take post behind him in line as before. The Consecration Service will then proceed. For the form of service to be used see QRs (A) paragraphs J8.026 - J8.028.

**Battalion Commander:** *Stand as Ease. Stand Easy.*

## **SECTION 4 - THE PRESENTATION**

### **Preliminaries**

**12.20.** On the completion of the Consecration Service, the Battalion will come to attention. The Chaplain-General and the other chaplains will then move to their left front and take post on the left of and facing the drums, where they will remain during the Presentation and until the 'Royal Salute' or 'General Salute' has been given.

**Battalion Commander:** *Battalion, Attention.*

**12.21.** The Senior Major will march the Officers for the Colours forward with the Junior Major. They will take up the following positions:

**Senior Major:** *Officers for the Colours, Quick March, Halt*

- a. The two Ensigns will pass either side of the drums, halt by their kneelers and kneel with the right knee on the kneeler.
- b. The two Majors will halt by the drums. They will take up the Colours; the Regimental Colour being removed from the Drum Pile first followed by the

Queen's Colour. They then move to their respective positions forward of the kneeling Ensigns, on the outer flanks facing inwards. See Annex K.

### **Presentation**

**12.22.** The Senior Major will hand The Queen's Colour to the personage presenting the Colours, from whom the Lieutenant will receive it. The Regimental Colour will then similarly be handed by the Junior Major and received by the Second Lieutenant. As soon as the Regimental Colour has been received both Subalterns will rise. The two Majors will take a pace to the rear, draw their swords, salute and return to the carry. The Battalion will be stood at ease.

**Battalion Commander: *Battalion, Stand at Ease***

### **The Address**

**12.23.** Any address to be made by the Personage presenting the Colour will now follow.

**12.24.** On completion of the address and reply by the Commanding Officer, the Battalion will be brought to attention.

**Battalion Commander: *Battalion, Attention. Slope Arms.***

**12.25.** The Personage will return to the saluting base and the following actions will be taken:

- a. The Drummers will be marched to the front, ordered to un-pile drums and marched back to the Band and Drums.
- b. The Chaplains will retire.
- c. The two Majors will return to their positions.
- d. The microphones and kneelers will be removed.
- e. The Warrant Officer and two Colour Sergeants of the new Colour Party take up position in the supernumerary rank three paces from the centre rear of the Battalion with the Quarter-master.

The Battalion will then re-form line.

**Battalion Commander: *Right and Left Guards, About Turn. Outwards Form. Quick March. Right and Left Guards, About Turn.***

### **Compliments to the new Colours**

**12.26.** When line has been reformed, the Ensigns will turn about to face the parade. A 'Royal Salute' or 'General Salute' will then be given. On completion of the third movement of the 'Present' the Ensigns will step off in slow time. The Band will play the National Anthem. The Ensigns, on arrival at their place in the centre of the Battalion, will mark time until the completion of the National Anthem, when they will halt and turn about.

**Ensign to The Queen's Colour: *Ensigns, About Turn.***

**Battalion Commander: *General Salute, Present Arms. Ensign to The Queen's Colour: Colour Party Halt, About turn.***

## **SECTION 5 - MARCH PAST AND ADVANCE IN REVIEW ORDER**

### **The March Past**

**12.27.** As soon as the Escort has presented arms, the commands and movements, prior to the 'March Past' in column of companies, will be as laid down in paragraphs 3.28 - 3.36 and 10.50 - 10.52.

**12.28.** As soon as the Band is in position, the Battalion Commander will give the commands shown below. The march past in slow and quick time will be carried out as laid out in paragraphs 10.53 - 10.59.

***Battalion Commander: Guards will march past in Slow and Quick Time. By the Left, Slow March.***

### **The Advance in Review Order**

**12.29.** The Battalion having formed up again into line will advance in Review Order, the procedure being the same as laid out in paragraphs 3.42 - 3.45.

## **CHAPTER 13 - LAYING UP OF OLD COLOURS**

### **SECTION 1 - GENERAL INSTRUCTIONS**

#### **Scope**

**13.01.** The military procedure for the laying up of old Colours in sacred buildings is laid down in this chapter. This should be adhered to as closely as possible by all units.

#### **Senior Officer**

**13.02.** The Senior Officer will be seated at the inside of the right-hand front pew. He may be the Colonel of the Regiment or the Commanding Officer, or both may take part.

#### **The Colour Party**

**13.03.** The Colour Party should remain at the back of the church during the service preceding the ceremony.

**13.04.** At the beginning of the last verse of the hymn preceding the ceremony, the Colour Party, under arms and wearing head-dress, will form up with the old Colours at the west end of the church.

**13.05.** At the conclusion of the hymn the Regimental slow march will be played and the Colour Party, the Colours at the carry, will move forward in slow time, halting two paces from the chancel steps. The senior officer, without head-dress, will take post at the foot of the chancel steps, facing the Colour Party.

***Ensign to the Queen's Colour: Colour Party by the Centre, Slow March, Halt.***

#### **The Bidding**

**13.06.** On conclusion of the slow march, the Senior Chaplain will come to the chancel steps and will say,

"We are gathered together in this Church to lay up these Colours of ..... No more fitting place could be found wherein to deposit these emblems of duty and service than the House of God where praise and prayer are wont to be made."

## **Handing over The Colours**

**13.07.** The Senior Officer will then take the Colour or Colours, one in each hand (Queen's Colour in the right hand, Regimental Colour in the left), will move to the top of the steps and halt. (If there are two officers, each may carry one Colour.) The Colour Party will 'Present Arms', officers first having drawn swords, with which they will salute.

*Senior Ensign: Present Arms.*

**13.08.** The Senior Officer, preceded by the Senior Chaplain and the Chaplain of the unit, will advance in slow time to the altar rails, and halt.

**13.09.** The Senior Officer will then say:

"These consecrated Colours, formerly carried in the service of the Queen and Commonwealth, I now deliver into your hands for safe custody within these walls."

**13.10.** The Senior Officer will hand over the Colours to the Chaplain (Queen's Colour first, then Regimental Colour), and the Chaplain will reply:

"I receive these Colours for safe custody within this ....."

**13.11.** The Chaplain will place the Colours on the altar (see paragraph 2.67).

**13.12.** The Senior Officer will turn about and will resume his seat. As he turns about the Colour Party will 'Slope Arms' and remain at the slope while the prayers are said and the Benediction given.

## **The Colour Party withdraws**

**13.13.** After the Benediction the National Anthem will be played, the Colour Party will 'Present' and 'Slope Arms' on the first and last notes of the Anthem respectively.

*Senior Ensign: Present Arms Slope Arms. Move to the Left/Right in file, Left/Right Turn. Quick March.*

**13.14.** The Colour Party will move to a side aisle before the choir and clergy leave the chancel.

## **Laid Up Colours**

**13.15.** The transfer of the Colours from the altar to the place they are to occupy will be made by the Church Authority at some time subsequent to the conclusion of the service and without military ceremony.

**13.16.** After having been laid up, Colours can never, under any circumstances, again be carried on parade.

# **CHAPTER 14 - FUNERALS**

## **SECTION 1 - GENERAL**

### **Provision**

**14.01.** The provision of a funeral with military honours is subject to the conditions laid down in QRs (A) paragraphs J8.112 - 8.136, which should be read in conjunction with any local standing orders.

## **Form of Service**

**14.02.** If the deceased is to be cremated, ceremonial may have to be on a reduced scale. In any case there should be prior consultation with the Crematorium authority. Chaplains or, where necessary, local clergy are to be consulted about the form of religious service.

## **Honours Accorded**

**14.03.** At the funeral of an officer or soldier where the conditions laid down in QRs (A), Chapter 8: Part 5, have been fulfilled, military honours are provided as follows:

- a. Escort (in accordance with QRs (A) paragraph J8.124).
- b. Firing party (see paragraph 14.12) in the case of the funeral of officers below the rank of Major-General and soldiers (see QRs (A) paragraph J8.124 for the details of minute guns and volleys).
- c. Bands and Drums.
- d. Gun-carriage or hearse.
- e. Pall bearers (see QRs (A) paragraph J8.121).
- f. Bearers for the coffin (see QRs (A) paragraph J8.120).
- g. Insignia bearers (normally Service officers nominated by the family of the deceased).
- h. Special Party (see paragraph 14.15).

## **Drill**

14.04. The detail of drill movements required at funerals, with sword, rifle or pistol, is laid down in the latest edition of the Drill Manual.

## **Dress**

**14.05.** All ranks on the active list are to wear uniform. Officers not on the active list who are in possession of uniform may wear it when taking part in the procession on occasions when military honours are accorded at the funeral of an officer or soldier.

## **Union Jack**

**14.06.** The Union Jack should be placed over the coffin as though the pike was at the head of the coffin.

## **Accoutrements and Wreaths**

**14.07.** The head-dress, belt and sword or side arms of the deceased will be placed upon the coffin in addition to wreaths. The Commander of the Bearer Party must ensure that these and the flag are securely fixed to prevent them from falling. Wreaths not on the coffin will be carried immediately in rear if it. Any which can not be carried on foot will follow the rear escort in a vehicle.

## **Mounted Officers and Soldiers**

**14.08.** In the case of the funeral of a mounted officer or soldier, a charger or suitable horse will be led by a soldier immediately behind the gun-carriage or hearse if the former is not available. The jack boots of the deceased will be placed in the stirrups, but secured reversed, i.e. left boot in the right stirrup and heels to the front.

## **Funerals of Senior Officers**

**14.09.** At the funeral of a Field-Marshal his baton should normally be placed on the coffin together with sword and head-dress.

**14.10.** At funerals of senior officers the arrangements will be made under the supervision of the GOC-in-C.

## **Escort**

**14.11.** The Escort will march by Companies in threes at the head of the procession in front of the Band and Drums and at the rear of the procession. The disposal of the Escort on arrival at the cemetery will be under local arrangements. Further troops will be detailed to line the route.

## **Firing Party**

**14.12.** A firing party consisting of one Sergeant, one Corporal and 12 Privates will attend to fire volleys at the funeral of all officers below the rank of Major-General and soldiers. This party should not be confused with the Escort and the Special Party as mentioned in paragraphs 14.11 and 14.15. On the occasion of the funerals of officers of and above the rank of Major-General the Firing Party's task will be taken by a leading detachment from the Escort, of the same strength.

**14.13.** In marching in slow and quick time arms will be carried at the 'Reverse'. During the march, arms may be changed, but the party will not march at ease.

## **Bearer Party**

**14.14.** This consists of an Officer, Warrant Officer or Non-Commissioned Officer in charge, and six to eight bearers, depending upon circumstances; the rank of the bearers will depend upon the rank of the deceased. In the case of funerals of senior officers, the coffin should be carried by senior Warrant Officers or Non-Commissioned Officers.

## **Special Party**

**14.15.** Officers attending funerals as mourners will not draw swords, and with other ranks (except the Firing Party) will march in order of seniority from front to rear. Officers wearing swords on duty with troops will draw swords, but will return swords before reaching the actual place of burial.

## **Compliments to be paid**

**14.16.** The Standards, Guidons or Colours of units forming part of the Escort or lining the route will be carried. No compliments will however be paid to them by any units, parties or individuals, whether military or civil, parading on account of the military funeral until such units, parties or individuals shall have ceased to be in charge of, or in attendance upon the coffin or urn containing the remains of the deceased, to which alone the usual compliments will be paid.

**14.17.** At funerals where troops are detailed to line the route, they will originally be in the 'at ease' position. As the head of the procession approaches, they will rest on their arms reversed, being brought to the 'Present' as the coffin passes, and then again resting on their arms reversed.

**14.18.** During the playing of Last Post at a funeral or remembrance service all ranks should stand to attention and officers should salute. They should return to the position of attention at the conclusion of Last Post and remain at this position

throughout the silence and the playing of Reveille. Clear instructions should be given to all to ensure uniformity. **It should be noted that**, at a military funeral, because no words of command can be given after the start of the Last Post, officers should remain in the salute and the firing party and bearer party commander will remain at the present throughout any silence and reveille following the playing of Last Post. See also Para 16.37.

## **Flags**

**14.19.** After the end of the burial service flags will be full-masted to denote the end of military mourning. Mourning bands will be removed by personnel after return to barracks.

## **SECTION 2 - PROCEDURE**

### **Order of Forming Up**

**14.20.** The Firing Party or Leading Detachment of the Escort will be drawn up two deep, with shouldered arms, one pace interval between files, facing the building where the body is placed. The Corporal will be on that flank of the front rank towards which the procession will move. The Sergeant will give all words of command and be posted in rear of the centre.

**14.21.** As soon as the body is brought out of the building by the Bearers, the Sergeant in charge of the Firing Party or Leading Detachment will give the command 'Present Arms'. When the coffin has been placed on the gun-carriage or in the hearse if the former is not available and the cortege is ready to move off, he will order 'Shoulder Arms' followed by 'Reverse Arms' and will turn the party to face its direction of march (the Corporal taking up his place two paces in front and midway between ranks). He will then order it to step off in slow time.

*Sergeant IC Party Firing Party, Present Arms. Shoulder Arms. Reverse Arms. Right/Left Turn Slow March.*

**14.22.** The Military Mourners (see Special Party, paragraph 14.15), Band and Drummers with drums muffled, will have formed up in two ranks, facing inward, with two paces interval between men and eight paces between ranks. The Firing Party or Leading Detachment and the remainder of the leading portion of the procession will pass between ranks.

### **The Procession**

**14.23.** The Procession will then move off in the following order:

- a. The personnel listed in paragraph 14.03.
- b. The chief mourners.
- c. The Queen's special representative, when Her Majesty is represented.
- d. The Lord Lieutenant (if present) of the county in which the funeral takes place.
- e. Mourners in uniform in order of seniority, the senior leading.
- f. Mourners not in uniform.
- g. Rear detachment (from the Escort).
- h. Mounted units forming part of the Escort authorized by Queen's Regulations.

- i. Motor cars or other vehicles, unless directed by a separate route.

**14.24.** The Bearers will march on either side of and next to the gun-carriage or hearse, except when Pall Bearers are present, in which case the Pall Bearers will march immediately on either side of the gun-carriage or hearse, and the bearers on the outer flanks at two paces interval. The position of the Pall Bearers will be in order of seniority alternately on either side of the coffin, the senior being in rear on the right-hand side, the next senior in rear on the left-hand side and so on.

**14.25.** Should the mourners, for any reason, not be able to walk in the procession they will proceed by car by a separate route.

### **The Band and Drums**

**14.26.** The Band or Drums will begin to play the 'Dead March' when about 300 yards from the mortuary or the building from which the coffin was lying, and continue for such a distance as the Officer in charge may have ordered.

**14.27.** The Firing Party or Leading Detachment will receive the command 'Quick March' when the Band or Drums cease playing and the remainder will conform.

**14.28.** When at a convenient distance from the cemetery or crematorium, as directed by the Officer in charge, the Sergeant in charge of the Firing Party or Leading Detachment will give the command 'Slow March' and the Band of Drums will again begin playing.

### **Procedure on arrival at the place of Interment**

**14.29.** When the head of the procession arrives near the ground where it is to meet the Officiating Minister, and before the Sergeant in charge of the Firing Party or Leading Detachment gives the command 'Halt' the ranks of the Firing Party or Leading Detachment at the head of the procession, and the Band and Drums, will open out to six paces distance, and will halt on the Sergeant's word of command. The order to 'inwards turn, shoulder arms, present arms and rest on arms reversed' will then be given.

***Sergeant IC Firing Party: Halt. Sergeant: Inwards-Turn. Shoulder Arms Present Arms Rest on your arms reversed.***

**14.30.** The coffin will then be moved by the Bearers and carried feet-end foremost to the place of interment (Chapel in the case of cremation). It will be placed in position on wooden bearers immediately over the grave or, if in a chapel, on the bier.

**14.31.** The order of the procession will now be: Officiating Minister - body with pall bearers and bearers (the former walking behind the body should the path be too narrow to admit of their remaining in the correct position) - Mourners - Band and Drums - Firing Party. Should the Band be required to take part in the service, they and the Drums may precede the body to the grave or chapel in quick time, in which case they will not open out and halt as detailed in paragraph 14.28.

***Sergeant IC Firing Party: Present Arms. Shoulder Arms. Ranks, Right and Left Turn. Slow March.***

### **Procedure at the Graveside**

**14.32.** The Mourners will then file around the grave, halt and turn inwards without word or command. The Firing Party will follow the Mourners and will be halted near the grave under the orders of the Sergeant in charge, who will give the command shown in the margin.

**Sergeant: Halt, Left Turn. Shoulder Arms Present Arms Rest on your arms reversed.**

**14.33.** The Leading Detachment (if present) will be halted at some convenient pre-arranged position at the graveside.

### **Procedure during the Service**

**14.34.** During the service at the graveside (except when actual burial takes place in a sacred building) the head-dress of those attending in uniform will not be removed except that of the Bearers when actually carrying the coffin.

**14.35.** As soon as the Chief Mourners are in position and the Officiating Chaplain is ready to begin the burial service the Bearers will raise the coffin from the wooden bearers and lower it into the grave, having first removed the flag, head-dress, side arms, wreaths etc. The head-dress of the Bearers will be carried by an NCO or by drummers to be specially detailed.

**14.36.** Once the coffin has been lowered the Bearers will move from the graveside and replace their head-dress.

### **Procedure at a Crematorium**

**14.37.** Prior arrangements will be made for the positioning of the Firing Party outside the chapel, the trumpeters or buglers (either outside or inside the chapel), and the seating of mourners, Pall Bearers and Bearer Party.

**14.38.** The flag, head-dress, side arms, wreaths etc which are on the coffin will be collected from the Crematorium authorities after the ceremony.

### **Procedure for firing the Volleys**

**14.39.** At the conclusion of the Service, the Firing Party will take action as follows:

a. If volleys are to be fired:

(1) If armed with the rifle the procedure for loading with blank cartridges, the Present, fire and unloading will be the same as when firing a Feu-de-Joie (see paragraphs 11.11 - 11.19) except that each man will fire simultaneously.

**Sergeant IC Firing Party: Firing Party, Present Arms. Shoulder Arms. Firing Party, volleys with blank cartridges Load. Present. Fire. (Two or more volleys will be similarly fired.) Unload. Order Arms. Fix Bayonets.**

(2) If armed with the pistol the procedure will be as follows:

**Attention. Shoulder Arms. Present Arms.**

(a) Draw the pistol the procedure will be as follows:

**Sergeant IC Firing Party: Draw Arms.**

(b) Load.

**Volleys (with blank cartridges) Load.**

(c) Adopt the ready position.

**Right hand. Ready.**

(d) Raise the right arm in the air at an angle of 135 degrees without moving the feet, muzzle to be pointing at the same angle as the arm.

**Present, Cock, Fire.**

(e) Re-cock without lowering the pistol, fire and repeat.

**Re-cock.**

(f) Resume the 'Ready' position.

**Steady,**

(g) The men will remain in the unloaded position and will not 'Make safe' pistols until the NCO in charge of the Firing Party has inspected them. Empty cases will not be collected by the Firing Party.

**Unload.**

b. If no volley is to be fired, the Firing Party will present arms.

c. At a Crematorium the volleys will be fired as the curtains are closed on the coffin at the end of the service. To be followed immediately by sounding of the 'The Last Post'.

**Sergeant IC Firing Party: Detachment, Present Arms. Shoulder Arms. Order Arms. Fix Bayonets. Shoulder Arms. Present Arms.**

d. If the Crematorium is unsuitable as a place for volleys to be fired and the main audience would be at the place of the funeral service (a Church/Mosque elsewhere for example) volleys may be fired as the hearse leaves the place of the funeral service..

**14.40.** The trumpeters or buglers will then sound the 'Last Post' - a short interval - then 'Reveille'. During the sounding of these calls all troops under arms (except the Firing Party or Leading Detachment) will stand at attention. Officers will salute during the 'Last Post' but not when 'Reveille' is sounded.

**14.41.** The Firing Party will shoulder arms, the command being given immediately after the 'sounding of Reveille' has ceased.

**Sergeant: Shoulder Arms.**

### **Procedure for Dispersal**

**14.42.** The Band and Drums will be formed up ready for moving off. The Sergeant in charge of the Firing Party or Leading Detachment will now give the orders to march off.

**Sergeant: Form three ranks. Right Turn. Quick March.**

**14.43.** The Band and Drums will lead, followed by the Firing Party and Mourners, who will form threes without word of command as they march off. The Band will not play, nor the Drums beat, until the party is entirely clear of the burial ground.

**14.44.** Bayonets will be unfixed at the earliest opportunity after leaving the place of burial.

### **Procedure for carrying the coffin**

**14.45.** The coffin will always be carried feet-end foremost and normally the Bearers will work on the word of command of the Officer, Warrant Officer or Non-Commissioned Officer in charge of the Bearer Party. Words of command will be given in a quiet low tone. These movements cannot be controlled by a signal and should always be ordered by a word of command.

**NCO IC Bearer Party: Prepare to lift. Lift. Slow March. Halt. Prepare to lower. Lower.**

**14.46.** When in the lift position the Bearer Party should be evenly spaced three/four on each side of the coffin depending on whether there are six or eight bearers. Their arms should be crossed and around each other's shoulders, the coffin resting on the shoulder with the face close to the side of the coffin itself. The outer arm will be placed on the coffin immediately in front of the face. The Bearers will step off with the inside foot to avoid undue rocking of the coffin.

**14.47.** The Non-Commissioned Officer in charge of the Bearer Party will march two places in the rear and in the centre of the Bearer Party.

#### **Procedure for the Joint Burial/Cremation of a Service person and a Civilian (Husband and Wife, Father/Mother and Son/Daughter).**

**14.48.** In the event that a joint Military/Civilian Burial/Cremation is being planned there must be a clear distinction between those concerned when Honours are being paid. It will be usual for the military person to be buried/cremated first to show clear separation between the two. Advice in all such cases should be sought from PS12(A).

#### **Safety**

**14.49** When the firing of volleys takes place **no-one** is to be in front of the firing party and when firearms are raised there are to be no obstructions in front of them. 'Clear sky' should always be the maxim.

## **CHAPTER 15 - OTHER PARADES**

### **SECTION 1 - PARADES OF OTHER REGIMENTS AND CORPS**

#### **Forms of Parade**

**15.01.** The basic forms of parades are given in earlier chapters:

- a. The dismounted parade - Chapter 3 - The Battalion Parade.
- b. The mounted parade - Chapter 4 - The Armoured Regiment Parade.

The Artillery Regimental Parade is contained in Chapter 5 as this is a rather special case, but it is not possible to lay down forms of parade for all regiments and corps in this pamphlet. Even with the infantry there are minor variations due to regimental customs and traditions. However, all regiments and corps are to follow, where appropriate the basic procedure.

#### **Parade Ground**

**15.02.** This will always be laid out as shown at Annex B.

#### **Positions on Parade**

**15.03.** For the dismounted parade these are given in Annex C. In units without Colours there will be no gap between Nos 2 and 3 sub-units and the position of the RSM will be on the right of the front rank.

#### **Salutes without Arms**

**15.04.** In units not armed with rifles the procedure for the General Salute will be for all officers to salute upon the order shown. If there is a Band, it will play the appropriate salute and Officers will remain at the salute until the Band has finished

playing, cutting the hand to the side after a regulation pause after the last note. If there is no Band, Officers will salute with the hand for a period estimated equal to six paces, taking the time from the Parade Commander. The rest of the Parade will remain at attention.

**Parade Commander: General Salute, Salute.**

### **Drawing of Swords**

**15.05.** If wearing a sword, the Parade Commander will not draw it unless a Senior Officer is on parade. Swords will not be drawn by Staff Officers.

### **Infantry battalion mounted in APCs**

**15.06.** A parade formation for the Battalion when mounted in vehicles is shown in Annex L. For the form of parade see Chapter 4. Colours will not normally be carried.

## **SECTION 2 - GUARDS**

### **Guard Mounting**

**15.07.** The procedure for guard mounting is contained in the latest edition of the Drill Manual.

#### **Ceremonial Barrack Guard**

**15.08.** When a Senior Officer visits a unit, it is customary for him to be received by a Ceremonial Barrack Guard. This is not to be confused with the Guard of Honour described in Chapter 7.

**15.09.** *Composition.* It will normally be a sergeant, one other NCO and six soldiers. If a trumpeter or bugler is available, he will also parade.

**15.10.** *Procedure.* This will be as follows:

a. A sentry will be posted outside the Guard Room. As the Visiting Officer's car approaches, he will turn out the Guard.

#### **Sentry: Guard Turn out**

b. The Guard will turn out in quick time with their rifles at the high port; they will halt in line, slope arms, take up their dressing and stand still. The trumpeter or bugler will be two paces to the right of the senior NCO. The sentry will remain at his post.

c. The Visiting Officer will alight from his car, be met by the Unit Commander and position himself in front of the Guard.

d. The Guard Commander will give the General Salute.

#### **Guard Commander: General Salute Present Arms**

e. The Trumpeter or Bugler will sound 'The General Salute'.

f. The Guard Commander will bring the Guard to the slope. He will then take one pace forward and report. Having done so, he will step back into line.

#### **Guard Commander: Slope Arms**

g. The Visiting Officer, accompanied by the Commanding Officer will now inspect the Guard, moving from the right to left of the rank and returning along the rear to his original position.

h. He will then order the Guard Commander to dismiss.

**Guard Commander: Sentry stand fast; Guard to the Guardroom, Dismiss.**

j. The Guard will turn to the right, salute and file into the Guard Room in quick time at the high port, the sentry remaining at his post.

### **SECTION 3 - DRUMHEAD AND REMEMBRANCE SERVICES**

#### **Introduction**

**15.11.** This section is intended as a guide only. Much depends on local circumstances, the type of parade and the size and location of the parade ground.

#### **Preparations for a Drumhead Service**

**15.12.** Instructions should include:

- a. Orders for forming up.
- b. Piling of drums, which should, if possible, be carried out before the service.
- c. Provision of public address system.
- d. Seating for civilian congregation.
- e. Issue of forms of service or prayer books, which should preferably be done before the parade.

#### **Procedure**

**15.13.** The normal procedure will be as follows:

- a. The Parade will march on and form a hollow square, the congregation already being seated.
- b. If Colours are being brought on parade, they will now be marched on in the normal manner.
- c. The Chaplain will move forward on to parade from the front and place himself in rear of the piled drums.
- d. The Colour Party will advance in quick time and halt three paces in rear of the drums. It will then carry out the procedure given in paragraph 2.67.
- e. The Chaplain will place the Colours on the drums as described in paragraph 2.67 and the Colour Party will afterwards turn to its left and file back to its position.
- f. The Parade will be stood easy. Head-dress will not be removed.
- g. The Chaplain will conduct the service, normally standing in rear of the drums (the Parade side).
- h. After the Blessing, the Parade will be brought to attention and the National Anthem will be sung. All on parade will join in the singing, officers will not salute.
- j. The Colour Party will advance, receive back the Colours and the Chaplain will move off parade.
- k. If there is to be a march past, the Parade will be formed into line.
- l. The march past will take place in the normal way and the Parade will march off the parade ground. Colours will be marched off before dismissing.

## **Remembrance Ceremonies**

**15.14.** It is customary to hold Services of Remembrance at all military stations on Remembrance Sunday. These may take place in a Church or at a local War Memorial. In the former case, there is a set order of service; in the latter, the ceremony is normally carried out according to local tradition.

**15.15.** However, circumstances may arise where guidance might be required. Therefore a summary of the form of ceremonial carried out at the Cenotaph is given below - but it should be noted that there is **no** saluting as this is conducted as a religious service.

- a. Representative detachments of the Services assemble, march to the Cenotaph and form a hollow square around it, markers having been placed in position. All are in position by 1050 hours.
- b. At the same time, ex-Servicemen's (and women's) organisations are assembling and form up facing the open end of the hollow square.
- c. The massed Bands play from 1040 to 1058½ hours, and when the music stops the Parade is brought to the 'Stand at Ease'.
- d. Her Majesty the Queen arrives and the Parade is called to attention.
- e. The Two Minutes' Silence indicated by the firing of guns is observed from 1100 to 1102 hours.
- f. Immediately after the second gun has fired, 'Last Post' is sounded.
- g. Wreaths are laid.
- h. The Parade stands at ease and the Service takes place; all in parade join in the singing.
- j. After the Blessing, at the end of the Service, the Parade is brought to attention.
- k. 'Reveille' is sounded.
- l. All join in the singing of the National Anthem, officers do not salute.
- m. Her Majesty then departs.
- n. The Parade marches off.

**15.16.** If guns are not available, the beginning of The Silence could be denoted by the recitation of 'The Ode to the Fallen', or the beginning and end by the sounding of the 'Last Post' and 'Reveille' respectively on a trumpet or bugle.

## **Compliments**

**15.17.** Compliments. See Para 14.18.

## **SECTION 4 – BEATING RETREAT, FORMATION, AMALGAMATION, VESTING DAY, REORGANISATION AND DISBANDMENT PARADES**

### **General**

**15.18.** It is not possible to lay down any set form for these parades; much depends on circumstances. However, with minor adaptations, the basic forms of parade given in the preceding chapters are appropriate. Some possible forms of parade are suggested in the following paragraphs.

## Beating Retreat

**15.18.** The purpose of this sub section is to provide appropriate guidance to organisers of Beating Retreats.

**15.19.** An example of a Beating Retreat programme is laid out below. Instructions that organisers should give to spectators is annotated, where relevant, in brackets;

- a. Reception of Principal Guest. (All stand).
- b. The playing of the musical programme including marching patterns.
- c. The massing of the musical elements to play a particular piece of music, probably conducted by the Director of Music/Bandmaster.
- d. An Evening Hymn may be played. (All stand).
- e. A sunset tune is played; at this point flags may be lowered. (All stand, no salutes are given)

Note: Last Post or an arrangement thereof may be used as the sunset tune; as a Beating Retreat is neither a funeral nor a remembrance service there is no requirement to salute Last Post (Para 16.37d), however if Last Post itself is played during the lowering of a flag then officers should salute and all should stand to attention (Para 16.37f).

- f. The National Anthem is played. Note: For formed bodies on parade only the officers are to salute. (All ranks in uniform salute).
- g. The bands march off, the Senior Drum Major having sought permission. (Only the Principal Guest returns the salute).

**15.20.** Compliments to be given in connection with the raising and lowering of the Union Flag, camp flags and at Sunset Ceremonies are subject to regimental custom and should be clearly detailed in instructions to spectators. There is no mandatory drill relating to the raising and lowering of camp flags other than that outlined in Para 16.37f but it is **not** customary for spectators to salute the lowering of flags to music other than Last Post.

## Formation or Amalgamation Parades

**15.21.** Usually when parades are to be held to mark the formation or amalgamation of regiments or units it is not always possible to collect the soldiers together far in advance for rehearsals, therefore units are advised to keep the parade fairly simple. Suggested forms are:

- a.
  - (1) The unit marches on to parade wearing its new badges for the first time.
  - (2) Reception of a senior officer and inspection.
  - (3) An address.
  - (4) The new regimental flag is raised.
  - (5) Three cheers for the new Colonel in Chief/Colonel.
  - (6) March Past in column of route.

or

- b.

- (1) The old units march on from either side of the parade ground.
- (2) The 'Last Post' is sounded and the old regimental flags are lowered.
- (3) New cap badges are issued on parade and fixed in head dress.
- (4) An address.
- (5) 'Reveille' and the raising of the new regimental flag.
- (6) March Past in column of route.

or

c.

- (1) The old units form up on parade.
- (2) March Past and off parade, flags are lowered. Change cap badges and reorganise.
- (3) The new unit marches on to parade, the new flag is raised.
- (4) Inspection.
- (5) An address.
- (6) March Past of the new unit.

### **Vesting Day Parade**

**15.22.** "Vesting Day" being the day on which, in accordance with the relevant MoD authority, changes of role/title/location are carried out. The form of parade suggested in paragraph 15.18a would be appropriate.

### **Reorganisation Parades**

**15.23.** The most appropriate form would be:

- a. Form up on parade in the old organisation.
- b. March past and off parade, reorganise.
- c. March back on to parade.
- d. An inspection.
- e. An address.
- f. A march past.

### **Disbandment Parades**

**15.24.** These could include:

- a. Reception of a senior officer.
- b. Inspection.
- c. An address.
- d. March past and off the parade ground, with the Band playing 'Auld Lang Syne' as the unit leaves the parade ground. In an Infantry Battalion or Armoured Regiment this would be a very appropriate occasion for Trooping the Colour/Standard/Guidon.

## CHAPTER 16 - MISCELLANEOUS CEREMONIAL MATTERS

### SECTION 1 - HONOURS AND SALUTES OTHER THAN ARTILLERY SALUTES

#### Visiting Personages

**16.01.** QRs (A) lay down Honours and Salutes accorded to Her Majesty The Queen, to members of the Royal Family, to the Crown and to Foreign Sovereigns, Presidents of Republican States, members of reigning Foreign Imperial and Royal Families.

**16.02.** The following Honours and Salutes are also accorded:

a. Governors General, Governors and persons holding similar appointments in British Dependent Territories, or to an Ambassador, when taking the salute on the occasion of a Queen's Birthday Parade, when British troops are stationed in a foreign country to which he is accredited.

*Royal Salute - Present arms, Standards, Guidons and Colours lowered. The band plays the first six bars of the National Anthem.*

b. Admirals of the Fleet, Field-Marsals and Marshals of the Royal Air Force.  
*General Salute - Present arms, Regimental Colours lowered. The band plays the first part of a slow march with drums beating. If no band is present trumpets or bugles will sound the salute or the drums will beat a ruffle.*

c. General Officers and Inspecting Officers below the rank of General Officer, but not below the rank of Brigadier, and to corresponding ranks and appointments in the Royal Navy and the Royal Air Force.

*General Salute as in paragraph 16.02b, except that Colours are let fly and not lowered.*

d. Standards, Guidons and Colours:

*When uncased, the same details as for paragraph 16.02b, except when carried by Regiments, forming part of the escort at a Military funeral, (when no compliments are paid).*

#### National Anthems

**16.03.** The occasions when the National Anthem or a Foreign National Anthem is played on a parade are laid down in QRs (A) paragraph J8.035 to J8.046. Whenever a National Anthem is played all personnel who are not on parade will stand to attention and salute if wearing uniform head-dress. If wearing civilian clothes, they will remove their head-dress, if worn. Within a building, personnel will stand to attention unless otherwise ordered. Members of the Women's Services will not remove their head-dress within a building.

**16.04.** Officers will not salute when the National Anthem is played when they are in attendance on Her Majesty and other royal personages, or the personal staff of Governors-General and Governors (when such Governors-General or Governors represent the Sovereign on official occasions). However, on the occasion of Trooping the Colour on the Queen's Birthday Parade, when the National Anthem is played on the presentation of arms to the Colour, all officers in attendance to Her Majesty will salute.

**16.05.** On a parade after the Royal Salute has been given, the GOC-in-C alone or in his absence the senior officer will be regarded as in attendance and will take up his position in rear of Her Majesty.

**16.06.** At the reception on board HM Ships, the National Anthem (whole Anthem or first six bars) is only played for Her Majesty The Queen, members of the Royal Family and Governors-General of Commonwealth countries (see QRs(A) paragraph J8.039).

### Salutes in Boats

**16.07.** The following rules for saluting in boats and other craft afloat will be observed:

- a. When a craft, in which there is no officer, passes another in which there is an officer, a salute will be given. When there are officers in each craft, salutes will be exchanged according to the normal rules, only officers of field rank and above being saluted. When craft carrying officers of equal rank pass each other no exchange of salutes will take place.
- b. The Officer in Charge the craft, or the coxswain, will always salute (except when the design of the craft is such that the officer in charge, or the coxswain, is in an inconspicuous position, in which case one of the members of the crew will be detailed to salute).
- c. The senior of any officer passengers in the craft will also salute whenever this is practicable.
- d. The salute will be acknowledged by the officer being saluted unless he details another officer to do so. (If no other officer is available, the coxswain may be detailed to return the salute.)

**16.08.** In addition to saluting, special marks of respect will be paid to Royal and important personages and senior officers, as given in the table of salutes in paragraph 16.11.

**16.09.** All Officers will be saluted by the officer in charge of the boat or craft, or by the coxswain, when getting into or leaving it, according to the normal rules.

**16.10.** In private boats, officers and men will pay and return salutes as dictated by courtesy.

### 16.11. Table of Special Marks of Respect in Boats

Personage or occasion	When passing in			Craft alongside landing place, accommodation ladder or made fast
	Power craft	Craft under oars	Boat under sail	
<p>a. The Sovereign, members of the Royal Family, equivalent personages of other nations, ambassadors, governors-general and their equivalents in other countries.</p> <p>b. The Army Board or members of it when flying a special Union Flag bearing in its centre, as a</p>	Stop engines	Toss oars	Let fly sheets	<p>Crew called to attention</p> <p>NOTES:</p> <p>(i). In decked-in power-boats, members of the crew who are not engaged in keeping the boat alongside and all passengers, stand to</p>

distinguishing mark, the arms of the Board of Ordinance on a shield and general officers and their equivalents in the other Services and nations, when flying the appropriate flag of their command, i.e., a special Union Flag bearing in its centre as a distinguishing mark, the Royal Cypher surrounded by a garland on a blue shield and surmounted by a crown.				attention and face in the direction of the personage or officer being saluted. (ii). In open boats of all types, members of the crew who are not engaged in keeping the boat alongside and all passengers sit upright and squarely on the thwarts or benches. (iii). Boat keepers sit at attention and the senior officer or NCO in the boat salutes.
c. A boat containing a Service Funeral Party with the body.	Stop engines	Toss oars	Let fly sheets	
d. During the hoisting of Colours and the lowering of Colours at sunset and during the firing of gun salute.	Stop engines	Toss oars	Let fly sheets	
e. General Officer when not flying a flag and officers of equivalent rank of other Services and nations when not flying a flag.	Reduce speed to slow	Lay on oars	Let fly sheets	Crew called to attention (see notes above).

- NOTES:**
- (1). Marks of respect are paid by all boats on occasions a, c and d above. Otherwise only by boats in which officers junior to the personage or officers passing are passengers.
  - (2). In boats fitted with crutches, oars are never to be tossed, but the salute given by laying on oars.
  - (3). When for reasons of safety it would be dangerous to stop engines, toss oars, reduce speed, or let sheets fly, salute only will be given.

## **SECTION 2 - ROYAL REVIEW - ORDER OF MARCH**

**16.12.** On all occasions when The Queen is to be present at a review, the proposals for the order of march of the Royal procession will invariably be submitted by the officer ordering the parade to the Equerry-in-Waiting who will communicate Her Majesty's pleasure.

**16.13.** The following order of march will be taken as a general guide in submitting proposals for a Royal review:

- a. A Staff Officer (interval of 50 yards).
- b. Escort (interval of 50 yards).
- c. The Sovereign.
- d. Commander of Escort and Second-in Command of Escort.
- e. The senior military officer of the command or district concerned.
- f. Royal Princes.
- g. Foreign Royal Princes.

- h. Equerries-in-Waiting to the Sovereign.
- j. Gold Stick in Waiting, Master of the Horse (if present).
- k. Military members of the Army Board.
- l. Colonels Commandant and Colonels of regiments on parade.
- m. Aide-de-Camp General to the Sovereign.
- n. Crown Equerry, Silver Stick in Waiting (if present).
- o. Equerries to foreign Royal Princes.
- p. Aides-de-Camp to the Sovereign.
- q. Equerries-in-Waiting to Royal Princes.
- r. Field Marshals, General Officers, and Colonels in successive order according to rank and seniority, with naval and air force officers of equivalent rank.
- s. Staff Officers to General Officers present.
- t. Royal grooms where applicable (interval of 50 yards).
- u. Escort.

### **SECTION 3 - HONOURS ACCORDED TO THE LORD LIEUTENANT OF A COUNTY**

**16.14.** Honours accorded to a Lord Lieutenant of a county, when a Territorial Army Guard of Honour is mounted for him under the provision of T&AVR Regulations paragraph 2.209 - 2.216 are normally as authorised in QRs (A) paragraph J8.040 - 043.

**16.15.** However, if he has been expressly instructed to deputise for the Sovereign he will be received with the honours accorded under QRs (A) paragraph J8.042b.

### **SECTION 4 - PRECEDENCE ON PARADE**

**16.16.** For precedence of units on parade see QRs (A) paragraph 8.001. Since 2007 the RM take precedence within or as for the RN at all times.

**16.17.** On occasions when more than one Service is on parade the normal precedence of Services will be observed by officers on the Saluting Dais, irrespective of rank.

### **SECTION 5 - DISTINGUISHING FLAGS AND STAR PLATES ON MOTOR CARS**

**16.18.** Flags and pennants to be flown by army officers on motor cars are as laid down in QRs (A) paragraph J8.103.

**16.19.** Star plates are carried on the front and rear bumpers of motor cars when occupied by the following officers in the Royal Navy, Royal Marines, Army and Royal Air Force on duty. These plates are coloured royal blue for the Royal Navy, red for the Royal Marines and Army, and light blue for the Royal Air Force. Officers in Joint Service appointments carry tie-colour plates divided equally and horizontally (see QRs (A) paragraph J8.105).

**RN/Royal Marines**

**Army**

**Royal Air Force**

a.	Admiral of the Fleet	Field-Marshal	Marshal of the Royal Air Force	5 stars
b.	Admiral or General, Royal Marines	General	Air Chief Marshal	4 stars
c.	Vice-Admiral or Lieutenant-General, Royal Marines	Lieutenant-General	Air Marshal	3 stars
d.	Rear Admiral or Major-General, Royal Marines	Major-General	Air Vice-Marshal	2 stars
e.	Commodore or Brigadier Royal Marines	Brigadier	Air Commodore or Air Commandant	1 star

**16.20.** The Commander British Forces Cyprus, in his capacity of Administrator of the Sovereign Base Areas, displays a crown on the front and rear number plates of his motor car.

#### **SECTION 6 - HALF-MASTING OF FLAGS**

**16.21.** On occasions when flags are ordered to be flown at half-mast, the following procedure will be observed.

- a. When the flag is hoisted at 'Reveille' it will be hoisted to the top of the flag pole and then lowered to half-mast.
- b. At 'Retreat' the flag will be first hoisted to the top of the flag pole and then lowered in the normal manner.
- c. The position of the flag when at half-mast will be about one width of the flag from the top of the flag pole.
- d. At those stations where there are no soldiers and the flag has to be raised and lowered by a civilian, the time will be left to the discretion of the local Commander.

#### **SECTION 7 - PROCEDURE FOR ORDERLIES TO AN INSPECTING OFFICER**

**16.22.** In some units and establishments it is the custom to detail two orderlies to conduct an Inspecting Officer throughout his inspection.

**16.23.** The orderlies will meet the Inspecting Officer and conduct him to the saluting base by marching ten paces in front of him. The orderlies will halt on the inside of points C and D and remain there during the Royal or General Salute; they will not salute but remain standing to attention.

*NOTE:* See Annex B for points C and D.

**16.24.** After the senior officer has reported the parade ready for inspection the orderlies will move inwards to the saluting base, then outwards towards the right of the line, halting in front of the third section of threes from the right. After the Company Commander of the right company has reported his company ready for inspection the orderlies will march down the front rank, wheeling at the end of the front rank into the centre rank, and wheeling on the right of the centre rank into the

rear rank. After passing the left-hand man of the rear rank they will halt six paces from him, turn about, salute the Inspecting Officer, make a partial turn to the left, and conduct him back to the saluting base where they will halt, again on the inside of points C and D. They will remain at attention throughout the parade.

**16.25.** If Colours are on parade the orderlies will salute together whenever they pass or are passed by the Colours. At the conclusion of the parade they will conduct the Inspecting Officer and salute as he gets into his car, then turning to face the Inspecting Officer, salute again as he finally drives away.

**16.26.** If the Inspecting Officer has other inspections to make after the parade, the orderlies will conduct him around in a similar manner.

## **SECTION 8 - CEREMONIAL CUSTOMS PARTICULAR TO THE ROYAL NAVY**

### **Visits to HM Ships**

**16.27.** Officers and Other Ranks may, in the course of their duty, pay a visit on board one of HM Ships. The following points are therefore given for their guidance:

- a. When coming on board or going ashore from one of HM Ships, all ranks will salute as they set foot on the deck and as they leave the ship.
- b. If in civilian clothes, and wearing a hat, the hat should be raised by all ranks as they set foot on the deck.
- c. Spurs should not be worn on board ship.
- d. Personal salutes are not normally exchanged on board unless reporting to or being addressed by an officer. However, by custom, officers salute the Captain and Executive Officer on first meeting them each morning.
- e. The order or precedence for getting into or out of a boat, either leaving or arriving at the ship side or jetty, is that the senior officer gets in last and gets out first.
- f. The Officer of the Watch, by custom, salutes all officers coming on board or leaving the ship - even those who are junior to him. The return salute is incorporated in the salute in paragraph 16.27a.
- g. All ranks salute the Quarterdeck when they come on to it. In modern ships the Quarterdeck is not always at the stern of the ship.

## **SECTION 9 - JOINT SERVICE CEREMONIAL**

**J16.28.** Instructions for the procedures on the occasions of Joint Service Ceremonial have not been laid down; however, the Army's expertise in the field is acknowledged. Procedures are developed and agreed as necessary.

## **SECTION 10 - UNOFFICIAL CEREMONIAL - WEDDINGS**

**16.29.** The ceremony of forming an archway of swords at weddings, although customary, is unofficial. Should this take place, swords should be held with the guard of the hilt pointing upwards and the blade at an angle of 45 degrees.

## **SECTION 11 - INSTRUCTIONS FOR THE WEARING OF THE INSIGNIA OF ORDERS, DECORATIONS AND MEDALS**

**16.30.** See Army Dress Regulations.

## SECTION 12 - REPATRIATION

**J16.31.** Ceremonial reception procedures for the repatriation of deceased service personnel from overseas are held by PS12(A). There are 2 basic ceremonial procedure plans dependent on the scale of loss;

- a. Op KEIR. A ceremony attended by a member of the Royal Family and a Minister, and Service Board representatives takes place on the airfield. A state band plays while bearer parties are commanded by an officer assisted by a WO. Coffins are carried from the aircraft to a hearse, one by one, in turn in order of Service precedence.
- b. Op PABBAY. A ceremony attended by a 2 star representative takes place on the airfield. A bugler/drummer/piper plays Last Post and Reveille or laments as the first and last coffins arrive and leave the area. The bearer parties are commanded by a WO.
- c. In both cases coffins are carried from the aircraft to a hearse, one by one, in turn in order of Service/capbadge precedence.

(1) Service/Corps/regimental precedence is as shown in QRs and The Army List and;

(2) Precedence within Regiments/ Corps is to be by rank and seniority not by battalion/sub-unit number.

## SECTION 13 - FREEDOM AND WELCOME HOME PARADES

**16.32.** These Parades may take the following forms:

- a. Freedom Parades and/or
- b. 'Welcome Home' Parades (which may exercise a Freedom).

**16.33.** Freedom Parades. Units who have been accorded a Freedom are permitted, subject to the agreement of the appropriate Local Authority (to include Civil police), to exercise their Freedom by marching through the Borough, Town or City with 'drums beating, bayonets fixed and Colours flying'. Freedom Parades will usually take place within a unit's main regimental/recruiting area.

- a. Colours may be carried. The Colour party are to be in Full or No 1 Dress.
- b. Rifles, bayonets/sidearms and swords may be carried.
- c. When returning from operations Desert CS 95 may be chosen for wear for troops. However, dress must be consistent with that choice i.e. swords are not carried while wearing combat clothing, and footwear must be of uniform colour. For parades other than connected with recent operations No1 or No 2 Dress are to be worn.

**16.34.** Welcome Home' Parades. Given that unit deployments may mean a unit is not located in its home area, 'Welcome Home' Parades may take place at the invitation of the appropriate Local Authority in Boroughs, Towns and Cities near a unit's lines. Such parades may take place in Boroughs, Towns or Cities that have granted Freedoms to other units and the following guidelines for such parades are to be observed so as not to upset those holding the Freedom of the Borough, Town or City involved.

- a. The nature of ceremonial to be undertaken must be agreed with the host authority (to include Civil police). This must explicitly cover plans for the carriage of Colours, the fixing of bayonets, and musical accompaniment.
- b. While not essential, it is expected that regts/bns/units would prefer to march with weapons, and probably in op clothing, emphasising their operational aspect. It is recommended that when parades precede church services or receptions that weapons are only carried by Colour parties.<sup>1</sup>
- c. As for Freedom Parades, dress should be uniform, i.e. no mixed accoutrements or footwear with Desert CS95. However, it would be usual for the Colour party to be in Full or No 1 Dress.
- d. It would be courteous for the Comd Offr to inform the Home HQ of the Regiment which has the Freedom of their invitation.
- e. Also, these parades may precede medal presentation. Only in exceptional operational circumstances would those being awarded medals carry weapons. Weapons inhibit the medal presenter from shaking hands with recipients.

**16.35.** It is recognised that units may wish to highlight their return from operations by wearing the associated clothing, often Desert Combat CS95. However, whenever possible Service Dress/No2 Dress is preferred so that medals/medal ribbons might be displayed.

**16.36.** Freedom/Welcome Home Parades are to be planned as well in advance as possible. Advice and guidance may be sought from the Chain of Command or PS12(A) in the first instance.

#### **SECTION 14 - GENERAL COMPLIMENTS**

**16.37.** All ranks should be aware of the occasions on which compliments are to be paid, direction being given at QR 8.055 - 8.061 and in The Drill Manual. In general, other ranks salute all officers, and officers salute their seniors before addressing them on duty or parade, in accordance with regimental custom. In addition, when not on parade, compliments are paid as follows:

- a. All ranks are to salute during the playing of the National Anthem.
- b. When passing any Colours or equivalent (e.g. lead RA gun or cavalry Standard/Guidon) all ranks are to salute or pay the appropriate compliment. Old Comrades banners and Royal British Legion standards are not consecrated Colours and are not saluted.
- c. All ranks passing a military, naval or air force funeral are to salute the body.
- d. When outdoors, as Last Post is played at a funeral, repatriation or Service of Remembrance officers are to salute and other ranks are to stand to attention. The salute is **not** held through any subsequent silence but all ranks remain at attention except at a funeral with a firing party present. (See paragraph 14.18.) All ranks stand to attention during Reveille but officers do not salute. (In church officers would stand but not salute.)

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<sup>1</sup> Weapons were not carried on the Falklands Victory parade in 1982 which was followed by a Guildhall reception.

- e. An individual would salute after laying a wreath.
- f. Flag lowering. When a flag is being lowered to the playing of Last Post officers are to salute and other ranks are to stand to attention.
- g. All ranks, whether singly or in formed bodies, are to salute appropriately when passing the Cenotaph. When in plain clothes they should remove headdress (if worn), brace up and give eyes left or right as required.

## GLOSSARY - DEFINITIONS

<b>Alignment</b>	A straight line on which a body of troops is formed or is to form.
<b>Column</b>	Bodies of troops one behind the other, parallel and at such distance from one another as, when formed to an angle of 90 degrees to either flank, will bring them into line.
<b>Close Column</b>	A column with distance reduced to suit requirements.
<b>Column of Route</b>	A column of three with not more than three men abreast in any part of the column, including officers and supernumeraries. The normal formation for troops marching closed up on a road.
<b>Column of Threes</b>	A column with its officers and supernumeraries maintaining their places as though in line.
<b>Covering</b>	The act of a body placing itself directly in rear of another.
<b>Crewfront</b>	A line on which crews fall in forward of their vehicle.
<b>Depth</b>	The space occupied by a body of troops from front to rear.
<b>Directing Flank</b>	The flank by which a body of troops takes its dressing.
<b>Distance</b>	The space between men or bodies of troops from front to rear.
<b>Dressing</b>	The act of taking up an alignment correctly.
<b>File</b>	A front rank man and his coverer or coverers.
<b>Flan</b>	Either side of a body of troops, as opposed to its front or rear.
<b>Forming</b>	A method of changing direction in line as opposed to wheeling.
<b>Frontage</b>	The extent of ground covered laterally by a body of troops.
<b>General Salute</b>	The salute with which any inspecting or reviewing officer, on the active list of and above the rank of Brigadier, is received, will be as laid down in Queen's Regulations 1975 para J8.042d. In the case of Field Marshals, Admirals of the Fleet and Marshals of the Royal Air Force, Regimental Colours of all forces will be lowered during the carrying out of the above salute.

**Half-Company** The standard size of a half-company is normally 20 men, but this may have to be varied to suit the ground.

**Interval** The lateral space between men or bodies of troops in the same alignment measured from flank to flank. Between dismounted troops intervals are measured from elbow to elbow. In two ranks it is 24 inches, in three ranks an arm's length with fist clenched.

**Line** Troops formed on the same alignment.

**Mass** A battalion with its companies in line of close column of platoons with five paces interval between companies.

**Markers** Soldiers employed to mark points on which a movement is to be directed, or by which a formation or alignment is to be regulated.

**Order (Close or Open)** The distance between ranks in line which is either 30 inches or 60 depending on circumstances.

**Pace** A measurement of distance on foot, e.g. 30 inches (or 27 inches in the case of Servicewomen). Also rate of movement.

**Parade Commander** The officer on parade commanding the on parading troops.























**Rank** A line of men side by side.

**Supernumerary Rank** The extra rank, fourth rank in the three ranks, or third in two ranks, formed by the senior NCOs of a body of troops.

**Unit** The formation carrying out the parade, the next lower formations being referred to as subordinate units.

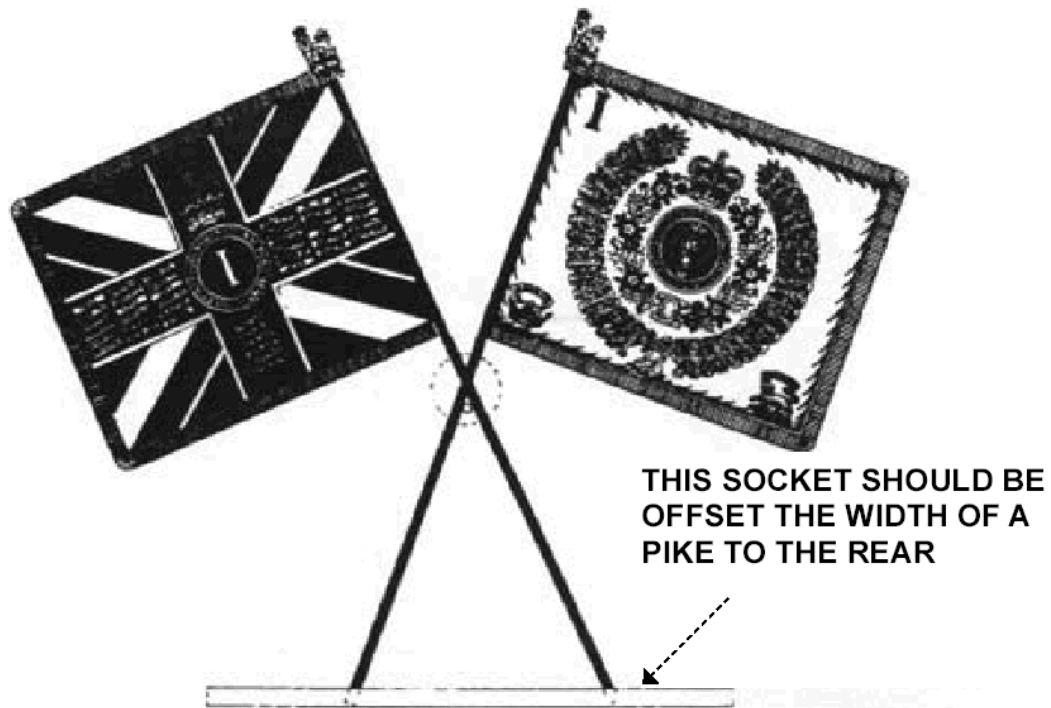
**Wheeling** A movement by which a body of troops changes direction, each rank or file pivoting on the inner flank but retaining its dressing.

## KEY TO SYMBOLS USED IN ANNEXES

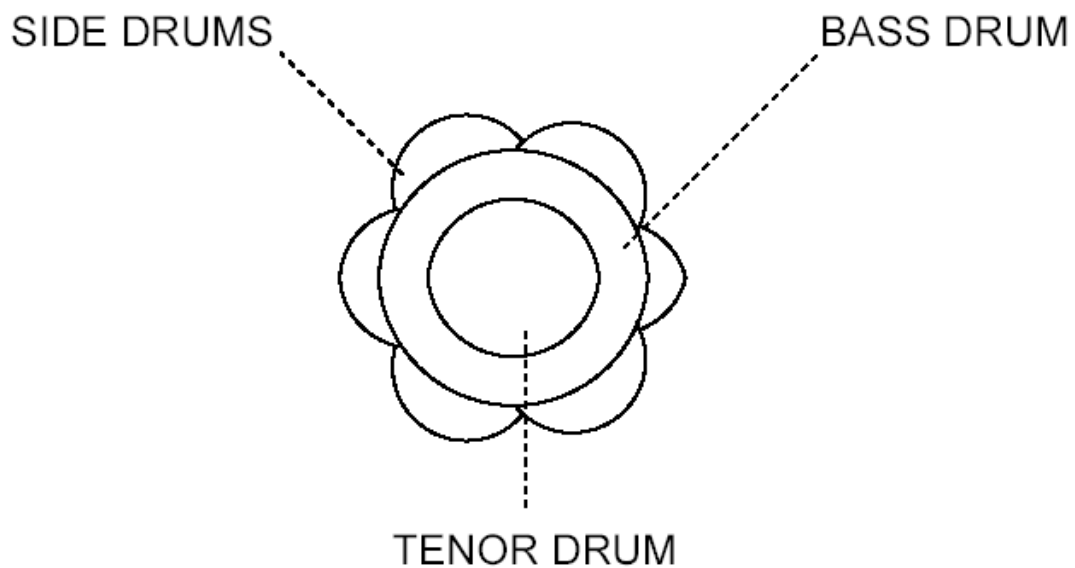
	Commanding Officer
	Second - in - command
	Adjutant
	RSM
	Squadron, Battery or Company Commander
	Squadron, Battery or Company Second - in - command
	CSM (or equivalent)
	CQMS (or equivalent)
	Platoon Commander (or equivalent)
	Other Officers
	Sergeant
	Drum Major
	Rank and File
	Front Rank
	Centre Rank
	Rear Rank
	Main Battle Tank
	Light Tank (CVR (T))
	APC
	1/2 Ton Wheeled Vehicle
	Right Marker
	Gun

**ANNEX A - COLOURS IN COLOUR STANDS AND PILED DRUMS  
WITH COLOURS - ALL VIEWED FROM THE FRONT AS SEEN BY  
THE TROOPS ON PARADE**

**1. COLOURS IN STAND**

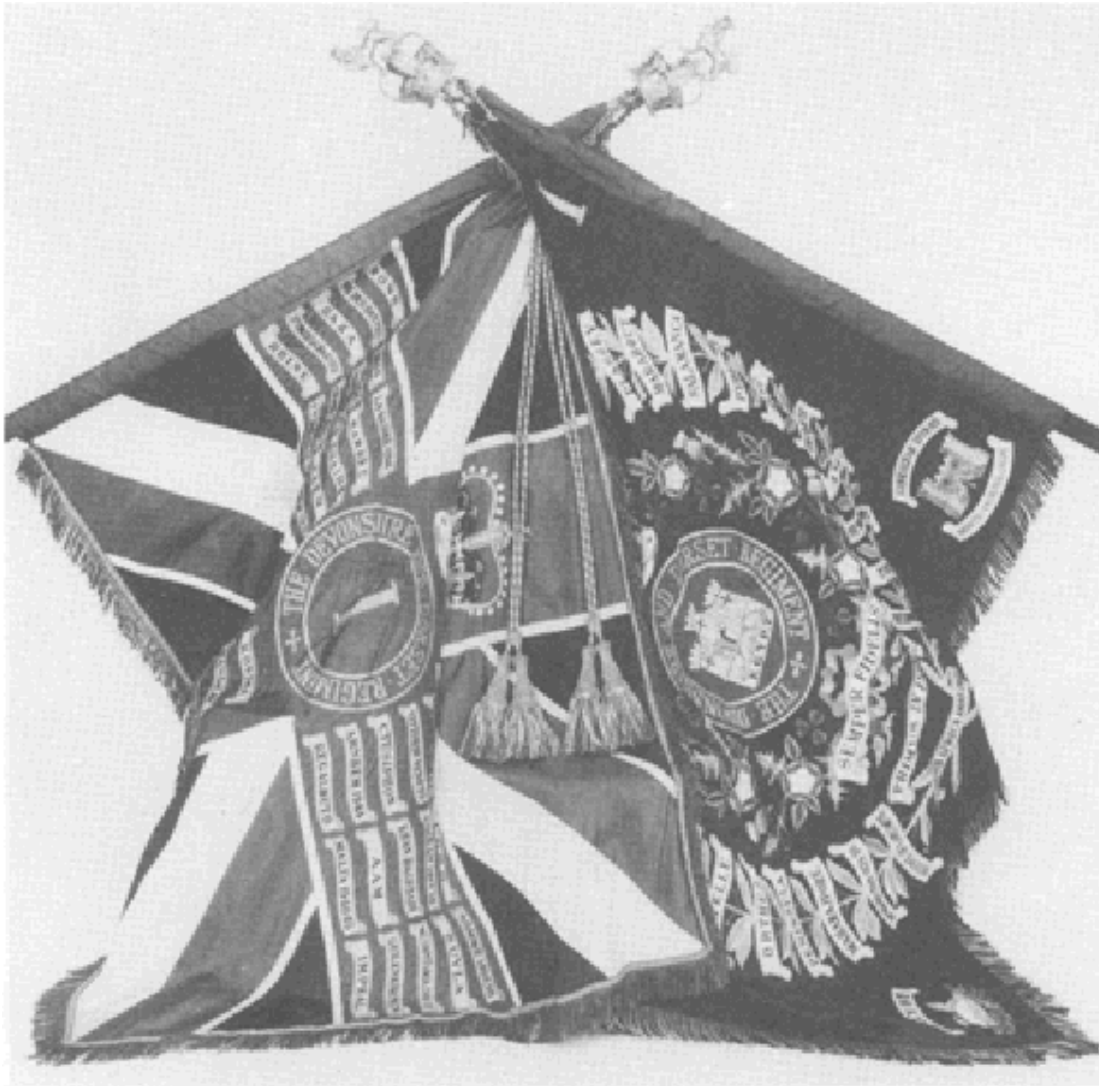


**2. LAYOUT OF PILED DRUMS**



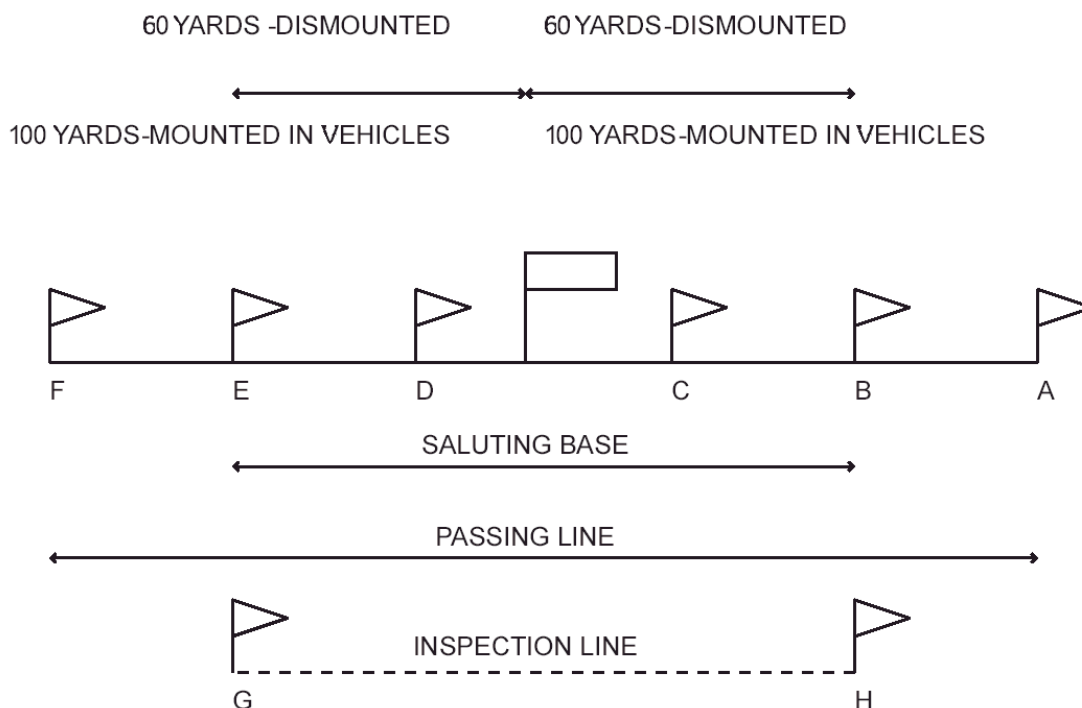
**3. PILED DRUMS WITH COLOURS - GUARDS BATTALION**





- NOTES:
- a. In the Colours stand the Regimental Colour's pike is placed in front of the Queen's Colour's pike crossing the right.
  - b. It is suggested that a peg be put on the tenor drum on either side on which to rest the Colour pike. It may also be an advantage to insert sockets into the parade ground for the bases of the pikes.
  - c. For all battalions the Queen's Colour has its pike crossed at the top behind that of the Regimental Colour, which holds the Colours in position and the Queen's Colour is then brought from behind to cover the Regimental Colour.

## ANNEX B - THE INSPECTION OR REVIEW PARADE GROUND



1. The length of the inspection line G-H depends on the frontage of the troops being inspected. Its distance from the passing line will depend on the greatest frontage occupied by any unit when marching past, plus the depth occupied by the band or massed bands while playing troops past. When larger bodies than a brigade are being reviewed the distance may require increasing to ensure that, when troops are drawn up in line for inspection and commanders are in position at their correct distances in front of the inspection line, the commander of the parade is at a suitable distance from the passing lines in proportion to the dimensions of the parade. It may also be necessary to reduce the distances of the commanders in front of the inspection line, otherwise, in the case of the large formations, either the inspection line may be too far from the passing line or the commander of the parade too near the inspecting/reviewing officer.

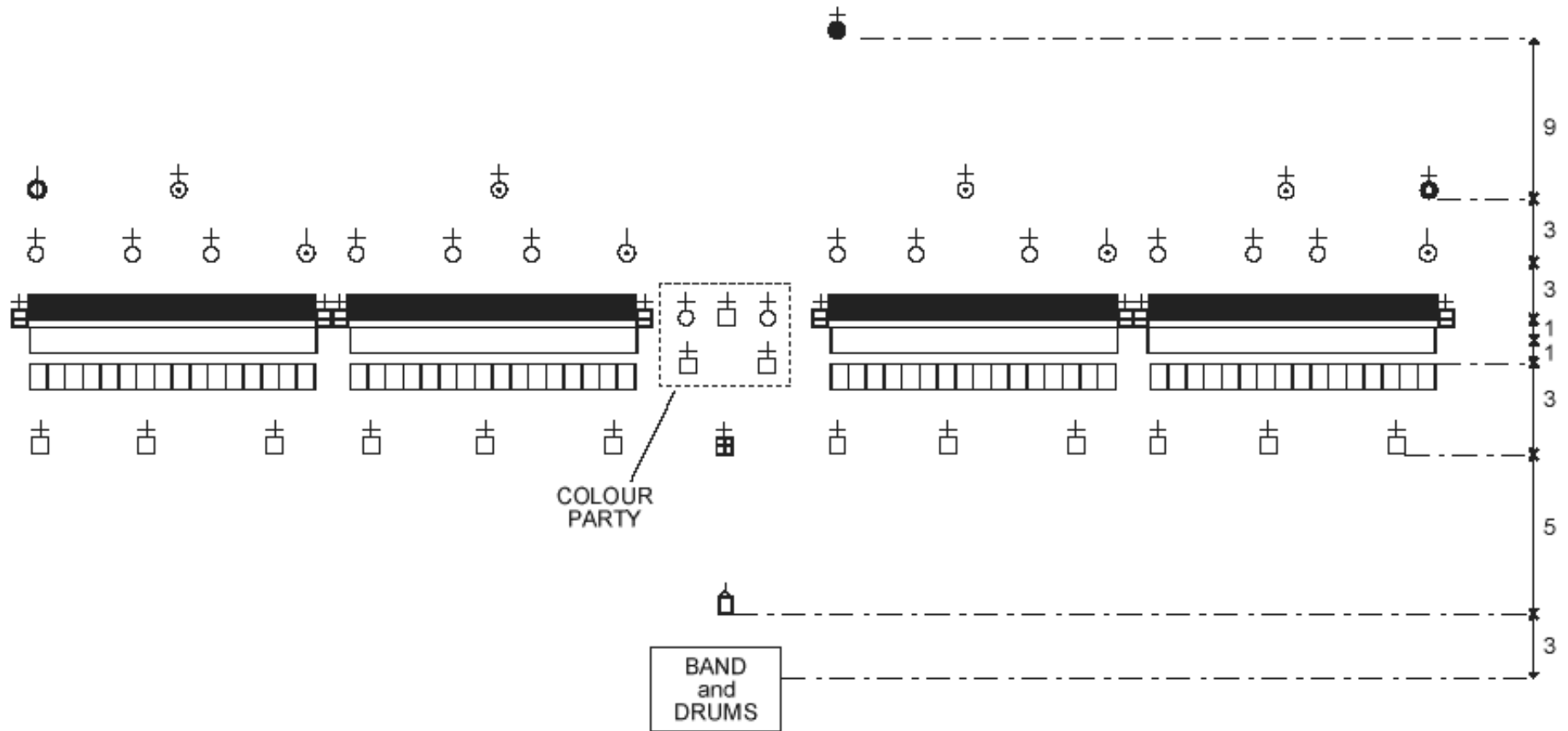
2. The length of the saluting base (B-E) will not be less than 120 nor greater than 260 yards, the distance being dependent on local conditions. The march past begins at Point B and ends at Point E. The reviewing officer will be behind the centre of the saluting base. Ten yards on each side of him, along the saluting base, are two points, C and D, at which the salute will begin and end respectively. If a march past is to take place without opening and closing order, i.e., in quick time only, Points B and E can be dispensed with: Points A and F should, however, remain at their original distances.

3. The position of the passing line A-B should be of sufficient length to enable units to obtain their direction before reaching the saluting base. Units will move up to Point B in close formation. From that point, they will adopt the formation laid down for them in the orders for the review or inspection.

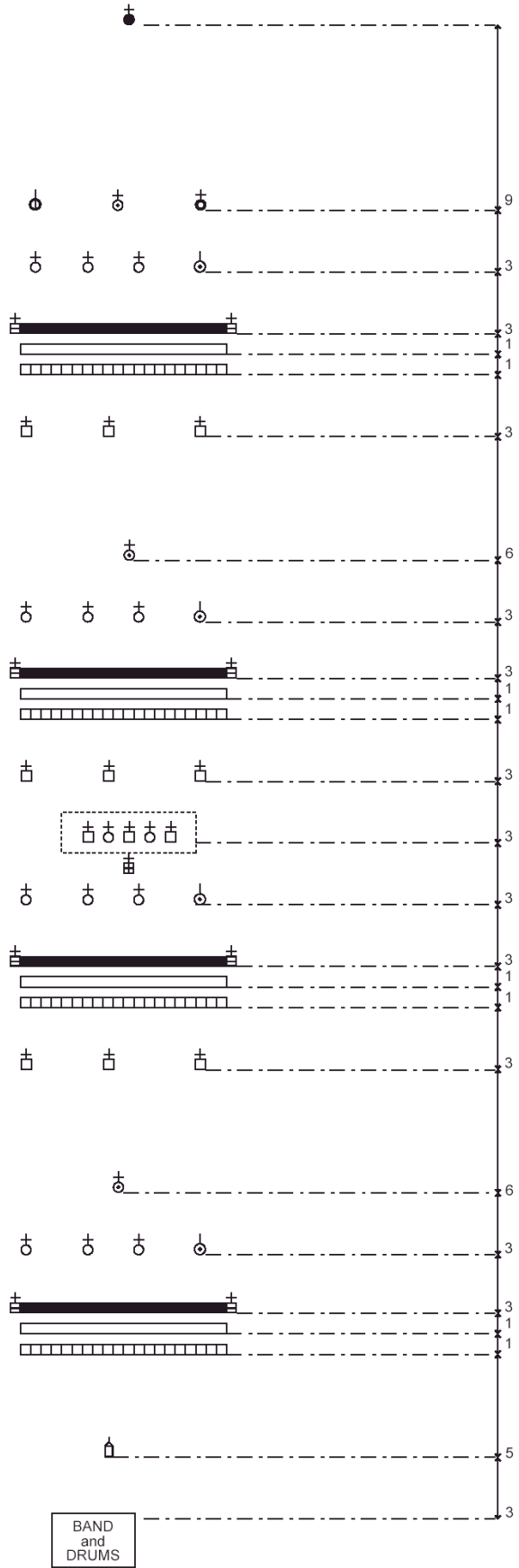
4. As a general rule the passing line will be the same length as the inspection line.

5. All points will be marked by flags or markers. Flags or posts may be set up to mark the line on which the troops are to form, or the line may be picked out or marked with whitewash. When large bodies of troops are to march past it will usually be desirable to place small coloured flags along the passing line at appropriate distances from Point B to guide units in moving off at correct distances.

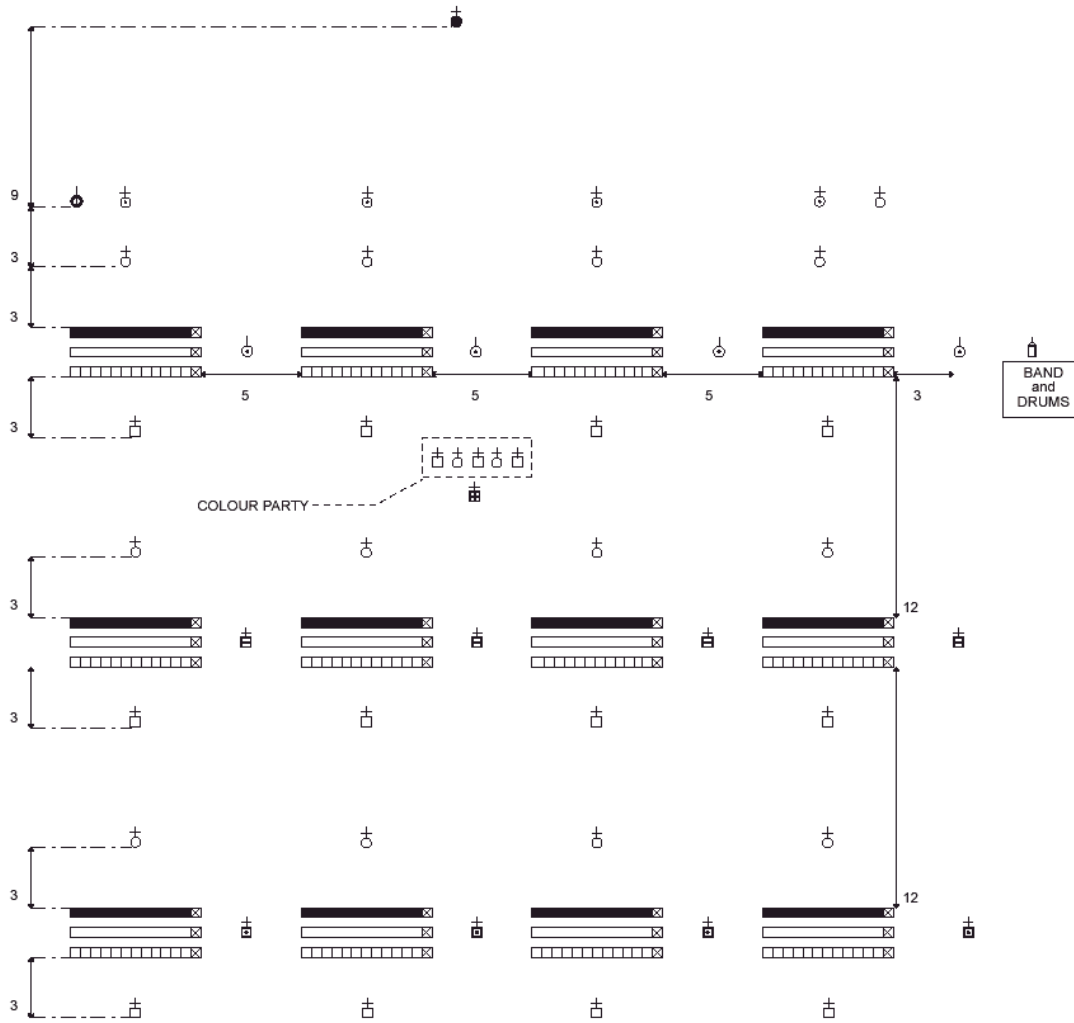
# ANNEX C - A BATTALION IN LINE



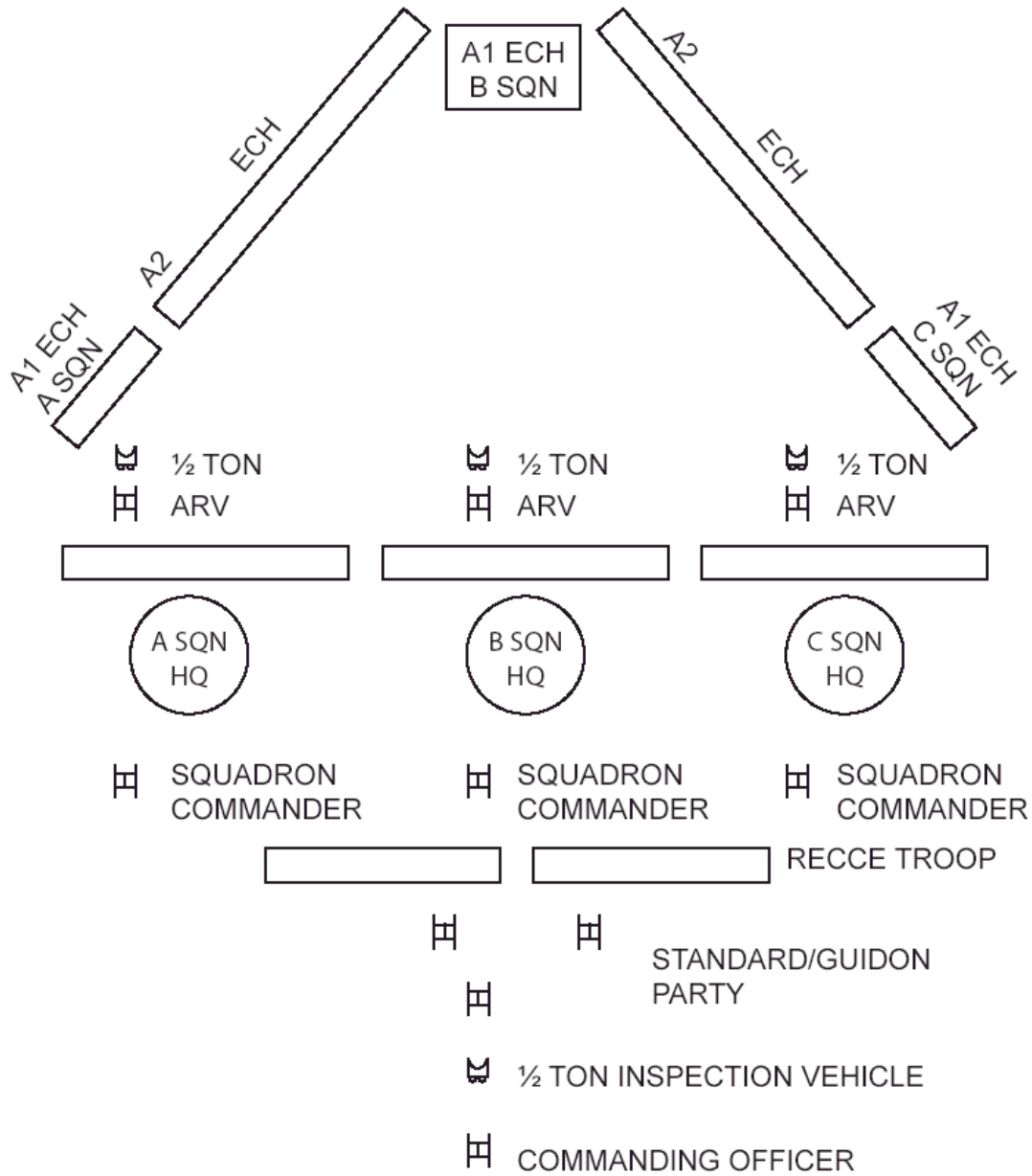
# ANNEX D - A BATTALION IN CLOSE COLUMN



# ANNEX E - A BATTALION IN MASS

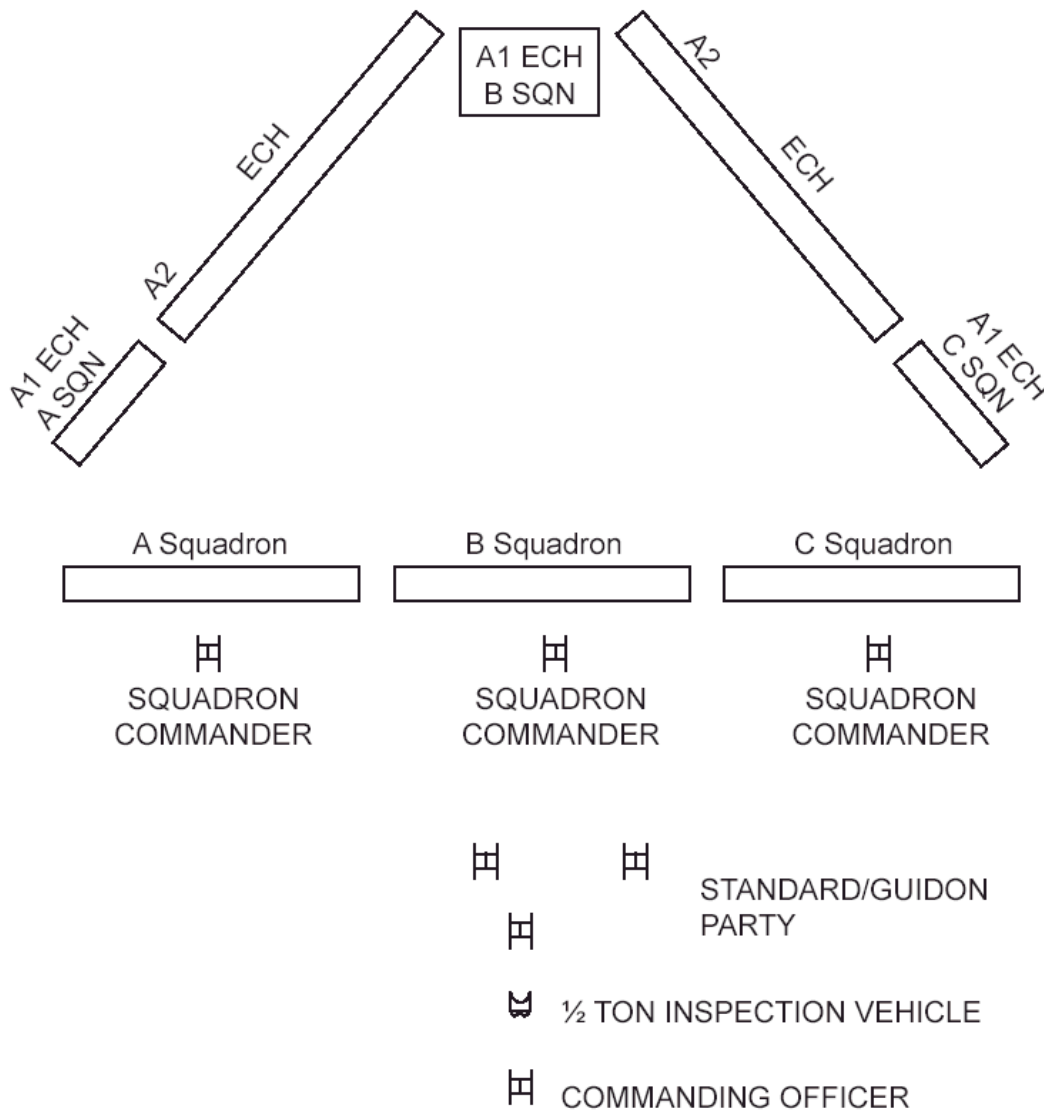


# ANNEX F - ARMoured REGIMENT FORMED UP ON PARADE WITH STANDARD/GUIDON IN POSITION



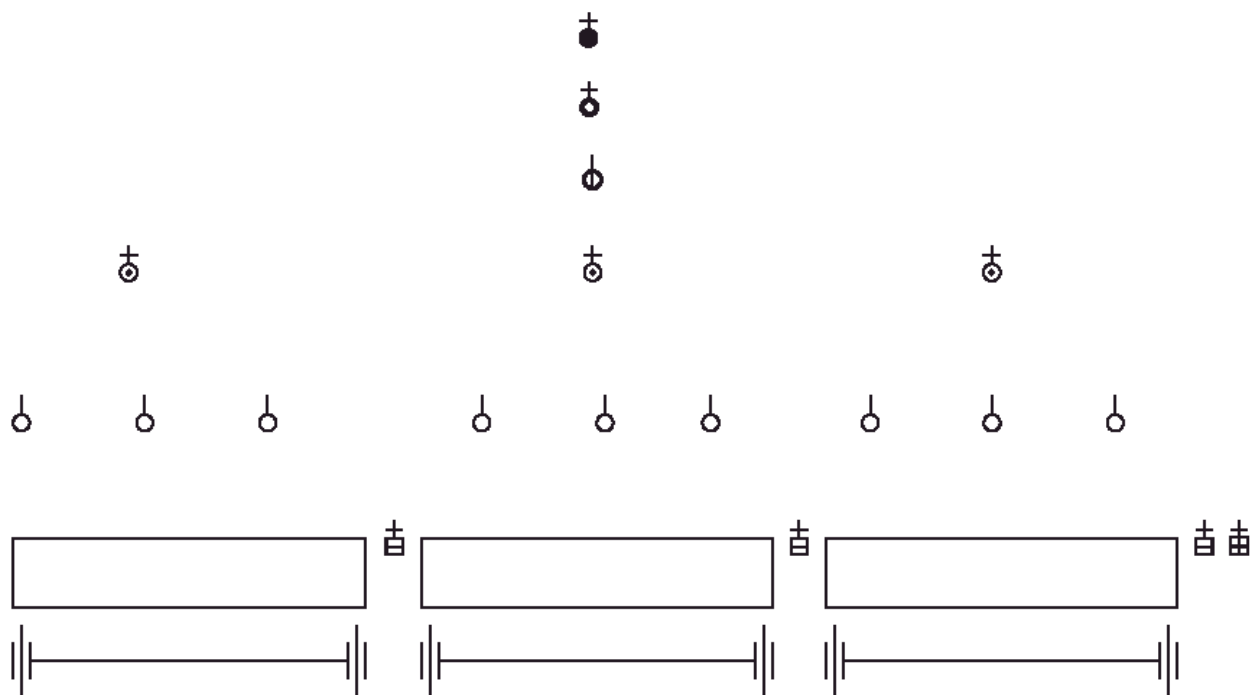
**NOTE:** Where there is sufficient space for the above formation, echelons will be parallel to squadrons.

**ANNEX G - ARMoured RECONNAISSANCE REGIMENT FORMED UP ON PARADE WITH STANDARD/GUIDON IN POSITION**



**NOTE:** Where there is sufficient space for the above formation, echelons will be parallel to squadrons.

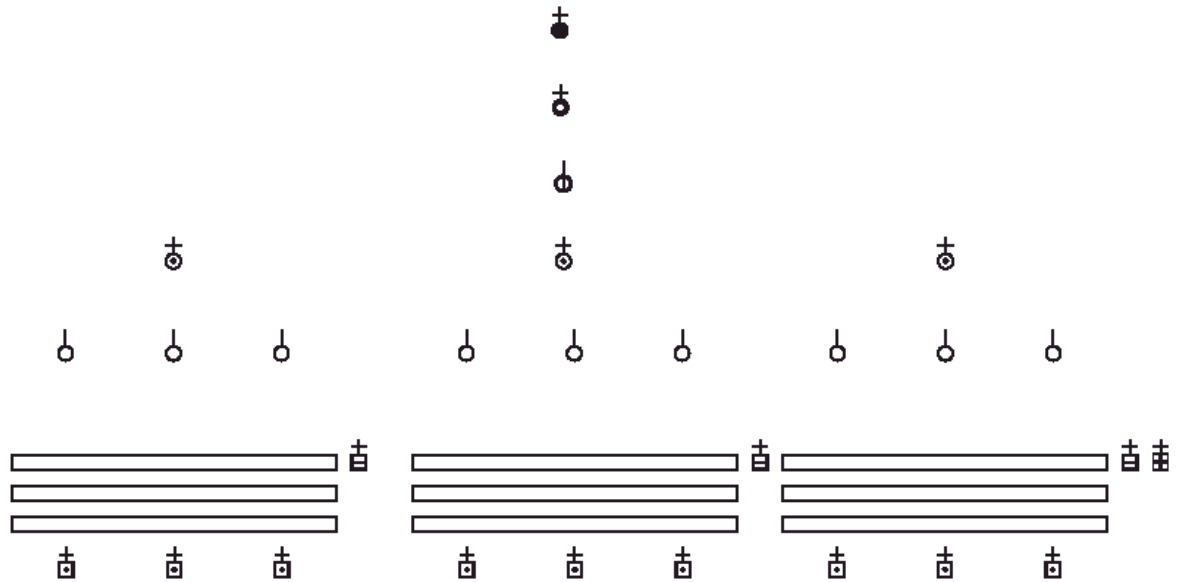
## ANNEX H - A ROYAL ARTILLERY REGIMENT ON CEREMONIAL PARADE (MOUNTED)



### NOTES:

1. The number of batteries and officers varies with the establishment. Headquarters Battery and other non-firing batteries may parade at the discretion of the Commanding Officer.
2. If the Second-in-command is not on parade his position will be taken by the Adjutant.
3. Officers' vehicles and crews may be either those established for the role or another vehicle and a driver as suits the purpose of the parade.
4. Battery echelon vehicles do not normally parade.

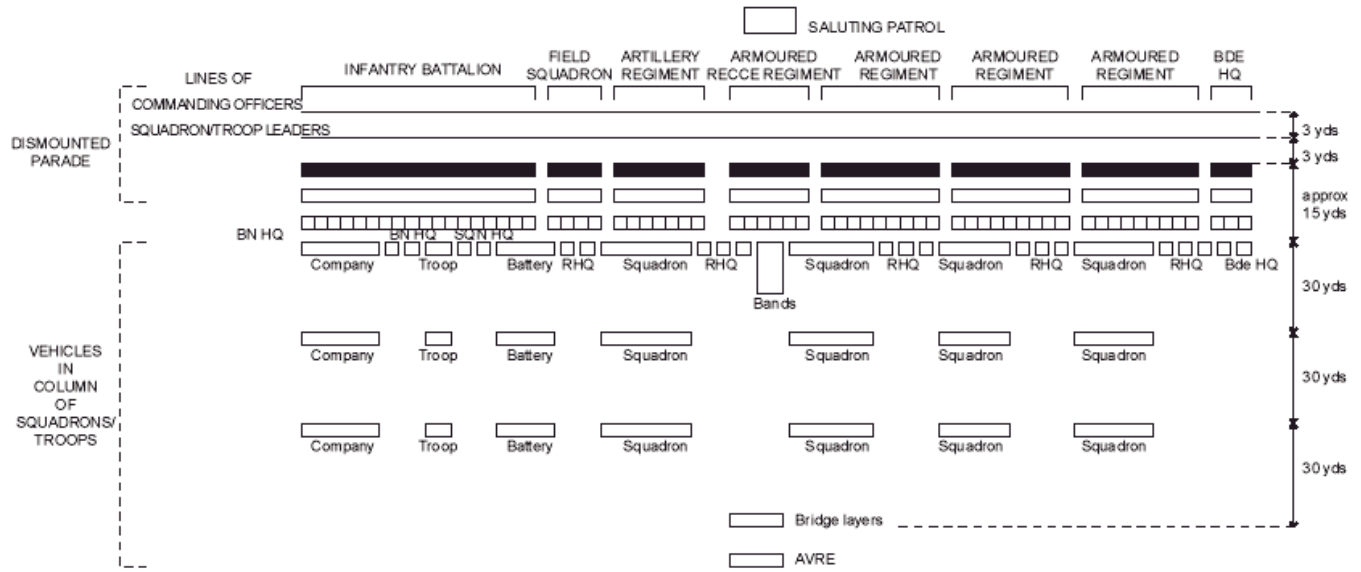
# ANNEX I - A ROYAL ARTILLERY REGIMENT ON CEREMONIAL PARADE (DISMOUNTED)



## NOTES:

1. The number of batteries and officers varies with the establishment.
2. If the Second-in-command is not on parade his position will be taken by the Adjutant.
3. Warrant Officers, Battery Sergeant Majors excepted, form the Serre file. Numbers vary with the establishment.

# ANNEX J - REVIEW OF AN ARMoured BRIGADE



NOTES: Frontages (approximate): Dismounted, 470 yards; Mounted, 750 yards.

Intervals between units: Dismounted, 4 yards; Mounted, 6 yards.

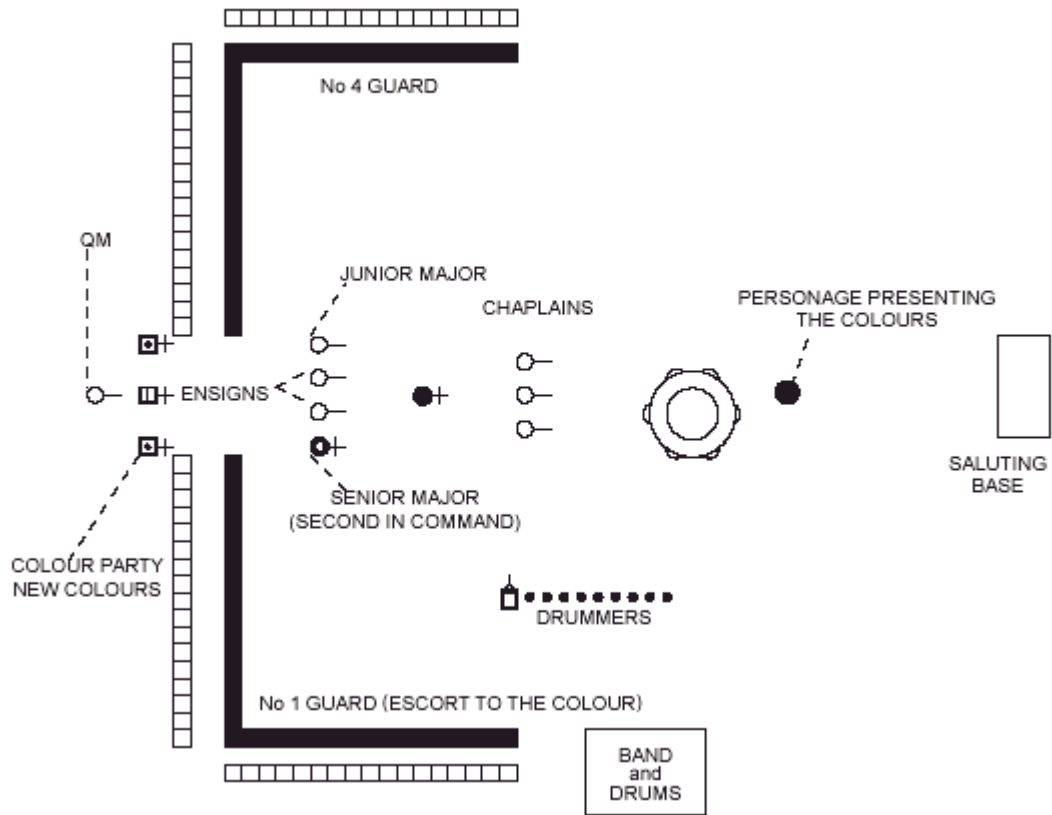
No supernumeraries on dismounted parade.

Although the Armoured Recce Regiment may not be an integral part of the Armoured Brigade, there may be one under command in some circumstances; therefore its position on parade is shown.

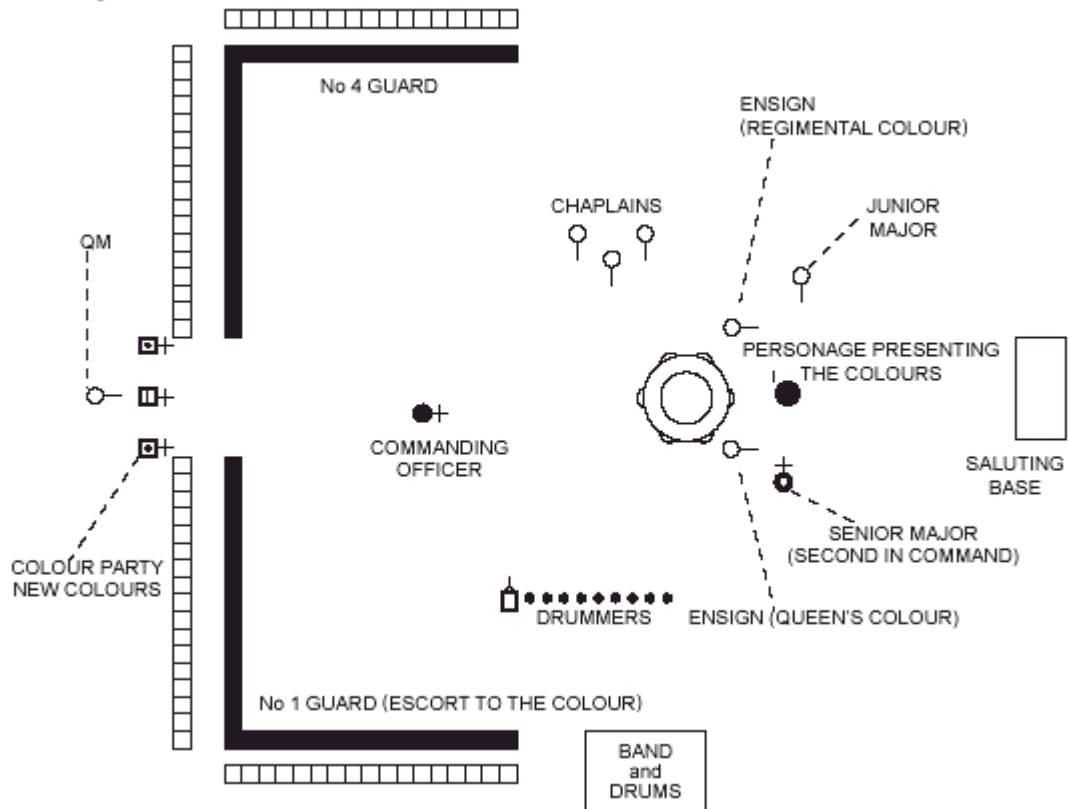
Armoured Regiment may be Armoured Infantry or mechanised bn. Numbers will vary according to role.

# ANNEX K - LAYOUT FOR PRESENTATION OF NEW COLOURS

## 1. During the Consecration Service



## 2. During the Presentation



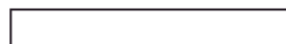
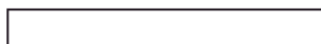
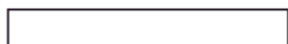
# ANNEX L - AN INFANTRY BATTALION MOUNTED IN APCS



 COMPANY COMMANDER



 COMPANY COMMANDER



2 IC

COMPANY  
COMMANDER

COMPANY  
COMMANDER

COMPANY  
COMMANDER

ADJT



RECCE TROOP



½ TON INSPECTION VEHICLE



COMMANDING OFFICER



SALUTING BASE

BANDS  
and  
DRUMS