



# RESERVE FORCES DAY COUNCIL CEREMONIAL DRILL & DRESS MANUAL



## FOREWORD

This manual has been produced for the guidance and suggestions for Associations and organisations that participate in Reserve Forces Day Parades and activities.

It covers matters of procedure connected with ceremonial parades and activities.

For simplicity the masculine gender has been used throughout.

Correct ceremonial, both on public and private occasions, enhances the dignity of our proceedings. Members should constantly bear in mind, when appearing before the public, the immense pride and prestige of our organisations.

In performing ceremonial procedures, dress, bearing and discipline therefore, should at all times maintain and enhance that pride and prestige.

The carrying and positioning of Association Banners and Flags symbolises the proud traditions of the Australian Defence Force.

Correct uniformity is therefore essential. The manual is devoted to this subject and is of particular importance. All Banner and Flag bearers/parties should be conversant with the details given. Photographs have been commissioned and are included in the manual. Additional guidance on such general matters as dress, medals, and Banner/Flag protocol has been included.

We welcome feedback so that we can improve the content.

A handwritten signature in black ink, reading "John Moore". The signature is written in a cursive style with a horizontal line underneath the name.

**Lieutenant Colonel John Moore OAM RFD ED Retd  
NSW Deputy Chairman & National Executive Officer  
Reserve Forces Day Council**

**7 May 2006**

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## ASSOCIATION BANNERS & FLAGS

*These instructions are issued for the information and assistance of Associations and Organisations with the object of ensuring uniformity in the handling of Banners and Flags at Reserve Forces Day activities.*

### GENERAL

Association Banners identify the unit/organisation and provide an important link to the Association's current unit/s, their history and its forebears.

In NSW since the inception of Reserve Forces Day in 1998 about 12 new Associations have been formed and most have arranged for the manufacture of an Association Banner.

Australiana Flags of Northbridge NSW phone 02 9958 3246 have been very helpful in the design and manufacture of many banners since this time.

A standardised design has been adopted by many Associations and is shown on the RFDC web site [www.rfd.org.au](http://www.rfd.org.au)

### STANDARDS/FLAGS

Associations may also wish to have Standards / Flags manufactured which carry similar prestige as the Association banner but have the advantage of being smaller and are able to be carried by one person. It is also shown on the web site [www.rfd.org.au](http://www.rfd.org.au).

### MOVEMENTS AT THE HALT

#### From the Order to the Carry - BANNER (three movements)

- a. Slide the right/left hand down the pole to the fullest extent of the arm;
- b. With the right/left hand raise the Banner smartly upwards to a perpendicular position in the centre front of the body, lowering the poles into the sockets and keeping the right/left forearm vertically against, and in front of, the poles to steady them.
- c. Cut the left/right hand smartly to the side and at the same time raise the left/right forearm to a horizontal position.

Photograph shows the Banner at the "Carry" position.

#### NOTE THE DRESS

- Corps Beret & Badge
- Bermuda Dark Blue Jacket with Association/Corps badge on left breast pocket
- Plain white shirt
- Association/Corps tie
- One lapel badge
- Medals as appropriate
- Black belt
- White gloves
- Plain Light grey trousers
- Black socks
- Polished black shoes



NOTE THE POSITION OF THE CARRIER SLINGS & SOCKETS WHICH ARE ADJUSTED TO ENSURE THE BANNER (WHICH SHOULD HAVE A TOP CROSS POLE ) IS PARALLEL TO THE GROUND

## BANNER – FLAG PARTY FORMATIONS

**Banner Party formed up with President and Australian National Flag leading**



**Banner Party on the march with President leading. Australian National Flag on the right and Standard/Flag on the left in this example the Standard/Flag of the 2/3 Anti Tank Regt. Former members left to right WO1 Graham Williams Sgt Peter Merlino, Sgt Peter Burgess, Sgt Brian Sloss, Bdr Gavin Wells**



# DRESS

## NEATNESS OF DRESS AND GENERAL BEARING

(Male and Female)

**Beret.** Corps colour as appropriate, neat, head band level not more than 25mm/one inch above eyebrows, join at centre rear, with ribbon neatly knotted and tucked in, cap badge above left eye, no hairs or fluff; top of the beret pulled over to right side.

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

**Suit.** Neatly pressed plain black or dark navy suit (male - trousers; female - skirt). or Dark blue sports / Bermuda jacket with light grey (non patterned) trousers, black belt.

**Tie.** Official Association/Corps tie , neat and pressed with no tie pin.

**Shirt.** Freshly laundered, pressed plain white shirt.

**Socks.** Black/navy blue socks (men) or stockings/tights (women).

**Shoes.** Well polished (not patent), neat conventional pattern and of black leather.

**Lapel Badge.** One badge being the official RSL badge or Association/Corps badge or reserve Forces Badge (not tie-pin), in correct position, ie normal button hole position; no other badges.

Regrettably it has become noticeable in recent years for some participants to parade wearing a multitude of various badges on both lapels of their coats, which lends nothing to the dignity or significance of the ceremonial aspects of the activities.

**Gloves.** White gloves are to be worn by all members of Banner Parties.

### Medals.

Officially issued decorations, campaign and service medals should be worn as appropriate. They should be neatly mounted (swing or court mount) be neat, clean, correctly mounted and be worn in the correct manner.

On ceremonial occasions, such as parades and social events, when medals are worn with lounge suits, full size insignia mounted on a medal bar or pocket insert are worn on the left side.

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

When invitations specify decorations with dinner jacket, it is correct to wear miniatures. With evening dress, miniature badges of orders, decorations, and medals are worn on a medal bar or pocket insert.

The medals awarded to a deceased ex-service person may be worn on the *right* breast by a near relative.

Medals such as commemorative or souvenir medals must not be worn in such a way as to be confused in the public eye with officially issued campaign and service medals. The protocol ruling is that such medals should **NOT** be worn at all, and therefore on Reserve Forces Day Parades members should conform. Their wearing by members of Banner Parties is unacceptable and will be viewed as detrimental to the assessment process when judging Associations for annual Parade awards.

# **ANNUAL RESERVE FORCES DAY PARADE**

## **COMPETITION**

**Certificates of Commendation are awarded to Unit Associations in the following categories:**

1. Best Banner Party
2. Best Unit Association with fewer than 50 members taking part.
3. Best Unit Association with over 50 members taking part.
4. The Best overall Unit Association on the day.
5. The Unit Association considered to have just missed out but should be awarded for effort.

**The Categories will be judged on:**

1. The drill associated with the carrying of the Association Banners. Includes dress and general bearing of banner/flag party also maintenance of Banner / flag
2. Drill and marching.
3. Dress and turn out.
4. Esprit de Corps.
5. Uniformity of overall appearance of Association, consider head wear etc.
6. Association Sergeant Major's control of the Association

## **PREPARATION FOR PARADES**

Make yourself thoroughly familiar with the ceremonial positions and the ceremonial drill movements in this manual. The difference between highly competent competitors is more likely to be in small details rather than in major movements. Even if you are an experienced Banner Party Bearer it would be prudent to refresh your memory before the day.

Look for correctness of movement, smartness and crispness of execution and for correct timing in each drill sequence. This is a major part of the competition and should carry most weight.

Check that the body is kept perfectly upright at all times and that the pole is carried vertically when appropriate.

Check that the eyes look to the front and do not follow the movements of the banner.

Check that the arms are kept close to the side - no light between - no twitching of fingers or unclenching of left hand.

Take into account the smartness of foot drill movements, ie quick march, and turning at the halt. Allow for the fact that the competitors may be ex Navy, Army or Air Force.

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

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## **ACKNOWLEDGMENTS**

**23 Field Regiment Association Members**

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**Reserve Forces Day Council Members**

**The Royal British Legion and their Handbook for Ceremonial and Services**