



**ROYAL NAVAL
ASSOCIATION**



GUIDE TO CEREMONIAL

(Revised 2012.)

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GUIDE TO CEREMONIAL

FOREWORD

1. This guide is issued on the authority of the National Council as advised by the National Ceremonial Adviser. Proposals for amendments to it should be forwarded to Headquarters for the consideration of the National Ceremonial Adviser. Queries about the interpretation of the guidance given should be referred to Headquarters.

2. In a voluntary organisation while guidance can be given on these matters their observance depends upon goodwill and the observance of the first object of the Royal Charter which is to further the efficiency of the service, foster esprit de corps and preserve the traditions of the service. Whenever members are on parade the reputation of both the Royal Navy and the Association is in their hands and the National Council is confident that high standards will be achieved.

3. Where ever possible the Association will adopt the ceremonial drills and practices of the Royal Navy.

STANDARDS

5. Standards are dedicated to the service of God, Our Sovereign, Our Country and to the memory of departed Shipmates. They should always be treated with respect.

6. Standard Bearers should carry out their duties with precision and observe a high standard of dress and bearing. They should be carefully selected as being fully capable of meeting the requirements of the honour of bearing the Standard. Their observance of correct handling of the Standard should enhance the dignity of every occasion.

CHAPTER 1 THE STANDARD AND STANDARD DRILL

THE STANDARD

101. The standard shall be a **NAVY BLUE FLAG** 58 inches by 35 inches, edged with a gold fringe.

102. The top quarter nearest the pole shall consist of the White Ensign. The Association crest shall extend across the two quarters furthest from the pole, and the words The Royal Naval Association shall appear partly above and partly below the crest. The name of the Branch or Area, as appropriate, shall appear in the lower quarter nearest the pole. The crest shall be in the appropriate colours and the lettering in gold. Gold cords, 7 feet in length, with tassels, should be tied immediately below the spike by means of a clove hitch i.e. above the collar, and worn level. The top of the standard is to be close up under the collar.

103. The standard is carried on an 8 foot 8 inch pole topped with a spike. The joint and spike should be of brass. The carrying strap should be of brown leather, approximately 2 inches wide, with a brass buckle, and is worn over the LEFT shoulder and under the lapel.

104. When a standard is paraded at a memorial or funeral service, it may be draped with a mourning ribbon of black crepe or other suitable material, 72 inches in length, 6 inches wide, tied in a bow below the spike i.e. below the collar. The span of the bow is to be 12 inches.

105. The NATIONAL STANDARD shall conform to the foregoing requirements of all standards except;

- A - The spike on top of the pole is replaced by a crown surmounted by a lion
- B - The carrying strap is gold with embroidery including the Associations badge and motto.

DRESS

106. **Standard Bearers and Escorts** should be dressed in accordance with the dignity of their office as follows;

- a. Black or navy blue blazer with Association badge and dark grey trousers, White shirt. Uniform may be worn by members of the naval service or Naval Cadet Organisation.

- b. Ladies have the option to wear grey trousers or grey skirt.
- c. Black boots or shoes (NOT PATENT LEATHER)
- d. Service beret in black or navy blue with the Royal Naval Association Standard bearers Beret Badge over the left eyebrow, The headband of the beret to be level all round, one inch above the eyebrows, The top of the beret being pulled over to the right.
- e. Ladies have the option to box their berets with the Association beret badge shown front centre
- f. Association tie
- g. The lapel badge of the Association should be worn on the left lapel. A standard bearers badge may be worn, if desired in the right lapel. A total of 6 bars may be added to the standard bearer's lapel badge. To be hung in one line only. A Veterans badge may be worn alongside and inboard of the Association lapel badge.
- h. White gauntlets
- i Full sized medals are to be worn on the left side. The top of the ribbon to be 4 inches from the shoulder seam of the jacket. The medal ribbon is to be one and three quarter inches. A single medal should be worn midway between the arm seam and lapel of the jacket. Only officially awarded medals are to be worn.
- J Standard Bearers are allowed to wear the official inclement jackets during inclement weather. NO decorations or medals are to be worn with this clothing.

107. **Members of the Association** who participate in ceremonial events should ensure that their dress is to the credit and reputation of the Association. While the forgoing guidance on the dress of standard bearers is not fully appropriate to individual members, it indicates a **PREFERED STANDARD OF DRESS FOR EVERYONE. A SET UNIFORM WITH** Association insignia is not however mandatory and normal civilian clothes of a respectable nature are fully acceptable. Parade Marshals may request any member whose dress, bearing or conduct is likely to bring discredit on the Association to leave a ceremonial parade or event. If the request is refused the Parade Marshal should report the full facts to the member's branch so that appropriate action may be considered.

STANDARD DRILL POSITIONS

108. Order at Attention

This is the normal position for an inspection. The standard and pole should be held with the right hand at that point of the pole level with the hand. The pole should be vertical with the bottom of the pole resting on the ground in line with, and against, the small toe of the right foot, and the elbow close to the body. The standard should not be stretched downwards.

109. The Order at Ease

As for the attention, but the left foot carried off to the left, with the left arm remaining at the side.

110. The Carry

The standard and pole are held as for the Order, but supported in the socket of the carrying strap; the right hand should be in line with the mouth, back of the hand to the front with the elbow close to the body. If the wind is high the left hand should be used to steady the standard by holding the socket. The pole should be vertical.

111. The Slope

The standard and pole are held as for the order, but with the pole at an angle of 45 degrees resting on the right shoulder, right elbow close to the body, forearm parallel to the ground. The standard should hang over, and cover the right shoulder and arm.

112. The Port

The standard and pole are held in both hands at an angle of 45 degrees across the body, with the head of the pole to the left, the right hand should be in line with the waist, and the left hand in line with the shoulder. Both elbows should be close to the body.

113. Dip at the Halt

The head of the pole should rest on the ground in front of, and in line with the right foot, the standard should be spread on the ground to the right of the pole. The lower part of the pole should be under the right armpit. (See also in paragraph 121) This movement should take 10 seconds.

114. Dip at the March

The standard and pole should be in a horizontal position to the front with the lower part of the pole under the right armpit; the grip on the standard with the right hand

should be retained with head and eyes to the front. Left arm to be held close to the side not swung.

115. Dip During Inclement Weather

The standard pole should be in the horizontal position under the right armpit and the standard allowed to fall free but not touching the ground. The right arm held close to the body. The left arm should be extended to grasp the pole and the left leg brought forward to even the weight of the standard.

116. Normal position on the March

The normal position of a standard on the march is at the carry when a band is playing and at the slope at other times. Standard Bearers should note that when entering church or low doorways it is advisable to carry the standard in the forward port position so that the spike can be observed and not damaged.

117. Carry From The Order

- a. 1st MOTION - With the right hand carry the standard upwards to a position in front of the body; bring the left hand smartly to the socket to guide the base of the pole into position in the socket
- b. 2nd MOVEMENT - Cut the left arm and right elbow smartly to the sides.

118. The Order from the Carry

- a. 1st MOTION - Bring the left hand smartly across and grasp the socket, raising the standard clear of the socket with the right hand
- b. 2nd MOTION

Bring the standard smartly to the position of the Order, grasping and steadying the pole with the left hand

- c. 3rd MOTION

When in the correct position, cut the left hand smartly to the side.

119. The Slope form the Carry

- a. 1st MOTION

Bring the left hand smartly across and grasp the socket, raise the standard clear of the socket with the right hand, retaining the grip on the standard

- b. 2nd MOTION

Lower the standard to a vertical position in front of the right shoulder, with the right forearm parallel to the ground; use the left hand to steady the standard

c. 3rd MOTION

Bring the standard to the correct position on the right shoulder

d. 4th MOTION

Cut the left hand smartly to the side. When on the march the left arm will remain at the side for two paces, before swinging

120. The Carry from the Slope

a. 1st MOTION

Raise the standard sharply off the shoulder with the right hand to a position in front of the body. At the same time use the left hand to grasp the socket and guide the base of the pole into the latter

b. 2nd MOTION

Cut the left hand and right elbow smartly to the side. When on the march the left arm will remain at the side for two paces, before swinging

121. The Slope from the Order

a. 1st MOTION

With the right hand raise the standard sharply from the shoulder with the right hand, and bring it to the correct position using the left hand to steady it

b. 2nd MOTION

Cut the left hand smartly to the side

121. The Order from the Slope

a. 1st MOTION

Raise the standard sharply from the shoulder with the right hand and bring it to the correct position using the left hand to steady it

b. 2nd MOTION

Cut the left hand smartly to the side

122. Dip from the Carry at the Halt

a. 1st MOTION

Bring the left hand smartly across and grasp the socket, raising the standard clear of the latter with the right hand, releasing the grip on the standard

b. 2nd MOTION

Bring the standard to a vertical position in front of the right shoulder, elbow close to the body, hand level with the shoulder, back of the hand to the front, at the same time cutting the left hand to the side

c. 3rd MOTION

Lower the standard carrying it out to the right in a sweeping motion bringing the top of the pole to rest on the ground in front of the right foot with the standard spread out to the right. Head and eyes are to remain to the front. This motion should take approximately 10 seconds

NOTE A. Timings of the motions. Each motion of a movement on the march to be executed as the right foot touches the ground. I.e. alternate paces.

NOTE B. When a parade is accompanied by an armed guard motions should be synchronized with those of the guard

123. Dip from the Carry on the March

a. 1st MOTION

On the caution EYES proceed in paragraph 121a but retain the grip on the standard

b. 2nd MOTION

On the order RIGHT (OR LEFT) proceed as in paragraph 121b

c. 3rd MOTION

Lower the standard carrying it out to the right and to a horizontal position in front of the body (see paragraph 112). This motion should take approximately 5 seconds

124. The Carry from the Dip

a. 1st MOTION

Raise the standard sharply from the ground using both hands, if necessary, and place in socket.

b. 2nd MOTION

Cut the left hand smartly to the side. If on the march the left arm will remain at the side for a pause of two paces, before swinging

125. Let Fly

Release the hold on the standard with the right hand and seize the pole again immediately. Head and eyes should remain to the front. On completion of the salute, (eyes front) the standard should be gathered in with the left hand to the normal position for the carry. The left arm is cut smartly to the side for a pause of two paces before swinging

126. The Port from the Carry

a. 1st MOTION

Bring the left hand smartly across and grasp the socket, raising the standard clear of the socket with the right hand

b. 2nd MOTION

Bring the standard to a position at an angle of 45 degrees across the body, head of the pole to the left; grasp the standard and pole with the left hand in line with the shoulder

c. 3rd MOTION

Cut the left hand and right elbow smartly to the sides

127. The Carry from the Port

a. 1st MOTION

Raise the standard sharply to a vertical position in front of the body. At the same time use the left hand to grasp the socket and guide the base of the pole into it

b. 2nd MOTION

Cut the left hand and right elbow to the sides

128. Overhead Obstructions

When these are encountered, the following procedure should be adopted

a. 1st MOTION

Grasp the socket with the left hand raising the bottom of the pole just clear of the socket with the right hand

b. 2nd MOTION

Carry the standard to a vertical position at the right side with the bottom of the pole just clear of the ground, using the left hand to steady it

c. 3rd MOTION

When clear of the obstruction return to the carry

Note; In certain circumstances, for example when encountering a church screen or lynch gate, a position which could be described as FORWARD PORT at the right side might be appropriate

SALUTES

129. The Standard is dipped only (a) in the presence of royalty or the personal representative of royalty when actually representing royalty,(b) during the playing of the national anthem or last post.

130. The dip should commence on the first note of the National Anthem. However, if the Anthem is preceded by a drumming or organ swell or musical prelude, the first and second motions should be carried out during the swell or prelude.

131. On completion of the National Anthem, standards should be returned to the carry after a brief pause.

132. When the Last Post is sounded, standards should be returned to the carry on the first note of the Reveille.

133. Salutes other than on the occasions given in paragraph **128**, should be the "LET FLY"

CHAPTER 2 PARADES AND PARADE PROCEDURE

THE WHITE ENSIGN

201. The White Ensign is the nation colour of H.M Ships of war in commission. It is a purely maritime flag and in general its use on shore is INCORRECT. There has, however, been an extension of the use of the White Ensign to Royal Navy Establishments and other independent units which are in commission and are organised units of the Royal Navy

202. No previous service with the Royal Navy or any other connection with the Royal Navy carries with it an entitlement to hoist the White Ensign on shore. It is equally incorrect for the White Ensign to be paraded on shore (see also paragraph 312)

Note; *The White Ensign may be displayed on or near to a cenotaph or war memorial on Remembrance Day*

PRECEDENCE ON PARADE

203. National Association Parades. The National Standard should lead the parade, then either;

a. It should be followed by the Standard of the Area in which the parade is being held and the Branch Standards of that Area and remaining Area Standards preceding those of the Branches

b. It should be followed en masse, with Area Standards preceding those of the Branches

204. Variations within the guidelines of the foregoing may be made at the discretion of the Parade Commander.

205. Local Association Parades. The National Standard should lead the parade, followed by the Area Standard, and if appropriate, the newly dedicated Standard. The position of the remaining Standards should be arranged by the Parade Organiser.

*Note; Precedence of Senior Standards or Colours of other Organisations at Association Parades---The precedence accorded to each such is a matter for the Parade Organiser. However, **NONE SHALL TAKE PRECEDENCE OVER ANY R.N.A. STANDARDS.***

206. Non Association Parades. The Royal Naval Association cannot claim precedence when attending parades of other organisations as guests

PARADE OFFICIALS - DRESS

207. Parade Officials should conform, as far as possible, with that recommended for Standard Bearers in paragraph 105 but with white gloves instead of gauntlets. The Parade Marshals may request any member whose dress, bearing or conduct is likely to bring discredit on the Association to leave a ceremonial parade or event. If such a request is refused the Parade Marshal should report the facts to the member's branch so that action may be considered

MEDAL AND DECORATIONS

208. The Guide for Wearing Orders, Decorations, Miniatures and Medals, published by the Central Chancery of the Orders of Knighthood, states that FULL SIZE MEDALS are worn with lounge suits. The wearing of miniatures is normally confined to occasions when evening dress is worn

ORGANISATION OF PARADES

209. Organisers of parades and other functions should ensure that these events are properly planned and that those who take part in them know precisely what they have to do. The correct ceremonial procedure should be observed if the sense of the occasion is to be conveyed to both participants and spectators.

210. The size of a parade dictates to a certain extent its organisation. Parades, where necessary, should be divided up into columns with a Marshal in charge of each column. The prime necessity is that orders on the march can be relayed to each column to those taking part in the march, thus ensuring an orderly parade. The length of the march and topography of the ground should be taken into consideration when planning the parade.

211. Those under the age of 18, except where they belong to an officially recognised organisation, for example, the Sea Cadets Corps, should be excluded from a parade, as should anyone who refuses to conform to Parade Commanders instructions.

PARADING OF NATIONAL STANDARD

212. When considered desirable the National Standard can be paraded at a function which is attended by the President of the Association or other Member of the National Council. If undertaken by the appropriate Area Standard Bearer or his deputy can be present, the duty should be undertaken by the appropriate Area Standard Bearer or other acceptable Bearer. However, the National Standard is in the keeping of the National Standard Bearer who is responsible for its safe custody. Should it be necessary for the Standard to be transferred to another Bearer it must be collected from, and subsequently returned to, the National Standard Bearer by the hand of the responsible person. Whenever the National Standard Bearer has been relieved of the custody of the Standard the latter, when removed from a place of safe custody, should never remain unescorted. Should the foregoing prove impractical for any reason the Securicor Parcels Service should be used. Full details of the procedure to be observed when using this service are contained in the GSM no18.

213. Applications for the National Standard to be paraded should be forwarded to Headquarters giving at least one month's notice of the requirement.

HANDLING OF STANDARDS

214. Once a Standard has been uncased. It should be carried at either the Order or the Slope. Uncased Standards must never be laid on the ground. Standards should be cased immediately on conclusion of a parade, service etc.

SALUTES- HEADRESS

215. On the command “Eyes right or Eyes left” those wearing headdress other than berets, should remove such headdress and replace it on the command “Eyes front”.

216. Hand salutes, as practised by active service personnel, are not given.

MARCHING WITH THE STANDARD

217. Quick March

The regulation Quick time pace is 30 inches at approximately 165 paces to the minute. The head and body should be erect with the left arm swung naturally from the shoulder, front to rear, about waist high. The left hand should be closed, but not clenched, with the thumb to the front and pointing downwards. When ascending or descending steps the left arm is to be kept at the side as for the slow march.

218. Slow March

As in quick time the regulation pace is 30 inches, but the number of paces per minute is approximately 65. The detail for slow march is;

- a. Left foot forward, toe turned out slightly and pointing towards the ground but just clear of it, upper body should be on the right leg.
- b. As the left foot touches the ground toes first, transfer the weight of the body to the left foot, slightly bend the right knee, bringing forward the right foot. Movements detailed for the left foot are then repeated.

219. During the slow march it is important that;

- a. The left arm is kept at the side as in position of attention and not swung as in the quick march.
- b. Perfect body balance is maintained with head erect during movement.
- c. Toe of each foot is pointed down on the march and the feet do not slide along the ground.
- d. No pause is made at the end of each step before the toe touches the ground, or as one foot passes the other during the slow march.

DIPPING THE STANDARD

220. In Church

This must be a matter for agreement with the Clergy. (The majority are keen for the Standard to be dipped) Considerations of space are important and if there is insufficient space for all Standards to be dipped correctly, it is recommended that only the senior Standard should be dipped.

221. In Adverse Winds

If the wind is blowing strongly from the right, the pole should be carried out to the left instead of the right. This will result, at the halt, in the Standard being spread to the left of the pole.

222. As an Act of Homage.

The Bearers head should be bowed as the head of the pole touches the ground.

223. In Foul Weather.

To avoid the Standard becoming soiled, dipping “at the halt” should be as for “on the march”.

224. Dipping on the March.

When marching with massed Standards, only the Senior Standard will be dipped, all other Standards will LET FLY.

CHAPTER 3

CHURCH SERVICES AND FUNERALS

CHURCH SERVICES

301. **En Route to church.** The parade should be led by Massed Standards. On arrival at the church, Standard bearers should line either side of the approach (normal position for this is at attention at the Order) until the parade, civic and other dignitaries have entered the Church.

302. **Entry into Church**

a. Normally those Standards being taken to the Altar should enter first in slow time during the hymn. Escorts, if present, halt at Chancel Steps.

b. Remainder follow in pairs and take up positions in the Aisle occupying the end seat of each pew, or as otherwise arranged.

c. Only Bearers of Standards taken to the Alter should remove their head-dress after occupying their seat. Other Standard Bearers who retain their Standards should also retain their head-dress.

303. **Delivering Up the Standard.** The Bearer should come to the Port and bend his right knee to the Altar step. When the Standard has been taken from him, he comes to attention. When the Standard has been placed on the Altar, the Bearer rejoins his Escort and proceeds to take his seat in quick time.

304. **Receiving the Standard.** The procedure for approach to the Altar is as for Delivering up. Bearers being in the reverse order to which they were Delivering it Up. The Bearer drops to the right knee and receives the Standard at the Port, he then comes to attention and to the Carry, turns about, rejoins his Escort, and then proceeds to a position in the aisle as directed, in slow time.

Note: The Clergy should be advised that the Bearers might not be in the correct order to receive their own Standards, and that any Standard should be handed to any Bearer. The necessary change over should be affected outside the Church. However, a newly dedicated Standard and/or the National Standard which are last but one, and the last Standards to be received, should be handed to the correct Bearers.

305. **Exit from the Church.** This should be as arranged with the officiating Clergy. However, normally the Standards should leave the Church in slow time, after the Clergy and Choir have retired, and take up positions as in paragraph 301. When the congregation has cleared, Standard Bearers should proceed as ordered by the organising officials.

306. **Return March.** On the return march from the Church, or for a march past, Standards should be either, massed, or each Standard should lead its Branch, at the discretion of the parade organiser. If a Standard is leading its Branch, it should be provided with a flank escort and to be positioned three paces in front of the Branch. When formed up in a line as for an inspection, a single Standard with escort should be positioned three paces in front of the centre of the front rank.

307. **Dispersal.** Standards are never dismissed. When Standards are masses they are marched off by the Parade Commander and the order to “break off” is given when they are clear of the remainder of the parade. When the Standards are accompanying their own Branches, the order to “march off” should be given by the Parade Commander, upon which, each Standard Bearer with escort should move off independently and break off when clear of the parade. After breaking off the Standards should be furled and cased immediately.

308. **Dedication of a Standard.** The following drill should be carried out when a Standard is to be dedicated:

a. The Standard is carried to the Church at the rear of the dedicated Standards, cased and at the Slope.

b. When all the other Standards are in position in Church, the Standard which is to be dedicated with its escort, should take up position at the foot of the aisle and be uncased.

c. The Standard should then advance at the Port, the escort halting at the Chancel steps, and the Bearer at the Altar steps.

d. The Standard should then be Delivered Up (see paragraph 303). When laid on the altar the head of the Standard should be to the right.

e. The Standard should be rolled from the outer edge to the pole and tied with three equidistant navy blue ribbons to assist the Clergy when carrying out the Act of Dedication (i.e., when the Trinity is invoked, the ribbons are released in the sequence-top-bottom-centre, allowing the Standard to fall away to the front of the Altar).

f. When a Standard is dedicated at a Drumhead service, the procedure appropriate to dedication in a Church should be followed, except that only the Standard dedicated should be placed on the poled drums. All other Standards are retained by the Bearers.

Note: A Standard may be blessed in Church without the full formality of a dedication service which may follow at a later date. A Standard should not be paraded before it has either been blessed or dedicated.

309. **Laying Up a Standard.** The following points should be observed when laying up a Standard:

a. The position of the Standard to be laid up in the parade should be as explained in paragraph 203.

b. A Standard being laid up may be the only one to taken to the Altar; in this case other Standards should remain in the aisle, If, however, the arrangement is that all Standards should be taken to the Altar, the Standard to be laid up should be the last one to be taken to Altar; when laid on the latter the head of the Standard should be to the left.

c. When laying up and a dedication takes place at the same Church Service, the “old” Standard should be the last but one, and the “new” Standard the last to be delivered up.

310. **The Altar Steps.** On those occasions when the Standards are being delivered up or received, it is of considerable assistance to the Standard Bearers if a stool or hassock can be made available at the Altar steps or Piled Drums.

311. **Forms of Service.** The forms of Service for the dedication and laying up of a Standard, and a Memorial Service are very much a matter for the officiating Clergy. However, it is customary for the latter to consult the organiser’s) who act on behalf of the participants on the selection of Hymns, Prayers and the Lesson. Specimen orders of Service, which are merely suggestions, are given as follows:

a. Dedication of a Standard – Appendix 1.

b. Laying up of a Standard - Appendix 11.

c. Memorial Service – Appendix 111.

FUNERALS

312. **Funerals.** Relatives of a Member of the Association may wish Standards to be present at the funeral, and also for the coffin to be draped with a flag. In the latter case the coffin may be draped with a Union Flag (NOT the White Ensign).

313. Subject to the wishes of the relatives, the Standard of Standards should precede the coffin in the procession and stand abreast of it during the Service. The same procedure should be followed at the place of interment, and the Standard’s) should Dip as the coffin is lowered into the grave.

314. This procedure should be modified as necessary when the body is to be cremated and when space is likely to be limited.

315. It is important that the Funeral Director is fully informed on any part being taken in the Church Service or procession by the Association.

316. **Committal of Ashes to the Sea.** Where Full Members of the Association have expressed a wish that their ashes should be committed to the sea, the next of kin of the deceased should forward a request in writing to:

The Chaplain's secretary	The Chaplaincy
St Anns Church	Fisher Block
HM Naval Base	HMS Drake
Portsmouth	Plymouth
Hants PO1 3LR-	Devon PL2 3BG
02392-722915	01752-555931

A brief covering of the subject is contained in the Help File on the computer Common Area. The request must be accompanied by evidence of identity and the Service of the deceased; ideally this should be the deceased service Certificate.

317. Members/ Relatives should also be aware there are strict environmental regulations concerning Committal of Ashes to the sea and casket that will enter the water;

- a. The mortal remains should be packed initially in a strong polythene bag of sufficient gauge to prevent tearing or laceration. The bag should then be placed in a named rectangular casket made of either solid timber or veneered chipboard.
- b. To ensure that it will sink immediately it is committed to the sea, the casket must be neatly drilled with holes of not less than 1/2 inch diameter in the bottom and on both sides below the lid. It should be weighted inside with heavy metal to achieve a total weight of 15lbs. For a casket of approximate dimension 10in x 5in and pro rata for a larger casket. To prevent damage in transit to contents, including the weights, should be packed to prevent movement and the removable lid, or bottom, should be fastened with countersunk screws of not less than 1 in in length.

For further clarification of the regulations please contact the Chaplaincy Teams whose details are listed above.

CHAPTER 4 –

STANDARD BEARERS COMPETITION RULES

GENERAL.

401. Whilst local conditions may necessitate some slight departure from these rules, every endeavour should be made to adhere to them.

402. Competitors will be judged under the headings of appearance and drill.

APPEARANCE.

403. When the competitor is inspected he will be judged on his personal appearance (dress and grooming) and on the state of his equipment. This should conform to that recommended in paragraphs 101 to 104; any embellishments such as sashes, badges on gauntlets or carrying strap, unusual pole top etc., will detract from the competitors marks. The age of the Standard will be taken into account, but all other equipment must be in pristine condition.

DRILL

404. A detailed list of movements to be carried out should be issued to each other competitor prior to the event. For the Chester Cup competition these movements are required to be carried out without orders. For all other competitions they may be ordered by the Parade Marshal, by means of prompt cards, if so requested.

INSPECTION

405. This should take place prior to the sequence of drill movements. Area Standards are only to be carried in the Chester Cup.

DRILL MOVEMENTS

406. Drill movements for the competition are listed below;

- a. Competitor to be at attention, at the Order, at the Arena entrance.
- b. Carry Standard, quick march to position A, halt, turn right, Order Standard and stand at ease.
- c. Come to attention, Carry Standard, Quick march, Let Fly and Recover on passing position C. Halt at position B and turn about.
- d. Quick march, Slope Standard and return to the Carry, turn about at position A and halt at position C. Turn right. Order Standard and stand at ease.
- e. Come to attention, Carry Standard, slow march to position D and halt.

- f. Deliver up the Standards (as for Laying Up). Remain at attention for approx.5 seconds. Headdress is not removed.
- g. Receive the Standard, turn about, slow march to position C, halt and then turn about.
- h. Dip the Standard and return to the Carry. The National Anthem is not normally played, the Dip takes approx. 10 seconds.
- i. Turn left, quick march to position B, turn about, Dip on the march on the passing position C and return to the Carry, halt at position A, turn about and Order Standard.

Note (i) Competitors should pause for a minimum of 10 seconds on completion of each of the movements c, d, g, and i to allow the judges to “mark”.

(ii)The competition is now complete. Competitors should march off at the Slope.

407. The Panel of Judges should be composed of those with detailed knowledge of the Association Guide to Ceremonial. This is important as the drill in any respects to that of other Associations.

MARKING

408. A relatively simple system of marking should be employed and allowances made where necessary, for example in Novices competitions. Performances vary widely, and as a guide, it is suggested that the following scale be applied:

- A. Outstanding 8- 10 marks
- B. Excellent 6-8 marks
- C. Good 4- 6 marks
- D. Average 2 – 4 marks

409. This scale should be applied to Drill movements. Remaining sections and some consideration which should be taken into account when marking, are as follows:

a. APPEARANCE	MAXIMUM MARKS
(I) Personal, dress, headdress, footwear, medals, etc	40
(ii) Marching, turning, halting, control of Standard	50
(iii) Equipment, pole, brass and leatherwork polished; Cords correctly tied; tassels level; drape as in para.	
104, condition of Standard relative to its age	40

b. DRILL DETAIL.

The following movements should be marked:

(i)	To the Carry from the Order	10
(ii)	Let Fly and Recover	10
(iii)	To the Slope from the Carry	10
(iv)	To the Carry from the Slope	10
(v)	To the Order from the Carry	10
(vi)	To the Port from the Carry	10
(vii)	Present Standard to the Clergy	10
(viii)	Receive Standard from the Clergy	10
(ix)	To the Carry from the Port	10
(x)	Dip at the Halt	10
(xi)	To the Carry from the Dip	10
(xii)	Dip on the March	10
(xiii)	To the Carry from the Dip	10
		130 marks

Total marks 260

Note: A specimen marking sheet, used for judging the National Standard Bearers Competition, is shown as Appendix VII

NATIONAL COMPETITONS

410. The three awards which are competed for the nationally in alternate years are the Chester, John Cunningham, A.N. Other Cups. The origins of these trophies are:

a. Chester Cup. Presented by Shipmate A. Home of the Cheltenham Branch in 1954, for the winner of the National Standard Bearers Competition.

b. John Cunningham Cup. Presented by the National Council for the runner-up in the Chester Cup completion.

c. A.N Other Cup. Presented by Shipmate A.G. Woonton for the third placed Chester Cup completion.

411. Entries for the Chester and John Cunningham and A.N. Other Cups are restricted to:

a. The winner and runner up from each Area completion. If there is a tie for first place in an Area completion, then only the two competitors with the highest points will go forward to the National Competition, likewise, if there is a tie for second place in an Area competition, the competitor with the highest marks for Drill movements will take precedence followed by MARCHING, DRESS and EQUIPMENT, in that order.

b. Two nominated Standard Bearers from Areas in which no competition has been held to select the Area Standard Bearers and his Deputy.

c. The current holders of the Chester and Cunningham Cups.

412. The Albert Home Cup was presented by Shipmate A. Home in 1975. This is to be held by the Branch or Area which hosts the Chester Cup competition.

413. Hosting and control of the National Competition. Whilst the hosting of the National Competition, i.e., arranging the venue, facilities, catering and any allied functions or activities, is open to all Areas and Branches, the National Competition itself remains the responsibility of the Ceremonial Committee of the National Council who will liaise with the host organisers.

414. A specimen plan of a competition arena is in Appendix VI.

415. National Standards are not to be carried in National Competitions. Likewise Area Standards in Area Competitions.

N.B. Competitors who are area runners-up or nominated by their Area entering the National Competition **will** use their Branch Standard and associated equipment (gauntlets/sling and drapes)

APPENDIX 1

ORDER OF SERVICE FOR THE DEDICATION OF A STANDARD

THEY THAT GO DOWN TO THE SEA IN SHIPS, AND OCCUPY THEIR BUSINESS
IN GREAT WATERS, THESE MEN SEE THE WORKS OF THE LORD AND HIS
WONDERS IN THE DEEP

The Opening Hymn

(during which the Standards advance into the aisle)

Onward Christian Soldiers

The Bidding

Chaplain: Shipmates, we are met together in the presence and house of God to take part in the hallowing and dedication of the (new) Standard of which is to represent to you your duty to your God, your Queen and your Country, and to witness thereby to the purposes and ideals of The Royal Naval Association and the whole congregation here present to pray humbly to Almighty God that he will bless this Standard now to be dedicated to his Glory and that his Grace may be granted you to carry out the high aims which you share.

The Act of Dedication

The Presenter will say: Reverend Sir, we have brought this (new) symbol of our brotherhood to this House of God that it may be hallowed and made worthy. We pray you therefore to bid to God's blessing upon it.

Chaplain: I am glad to do so. Members of the Royal Naval Association you have come to (make)(renew) you pledge of service and ask the blessing of God upon your Standard which is to represent to you your duty to God, your Queen and your Country. Are you ready to (make)(renew) you pledge?

Answer: We are ready.

Chaplain: Will you honour the Standard now committed to you? *Answer:* We will Honour the Standard.

Chaplain: May God Prosper your Association, accept your Service, and keep you steadfast in your obedience to his will. To the service of God and our fellows.

Answer: We pledge ourselves.

Chaplain: To the love of our Queen and our Country, and to the welfare of mankind.

Answer: We pledge ourselves.

Chaplain: to the maintenance of honour, and the sanctity of man's plighted word.

Answer: We pledge ourselves.

Chaplain: In continual remembrance of our pledge, and in token of our resolve faithfully to keep it.

Answer: We dedicate our Standard.

The Chaplain unfurls the Standard, saying:

IN THE FAITH OF JESUS CHRIST
WE DEDICATE AND SET APART THIS STANDARD
TO BE SIGN OF OUR DUTY TOWARDS OUR
QUEEN AND OUR COUNTRY
IN THE SIGHT OF GOD
IN THE NAME OF THE FATHER AND OF THE SON
AND OF THE HOLY SPIRIT, AMEN.

Last Post

Silence

Reveille

The 23rd psalm (Crimond)

The Lesson

(read by the Inspecting Officer)

Hymn

(during which a collection (to be donated to.....)will be taken)

O Worship the King

Chaplain: Let us Pray

The Lord's Prayer

A Prayer for the Queen

A Prayer for Peace

Hymn

Lead us Heavenly Father Lead us

The Address (will be given)

Hymn

(during which the Standards. Will be received)

Now thank we all our god.

Chaplain: Let us Pray

(the congregation joins in saying the Naval Prayer)

O Eternal Lord God, who alone spreadest out the heavens and the rulest the raging of the sea, and compassed the waters with bounds till day and night come to end: be pleased to receive into they Almighty and most Gracious protection all those who go down to the sea in the ships occupy their business in great waters. Preserve them from the dangers of the sea and of the air, and the violence of the enemy; that they may be a safeguard unto our most gracious Sovereign Lady, Queen Elizabeth, and her Dominions, and a security for such as pass on the seas upon their lawful occasions, that the inhabitants of our island and Commonwealth may, inj peace and quietness, serve thee our God; and that they return in safety to enjoy the blessings of the land with the fruits of their labours, and with a thankful remembrance of thy mercies, to praise and glorify they holy Name, through Jesus Christ our Lord. Amen

To be sung kneeling:

O Trinity of Love and Power

(all stand)

The Benediction

The National Anthem

APPENDIX II

ORDER OF SERVICE

FOR THE LAYING UP OF A STANDARD

THEY THAT GO DOWN TO THE SEA IN SHIPS AND OCCUPY THEIR BUSINESS
IN GREAT WATERS, THESE MEN SEE THE WORKS OF THE LORD AND HIS
WONDERS DEEP

The opening Hymn

(during which Standards advance to Aisle)

All people that on Earth do dwell

The Bidding

Chaplain: Shipmates, we are met together in the sign of God to Lay Up the Standard
of.....

No more fitting place could be found to deposit this emblem of duty and service than
this house of God.

Presenter: Reverend Sir, we commit this Standard to you for safe keeping.

Chaplain: I accept the charge.

The Standard will then be delivered up and placed upon the Altar.

The 23rd Psalm (Crimond)

The Lesson

(read by the Inspecting Officer)

Chaplain: Let us remember before God all those who laid down their lives in the
service of their Country, and especially our Comrades in the Royal Navy.

Last Post

Silence

Reveille

Chaplain: Let us Pray.

The Lord's Prayer

A Prayer for the Queen

A Prayer for Peace

Hymn

Now thank we all our God

The Address

(will be given by)

Hymn

(during which a collection(to be donated to.....) will be taken)

The Day Thou Gavest, Lord, is ended

Chaplain: Let us Pray. (the congregation joins in saying):

The Naval Prayer

O Eternal Lord God, who alone spreadest out the heavens and the rulest the raging of the sea, and compassed the waters with bounds till day and night come to end: be pleased to receive into thy Almighty and most Gracious protection all those who go down to the sea in the ships occupy their business in great waters. Preserve them from the dangers of the sea and of the air, and the violence of the enemy; that they may be a safeguard unto our most gracious Sovereign Lady, Queen Elizabeth, and her Dominions, and a security for such as pass on the seas upon their lawful occasions, that the inhabitants of our island and Commonwealth may, in peace and quietness, serve thee our God; and that they return in safety to enjoy the blessings of the land with the fruits of their labours, and with a thankful remembrance of thy mercies, to praise and glorify thy holy Name, through Jesus Christ our Lord. Amen

To be sung kneeling

O Trinity of Love and Power

(all stand)

The Benediction

The National Anthem

Note: If the Standards, other than the Standard being laid up, are taken to the Altar then it is suggested that:

a. The collection to be taken during the Hymn preceding the Address.

b. Standards be received during the final Hymn.

APPENDIX III

MEMORIAL SERVICE

MEMORIAL SERVICE

FOR

.....

Name of the Church

Date and Time

ORDER OF SERVICE

Hymn

The Sentences

The eternal God is thy refuge, and underneath are the everlasting arms.

Neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor height, nor depth, nor any other creature, shall be able to separate us from the love of God, which Christ is in Jesus Our Lord.

Let us lift up our hearts to the Ever living God who lives in all our Gracious Souls.

We praise thee O God and bless they holy name for all have sought to bless men by their service, for those who have been true and brave in all times and places and who i n the worlds common ways have lived upright and helpful lives. We praise thee for our friends and kinsfolk whose faces we see no more, but whose love is with us forever.

These praise, we offer, O Lord our God, through him is in the Resurrection and the life, Jesus Christ our Lord. Amen.

Psalm 23

The Orders and Decorations of.....will then be borne to the Altar

The Lesson

Will then be read by

(choice of Lesson)

Hymn

The Address

Will then be given by.....

The Prayers

Let Us Pray

Chaplain: Lord have mercy upon us

Response: Christ have mercy upon us

Chaplain: Lord have mercy upon us

Our father which art in Heaven, Hallowed by they Name, Thy Kingdom come, Thy will be done, as earth as it is in Heaven. Give us this day our Daily bread; And forgive us our trespasses, as we forgive them that trespass against us; And lead us not into temptation, but deliver us from evil; for Thine is the Kingdom, the Power and the Glory, for ever and ever. Amen

HEAVENLY FATHER, we give thanks for life of thy servant.....and we pray that preserving the good of his example among us, thou wilt guard from generation to generation until we come to thine eternal kingdom; through Jesus Christ Our Lord. Amen.

O GOD in whose power it rests to bring good out of evil, and raise up life from death; grant us a patient faith in time of darkness, and enlighten our understanding with knowledge of thy ways, through Jesus Christ Our Lord. Amen.

KEEP alive in our hearts O Lord, we pray that adventurous spirit which makes men scorn the ways of safety; for so only can we be followers of those gallant souls who in every ge have ventured in obedience to Thy call, and for whom the trumpets have sounded on the other side; through Jesus Christ Our Lord. Amen.

O LORD GOD, when thou gives to they servants to endeavour any great matter, grant us also to know that it is not the beginning but the continuing of the same unto the end, unitl it be thoughtly finished, which yeildest the true glory; through him who for the finishing of thy work laid down his life, our Redeemer, Jesus Christ. Amen.

(after Francis Drake)

BRING us, O Lord, at last awakening unto the house and gate of Heaven; to enter into that gate and dwell in that house; where there shall be no darkness nor dazzling but one equal light; nor noise nor silence, but equal music; nor fears nor hopes, but one equal possession; no ends nor beginnings but one equal eternity, in the habitation of they glory and dominion, world without end. Amen.

(John Donne (1573-1631))

UNTO God's gracious care and keeping we commend the soul of they servant. May the Lord bless him and keep him, may the Lord make his face shine upon him, and be gracious unto him; may the Lord lift up the light of his countenance upon him and give him peace now and forevermore. Amen.

MAY the souls of the faithful through the mercy of God rest in peace. Amen.

(Choir Anthem)

Hymn

The Naval Prayer will be ready by

Let Us Pray

O Eternal Lord God, who alone spreadest out the heavens and rulest the raging of the sea, and compassed the waters with bounds till day and night come to end; be pleased to receive into they Almighty and most gracious protection the persons of thy servants and the Fleet in which we serve. Preserve us from the dangers of the sea and of the air, and the violence of the enemy; that we may be a safeguard unto our most gracious Sovereign Lady, Queen Elizabeth, and her inhabitants of our island and Commonwealth may, in peace and quietness, serve thee our God; and that they return in safety to enjoy the blessings of the land with the fruits of their labours, and with thankful remembrance of thy mercies to praise and glorify they holy name, through Jesus Christ Our Lord. Amen.

- God Save our Gracious Sovereign and all brotherhood, living and departed, of.....Amen.

Then shall be sung kneeling

O Trinity of love and power, etc.

Then all shall stand for

Last Post

Reveille

Then all shall kneel for the Dismissal and the Blessing by

- Where appropriate

Go forth in peace; be of good courage; hold fast that which is good; render no man evil for evil; strengthen the fainthearted; support the weak, help the afflicted; honour all men; love and serve the Lord, rejoicing in the power of the Holy Spirit.

And the blessing of God Almighty, the Father , and the Son, and the Holy Spirit, be upon you, and remain with you forever. Amen.

APPENDIX IV

R.N.A. PRAYERS FOR THE FUNERALS OF SHIPMATES

Following the invitation to Branches to submit proposed prayers for use at the funerals of Shipmates, the President and the Honorary Chaplain recommend any of the following as being suitable.

1. Lord you have called our shipmate across the bar.

Grant him/her peace and rest, In the Safety of your harbour,

Through Jesus Christ our Lord, Amen.

(Proposed by Wokingham and District Branch).

2. Merciful Father, thou hast stilled the angry seas, quietened the storm, watched over our Shipmate, and at last brought him to quiet waters; we offer our grateful thanks in the sure knowledge that in any loving care he is now at peace. We pray that thou wilt give comfort to and sustain the bereaved, knowing that he is now happy and at home with thee.

Through our Lord Jesus Christ. Amen.

(Proposed by the Bradford and District Branch).

3. Dear God, we are gathered together in thy presence, to pray for Shipmate.....that he will be in safe and secure anchorage, in thy heavenly haven. Merciful Father, we pray that you will comfort his loved ones, who are left on the shores of this mortal place, and give them knowledge of the happy memories, that they shared together.

As our Saviour caused the stormy waters to be calm, and to create a great peace to prevail over his disciples, so that may that peace be with our Shipmate.....and all his loved ones throughout eternity. We ask this in the name of God the Father, the Son, and the Holy Ghost.

(Proposed by the Greenwich Branch)

4. Dear Lord and Father who, as sunset approaches and the ebb tide of life is near, gives comfort to all who turn to him, accept these our prayers for the soul of our Dear Ship mate. We humbly ask you to look mercifully upon him and we pray that now his life's journey is done, he may now cross the bar that each one of us must pass, reaching your haven of eternal peace, safe in the knowledge of your love. Give grave O beloved Father, to all members of the Royal Naval Association, guiding

them into your almighty wisdom to the light of your Heavenly kingdom and granting the, in the world to come, life everlasting.

Amen.

(Proposed by Durham City Branch).

5. O God, Father of us all; we thank thee for the joy of serving thee and for the fellowship of this our brother/sister, whom thou has now called to a higher service.

Above all we thank thee Christ our Master, who having set the course, has led his servant through life's pilgrimage, seeking for love, righteousness, and truth, unto the end. Grant him/her peace and eternal rest, through Jesus Christ our Lord, Amen.

(Proposed by Bembridge Branch).

6. O Eternal Lord God, to die in thee is to live, and to live in thee is to reign; we thank thee for the life of thy servant.....our Shipmate. We remember his loyal service to his Country in the Royal Navy, and his Comradeship with us in our Association. We now commend him into thy care, in the sure and certain hope that, by thy mercy, he will be given the crown of eternal life; through Jesus Christ our Saviour, who with thee and the Holy Spirit, lives and reigns, one God, for ever and ever. Amen.

(Written by Bishop Ambrose Weekes).

NELSON'S PRAYER

May the great God whom I worship grant to my country and for the benefit of Europe in general a great and glorious victory and may no misconduct in anyone tarnish it, and may humanity after victory be the predominant feature in the British Fleet:

For myself individually, I commit my life to Him that made me, and may his blessing alight on my endeavours for serving my country faithfully.

To Him I resign myself and the just cause which is entrusted to me to defend.

Amen Amen Amen

THE ROYAL MARINES PRAYER

O Eternal Lord God, who through many generations hast united and inspired the members of our Corps grant Thy blessing, we beseech Thee, on Royal Marines serving all round the globe.

Bestow Thy Crown of Righteousness upon all our efforts and endeavours, and may our Laurels be those of gallantry and honour, loyalty and courage.

We ask these things in the name of Him whose courage never failed, our Redeemer, Jesus Christ. Amen

ADDENDUM "A"

THE ROYAL NAVAL ASSOCIATION - REQUIREMENTS FOR PARADE AND SERVICE FOR THE DEDICATION OF A STANDARD

Parade Band

Royal Marines - Application to HQ

RN Volunteer - Application to CO of establishment

Police Band or Local Town Band

Dance

Local Band, Disco or Group.

Church

Preferably the Parish Church, Liaise with Vicar & Churchwardens. Collection and /or donation to church funds or as agreed. Organist – probably a fee will be required.

Choir

Order of Service – sample in the Guide to ceremonial.

Finance

Purchase of Standard and Accoutrements

Hire of Hall

Bands

Catering

Printing, postage and telephones

Stationery

Cadets – expenses and donation to to Unit Funds

Police – donation to dependents trust

Numerous other sundries.

Dependent upon the numbers attending a sum of approximately £3,500 would probably suffice

Guests

Principal Guest/ Inspecting Officer. Local and/or County Civic Dignitaries.
The National Standard – application to HQ at least one months notice required.
RNA National and /or Area Officials
RNA HQ Staff
Supporting Branches - RNA – Other ex-service and other organisations

Parade

Appoint competent officials to take charge
Arrange suitable assembly point and tea venue relative to teh church.
Take early advice from the police

Miscellaneous

Careful consideration of numbers attending
Consider inviting Pussers Rum to mount display
Bars – ensure ample stock, staff and glasses.
Beat retreat or Marching Display

ADDENDUM "B"

THE ROYAL NAVAL ASSOCIATION PROCEDURE FOR THE INAUGURATION OF A NEW BRANCH

1. The Secretary Elect calls the meeting to order and introduce the National Council Members for the Area, or other Officials nominated by the National Council who will commission the Branch.
2. The National Council Member (NCM) take the Chair.
3. One minutes silence
4. Address by the NCM outlining the Aims and Objectives of the Association.
5. Questions are invited from the floor.
6. The NCM invites the founder Members of the new Branch to stand and be identified. He then puts to them the motion to accept the Royal Charter, Rules and Bye-Laws of the RNA.
7. The Branch is then declared 'commissioned'.
8. Any representative of invited authorities,(i.e.Guest of Honour, Mayor, MP etc.) may then be invited to speak.
9. The NCM then calls for nominations for the Office of Chairman.
10. when elected the Chairman will take the Chair and conduct the election of all Committee members.
11. Representatives of other Branches may be given the opportunity to speak usually to offer their congratulations on commissioning.

ADDENDUM C

Example of Parade Orders:

ROYAL NAVAL ASSOCIATION BI-ANNUAL PARADE – SUNDAY 11 SEPTEMBER 2011 – PARADE ORDERS

Introduction

1. The Royal Naval Association will be holding its Biennial Parade at the Cenotaph at Whitehall on Sunday 11 September 2011. Associations and individuals related to the Naval Service are cordially invited to march with their Shipmates and to parade their standards with the RNA National Standard, RNA Area, RNA Branch Standards and Guest Standards.

The Parade is to form up in Whitehall Place march along Whitehall and is to dismiss in Whitehall Place after a wreath laying ceremony on the Cenotaph. The Chaplain of the Fleet and RNA Honorary Chaplain, Scott J Brown QHC has agreed to officiate at the Service of Remembrance. The 1st Sea Lord, Admiral Sir Mark Stanhope GCB OBE ADC will take the Review, accompanied by our National President,

Vice Admiral John McAnally CB LVO, who will say a few words at the conclusion of the parade.

Parade

2. S/M Mick Kieran is responsible for the execution of the parade acting as the Parade Commander. He will be assisted by S/Ms Jim Paterson (Marching Section) and Chris Durban (Standards Marshall). The Parade Programme, Orders and Route are contained within the annexes.

Manpower

3. RNA HQ staff and the Metropolitan Police Events Liaison Officer, Inspector Gary Wilson are to be in attendance to co-ordinate and provide assistance during the event. They are to wear 'High Visibility' jackets and carry radio's and mobile telephones for communications during the event;

General Secretary	Paul Quinn	07850 000000
Gen Sec Asst	Philip Shuttleworth	07767 000000
Gen Sec Asst	Nigel Huxtable	07598 000000
Gen Sec Asst	Andy Christie	0781 000000
Police	Insp Gary Wilson	07533 000000
RBL Band	David Tucker	07989 000000

F+C Building	Dean Golding	
Parade Cdr	Mick Kieran	0759 000000
Standards	Chris Durban	0207800000
Marching Sect	Jim Paterson	07766 0000000
Sound	Lyndon Ford	07789 0000000

4. Programme of events – Timings

- 0930- Parking for coaches and minibuses in Whitehall Place (pass req from HQ) **All coaches + Cars to be clear of Whitehall Place by 1200hrs- Alternative parking is on the Embankment behind MOD building.**
- 0915 –Civil Service Club opens for coffee and toilets (80 metres from Coach parking)
- 0945 - All Vehicles to be parked,
- 0945- Whitehall Place and South Whitehall closes.
- 1025- Parade musters and is briefed by Parade Commander.
- 1040 –Parade steps off , from Whitehall Place
- 1055- 1st Sea Lord + VIPs join the parade
- 1100 -Service starts, 2 minute silence
- 1102 –Service at Cenotaph led by the Chaplain of the Fleet
- 1125 –Parade steps off, review by First Sea Lord
- 1140 –Parade dismissed in Whitehall Place
- 1141 –Issue of Standard Bearers ‘Tots’ outside Civil Service Club
- 1142 –Bar opens in Civil Service Club - 1SL meets Shipmates

Dress

5. Rig for those participating will be Uniform for serving and RNA rig with Medals or equivalent

VIPs

5. VIPs are invited to muster inside the Foreign and Commonwealth Building (entrance in King Charles St via the security gate) by 1045. There is a changing facility set aside for their use.

Parking

6a. VIP Parking for official cars will be in Kings Charles Street for the duration of the event. (this facility is very limited by number of spaces and therefore will be strictly controlled by HQ staff)

6b. Parking for coaches and minibuses will be in Whitehall Place. (Parking passes will be supplied by HQ on request) All Coaches and Cars are to be clear of Whitehall Place by 1200hrs, **when London parking restrictions come back into force.** Alternative parking can be found on the Embankment behind MOD building

on the westbound carriageway, next to the river, only 300 metres away – there are no restrictions on Sunday for coaches.

Civil Service Club

7. The Civil Service Club (Great Scotland Yard) will be open for coffee and toilets from 0900 onwards (**Shipmates please note; there are no toilet facilities at the Cenotaph**).

7a. Please also be aware that at 1130 there is to be a Fire Drill in Great Scotland Yard where they will evacuate the horses from the stables. Shipmates are to stay well clear and HQ Staff will inform the Shipmates/Parade if we have to move.

7b. On completion of the parade the Civil Service Club will be open for refreshments. Standard Bearers may leave their kit at the Club for safe keeping until after the parade. Standard Bearers are invited to receive their traditional 'Tot' of Pussers for their efforts and endeavours in the smoking area just in front of the Club.

Signed on original

P Quinn OBE

General Secretary

Annexes:

A. Parade Programme.

Annex A to

Dated 9 Sep11

PROGRAMME OF EVENTS FOR ROYAL NAVAL ASSOCIATION BI-ANNUAL PARADE

Phase 1 – Formation of Parade

SERIAL	TIME	LOCATION	EVENT	ACTION
1101	1025	All personnel involved in the Parade 'Form up' in Whitehall Place as per Annex D	The parade is to muster under the guidance of the Parade Commander Wreath layers are to position themselves in the right hand file. Distribute Orders of Service	Parade Commander HQ Staff
1103	1031	Cenotaph	Rig and test Sound System	Lyndon Ford
1105	1038	Whitehall Place	Parade Commander informs Met Police Liaison Officer Parade 'ready to Step-Off and march'.	Parade Commander
1107	1039	Whitehall Place	Police stop traffic start rolling road block	Met Police
1109	1039	Whitehall Place	Band ready	Band Dof M
1111	1040	Whitehall Place	Parade 'Steps-Off' and commences march down Whitehall. Parade 'Wheel' round the traffic lights south of the Cenotaph Standard Bearers peel off and take up positions iaw Annex D	Parade Commander Marching Section Standards Marshall

SERIAL	TIME	LOCATION	EVENT	ACTION
1113	1045	Foreign & Commonwealth Office ,King Charles Street entrance	VIP Party - 1SL, Admiral Sir James Eberle GCB, Chaplain of the Fleet, National President arrive King Charles St entrance met by General Secretary. (Changing Facility available)	Gen Sec
1115	1050	Cenotaph	Parade Formed as in Annex E	Parade Commander
1117	1055	Cenotaph	VIP Party arrives at Cenotaph Chair on stand-by	Gen Sec HQ Staff
1119	1100	Cenotaph	2 Minutes Silence Service Commences VIP Wreaths laid (1SL, NP) Other wreaths laid Last post Reveille 1SL addresses Parade National Anthem	Parade Commander HQ Staff
1121	1120	Earl Haig Memorial Whitehall	Gen Sec leads VIP party to take up positions at Earl Haig Memorial prior to the 'March Past' along with the; National Standard, WRNS Standard, RMA Standard, Irish NA Standard, National Chairman and National Council	Gen Sec Parade Commander

SERIAL	TIME	LOCATION	EVENT	ACTION
1123	1125	Cenotaph	Parade 'Steps Off' The Order of march will be as follows; RBL Band Area Standards Branch Standards RNA	Parade Commander
1125	1140	Whitehall Place	National President addresses Parade Loudspeaker to be available	NP HQ Staff
1127	O/C	Whitehall Place	Parade Dismissed Standard Bearers to Civil Service Club	
1129	O/C		Refreshments available in Civil Service Club	HQ Staff