

APPENDIX A**SANDB CEREMONIAL HANDBOOK (EXTRACT)****24.3. MEMORIAL SERVICES AT MEMORIALS, ON REMEMBRANCE DAYS
AND AT WREATH-LAYING CEREMONIES**

24.3.1. Troops. Troops as required, will be detailed to attend the service, but will not be armed and colours will not be carried.

24.3.2. Sentries and Flagmen at the Memorial. As detailed in par 24.1.7. (see below)

24.3.3. Trumpeters. As detailed in par 24.1.6.

[24.1.6 Band. The band will form up in a convenient position. The two trumpeters will disengage from the band and take up a position close to the memorial.]

24.3.4. Arrival at the Memorial. Troops will form up as close to the memorial as possible, with the centre of the parade opposite the memorial. If space permits, they will be formed up in three sides of a square and stand easy. As soon as all troops are in position, the parade commander will take up his place in front of the centre of the parade. If there is not enough space for the troops to form up, they will attend the remembrance service as spectators.

24.3.5. Band. The band will be formed up in the most suitable position close to the memorial.

24.3.6. Posting of the Sentries and Flagmen. Before the dignitary is due to arrive, the parade warrant officer will post the sentries and flagmen, as detailed in 24.1.7.

[24.1.7 Posting of the Sentries and Flagmen. Before the arrival of the dignitary, the guard warrant officer of the guard of honour, will place himself behind the sentries and flagmen and orders:

“SENTRIES AND FLAGMEN, ATTEN – TION”

“SHOULDER – ARMS”

“QUICK – MARCH”

A few paces from the memorial, he orders:

“SENTRIES AND FLAGMEN TAKE – POST”

The flagmen march to the flagpole where they halt. The flagmen then hoist the rolled up flags. The sentries march on and halt simultaneously, with the two leading sentries at the far corners and the two rear sentries at the near corners of the memorial. After a pause of 2-3 seconds sentries turn, facing outwards. As soon as the sentries and flagmen are in position, the guard warrant officer orders:

“NATIONAL FLAG, UN – FURL”

“SA NATIONAL DEFENCE FORCE FLAGS, UN – FURL”

“PRESENT ARMS”

With R1 and R4/R5 rifles, the sentries act as prescribed in the drill manual.

“REST ON YOUR ARMS – REVERSED”

With the R1 rifle, the sentries act as prescribed in the drill manual.

With the R4/R5 rifles, the sentries come to attention as prescribed and after a pause of 2-3 seconds bow their heads.

As soon as the sentries are in the rest on reversed arms position, the guard warrant will take up position on a predetermined place to exercise control over the flagmen.]

[The veteran banners will be marched on and either placed by veterans who withdraw or held by veterans who will participate in the parade.]

24.3.7. Arrival of the Dignitary. Just before the arrival of the dignitary, the parade commander orders:

“PARADE. ATTEN – TION”

The parade commander will salute. As soon as the dignitary has taken up his/her seat the parade commander orders:

“STAND AT – EASE”

24.3.8. The Service. The chaplain now conducts the service.

24.3.9. The Last Post. At the conclusion of the service the trumpeters will take up their positions. If members of the Council of Military Veterans' Organisations participate in the memorial service with their banners, they will be marched, under the control of a warrant officer, to their

predetermined places at the memorial. As soon as the veterans have taken up their positions, the parade warrant officer orders:

“DEFENCE FORCE FLAGS – LOWER”

The flagmen lower the defence force flags and drape the flags over their left shoulder. The National Flag is not lowered. As soon as the defence force flags have been lowered the parade commander orders:

“PARADE, ATTEN – TION”

The parade warrant officer orders:

“SENTRIES, PRESENT – ARMS”

The sentries at the memorial will present arms and at the same time the military veterans will lower their banners to the salute position and the trumpeters will play the Last Post. All ranks in uniform salute during the playing of the Last Post, and the National Flag is lowered to half mast. At the conclusion of the Last Post the parade warrant officer orders:

“SENTRIES, SHOULDER – ARMS”

The sentries shoulder arms and the veterans bring their banners to the carry.

All ranks in uniform terminate the salute. [This assumes the banners are being carried and not merely placed.]

24.3.10. Two Minutes Silence. After the last post the troops remain at attention and maintain a silence for two minutes, after which the trumpeters will play Reveille and the flagmen will hoist the National Flag slowly to the truck of the flagpole. As soon as the National Flag reaches the truck, the parade warrant officer orders:

“DEFENCE FORCE FLAGS – HOIST”

The defence force flags are then hoisted. After the flags have been hoisted, the parade commander orders:

“STAND AT – EASE”

24.3.11. Laying of Wreaths. The laying of wreaths will now take place, during which the band will play appropriate music as prescribed in Chapter 1. If there are bagpipers present they may play a lament. When proceeding to lay a wreath the person doing so will carry it in front of

his body in the most convenient manner. When the wreath is carried by two persons it will be carried between them. The person will approach the monument or memorial, halt a few steps in front of the monument or memorial, face the monument, pause (without nodding the head), place the wreath in position and move back to the front of the monument or memorial. From here respect will be paid whether by saluting if in uniform, or by raising the hat and nodding the head if in civilian apparel. After this he/she will make a left or right turn and take up his/her seat again.

24.3.12. At the conclusion of the laying of the wreaths, the parade commander orders:

“PARADE, ATTEN – TION”

The parade warrant officer orders:

“SENTRIES, PRESENT – ARMS”

The band will play the Anthem. Members on parade and spectators in uniform salute during the playing of the Anthem but do not sing. At the conclusion of the Anthem the parade warrant officer in charge of the sentries orders:

“SENTRIES, SHOULDER – ARMS”

24.3.13. Departure of the Dignitary. As the dignitary proceeds towards his/her car, the parade commander orders:

“PARADE, ATTEN – TION”

The parade commander salutes.

24.3.14. Military Veterans Withdraw. The military veterans carrying banners withdraw under the control of the warrant officer. If the banners have been placed, veterans will march on to collect them and then withdraw.

24.3.15. Sentries and Flagmen Re-join the Parade. As detailed in par 24.1.16.

[24.1.6 Sentries and Flagmen Re-join in the Guard of Honour. The guard warrant officer will march to the memorial and order:

“SENTRIES AND FLAGMEN, FORM UP”

The sentries and flagmen will form up in two ranks in front of the guard warrant officer, who will march them back and halt them to the left of

the guard of honour. The flags will be lowered after all the guests have left the terrain.]

24.3.16. Marching Back to Base. At the conclusion of the ceremony, the guard of honour and other troops will march back to their base or vehicles.

24.4. CUSTOMS PECULIAR TO CERTAIN ORGANISATIONS FOR MILITARY VETERANS

24.4.1. Various organisations for military veterans have their own authorised procedures of memorial services. Although these procedures deviate slightly from the normal procedures, they have to be acknowledged and the memorial service must be conducted in accordance with the customs of the relevant organisation.

24.4.2. Gunners' Association Memorial Service. The memorial service is held annually on the last Sunday in April at the Gunners' Association Memorial in Potchefstroom. Authorised deviations from the normal procedure are the following:

- a. After the service by the chaplain and before the playing of the Last Post, the National President of the Gunners' Association delivers his address.
- b. After playing the Last Post, two minutes of silence is observed, preceded by the firing of a salvo by a troop of guns. The two minutes of silence is also terminated by the firing of a second salvo.

24.4.3. The Sappers' Memorial Service. This service is held annually on the first Sunday of May at Sappers Rust. An authorised deviation from the normal procedure is the following:

The laying of wreaths does not take place in order of protocol. The wreath laying commences with the chairman of each branch carrying one flower of a specific colour and laying it in a specific position on the altar, thus forming the colours of the Sappers. After this, wreaths are laid in order of protocol.

24.5. WREATH LAYING CEREMONIES (WHICH DO NOT FORM PART OF MEMORIAL SERVICES)

24.5.1. The same procedure as for the memorial services will be followed except that.

- a. Unless specifically ordered:

- i. No flag will be flown;
- ii. no address will be delivered;
- iii. no service will be held; and
- iv. no Anthem will be played.

b. Wreaths will be laid after the sounding of Last Post and Reveille.

24.6. CUSTOMS PECULIAR TO THE NAVY

24.6.1. At certain Naval Remembrance Day Services or Memorial Services a vessel, if available, may be tasked to scatter wreaths at sea after the service.

24.6.2. The normal procedure for the remembrance service (except for two minutes silence) is adhered to with the following variations:

- a. The service is held either on the quay adjacent to the vessel or at another suitable venue in close proximity to the designated vessel.
- b. It must be ensured that provision is made for the following:
 - i. The vessel must be fitted with a brow forward and aft.
 - ii. There must be a clear and unobstructed passageway on the seaward side for the wreath layer to walk to and from the laying position and brow.
 - iii. Four ceremonial sentries must be positioned. One at the foot of each brow and two placed at the wreath laying position on board. These sentries must execute “reverse arms”, “rest on arms” and “present arms” in accordance with the sequence of events of the Service.
 - iv. Wreaths must be weighted so that they can sink gradually.
 - v. A suitable position for laying wreaths on board must be selected, e.g. the flight deck.
- c. Wreaths must be laid by hanging them on guard rails on a plinth.
- d. The two minute silence must be observed at the end of the Service, i.e. once the wreaths have been laid.

- e. After the two minute silence the vessel silently slips from its moorings with the minimum of members or activity visible on the upper deck and sails.
- f. The guests remain seated until the vessel leaves the harbour entrance. They then depart for refreshments.
- g. Once the vessel is out of sight of the guests and in the designated position outside the harbour or at sea, the wreaths are scattered.

Note: Although not yet and not likely to be included in the SANDF Ceremonial Guidelines, at the Annual Commemoration Service at the SADF Wall of Remembrance a fly past of historic aircraft occurs before the service and immediately after playing the Reveille. Use is also made of private musical accompaniment, in the absence of a military band. Although the SANDF participation in and support to this event is minimal, it could differ from year to year, depending on the participation of specific dignitaries.