

ROYAL NEW ZEALAND RSA



**CEREMONIAL PLANNING,
PROCEDURAL AND PROTOCOL
GUIDE**



Ka maumahara tonu tātou ki a rātou - We will remember them

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PLANNING & PREPARATIONS FOR ANZAC DAY

The planning and preparation for Anzac Day/Armistice Day commemoration has largely fallen to returned servicemen and women since the first unofficial Anzac Day commemoration was held on 25th April 1916. Today, that process remains in place as our RSA committees throughout New Zealand, in co-operation with local authorities, continue to manage the planning and preparations for the annual commemoration.

The information contained in this document provide advice on how to plan and prepare for your Anzac day service in a methodical and chronological method by using the services long and short cast system.

TALK TO YOUR LOCAL COUNCIL

Before any planning is conducted, we recommend you talk to your local council to understand the requirements for holding a public event in your community.

Make sure you discuss:

- Safety and security including access to first aid during the event
- Any requirement for traffic management plans (and who will cover the cost of these)
- Any planning timelines the council needs you to meet

LONG-CAST:

a. At the first committee meeting after Anzac Day ensure that a de-brief is on the agenda. Your focus should be on how your service went, what was good, not so good or whether or not there was there any segment that you could improve on.

b. Throughout the remainder of the year, always keep in mind your Anzac Day service.

c. As some RSA's may have a Christmas "break" from December until February ensure that important matters of your Anzac Day organisation are discussed at your final meeting for the year.

SHORT-CAST:

- a. For your first meeting of the year endeavour to invite your local MP, mayor, councillors or local authorities. It is essential that everyone fully understands their roles and responsibilities within your ANZAC Day service.
- b. Determine early whether you will request official support from the NZDF for your ceremony. There are limitations on the support they can provide, so be sure to get your requests in early. Keep an eye on the monthly Association Updates distributed by National Office for details on how to request NZDF support to your service.
- c. At your earlier or subsequent meetings try to ensure that some of the following agenda items are 'tabled' and discussed:

Selection of 'key' personnel who may include;

- i. Master of Ceremonies
- ii. Parade Marshall(s)
- iii. Guest Speaker(s)
- iv. Wreath Laying Orderly
- v. Officer of the guard
- vi. Bugler
- vii. Person in charge of Flag Party
- viii. Vocalist
- ix. Padre
- x. Person in charge of Choir

Invitations sent to;

- i. Official guest(s)
- ii. Local NZ Merchant Navy organisation
- iii. Local MP, Mayor, dignitaries, councillors,
- iv. Catafalque guard
- v. Personnel laying a wreath
- vi. Band(s)
- vii. Schools
- viii. Cadet units
- ix. Community groups
- x. Personnel for various recitations
- xi. Police, St Johns ambulance, first aiders, traffic control.
- xii. Cultural groups/iwi liaison
- xiii. Specific military units, who may wish to parade

d. Any additional segments you may wish to include.

e. If producing a printed program, try to create a different front cover each year.

f. Promulgate the Order of March and Order of Service within your RSA.

g. Exhibit certain segments of this booklet on your noticeboards such as wearing of medals, dress, and procedure for laying a wreath in the weeks leading up to Anzac day. It will add to your members' awareness and importance of this occasion.

h. Your RSA may wish to hold a veterans meet up and luncheon a few days before Anzac Day to bring them together, check who will be available, conduct a briefing and enjoy each other's company in preparation for the big day.

i. Always check your Anzac Day march route to ensure it is clear and easy for our veterans to negotiate.

j. Ensure to complete your preparations in good time.

The planning outcome of Anzac Day for RSA's will no doubt be driven by finances and funding, which may well restrict what you are able to produce or achieve. Each RSA should produce a program that complements their own circumstances.

ORDER OF MARCH



Every Anzac parade needs at least one parade Marshall to ensure quality supervision, that the parade is formed up in the correct order and ensure there is verbal direction throughout the march.

The ideal candidate for the role of Parade Marshalls (PM's) are current or former military personnel with strong, audible and clear voices.

If your PM's do not have the voice capacity to project their voices, do not be afraid to use a megaphone or such like to ensure that all on parade know what is required of them and any other instructions that need to be conveyed to them. If they use their voices only, then make sure that the leading half of the parade can hear the brief. You may also have the opportunity to brief your principal parade personnel just prior to the parade forming up.

The key to success for any parade is effective and clear communication as the challenges you will face are many and varied. The fact that your parade may be spread out over long distances, dawn parades are in the dark, you are dealing with veterans with a range of physical capabilities alongside current military and non-military personnel such as civilians and children, and maybe even a band.

Your 'power of command' must be balanced and pitched at the right level to ensure you can bring together and extract the best from everyone on parade. This will go a long way to ensuring a successful parade in such difficult circumstances.

The composition of the veteran's platoon should be former military personnel who have **served in the NZDF or other commonwealth armed forces**. The recommended Order of March for Anzac day is listed below. It is based on having our veterans in the best possible position, close to the front of the parade and in their Stand-alone platoon. There are a few differences with the civic parade which will be explained.

ORDER OF MARCH



Police Motor Escort.



New Zealand National Flag

Australia National Flag

Flags/RSA Banners

Catafalque Guard (optional)

Band

Parade Marshall (1)

Veterans

Descendants

Serving NZDF personnel

Navy

Army

Air-Force

Deputy Parade Marshall (2)

Official Party (optional)

RSA members (non-military)

Second Band (If required)

Youth/Cadet Units

Schools

Community Groups

Some of the reasons for this recommended 'Order of march' configuration are as follows:

- In an Anzac parade both national flags of Australia and New Zealand should lead the parade, they must always be given the position of honour.
- Flags and banners may well be the RNZN and RNZAF ensigns, Army regiments/corps flags, RNZRSA flag/banners, NZ Merchant Navy red ensign.
- The Catafalque guard may march in the parade or be marched into position at the cenotaph. You can seek guidance from your NZDF liaison officer for where best to place them.
- Band positioned behind the flags and guard. Having them immediately in front of the veterans will assist with keeping the step and cadence and can be easily heard.
- Descendants, wearing the medals of their relatives are positioned immediately behind the veteran's platoon as they are the ancestors to those who served or died for their country.
- NZDF, depending on numbers can be a combined platoon or in separate platoons in the following order; Navy, Army and then Air Force. If you only have a small number attending, they may form up in any order.
- If you wish to have an official party (Mayor, local MP, Councillors etc) marching in the parade then they will be the leading civilian platoon, otherwise they should be pre-positioned on the podium.
- If there is another band they may be positioned in front of the civilian platoons.

The main difference between the dawn (veterans service) and civic parades is, the civic parades include more civilian groups, but the parade formation remains basically the same. On Anzac Day the interval between the dawn and civic parades can be upwards of 3-4 hours. It is therefore important for our veterans, servicemen and women to 'pace' themselves. Ensure they relax, and have access to refreshments so that they are prepared and ready to take their place in the civic parade. It is your veterans that the public have come to see and show their respect for.

ORDER OF SERVICE

The average time for an ANZAC dawn service is normally between 35-40 minutes. In this section we look at a recommended sequence of events and basic content for your service.

You can add or remove portions of the service depending on what suits your community. The items in bold should be considered the minimum for any service.

Flags are to be at half-mast.

Arrival of Anzac parade.

Mounting of the Catafalque Guard.

Welcome/Introduction.

A Prayer.

A Hymn.

A Recitation/Poem.

Anzac Address (Guest speakers if appropriate)

Wreath-Laying ceremony.

Ode of Remembrance

Last Post.

One minute's silence.

Reveille/Rouse.

National Anthem(s.)

Benediction

Dismount Catafalque Guard.

Closing Remarks

Service completes.

ANZAC DAY SERVICE INITIATIVES

Anzac Day services over the past one hundred years have evolved and today you have the opportunity to propose a more contemporary service by being more creative and innovative without being disrespectful to the Anzac history and traditions.

Not only do we want to ensure our more contemporary veterans are included in the commemorations, today's generation are a society that want to be more involved in the Anzac Day formalities. When planning your program endeavour to include the public in some segment if possible. The initiatives listed include historical, cultural and traditional aspects. In this section we invite you to consider if any of these ideas would be appropriate for your program:

1. If your dawn service does not have a parade which marches to your cenotaph, then consider commencing your ceremony with a cultural or military sound to alert those who have gathered that your service is about to begin by:
 - a. The sound of the Putatara (conch) Didgeridoo or both.
 - b. Sounding of eight bells.
 - c. Pipers lament.
2. War songs such as: NZ Soldiers song, Coming Home or Gallipoli Song are all very appropriate songs which can be added into most places within your program.
3. The Trench whistle which played a very significant part in the trenches can be utilized to draw attention to the beginning of the Acts of Remembrance however, whenever it is blown it is important that a brief explanation is given.
4. An appropriate theme for your program is another consideration each year. It may coincide with an historic Anzac anniversary/occurrence.
5. Another interesting initiative is to request a school(s) to make hand-held Anzac flags with the NZ flag on one side and the Australian flag on the other. Have the students hand them out on ANZAC day. Ideal to wave as the veteran's pass, arrive or depart.

This list of initiatives is by no means limited to what has been suggested here and with a little deliberation and positive dialogue from within your RSA's an enhanced program can be achieved.

CATAFALQUE GUARD



If you are planning on having military personnel with weapons at your service, ensure you notify the local council and meet all notification requirements they have. Do this as early as possible.

There are various types of catafalque guards that you may wish to parade on your cenotaph or memorial.

1. The standard armed catafalque guard.
2. An unarmed catafalque guard.
3. Catafalque Guard armed with swords/cutlasses.
4. Maori sentinels armed with taiaha.
- 5 Military cadets/school students unarmed.
- 6 Military cadets armed with authentic drill rifles.
7. Life-size figurines of an Australian and Kiwi Soldier at the rest-on position.

WREATH LAYING PROCEDURES AND PROTOCOL



Our tribute to the fallen

A very solemn and formal military ritual in which the wreath symbolizes remembrance. The type of flowers making up a wreath have different meanings, and there are various types of wreaths that may be laid on Anzac Day/Remembrance Day.

Planning and organising the wreath laying ceremony begins at the committee meeting with your nominations of whom to invite to lay a wreath. Once your list has been finalised the next consideration is to arrange the order of precedence.

Each RSA organising committee will have their own way of determining the order in which wreaths are to be laid. Generally, wreaths are laid in order of seniority, or prominence of those attending. However common sense, and a little flexibility is sometimes the best way to proceed.

Here is a suggested order of precedence to consider:

Official Guest

President of the local RSA

RSA members

Family/Relatives of deceased servicemen/women

A NZDF Officer

NZ Merchant Navy representative

The local MP

Mayor

Appointed Councillor(s)

Essential service units (Police, Fire-brigade)

Cadet units

Schools

Members of the public

Anyone who has not yet laid a wreath.

Here are a range of wreaths (and other items) that may be laid:

- a. The laurel wreath.
- b. The poppy wreath
- c. The flower wreath
- d. The rosemary wreath
- e. A single poppy
- f. A photo of the deceased
- g. A book tribute
- h. A lit candle.

When sending out your invitations to those whom you would like to lay a wreath, always ensure that you include a letter which shows their position in the queue and the procedure for laying a wreath.

Throughout the wreath laying ceremony, it is appropriate to have a 'lament' played by either a lone piper, band, solo vocalist or musical equipment. A lament is an expression of sorrow, grief and mourning.

The recommended procedure for the laying of a wreath is advised but not mandatory. It is as follows:

1. When your name is mentioned march/move up to the cenotaph/memorial with your wreath in the left or both hands,
2. On arrival, halt, pause and look, (for available space)
3. Then slowly move forward, bend to place your wreath,
4. Adopt the position of attention,
5. Take one pace rearwards and pause,
6. If wearing military uniform and head-dress carry out the hand salute,
7. If not in military uniform, veterans, service men & women, bow your head.
8. Turn in direction of your seat and march/move off.

FLAG PROTOCOL



Our national flag plays a significant part in Anzac and Remembrance Day ceremonies in that it symbolises who we are as a country and people. On these days it should be raised to the peak then lowered approximately one third of the way down (if possible have this point marked on your flag pole) so that it is at half-mast position for the commencement of your service.

If you are flying other flags such as the Australian or United Kingdom (Union Jack) they too are half-masted alongside our own flag. In this situation the New Zealand National Flag (NZNF) would be on the centre flag pole, the Australian National Flag (ANF) on the left and United Kingdom (UK Union Jack) on the right, in alphabetical order from left to right.

At the commencement of the *Last Post*, the NZNF is raised to the peak first immediately followed by the other two national flags. Once all three are at the peak, then the two national flags are lowered all the way down, followed immediately by the NZNF. *The Silence* is then observed.

When the *Reveille/Rouse* is sounded, the NZNF is raised to the peak first followed immediately by the other two national flags. All Flags are lowered to half-mast on completion of the service where they remain until 1200 on Anzac Days.

The "*Rule of thumb*" is that your national flag is always, "First up, last down." when more than one flag is flying.

ORDER OF WEAR – MEDALS & DRESS



"We wear them with pride."

Military medals are worn in recognition of service to the country and military force in which you served. Your medals are now part of your dress, a taonga (treasure) and heirloom to be valued and passed down to the next generation of your family.

The official reference for order of wear for medals and decorations can be found on the Department of the Prime Minister and Cabinet's website: [Order of Wear: Orders, Decorations and Medals in New Zealand](#)

Here is a brief check-off list which may assist your committee and members to ensure that the wearing of military medals are respected;

1. Promulgate notices within your RSA's to your members on the regulations regarding the wearing of service and descendants/ancestor's medals. If they are entitled and wish to wear their descendants/ancestor's medals then inform them that they must be worn on their right side.
2. Check your own medals for wear and tear, especially the fastening pin.
3. Encourage children to wear miniature medals if they are entitled to.
4. Wearing of rosemary has also become a tradition as it grew wild around Flanders battlefield. There are no rules on where it should be placed, but most servicemen and women wear a sprig of rosemary and slide it down behind either their medals or descendant's medals if they are wearing them on the right side.
5. The wearing of a poppy is to be encouraged and may be worn either directly above your own medals or on the left lapel. If anyone is only wearing a deceased family members medals then the poppy is worn on the left lapel. The NZ Army is the only service to wear a poppy on their uniform head dress, it is inserted behind their beret badge or into the puggaree of the ceremonial 'Lemon Squeezer' The RNZAF, if in uniform will wear the poppy on their right chest to accommodate the wearing of a pilot's wings or air- crew half-wing brevets.

6. The NZ veterans badge (NZVB) is worn on the right lapel and takes precedence over the RNZRSA lapel badge, i.e. it is worn above the RNZRSA membership badge. The NZVB may only be worn by the family member wearing the medals of their deceased returned veteran family member.
7. The RNZRSA membership badge may only be worn by financial & members of the RSA. It is positioned on the right lapel below the NZVB.
8. Try to be conservative by selecting only those badges that are important to you and the occasion.
9. The wearing of head dress for veterans has become a lot more popular in recent times and there are a few options available to them after years of being bare-headed. In order to try and standardise head dress guidelines here are two alternatives you may wish to advocate to your members
 - (i) The appropriate coloured beret of your service (Navy, Army or Air-Force) with corps, unit or rank badge or,
 - (ii) A black or grey beret with the NZVB veterans badge.



Our veterans, servicemen and women have always been meticulous in their dress for ceremonial occasions. There is no formal protocol
However, they should “dress” out of respect for the occasion. Smart, semi-formal/formal attire is the norm.