



**ARMY, NAVY AND AIR FORCE
VETERANS IN CANADA**

**MANUAL OF DRESS, RITUAL AND
CEREMONIES**

24 SEPTEMBER 2008

LIST OF AMENDMENTS

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INTRODUCTION

The motto of the Army, Navy and Air Force Veterans in Canada, “**SHOULDER TO SHOULDER,**” symbolises our comradeship and solidarity. It also portrays an image of the time when we stood shoulder to shoulder in the ranks of the Service. In those days we were bound by discipline and a code of conduct that reached a long way back in history.

We trace our history back to Canada’s early times. Some of our founding comrades fought in the War of 1812 and our membership has included veterans from every war and military operation that Canada has been engaged in since then. Our badge and some of our rituals reflect our heritage as Canada’s oldest veterans’ organization. Instrumental in maintaining an organization for so long are the rites and traditions of the Association and it is the adherence to those rites and rituals that perpetuates our heritage.

This manual has been written to assist us to be uniform in our dress and consistent in our ceremonies. It is divided into four sections under the headings of Dress, Ritual, Flag Protocol and Parades and Colour Parties. It is intended to be a guide so that Commands and Units may amend certain portions of it to suite their particular circumstances.

SECTION ONE

DRESS

DRESS CODE

1.01 GENERAL

As our motto states, we stand “Shoulder to Shoulder” in our endeavour to represent veterans and their families. As an organised body we demonstrate solidarity through our presence at significant events when we appear in the uniform of our Association. It is most important that when we wear the uniform of The Army, Navy and Air Force Veterans in Canada we project our pride in our Association by wearing it in a neat, orderly and uniform manner.

1.02 OFFICIAL DRESS

Official Dress for ANAVETS general activities is the following;

- Blue blazer with Association badge,
- Grey trousers,
- White shirt,
- Association tie,
- Black web belt,
- Black socks,
- Black shoes or boots, and
- Association wedge cap.

Female members may wear a grey skirt.

For ceremonial occasions and parades add the following to the above;

- White Gloves, and
- Service and Association medals.

1.03 SUMMER DRESS

Summer dress may be worn at the discretion of the Provincial Command or Unit.

Summer Dress of the Association shall be;

- White short sleeved shirt with epaulettes,
- Slip-ons with Association badge on the shoulders,
- Grey slacks,
- Black web belt,
- Black socks,
- Black shoes or boots, and
- Association wedge cap.

Service and Association ribbons may be worn.

Medals and gloves are not worn with Summer Dress.

1.04 WINTER OR INCLEMENT WEATHER DRESS

In winter or inclement weather, the following items may be worn for events and official activities held outdoors:

- Navy or black greatcoat or raincoat,
- Black leather lined dress gloves (winter.)

On occasions where medals are worn they may be worn on the greatcoat or raincoat.

1.05 DRESS FOR THE LADIES AUXILIARY

Official Dress of the Ladies Auxiliary shall be;

- Blue blazer with Association badge,
- Grey skirt or slacks,
- White blouse,
- Association tie,
- Black shoes, and
- Official headdress of the Ladies Auxiliary.

Provincial Commands may approve the wearing of a white dress, white skirt or white slacks with white shoes when Summer Dress is worn.

1.06 OCCASIONS FOR WEARING OFFICIAL DRESS

Official Dress will be worn by all members attending Dominion and Provincial Command meetings of the Association and for those occasions when medals are worn. See paragraph 1.15.

Command and Unit Officers will wear the Official Dress at all business sessions of the Association.

The order of dress may be relaxed at Unit Executive Meetings unless attended by Command Officers or other visitors.

1.07 WEARING OF POPPIES

Poppies will be worn with Association Dress and civilian clothes during the official Remembrance period from the last Friday in October to Remembrance Day. They will be worn at funerals of Association members and for special remembrance services such as The Battle of Atlantic Sunday. Poppies will be attached to the left lapel of Official Dress and on the left pocket flap of Summer Dress. They will be worn on the left collar of greatcoats and raincoats.

1.08 WEARING OF PINS, NAMETAGS AND BADGES

The Association nametag will be worn on the right lapel.

With Official Dress, the Association lapel pin will be worn on the left lapel as will the Long Service lapel pin. Only one Long Service pin will be worn.

Except where authorized by Dominion Command, pins will not be worn with Summer Dress.

Military discharge pins may also be worn on the left lapel to the left of the Association pin.

Special commemorative lapel pins authorized for wear by Dominion Command will be worn on the right lapel.

For Summer Dress, substitute the pocket flap for lapels in the above directions except the nametag which will be worn above the pocket.

Flying and Specialty Skills badges, such as air crew, parachutist, submariner's badges etc. awarded while in the Service may be worn above Service medals or ribbons with all forms of dress.

WEARING OF MEDALS

1.11 GENERAL

This section specifies how and when medals will be worn.

1.12 SERVICE MEDALS

For the purposes of this manual, orders, decorations and medals issued by the Government of Canada, Canadian provinces, authorised foreign medals and those issued by humanitarian organizations such as the Order of St. John that are worn by members of the Association are referred to as "Service medals." They may be worn both with Association Dress and civilian clothing as appropriate.

Service medals are worn above the left breast pocket.

1.13 MINIATURE SERVICE MEDALS

Miniature Service medals may be worn at social functions after 18:00 hours.

Association medals are not worn with miniatures.

Miniature medals will not be worn on parade.

1.14 ASSOCIATION MEDALS

Medals issued by ANAVETS to its members are referred to here as "Association medals." Association medals are worn on the right breast at the same height as Service medals. They are only worn with Association Dress.

The order of precedence for the wearing of Association medals is;

- Award of Merit,
- Order for Service,
- Life membership,
- Past Dominion President,
- Past Provincial President,
- Past Unit President,
- Appreciation Medal,
- 150th Commemoration Medal,
- Millennium Medal,
- American Legion Friendship Medal, and
- Medals from other Associations.

They will be worn with the senior medal on the wearer's left in descending order to the right.

ANAVETS medals recognize extraordinary service to the Association and as such the presentation of these medals should be accompanied with due ceremony and solemnity. It is appropriate that they be presented by the highest Association Officer or other dignitary available.

1.15 OCCASIONS FOR WEARING OF MEDALS

Service and Association medals will be worn on;

- Special commemorative ceremonies,
- Remembrance Day parades,
- Church parades,
- Opening and Closing of Conventions,
- Installation of Officers,
- Visits by Command Officers to Units,
- Attending Association meetings or functions outside the member's Command or Unit,
- Funerals of Association members and other veterans,
- Poppy Campaigns, and
- Other significant occasions specified by the Command or Unit.

SECTION TWO

RITUAL

2.01 GENERAL

This section provides guidance for organising officers at all levels to assist them in the planning and conduct of events requiring the application of ANAVETS ritual. Local conditions and circumstances will effect the application of these rituals so that adjustments may be made as required.

During the conduct of Association business at Unit meetings, Provincial and Dominion Command conventions, fraternal members and other persons may be invited to attend as non-voting observers. These persons should be seated in specially designated areas so that they are separated from voting members. **Amend 1**

PART ONE - CONDUCT OF MEETINGS AND CONVENTIONS

2.11 UNIT MEETINGS

Members will assemble at the call of the President at the appointed location. Upon entering the meeting room, all members shall take their seats. The Officers shall occupy the head table.

At the appointed time, the Chairman, who is normally the President, shall rap the gavel and call the meeting to order.

President: *“Comrade Sergeant-at-Arms, you will close the door and allow none to enter until so ordered.”*

“Comrade Sergeant-at-Arms, are you satisfied that all present are entitled to remain at this business session of Unit # _____ of the Army, Navy and Air Force Veterans in Canada?”

Sergeant-at-Arms: *“I am satisfied Comrade President.”*

The President will order all to stand while the Colours are marched in. (As an alternative the Colours may be placed in stands before the meeting takes place.)

The National Anthem, “O Canada” is played and/or sung.

President: *“Comrades we will now observe two minutes of silence in memory of our fallen comrades who gave their lives in the performance of their duty. We remember as well those of our comrades who have passed away since our last meeting.”* Read names.

Two Minutes of Silence.

President or Designate delivers the Act of Remembrance:

“They shall grow not old, as we that are left grow old. Age shall not weary them, nor the years condemn. At the going down of the sun, and in the morning, We will remember them.”

“Ils ne vieilliront pas comme nous, qui leur avons survécu. Ils ne connaîtront jamais l’outrage ni le poids des années. Quand viendra l’heure du crépuscule et celle de l’aurore, nous nous souviendrons d’eux

President: “Having thus paid our tribute to those who have answered the last Roll Call. Let us re-affirm our pledge to uphold and support the just claims, rights and requirements of the dependants of our fallen comrades, the disabled, the sick and the less fortunate of our fellow ex-servicemen and women.”

“You will raise your right hand and repeat after me.”

President then Members: *“I do so pledge myself.”*

President: *“Comrade Vice-President, you will remind the members present of their obligation as members of the Army, Navy and Air Force Veterans in Canada.”*

Vice-President: *“May we at all times recognise the deep and full meaning of the sacrifice made by our fallen comrades. May the symbol of our flag ever remind and prompt us to work honestly and sincerely in carrying out the pledge we have voluntarily taken. We pledge that under its folds we will remember the significance of the sacrifice made by our comrades. We shall, now, at all times, act wisely, calmly and fearlessly in all matters affecting the welfare of ex-servicemen and women and their dependants, this community, our country, the Commonwealth and the Army, Navy and Air Force Veterans in Canada.”*

President: *“I now declare this meeting open for such business that may legally come before it.”*

“Comrades you may be seated.”

“Comrade Sergeant-at-Arms, if they are entitled to enter, you may now admit those who are waiting outside.”

The Regular Order of Business is now followed.

Suggested Business Agenda; (Delete items not required.)

- Roll Call of Officers,
- Minutes of the Last Meeting,
- Application for Membership,
- Initiation of New Members,
- Correspondence,
- Financial Statement,
- Report of Committees,
- Social Services,
- Sports,
- Entertainment,
- Canteen,
- House,
- Membership,
- Special and others,
- Unfinished Business,

New Business, and
Nominations and Elections.

This business having been completed the President will say:

President: *“Has any member anything to offer for the good and welfare of the Army, Navy and Air Force Veterans in Canada, in general or this Unit in particular?”*

Visiting members may be given the opportunity to extend fraternal greetings and address the meeting.

President: *“Comrades I will now entertain a motion to adjourn. Adjournment will be until the next regular meeting of this Unit. In case of emergency, all members will receive due notice to assemble.”*

When the motion to adjourn has been put forward and carried, the President calls the meeting to stand.

President: *“Comrades, our regular business session having been completed, I now call on the Vice-President to tell us what should constitute the aims and objectives of every worthy member.”*

Vice-President: *“We should continue in such service as a loyal citizen of the community, ever striving to attain that which is of the highest order. We should seek to maintain those principles of freedom and justice for which so many of our comrades have laid down their lives.”*

President: *“Then comrades, as we leave this meeting and return to our day-to-day lives, may we continue to remind ourselves of our desire to serve our comrades, our fellow citizens, our country and our Queen. May our actions reflect honour on the Army, Navy and Air Force Veterans in Canada and may the sacred memory of our fallen comrades prompt us to follow those paths of endeavour where true citizenship would direct us.”*

Royal Anthem- “God Save the Queen” is played and/or sung.

If Colours used, retrieve Colours.

Dismissal.

2.12 PROVINCIAL MEETINGS

When the Comrades are assembled and seated, the official appointed to be the Executive Officer shall call the meeting to order.

Executive Officer: *“Comrades I would ask you to rise, as our Provincial President accompanied by our distinguished guests enter the hall.”*

He then requests that the Provincial President accept the gavel.

Provincial President: *“Comrade Sergeant-at Arms, advance the Colours.”*

When the Colours are in place, the National Anthem “O Canada” is played and/or sung.

The Provincial President then leads the meeting in making the pledge to the Flag.

Provincial President and all present: *“To my Flag and the country it represents, I pledge respect and loyalty. Wave with pride from sea to sea and within your folds keep us ever united. Be for all a symbol of love, freedom and justice. God keep our Flag. God protect our Canada.”*

And when appropriate: *“À mon drapeau et au pays qu’il représente, je promets respect et fidélité. D’une mer à l’autre, flotte avec fierté et dans tes plis garde nous toujours unis. Sois, pour nous tous, un symbole de l’amour, de la liberté et de la justice. Dieu garde notre drapeau, Dieu protège notre Canada.”*

Provincial President: *“Comrades we will now observe two minutes of silence in memory of our fallen comrades who gave their lives in the performance of their duty. We remember as well those of our comrades who have passed away since our last meeting.”* Read names as appropriate.

The Last Post is played.

Two minutes of Silence.

Reveille/Rouse is played.

If a piper is present, the Lament is played.

Provincial President delivers the Act of Remembrance: *“They shall grow not old, as we who are left grow old, Age shall not weary them nor the years condemn, At the going down of the sun and in the morning, We will remember them.”*

“Ils ne vieilliront pas comme nous, qui leur avons survécu. Ils ne connaîtront jamais l’outrage ni le poids des années. Quand viendra l’heure du crépuscule et celle de l’aurore, nous nous souviendrons d’eux.”

Provincial President: *“Comrade Sergeant-at-Arms, deposit your Colours.”*

The Provincial President invites the Padre to deliver the opening prayer.

The delegates are invited to sit. Distinguished guests and head table guests are introduced.

The guests may bring greetings as appropriate.

Provincial President: *“Comrades on your behalf I wish to thank all of our distinguished guests who have honoured us this day by their presence (and the kind words of welcome of this friendly City of _____.) Now as much as many of these guests have things to do other than our business, I ask you to rise while those of our distinguished guests who may wish to do so, depart at this time.”*
Amend 1

After a short recess the meeting is called to order.

Items suggested for the agenda; (Delete those items not required.)

- Roll call of Command Officers,
- Roll call of Units,
- Minutes of the previous Command Executive meeting,
- Minutes of the previous general meeting,
- Reports of committees,
 - Pension and Service Officers,
 - Finance, Ways and Means,
 - Publicity,
 - Sports Officer,
 - Correspondence,
 - Provincial Treasurer,
 - Provincial Secretary, and
 - Provincial President,
- Unfinished business,
- Good and Welfare,
- Remarks by the Dominion Command Officer,
- New Business,
- Notification of the date and site of the next Provincial Command meeting, and
- Motion for adjournment.

The Royal Anthem, “God Save the Queen” is played and/or sung.

The Colours are retrieved and marched off.

Dismissal.

2.13 OPENING AND CLOSING OF NATIONAL CONVENTIONS

2.13.1 OPENING RITUAL

Upon entering the meeting room, all members shall take their seats. They will stand as the platform party processes into the hall.

When all are in place the National President shall rap the gavel and call the meeting to order.

National President: “Comrade Sergeant-at-Arms, advance the Colours.”

Sergeant-at-Arms marches the Colours to the appointed place.

The National Anthem, “O Canada” is played and/or sung.

The following pledge to the flag will be undertaken by all present and is as follows:

“To my Flag and the country it represents, I pledge respect and loyalty. Wave with pride from sea to sea and within your folds keep us ever united, be for all a symbol of love, freedom and justice. God keep our Flag. God protect our Canada.”

And when appropriate: *“À mon drapeau et au pays qu’il représente, je promets respect et fidélité. D une mer a l’autre, flotte avec fierté et dans tes plis garde nous toujours unis. Sois, pour nous tous, un symbole de l’amour, de la liberté et de la justice. Dieu garde notre drapeau, Dieu protégé notre Canada.”*

National President: *“Let us now bow our heads in silent memory of those of our comrades who, on the sea, land, and in the air, gave their lives in the service of Queen and Country, and those who, having served, and particularly for _____. (Name individuals) who have answered their final Roll Call since our last Convention.”*

Last Post is played.

Two Minutes of Silence.

Reveille/Rouse is played.

If a piper is present, the Lament may be played.

National President or Designate delivers the Act of Remembrance: *“They shall grow not old, as we that are left grow old. Age shall not weary them, nor the years condemn. At the going down of the sun, and in the morning, we will remember them.”*

“Ils ne vieilliront pas comme nous, qui leur avons survécu. Ils ne connaîtront jamais l’outrage ni le poids des années. Quand viendra l’heure du crépuscule et celle de l’aurore, nous nous souviendrons d’eux.”

National President: *“Comrade Sergeant-at-Arms, deposit the Colours and retire the Colour Party.”*

The Colours are deposited in receptacles and the Colour Party is marched off and retired.

**The National President invites the Padre to deliver the opening prayer.
The regular convention business will then be conducted.**

2.13.2 CLOSING RITUAL

On completion of all business,

National President: “Comrade *Sergeant-at-Arms*, retrieve the Colours.”

Colour Party is marched forward and the Colour Bearers retrieve their Colours.

The Royal Anthem “God Save the Queen” is played and/or sung.

The Colours are marched off.

The National President invites the Padre to deliver the Benediction.

National President: “*I now declare the business of this convention to be concluded. We shall next assemble in the city of _____ on _____ . (date)*”

PART TWO – INITIATION OF MEMBERS, ELECTION AND INSTALLATION OF OFFICERS

2.21 INITIATION OF MEMBERS

The initiation of new members normally takes place during Unit meetings following this suggested format.

When all are assembled and at the appropriate place in the meeting:

President: *“Comrade Secretary, you will read the names of those who have applied to join this Unit of the Army, Navy and Air Force Veterans in Canada.*”

Secretary: *“Comrade Chairman, the following persons have made application for membership in our unit. They have duly completed the application form, and have paid the applicable fees and dues as required by the Association and this Unit.”*

The names and particulars of applicants are read.

The President asks for a motion to accept the candidates for membership. When this is passed:

President: *“Comrade Sergeant-at-Arms, kindly conduct the candidates to the front and facing me.”*

(To the Candidates) “Comrades, before you become a member of the Army, Navy and Air Force Veterans in Canada and of the # _____ Unit, our Constitution requires that you take a pledge. This pledge does not in any way conflict with your rights as an individual or liberty as a citizen. Are you willing to give this pledge?”

Candidate: *“I am.”*

President: *“Then you will repeat after me.”*

President and Candidates: *“I desire to become a member of Unit # _____ of the Army, Navy and Air Force Veterans in Canada. I hereby pledge to uphold the aims, objectives and principles of the Association. I will abide by the Constitution, Rules and Regulations of the Army Navy and Air Force Veterans in Canada and the By-laws and Regulations of this Unit. I do solemnly swear that I will bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law, so help me God.”*

President: *“It is my duty to direct your attention to the symbols of service.”*

“Our flag, symbolises the unity of a nation of diverse races and creeds. It is the emblem of freedom and is known and respected throughout the world.”

“The Poppy reminds us of our fellow citizens who made the supreme sacrifice in the service of our country.”

“As the Executive head of this Unit, I ask you to co-operate with your Comrades and fellow citizens to advance the aims and objectives of the Army, Navy and Air Force Veterans in Canada and of this Unit. It is your duty to attend our regular monthly meetings and to contribute to the success of its deliberations.”

“I congratulate you on becoming a member of the Association and of this Unit and present you with the official badge of the Association. Wear it with pride.”

“I also present you with your membership card and a copy of the Unit By-laws. I urge you to study them so that you will be aware of your duties and responsibilities.”

“You will now turn and face the members of the Unit.”

“Comrades, please welcome our new member/s.” (Applause)

“Comrade Sergeant-at-Arms, you will now have the new members sign the register and direct them to their seats.”

2.22 ELECTION OF OFFICERS

A list of positions to be filled and those qualified and running for those positions must be posted for the perusal of the general membership.

The election of officers may follow this format.

Sergeant-at-Arms will:

Obtain a ballot box and having ensured that it is empty, lock the box and place it on a table in the meeting room.

Cover the slot on the Ballot box with a copy of the Constitution until voting takes place.

Monitor the placing of votes in the ballot box ensuring that only authorised members cast ballots.

When voting is complete, accompanied by the counters and scrutinisers, carry the ballot box to another room for the count. No other persons will be allowed in this room during the count.

In the counting room the box will be unlocked and the count will be conducted. The names of the winning persons will be recorded and the ballots will be returned to the ballot box, which will be locked.

The Sergeant-at-Arms will return to the meeting and hand the list containing the results of the vote to the President who will announce the results.

After the election has been completed the President will direct the Sergeant-at-Arms to supervise the destruction of the ballots.

When possible persons appointed to be scrutinizers and ballot counters should be other than voting members.

Amend 1

2.23 INSTALLATION OF OFFICERS

It is customary to invite a Dominion Command Officer to install newly elected Provincial Officers and for a Provincial Officer to install newly elected Unit Officers. The Sergeant-at-Arms will assist the Installing Officer.

The Installing Officer will occupy the chair and the Officers-Elect will retire to the rear of the meeting hall.

Meeting is called to attention.

The Installing Officer calls upon the newly elected/appointed Sergeant-at-Arms to approach the podium.

Installation of the Sergeant-at-Arms

Installing Officer: *“Comrade _____, you have been chosen by your Provincial Command/Unit as Sergeant-at-Arms. Your duties are to maintain the entrance door to ensure that only those authorised are allowed entry, for the purpose of participating at any meeting of this Command/Unit. You will be responsible for the Colour Party and Guards of Honour. You will also avail yourself to the chair when required. Are you willing to accept this responsibility?”*

Sergeant-at-Arms Elect: *“I am.”*

Installing Officer: *“Then Comrade _____, you are now duly installed as Sergeant-at-Arms. You will now assist in the installation of new officers of this Command/Unit.”*

Installation of the President

“Comrade Sergeant-at-Arms, you will conduct the President Elect to the front, facing me.”

“Comrade _____, you have been chosen by your Comrades to be the President of this _____ Provincial Command /Unit # _____ of the Army, Navy and Air Force Veterans in Canada for the ensuing term. You have been selected by your peers to provide inspiration, leadership and foresight in the service of your Command/Unit. They expect you to abide by the traditions of the Army, Navy and Air Force Veterans in Canada and be fair and unbiased in your decisions.”

“You will set an example of commitment to Veterans, their families and your community.”

“You will safeguard the best interests of this Command /Unit and the general welfare of your Comrades by co-operating with your Executive Council and the general membership of the Command/Unit. Always bear in mind the aims, objectives and principles of the Army, Navy and Air Force Veterans in Canada.”

“It is your duty to remind all Comrades of their duty to honour the pledge they made when they were initiated into this Association. You will encourage them to actively participate in the activities of this Command/Unit.”

“Before I officially install you in your office, I wish to be assured that you will endeavour to carry out your various responsibilities to the fullest extent of your ability at all times. Are you ready to give such assurance?”

President Elect: *“I am.”*

Installing Officer: *“Then you will repeat after me.”*

Installing Officer/President Elect: *“As a person of honour, I pledge to perform the duties of President of _____ Command/Unit # _____ of the Army, Navy and Air Force Veterans in Canada to the best of my ability. In so doing I will be guided by the principles of commitment and fairness in all my dealings.”*

Installing Officer: *“Then Comrade _____ by virtue of the authority of the charter of the Army, Navy and Air Force Veterans in Canada and with the consent of the Dominion /Provincial Command, I hereby declare you duly and legally installed as President of _____ Provincial Command/Unit # _____ for the ensuing term.”*

“I heartily congratulate you on the honour that has been conferred upon you and assure you of our support in carrying out your duties. Please take your seat in the President’s chair.”

Installation of Vice-Presidents

Installing Officer: *“Comrade Sergeant-at-Arms, kindly conduct the Vice-Presidents Elect to the front, facing me.”*

“Comrades you are required to pledge yourselves, as far as it lies in your power, to support Comrade _____ your newly elected President, and to assist him/her in carrying out his/her duties.”

“You will repeat after me.”

Installing Officer/Vice-Presidents Elect: *“As a person of honour I pledge myself.”*

Installing Officer: *“Then Comrades, I declare you duly and legally installed as Vice-Presidents of this _____ Command/Unit # _____. Kindly take your seats in the Vice-Presidents’ chairs.”*

Installation of Other Members of the Executive Council

Installing Officer: *“Comrade Sergeant-at-Arms, kindly conduct the Executive Council (including the Secretary-Treasurer and Recording Secretary) to the front, facing me.”*

“Comrades _____, you have been chosen by your Comrades to act as their Executive Council for the ensuing term. At all times you will endeavour to maintain the high level of comradeship and the traditions of this Command/Unit.”

“I declare you all duly installed and convey to you the good wishes and promise of support of the General Membership of the Command/ Unit. Kindly take your seats.”

Installation of the Honorary President and Padre

Installing Officer: *“Comrade Sergeant-at-Arms, kindly conduct the **Honorary President** to the front, facing me.*

Comrade _____, you have been elected as the Honorary President of this Command/Unit # _____ in recognition of your services to the community over many years. It is my privilege to extend to you the best wishes of all members here assembled. I ask you to take your rightful place

of honour at the head table with the other distinguished guests.”

Installing Officer: *“Comrade Sergeant-at-Arms, kindly conduct the **Padre** to the front, facing me.*

Comrade _____, it is the wish of the President of the Association that each Command and Unit, at the time of the election of officers, select from among the membership or from the community, someone who will look after the spiritual requirements of its members. The members of this Command/Unit # _____, in selecting you to be their Padre have placed on your shoulders a great responsibility, but we are assured that in your capable hands, their needs will be well tended. I declare you duly installed and ask you to assume your duties when properly called upon.”

Installing Officer: *“Comrades, by virtue of my office as Installing Officer, I have duly and legally installed those whom you have honoured to fill their appointed offices. They deserve the fullest and best support from all of you, and I trust that you and they will have success.”*

“Comrade President, my duties are now complete and I take great pleasure in handing to you the gavel of authority and ask you to conduct the remaining business of this meeting.”

PART THREE

SPECIAL SERVICES AND CEREMONIES

2.31 UNIT REMEMBRANCE DAY SERVICE

The service may be conducted either indoors or outdoors. It is not necessary to have a cenotaph or cairn but it is preferable to have some object as a focal point next to which the wreaths are placed. This might be the Unit Colours indoors or a flag pole outdoors. All present should wear poppies.

All participants should be in position under command of the senior Association officer, normally the President, who is the Parade Commander. When all are in position the following suggested format takes place.

Parade Commander: *“Sergeant-at-Arms, march on the Colours.”* If a band is present, the colours will be marched on to the Association march; *“The Maple Leaf Forever.”*

The National Anthem, “O Canada” will be played and/or sung.

The poem, “In Flanders Fields” is read.

The Last Post is played.

Two minutes silence.

Reveille/Rouse is played.

If a piper is present, the Lament is played.

The Roll of Honour is read.

The Act of Remembrance is said.

If the service is held indoors the Colours may be deposited at the front of the hall to form a backdrop for the wreath laying.

A Prayer will be said by the Padre.

Wreath laying.

The Blessing will be said by the Padre.

Parade Commander: *“Comrade Sergeant-at-Arms, retrieve the Colours.”*

Royal Anthem, “God Save the Queen” will be played and/or sung.

A march past may take place if the service is held outdoors. Otherwise the service ends.

2.32 ANAVETS FUNERAL SERVICE

2.32.1 GENERAL

On receipt of the notification that a member has passed away, the flag flown at the Unit should be lowered to half mast and remain at half mast until sunset the day of the funeral.

It is the usual practice that the departed member's remains would be removed to a funeral home or other suitable location where a visitation is held to afford relatives and friends the opportunity to pay their respects to the deceased and offer their condolences to the family. The visitation allows comrades to personally and formally pay tribute to the departed member by both expressing their sympathy to the family and by performing the Poppy Service. As with all aspects of the ANAVETS Funeral Service, the approval of the family must be obtained to conduct the Poppy Service. The funeral home director must also be briefed on the procedures to be followed.

2.32.2 THE POPPY SERVICE

The Poppy Service will usually take place at the end of the visitation period. It is anticipated that this ceremony would be conducted in the presence of the family who would stand off to one side. There is no established number of participants who may attend but care should be taken that the number selected be appropriate to the venue. Those members participating will wear Official Dress, with medals, and poppies. Head dress will only be worn by the Unit President or his/her representative and the Sergeant-at-Arms.

At the appointed time, the participants will assemble outside the visitation room. Under the direction of the Sergeant-at Arms, they will move into the room, in pairs, to a position in front of the casket or urn containing the ashes. They will halt and face the remains. The Sergeant -at-Arms will take a position at the head of the casket.

If the means are available, the Last Post and Reveille/Rouse may be played. The Unit President and the Sergeant-at-Arms will salute. If a piper is present, the Lament may then be played.

The poppies will then be placed on the flag draped casket starting with the Unit President. Members will come forward in pairs, deposit their poppies and pause with head bowed for a moment, then return to their positions. The Sergeant-at -Arms will deposit the last poppy, salute and return to his/her position.

The Unit President will then deliver **The Act of Remembrance**.

The ceremony is concluded and the members will file out of the room.

If desired by the family, the poppies may be attached to a styrofoam cross or other suitable object rather than placed on the casket. If applicable, poppies may be deposited on the table on which the remains, in an urn, are placed.

2.32.3 THE FUNERAL

The following service provides a framework on which to conduct the funeral of an ANAVETS member. A member of the clergy will normally preside at the funeral service of a Comrade and thus the funeral will follow the order of service or liturgy of the officiant.

If the clergy is not available, or if it was the wish of the deceased member and/or the family, the following ANAVETS Funeral Service is offered as an alternative. This service may be conducted in this form, all or part of it incorporated into a religious liturgy, or amended as appropriate.

The Unit President or his/her appointed representative may conduct the service.

Officials involved must be guided by the principle that our departed Comrade be given a dignified burial and that the bereaved must receive comfort from the service. Units are encouraged to appoint a friend of the family to assist them through this difficult time of grief. The casket should be draped with the Canadian flag and may be dressed with the departed's Association head dress and Service and Association medals.

The service may take place in a church, chapel, funeral home or suitable hall. The location will be referred to here as the "chapel."

The family may wish to ask Unit Comrades or friends of the deceased to participate in the funeral as honorary pallbearers who are normally six to eight in number.

If a piper is present, it is appropriate that he/she play outside as the mourners assemble, pipe the casket in and out of the chapel and as the hearse draws away.

Suitable hymns may be included at appropriate parts of the service.

2.32.4 THE SERVICE

The mourners will be seated in the chapel, leaving sufficient seats at the front for the family and honorary pallbearers.

Organ music may be played or the piper may pipe the funeral party in.

All stand.

Led by the officiant, escorted by the honorary pallbearers and followed by the family, the casket, will be brought to the front of the chapel.

Officiant: When the casket and chief mourners are in place, "*I am the resurrection and the light, says the Lord. He that believes in me, though he were dead, yet shall he live, and whosoever lives and believes in me shall never die.*"

"We are here to participate in the last parade of our Comrade _____ (name) whose loss we mourn but whose memory we cherish. I ask you to stand for a moment in silent tribute to our Comrade _____ reflecting on his/her life on this earth." **A minute's silence is observed.**

If desired a hymn may be sung.

The officiant invites the person/s delivering the eulogy or memorial tribute commemorating the life of the departed to come forward.

If desired the officiant or other person may read a passage from Scripture such as Psalm 23 or 121 then a passage from the Bible such as Mathew 11: 28 –30, John 14: 1-3, Romans 14: 7-9, 2 Corinthians 5: 1-9, 2 Timothy 2: 8-12, or Revelation 21: 1-7.

Officiant: *“Let us pray.”*

“Eternal God, Supreme Commander of us all, we bow before you with reverent hearts and in sublime faith, knowing that you will lead us in death as you have in life. For again you have ordered a Comrade to answer the final roll call. You have called Comrade _____ to everlasting rest; you have called him/her to eternal peace.”

“Hear now the sorrow of those who mourn. Touch their tired hearts with healing. Protect them with your holy care. Keep clean and bright in memory, the splendid flame that now has flickered out, and shelter us with your compassion.”

“Accept the pledge of our hearts and increase the purpose of our soul. Draw for us, from the departed, increased devotion to the best and noblest things in life. Join us with him/her in communion with the goodly fellowship of those who fell in freedom’s cause and with martyrs of all ages who died to defend the rights of free peoples and the good faith of Nations. Help us to honour and remember those who suffered and strove mightily that righteousness might prevail and liberty endure. Inspire us by their example so to live that we may die worthy of their sacrifice. AMEN.”

All stand.

Last Post, The Silence and Reveille/Rouse may be played if desired.

If a piper is present, the Lament may then be played.

Note. It is appropriate that if the above is to be played at the graveside they may be omitted here.

The Act of Remembrance. (Said by the officiant or other Comrade.)

“They shall grow not old, as we that are left grow old, Age shall not weary them, nor the years condemn. At the going down of the sun, and in the morning, We will remember them.” This may be repeated in French if appropriate.

2.32.5 THE COMMENDATION

Officiant. Placing a poppy on the casket says; *“Into your hands O Lord we commend our Comrade _____ (name) Receive him/her into the arms of your mercy, into the blessed rest of eternal peace.”*

The remains are escorted from the chapel in the same manner in which they arrived.

2.32.6 THE GRAVESIDE COMMITAL SERVICE

The remains will be removed from the hearse. A piper may play suitable music. Then led by the officiant, flanked by the honorary pallbearers and followed by the family the casket is brought forward and placed over the grave. The flag, head dress and medals are removed from the casket.

Officiant (While earth is cast on the casket) *“We commend to Almighty God our Comrade _____ (name) and we commit his/her body to the ground; earth to earth, ashes to ashes, dust to dust. The Lord bless him/her and keep him/her, the Lord make His face shine upon him/her and be gracious to him/her, the Lord lift up His countenance upon him/her and give him/her peace.*

AMEN.”

**The Last Post. The Silence and the Reveille/Rouse may be played.
A lament may then be played.**

The casket may then be lowered into the ground.

Those in attendance may come forward to pay their final respects. Poppies may be deposited on the casket or into the grave. Comrades in uniform should salute before departing.

It is appropriate that Comrades also pass on their condolences to the family before departing. The senior Association Officer may pass on a Letter or Card of Condolence or a Special Unit Resolution at this time. Sample formats are:

2.32.7 LETTER OR CARD OF CONDOLENCE

Army, Navy and Air Force Veterans in Canada	
We, the Members of _____ Command/Unit # _____ of the Army, Navy and Air Force Veterans in Canada offer our heartfelt sympathy for your loss. We want you to know that we are grateful both for the service of our departed Comrade _____ (name) and for the love and support which you and your family made that service possible.	
Date	Signed by the President and Secretary

2.32.8 SPECIAL UNIT RESOLUTION

Army, Navy and Air Force Veterans in Canada	
Resolution	
Whereas: it has pleased Almighty God, the Great Commander, to summon to his immortal mansions, our beloved Comrade _____, who served as a member of the Army, Navy and Air Force Veterans in Canada Unit No. _____ and;	
Whereas: we humbly bow to the will of Divine providence, while ever cherishing in our hearts the memory of their distinguished service to our country and their outstanding contribution to the Veterans of Canada and to Unit No. _____;	
Therefore Be It Resolved That: the members at a special meeting held on this the _____ day of _____ in the year of our Lord, two thousand and _____, mourn the passing of our distinguished member, _____:	
That we commend to all persons their works and to Almighty God their spirit: and	
Be It Further Resolved That: in token of our common grief, a copy of this resolution be presented to the family.	
Date	Signed President and Secretary

2.33 BLESSING AND DEDICATION OF NEW ANAVETS COLOURS

The Colours held by ANAVETS Units are a symbol both of the Unit's commitment to uphold the traditions of the Association and of its individual member's pledges to uphold its aims and objectives. A Unit may require new Colours when the old ones are no longer serviceable, when new Units are formed or when the Colour party is enlarged to include more flags. In the latter case for example, the Unit may wish to include the provincial and/or United Nations flags in its Colour Party. In this circumstance it is appropriate that all the flags of the Colour Party be blessed and dedicated.

This ceremony is based on the format used by the Royal Military College of Canada for the Presentation of its Colours.

The ceremony may take place in a church, hall or outdoors. An altar is required. This may be piled drums or a temporary structure resembling an altar on which the Colours may be placed for the service.

The Unit will assemble under the command of the President in the prescribed location. Where possible the Unit will be formed up in parade formation.

The officiating Padre will take position before the altar facing the parade. The principle dignitary will be beside the Padre or in a suitable location nearby.

The words and prayers of the Padre may be amended to suit the applicable liturgy. Padres of differing religions may officiate and bless the Colours where deemed appropriate.

When all are in place, the new Colours will be brought forward by Unit Officers (Not the Colour Party) and be deposited on the altar. They will then retire to one side.

Unit President: *"Comrades of Unit # _____ of the Army, Navy and Air Force Veterans in Canada. Is it your desire that the Colours of our Unit be blessed and dedicated at this time?"*

All: *"That is our desire."*

Unit President: Gives the command to remove head dress then, *"Reverend Sir. On behalf of the Comrades of Unit # _____ of the Army, Navy and Air Force Veterans in Canada I ask that you accept these Colours that they might receive your blessing."*

Padre: *"I accept these Colours. May they be a continuing reminder of your duty to our Sovereign and our Country. May they remind you of your commitment to the advancement of the aims and objectives of the Army, Navy and Air Force Veterans in Canada and of this Unit in particular."*

"May they always be for you a sign of honour, dedication and trust that you will remain steadfast to your Comrades and their families."

"In our service this day we pray that all members of Unit # _____ will be a constant source of inspiration for the people of Canada as they accept these Colours."

“O God, all powerful and eternal, Creator of heaven and earth, hear our prayers and bless these Colours bestowed upon this Unit.”

“May you protect us and remind us of our duty and pledge to serve you, our County, our Comrades and their families.

“We ask this in the name of Jesus Your Son, our Lord, who lives and reigns with You in the unity of the Holy Spirit, for ever and ever. AMEN.”

Blessing by other clergy or religious persons may follow here.

Unit President: *“Comrades. I now ask you to join me as we dedicate ourselves to the service that is represented by our Colours by responding: ‘We dedicate ourselves.’ ”*

“In the service of our country and all that in our traditions we honour as sacred.”

All: *“ We dedicate ourselves.”*

Unit President: *“To the upholding of the aims and objectives of the Army, Navy and Air Force Veterans in Canada.”*

All: *“We dedicate ourselves.”*

Unit President: *“We now dedicate our Colours as we respond, ‘We dedicate our Colours.’ ”*

“May our Colours remind of our duty to our Sovereign, our Country and to our Comrades and their families.”

All: *“We dedicate our Colours.”*

Unit President: *“To the sacred memory of those who gave their lives in the service of Canada and who lie in graves around the world.”*

All: *“We dedicate our Colours.”*

Unit President: *“As we stand Shoulder to Shoulder before them today.”*

All: *“We dedicate our Colours.”*

Padre: *“In the name of all that is sacred to us, we do bless and set apart these Colours that they be a sign of our duty toward our Queen and Country.”*

“Finally we pray for all who are present here this day. May they remain true to the belief that we should ever strive to achieve the principles of freedom and justice for all. AMEN.”

“I now return these Colours to your custody and safekeeping.”

Unit President: Gives the command to replace head dress then, “*Unit Officers and Colour Party advance to the Colours.*”

The Distinguished Guest moves forward as the Colour Party form up in front of the altar. The Unit Officers go forward individually and starting with the most senior flag take the Colour from the altar and pass it to the Distinguished Guest who in turn presents it to the applicable Colour Bearer. When all the Colours have been received, the Colour Party will march on parade and the others return to their positions.

If the dedication ceremony is held outdoors it is appropriate that a march past take place.

The Colours are marched off and the parade is dismissed.

SECTION THREE

FLAG PROTOCOL

3.1 GENERAL FLAG ETIQUETTE

The Canadian Flag will take precedence over all other flags being displayed.

The order of precedence for the most commonly displayed flags is the following;

- The Canadian Flag,
- The Royal Union Flag (Union Jack,)
- The Flag of the United States of America,
- Provincial Flags,
- The United Nations Flag,
- The ANAVETS Flag, and
- Other organizational flags.

The order of precedence of the provincial flags is;

1. Ontario,
2. Quebec,
3. Nova Scotia,
4. New Brunswick,
5. Manitoba,
6. British Columbia,
7. Prince Edward Island,
8. Saskatchewan,
9. Alberta,
10. Newfoundland,
11. North West Territories,
12. Yukon, and
13. Nunavut.

When setting out flags two or more than three in number, they are placed, in order of precedence, from left to right as viewed by the observer. When three flags are displayed, the senior flag is centered with the second flag on the left and the third on the right as viewed by the observer.

If a number of foreign flags are flown, they will follow the Canadian Flag. Their precedence is alphabetically, in English, from left to right as viewed by the observer.

When a number of flags are flown together, all flags should be the same size and the flagpoles should be the same height.

When flags are carried on parade, flag bearers will grasp the pike (“Pike” refers to the flagpole on which Colours are mounted) and the fly end of the flag with the right hand so that the flag does not fly loose. At the appropriate time, when salutes are rendered, the flag bearers will conform by letting the flag “Fly” by releasing the flag. Flags will not be dipped during salutes. At the end of

the salute the flag bearer will gather the flag with the left hand and return it to the grasp of the right. Flags will be “Let Fly” during the Eyes Right when passing the saluting base.

3.2 HALF MASTING OF FLAGS

Where possible, the flag displayed at the Unit should be flown at half mast from 11:00 hrs to sunset on 11 November to honour those members of the Canadian Forces who have died in the service of our country.

On the death of the Sovereign, Governor General or other distinguished persons, Dominion Command will issue instructions for the half masting of flags nationally.

On the occasion of the death of a Unit member, it is appropriate that the flag displayed at the Unit be lowered to half mast from the time of notification of the member’s death until sunset the day of the funeral. Provincial Commands will establish the protocol associated with the death of a Provincial Command officer.

It is appropriate that flags at the Unit be lowered to half mast in conformity with the display of mourning within the community where the Unit is located; as would be the case on the death of the mayor or other distinguished person in the community.

When flags other than those on permanent flag poles are displayed during the funeral or memorial service of a Comrade they may be draped with a black cravat or mourning ribbon approximately 2.5 m long by 10 cm wide tied in a bow at the peak of the pike.

3.3 THE CANADIAN FLAG

The Canadian Flag was first raised on Parliament Hill in Ottawa at on 15 February 1965.

The Department of Canadian Heritage (PCH) is the authority on matters concerning flag protocol. The PCH internet address is: www.canadianheritage.gc.ca/progs/cpsc-ccsp/etiquette

When displaying the Canadian Flag these guidelines shall be followed;

It shall be flown or displayed with dignity;

When carried, it is never dipped.

When carried on parade at the Carry position, the Flag bearer will hold the pike in the right hand grasping the fly end of the Flag to keep it from flying loose. When salutes are rendered on parade or on the Eyes Right on the march, the Flag will be released and allowed to fly free.

The Flag may be displayed flat or flown on a pole. When flat, it may be hung horizontally or vertically. Vertically, the Flag should be placed so that the upper part of the leaf is to the left and the stem is to the right, as seen by the spectator.

On a speaker’s platform, the Flag should be displayed on the speaker’s right.

It should not be used to cover a table or be draped in front of the platform. It must never touch the floor.

On the march, the Flag should be in the place of honour, at the marching right or at the centre front, taking precedence to any other flags being carried.

When flown with other flags, it will be to the right of other flags or to the left of the audience.

When three flags are flown, the Flag is placed in the centre position with the next ranking flag to the left and the third ranking flag to the right as seen by the spectator.

When flown at half mast, the Flag should first be raised to full mast and then lowered so that the middle of the Flag is at the half way point of the mast.

The Flag may be flown outdoors 24 hours a day without illumination.

3.4 THE FLAG PLEDGE

Although there is no official pledge to the Flag, the following may be used:

“To my Flag and the country it represents, I pledge respect and loyalty. Wave with pride from sea to sea and within your folds keep us ever united. Be for all a symbol of love, freedom and justice. God keep our Flag. God protect our Canada.”

And when appropriate:

“À mon drapeau et au pays qu’il représente, je promets respect et fidélité. D’une mer à l’autre, flotte avec fierté et dans tes plis garde nous toujours unis. Sois, pour nous tous, un symbole de l’amour, de la liberté et de la justice. Dieu garde notre drapeau, Dieu protégé notre Canada.”

3.5 THE ROYAL UNION FLAG

On 18 December 1964, Parliament approved that The Royal Union Flag (Union Jack) may be displayed as a symbol of Canada’s membership in the Commonwealth and of her allegiance to the Crown.

The Royal Union Flag may be flown with the Canadian Flag on the Queen’s birthday, the Anniversary of the Statute of Westminster (December 11th) and on the occasion of Royal Visits and Commonwealth gatherings.

SECTION FOUR

PARADES, MUSIC AND COLOUR PARTIES

4.1 PARADES

On occasions such as Remembrance Day, visits by members of the Royal Family and other significant occasions, ANAVETS may be invited to parade as a formed body. Depending on the situation, the ANAVETS contingent may be one formation or may be sub-divided into a number of Units. Each Unit should have a commander and the ANAVETS contingent should have a formation commander who may be the Provincial Command President.

Drill movements and words of command used on parade will follow those currently in use in the Canadian Forces.

Each Unit may carry their individual Unit Colours if applicable. The Colours should be marched on and off parade in the forming up place at the beginning and end of the event.

On parade only Unit and formation commanders will salute at the appropriate times such as when Colours are marched on and off parade, during the playing of Salutes, O Canada, God Save the Queen, the Last Post and Rouse/Reveille. Commanders will not salute during the Silence or the Lament. Members of formed bodies on parade will not salute.

If the principle dignitary inspects the parade, it is appropriate that each commander report his/her command to the dignitary and accompany the dignitary during the inspection. Local conditions will determine when this protocol applies.

4.2 OFFICIAL ASSOCIATION MARCH

The official Association March is: **“The Maple Leaf Forever”** played by either brass or pipe bands.

4.3 COLOUR PARTIES

Each ANAVETS Unit should have a Colour Party under the command of a Sergeant-at-Arms. As a minimum the Colour Party will be composed of three members: the flag bearer with the Canadian Flag and two escorts. In addition to the Canadian Flag, Colour Parties may include some or all of the following flags;

- The Royal Union Flag,
- Provincial flags,
- Unit flags, including the Ladies Auxiliary flag, and
- The United Nations Flag.

The Colour Party will be dressed in Association Dress as prescribed by the applicable Provincial Command.

If only one colour is paraded, it will be the Canadian Flag, flanked by two escorts. The Flag bearer will give the commands to the party.

When two colours are paraded, the Canadian Flag will be on the right, the other flag on the left, with the escorts on the outside flanks.

When three colours are paraded they will be line abreast with the Canadian Flag in the centre the next senior on the right and the third senior on the left in column of route.

After the contingents have formed up and dressed, the Colour Party will be given the order to march on by the parade commander.

The Colour Party will fall in to the right of its command. The Dominion Command Colour Party will fall in to the right of the parade and will march two paces behind the Parade Marshal in Column of Route.

While on parade the Colour Parties are two paces from the body of members forming the Command on parade. On the march the Provincial Command President is two paces in front of the Colour Party.

If a band is present, it is appropriate to play the Association March, "*The Maple Leaf For Ever,*" when the Colours are marched on and off parade.

CREDITS AND COMMENTS

This manual has been compiled using a number of sources. It is based on, "Form of Ritual For Use by the Association" produced by a Committee headed by our former Dominion President Bob Cassels dated February 2002. I am indebted to Assiniboia Unit 283 of Manitoba and NorthWest Ontario Command for its fine manual and from which much information was extracted. Certain passages from Ritual pamphlets that were from the time when the Association was called "THE ARMY, NAVY VETERANS IN CANADA" have been reinserted into the ritual. At the same time some of the ritualistic language has been changed to bring it in line with 21st Century usage.

A number of amendments have been made to this manual since its first draft. These changes are the result of the numerous suggestions passed on to me from our Comrades in ANAVETS. I thank them for sharing their experiences.

I am appreciative of the advice that I received from The Canadian Forces and The Royal Canadian Legion. The Blessing and Dedication of Colours service is based on The Royal Military College of Canada's ceremony of Consecration of Colours.

The letter of condolence is similar to one of those used at The Arlington National Cemetery in Washington USA.

It will be noted that the bugle call familiarly known as "Reveille" is referred to here as "Reveille/Rouse." This combines the familiar name with that of "Rouse" which is the term for the same call currently in use in the Canadian Forces.

To those who look to this manual for guidance in the planning and conduct of ritual and ceremonies I ask that you remember that it is offered as a guide, not to be followed slavishly, but to be interpreted and adjusted to suit your particular requirement.

Gerry Wharton
Honorary Dominion President

24 September 2008