

# **THE CHURCH LADS' AND CHURCH GIRLS' BRIGADE**



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# **DRILL MANUAL**

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# THE AIM OF DRILL

## Introduction

- To produce a Brigade member who is proud, alert and obedient.
- To provide the basis of teamwork.

## The means to an end

- The use of drill within the Brigade is as a foundation for good discipline, especially self-discipline. Good drill when exercised on a Battalion or Regimental Parade does much to ensure the corporate unity of the membership.
- Whenever drill is taught or practised those in command must stress its object. It must never be used as a punishment, but always as a means of raising standards with the membership of the Brigade.

## The use of the manual

The manual is written primarily as a book of reference for instructors.

## Some Definitions

- **Squad.** Means a sub-unit formed for drill and is used throughout to avoid explanations.
- **Regulation Pause.** Refers to the short pause between two movements of drill which is the equivalent of two marching paces in quick time.

## The Parade – some guiding principles

- A parade should start with an Inspection of all who are on it to ensure that all those present are dressed correctly, that their uniform is serviceable and clean, and that they are alert and healthy.
- When in Uniform and on Parade a strict observance of rank should be shown; thus an Officer or Private, when he/she wishes to either join or leave the parade, should report to the Senior Rank and ask permission to do so.
- Members of the Brigade should not walk across a Parade ground when drill, in which they have no part, is taking place.
- The form and purpose of a Parade should be planned beforehand by those who are to command it.
- At the end of a Parade all ranks “**DISMISS**” to show respect to the Senior Rank on parade.

## Drill Instruction

### The Qualities of an Instructor

Drill is exacting. To teach it successfully you must have the following qualities:

- **Patience.** Never lose your temper
- **Enthusiasm.** You must fire your Squad with a will to learn.
- **Consistency.** Set yourself and the Squad a standard. DO NOT deviate from it.
- **Humanity.** Understand the Squad's problems. Praise readily but do not become familiar, never humiliate individual members of the Squad.
- **Personality.** As a drill instructor you must impress your Squad with your personality and always control them fully.

### Example

Members will always imitate their instructors. It is by example that they will learn most. Therefore:

- When drilling a Squad, stand at attention.
- When moving, march as you would wish your Squad to march.
- When demonstrating do so accurately.
- Do not use bad language.
- Be impeccably turned out.
- Never exaggerate a movement of drill.

### Words

Use short, precise words which convey the speed of good drill (e.g. words like “crack”, “drive”, “force”, “grip”) but remember – action not words.

### Words of command

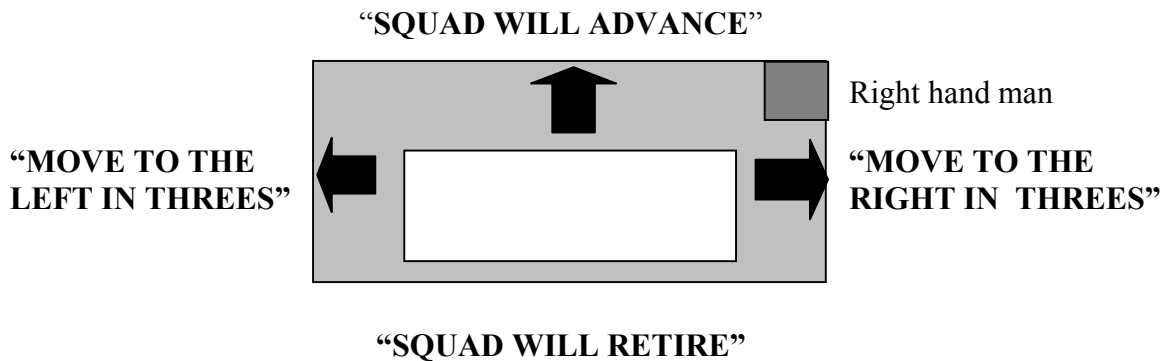
All words of command must be clear and powerful since the way in which they are given affects the reaction which they inspire. A word of command is divided into three parts:

- **Introductory.** This tells the squad what movement they are about to carry out i.e. “**MOVE TO THE RIGHT IN THREES**”.
- **Cautionary.** The drawn out and loud reminder to the squad i.e. “**RIGHT**” ....
- **Executive.** The high pitched, sharp command i.e. “**TURN!**”.

## THE INTRODUCTORY WORD OF COMMAND

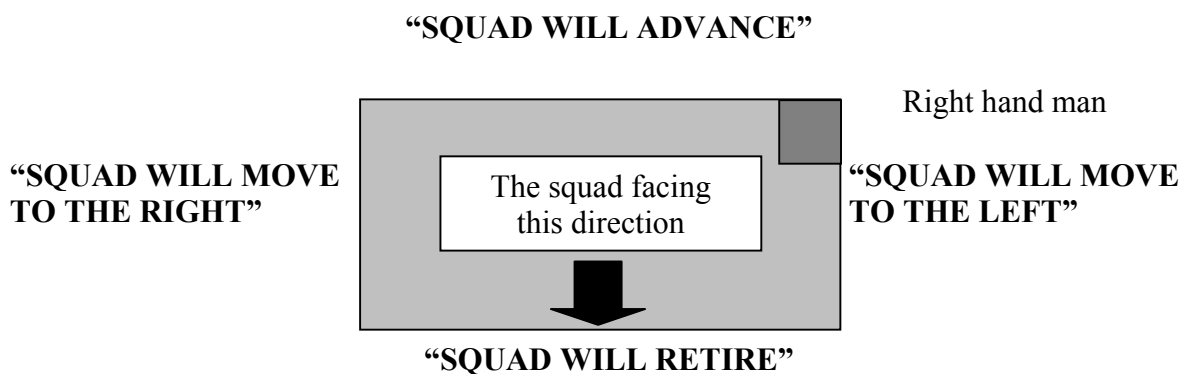
Before a squad is turned in any direction the instructor indicates that direction by a word of command. The two diagrams below show how this is done:

*Fig 1*



*Fig 2*

Since it would be illogical to give the word of command **“MOVE TO THE RIGHT IN THREES, LEFT TURN!”** the following introductory words of command are used when the squad is retiring.



Sometimes there is no need for an introductory word of command i.e. **“SQUAD ..... SHUN!”**, and occasionally there is no cautionary, i.e. **“FORWARD!”**.

### Development of the Word of Command

Individuals should be taught how to control a Squad by the following method:

- Form the Squad into three ranks and explain the introductory words of command and the directing flank.
- Demonstrate to the Squad all words of command at the halt.
- Now “conduct” the Squad while they give elementary words of command insisting on clarity and power from each person.

## Mutual Drill

- Divide the Squad into two ranks, place them thirty yards apart, with 5 paces intervals between each person.
- Each person should now drill his/her opposite number thirty yards away without regard to the person to the left or right.
- After not more than a maximum of ten minutes, change the ranks so that the people in both ranks have a chance of controlling their opposite number.

Be patient and encouraging.

When correcting be sure that you address your remarks to the whole Squad since they can all learn from another person's mistakes.

## Aids to Drill

### Calling out the time; so that:

- Every member of the Squad has the regulation pause fixed in their head.
- The Squad learn to act together.

The Squad should call out the words given in the Table for Timing Words of Command below:

(A)	(B)	(C)	(D)	(E)
WORD OF COMMAND	QUICK TIME (WHEN GIVEN)	SLOW TIME (WHEN GIVEN)	WHAT THE SQUAD CALL OUT	REMARKS
"HALT!" (Marching)	Right foot passes the left.	Left foot passes the right	"ONE, TWO!"	
"QUICK (or SLOW) MARCH!"	"QUICK!" on the left foot. "MARCH!" on the right foot. (on successive feet)	"SLOW!" on the left foot. "MARCH!" on the right foot. (on successive feet)		
"RIGHT – TURN!" (incline)	Right foot passes the left	Left foot passes the right.		"LEFT – TURN!" vice versa.
"ABOUT – TURN!"	Left foot passes the right	Just before the right foot reaches the ground.	(Quick Time) "IN, LEFT, RIGHT, LEFT, FORWARD!" (Slow Time) "ONE STOP, TWO STOP, THREE STOP, FORWARD!"	
"MARK – TIME!"	Over complete left pace.	Over complete right pace.	(Quick Time) "IN".	
"HALT!" "FORWARD!" (Marking Time)	Left knee fully raised	Right knee fully raised.		
"CHANGE STEP!" (Marching and Marking Time)	"CHANGE!" on the left foot, "STEP!" on the right foot. (On successive feet)		(Marching) "LEFT, RIGHT, LEFT!" (Marking Time) "LEFT, LEFT, RIGHT!"	
"BREAK INTO QUICK TIME, QUICK – MARCH!"		"QUICK!" on the left foot. "MARCH!" on the right foot. (On successive feet)		

“BREAK INTO SLOW TIME, SLOW – MARCH!”	On the right foot.			
“OPEN (CLOSE) ORDER!”		Over complete right pace.		
“RIGHT – FORM!”	On the right foot	Left foot about to reach the ground		“LEFT – FORM!” vice versa
“ON THE RIGHT (LEFT) FORM – SQUAD!”	As for right (or left) turn.			
“SALUTING!” “EYES RIGHT!” (Marching)	On the left foot	On the right foot	(Quick Time) “ONE, TWO, THREE, FOUR, FIVE, DOWN, SWING!”	
“SALUTING” To the front from marching	Right foot passes left.			

They must learn to be still when calling out **“TWO-THREE”** for the regulation pause.

### Time and Pace

Every instructor should know the rates of marching, lengths of pace and timings of foot drill that are laid out below:

#### Rates of Marching

- Quick Time (normal) 116 paces to the minute
- Quick Time (recruits) up to 140 paces to the minute
- Quick Time (Light Infantry pace) 140 paces to the minute
- Slow Time (normal) 65 paces to the minute
- Slow Time (L.I. pace) 70 paces to the minute
- Double Time 180 paces to the minute

#### Length of Pace

- Quick and Slow time 30 inches (28 inches with young lads/girls)
- Stepping short 21 inches
- Double time 40 inches
- Side pace 12 inches

#### Mechanical Aids

There are three aids the instructor may use to help him/her obtain accurate, smart drill.

- **The Metronome**
- **The Drum**
- **The Pace Stick**

**NB** Pace Sticks are available from Dalman & Narborough of Birmingham, they are expensive to buy but sometimes they have “seconds” at a cheaper price.

## SEQUENCE OF INSTRUCTION

- **Sequence of Instruction**

Use the following sequence:

- Formation of squad
- Explanation
- Demonstration
- Question
- Practice

- **Formation of Squad**

Bear two factors in mind:

- **The comfort of the squad.** Make sure that they are not looking into the sun nor into the teeth of a gale.
- **The formation in which they will learn most quickly.**

Here is a guide:

<b>Formation</b>	<b>Use</b>
Straight Line	Foot Drill
Three ranks, open order, inclined	Saluting at the Halt.

- **Explanation**

Explain what you are about to teach and why it is necessary.

- **Demonstration**

Break this down:

- Complete demonstration, shouting out the words of command.
- Demonstration by numbers, pointing out important details
- Another complete demonstration.

- **Questions**

After giving the first demonstration by numbers, ask the squad if they have any questions and do so after each successive demonstration by numbers.



- **Practice**

After each demonstration by numbers practice the squad in that movement, checking faults. Finally after demonstrating the whole movement practise the squad, judging the time.

### **FORMING UP IN THREE RANKS**

- At the beginning of their training the squad must be introduced to their basic formation.
- To adopt this formation they will be placed in close order in three ranks (front, centre and rear). There will be an interval of one arm's length (with hands closed) between each person and a distance of thirty inches between ranks (measured from the heels of one rank to the toes of the rank behind it). The distance in close order may be measured by those in the right hand file raising their right arm in line with their breast pocket. The knuckles of the closed hand should just fail to reach the shoulder of the person in front.

### **FOOT DRILL AT THE HALT**

#### **Introduction**

- There are two basic movements of foot drill described hereafter as:
  - “Bend the ..... knee”
  - “Shoot the ..... foot forward”
- **“BEND THE ..... KNEE”** – one leg is kept braced back with the foot flat on the ground. The opposite leg is raised in front of the body with the knee bent. The foot hangs naturally, with the toe directly under the knee and six inches from the ground. (In basic training the leg should be raised so that the thigh is horizontal.) The leg is then straightened and the foot driven to the ground so that on impact the ball and heel of the foot reach the ground at the same time. The whole movement is completed at speed.
- **“SHOOT THE ..... FOOT FORWARD”** – one leg is kept braced back with the foot flat on the ground. The other leg shoots forward with the knee braced, ready to carry the weight of the body forward.
- These two basic movements should be demonstrated before all others.

## POSITION OF ATTENTION AND STAND AT EASE

### Attention

- Stand with the heels together: the feet turned out at an angle of thirty degrees: the knees braced: the body erect: the weight balanced evenly between the ball of the feet and the heels: the arms straight and held to the sides with the forearm tucked in behind the hip bone and the wrists straight: the hands closed with the thumbs vertical and facing to the front and the backs of the fingers touching the thigh just behind the seam of the trousers: the shoulders held down and back to bring the chest to a normal position without straining or stiffening. The head held up with the neck touching the back of the collar and the eyes open, still, and looking just above their own height, the chin tucked in and mouth closed.

#### Common Faults:

- A strained position which constricts breathing.
- Allowing the body to sag and the shoulders and arms to creep forward
- Roving eyes
- Bending the wrist and failing to close the hands
- Feet or body not square to the front, heels not closed.



≈30°↗

POSITION OF  
ATTENTION

### Stand at Ease from Attention

- “**STAND AT – EASE!**” Keeping the right foot still and leg braced back “Bend the left knee” and drive the left foot to the ground twelve inches to the left of the right foot: at the same time force the arms behind the back by shortest route, keeping them straight: place the back of right hand in the palm of the left hand, with the right thumb crossed over the left and the fingers straight and together. At the same time transfer the weight of the body to the left so that it remains evenly balanced. The distance of twelve inches is measured from the centre of the right heel to the centre of the left heel.

#### Common Faults:

- Bending at the waist when moving.
- Allowing the arms to bend or to leave the body when going behind the back.
- Moving the right foot
- Left foot less than twelve inches from the right foot and not at the correct angle.



|←12”→|

STAND AT EASE  
(rear view)

### Stand Easy from At Ease

- “**STAND – EASY!**” Relax whilst still in the “At Ease” position.

### Common Faults:

- Moving the feet
- Adjusting the clothing, etc. without an order.

### Stand At Ease from Easy

- **“SQUAD!”** Resume the “At Ease” position

### Attention from At Ease

- **“SQUAD – SHUN!”** Keep the right foot still and the left leg braced back “bend the left knee”, pull the arms to the sides by the shortest route. Assume the position of attention.

### Common Faults

- Allowing the arms to bend or to leave the body when coming to the sides.
- Bending at the waist, when moving.
- Moving the right foot.

## TURNINGS

- **Turning by numbers**
  - **“TURNING BY NUMBERS, RIGHT TURN – ONE!”** Turn through 90 degrees to the right, using the right heel and left toe and keeping the weight of the body on the right foot. Throughout the movement both knees are braced back and the body is erect. At the end of the movement the right foot is flat on the ground and the left leg is to the rear with the heel raised.
  - **“SQUAD – TWO!”** “Bend the left knee” and resume the position of attention.

**Note:** The introductory “Turning by numbers” should not be repeated for each successive turn by numbers.

- **Turning about by numbers**
  - **“ABOUT TURN – ONE!”** As for “Right Turn – One” but turn clockwise through 180 degrees. To maintain balance lock the thighs together.
  - **“SQUAD – TWO!”** As for “Squad Two” of the right turn.
- **Falling out**
  - This differs from the dismiss since it does not signify the end of a parade, but only a break in it.
  - The salute is never given. Those who have fallen out will not leave the vicinity of their parade.



**LEFT TURN,  
FIRST POSITION  
(side view)**



**ABOUT TURN,  
FIRST POSITION  
(rear view)**

- Other instructions may be given in conjunction with word of command.

**“FALL – OUT!”** The squad turn to their right, march forward three paces and break off. They will count the regulation pause between movements.

## MARCHING

### Introduction

- The Brigade drills on the move by marching in either quick or slow time. The quick march is normally carried out 116 paces to the minute, although new entrants should start their training by marching at up to 140 paces to the minute to encourage agility and alertness. The slow march is carried out at 65 paces to the minute and is used primarily in ceremonial.

### • Quick Marching

The instructor will give the word of command “Quick March” in time with the rate at which his squad is to march. This movement will be carried out from the position of attention.

**“QUICK MARCH!”** Take a pace of 30 inches with the left foot, swinging the right arm forward and the left arm backwards, then continue with the right foot, etc.

- The pace of 30 inches is measured from heel to heel.
- The heel will strike the ground first, with the knee braced on impact.
- The leg must go forward naturally in a straight line, with the knee sufficiently bent for the toe to clear the ground.
- The arms will be freely swung forward until the bottom of the hand is in line with the top of the waist belt and backwards as far as they will go. They will reach these points as each heel strikes the ground. (New entrants will swing the arm forward so that the top of the hand is in line with top of the breast pocket.)



| ← 30" → |

**MARCHING IN QUICK TIME**  
(side view)

**Note:** Each person in a squad is responsible for keeping their own dressing and the correct step. The leading person of the guiding flank of a squad dictates their direction, length of pace and rate of marching.

### Common Faults

- Stepping a pace of more or less than 30 inches.
- Not keeping the arms, wrists and hands straight.
- Not pulling the arm hard enough backwards
- Allowing the foot to come to the ground with the knee bend.
- Not swinging the arm in a straight line from front to rear.

- **Halting**

**“SQUAD – HALT!”** Given as the right foot passes the left. The movements will be taught first by numbers, then combined and completed at speed.

- **“SQUAD HALT – ONE!”** Complete the pace of thirty inches with right foot and freeze with the right foot flat on the ground, the left heel raised, the left arm at the top of its swing forward and the right arm fully to the rear.
- **“SQUAD – TWO!”** “Shoot the left foot forward” a pace of fifteen inches, placing the foot flat on the ground. Reverse position of the arms.

**Common Faults:** Not bracing the left knee when “shooting the left foot forward”.

- **“SQUAD – THREE!”** “Bend the right knee”, bring the arms to the sides and assume the position of attention.

**Common Faults:**

- Bending at the waist when “bending the right knee”.
- Exaggerating the movement of the right arm when “bending the right knee”.
- Incorrect balance on completion of the halt.

- **Slow Marching by Balance Step**

- **“SLOW MARCHING BY BALANCE STEP LEFT FOOT – FRONT!”** “Shoot the left foot forward” 15 inches, turning it downward, and at the 30 degree angle so that the little toe is just clear of the ground. The body remains in the position of attention. The weight is transferred slightly forward.
- **“FORWARD!”** With the left foot at the same angle complete the pace of 30 inches, ensuring that the little toe touches the ground first. Transfer the weight of the body to the left leg, keeping the right leg 30 inches behind it with the knee bent and the toe on the ground.
- **“RIGHT FOOT – FORWARD!”** Take a pace of 30 inches with the right foot, swinging the leg forward smoothly and without checking it when it is straightened in front of the body. The little toe touches the ground first, the weight is transferred on to that foot and the left leg is 30 inches behind it with the knee bent and the toe on the ground.
- **“LEFT FOOT – FORWARD!”** Carry out the same movement with the left foot as with the right foot.

The instructor will continue to call out “Left Foot – Forward!”, “Right Foot – Forward!” He will eventually do this so that the squad are in fact marching in slow time as a continuous movement. He will then practise slow marching calling out “Left”, “Right”.

**Common Faults:**

- Leaning back, thus allowing the heel to reach the ground first.

- Arms and hands not kept vertical.

## 21. **Halting**

**“SQUAD – HALT!”** Given as the left foot passes the right.

- a. “Shoot the left foot forward” 15 inches, placing the foot flat on the ground.
- b. “Bend the right knee” and assume the position of attention.

### **Common Faults:**

1. Not bracing the knee when “shooting the left foot forward”.
2. Not Halting in quick time.

## **GETTING ON PARADE**

To practise this movement the Squad will be standing easy, in single rank, in close order facing the direction in which they will get on parade. The “Right Guide or Right Hand Person” acts as the Right Marker.

### **“RIGHT ..... MARKER”**

- On the command **“RIGHT”** the whole Squad comes “At Ease”.
- On the command **“MARKER”** the Right Marker springs to attention, marches forward, halts on the 15<sup>th</sup> pace, and stands at ease.

### **“SQUAD ..... GET ON ..... PARADE!”**

- Both the Squad and the Right Marker spring to attention. The Squad march forward, halt on the 15<sup>th</sup> pace, look to the right and pick up their dressing. All these movements have the regulation pause between them.
- When the Squad are dressed correctly they will look to their front and stand at ease in succession from the right.
- The distance which the Squad comes forward may be shortened if there is not enough space.

## **Numbering and Proving**

### **Numbering**

A Squad will always be “numbered” from the right in order that a member of it may be addressed as Number ..... of ..... Rank.

Squad will be brought to Attention.

### **“FROM THE RIGHT ..... NUMBER!”**

- Each person will call out his/her number in succession from the right keeping head and eyes still.

- If an error in the numbering occurs the Instructor will call out **“AS YOU WERE!”** followed by the last correct number given. The person so named will call out his/her number again and the front rank will take up the numbering from him/her.

## Sizing

A body of people drill better together and give a better impression to the spectator if they are correctly sized. Level ground should be used for sizing. A body of men/women is sized either “Tallest on the right, shortest on the left”; “Tallest on the Left, shortest on the Right” or “Tallest on the flanks shortest in the centre”.

It is done by forming everyone into a single rank and grading them using the top of the headdress as a guide.

The sequence for – “Tallest on the flanks shortest in the centre” is:

- **“TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK .... SIZE!”**. The Squad turn to their Right, count the regulation pause and then break off and obey the command. When the Instructor has graded everyone into their correct position he/she will continue.
- **“FROM THE RIGHT ..... NUMBER!”** Numbering will continue 1, 2, 3, 4, etc to the end of the line (with JTC members it might be better to use 1, 2, 1, 2, 1, 2, etc. until they are used to which is odd and which is even numbers).
- **“ODD NUMBERS ONE PACE FORWARD – EVEN NUMBERS ONE PACE BACK ..... MARCH!”** The Instructor must check this movement for correctness.
- **“STAND FAST THE RIGHT HAND MAN, ODD NUMBERS TO THE RIGHT, EVEN NUMBERS TO THE LEFT, RANKS RIGHT AND LEFT ..... TURN!”** Instructors check that this is executed together.
- **“FORM THREE RANKS ..... QUICK MARCH!”**
  - The even numbers wheel through 180E and follow the last odd number.
  - No. 1 remains as Right Hand Man, No. 3 becomes Right Hand Man of the centre rank, No. 5 the Right Hand Man of the rear rank, No. 7 becomes No. 2 of the front rank, etc.
  - On halting in position each person turns to their front, takes up his/her own dressing by the right and remains at attention.

The sequence for “Tallest on the right shortest on the left” remains the same as above, but then is:

- **“STAND FAST THE RIGHT HAND MAN, REMAINDER RIGHT ..... TURN!”**
- **“FORM THREE RANKS ..... QUICK MARCH!”** In this case No. 1 remains the Right Hand Man, No. 2 and No. 3 become Right Hand Men of the Centre and rear ranks respectively. No. 4 becomes No. 2 of the front rank, etc.

**Two Ranks** – when a body of Brigade members is about to parade in two ranks but requires three ranks in the preparatory stages, they should be sized in two ranks and then allotted their positions in three ranks (as opposed to being sized in three ranks and then ordered to “Form Two Ranks”).

## **DRESSING**

- Within a body which is drilling every person must be in line with, and at the correct interval from the person to the left or right. They must also be directly behind, and at the correct distance from the equivalent person in the rank in front. This is dressing.
- The squad will be taught dressing by numbers during the early stages of their training.
- **“DRESSING BY NUMBERS, RIGHT DRESS – ONE!”** All except the right hand person of each rank turn their heads to the right: those in the front rank extend the right arm with the hand closed, with the back of the hand uppermost and the knuckles touching the point of the shoulder of the person to their right. The right hand file raise the right arm forward in line with their breast pocket with the knuckles of the closed hand just failing to reach the shoulder of the person in front.

### **Common Faults:**

- A sluggish movement of the arm or head.
- Not looking up or square to the right.
- **“SQUAD – TWO!”** Everyone except the right hand person of the front rank corrects their dressing by taking short, quick steps until, whilst remaining erect, they can just see lower part of the face of the person two away from them. At the same time those in the centre and rear rank ensure that they are directly behind their equivalent in the rank in front by glancing out of the corner of their left eye.

### **Common Faults:**

- Craning forward
- Not keeping the shoulders square to the front.
- Shuffling
- Unnecessary movement.
- **“EYES – FRONT!”** Turn the head sharply to the front and at the same time return the hands to the sides, keeping the arms straight.

### **Common Faults:**

Sluggish movement of the head and arms.

### **Note:**

- When judging the time count the regulation pause between the two movements.
- When two or more squads are on parade together the right hand files of all squads, except those on the extreme right, will look to their right and dress by the squad to their right.
- **IN CLOSE ORDER, RIGHT – DRESS!”** The reverse of the open order.



## Open and Close Order

A Squad is always inspected and often drilled in “open order”, i.e. with a distance of 60 inches between ranks, measured from the heels of one rank to the toe of the rank behind it. To attain “open order” the front rank moves forward one pace of 30 inches, and the rear rank moves back one pace of 30 inches; the Centre rank remain still.

To teach this movement the instructor should make the Squad act first as the front rank and then as the rear rank.

### “IN OPEN ORDER, RIGHT DRESS – ONE!”

- The front rank “shoot the left foot forward” a thirty inch pace placing the foot flat on the ground. Then “bend the right knee”. The arms remain to the side throughout.
- The rear rank take a thirty inch pace backward, pivoting from the ball of the foot to the heel, poising the body slightly forward and keeping the knees braced. Similarly they “bend the right knee”.

#### Common faults

- Allowing the left knee to bend
- Arms not kept still to the sides.

“**SQUAD – TWO!**” All except the Right hand man of each rank turn their heads to the right; those in the front rank extend the right arm with the hand closed, the back of the hand and the knuckles touching the point of the shoulder of the man to their right.

“**SQUAD – THREE!**” Everyone, except the right hand man of the front rank, corrects his/her dressing by taking short, quick steps until, whilst remaining erect, he/she can just see the lower part of the face of the person two away from him/her. At the same time those in the centre and rear rank ensure that they are directly behind their equivalent in the rank in front by glancing out of the corner of their left eye.

“**EYES ..... FRONT!**” Turn the head sharply to the front and at the same time return the hands to the sides, keeping the arms straight.

“**IN CLOSE ORDER, RIGHT ..... DRESS!**” This is the reverse of the open order.

## MARKING TIME – SLOW AND QUICK TIME

### Introduction

- This movement enables a body of troops to remain in the same position whilst on the march.

#### Slow Mark Time from the Halt

“**SLOW MARK – TIME!**” Raise the left knee and remain balanced on the right foot, with the left thigh horizontal, the foot hanging naturally with the toe directly under the knee. Immediately lower the left foot to the ground. As the left toes comes to the ground, start to raise the right knee in a similar manner.



MARKING TIME (SLOW AND QUICK TIME)  
RIGHT KNEE AT HIGHEST POINT

## **Common Faults**

- Not marking time on the same ground
- Increasing the rate of marching
- Stamping
- **Halt from Slow Mark Time**  
**“SQUAD – HALT!”** Given when the right knee is at its highest point. Drive the right foot to the ground to assume the position of attention.
- **Slow March from Slow Mark Time**  
**“FORWARD!”** Given when the right knee is at its highest point. Drive the right foot to the ground and “shoot the left foot forward” and slow march forward.
- **Slow Mark Time from Slow March**  
**“MARK – TIME!”** Given with the executive word of command drawn out over the right pace. Complete the pace of 30 inches with the right foot and mark time with the left foot.
- **Quick Mark Time from the Halt**  
**“MARK – TIME!”** As for slow mark time but in quick time.
- **Halt from Quick Mark Time**  
**“SQUAD – HALT!”** Given when the left knee is at its highest point. Replace the left foot and “bend the right knee”.
- **Quick March from Quick Mark Time**  
**“FORWARD!”** Given when the left knee is at its highest point. Replace the left foot “bend the right knee”, “shoot the left foot forward” and march a pace of 30 inches swinging the right arm forward and the left arm backwards.
- **Quick Mark Time from Quick March**  
**“MARK-TIME!”** Given with the executive word of command drawn out over the left pace. Complete the pace with the left foot, take a short pace with the right foot which finishes flat on the ground and six inches in front of the left foot, return the arms to the position of attention and mark time with the left foot.

## **WHEELING IN SLOW AND QUICK TIME**

- **Introduction**  
Wheeling is a method by which a body of members with a frontage of not more than six ranks or files, may change direction whilst retaining dressing within those ranks or files.  
**“RIGHT – WHEEL!”** Given over one complete pace.

- The right hand person of the leading rank or file will change direction through 90 degrees on the circumference of a circle with a radius of about two feet. Their length of pace must be regulated to allow those to their left to change direction without losing dressing.
- Those to the left change direction through 90 degrees by lengthening their pace, without losing their interval or dressing.
- Those behind the leading rank or file will follow on covering the same ground as them.

### **Common Faults**

- Those behind the leading rank or file not covering the same ground as them.
- Slovenly arm swinging among the inner men.
- A tendency to increase the rate of marching among the outer men.

### **Note:**

- If the body of men is halted or ordered to mark time when only part of its number have wheeled, those who have not wheeled will immediately cover off those who have.
- If the wheel is to be through more than 90 degrees, the word of command will be given a second time; if through less than 90 degrees, the word of command **“FORWARD!”** will be given.

## **FORMING SQUAD**

Forming Squad is a movement whereby a Squad, moving to the flank in three's changes direction to that of a line, but does not change its direction of march.

The movement is normally taught from the halt to the halt, by firstly dealing with the leading section of three's individually and the remaining sections in turn. Once proficient the whole Squad will move together.

### **• Preparatory words of command**

#### **“AT THE HALT, ON THE LEFT (RIGHT) FORM – SQUAD”**

The whole Squad except the Left(Right) hand member of the leading section of three's (the pivot) – make a left form (a half turn to the left).

#### **“QUICK .... MARCH”**

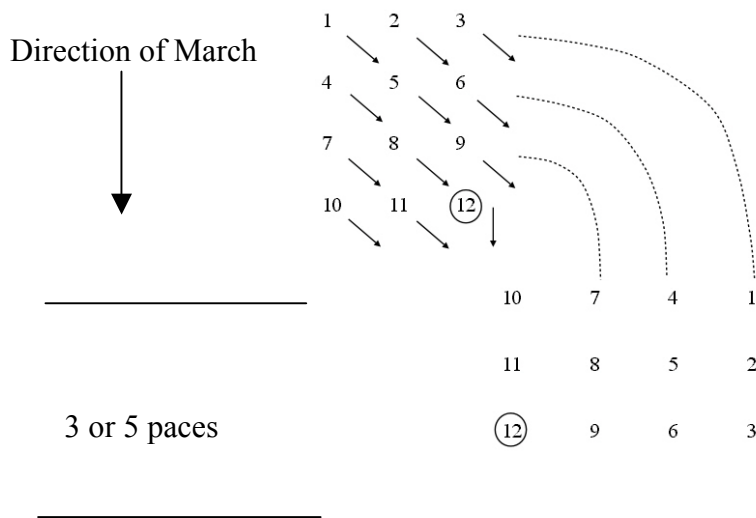
The pivot will march forward three or five paces and halt, at the same time the remainder of the squad march round to their correct places in the line and halt.

**NB** If the cautionary word of Command “At the Halt” is not given, the Squad will Mark Time at the new alignment, from which they will be given the Command “Forward” or “Squad .... Halt”. The movement is the same in slow time.

The pivot will be the right or left hand member of the leading section of three's, dependant on which direction the Squad will be formed.

## Illustration 1

### Forming Squad – At The Halt – On The Left (Right)



### CHANGING DIRECTION

This movement is a means whereby a Squad changes its direction of march without altering its formation. Changing Direction is always used when there are more than six people in line. The movement is usually taught from the halt to the halt, in individual files in turn, before the whole Squad is practiced together. The command for this movement is the only one preceded by the cautionary words of command ..... “Change Direction”.

- **Cautionary word of command**

#### **“CHANGING DIRECTION, RIGHT (OR LEFT), AT THE HALT RIGHT (OR LEFT) – FORM”**

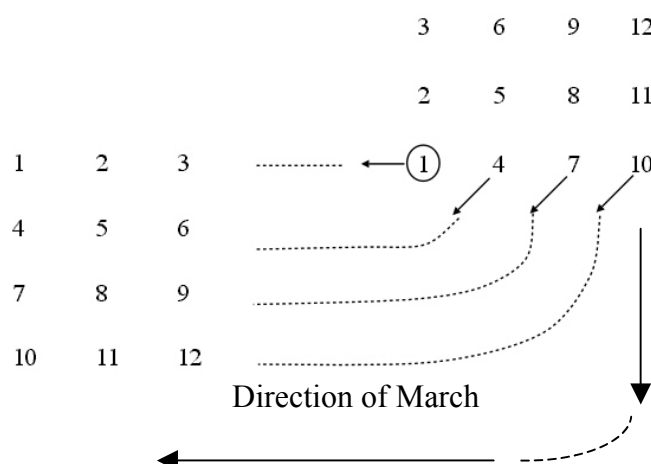
The Right hand member (1) does a Right Turn, whilst the remainder of the front rank only, Right Form (i.e. a half turn to the right). The remainder of the Squad stand fast.

#### **“QUICK ..... MARCH”**

The pivot (1) marches three/five paces forward and halts. The members in the file behind the pivot, follow suit by wheeling and halting with a distance of one pace between each other, facing in the new direction. At the same time the other files wheel round into their new positions and dress off from the right files.

## Changing Direction – At The Halt On The Right (Or Left)

- No 1 (pivot) will turn to the right, Nos 4, 7, 10 right form, remainder of Squad stand fast
- No 1 (pivot) marches three/five paces Forward and Halts. Nos 2, 3, wheel and Halt in file. The three files wheel round into line.



## SALUTING

### The Salute to the Front

#### • Introduction

- It is taught initially by numbers
- To move freely the squad will be inclined in open order.
- “SALUTING BY NUMBERS, SALUTE TO THE FRONT – ONE!”**  
Raise the right arm sideways until it is horizontal, straighten the fingers and thumb, keeping them together, with the palm facing the front. Bend the elbow, keeping the hand and wrist straight, until the tip of the forefinger is one inch above the right eye, the palm facing front.

#### Common Faults:

- The body and head not remaining erect
- Allowing the elbow to come forward
- Hand not straight and in an incorrect position
- Allowing the left arm to creep forward.
- “SQUAD – TWO!”** Return to the position of attention by dropping the elbow forward to the side of the body, then straightening the arm and closing the hand.

#### Common Faults:

- Dropping the hand before the elbow.
- Not resuming the position of attention with the right arm.



SALUTING TO THE FRONT

## Saluting to the Right and Left

- The instructor will first revise the salute to the front at the halt and will then teach the squad how to salute to the right and left from the position of attention.
- **“SALUTE TO THE RIGHT – SALUTE!”** Take a 30 inch pace with the left foot, at the same time bring the right hand and arm to the salute and turn the head through 90 degrees to the right. Freeze with the left heel and right foot on the ground and the weight of the body evenly balanced between them. As the left heel strikes the ground, call out **“ONE!”**.

### Common Faults:

- Not keeping the body and shoulders to the front and the head at an angle of 90 degrees to them.
- Not moving the left foot, right arm and the head at the same time.

### Note

- In the salute to both right and left the tip of the forefinger remains one inch above the right eye.
- In the salute to the right the eyes can see the whole of the palm of the right hand.
- The instructor will check the position of each member of his squad.
- **“AS YOU WERE!”** Return to the position of attention.
- After the squad has mastered the salute to the right and left from the position of attention they will be taught the salute to the right and left on the march by numbers.
- **“SALUTING BY NUMBERS, SALUTE TO THE RIGHT – ONE!”** Given as the left heel strikes the ground. Continue a 30 inch pace with the right foot, take a 30 inch pace with the left foot and at the same time bring the right hand and arm from the rear to the salute, the left arm from the front to the position of attention and turn the head through 90 degrees to the right. Freeze with the left heel and right foot on the ground and the weight evenly balanced between them. As the left heel strikes the ground, call out **“ONE”**.
- **“SQUAD TWO!”** Take a 30 inch pace with the right foot, remaining at the salute with the left arm at the position of attention. Freeze with the right heel and left foot on the ground and the weight evenly balanced. Call out **“TWO”**.
- **“SQUAD – THREE!” “SQUAD – FOUR!” “SQUAD – FIVE!”** These words of command may be given in quick succession. The squad take a further pace on each word of command, call out **“THREE”, “FOUR”, “FIVE”**.
- **“SQUAD – SIX!”** Take a 30 inch pace with the right foot. As the heel strikes the ground, turn the head to the front, return the right arm to the position of attention and freeze with the right heel and left foot on the ground and the weight evenly balanced. Call out **“DOWN”**.



SALUTING TO THE LEFT

- **“SQUAD – FORWARD!”** Take a 30 inch pace with the left foot, swinging the right arm forward and the left arm backward. Call out **“SWING”** and continue marching.

After practising the salute to the right and left by numbers the squad should combine the movements.

**“SALUTING, SALUTE TO THE RIGHT – SALUTE!”** Given as the left heel strikes the ground.

The instructor will now practise the squad in saluting when passing an officer, for this they should be split into files.

**“UP”** Given as the left heel strikes the ground by the member who is nearest to the officer. The file react as if they had been given the executive word of command **“SALUTE”**.

**Note:** **“UP”** should be called out five paces before the officer is reached and must be loud enough for the file to hear it.

### **“Saluting to the Front”**

- When a member delivers a message or speaks to an officer, he approaches, halts, salutes, delivers the message or speaks, salutes, turns in the direction in which he is to move, and marches away.
- **“SALUTE TO THE FRONT – SALUTE!”** Given as the right foot passes the left.
  - Halt
  - Salute to the Front
  - Salute to the Front
  - Turn about
  - Step off in quick time.

**Note:** Judge the regulation pause between each movement.

### **EYES RIGHT AND LEFT**

A formed body of men on the march pays compliments to the left or right in the following way:

- **In Slow Time**
  - **“BY THE RIGHT, EYES – RIGHT!”** Given as the right foot touches the ground. Take a 30 inch pace with the left foot and as it touches the ground, turn the head through 90 degrees to the right and continue in this position.

### **Common Faults**

- Shortening the length of pace and losing balance and thus direction.
- Leaning back

- Not looking upwards and at the object of the eyes right.

**Note**

- The right hand man or right guide will look to his front throughout.
- Officers, Warrant and Non Commissioned Officers in command of men will salute.
- **“EYES – FRONT!”** Given as the right foot reaches the ground when the body of men is past the object of the “eyes right”. Take a 30 inch pace with the left foot and as it touches the ground turn the head to the front and continue marching.
- **In Quick Time**
  - **“BY THE RIGHT, EYES – RIGHT!”** Given as the left heel strikes the ground. When the left heel next strikes the ground turn the head through 90 degrees to the right. Continue to swing the arms throughout. The notes and common faults are as for slow time.
  - **“EYES FRONT!”** Given as the left heel strikes the ground. When the left heel next strikes the ground turn the head to the front.
- The instructor should now explain and demonstrate to the squad the remaining movements of this section.

### **DISMISSING AND FALLING OUT**

- **“DISMISS!”**
  - The squad will turn to the right
  - If an officer is present they will salute.

**Note**

- They will judge the regulation pause between the above movements.
- The instructor must tell the squad whether to salute or not.
- They will step off and march forward three paces.
- They will then break off in quick time and will remain in step within individual groups until they have left the parade ground.

### **DRILL WITH THE CANE**

- **Attention**

With the right hand hold the cane vertical, close to the right side of the body, first joint of the forefinger of the right hand underneath the knob of the cane and pointing towards the thigh, thumb down and to the front, the remaining three fingers grasping the cane, and the ferrule of the cane in front of the right shoulder.



- **Stand at Ease**

Adopt the “at ease” position with the back of the right hand in the palm of the left; the right hand holds the cane as at attention; the cane is kept between the crook of the right arm and the body.

- **Marching**

Step off, and working as the first left foot strikes the ground, move both hands at the same time to grasp the cane in the middle, keeping the cane upright into the right shoulder with the left hand; on the next left foot straighten the right arm with the cane horizontal, and return the left arm to the side. When the left foot comes to the ground for the third time swing the arms holding the cane between the thumb and first two fingers of the right hand and keeping it horizontal throughout the swing, which must be straight from the front to the rear.

**Note:**

- The cane in this position is “at the trail”.
- Should the squad be dressed at less than arms interval and moved to a flank, the cane will be kept at the position of attention and both arms will be swung.

- **Halting**

Halt with the cane at the “trail”, judge the regulation pause and bring the cane to the position of attention as follows:

- **First Movement:** Bend the right arm, keeping the elbow to the side, so that the cane is vertical in front of right shoulder. At the same time bring the left hand across the body, forearm horizontal, seize the centre of the cane with the back of the hand to the front, transfer the right hand to the knob of the cane and hold it as the position of attention. The cane is vertical and forced back to the shoulder by the left hand. Judge the regulation pause.
- **Second Movement:** Return the left arm to the side and pull the right hand back to the position of attention.

- **Saluting – at the Halt**

- **“SALUTING BY NUMBERS, SALUTE TO THE FRONT – ONE!”** Force the cane under the left armpit, ferrule to the rear, the cane is horizontal.
- **“SQUAD – TWO!”** Return the right hand to the side.
- **“SQUAD – THREE!”** Salute.
- **“SQUAD – FOUR!”** Return the right hand to the side.
- **“SQUAD – FIVE!”** With the right hand seize the cane close to the left arm, with the back of the right hand uppermost.
- **“SQUAD – SIX!”** With the right hand take the cane from under the left armpit to a vertical position in front of the right shoulder, keeping the right elbow close to the body. At the same time bring the left hand across the body forearm horizontal seize the centre of the cane with the back of

the hand to the front, transfer the right hand to the knob of the cane and hold it as at the position of attention. The cane is vertical and forced back to the shoulder by the left hand.

- **“SQUAD – SEVEN!”** Return the left arm to the side and pull the right hand back to the position of attention.

### 36. **Saluting on the March – to the Right and Left**

- **“SALUTING BY NUMBERS, SALUTE TO THE RIGHT – ONE!”** Given as the left heel strikes the ground. On the next left foot place the cane under the left arm. Freeze.
- **“SQUAD – TWO!”** Take a further pace with the right foot and on the next left foot return the right hand to the side. Freeze.
- **“SQUAD – THREE!”** Take a further pace with the right foot and on the next left foot salute to the right. Freeze.
- **“SQUAD – FOUR! FIVE! SIX! SEVEN!”** Take a further pace on each word of command, remaining at the salute.
- **“SQUAD – EIGHT!”** Return the right arm to the side and the head to the front as the right heel strikes the ground.
- **“SQUAD – NINE!”** As the left heel strikes the ground, with the right hand seize the cane close to the left arm. Freeze.
- **“SQUAD – TEN!”** Take a further pace with the right foot and on the next left foot bring the cane to the trail, adjusting the hand to the point of balance. Freeze.
- **“SQUAD – ELEVEN!”** Take a further pace with the right foot and on the next left foot swing both arms. Continue Marching.

### 37. **Saluting on the March – to the Front**

**“SALUTE TO THE FRONT – SALUTE!”** Given as for the “Halt”. Halt, with the cane at the trail, place the cane under the left arm; return the right arm to the side; salute; salute again; turn about; step off bringing the cane to the trail by working from the first left foot.

## **FOR INSTRUCTORS – EXPLANATION OF PACE STICK USE AND DRILL**

### • **The Pace Stick**

The pace stick is used to gauge the correct length of pace and to measure the distance between ranks. It is a difficult instrument to wield and perfection of the art of turning it, requires constant practice. The instructor should march beside the leading man of the squad, with the pace stick open and turning and control the length of pace. When the squad have progressed and are marching the correct length of pace, the instructor should periodically check the length of pace by marching behind them with the pace stick open and turning.

### • **The Method of Carrying the Pace Stick**

- When closed, the stick is normally carried either at the trail or under the left arm. When at the trail it is swung with the right arm from front to rear and kept horizontal; when under the left arm it is kept horizontal, the point of balance under the left armpit, shoe to the rear, the head of the stick held in the left hand fingers together and on the left, straight and slanting upwards, thumb straight and on the right.
- When saluting with the pace stick carried under the arm, return the left hand to the side as the right hand comes up to the salute. As the right hand is returned to the side, seize the head of the stick with the left hand as detailed above.
- If the stick is held at the right side in the position of attention the rules for cane drill will apply.
- **Standing Easy, At Ease and at Attention with the Pace Stick Open.**
  - “At Ease” Hold the pace stick in the right hand just below the apex, with the metal parts to the front, back of the hand to the right, fingers straight and pointing to the front, thumb round the rear shaft and elbow to the side. The rear shaft is vertical with the shoe 1” to the right of the tip of the right toecap. The front shaft points to the front with the shoe off the ground. The left arm is to the side.
  - “Easy” Relax the body and curl the fingers of the right hand round the front shaft.
  - “Attention” “Bend the left knee” and swing the forward shaft of the stick clockwise to the rear.
- **Marching and Halting with the Pace Stick**
  - **“QUICK (SLOW) – MARCH!”** Step off with the left foot. Swing the rear shaft of the stick anti-clockwise by turning the apex with the fingers and thumb. The free shaft of the stick comes forward and the point comes to the ground exactly in front of the point already on the ground. Continue this movement with each foot.
  - **“HALT!”** Halt with the stick in the position of attention.

**Note:**

- When the stick is not being turned on the march it is held with the forearm horizontal, hand in front of the right hip, forefinger round the forward shaft which is vertical, thumb on the left, other fingers inside the apex round the rear shaft.
- Instructors should be able to turn the stick with either hand.

## **PARADE PROCEDURE**

The Brigade is constantly in public view and it is essential that the standard of Parade Discipline should be of the highest quality.


In order to assist Formations, there is a need to show by diagram and disposition, various “Arrangements for Parading”.

These are for guidance only – They are mandatory only on the authority of a Parade or Formation Commander.

- **Foundations of a Good Parade**

- **Uniformity:** Ensuring Dress Standards are as per Brigade Dress Code.
- **Drill Manual:** Study the Brigade Drill Manual. Train the unit in all the basic movements.
- **Duties of WO's:** The foundation of every Good Parade is that WO's under the direction of the Adjutant, organise the Parade and ensure and maintain **First Class Discipline**.

**Legend**

Battalion Commander	z	Battalion WO	r
Battalion 2 i/c	x	Company WO	i
Adjutant	j	Sergeant	h
Company Commander	a	Drum Major	t
Company 2i/c	g	Marker	<div style="border: 1px solid black; padding: 2px; display: inline-block;">X</div>
Other Officers	d		
Colours		Other Ranks	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div>

**Notes:**

The Paces for Staff positions are calculated from the front of No. 1 Company.

Should the Regimental Commander and Staff march, they will take position senior to Battalion Commander 25 paces from front of No 1 Company.

**Bands:**

If there is a Regimental Band this will lead, other bands will parade as ordered.

**Colours:**

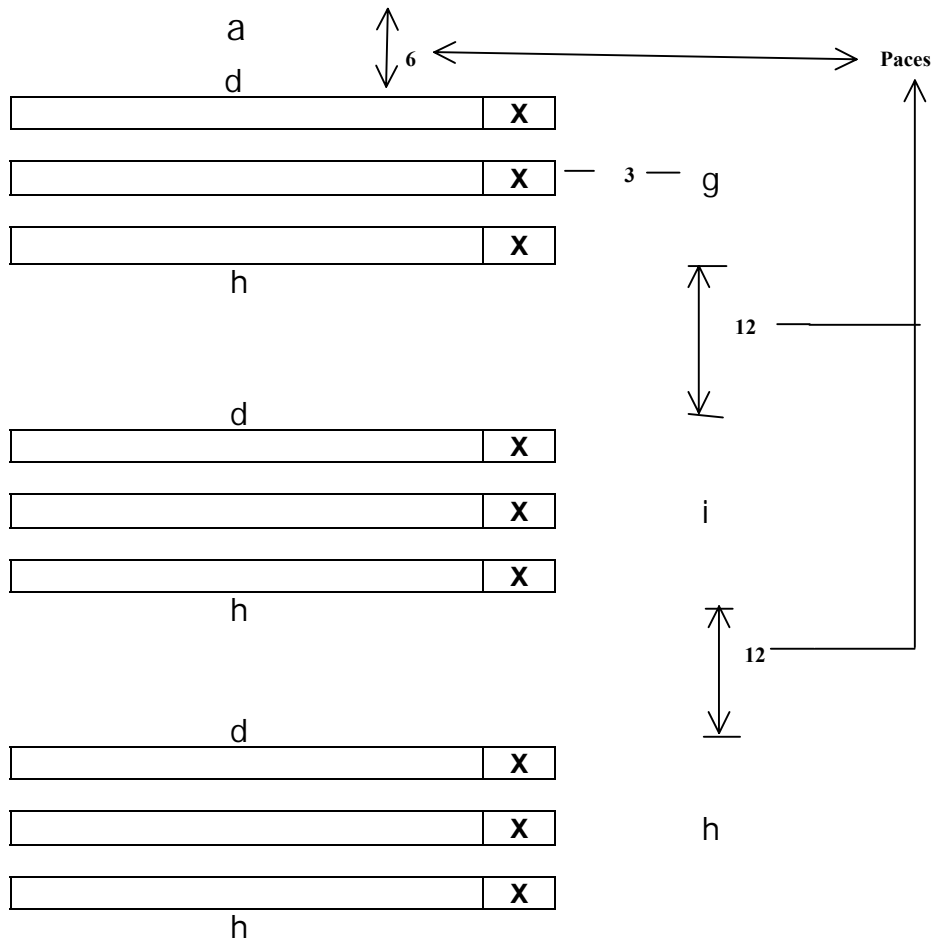
Battalion Parade: Colours parade between No 1 and No 2 Companies.

Regimental Parade: Colours parade between No 1 and No 2 Companies of Leading Battalion. The "Battalion Colours" will parade between No 2 and No 3 Companies.

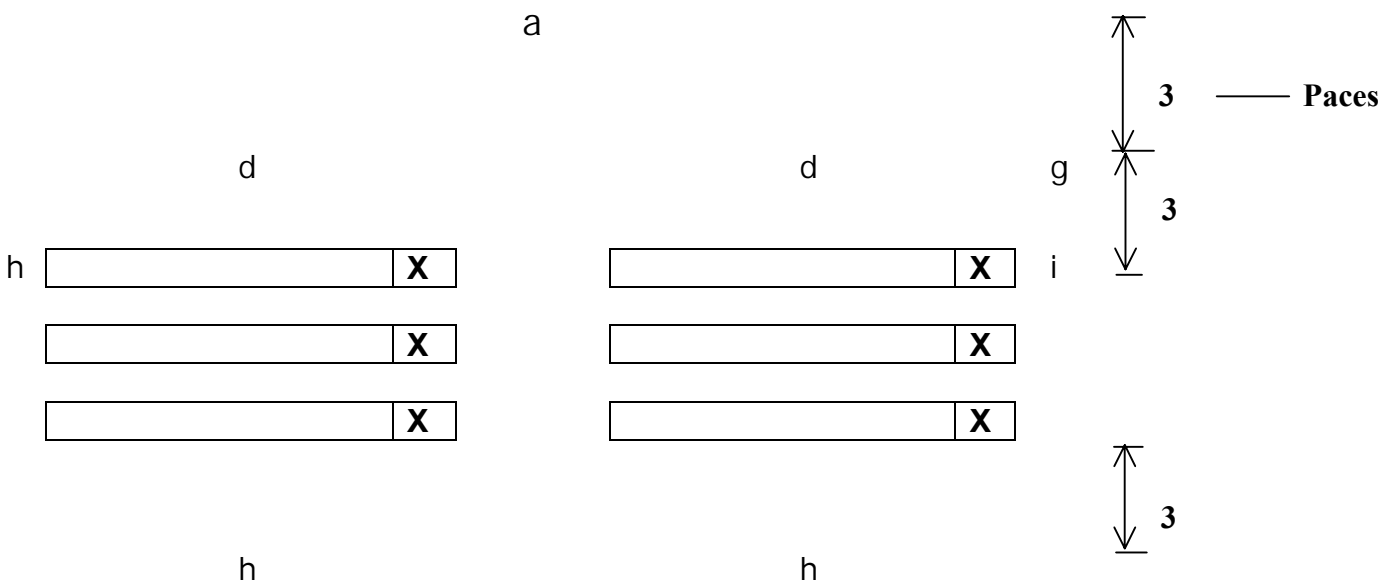
Colours of other Battalions between No 1 and No 2

"Queen's Colour" is always on the right of a parade.

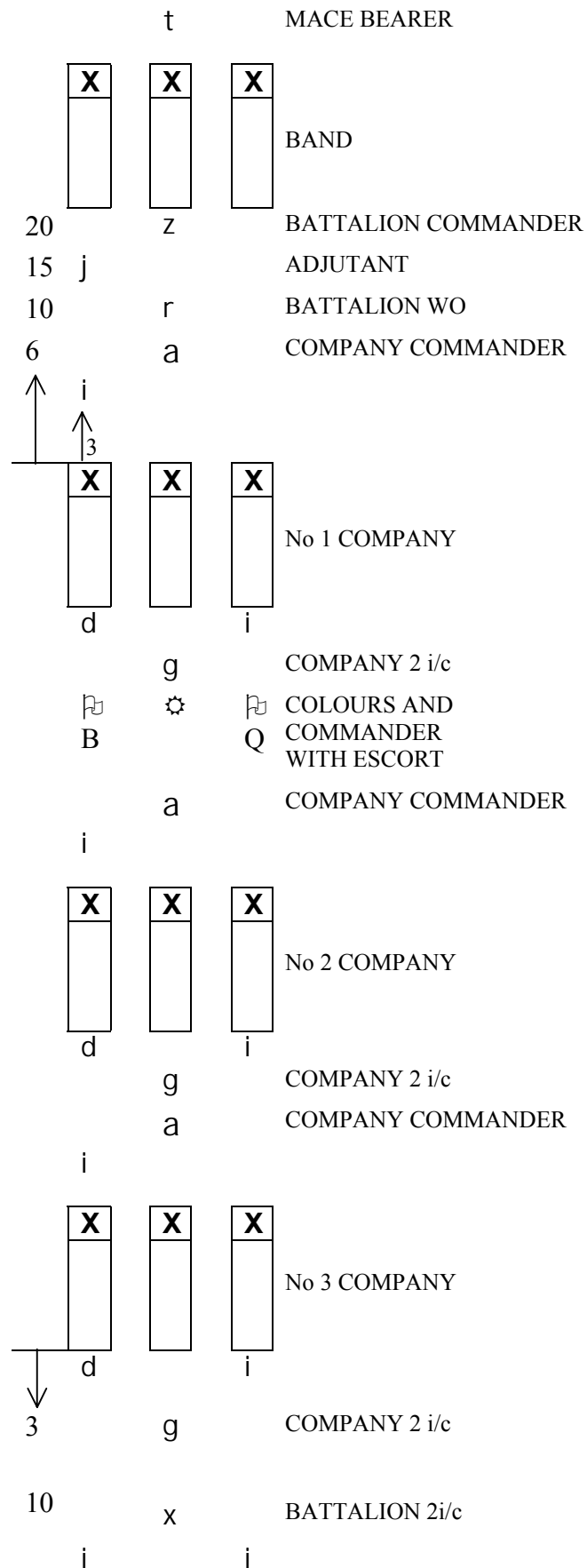
## COMPANY IN CLOSE COLUMN



## COMPANY IN LINE



## COLUMN OF ROUTE



# Parade Procedure

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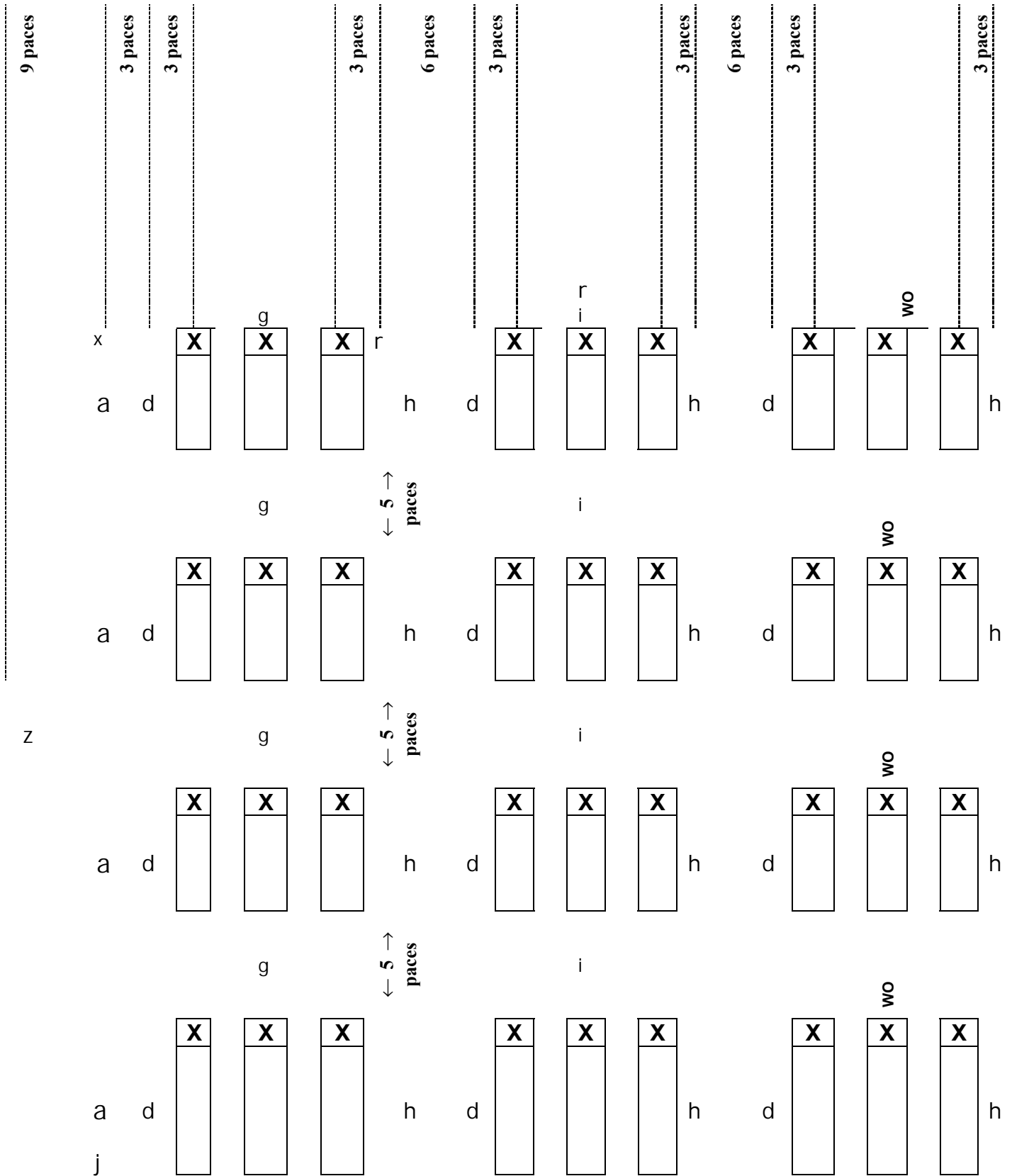
## Review Order for Inspection

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# A BATTALION IN MASS





## COLOUR DRILL

- **General**

The term Colour in this Section also refers to the Standard.

- **The Order**

The Colour pike and the Colour will be held with the right hand at that part of the pike where the lowest corner of the Colour reaches. The pike will be kept upright, the bottom of the pike resting on the ground in line with and against the right toe, the elbow close the body. The Colour should not be stretched tight down the pike, but allowed to hang naturally.

- **Stand At Ease**

The movements will be normal, except that the left hand will remain at the side and the Colour will be kept upright at the right side.

- **Carry – from the Order**

- Raise the Colour to an upright position in front of the body, guiding the base of the pike into the socket of the Colour belt with the left hand and keeping the right forearm on the pike for control.
- Cut the left hand smartly to the side and at the same time raise the right forearm to a horizontal position. The right hand will be opposite the centre of the mouth, back of the hand to the front, wrist and forearm horizontal i.e., at right angles to the pike, which will be held upright.

- **The Slope – from the Carry**

- Raise the Colour just clear of the socket of the Colour belt, controlling the base of the pike with the left hand.
- Lower the Colour sharply onto the right shoulder.

The angle of the Colour at the slope will be 24 degrees, the right elbow close to the side, the right forearm parallel with the ground. The Colour should hang over and cover the right shoulder and arm. The pike should not show between the hand and shoulder, but should be covered by the end of the Colour.

- **To change the colour from the right to the left shoulder**

- Grasp the Colour and pike with the left hand close above the right.
- Carry the Colour across the body and place it on the left shoulder in the same position as detailed in the second motion of the 'Slope' from the 'Carry'.
- Cut the right hand smartly to the side.

- **To change the colour from the left to the right shoulder**

The reverse of the right to left procedure.

- **Carry – from the Slope**

- Raise the Colour off the right shoulder with the right hand to the position of the 'Carry', guiding the base of the pike into the socket of the Colour belt with the left hand keeping the right forearm running along the pike for control.
- Cut the left hand smartly to the side and at the same time raise the right forearm to a horizontal position.
- **Order – from the Carry**
  - Raise the Colour and pike just clear of the socket of the Colour belt, controlling the base of the pike with the left hand and dropping the right forearm onto the pike.
  - Lower the Colour to the position of the 'Order', catching the pike with the left, the forearm to be parallel to the ground.
  - Cut the left hand to the side.

- **To let the Colour Fly – from the Carry**

Release the Colour with the right hand and seize the pike again immediately.

- **To Catch the Colour**

Grasp the Colour with the right hand and resume the position of the 'Carry'.

- **Lowering of Colours**

The Colours carried by the Brigade are:

"Queen's Colour" (Union Flag) and "Brigade Colour"

"Queen's Colour" is only lowered when HM The Queen is present or one of her appointed representatives. This applies to the playing of the National Anthem and General Salute.

"Brigade Colour" this is lowered for the National Anthem and General Salute – and applies in Church.

- **To lower the Colour at the Halt**

- On the caution 'General Salute' the Colour will be let fly.
- Raise the Colour pike just clear of the socket of the belt.
- Lower the Colour.

Carry the Colour well to the right and lower it with a sweeping motion to a position in front of and in line with the right toe, the head of the pike just clear of the ground, the Colour being spread on the ground and to the right of the pike. If a strong wind is blowing from the right, carry the Colour well to the left and lower it with a sweeping motion to a position in front of and in line with the right toe, the Colour being spread to the left of the pike. The pike should be held under the right armpit, the back of the hand towards the ground and the right elbow close to the body.

**Notes:**

- Care must be taken to look straight to the front when lowering the Colour and not to following it with the eyes.
- When the Colour is lowered in wet weather or on muddy ground the pike will be held as in para below.
- **To Lower the Colour when Marching Mast in Slow Time**
  - On the caution 'Eyes', the Colour will be let fly.
  - On the command 'right', the motions will be performed as laid down in para above, except that the Colour pike will be held horizontally in front of the body and resting underneath the forearm, the Colour hanging straight down. The time of this drill is equivalent to four paces.
- **Carry – from Lowering the Colour**
  - Raise the Colour to the position of the 'Carry'.
  - Catch the Colour.

**Note:**

The Colour should be raised with the right hand and pressure of the pike under the armpit. The left hand may be used to guide the pike into the socket. Care must be taken that the body is not moved to assist the raising of the Colour.

- **Colours in Church**

During a Church Parade or other appropriate service the Colour may be deposited in Church. This is not to be confused with the Laying Up of Colours.

The procedure is as follows:

- Male Officers will move their hat.
- After the choir and clergy have processed, the Colour Party will slow march up to the aisle to the chancel where they will halt before the altar rails, the Ensign will kneel.
- The Chaplain will take the Colour and lay it on the altar with the pike to his right and the Colour draped over the front of the altar.
- The Ensign will stand and together with Colour Party, left/right turn (or about turn) and march off to their seats, where they will take their places.

After or during the closing Hymn, the reverse procedure will be followed.

All drill movements will be carried out in Church with dignity and reverence, with the minimum of noise. Honours will not be paid with Colours in Church.

- **Drumhead Services**

Colours may similarly be laid on piled drums at a Drumhead Service. They will be received on parade in the normal manner and the Colour Party will take up its normal position. After the Chaplain has moved forward to the rear of the piled drums, the procedure given as Colours in Church will be followed. The Colours will be laid on the drums as shown in Annex.

The Colours are collected by the Colour Party after the closing hymn, after which normal parade procedure will apply.