

## CHAPTER 1 - BASIC PRINCIPLES

### OBJECT OF THE MANUAL

1. The purpose of the Manual of Drill and Ceremonial is to set out the correct procedures for ATC drill and ceremonial. The only drill movements which are to be taught in the Corps are those laid down in the Manual, and those responsible are forbidden to practise methods different from those herein contained. However, it may be necessary to modify some of the procedures contained in this publication having regard to the size of the parade area, the number of personnel available and the time allowed for rehearsal.

### METHOD OF INSTRUCTION

2. The full value of drill depends on the way in which it is carried out. The instructor or Parade Cdr is to insist on:

- a. The absolute cleanliness and correctness of each person, including clothing, arms and equipment.
- b. Immediate obedience to his orders.
- c. Silence during parades.

3. The instructor, by personal example, is to be a model to others and therefore must:

- a. Know his subject well.
- b. Be patient yet firm.
- c. Have a good systematic method of instruction based on common sense application.
- d. Know and be sympathetic to those under his control.
- e. Be able to pick out those trainees who are quick to learn and those who are slow or nervous so that the backward may be given individual instruction and encouragement.
- f. Be alert and smart.

4. Instruction is to be simple, concise and interesting so that it is easily learnt and remembered. Instruction should also be consistent and the same instructor, if possible, should be used to carry out the complete sequence of training for a particular squad. Thus each person can receive the maximum amount of personal supervision. Periods of instruction are to be short, to avoid the instructor or trainee becoming over tired. The squad is always to be stood easy when the instructor is explaining the details of movement. A programme of instruction is to be varied to avoid monotony and consequent loss of interest.

## SEQUENCE OF TRAINING

5. The following sequence is to be adopted:
  - a. The instructor is to name the exercise.
  - b. The instructor is to demonstrate the movement.
  - c. The instructor is to explain the movement, stating in simple language the relevant details.
  - d. The trainees are to carry out the exercise in slow time or by numbers. Individual faults are to be corrected by the instructor.
  - e. Trainees are to practice the movement. After improvement they are to carry out the movement in quick time, judging the time.
6. As the efficiency of the Corps depends upon the individual efficiency of each member, drill training is to be both individual and collective.
7. Drill instruction is to be divided into the following progressive stages:
  - a. Foot Drill. Foot drill is designed to train members of the Corps to understand an order instantly; to teach obedience, steadiness, self-reliance and alertness; to make personnel smart and to accustom individuals to take their place in a disciplined body.
  - b. Drill Movements in Formation. Drill movements in formation enable large numbers of personnel to be controlled effectively by their Cdrs. Practice in these movements develops a high standard of individual discipline and a mutual confidence between all ranks in a Sqn.

## WORDS OF COMMAND

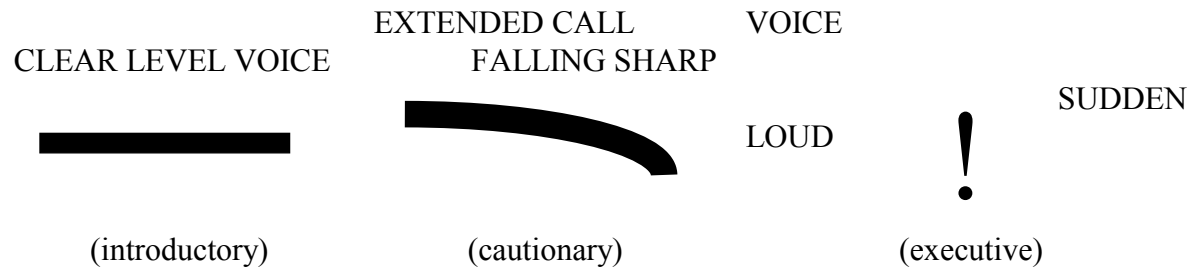
8. Words of command are to be given distinctly, and with confidence and determination, as they convey an order which is to be smartly and promptly obeyed. They are to be loud enough to be heard by all concerned and an interval is to be observed, sufficient to allow the order to carry over the distance between the instructor and trainees. Those responsible for giving orders are to be given frequent practice in delivering words of command, to increase their confidence. A person giving an order is to stand to attention.
9. Words of command are to be given in 2, sometimes 3, distinct parts:
  - a. Introductory explanatory<sup>1</sup>.
  - b. Cautionary warning.
  - c. Executive command.
10. a. The introductory words of command serve to generally advise personnel of an intention; this is given in a clear, deliberate level tone.

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<sup>1</sup> Often preliminary words of command are not necessary for short, simple movements.  
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b. The cautionary word of command, which gives imminent warning of the movement, is normally a word of one syllable. This is to be given as a loud, extended call and for a large parade may need to be made to last several seconds.

c. This is immediately followed by the executive command (the signal for the movement to be carried out) which is to be given distinctly and very sharply, care being taken not to lower the voice; thus:



thus:

"Flight, into line	-	<b>right</b>	-	TURN"
(introductory)		(cautionary)		(executive)

or:

<b>"Squadron</b>	-	-	HALT"
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11. For uniformity, the pause between the introductory and the cautionary words of command is to be equivalent to 2 beats in the cadence of slow or quick time: the pause between the cautionary and executive words of command is to be the equivalent of one beat of slow or quick time (in each case depending upon whether the movements are to be made in quick or slow time). Thus when a squad is moving, the last word of the caution is to be given as one foot touches the ground; this is to be followed by a pause while the other foot completes its pace and finally the executive word is to be given as the first foot again touches the ground (see Annex A). If a squad is stationary, the equivalent pauses between the words of command are still to be made.

12. When an order is given to personnel on the march, the executive word of command is to be given one pace before the movement is to be made, so as to give the individual time to control his forward momentum before carrying out the new order. This pace is known as the 'check pace' and its use is shown in the following order.

"Squad	-	<b>right</b>	-	TURN"
(introductory)		(cautionary)		(executive)

The cautionary word "**right**" is to be given when the left foot is forward on the ground; the executive word "TURN" is to be given when the left heel next strikes the ground. Individuals then check their momentum on the next pace forward by the right foot, and carry out the turn with the left foot.

13. To move off a unit in step with the preceding unit in quick or slow time, the cautionary word "**Slow/quick**" is to be given as the right heels of personnel in the preceding unit touch the ground, followed by the executive word "MARCH" when the right heels of the personnel in the preceding unit are again forward and on the ground.

14. The cautions and commands in this manual are normally given with regard to one flank only, but the principles apply equally to movements to the other flanks, which are also to be practised.

15. A command given from a distance is to be delivered early enough to allow for the increased time it will take for the voice to reach the squad.

16. The initial words of command are normally to be prefixed with the title of the unit to which the command is being given, thus:

"Number ?? Squad/Flight/Squadron, **right** - TURN"

17. During the initial period of instruction, when teaching movements by numbers, the following procedure is to be adopted by instructors:

- a. The actual word of command is to be given, followed by the words "By numbers".
- b. Then the cautionary word "**Squad**" etc.
- c. Followed by the executive commands "ONE, "TWO" etc, as appropriate, thus:

"Right turn, by numbers, **Squad - ONE**" then "**Squad - TWO**" etc.

18. The table at Annex A to this Chapter details the foot on which executive words of command are to be given to personnel on the move.

## INSPECTIONS

19. When a unit parading in ranks is to be inspected, the ranks are to be opened for the inspection and closed on the completion.

20. The inspecting officer or non-commissioned officer (NCO) is to start the inspection from the right flank, moving along the front rank to the left flank, after which the rear of the front rank is to be inspected from left to right flank. The inspection of the centre and rear ranks is to be carried out in the same manner. Each individual is to be inspected from head to foot, both front and rear. This is done by stopping 45° in front of the cadet being examined and looking at the cadet's right hand side then moving one pace past and looking back at 45° at the cadet's left hand side.

**Note: Remember you must not touch the cadets on parade.**

21. Each rank is to be inspected in the attention position. Ranks not being inspected may, at the discretion of the inspecting officer, be stood at ease.

22. A person, when ordered to adjust equipment etc during an inspection, is to first ground arms if necessary, immediately place the right foot smartly 30cm (1 ft) to the rear, and make the adjustment, after which he is to resume the position of attention and take up arms.

23. The major items which are to be noted when inspecting a parade are:

- a. The personal cleanliness of the individual.
- b. That clothing, boots and equipment are clean, in good repair and worn correctly.

24. Details to be examined during an inspection are listed at Annex B to this Chapter.

### SIZING

25. Personnel parading in squads, Flts etc should, for formal parades or public displays, be arranged in height order, to render a smarter unit appearance. On occasions when distinctive accoutrements are worn such as a white belt, it may be better to arrange personnel by the level of such belts rather than their height in order to achieve the best effect.

### INTERVALS

26. Each individual is to occupy a lateral of 105cms (42 ins) in the ranks.

27. The lateral space between units is to be measured in paces of 75cms (30 ins).

### DISTANCE

28. The distance between ranks is to be 75cms (30 ins) measured from heel to heel.

29. The distance between units in formation is also to be measured in paces of 75cms (30 ins) from the heels of the front rank of one unit to the heels of the front rank of the unit in next succession.

### LENGTH OF PACE IN MARCHING

30. The lengths of pace in marching are:

- |    |                           |        |          |
|----|---------------------------|--------|----------|
| a. | Slow/Quick March          | 75cms  | (30 ins) |
| b. | Double March              | 100cms | (40 ins) |
| c. | Stepping Short            | 53cms  | (21 ins) |
| d. | Stepping Out              | 83cms  | (33 ins) |
| e. | Stepping Forward/Backward | 75cms  | (30 ins) |
| f. | Sideways March            | 30cms  | (12 ins) |

## TIME IN MARCHING

31. The numbers of paces to the minute for marching are:
- a. Slow Time 60 paces per minute
  - b. Quick Time )  
Stepping Forward/Backward ) 120 paces per minute  
(This is equal to 91m (100 yds)  
) per minute.)  
Sideways Marching )
  - c. Double Time 180 paces per minute.  
(This is equal to 182m (200 yds)  
per minute.)

32. A drummer using a metronome may be used to beat the correct time when drill instruction is being carried out. Trainees are to note the time carefully, after which they are to be marched to the time indicated; the drummer is to tap out the correct timing at intervals as a check.

## UNPLANNED INCIDENTS ON PARADE

33. The responsibility for attending to any unplanned incident during a parade rests with the experienced hand of the Parade Warrant Officer (WO). For example, if a cadet faints, the WO will deal with the matter at the time while the rest of the parade maintains a practised disinterest. The WO should usually have a couple of orderlies standing by off the actual parade ground and he is able to send for them as necessary.

34. By tradition, the Parade WO is privileged to be free-lance at any stage of a parade, subject to his common sense appreciation of the circumstances of the moment. He would not, for example, initiate retrieval of a dropped hat at the instant of a general salute; indeed there are circumstances in which the WO might decide it is better to do nothing at all.

35. This customary arrangement forms a suitable basis for dealing with a wide variety of corrections to detail on parade, from checking individuals' dressing to dealing with the most unexpected or alarming circumstances on even the most formal parades. Great responsibility therefore always rests with the Parade WO to foster the smooth completion of a parade by discreet and appropriate handling of unplanned incidents.

Annexes:

- A. Details of Correct Foot on Which to Give Executive Words of Command.
- B. Items to be Noted During Inspection of Personnel.

ANNEX A TO  
CHAPTER 1 TO  
ACP 19

**DETAILS OF CORRECT FOOT ON WHICH TO GIVE EXECUTIVE WORDS OF**  
**COMMAND**

<b>INTRODUCTORY</b>	<b>CAUTIONARY</b>	<b>EXECUTIVE</b>	<b>FOOT</b>	<b>TIMINGS GIVEN</b>
Squad/Flt	<b>stand at</b>	EASE		One
Squad/Flt	<b>Squad/Flt</b>	TION/SHUN		One
Squad/Flt	<b>open/close order</b>	MARCH		One, One, Two
Turnings at the halt	<b>right/left about</b>	TURN		One, Pause, Two
Incline to the right/left	<b>right/left in-</b>	CLINE		One, Pause, Two
Saluting to the front at the halt	<b>to the front</b>	SALUTE		Up, Two, Three, Down
Saluting to the left/right at the halt	<b>to the left/right</b>	SALUTE		Up, Two, Three, Four, Five, Down
Squad/Flt	<b>officer on parade</b>	DISMISS		One, Pause, Two, Pause, Up, Two, Three, Down
Squad/Flt		HALT	Left Heel	One, One, Two
Turning on the march	<b>left/right</b>	TURN	Right/Left	Check, Turn, Forward
Turning on the march	<b>about</b>	TURN	Left Heel	Check, Left, Right, Left, Forward
Officer passing your front	<b>to the left/right</b>	SALUTE	Left Foot	Check, Up, Two, Three, Four, Five, Down, Swing
Marking time on the march	<b>mark</b>	TIME	Left Heel	One, One, Right, Left, Right
Squad/Flt	<b>for-</b>	WARD	Left Foot	Complete, Forward
Changing step whilst marking time	<b>change</b>	STEP	Left Foot	Right, Right, Left
Changing step on the march	<b>change</b>	STEP	Right Heel	Left, Check, Left
Saluting to the front	<b>to the front</b>	SALUTE	Left Foot	One, One, Two, Pause, Up, Two, Three, Down, One, Two, Three, Four, Up, Two, Three, Down, Pause, One, Pause, Two, Pause, Away
Compliments on the march	<b>eyes</b>	RIGHT/LEFT/ FRONT	Left Foot	Check, Turn
Step out on the march	<b>step</b>	OUT	Left Heel	Step Out

<b>INTRODUCTORY</b>	<b>CAUTIONARY</b>	<b>EXECUTIVE</b>	<b>FOOT</b>	<b>TIMINGS GIVEN</b>
Into quick time	<b>quick</b>	MARCH	Left Heel	Quick March
Step short on the march	<b>step</b>	SHORT	Left Heel	Step Short
Into quick time	<b>quick</b>	MARCH	Left Heel	Quick March
... Paces	<b>step - forward -backward</b>	MARCH		Eg 3 Paces - One, Two, Three, In
... Paces right/left	<b>close</b>	MARCH		Eg 3 Paces - One, Two, Three

Note: Introductory commands are only used for new trainees. Once trained, use Squad/Flt.

**ITEMS TO BE NOTED DURING INSPECTION OF PERSONNEL**

1. Service Dress Cap. The Service Dress Cap is to be clean and is to be worn square on the head with the peak front down to a level just above the middle of the eyes. The cap badge and peak are to be clean. The black mohair band is to be clean and worn with the stitching in the front centre of the cap, in line with the badge.
2. Beret. The beret is to be clean and is to be worn so that the band is horizontally round the head and 2.5cm (1 in) above the eyebrows. Loose cap material is to be drawn down to the right so that the badge is clearly displayed in a position vertically above the left eye.
3. Field Service Cap. The Field Service Cap is to be clean and is to be worn straight and level front to rear. The front (buttoned) end of the cap is to be 2.5cm (1 in) above the eyebrows and the whole cap tilted slightly from the vertical to the right.
4. Hair. The hair of the head is to be kept well-cut and trimmed. Women's hair is not to fall below the bottom edge of the back of the jacket collar or show below the peak or front of the cap. Beard or whiskers are not to be worn except by personnel with specific permission in writing on medical grounds (personnel so authorized are not normally to appear on ceremonial parades). If a moustache is worn, the upper lip is to be entirely unshaven and the moustache trimmed neatly for length; exaggerated or "handlebar" whiskers are not to be permitted.
5. Shaving. Cadets are to be properly shaved.
6. Cleanliness. The face, ears, neck and hands are to be clean.
7. Neckwear. The collar is to be clean, the tie tied neatly and it is not to be tucked in to the shirt-front, nor display any pin, brooch or fastener which can be seen.
8. Buttons. All buttons are to be clean and are to be sewn on securely so that the crown is uppermost and the eagle horizontal.
9. Badges. Rank and other authorized badges are to be worn in accordance with current dress regulations.
10. Clothing. Clothing is to be of correct fitting, of official pattern, in good repair, neatly pressed and correctly worn.
11. Pockets. All pockets are to be worn flat and buttoned where buttons are provided.
12. Trinkets. No trinkets, earrings or unauthorized badges are to be displayed. Plain wedding rings may be worn. Women may wear plain gold stud sleeper earrings (but not on parade), engagement rings, wedding rings or plain signet rings. Male cadets are not to wear earrings at any time.

13. Glasses. On parade, glasses are not to be worn except by those with a medical certificate requiring them to be worn. In no circumstances are such personnel to take part in a full ceremonial parade (eg guard of honour, review etc).
14. Medals/Medal Ribbons. When orders, decorations, medals or medal ribbons are worn they are to be appropriately worn and correctly positioned in accordance with current dress regulations. Ribbons are to be clean and in good repair. (Personnel should be discouraged from burnishing medals as this destroys the minting<sup>1</sup> ; it is sufficient that the metal parts be carefully cleaned with mild soapy water.)
15. Ceremonial Equipment. Ceremonial equipment is to be fitted correctly, eg the waist belt is to be tight enough to support the weight of the bayonet without sagging.
16. Footwear. Boots and shoes are to be clean and in good repair, laces straight across and neatly fastened.
17. Mourning Bands. Mourning bands when worn are to be of black crepe, 8.3cms (3¼ ins) wide, and are to be secured midway between the point of the elbow of the left arm and shoulder.

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<sup>1</sup> The effect of such burnishing also imparts a false appearance (eg bronze stars appear gold) which was not the intention of the designers.