



Australian
Air League

ABN: 56 805 308 832

NEW SOUTH WALES BOYS GROUP



***ANNUAL CHURCH SERVICE
AND
CEREMONIAL PARADE
SUNDAY 17 MAY 2015***

Contents

1.0 Intention 3

2.0 Dress 3

3.0 Duty Squad..... 3

4.0 Church Service..... 4

5.0 Ceremonial Parade 4

6.0 Ceremonial Parade Order..... 5

7.0 Ceremonial Parade Procedure 5

8.0 Ceremonial Parade Staff 7

9.0 Competition Entries..... 7

10.0 Trophy Return 8

11.0 Duty of Care to Members..... 8

12.0 Non-Smoking Event..... 9

13.0 Further Information..... 9



Australian
Air League

Australian Air League Inc.
NSW Boys Group Field Department
ABN 66 585 094 960

Address all Correspondence to:
6/32-34 Derby St
Kingswood, NSW, 2747
0405 365 213
Email: field.nswbg@airleague.com.au

Group Field Circular No 03/2015

N/FC/03/15
21st April 2015

2015 Annual Church Service & Ceremonial Parade

1.0 Intention

- 1.1 The New South Wales Boys' Group Annual Church Service and Ceremonial Parade will be conducted on Sunday, 17 May 2015 in the City of Sydney.
- 1.2 All Squadrons are directed to take part in the Parade.
- 1.3 Every member of the New South Wales Boys' Group and New South Wales Girls' Group are requested to convey to as many parents and friends as possible an invitation to attend on this day.
- 1.4 Members should note the new venue and starting time for the Church Service – see Section 3.0 below.

2.0 Dress

- 2.1 All members are required to wear full AAL uniform as laid down in Section 18 of the Australian Air League Manual.
- 2.2 Officers are to wear winter uniform, ie tunics must be worn.
- 2.3 Cadets may wear AAL jumpers during the morning Church Service and a decision will be made by the Parade OC on the day as to whether AAL jumpers can be worn during the afternoon Parade.
- 2.4 All members must carry their membership and rank authority cards on the day.
- 2.5 All medals and decorations **MUST** be worn. Name badges are **NOT** to be worn.
- 2.6 **Members not in full and correct uniform will not be allowed to march.** All Wing and Squadron OCs are expected to strictly enforce this directive.
- 2.7 Members are also reminded that when travelling to and from the Church Service and/or Ceremonial Parade that their uniforms must be full and correct.

3.0 Duty Squad

- 3.1 The Afternoon Duty squad is **Lawrence Hargrave**.
- 3.2 The Wing OC is to ensure all members of their Wing are available and present for duty when rostered. The Duty Wing is to assist in packing up at end of Final Ceremonies. Members are also required to assist with unpacking at Group Headquarters.

4.0 Church Service

- 4.1 A single multi-denominational service will be held at Scots Presbyterian Church Sydney, Cnr York St and Margaret St Sydney (opposite Wynyard Park)
- 4.2 This service will be conducted by Air League personnel and as such it is specifically for the Australian Air League
- 4.3 All members are encouraged to attend this service to show their support for the Group. It will be run by Air League personnel for Air League members, their families and friends. All are invited to attend.
- 4.4 Timetable for the Church Service is as follows.
 - 4.4.1 0930 hrs Members meet at Wynyard Park, York Street Sydney.
 - 4.4.2 1000 hrs Members form up.
 - 4.4.3 1015 hrs Members march off.
 - 4.4.4 **1030 hrs Multi-Denominational Service at Scots Presbyterian Church Sydney.**

5.0 Ceremonial Parade

- 5.1 The Ceremonial Parade will commence at Martin Place. After a wreath laying ceremony at the cenotaph, the parade will proceed down George Street, turn right into Liverpool Street and finish at Tumbalong Park at Darling Harbour.
- 5.2 Please note due to road works on George St, the route of the parade may change. This information will be provided by the NSW Police Force on the day.
- 5.3 **The attached Parade Statement must be completed and handed in by 1300 hrs.**
- 5.4 The timetable for the Ceremonial Parade is as follows:
 - 5.4.1 1200 hrs Wing & Squadron OC's to commence obtaining armbands from the Parade Assistant Adjutant at the assembly point and handing in parade statements (as attached).
 - 5.4.2 1230 hrs All members fall-in at Martin Place, in two columns either side of the amphitheatre with the head of the Parade on Pitt Street.
 - 5.4.3 1245 hrs Flag Party Sergeants and Drum Major Briefing.
 - 5.4.4 1300 hrs Officer's Briefing.
 - 5.4.5 **1330 hrs Parade moves off in two columns.**
 - 5.4.6 1335 hrs Parade arrives on both sides of the Cenotaph, in Martin Place.
 - 5.4.7 1335 hrs Wreath Laying, playing of Last Post and Reveille.
 - 5.4.8 1340 hrs Parade leaves Martin Place.
 - 5.4.9 1400 hrs Parade arrives at Tumbalong Park, Darling Harbour.

6.0 Ceremonial Parade Order

6.1 Parade will assemble and march in the following order.

	Boys' Group Staff	I	Lawrence Hargrave
	Boys' Group Flag Party	J	Kerr Wing
A	Hinkler Wing	K	George Campbell Wing
B	Macarthur Wing	L	Southern Cross Wing
C	Ulm Wing	M	Ross Smith Wing
D	Sadler Wing		Girls' Group Staff
E	Hunter Wing		Girls Group Flag Party
F	Kingsford Smith Wing	N	Nancy Bird Wing
G	Keith Smith Wing	O	Jean Batten Wing
H	Central Coast Wing	P	Ilma Nicholson Wing

7.0 Ceremonial Parade Procedure

7.1 Units are to commence to assemble in column of route in Martin Place at 1300 hrs in the order as determined in paragraph 5.1 of this Circular. The Parade moves off at 1350 hrs.

7.2 ***Parade Commencement***

7.2.1 At the order, PARADE, QUICK MARCH the Parade marches off to either side of the Cenotaph in Martin Place. As each Unit passes the Cenotaph a General Salute, Eyes Left / Right is given. All Officers salute, Squadron, Wing & Group Flags, ONLY salute. Bands do not play until entering George Street. Please note, your Unit may not pass the Cenotaph for Eyes Left / Right until after the Wreath Laying Ceremony.

7.2.2 Upon entering the Cenotaph area, the Parade forms two columns, one each side of the Cenotaph.

7.2.3 At the order, PARADE, HALT, all units halt.

7.2.4 At the order, PARADE, LEFT AND RIGHT TURN, the left hand column facing George Street turns right and the right hand column turns left.

7.3 ***Wreath Laying Ceremony***

7.3.1 The Wreath-Laying Party places the wreaths on the Cenotaph.

7.3.2 **Last Post is sounded.**

All Officers salute, Squadron, Wing, & Group Flags ONLY perform a General Salute. At the end of Last Post, Officers complete their salute, Flags remain saluted.

7.3.3 **One Minute Silence** is observed to honour those members of the Armed Services who paid the Supreme Sacrifice.

7.3.4 **Reveille is sounded.**

Flags are slowly brought back to the carry position.
OFFICERS DO NOT SALUTE.

7.4 ***Parade to Tumbalong Park***

7.4.1 At the order PARADE, LEFT AND RIGHT TURN, the left hand column facing George Street turns left and the right hand column turns right.

7.4.2 At the order PARADE, QUICK MARCH, the left hand column facing George Street moves off first, followed by the right hand column. Units not able to march off immediately mark time.

- 7.4.3 The parade left wheels into George Street and continues to Liverpool Street where it makes a right wheel.
- 7.4.4 Before entering Tumbalong Park the Parade is halted and under the direction of the Group Band Officer all Air League Bands quickly and smartly mass at the head of the parade.
- 7.4.5 Once the massed band is in position and the invited guests have arrived, the Parade OC orders the parade to march off and the parade proceeds onto Tumbalong Park.
- 7.5 ***Tumbalong Park Ceremonies***
- 7.5.1 **March On**
The parade marches onto to Tumbalong Park and then forms up as directed by the Parade Staff. Note there is no salute as the parade marches on.
- 7.5.2 Once all units are in position, the Parade OC gives the order for all units to turn into line and face the dais.
- 7.5.3 **Vice Regal Salute**
At the order, PARADE Vice Regal SALUTE, Officers salute and Squadron, Wing, Group & State Flags ONLY salute. Blacktown City band plays the Vice Regal Salute.
- 7.5.4 At the conclusion of the playing of the General Salute, all flags return to the carry position.
- 7.5.5 **Parade Hand Over**
The Parade is then handed over to the Group Executive Commissioner. The Group Executive Commissioner will then direct units to order flags and stand at ease.
- 7.5.6 **Parade Inspection**
The Group Executive Commissioner will give an address of welcome, after which an invitation will be extended to the Reviewing Officer to inspect the parade with the Group Executive Commissioner and the Parade OC.
- 7.5.7 For the inspection, the parade is ordered to stand to attention.
- 7.5.8 After the inspection, the parade is ordered to stand at ease. Speeches and presentations follow.
- 7.6 ***March Off***
- 7.6.1 **Parade Hand Over**
At the conclusion of the ceremonies at Tumbalong Park, the Group Executive Commissioner orders the Parade to attention and hands the Parade back to the Parade OC.
- 7.6.2 At the order, PARADE, CARRY FLAGS, all flags are returned to the carry.
- 7.6.3 At the order, PARADE, MOVE TO THE RIGHT, RIGHT TURN, the parade turns to the right.
- 7.6.4 **March Off**
At the order, PARADE, QUICK MARCH, the parade marches off and passes the podium.
- 7.6.5 **Eyes Right, Vice Regal Salute**
At the order, PARADE, IN SUCCESSION OF UNITS GENERAL SALUTE, EYES RIGHT, units perform an Eyes Right/Vice Regal Salute as they pass the podium. Each unit OC must give the order for their unit to perform the General Salute, Eyes Right. All Officers salute (unless in a flag party) and Squadron, Wing, Group & State Flags ONLY salute.
- 7.6.6 The massed AAL band is the last unit to move and will not be playing at this point.
- 7.6.7 After passing the podium, the Parade forms an arc around the perimeter of the parade ground and re-forms as directed by the Parade Staff. The massed AAL band assembles in front of the parade facing the podium and halts.
- 7.7 ***Final Ceremonies***
- 7.7.1 **Australian National Anthem**
The visiting band plays the Australian National Anthem. ALL Officers salute and flags perform a General Salute.

7.7.2 **Group Flags March Off**

The Group Flag Parties are marched off the parade ground. A General Salute is given. Officers salute, and Squadron and Wing flags ONLY salute as the Group Flag Parties pass their immediate front.

7.7.3 **Lowering of Australian National Flag**

The Parade OC then gives the command to lower the Australian National Flag. ALL Officers salute and flags perform a General Salute whilst the Australian National Flag is lowered. The visiting band plays Sunset. At the conclusion of the Australian National Flag being lowered, all flags are returned to the carry.

7.7.4 **Order Flags**

At the order, PARADE, ORDER FLAGS, all flags move to the order.

7.7.5 **Dismissal**

All OCs are then called to report to the Parade OC for de-briefing and return of armbands. When all OCs are dismissed they return to their units and immediately dismiss their units.

8.0 **Ceremonial Parade Staff**

8.1	Officer Commanding Parade	- Group Lieutenant B. Fox
	Parade Adjutant	- Wing Captain B. Gregory
	Parade Band Officer	- Group Lieutenant C. Bailey DSA MSA
	Chief Marshal	- Commissioner R. Bell OAM LM DSA MSA

9.0 **Competition Entries**

9.1 Wing and Squadrons will be judged in competitions on the march according to their eligibility.

9.2 Armbands MUST be collected by 1300 hrs.

9.3 Armbands will be issued when the Parade Adjutant has been notified by the OC of the unit of numbers marching on the day within his/her unit.

9.4 Officers Commanding Wings and Squadrons only will wear an armband on their left arm, which will be worn halfway between the shoulder and elbow.

9.5 Under no circumstances will a composite male/female unit be permitted to take part in the Competitions.

9.6 Competitions will be judged on the march as the Parade moves along the Parade route and will include the following:

9.7 **BEST GROUP ON THE MARCH**

9.8 **BEST WING ON THE MARCH**

9.8.1 **Qualifications:** Members at least 30
Squadrons at least 2 marching separately

9.9 **BEST SQUADRON ON THE MARCH**

9.9.1 **Qualifications:**

Total Members At least 16 comprising of:

Officers At least 1

Flag Party Fully constituted (ie 3 flags, 3 escorts and 1 NCO in charge)

Flight At least 8 members plus NCO in charge. One point shall be deducted from every Flight for each member less than 19, including the NCO.

9.10 BEST SMALL SQUADRON ON THE MARCH

9.10.1 Qualifications:

Roll strength Only Squadrons with a total roll strength of 15 or less (as at 30 April 2015) are eligible for this competition, regardless of the number of members attending on the day. Squadrons over this number compete in Best Squadron on the March.

Total Members At least 9 and no more than 15 comprising of:

Officers At least 1

Flag Party Fully constituted (ie 3 flags, 3 escorts and 1 NCO in charge)

OR

1 Squadron Flag, 2 escorts and an NCO in charge.

Flight Not more than 9 members plus an NCO in charge.

9.11 BEST FLIGHT ON THE MARCH

9.11.1 Qualifications:

Total Members At least 10 and no more than 19 comprising of:

NCO in Charge 1

Other Ranks At least 9 and no more than 18 other ranks. One point shall be deducted for each member less than the full number of 19 (including NCO in charge).

If the number in the flight is less than 13 (including NCO in charge) then the flight is deemed to be non-competitive.

9.12 BEST FLAG PARTY ON THE MARCH

9.12.1 **Qualifications:** Must be fully constituted (ie 3 flags, 3 escorts and 1 NCO in charge) as per section 13 of the Australian Air League Manual. Any flag parties with less than this are non-competitive.

9.13 BEST BAND ON THE MARCH

9.13.1 **Qualifications:** Must consist of not less 9 members, plus 1 Drum Major. One point will be awarded for every member more than 9 in the band.

9.14 DRUM MAJOR

9.14.1 **Qualifications:** Must be a cadet or NCO.

10.0 Trophy Return

10.1 Wings, Squadrons and individuals holding perpetual trophies from last year's Ceremonial Parade competitions must ensure that they are returned in good repair, cleaned and appropriately engraved, to G H Q. on or by 2nd May 2015.

10.2 Any unit or individual not complying with the provisions of paragraph 9.1 of this Circular will not be permitted to take part in the competition(s).

11.0 Duty of Care to Members

11.1 It is the responsibility of all Squadron OCs to ensure that the members of their Squadron are fit and well throughout the day. Members who are feeling ill are not to take part in the parade.

11.2 Squadron OCs are to ensure members are provided with adequate refreshments and sun protection throughout the day.

11.3 Any injured or ill members are to be immediately referred to the designated First Aid Officer. The designated First Aid Officer will be announced on the day.

11.4 Wing OCs will ensure Squadron OCs within their Wing follow these directives.

12.0 Non-Smoking Event

- 12.1 As per the Australian Air League's policy on smoking (AAL Manual Section 1, Para 5.0) the New South Wales Boys Group Church Service and Ceremonial Parade is a non-smoking event. All personnel are to strictly follow this directive.

13.0 Further Information

- 13.1 Should any further information be required regarding the Ceremonial Parade and Church Service, please contact one of the following:

Group Field Officer: Group Lieutenant Brendan Fox
Phone: 0405 365 213
Email: field.nswbg@airleague.com.au

Group Exec Comm.: Commissioner Ray Bell OAM LM DSA MSA
Phone: 9153-7415

- 13.2 In the event of inclement weather, a decision will be made at the conclusion of the Church Service concerning the Ceremonial Parade.



Group Lieutenant Brendan Fox
Group Field Officer
New South Wales Boys Group
21st April 2015



Australian
Air League

Australian Air League Inc.
NSW Boys Group Field Department
ABN 66 585 094 960

Address all Correspondence to:
6/32-34 Derby St
Kingswood NSW 2747
0405 365 213
Email: field.nswbg@airleague.com.

**2015 New South Wales Boys Group
Church Service and Ceremonial Parade
17 May 2015**

Appendix A

TIMETABLE

Church Service

- 0930 Members meet at Wynyard Park, York Street Sydney.
- 1000 Members for Church Service form up
- 1020 Members for Church Service march off
- 1030 Multi-Denominational Service at Scots Presbyterian Church Starts**
- 1130 Expected finish time of Multi-Denominational Service

Ceremonial Parade

- 1230 Wing & Squadron OC's to commence obtaining armbands from the Parade Assistant Adjutant at the assembly point.
- 1300 All members fall-in at Martin Place, in two columns either side of the amphitheatre with the head of the Parade on Pitt Street.
- 1315 Flag Party Sergeants and Drum Major Briefing.
- 1330 Officer's Briefing.
- 1350 Parade moves off in two columns.**
- 1355 Parade arrives on both sides of the Cenotaph, in Martin Place.
- 1355 Wreath- Laying, playing of Last Post and Reveille.**
- 1400 Parade leaves Martin Place.
- 1420 Parade arrives at Tumbalong Park, Darling Harbour.**



Australian
Air League

Australian Air League Inc.
NSW Boys Group Field Department
ABN 66 585 094 960

Address all Correspondence to:
6/32-34 Derby St
Kingswood
0405 365 213
Email: field.nswbg@airleague.com

2015 GROUP CEREMONIAL PARADE COMPETITIONS ENTRY FORM

To be handed in on the day of the Ceremonial Parade by 1300 hours

SQUADRON _____ **WING** _____

NUMBER ON PARADE _____ **NUMBER UNIFORMED ON ROLL** _____

Please indicate **YES** or **NO** for **each** competition and number of members taking into account minimum and maximums allowed

		No of Members Competing
BEST FLIGHT	Yes/No	MIN 10, MAX 19
BEST FLAG PARTY	Yes/No	7
BEST SMALL SQUADRON <i>Open only to squadrons with a roll strength of 15 or less</i>	Yes/No	MIN 9, MAX 15
BEST SQUADRON	Yes/No	MIN 18
BEST WING	Yes/No	MIN 30, 2 Squadrons
BEST BAND	Yes/No	MIN 10
BEST DRUM MAJOR	Yes/No	N/A

CONDITION OF ENTRY

1.1.1 In signing this form and nominating my Squadron / Wing in the above competition(s), I and my Squadron / Wing agree to abide by all the rules and conditions as outlined in the competition circular, and hereby state that all members of the Squadron / Wing are financial members of the AAL.

Wing / Sqn OC _____
NAME (PRINT)
SIGNATURE

Dated ____/____/2015