

# AMERICAN LEGION RIDERS

## Sergeant-At-Arms Training

Tim Morris, Eastern Area Chairman  
ALR Sergeant-at-Arms



# Section 5. Duties, 6 Sergeant-at-Arms

## 6. Sergeant-at-Arms:

- I. Preserve order at meetings and gatherings.
- II. Assist the Road Captain in enforcing all rules of safe riding during rides, runs, and events.
- III. Ensure members attending ALR meetings are current members and are in good standing, identify any guest(s) and their business with ALR and make Introductions when called upon.
- IV. Be responsible for the logistics and proper staging of flags and meeting room for all meetings and the appropriate staging of Flag Bikes and motorcycle during parades and escorts.



# Sgt-At-Arms Duties & Responsibilities

## I. Preserve Order at Meetings and Gatherings

- Secure the Hall
- POW/MIA Ceremony
- Lead the Pledge of Allegiance
- Ensure an orderly atmosphere during meetings
- You may be called upon in the absence of the Post Sgt-at-Arms to perform at ceremonies or meetings
- When your Director is at the podium, You are on Duty!



# Sgt-At-Arms Duties & Responsibilities

**II. Assist the Road Captain in enforcing all Rules of safe riding during rides, runs, and events.**

- Pre-Ride Briefings
- Cover the Route
- Hazards
- Hand Signals



# Sgt-At-Arms Duties & Responsibilities

**III. Ensure Members attending ALR meetings are current members and are in good standing, identify any guest(s) and their business with ALR and make introductions when called upon.**

- Know your members – Are they in good standing?
- Prior to the meeting
  - Are there any guests? What's their business with the Riders?
- Escort the guest and introduce him/her to the general membership





# Sgt-At-Arms Duties & Responsibilities

## IV. Be responsible for the logistics and proper staging of flags and meeting room all meetings and the appropriate staging of Flag Bikes and motorcycle during parades and escorts.

- US Flag is positioned on its own right as the motorcycle moves forward
- Size of the US Flag is equal to or greater than any other flag
- Various positions are acceptable depending on mounting apparatus
- Proper Staging of Flag Bikes for parades and or escorts



# THE FLAG CODE



The United States Flag Code establishes advisory rules for display and care of the national flag of the United States of America. It is Chapter 5 of Title 4 of the United States Code.



# THE PLEDGE OF ALLEGIANCE



- Stand at Attention facing the Flag
- Uncover - Place Legion Cap in Right hand over Heart
  - If no Cap, Right Hand over Heart
- Veterans or Out-of-Uniform Military Personnel
  - Per National Defense Authorization Act of 2008
    - Permits a salute during raising, lowering, or passing US Flag

**The Pledge says You are promising to be True to the United States of America!**





# POW/MIA EMPTY CHAIR



- Approach the Empty Chair carrying the folded POW/MIA flag/cover
- Reverently, unfold the flag/cover and drape it over the Empty Chair with the crest facing the membership
- Salute slowly showing Respect
- After the Meeting is concluded, Approach the Empty Chair, Salute slowly and retrieve the POW/MIA flag/cover



# HALLOWED GROUND



- **Flags in Place and Posted**

- No one is to reach between the flags

- **Proper Etiquette**

- Approach American flag, Stop & Salute
- Proceed to the Left side of the Flag & behind Speaker
- When Business is Complete, Walk to the Speaker's Left, Clear the Flag, Stop & Salute
- If Auxiliary or non-military, approach from the Right Side of the Organizational Flag
- The American Flag should NEVER touch the floor/ground for any reason

**THE FUNCTION OF THE SERGEANT-AT-ARMS IS TO WATCH OVER FLAG ETIQUETTE.**



# LET'S GET THE MEETING STARTED!



# Sergeant-At-Arms on Duty

- Prior to the start of the Meeting, Announce to the membership that “The meeting is about to begin”
- Ask the membership to silence their phones
- Secure the hall
- POW/MIA Ceremony
- Lead the Pledge of Allegiance
- Announce & Escort Guests
- Keep order throughout the Meeting
- Retrieve the POW/MIA Flag/Cover



# The Sergeant-at-Arms is the Sentinel, the Guard of the Post

## QUESTIONS?

**The Sergeant-at-Arms Duties and Responsibilities Manual (2016) is available on the Website**

