

AMERICAN LEGION RIDERS

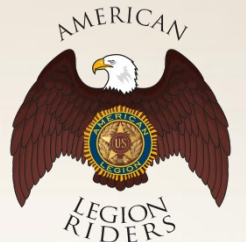
SGT-AT-ARMS TRAINING

Dave Hulin, ALR Sgt-at-Arms, D6 Chair



SGT-AT-ARMS TRAINING AGENDA

- Officer Guide
- Department of Florida ALR SOP
- American Legion Department of Florida SGT-At-Arms Protocol Manual
- DOD Directive 1005.8 Flag Presentation in Formation
- Flag Code of The United States Manual
- Automobile & Motorcycle Flag Display Guidelines For Non-Military Vehicles
- Resolution Number Five
- Additional Resources
- Questions



DEPARTMENT of FLORIDA ALR SOP

SGT-At-Arms Duties

| | |
|----------|---|
| Preserve | Preserve order at meetings and gatherings. |
| Assist | Assist the Road Captain in enforcing all rules of safe riding during rides, runs, and events. |
| Ensure | 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. |
| Be | 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. |



SOP, Article V, Section 7 Duties, 6a-e

- a. Preserve order at meetings and gatherings.
- b. Assist the Road Captain/Safety Officer in enforcing all rules of safe riding during rides, runs, and events.
- c. Ensure members attending ALR meetings are current members and are in good standing.
- d. Identify any guest(s) and their business with the ALR and make introductions when called upon.
- e. Be responsible for the logistics and proper standing of flags and meeting rooms for all meetings and the appropriate staging of flag bikes and motorcycles during parades and escorts.



SGT-At-Arms Duties

a. 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

b. Assist the Road Captain/Safety Officer 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

c. Ensure Members attending ALR meetings are current members and are in good standing.

d. 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 is their business with the Riders?
- Escort the guest and introduce him/her to the general membership



SGT-At-Arms Duties



e. Be responsible for the logistics and proper staging of flags and meeting rooms for 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



FLAG CODE

- The Flag Code Title 4, United States Code, Chapter 1
 - 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.
- AMERICAN LEGION PUBLISHED (Let's Be Right on Flag Etiquette)



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

What is the meaning of the Pledge of Allegiance?
The Pledge says You are promising to be True to the
United States of America!



POW/MIA EMPTY CHAIR



- Opening of the Meeting, Salute US Flag, 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, Salute US Flag, Approach the Empty Chair
- Salute slowly showing Respect
 - All Legionnaires Salute slowly
 - All other guests salute by covering their heart with their right hand
- Retrieve the POW/MIA flag/cover



HALLOWED GROUND

THE ONE TASKS OF THE SERGEANT-AT-ARMS IS TO WATCH OVER FLAG ETIQUETTE

- 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.



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



OFFICERS GUIDE & MANUAL of CEREMONIES SGT-At-Arms Duties

- Arrange Meeting Hall
- Assist Post Commander & Adjutant
- Lead Color Guard Detail
- Flag Etiquette
- Post Color Guard Detail
- Burial Detail
- Other Pageantry
- Chair Welcome Committee
- Encourage Members To Attend Meetings
- Advise Commander on Who Should Be Acknowledged



AMERICAN LEGION DEPARTMENT OF FLORIDA SGT-AT-ARMS PROTOCOL MANUAL

- SGT-AT-ARMS DUTIES
- THE AMERICAN LEGION CAP
- HALLOWED GROUND
- PREAMBLE OF THE AMERICAN LEGION
- THE MEANING OF THE PLEDGE OF ALLEGIANCE
- POW/MIA REMEMBERANCES
- HISTORY OF THE AMERICAN FLAG
- HISTORY OF PLEDGE OF ALLEGIANCE
- LEGION UNIFORMS; CORDS & BRAIDS
- ORIGIN OF FLAG DAY
- PROPER FLAG DISPOSAL CEREMONY
- PROPER FLAG DISPLAY ON VEHICLES & BIKES
- MILITARY FUNERAL FLAG PROTOCOL
- AMERICAN LEGION PROTOCOL



ADDITIONALLY

- OFFICER'S GUIDE
- POST CONSTITUTION & BY-LAWS
- DEPARTMENT OF FLORIDA RIDERS SOP
- ALR STANDING RULES

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

QUESTIONS?

Thank You For Your Attention

**The Sergeant-at-Arms Duties and Responsibilities Manual
(9/22) is available on the Website**