

AMERICAN LEGION RIDERS

SGT-AT-ARMS TRAINING

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SGT-AT-ARMS TRAINING AGENDA

- Department of Florida ALR SOP- Sgt-At-Arms Duties
- Motorcycle Flag Placement Guidelines
- Flag Code of The United States Manual
- POW/MIA Empty Chair
- Meeting Simulation
- Resources
- Questions



ALR 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



Motorcycles Flag Placement Guidelines

- If only the US Flag is on your bike, it should either be at the center, or to its "marching right" - on the right side of the motorcycle to the rider's perspective when facing forward.
- If the US Flag is on your bike with several other non-national flags (POW/MIA, ALR,), the US Flag should be at center and higher than any of the other flags.
- Never let the US Flag touch the ground. Riders sometimes are not aware that their bike mounted flag is touching. When leaning your bike on its side stand, ensure the US Flag does not touch the ground while leaning over.
- When riding at highway speeds ensure the flag is mounted and designed for these forces. 60 MPH can easily rip a flag to pieces in a short period of time and break a wood or aluminum pole.



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!



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.



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



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



RESOURCES FOR THE AMERICAN LEGION



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



ADDITIONAL RESOURCES

- FLAG CODE, TITLE 4 USA CODE, CHAPTER 1
- *INDIVIDUAL POST'S CONSTITUTION & BY-LAWS
- NEC RESOLUTION 5-GUIDELINES FOR ALR-MAY 2021
- DEPARTMENT OF FLORIDA RIDERS SOP
 - Every Chapter adheres to the ALR SOP
- ALR STANDING RULES
 - Individual Chapter Guidelines (Must be approved by the ALR Chair)
- Participants Accident Waiver/Release of Liability Form

****ALL RESOURCES CAN BE FOUND ON THE ALR WEBSITE****

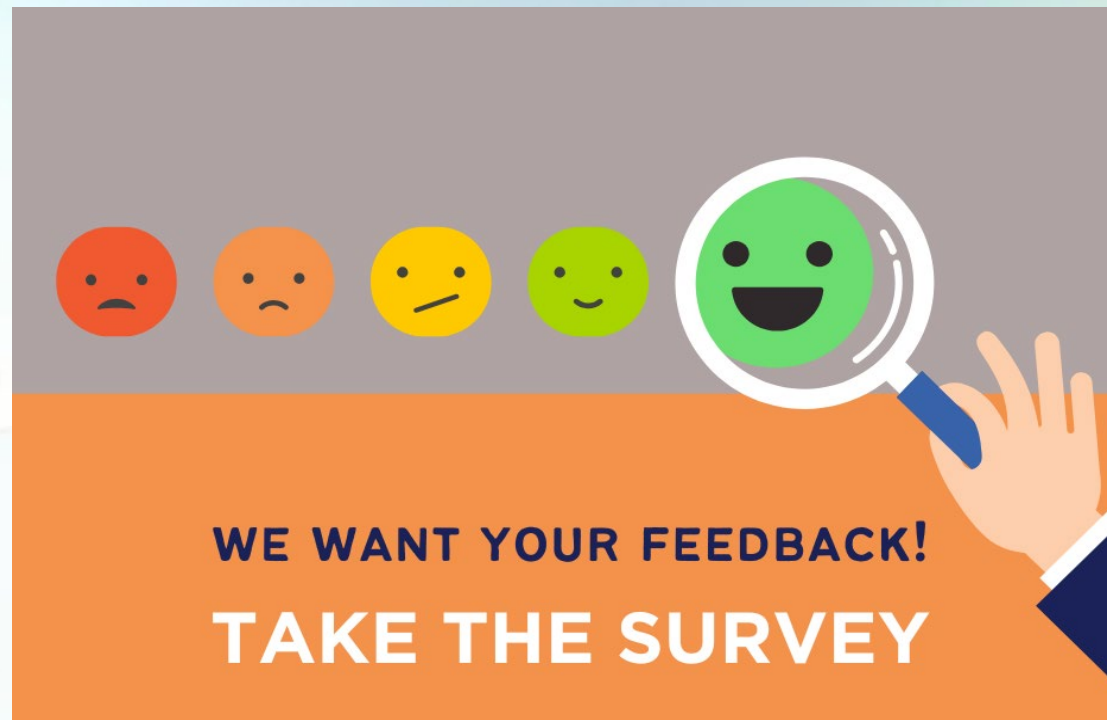
* EXCEPTION – Individual Post's Constitution & By Laws

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

QUESTIONS?

Thank You For Your Attention





<https://www.surveymonkey.com/r/DJTQ87L>

