2nd Battalion Royal Australian Regiment Association, Inc

**Standard Operating Procedure (SOP)**

**COMMEMORATIVE SERVICES – SERVICES, ANZAC DAY, PARADES**

**SOP No. 7**

*(Version No.2, date 28th July 2023)*

**Introduction** Rule 2 (h)of the Association Constitution authorises the association to participate as a collective group on relevant occasions of significance, National or Regimental including ANZAC Day. There are numerous ANZAC Day marches throughout Australia and the World, Parades and services. The Association has State representatives to ensure that all association members will have somewhere to attend of their choosing.

**Aim**

The aim of this SOP is to outline the Association’s responsibilities in the process of planning and co-ordinating the Association’s participation in the annual ANZAC Day March and other related commemorating activities.

**Procedure**

1. Each State or Area representative will be issued with a Unit Flag that will be accounted for by the treasurer. Each local representative or the 2RAR Association Secretary is to contact their local city or town council and RSL Sub Branch and apply and lodge an application to attend the March or relevant service or Parade in advance.
2. When event details are known, circulate through the Secretary the details including, form up point and position within the ANZAC Day March.
3. Selected representative is to ensure arrangements are made for the Association Banner to be available for the ANZAC Day March.
4. Identify members to lead the March and also to carry the banner.
5. Each representative it to ensure all members are capable of marching, members who are not are directed to passenger vehicles if provided by the RSL.
6. The representative is to organise a post March or Parade social get together and photos.
7. At the completion of the March or service the Unit Flag is to be secured by the association representative.
8. Each representative is required to provide a report to secretary which will be presented to the Association and confirm details for future events.

**Conclusion**

The ANZAC Day March, is an important occasion for the Association to participate as a collective group in an event commemorating the National significance of ANZAC Day.

**Review**

This SOP is to be reviewed two years from the current version date unless circumstances require an earlier review.