

## **5.2 Participate in the following CEREMONIES:**

- **Roll Call**
- **Inspection**
- **Colours**
- **Enrolment**

Ceremonies are an important part of Guiding and make an occasion special and memorable.

An effective ceremony

- has dignity;
- creates a feeling of genuine unity within the unit; and
- is part of a Unit's treasured traditions.

There are two types of ceremonies:

- Set Ceremony, and
- Made-up Ceremony.

A Set Ceremony has a set pattern and is conducted in a formal manner. Examples:

- Roll Call & Inspection
- Horseshoe
- Colours and Colour Party
- Enrolment

A Made-up Ceremony is made up to suit the occasion, time and place. It has no set pattern.

Examples:

- Thinking Day Ceremony
- Welcome/Farewell
- Presentation of Badges
- Campfire Opening/Closing
- Guides' Own

## ROLL CALL AND INSPECTION

Attendance at Guide meetings is taken during roll call. A formal inspection may be carried out while the Guides are in roll call formation.

**Captain: “Leaders, fall in.”**

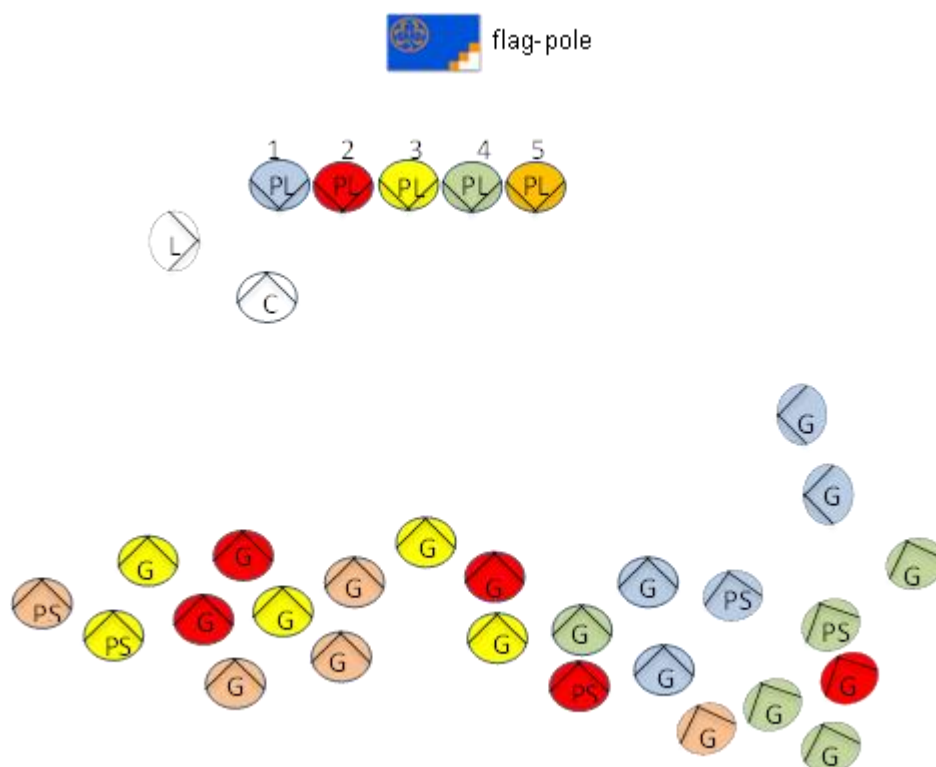
*The Patrol Leaders fall in, facing the Captain; the first one directly in front of her, about two paces away. They fall in shoulder to shoulder, on the first Patrol Leader’s left and stand at ease.*

**Captain: “Leaders, attention.”**

*The Patrol Leaders come to attention by bringing the left foot to the right and stand straight, eyes ahead.*

**Captain: “Leaders, number.”**

*The Patrol Leader opposite the Captain says “One”, and the rest number in turn.*



### Key

C: Captain

L: Lieutenant

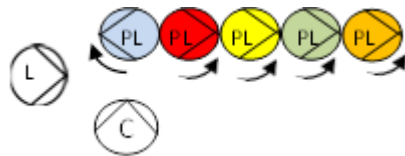
PL: Patrol Leader

PS: Patrol Second

G: Guide

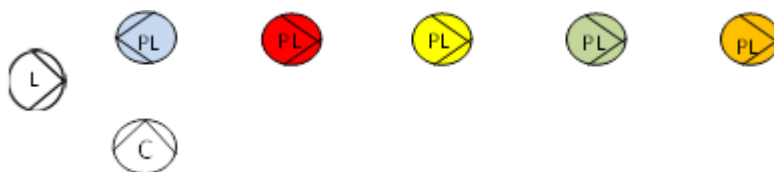
**Captain: “Leaders, to the left, two paces extend.”**

*Number One turns right. The rest turn left.*

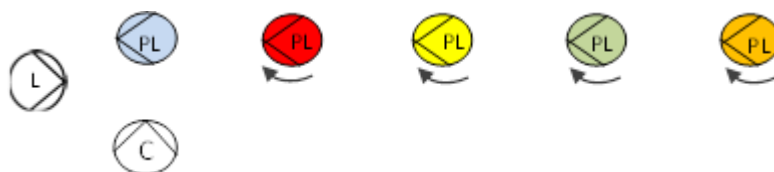


*PLs 2 to 5 mentally double their number and subtract two for the number of paces they will take (eg. PL3 takes  $(3 \times 2) - 2$  paces i.e 4 paces), then they march forward their number of paces.*

*The last PL moves off first, taking two paces before the second last starts, and so forth. In this way, all should finish at the same time and be at the same distance apart.*



*The Patrol Leaders about turn on the right simultaneously to face the same direction as number One. All stand at ease.*



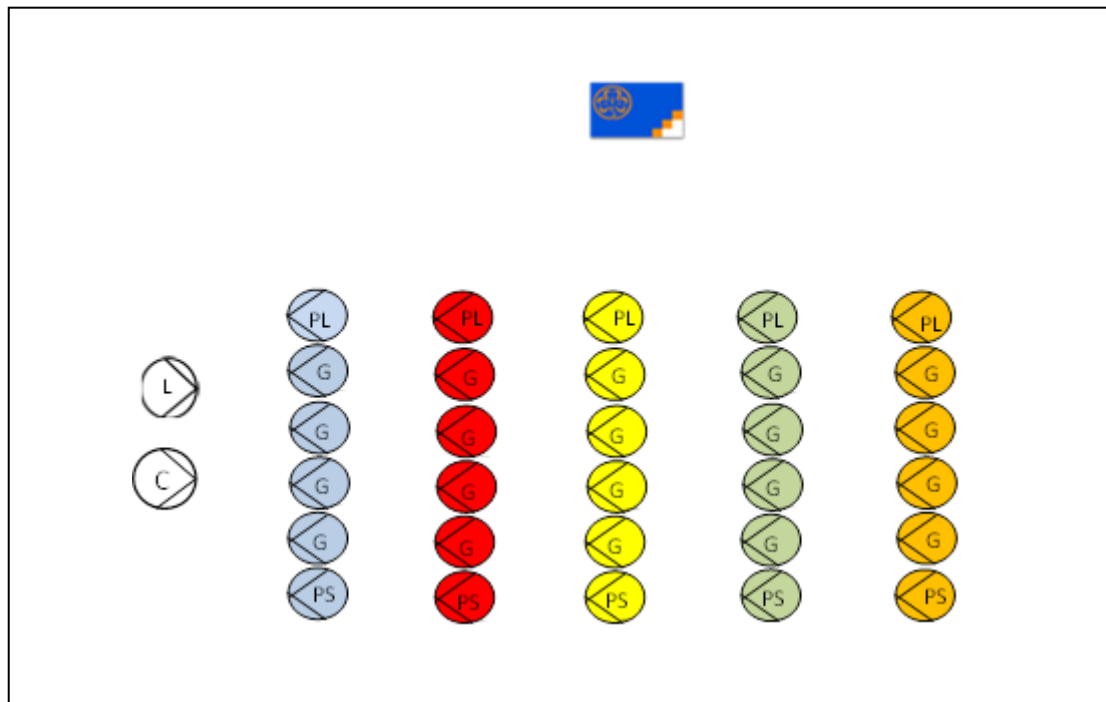
*As soon as they are in position, the Captain does a left turn, marches forward several paces and turns to face the Patrol Leaders.*



**Captain: “Company, fall in.”**

*The Guides fall in on their Patrol Leader’s left and stand at ease. The Patrol Seconds stand at the other end of their Patrols.*

*The Guides are now in Patrol formation.*

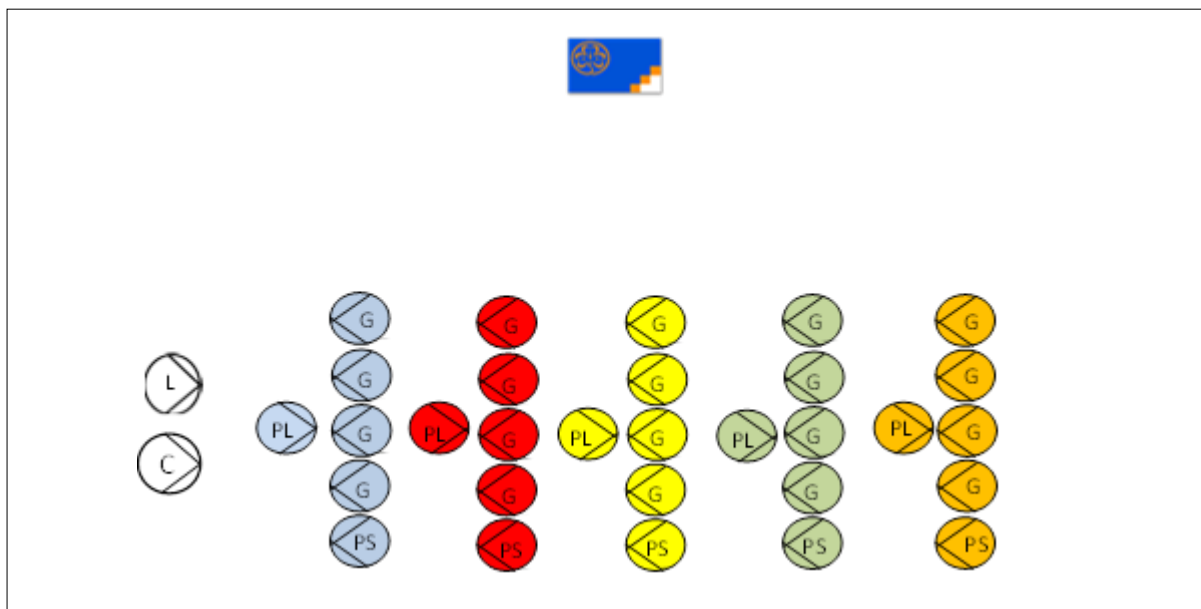


**Captain: “Company, attention.”**

*All the Guides come to attention by bringing their left foot to the right.*

**Captain: “Leaders, call the roll.”**

*The Patrol Leaders take one step forward, turn to the left and march to the centre of their respective Patrols. The Patrol Leaders turn to the left to face their respective Patrols.*



*Patrol Leader then take attendance, and carry out inspection.*

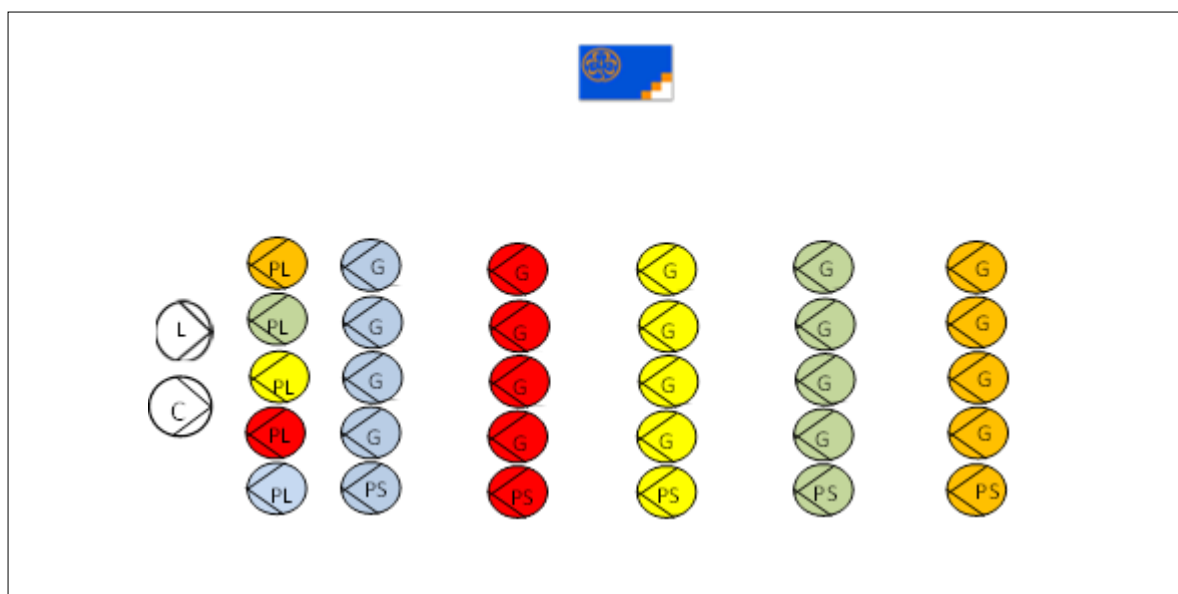
*Note: PLs can also get their members to do a right about turn so as to check the back of their uniforms. If the Guide has to tidy her uniform, she should stand at ease in order to do so. After that, she will revert to the ‘attention’ position.*

*After inspection, the Patrol Leaders return to their respective places, and stand at attention.*

**Captain: “Leaders, forward march.”**

*Patrol Leaders march forward towards the Captain and form a straight line in front of her. Patrol Leaders halt, then face the Captain. The Captain records any absenteeism in the Company attendance book. She will also inspect the Leaders.*

*Note: All the PLs should turn simultaneously to face the Captain. The last PL can give the command (Patrol Leaders, right turn) to get all the PLs to turn at the same time.*



**Captain: “Leaders, to your places quick march.”**

*The Patrol Leaders do a right turn and march back to their respective places, halt and then about turn on the right to face the Captain.*

*Note: PL number 1 gives the command (Patrol Leader, about turn) so that all the PLs can turn together to face the Captain.*

*Note: At this juncture, the Captain may want to conduct her own inspection of the Guides. This is carried out occasionally such as once a month. She conducts the inspection patrol by patrol in no particular order.*

*Captain approaches the Patrol Leader.*

*Captain: I am now going to conduct an inspection of your Patrol.*

*PL: The patrol is ready for your inspection, Mam.*

*Captain inspects the front of the Patrol.*

*PL: Patrol, about turn. (Captain inspects the back of the Guides.)*

*PL: Patrol, about turn. (Patrol about turn on the right to face the front again.)*

*After the inspection, Captain thanks the PL and salutes. PL salutes back.*

*Captain moves off to inspect the next Patrol.*

**Captain: “Company, right turn.”**

*All the Guides do a right turn to face the flag-pole.*

*The Captain does a left turn and march to the front of the flag-pole. She then turns to the right to face the Company.*



*At this juncture, the Company can be given the command to fall out or to form the horseshoe.*

*To fall out in Patrol formation, Captain gives the command (Company, fall out). The Guides turn to their right, march three steps and then break away.*

## HORSESHOE FORMATION

The Guides are in Patrol formation with Patrol One on the Captain's right and are standing at ease.

**Captain: "Company, attention."**

*The Guides stand at attention.*

**Captain: "By Patrols, into horseshoe formation, left wheel, quick march."**

*The Patrols mark time(march on the spot) and the first Patrol Leader leads off to her left, followed by her own Patrol, and then by the rest in file.*



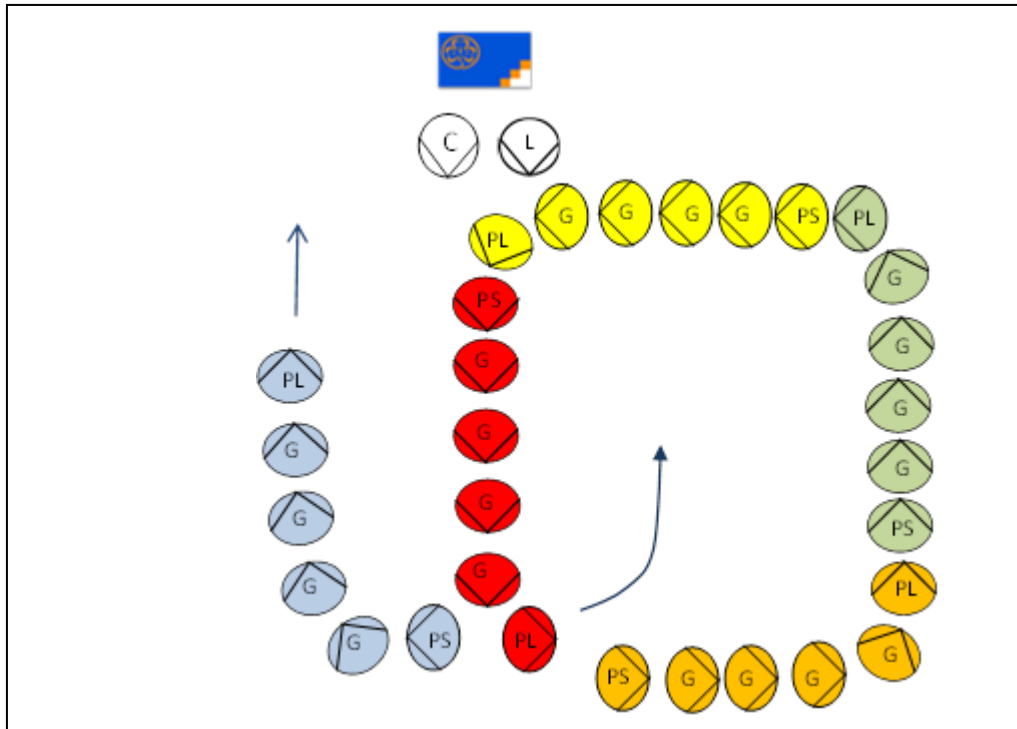
*The first Patrol Leader leads the rest round the Company, moving in an anti-clockwise direction up to where the Captain is standing.*





**Captain: “Alternate Patrols, right and left march.”**

*The first Patrol Leader swings to the right, followed by her Patrol. The second Patrol Leader on reaching the same spot (where the back of the horseshoe is to be), leads her Patrol to the left, and so on, alternately until all the Patrols are in the horseshoe. If there is an odd number of Patrols in the Company, the Guides in the last Patrol should go alternately to the right and left.*



*As soon as the first Patrol Leader has reached the point where the end of the horseshoe is to be:*

**Captain: “Mark time.”**

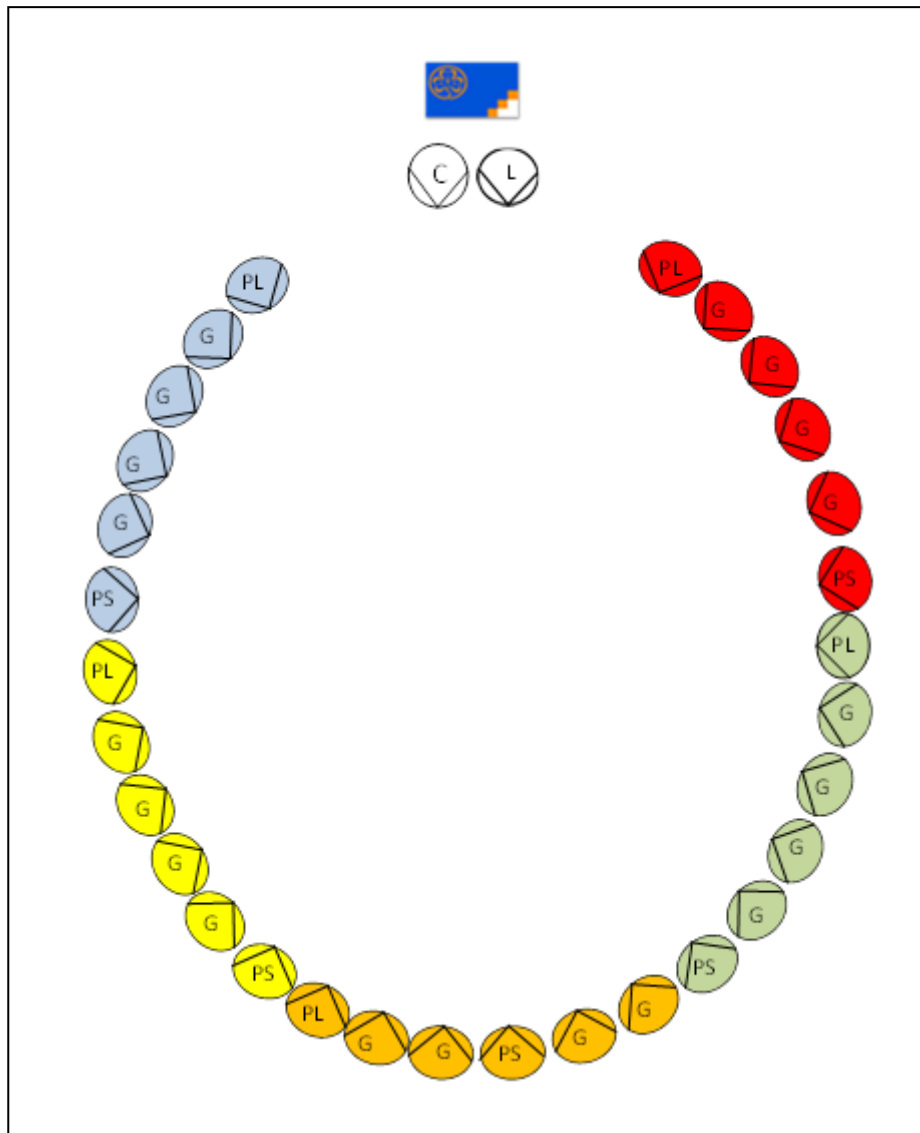
*The leading Patrol marks time (marches on the spot) until all the other Patrols are in position. Once the Patrols reach their positions, they continue to mark time until the Captain is satisfied with the shape of the horseshoe. While marking time, Guides should adjust their positions so as to form the shape of a horseshoe.*

**Captain: “Company, halt.”**

*The Company halts.*

**Captain: “Company, inward turn.”**

*The Company turns to face the inside of the horseshoe, standing at attention.*



The horseshoe is now ready for Colours.

## COLOURS AND COLOUR PARTY

Flags should always be treated with great respect.

The flag of a country stands for loyalty to the country, to its government and to its people.

The Guide World Flag means loyalty to the Guide Movement.

The World Flag must be attached to a pole of about 2 meters long. When not in use, the flag should be tightly rolled up and kept, and put in a room where it will not be touched. If the flag is attached to a staff, it should be cased.

The flag must never touch the ground except when it is being dipped as a form of respect to the country's leader/ruler. After dark or when it rains, the flag must be cased or taken down.

### HOW TO FOLD THE FLAG



## **COLOUR PARTY**

The Colour Party are the flag-bearers at any official functions.

The Colour Party may comprise:

- a) A Colour Party for a single Colour: A Colour Bearer and two Escorts.
- b) A Colour Party for two Colours: Two Colour Bearers and three Escorts.

The Country Flag is always on the right of the World Flag or Company Flag.  
The Bearer is the one who carries the flag and the Escorts stand on either side of the Bearer and must guard the flag at all times.

The Colour Party does not sing or speak (except for the Bearer). The Bearer gives all the commands.

The saluting of the Flag is optional and should be decided beforehand.

Guides who are carrying the flags are called the Colour Party and the flag is always referred to as Colours.

## **HOISTING THE FLAG**

Before the Colour Ceremony, the Colour Party collects the flag which has already been folded and marches smartly to the flag-pole.

The Bearer with the help of her Escorts joins the flag to the halyards.

A Clove Hitch is used to join the top halyard to the toggle and a Sheetbend to the lower halyard.

The Bearer then pulls the lower halyard so that the top end of the flag with the toggle goes up first, taking care not to loosen the rolled up flag in the process.

When the flag is at the top, the Bearer coils the halyard round the cleat.  
The other halyard is then left loose but tucked behind.

## BREAKING THE COLOURS

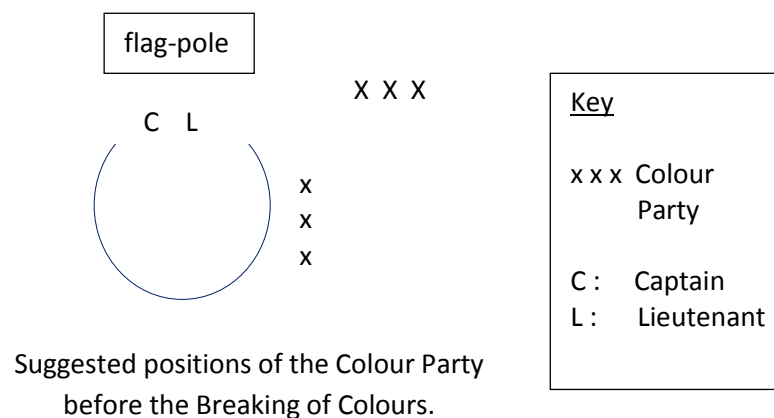
When the Horseshoe is ready,

**Captain: "Company, attention."**

*All Guides stand at attention.*

**Captain: "Colour Party, fall out."**

*The Colour Bearer and her Escorts fall out of the horseshoe by taking a step (left foot) forward and two steps backwards. Colour Party marches to a predetermined position and halt. Note that the Bearer always stand between the two Escorts.*



*Alternatively, the Colour Party may not be in the horseshoe at the start, and are already in position outside the horseshoe.*

**Captain: "Colour Party, take over."**

*Captain turns to face the flag-pole.*

**Bearer: "Colour Party, attention. Colour Party, forward march".**

*The Colour Party marches (single file) to the flag-pole, halts in front of the flag-pole and turns to face the flag-pole.*

*The Bearer steps forward and breaks the Colour.*

**Captain: "Company, salute the Colour."**

*The Company salutes when the flag is broken.*

*The Bearer steps back to join her Escorts. She then gives the command for the Colour Party to salute the flag. The Colour party marches out and the Captain takes over.*

*The World Song can be sung during the breaking of Colours, after the Company has saluted the Colours. In that case, the Colour Party will march off after the singing of the World Song.*

Commands for the Bearer (in sequence):

1. Colour Party, attention.
2. Colour Party, forward march.
3. Colour Party, halt.
4. Colour Party, right turn.
5. Colour Party, salute the Colours. (This command is given after the flag is broken, and the Bearer has taken a step back to join the Escorts.)
6. Colour Party, left turn.
7. Colour Party, forward march.
8. Colour Party, halt.
9. Colour Party, fall out.

## **TO FALL OUT OR BE DISMISSED FROM THE HORSESHOE**

**Captain: “Company, fall out” or “Company, dismiss”.**

To fall out, the Guides take one step (left foot) forward and two steps backwards, turn right and break away.

If it is at the end of the meeting, the command will be “Company, dismiss”. The Guides will take one step forward, salute, take two steps backwards and break away.

Note: Saluting the Colours refers to the Guides making the Guide Sign. The full salute is given when Guides are in full uniform and are wearing the hat.



## LOWERING THE FLAG

The lowering of Colours takes place at the end of the meeting.

**Captain: “Company, fall in”**

*Guides fall in in Patrol formation, and stand at ease.*



Captain gives the command for the Company to stand at attention, followed by the commands for the formation of the horseshoe. The sequence is the same as for the Breaking of Colours.

The Colour Party salutes before the Bearer steps forward to lower the Colours.

The Company salutes when the Colour is lowered.

After the Colour is lowered, it is placed on the right shoulder of the Bearer.

After the Colour Party has marched off, the Company sings Taps before they are dismissed from the horseshoe. During dismissal, the Guides take one step (left foot) forward, salutes (Guide Sign), then take two steps backwards and break off.



## THE ENROLMENT CEREMONY

The Enrolment Ceremony is carried out to accept formally into the Movement recruits who have completed all the enrolment tests.

## GUIDES' OWN

A Guides' Own provides an occasion for Guides to express their feelings about the values they hold. It is not a religious service or its substitute.

If those taking part in a Guides' Own represent a variety of religious beliefs, the planning should reflect this and be acceptable to all concerned.

There is no set format for Guides' Own. However, it must be meaningful to all present and it can be planned around a theme.

Some possible themes for Guides' Own: Peace, Happiness, Sharing, Caring, Unity, Friendship, Family, Growth, Care for the environment, etc

Length of Guides' Own: About 5 to 20 minutes.

Any one of the following elements can be included in a Guides' Own.

- Music : group singing, recorded or taped music, instrumental solos and accompaniments.
- Prayers: said by individuals, said together, said responsively as a litany.
- Drama: can be a song or poem acted out, a dialogue, a short play, a mime to music.
- Readings: short quotations that complement each other, read by several voices, short story or talk to illustrate the Promise and Law, life experiences.
- Movement and dance: this takes skill and practice but can be very effective if carried out successfully.

## **PRESENTATION CEREMONIES**

Some Companies create ceremonies for the presentation of the Leader's stripe(s) or other badges. You may want to create your own ceremony that is dignified so as to give the girls a sense of pride and achievement.

### **ATTIRE FOR THE SET CEREMONIES**

The Set Ceremonies (except for the Enrolment Ceremony) can be carried out in full-U or in half-U. There is no need to put on the hat even in full-U. Guides in half-U are wearing their Guide tee-shirts and Guide skirts.

Enrolment Ceremony is always carried out in full-U.

### **SUGGESTED ACTIVITIES**

- 1 Using buttons, or board magnets, go through the steps for roll call and horseshoe formation.
- 2 Help to organize a Guides' Own.

## 6 Know the WHISTLE and HAND signals

When a Guider or Patrol Leader wants to call her Guides, she uses whistle or hand signals and the Guides should obey these signals.

### WHISTLE SIGNALS

When using the whistle, be sure there is a clear difference between the short and long blasts.

● ● ● ● ●	'Fall in' or 'Come here quickly'
● ● ● — ● ● ● —	'Leaders come here'
● — ● —	'Warning – Look out'
— — —	'Extend' or 'Scatter'
●	'Attention'
● ● ● — — — ● ● ●	'SOS'

## HAND SIGNALS

Hand signals should be used if the signaller can be seen.

 <p>'Never mind' or 'As you were'</p>	 <p>'Go on' or 'Go further out'</p>
 <p>'Run'</p>	 <p>'Silence' or 'Halt'</p>
 <p>'Sit' or 'Hide'</p>	 <p>'Fall in' or 'Come here quickly'</p>

## SUGGESTED ACTIVITIES

- 1 You need a wide area. Guides are scattered around the area. A signal is given and the Guides obey. The last Guide to obey is given a token but does not drop out of the game. The Guide with the least number of tokens win.
- 2 Each Patrol is given a stack of cards with the meaning of the hand/whistle signals printed on them. The Patrol has to show the card that corresponds to the signal given.
- 3 Prepare a set of cards with a whistle meaning written on each card. Each Guide picks one card and has to blow the whistle corresponding to the meaning on the card.
- 4 Each Guide has an A4-sized card pinned on her back. Each card has a '—' or '●' printed on it. When a whistle signal is given, the Guides will have to form among themselves a straight line, showing the correct given signal. Guides who are left behind will get a token. The Guide with the most number of tokens loses.

- 5 Dog and Bone: The Guides are divided into two groups. The groups stand in two straight lines facing each other. Within the group, the Guides number themselves '1', '2' and so on. Several cards, each with meanings of the signals, are placed at random centrally between the two groups. When a number is shouted and a signal given, the Guide from each group whose number has been called runs to the centre to pick the card with the correct meaning of the signal. The first Guide to locate the card runs back to her group without being touched. If she succeeds, she earns a point. The winner is the group with the most points.
- 6 Snake and Ladder: All you need is a dice, some tokens, question cards like 'What is the hand signal for 'come here'?' and a normal snake-and-ladder board. When a Guide lands at the base of a ladder, she picks up a question card. If she is able to answer the question she goes up the ladder. If she is not able to answer the question she stays where she is. She slides down the snake if her token lands on the box where the head of the snake is. The game continues with the next player. The Guide who reaches the top first is the winner.

<b>ENROLMENT TEST CHART</b>		
<b>Clauses</b>	<b>Date of Completion</b>	<b>Signature of Guider</b>
1 The Promise, Law and Motto		
2.1 The Guide Sign, Salute and Handshake		
2.2 The Good Turn		
2.3 The Uniform		
3.1 The Guide Movement		
3.2 GGS		
4.1 The Guide Trefoil, World Badge and World Flag		
4.2 Thinking Day		
5.1 Kim's Game		
5.2 Ceremonies		
6 Whistle and Hand Signals		

## THE ENROLMENT CEREMONY

Congratulations! You have completed all the Enrolment clauses and are now ready to be enrolled as a Guide.

The Enrolment Ceremony is carried out in a horseshoe formation. The Patrol Leader will take her recruit/s to the Captain.

**Captain:**      **“Do you know what your honour means?”**

**Recruit:**      **“My honour means that I can be trusted to be truthful and honest.”**

**Captain:**      **“Can I trust you on your honour to do your best:  
To do your duty to God,  
To serve your country and  
help other people, and  
To keep the Guide Law.”**

*The recruit and all enrolled Guides and Guiders give the Sign while the recruit makes her Promise.*

**Recruit:**      **“I promise to do my best:  
To do my duty to God,  
To serve my country and  
help other people, and  
To keep the Guide Law.”**

*The Captain pins the Trefoil on the Guide’s scarf and says:*

**“I trust you on your honour to keep this Promise and to try to do at least one Good Turn a day.”**

*The Guider shakes hand with the newly enrolled Guide and says:*

**“You are now a member of the worldwide sisterhood of Guides.  
Salute the Colours.”**

*The Guide salutes the Colours. The Guide turns to face the Company.*

**Guider:**      **“Company, salute your new sister Guide.”**

*New Guide returns the Company’s salute.*





***I PROMISE TO DO MY BEST:  
TO DO MY DUTY TO GOD,  
TO SERVE MY COUNTRY AND  
HELP OTHER PEOPLE, AND  
TO KEEP THE GUIDE LAW***

***I MADE MY PROMISE***

***ON*** \_\_\_\_\_ ***AT*** \_\_\_\_\_  
***(date) (place)***

**SIGNED BY**

\_\_\_\_\_  
**(Guide)**