

*Tennessee Association
Of
Rescue Squads*



*Honor Guard
Manual*

Tennessee Association of Rescue Squads Honor Guard Manual

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Honor Guard Manual Purpose

The purpose of this manual is to establish guidelines and set forth policy, responsibilities and procedures with respect to the participation of the Honor Guard at TARS Funerals and other ceremonial occasions.



Our Mission

It is the mission of the Honor Guard to represent the Tennessee Association of Rescue Squads at the request of the fallen or deceased members squad or next of kin.

To serve as a disciplined team serving with honor at ceremonial functions, with respect and dignity at funeral services for active and retired personnel and personnel who have died in the line of duty, and provide comfort and compassion for the survivors. This shall be accomplished through drilling in etiquette and attention to detail.

Policy

It shall be the policy of the Honor Guard to :

- (a) Plan, coordinate, and conduct all Tennessee Association of Rescue Squad funerals when requested.**
- (b) Act as a clearing house for the Tennessee Association of Rescue Squads regarding Ceremonial protocol matters.**
- (c) Represent the Tennessee Association of Rescue Squads at the funeral of members of outside departments when feasible.**
- (d) Coordinate the Ceremonial functions at designated Tennessee Association of Rescue Squads events.**
- (e) Perform other functions as deemed appropriate by the Tennessee Association of Rescue Squads Executive Board and Honor Guard Captain.**
- (f) The Tennessee Association of Rescue Squads Honor Guard, shall be under the direction of the State Chaplain.**

Protocol for Notification

All requests to Honor Guard members will come from the Region Honor Guard Captain via the TARS State Chaplain or State Officer.

Any Honor Guard member being given a request will notify the Honor Guard Captain who will in turn notify the TARS President or his designee.

No member will volunteer the Honor Guard for any event prior to notifying the Honor Guard Captain for approval.

All Honor Guard members are responsible for any TARS equipment in their possession and will be held accountable for replacement due to loss, abuse or damage beyond normal use.

All Honor Guard members must have current contact information and equipment list on file with the Region Captain or his designee.

Funeral Procedures

1. Every service is different and the type of service rendered will be at the recommendation of the Honor Guard Captain with approval of the deceased next of kin, funeral director or deceased member's squad. Service rendered will be only as requested.

2. Official in charge of Honor Guard: The official in charge of the Honor Guard shall be the Honor Guard Captain. He is responsible for the proper functional execution of commands to the various elements of the Honor Guard. He shall have general responsibility for the following:

- (a) shall issue all commands for the Honor Guard
- (b) shall confer with the coordinator or contact person regarding the time of arrival and other information regarding assigned details.
- (c) arrange for sufficient personnel to assist
- (d) if directed, will confer with the Minister, Funeral Director and next of kin
- (e) Designate an assembly point near the site of detail, at this time, He/ She will inspect the uniform of members and brief them on proper procedures.

3. Honor Guard: The Honor Guard shall consist of the following:

- (a) Honor Guard Captain
- (b) Honor Guard Members

The team consists of a minimum of 3 or 4 members, one of whom will be in command of all members participating.

Vigil Standers / Casket Guard: These are Honor Guard members who will be positioned at the head and foot of the casket from one quarter hour before the viewing to one quarter hour after the viewing closes. Unless changed by next of kin, funeral director or member squad.

The Honor Guard Captain or His/her designee will supervise vigil standers and act as vigil stander as required. Honor Guard will set out to perform the following tasks;

- (a) establish a point of contact
- (b) conform to the wishes of the next of kin and/ or official in charge, both in the church and at the burial site.
- (b) other tasks as requested or required(IE: Stand at door or in line at end of ceremony to render hand salute as casket passes).

Protocol

All Honor Guard personnel attending any type of Funeral or Memorial Service shall be in Class A uniform to include: Cap, Class A jacket, White cotton gloves, Black leather shoes, Black socks, White shirt with black tie and dark navy blue pants. No wind breaker type jackets or coats are permitted. The Honor Guard Commander or his designee will make the decisions. All Honor Guard members will remain uniform in appearance.



Class B Uniforms:

Class B uniforms are the same as class A uniforms except there will not be a coat or cap used.

Flag Manual

All flags will be treated with dignity and respect.
The National Colors will always be treated with the highest regard.
(1st to be uncovered, last to be covered.)
Flag used for ceremony will always be folded properly and properly stored.
National Colors are never to be permitted to touch the ground.
See attachment on folding and display.
"Remember to treat the National Colors with the respect and dignity it deserves."

How to fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

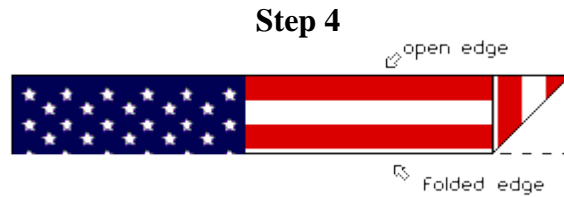
Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



Fold the flag **again** lengthwise with the blue field on the **outside**.



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



The triangular folding is continued until the entire length of the flag is folded in this manner.



When the flag is completely folded, only a triangular blue field of stars should be visible.

Uniforms

Class A Uniforms:

Class A Uniforms for Funerals, Memorial services,
other usages at the discretion of Honor Guard Captain.

1. Class A dress coat- navy blue with antique gold shoulder cord on left.
With TARS Honor Guard patch on right upper shoulder.
2. Round visor cap with TARS badge and antique gold band.
3. White uniform style long sleeve shirt
4. Black tie
5. Dark Navy blue slacks or dress pants
6. White cotton gloves
7. Hardware as noted under hardware usage
8. Black mourning band horizontal on Badge
(Funerals and Memorial services only)
9. Black socks, black shoes.

Hardware usage:

1. TARS Badge to be worn on left chest in all cases
2. No hardware other than TARS badge are permitted on Class A coat
3. No Name plates are to be worn.

Footwear:

1. Black leather shoes with high shine, worn out or cracked footwear is not acceptable

Uniform Note: All uniform gear is to be maintained
and worn in a professional manner.
There will be no visible tattoos

Uniform Accessories:

Sun glasses- Sunglasses are not permitted.
Exception if you own a pair of prescription
glasses with the lenses that automatically darken or
at the discretion of the Honor Guard Captain.

Ear Rings: Posts and studs are permitted,
all other visible body piercings and jewelry that
is excessive or dangles is not authorized.

Class B Uniforms:

Class B uniforms are the same as class A uniforms except
there will not be a coat or cap used.

General Appearance

- 1. All members must be neat in appearance. Beards neatly trimmed, mustaches groomed, neat hair condition**
- 2. Female hair must be restrained in any neat manner, flyaway hair is not acceptable**
- 3. Make up if worn must be in moderation and with neat appearance**
- 4. Hands and nails clean and neat (no grease or dirt under nails)**
- 5. Uniforms in top shape (cleaned, pressed, shoes shined etc.)**

The above is all common sense and adds to our overall neat and professional appearance.

Members will all be in uniform, any missing or unauthorized items will be corrected prior to participation (i.e.; white socks, missing hardware, missing mourning band, etc.)

In all events the following will be adhered to:

- 1. Cell phones and pagers must be placed on vibrate or silent mode.**
- 2. Sunglasses of non-prescription type will not be worn while in formation.**
- 3. Jackets will be buttoned at all times when worn.**
- 4. Gloves will not be stuffed in pockets, must be carried as specified under the belt, neatly folded near the right front pocket.**
- 5. When cap is removed, will be carried under left arm, visor facing forward and top of cap under arm.**
- 6. Horseplay and other loud or undignified actions while in uniform is prohibited.**
- 7. Consumption of any alcohol while in uniform will result in dismissal.**

Termination from Honor Guard

- 1. Voluntary- member withdraws from unit**
- 2. Involuntary-**
 - A. Not TARS member**
 - B. Conduct unbecoming**
 - C. non attendance of meetings, funerals, special events, etc**
 - D. Adaptability**
 - 1. At request of Honor Guard Captain.**
 - 2. At request of Honor Guard Captain or State Chaplain.
(Formal committee hearing if requested)**
 - 3. TARS Executive Board action in conjunction with Honor Guard Captain and the State Chaplain.**
- 3. Return of TARS Honor Guard Equipment**
 - A. All equipment as per equipment list, signed out by member**
 - B. The Captain will inventory returned equipment and issue receipt**
 - C. The Captain will assess damaged equipment, cost of replacement items must be paid upon final check off and receipt**
 - D. Equipment not returned or reimbursement not being submitted at time of check in will be reported to the TARS Executive Board of failure to comply for further action**

Membership Requirements

- 1. Current TARS member in a TARS member Rescue Squad**
- 2. Current member in good standing with TARS prior to Honor Guard application**
- 4. Must be willing to follow directions**
- 6. Willing to participate in Funeral Services as requested**
- 7. Must be physically able to stand and walk as required**
- 8. Neat in appearance**
- 9. Interview with Honor Guard Captain and others as needed**
- 10. Have a current working phone for immediate contact**
- 11. Fill out application and present to Honor Guard Captain**
- 12. Must agree to sign for issuance of any and all equipment provided and
Maintain all issued equipment**
- 13. Provide 3 references of TARS members**
- 14. Be available for any function, event or training as needed, when possible**
- 15. Not a past TARS Honor Guard member having been dismissed**

Miscellaneous:

Due to the nature of the Honor Guard, we will adhere to the policy set forth in this manual. Therefore any stipulation against smoking in public, wearing of uniform hat or any other related uniform items will be followed.

White gloves, when not worn, will be secured at the right front of the belt, with the fingers looping over the top and inside of the belt, with fingers concealed.

It is the responsibility of any members of the Honor Guard to, upon being made aware of the presence of a member of the deceased family, a "survivor", to see that the "survivor" is rendered special attention and whatever assistance they may require or desire.

As it is one of our main goals to make anything we do "look professional", particularly anytime that we move in public, it will be moving in a formation.

Honor Guard Membership Application Page 2

Why do you want to join the Honor Guard?

Admin. Use Only:

Date of interview with Honor Guard Captain _____

Interview results:

Applicant Approved or Disapproved (Circle one) If disapproved explain briefly

Honor Guard Captain Signature:
