



St John

ST JOHN ASSOCIATIONS

ST JOHN AMBULANCE

GENERAL REGULATIONS 2006

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Chapter 1: RELATIONSHIP BETWEEN THE ORDER, THE ASSOCIATION AND ST JOHN AMBULANCE

1.01 DEFINITIONS

To be completed.

1.02 THE NATURE OF THE ORDER

“The Order of St John” is an Order founded on Christian principles. It is stated in the Statutes to be an ancient Christian brotherhood. In its humanitarian work the Order reaches out to those of any race, class, religion or creed and welcomes all who are moved to share in its work.

1.03 THE OBJECTS AND PURPOSES OF THE ORDER

The objects and purposes of the Order are:

- (a) The encouragement of all that makes for the spiritual and moral strengthening of mankind in accordance with the first great principle of the Order embodied in the Motto “Pro Fide” (for the Faith).
- (b) The encouragement and promotion of all work of humanity and charity for the relief of persons in sickness, distress, suffering or danger, without distinction of race, class or creed and the extension of the second great principle of the Order embodied in the Motto “Pro Utilitate Hominum” (for the Service of Mankind); and
- (c) The other objects and purposes set out in Statute 4.

1.04 MEMBERS OF THE ORDER; OF THE ASSOCIATION; AND OF ST JOHN AMBULANCE

It is recognised and declared that:

- (a) The members of the Order wherever in the world they are resident comprise one body corporate.
- (b) The St John Ambulance Foundation is one body the members of which comprise members of St John Ambulance wherever in the world they are resident; and
- (c) An individual may be:
 - (i) A member of the Order; or
 - (ii) A member of St John Association; or
 - (iii) A member of the St John Ambulance Foundation; or
 - (iv) Concurrently a member of any two or all three of such bodies.

1.05 PRINCIPAL ACTIVITIES OF THE ASSOCIATION

The Order recognises that the Association is pursuing within the Territory certain objects and purposes which fall within those of the Order.

1.06 RELATIONSHIP BETWEEN ORDER ESTABLISHMENTS

The Order and the Association recognise that the Order Establishments including the Association comprise a federation and that they shall have the closest practicable relationship the one with the other and with the Order.

1.07 GENERAL EXCLUSIVE AUTHORITY WITHIN THE TERRITORY

a) The Order so far as it is able has conferred on the Association the exclusive power and authority to carry on the work of the Order within the territory.

b) The Regional Councils operating under the National Executive Council have delegated authority to safeguard the interests of the Association within the regions. The Regional council Chair will report to the National Executive council Chair whereas the Regional Commissioner will report to the Chief Commissioner on matters of uniformed members.

1.08 CONTROL AND MANAGEMENT OF ST JOHN AMBULANCE WITHIN THE TERRITORY

(a) The Order so far has conferred on the Association the powers of the control and management of St John Ambulance within the territory.

(b) If the Association ceases to be recognised as a St John Association then unless the Grand Council shall otherwise direct The St John Ambulance Foundation shall thereupon also cease to exist in the Territory; and

(c) The Association shall ensure that the body of person known as St John Ambulance within the Territory shall be re-styled so that the words "St John" or "St John Ambulance" shall no longer be included in its title.

1.09 USE OF THE BADGE OF THE ORDER

(a) The Order has conferred on the Association the authority to use the Badge of the Order in accordance with such general instructions, as the Grand Council shall give from time to time.

(b) The Badge shall not be used in conjunction with any other emblem or motif without the prior written approval of the Grand Council.

(c) The badge may be used on a square, rectangular or circular background and may be accompanied by words permitted in accordance with approved Uniform Regulations but no other words.

1.10 USE OF THE NAMES OF THE ORDER AND OF ST JOHN AMBULANCE

The Order has conferred on the Association authority to use in its title the words "[X]"

1.11 WEARING OF ST JOHN AMBULANCE UNIFORM

(a) The Order has conferred on the Association the power and the authority to permit those members of the St John Ambulance Foundation within the Territory to wear St John Ambulance Uniform.

(b) If the Association ceases to be recognised as a St John Association then the Association shall ensure that no member of the St John ambulance Foundation within the Territory

shall thereafter wear the St John Ambulance Uniform or any other uniform which may reasonably be expected to be confused with it.

1.12 COMPLIANCE WITH THE STATUTES AND REGULATIONS OF THE ORDER
AND WITH DIRECTIONS OF THE GRAND COUNCIL

The Association has undertaken to comply with the provisions of the Statutes and Regulations of the Order for the time being in force and with such directions as the Grand Council shall give from time to time.

1.13 THE MOTTOES OF THE ORDER

The Mottoes of the Order are “Pro Fide” (for the Faith) and “Pro Utilitate Hominum” (for the Service of Mankind).

1.14 THE WORK OF THE ORDER

The work of the Order is carried out without distinction of race, class or creed.

Chapter 2: ST JOHN AMBULANCE OBJECTS AND MEMBERSHIP

2.01 OBJECTS

The Objects of St John Ambulance are: -

- (a) To train and maintain a body of men and women thoroughly efficient in First Aid and Auxiliary Patient Care.
- (b) To afford opportunities for holders of approved First Aid Certificates to meet together for training and practice, with the assistance of the medical and nursing professions, with the object of combining individual efforts in the service of the public.
- (c) To provide First Aid and Patient Care for the injured and sick.
- (d) To provide ancillary services for the sick and injured in hospitals of all kinds, homes and elsewhere.
- (e) To provide reserves for the Medical Services of the countries Armed Forces.
- (f) To provide a trained organization that will be immediately available in time of emergency.

2.02 OBJECTIVES OF CADET DIVISIONS

The objectives of Cadet Divisions are: -

To assist the home and community in guiding young people towards caring, considerate and healthy citizenship;

- By providing opportunities for young people to learn and practice First Aid, Patient Care, and other subjects conducive to the training of good citizens.
- By making available a happy and safe environment for learning, within which is developed the benefits of combined efforts as well as individual achievement.
- By providing learning interests through which young people develop an awareness of leisure time.
- To lay the foundations for membership of a St John Ambulance Adult Division.

2.03 THE CADET MEMBERS' OBLIGATION

- To the best of their ability St John youth will serve their God;
- Be loyal to their faith, their President and country, their home and community and to the Order of St John;
- They will show concern, caring and love for others, being honest and cheerful at all times.

2.04 PRIMARY DUTY OF MEMBERS

- (a) The primary and distinct duty of all full members of St John Ambulance is the rendering of First Aid and they are, therefore, required to qualify and keep themselves efficient in this respect.
- (b) In addition all members of St John Ambulance must qualify in Patient Care in order to meet the ordinary need for nursing the sick in their own homes, or in emergency, and to provide assistance with the ancillary nursing services in hospitals and institutions.

2.05 QUALIFICATION FOR ENROLMENT –ADULT MEMBERS

Candidates for enrolment for adult membership must: -

- (a) Have attained the age of 18 years.
- (b) On reaching the age of 17 years, Cadets may be promoted to an Adult Division if in possession of the required First Aid Certificate.
- (c) Be of good character
- (d) Be acceptable to the Chief Commissioner in all respects.

2.06 FULL MEMBERS

Candidates for full membership must also: -

- (a) Produce an approved First Aid Certificate (see Reg. 2.18) or evidence of a subsequent award gained within the past three years.
- (b) Members are required to obtain an approved Patient Care Certificate within the calendar year following the year of enrolment, otherwise membership lapses.
- (c) These requirements do not apply to Registered Medical Practitioners and Registered Nurses holding a current Practising Certificate.

2.07 PROBATIONARY MEMBERS

- (a) Men and women who hold only the "Life saver" and/or an approved Patient Care Certificate may be granted Probationary Membership, but will be required to gain an approved First Aid Certificate and if necessary an approved Patient Care Certificate within the calendar year following the year of enrolment otherwise membership lapses.
- (b) The full service of such probationary members may be back-dated to the date on which probationary membership was granted, after all the required certificates have been gained.

2.08 RESERVE LIST

- (a) Any member of St John Ambulance, who has rendered not less than three years efficient service, may be placed on a Reserve List if for any reason it is inconvenient for a time for them to remain serving on the Active List.
- (b) Officers will retain their grading while on the Reserve List.
- (c) Applications to be placed on the Reserve List are to be made to the Chief Commissioner.
- (d) Officers placed on the Reserve List will have no executive authority and are supernumerary
- (e) The following provisions will apply when the member is available to rejoin the Active List.
 - (i) Officer and N.C.O.'s may only rejoin the Active List in their previous grading to fill a vacancy in that grade, and then only with the approval of the Chief Commissioner.
 - (ii) Those wishing to rejoin in a lower grading to fill a vacancy, or as an Ambulance / Nursing Member, may do so with the approval of the Chief Commissioner.
 - (iii) Officers will take precedence in their grading from the date on which they rejoin.
 - (iv) Members on the Reserve List may wear uniform only when on Brigade duties or when authorised by the Chief Commissioner.

2.09 RETIRED LIST

- (a) Each St John Association shall maintain a Retired List.
- (b) Members of the Order, holders of the Life Saving Medal, and members of St John Ambulance with six years efficient service may, on application to the Chief Commissioner, be placed on the Retired List.
- (c) Those on the Retired List may, if approved by the Chief Commissioner, retain their uniform and wear it on suitable occasions.

2.10 CADET MEMBERS

- (a) Qualifications for enrolment:
Young people wishing to enrol, as Cadets must have reached the age of 11 years and obtain the written consent of a parent or guardian.
- (b) Full Membership:

Candidates for full Cadet membership (which is defined as qualifying for service awards under Regulations 7.12, 7.13, and 7.16) must: -

- (i) Obtain the approved Life Saver Certificate.
- (ii) After turning 14 years of age obtain an approved First Aid Certificate (see Reg.2.18). This certificate being compulsory for those wishing to obtain full membership of an Adult Division after their seventeenth birthday.
- (iii) Cadets are required to obtain an approved Preliminary Patient Care Certificate or Patient Care Certificate within the calendar year following the obtaining of the Life Saver First Aid Certificate or First Aid Certificate. The age conditions for service applying to the certificate in Reg.2.10. (b) (ii) above shall apply to the Patient Care Certificate; the Patient Care Certificate may be obtained prior to the First Aid Certificate.
- (iv) Provided the Life Saver or First Aid Certificate is obtained during the calendar year following the year of enrolment, full membership may be backdated to the date of obtaining the appropriate Patient Care Certificates.
- (v) Cadets not holding the Certificates referred to in (i), (ii) and (iii) of this Regulation may enjoy all privileges and obligations of membership other than those relating to service awards and efficiency.

2.11 PROMOTION OF CADETS TO ADULT DIVISION

(a) On reaching the age of 17 years, Cadets may be promoted to an Adult Division as full members on the following conditions: -

- (i) The Cadet must be in possession of the required First Aid Certificate.
- (ii) The Cadet will be required to obtain a Patient Care Certificate during the calendar year following the year of promotion.

(iii) In special cases where it has been impossible to obtain a First Aid Certificate, a Cadet may be promoted, if in possession of a Patient Care Certificate but will be required to obtain a First Aid Certificate within the following calendar year, otherwise membership lapses.

(b) Unless promoted to an Adult Division a Cadets membership of St John Ambulance will automatically cease on reaching 20 years of age.

2.12 INDIVIDUAL CADETS ATTACHED TO ADULT DIVISIONS

Where no Cadet Division exists and one cannot be formed, cadets may be attached to an Adult Division until they become eligible for adult membership. They will be trained in accordance with the Regulations for Cadets.

2.13 UPGRADING OF FIRST AID QUALIFICATIONS

When a Cadet reaches 15 years of age and is required to obtain a First Aid Certificate to obtain full membership application may be made by the relevant Cadet Division for the Cadet to attend and qualify on a short training module designed to upgrade Cadets from Essentials of First Aid to Standard First Aid. An approved St John Trainer will conduct this training module. On successful completion of the module the Cadet will be awarded a Standard First Aid Certificate.

2.14 PRESIDENTS AND VICE PRESIDENTS

- (a) Under the provisions of these Regulations the office of Chairperson or Vice Chairperson is neither an administrative nor an executive appointment.
- (b) For each St John Association there may be one Chairperson and 4 Vice Chairpersons (one each for the Ambulance, Nursing, Ambulance Cadet and Nursing Cadet personnel). In addition each St John Ambulance Division may, with the prior approval of the Chief Commissioner, appoint a President and 2 Vice Presidents.
- (c) Appointments are made for a period of 3 years (commencing from St John the Baptist Day 2002) but are renewable for a further period or periods. For every Cadet division with a parent wing authority will be sought from the Chief Commissioner to appoint a Chairperson and two Vice-Chairpersons of whom one must be a lady.
- (d) First appointments will be for whatever length of time remains of the current three yearly period.

2.15 ADMINISTRATIVE MEMBERSHIP

- (a) The Chief Commissioner may confer Administrative Membership, including Officer status, on persons who are not qualified in First Aid but undertake secretarial or administrative duties on Headquarters or District staff or for schemes in connection with any recognised ancillary work undertaken by St John Ambulance.
- (b) The Chief Commissioner will maintain a record of all such appointments.

2.16 AUXILIARIES OF ST JOHN

- (a) Persons working for St John Ambulance in any of the following capacities, who do not wish to become full or administrative members, may be enrolled as Auxiliaries of St John.
 - (i) Honorary auditors, solicitors, treasurers, secretaries, assessors in Cadet Proficiency subjects.
 - (ii) Members of Headquarters or Regional office staff.
 - (iii) Persons actively engaged in connection with any recognised ancillary work undertaken by St John Ambulance.
- (b) The Chief Commissioner will maintain a record of all such appointments.
- (c) Auxiliaries may be entitled to wear the form of dress approved by the St John Association to provide identification and protection in their particular areas of service. They will be entitled to wear the badge of an Auxiliary for so long as they continue to actively support the work of St John Ambulance.
- (d) Auxiliaries have no executive power within St John Ambulance.

2.17 HONORARY MEMBERS

- (a) Honorary Membership is limited to: -
 - (i) Persons who have, for not less than 3 years, rendered satisfactory service to St John Ambulance in any capacity for which the badge of an Auxiliary may be granted.
 - (ii) Persons who have, in the opinion of the Chief Commissioner, rendered good service to St John Ambulance, which should, as a general principle, have extended over not less than 3 years.
- (b) All recommendations for Honorary Membership will be made to and approved by the Chief Commissioner.
- (c) The Chief Commissioner will maintain a record of all such appointments.

2.18 APPROVED CERTIFICATES

Provided the certificate has been obtained within 3 years preceding the date of enrolment the adult and youth certificates issued by: -

- (i) St John Ambulance
- (ii) The St Andrew's Ambulance Association
- (iii) National Red Cross Societies

are approved First Aid and Patient Care certificates for the purpose of enrolment in St John Ambulance.

2.19 AGE LIMITS

(a) Active List: -

- (i) Adults: The age limit for retention on the active list is 65. In special circumstances, and subject to a certificate of fitness for Public Duties, retention on the active list may be extended in individual cases and on a yearly basis up to the age of 70, with the personal approval of the Chief Commissioner.
- (ii) Cadets: Cadets may not remain in a Cadet Division after their 20th birthday.

(b) Reserve List: -

The age limit for retention on the Reserve List is 70. In special circumstances, and subject to a certificate of fitness for Public Duties, retention on the active list may be extended in individual cases and on a yearly basis up to the age of 70, with the personal approval of the Chief Commissioner.

(c) Retired List: -

All members on reaching the age of 70 must apply to be placed on the Retired List (if eligible) or resign from St John Ambulance.

Chapter 3: ST JOHN AMBULANCE ORGANISATION

3.01 REGIONS

Where warranted St John Ambulance activities within the territory may be organised on a Region basis. A Regional Commissioner will administer each Region.

3.02 CORPS

To facilitate administration the Chief Commissioner may authorise a number of units situated within part of a Region to be administered as a Corp. A Corp Superintendent will administer each Corp.

3.03 DIVISIONS

A Division is the normal unit of St John Ambulance and shall consist of not less than 10 and normally not more than 60 members.

3.04 SECTIONS

- (a) The smallest unit of St John Ambulance is a Section, which normally consists of 5 to 9 members including the Member-in-Charge.
- (b) A Section, where possible will be attached to a Division and the Member-in-Charge will be responsible to the Superintendent of that Division.

3.05 COMBINED DIVISIONS

- (a) Where local circumstances make it desirable the Chief Commissioner may allow the formation of a Combined Division, which may comprise both Ambulance and Nursing personnel, including both Adults and Cadets, or any combination of the four.
- (b) The title of the Division shall be the _____ Combined Division.
- (c) The establishment will be as for other Divisions; but Combined Divisions will be officered and administered as the Chief Commissioner in consultation with the Regional Commissioner, or where there are Cadet Members the Regional Cadet Officer, may direct.
- (d) The Divisional Superintendent may be an Officer (Nursing) in which case it is preferable for the Divisional Officer to be an Officer (Ambulance) and vice versa.

3.06 CLOSED DIVISIONS

- (a) The employees of any Government Department, Company or other Organisation, may be enrolled as a Section of an existing Division or as a Division, bearing the name of such Department, Company or Organisation provided they have the consent of their employers and they undertake to conform to these Regulations.
- (b) Such Sections or Divisions are known as Closed Sections or Closed Divisions.
- (c) Members may wear either the St John Ambulance uniform or the uniform of the Body to which they belong, with an approved St John Ambulance Badge or Arm Band.
- (d) They will not be called upon to undertake Public Duties except with the sanction of the Head of the Department, Company or Organisation to which they belong.
- (e) Members of Closed Sections or Divisions desiring their service to count towards Efficiency Awards must comply with all the requirements set out for other St John Ambulance members.

3.07 TITLES OF DIVISIONS

Each Division must include the name of its locality in its title.

3.08 ORGANISATIONAL STRUCTURE

Authorised Establishment: -

(a) Headquarters

Chief Commissioner	
Deputy Chief Commissioner	Chief Surgeon
Chief Officer Cadets	Chief Nursing Officer
Staff Officers- (2) Training and Operations	

The staff officers should not exceed three (3), at any one time.

Where local circumstances make it desirable the St John Association for the territory may, on the recommendation of the Chief Commissioner authorise the appointment of Deputies and/or Assistants for each of the above positions or such other appointments as may be necessary for the proper administration of St John Ambulance within the territory. In like manner and on the same recommendation the St John Association for the territory may approve the disestablishment of any position.

(b) Regional

Regional Commissioner	Regional Surgeon
Regional Cadet Officer	Regional Nursing Officer
Regional Staff Officers	

Where local circumstances make it desirable the Chief Commissioner may, on the recommendation of the Regional Commissioner authorise the appointment of Deputies and/or Assistants for each of the above positions or such other appointments as may be necessary for the proper administration of St John Ambulance within the Region. In like manner and on the same recommendation the Chief Commissioner may approve the disestablishment of any position.

(c) Corp

Corp Superintendent	Corp Surgeon
Corp Cadet Officer	Corp Nursing Officer
Corp Staff Officers	

Where local circumstances make it desirable the Chief Commissioner may, on the joint recommendation of the Corp Superintendent and Regional District Commissioner, authorise the appointment of Deputies and/or Assistants for each of the above positions or such other appointments as may be necessary for the proper administration of St John Ambulance within the Corp. In like manner and on the same recommendation the Chief Commissioner may approve the disestablishment of any position.

(d) Division

Divisional Superintendent	Divisional Surgeon
Divisional Officer (one for every 15 members – minimum 1)	Divisional Nursing Officer
Cadet Leaders (for Cadet Divisions)	
Sergeants (one for every 12 members)	
Corporals (one for every 6 members)	

(i) In the numbers mentioned above, N.C.O.'s are included

- (ii) The Chief Commissioners may approve the appointment of a second Divisional Officer before the Division reaches the strength of 30 members if circumstances warrant such action.

3.09 DISBANDMENT

- (a) In the event of it being necessary to disband a St John ambulance unit, the authority of the Chief Commissioner must be obtained.
- (b) If a Division is suspended through inactivity and not re-activated within 12 months, it will be disbanded.
- (c) On suspension, the Member-in-Charge must close any banking account and prepare a statement of accounts of any funds held, and forward it together with a cheque for any funds remaining on hand to the Chief Commissioner (through normal channels for communications) for retention pending possible revival.
- (d) An inventory of stores and equipment held should likewise be prepared and forwarded to the Chief Commissioner who will direct on how those items should be disposed of.

Chapter 4: APPOINTMENTS, PROMOTIONS AND GRADINGS

4.01 SENIOR OFFICERS

The Senior Officers of St John Ambulance within the territory are as follows: -

- The Chief Commissioner
- The Deputy Chief Commissioner
- The Chief Surgeon
- The Chief Nursing Officer
- The Chief Officer Cadets
- The Regional Commissioner(s)

4.02 APPOINTMENT OF SENIOR OFFICERS

- (a) The appointment of all Senior Officers will be made for a period of 3 years (commencing from St John the Baptist Day 2002) but are renewable for a further period or periods.
- (b) Vacancies may be filled for the unexpired portion of any period, as and when required.

4.03 APPOINTMENT OF OFFICERS OTHER THAN SENIOR OFFICERS

(a) General

It is of great importance that persons proposed as Officers are of good character and of suitable age and education, all of which are necessary to ensure their having proper influence over the members under their command. Length of service alone is not a deciding factor in recommending for appointment, or promotion.

Officers appointed to be in charge of Cadets will normally be below the age of 45 on first appointment and those in charge of adults will normally be below the age of 55 on first appointment. Officers of Cadet Divisions must have proved ability to interest and lead youth. This is a highly specialised task for which knowledge of First Aid and Patient Care alone does not constitute adequate qualification.

The minimum age for the appointment of all Officers is 19, but in special cases recommendations may be submitted to the Chief Commissioner for the appointment of those who have reached their 18th birthday, and have had at least one year's experience in a Division. Such appointments will be on "probation" for six months or until their 19th birthday, whichever is the longer period.

The Divisional Superintendent, while being personally responsible for nominating qualified persons for appointment to Divisional vacancies must also consult such of his senior Officers as may be concerned.

Such Officers will be appointed, promoted, or transferred with the approval of the Chief Commissioner for a period of three years commencing from St John the Baptist Day 2002. At the end of that period and following review by the Chief Commissioner, their appointment may be renewed for a further period.

(b) Surgeons

All Surgeons must be Medical Practitioners whose name appears in the current Medical Register. The Chief Surgeon must endorse the Nomination for Appointment or Promotion form before the Chief Commissioner approves it.

(c) Nursing Officers

All Nursing Officers must be Registered Nurses who have completed a training course of at least 3 years duration and hold a current Practising Certificate. The Chief Nursing Officer must endorse the Nomination for Appointment or Promotion form before the Chief Commissioner approves it.

(d) Transport Officers

Transport Officers are required to hold the appropriate driving licence and to possess knowledge of vehicle maintenance.

4.04 ADULT N.C.O.'s

(a) General

It is of the utmost importance that persons proposed as N.C.O.'s are of good character, possessing the qualities of leadership and capable of giving instructions. Length of service is not a deciding factor in recommending these appointments.

(b) Staff Sergeants

(i) As an inducement to diligent performance of duties and in recognition of exceptionally good service, Sergeants may be recommended by the Regional Commissioner for the rank of Staff Sergeant, provided he has served in his rank for the preceding 5 years, and has been efficient in accordance with these Regulations in each of those years.

(ii) The Chief Commissioner will approve appointments of Staff Sergeants.

(c) Sergeants, Corporals and Transport N.C.O.'s

The Regional Commissioner will appoint this category of officers.

4.05 CADET DIVISION APPOINTMENTS

(a) (i) The rank of Cadet Leader may be granted to those Cadets who have attained the age of 15, have upgraded their First Aid and Patient Care certificates and have merited their promotion.

(ii) Cadet Leaders rank above Cadet N.C.O.'s but are not Officers. The Regional Commissioner appoints Cadet Leaders.

(b) Cadet N.C.O.'s are appointed by the Regional Commissioner.

4.06 SECRETARIES, TREASURERS AND STOREKEEPERS

Secretaries, Treasurers and Storekeepers will be appointed by the Regional Commissioner.

4.07 PROMOTION EXAMINATIONS

(a) Officers

(i) All Officers (other than Senior Officers, Surgeons and Nursing Officers) are required to take a Promotion Examination unless otherwise approved by assessment.

(ii) Chief Commissioners should, in principle, appoint an Examining Board of not less than 3 officers; if this is not possible 2 officers may conduct the examination.

(b) Adult N.C.O.'s

(i) All adult N.C.O.'s are required to take a Promotion Examination unless otherwise approved by assessment.

(ii) Officers approved by the Regional Commissioner will take examinations for sergeants and corporals.

(c) Cadet N.C.O.'s

(i) Promotion Examinations and/or Assessments for Cadet N.C.O.'s may be arranged by the Divisional Superintendent in consultation with the Regional Commissioner.

4.08 ACTING APPOINTMENTS

(a) General

- (ii) The Chief Commissioner has power to make Acting Appointments pending qualification for confirmation, and may delegate this authority to Regional Commissioners in the case of Region, Corp and Divisional appointments.
- (iii) Persons holding Acting Appointments wear uniform and grading markings as appropriate to the appointment, carry out duties laid down, and have the same privileges and precedence as if their appointment had been confirmed.
- (iv) Acting Appointments may be held for a period not exceeding 6 months except in circumstances approved by the Chief Commissioner.

(b) Officers and N.C.O.'s

- (i) Acting Appointments (except in the case of first appointments) may be made prior to the Promotion Examination / Assessment.
- (ii) Upon confirmation appointments will be dated from the first day of the Acting Appointment.
- (iii) The same principle applies in respect of N.C.O.'s appointments approved by a Regional Commissioner.
- (iv) All first appointments as Officers or N.C.O.'s will be in an acting, capacity on probation for 6 months.
- (v) Members of Divisions, not yet in possession of a Patient Care Certificate will continue in an acting capacity on completion of the 6-month probationary period until the Patient Care Certificate has been obtained.
- (vi) At the Discretion of the Chief Commissioner first Officer appointments may be at Grade 6 for the first year.

4.09 SENIORITY OF APPOINTMENT

For all appointments, other than Senior Officers, the date of the appointment will be the date on which the Chief Commissioner signs the Nomination for Appointment or Promotion form.

4.10 DUAL APPOINTMENTS

- (a) Dual appointments are not permitted.
- (b) Officers or N.C.O.'s on being promoted or transferred automatically vacate the appointment previously held.

4.11 APPOINTMENT IN ST JOHN ASSOCIATION

Except for those St John Ambulance Officers who are named in the Rules of the St John Association for the territory as being members of that National Council no St John Ambulance member on the Active List shall be a member of that National Council without the written consent of the Chief Commissioner.

4.12 RELINQUISHING APPOINTMENTS

4.12.1 Officers

- (a) Officers desiring to relinquish their appointment must notify the Chief Commissioner through normal communication channels.
- (b) They must state whether they wish to:
 - (i) Continue active membership of St John Ambulance
 - (ii) Be placed on the Reserve List
 - (iii) Be placed on the Retired List
 - (v) Resign from St John Ambulance

Grade 6	S
(e) Divisional Officers	
Divisional Superintendents	S S S
Divisional Surgeon	S.S.S.
Divisional Nursing Officer	S S
Divisional Officer	S S
Divisional Officer	
First Appointment (temporary)	S

4.14 DISTINGUISHING MARKS

- (a) Medical Practitioners are distinguished by scarlet rank slides
- (b) Nursing Officers and other Registered Nurses are distinguished by a red bar on both rank slides/epaulettes.
- (c) Those holding Transport appointments wear the letter "T" on each rank slide/epaulette.
- (d) Officer on the Reserve List or the Retired List wear a letter "R" on each rank slide/ epaulette.

Chapter 5: DUTIES OF OFFICERS

5.01 CHIEF COMMISSIONER

The Chief Commissioner is the executive head of St John Ambulance within the territory and is responsible for organization, administration, efficiency and discipline. He/she is a member of the National Council.

5.011 DEPUTY CHIEF COMMISSIONER

The Deputy Chief Commissioner will deputise the Chief Commissioner, and perform such duties that may be allocated to him by the Chief Commissioner. He is also the Director of Operations.

5.02 CHIEF SURGEON

The Chief Surgeon is the adviser to the Chief Commissioner on all matters concerning the medical and surgical work of St John Ambulance and endorses all appointments of Surgeons at District, Corp and Divisional level.

5.03 CHIEF NURSING OFFICER

The Chief Nursing Officer is the adviser to the Chief Commissioner on all matters concerning the nursing work of St John Ambulance in consultation with the Chief Surgeon, and endorses the appointment of all Nursing Officers.

5.04 CHIEF CADET OFFICER

The Chief Cadet Officer is responsible to the Chief Commissioner for all Cadet matters

5.05 REGIONAL COMMISSIONER

Each appointed Regional Commissioner, as Officer in charge of a Region is responsible to the Chief Commissioner for the organization, administration, efficiency and discipline of the Units of St John Ambulance serving under him/her.

5.06 REGIONAL SURGEON

- (a) The Regional Surgeon advises the Regional Commissioner on all matters concerning the medical work of St John Ambulance within the District.
- (b) He/she is responsible for ensuring a correct standard of First Aid
- (c) He/she is responsible to the Regional Commissioner for seeing that all annual re-examinations are carried out and will, whenever possible, conduct these personally.
- (d) He/she may refer professional matters to the Chief Surgeon.

5.07 REGIONAL NURSING OFFICER

- (a) The Regional Nursing Officer advises the Regional Commissioner concerning the appointment of Nursing Officers at Corp and Divisional levels.
- (b) The Regional Nursing Officer in consultation with the Regional Surgeon is responsible for Patient Care training and examinations in the District.
- (c) He/she may refer professional matters to the Chief Nursing Officer.

5.08 REGIONAL CADET OFFICER

- (a) The Regional Cadet Officer is the adviser to the Regional Commissioner on all matters relating to the cadets.
- (b) He/she must consult closely with the Officers for adult personnel
- (c) They must be consulted about the appointment of all Officers recommended for service with Cadet Divisions
- (d) The Regional Cadet Officer is responsible to the Regional Commissioner for the administration, efficiency, discipline and welfare of all Cadets within the District.

5.09 CORP SUPERINTENDANT

The Corp Superintendent is responsible to the Regional Commissioner for the general organization, administration, efficiency and discipline of the St John Ambulance Units serving under him/her.

5.10 CORP SURGEON

- (a) The Corp Surgeon supervises the medical work of the Corp.
- (b) He/she is responsible for ensuring the correct standard of First Aid within the Corp and that the annual re-examinations are held.
- (c) He/she is responsible to the Regional Surgeon for such other duties as are allocated.

5.11 CORP NURSING OFFICER

- (a) The Corp Nursing Officer, in consultation with the Corp Surgeon is responsible for advising the Divisional Nursing Officers concerning training in Patient Care duties in their Divisions.
- (b) The Corp Nursing Officer is responsible for the Patient Care training in the Corp.

5.12 CORP CADET OFFICER

- (a) The Corp Cadet Officer is the adviser to the Corp Superintendent on all matters relating to Cadets.
- (b) He/she must consult closely with the Officers for adult personnel
- (c) They must be consulted about the appointment of all Officers recommended for service with Cadet Divisions
- (d) The Corp Cadet Officer is responsible to the Corp Superintendent for the administration, efficiency, discipline and welfare of all Cadets within the Corp.

5.13 STAFF OFFICERS

Staff Officers on Headquarters/Regional/Corp Staffs carry out such duties as are allotted to them. They hold such executive command and are given such grading as are considered appropriate for the appointment held.

5.14 DEPUTY AND ASSISTANT OFFICERS

A Deputy or Assistant Officer carries out such duties as may be delegated to him/her. When his/her senior is absent he/she acts for him/her

5.15 DIVISIONAL SUPERINTENDENTS

A Divisional Superintendent is responsible to the Corp Superintendent (where a Corp exists) or to the Regional Commissioner for the organization, administration, efficiency and discipline, of those under him/her. In the case of Cadet Divisions to the Corp/ District Cadet Officer.

5.16 DIVISIONAL SURGEON

- (a) The Divisional Surgeon has charge of the medical work of the Division.
- (b) He/she is responsible to the Corp or Regional Surgeon, as the case may be, for the instruction of members of the Division in First Aid.
- (c) He/she is expected to promote the efficiency of the Division by giving instruction throughout the year and to take the annual re-examinations if required.
- (d) On public duties he/she is responsible for the medical work in the station to which he/she is detailed.

5.17 DIVISIONAL NURSING OFFICER

- (a) The Divisional Nursing Officer in consultation with the Divisional Surgeon has charge of the Patient Care training of the Division.
- (b) The Divisional Nursing Officer is responsible to the Corp or the Regional Nursing Officer, as the case may be, for Patient Care training in the Division.

5.18 DIVISIONAL OFFICER

Divisional Officers assist their Divisional Superintendent in supervising the work of the Division.

5.19 TRANSPORT OFFICER

- (a) Transport Officers are responsible to their immediate superior for the maintenance and efficiency of the transport service in their charge.
- (b) Where a unit of St John Ambulance operates an Ambulance Transport Service in addition to their usual public duties, the normal complement of Officers and N.C.O.'s may be appointed, plus additional Transport Officers and N.C.O.'s as approved by the Chief Commissioner.

5.20 STAFF SERGEANTS, SERGEANTS AND CORPORALS

Staff Sergeants, Sergeants and Corporals assist their officers, as directed, in the discharge of their duties, and perform such other duties as may be required of them.

5.21 TRANSPORT N.C.O.'S

Transport N.C.O.'s are responsible to the Officer under whose command they serve for the maintenance and efficiency of the transport service in their charge.

5.22 DIVISIONAL SECRETARY

- (a) The Divisional Secretary, acting under instructions from the Divisional Superintendent, advises all ranks of drills, practices and meetings.
- (b) Keeps a record of each member's attendances at divisional instructional meeting, public duties and other service. He/she also prepares all entries in the Divisional Minute Book and all official Forms and Returns.

5.23 DIVISIONAL TREASURER

The Divisional Treasurer is responsible to the Divisional Superintendent for the Divisional accounts and prepares the annual statement of accounts for audit.

5.24 DIVISIONAL STOREKEEPER

- (a) The Divisional Storekeeper, acting on instructions from the Divisional Superintendent, ensures that the stores in his/her charge are at all times in clean and proper condition and ready for immediate use.
- (b) He/she keeps the list of stores and makes a record of all articles issued and is responsible for their return and replacement.

Chapter 6: DISCIPLINE WITHIN ST JOHN AMBULANCE

6.01 FOREWORD

St John Ambulance is composed of members who, as voluntary workers, devote their spare time to provide First Aid and Patient Care for the injured and sick. Members by joining the organization bind themselves to work together in the spirit of chivalry and in the interests of the Most Venerable Order of St John of Jerusalem.

Any organization, whether its members be voluntary or not, needs some form of discipline in order to make its members to co-ordinate their efforts and to work in harmony together and in accordance with authorised policy. These regulations have been drawn up to enable members to work together efficiently to a common purpose. All ranks will loyally and cheerfully obey their seniors. Officers and others appointed to positions of authority will exercise tact, firmness, sympathy and understanding.

6.02 KNOWLEDGE OF REGULATIONS

It is the duty of each member of St John Ambulance to become acquainted with these General regulations and all relevant Orders, Circulars and the like issued by the National Council. The plea of ignorance cannot be accepted as an excuse for non-observance.

Every Officer holding command of personnel must ensure that those under him/her have the necessary opportunities to acquaint themselves with Regulations and Orders.

6.03 POWER OF THE CHIEF COMMISSIONER

- (a) The Chief Commissioner by virtue of his/her office has inherent power and absolute authority to: -
- (i) Call on any Officer or Member of St John Ambulance to resign from St John, or from any appointment held, or to transfer any Officer or member to a District Pool.
 - (ii) Remove from the roll of St John Ambulance the name of any member, other than a Senior Officer, whose conduct or influence, in his/her opinion, is or is likely to be, prejudicial or injurious to St John Ambulance.
 - (iii) Revert any Officer or N.C.O. to a lower grading.
- (b) In the case of a Senior Officer the Chief Commissioner may suspend such an Officer pending recommendation to the Chairman of the National Council that the appointment of such an Officer be terminated.
- (c) In all cases other than (b) above the decision of the Chief Commissioner is final

6.04 MEMBERS' OBLIGATIONS

A Member's obligations are: -

- (a) To have become acquainted with these General Regulations and the Divisional Rules, and to undertake to comply with them in all respects and to carry out all orders receiving from time to time from their seniors.
- (b) To recognise it is part of their duty to assist in maintaining the loyalty, goodwill and discipline essential to the good order of St John Ambulance. This voluntary act is the basis of all discipline throughout the organization, and members are expected to carry out their duties with zeal and efficiency to the best of their ability.

6.05 RESIGNATION IF UNABLE TO FULFIL OBLIGATIONS

Any Officer or Member considering themselves unable, for any reason, to fulfil their obligations, should resign from St John Ambulance; or ask to be relieved of their appointment or transferred to the District Pool.

6.06 CONVICTIONS IN COURT OF LAW

- (a) A person convicted by a Civil Court of Justice or a Court Martial for any offence for which the maximum punishment is not less than 2 years imprisonment, may be considered as not eligible for enrolment, re-enrolment or retention within St John Ambulance and may be removed from the roll.
- (b) Doubtful cases should be submitted to the Chief Commissioner whose ruling will be final.

6.07 SENIORITY ON DUTY

- (a) When two or more members of St John Ambulance are present of a duty, responsibility for the duty and for the good conduct and discipline devolves upon the member who is the senior, or, if two or more are of equal grading, upon the one with the longest service in the grading.
- (b) Officers holding appointment take seniority over all officers of equal grading in the Regional Pool.
- (c) Their length of service irrespective of the unit to which they may be appointed determines the seniority of officers of equal grading.

6.08 CONDUCT OF MEMBERS OF ST JOHN AMBULANCE

Should any member of St John Ambulance fail to carry out their obligations and duties in a satisfactory manner or fail to conduct themselves in accordance with the spirit and in the interests of St John Ambulance, the Senior Officer present shall interview the member concerned and if the matter cannot be resolved, the Senior Officer may forthwith suspend that person from duty.

Misconduct or neglect on duty.

In case of misconduct or neglect of duty the offender should be interviewed out of hearing of his/her subordinates by the senior officer present and asked to explain his/her conduct. If the senior officer present is unable to settle the matter satisfactorily, he or she may suspend the offender from duty. Where a member's conducts calls for admonition, it should be done officially by the senior officer present and with dignity as soon as possible after the offence.

6.09 SUSPENSION FROM DUTY

A member while suspended from duty may not take part in St John Ambulance activities and may not wear St John Ambulance uniform.

6.10 ACTION ON SUSPENSION

- (a) The Senior Officer suspending a member shall report his/her action and the reasons for it to his/her next Senior Officer as soon as possible.
- (b) The Senior Officer receiving a report of suspension shall endeavour to resolve the issue but if the issue cannot be resolved in accordance with the spirit and interests of St John Ambulance, the matter shall be reported to the Commissioner of the Region or the Chief Commissioner as may be appropriate.
- (c) The Commissioner of a Region receiving a report under paragraph (b) of this Regulation shall endeavour to resolve the issue but if the issue cannot be resolved in accordance with the spirit and the interests of St John Ambulance, the matter shall be reported to the Chief Commissioner who shall resolve the matter in terms of his/her powers under Regulation 6.03 or by convening a Board of Inquiry as he/she may think fit.

- (d) A person who has been subject of disciplinary action by the Regional Commissioner has a right to appeal to the Chief Commissioner. This should be made in writing and copied to the Regional Commissioner. Such appeal should not be undertaken lightly but must only be made if the complainant can clearly illustrate an injustice.

6.11 SUBMISSION OF GRIEVANCES AND COMPLAINTS

- (a) A member having a grievance or cause for complaint in respect of a personal matter or a matter affecting St John Ambulance should endeavour to dispose of it by consulting his/her officer who if necessary may in turn consult his/her next Senior Officer.
- (b) If the member is unable so to dispose of his/her grievance or complaint, he/she may submit it in writing to the Commissioner for the Region and must at the same time forward a copy of his/her submission to any person or persons who may be the subject of such grievance or complaint.
- (c) If the Commissioner for the Region is unable to settle the matter to the satisfaction of all parties, the matter shall then be reported to the Chief Commissioner who shall resolve the matter in such manner as he/she may think fit or may convene a Board of Inquiry.
- (d) If a member has received no decision within 3 months of submitting a written grievance or complaint he/she may write direct to the Chief Commissioner.
- (e) The right of a member to make such a submission is no protection against legal action for libel or slander.
- (f) Meetings expressing opinions upon disciplinary matters or representations signed by a number of members are not permitted.

6.12 BOARDS OF INQUIRY

A Board of Inquiry may be convened at the direction of the Chief Commissioner to enquire into any matter affecting St John Ambulance and will be held at the most convenient place and time as the Chief Commissioner may direct.

6.13 COMPOSITION OF BOARDS OF INQUIRY

- (a) The object of a Board of Inquiry is to provide a Board of Persons not directly involved in the matter at issue who can give an independent opinion to the Chief Commissioner.
- (b) In order to preserve the independence of the advice the findings of the Board are confidential and will be shown only to the Chief Commissioner
- (c) The Chief Commissioner will appoint a Presiding Officer and not less than two or more than four members, who must be of equal or higher grading than those appearing before them and where a female member is involved at least one member of the Board must be a female officer.

6.14 PROCEDURE OF BOARD OF INQUIRY

- (a) The Chief Commissioner will prepare a Notice stating the place, date and time of the Board of Inquiry and its terms of reference and will forward a copy of the notice and terms of reference to be received not less than 14 days before the date fixed for the hearing to: -
 - (i) The Presiding Officer and Members of the Board of Inquiry.
 - (ii) The member or members in whose conduct the Board will enquire.
 - (iii) Any member or members whose assistance the Chief Commissioner or the Presiding Officer may require.
 - (iv) Any member whose character may be affected.
- (b) The Chief Commissioner and the Presiding Officer will ensure that a member into whose conduct the Board will enquire shall have every reasonable opportunity of being heard by the Board, or be assisted by not more than one friend who must be a member of St John

Ambulance of calling witnesses and producing documents and of putting questions to witnesses called by the Presiding Officer.

6.15 REPORT OF BOARD OF INQUIRY

As soon as possible after the close of the hearing the Presiding Officer will forward to the Chief Commissioner the report of the Board of Inquiry and its findings and recommendations signed by the Presiding Officer and members a transcript of proceedings and any documents produced to the Board. On receiving the report of the Board of Inquiry the Chief Commissioner may approve or reject their recommendations and shall thereupon direct such action as he/she may consider appropriate.

6.16 REPORTING CASES OF OFFENCE OR DISSATISFACTION

Should a District or Sub District Officer learn that dissatisfaction exists in a St John Ambulance unit under his/her control, he/she must, if unable to deal with it himself/herself, as once report to the Commissioner of the District or the Chief Commissioner as may be appropriate.

6.17 SALUTING AND ADDRESSING OFFICERS

- (a) All members of St John Ambulance will maintain the time-honoured custom of acknowledging their seniors by saluting.
- (b) Similarly they should address their seniors as "Sir" or "Madam". These are acts of courtesy.
- (c) Officers must be punctilious in returning all salutes.

6.18 SMOKING AND ALCOHOL

- (a) St John Ambulance personnel may not smoke while rendering First Aid or carrying out Patient Care and ancillary duties. At all other times, discretion should be used as to when smoking, in uniform, is justified.
- (b) The consumption of alcohol immediately before or during a duty is strictly prohibited as well as the carrying of such liquid on the person or in any motor vehicles that are the property of St John Ambulance.

6.19 POLITICAL ACTIVITIES

St John Ambulance is strictly non-political and is prohibited from furthering the objects of any particular political party, nor may a member, as such lend his/her support to individual candidates in local or Government Elections.

6.20 UNIFORM AND BADGES

All Officers and Members will wear uniforms and Badges in accordance with the Dress Regulations issued from time to time by the St John Association for the territory.

6.21 BADGES PROTECTED BY LAW

- (a) St John Ambulance badges are protected by Regulation and unauthorised persons are not entitled to wear them. Any misuse of St John Ambulance badges noticed by a member should be reported as soon as possible to his/her officer who, if necessary, may in turn consult his/her next Senior Officer.
- (b) All badges, buttons and gorget patches are the property of St John Ambulance, though bought by individual; members.

- (c) In the event of any member resigning from St John Ambulance, all badges, buttons and gorget patches must be returned to his her Unit.
- (d) In the event of the death of a member the Unit is responsible for collecting all badges etc previously issued to the deceased.

6.22 WEARING OF ST JOHN AMBULANCE UNIFORM

- (a) Unless the Senior Officer present orders otherwise every member participating in an official duty must wear the prescribed St John Ambulance uniform.
- (b) Uniform may be worn for any duly authorised activity being held to raise funds for use by St John Ambulance. Except with the approval of the Chief Commissioner St John Ambulance uniform must not be worn when raising funds for other organizations.
- (c) Whenever possible members should wear their uniform when officially representing St John Ambulance at meetings and conferences of other bodies.
- (d) Members undertaking paid service may wear uniform if they are employed under the auspices of St John Ambulance.
- (e) Members whose employment puts into practice their St John Ambulance training and comes within the objects of the Order, Statute 4 may wear uniform while so employed, providing they have the written consent of the Chief Commissioner.
- (f) When travelling overseas members may wear St John Ambulance uniform if they have the written consent of their Chief Commissioner. Before giving such approval the Chief Commissioner will consult the Overseas Establishment concerned.
- (g) No Decorations, Medals or Badges except those granted or authorised by the Sovereign Head of the Order, or approved by the St John Association for the territory may be worn on St John Ambulance uniform.
- (h) Officers will wear black armbands in uniform only when the Chief Commissioner orders a period of general mourning. St John Ambulance personnel in private mourning may wear black armbands in uniform if they so wish.

Chapter 7: EFFICIENCY AND AWARDS

7.01 FOREWORD

Members of St John Ambulance wear uniform in order that they may be easily recognisable when on duty by the public, and each member is required to maintain efficiency annually so that the public may have confidence that the wearer of a St John Ambulance uniform is fully qualified to render First Aid in case of injury and sudden illness. The conditions of efficiency set out in these Regulations are laid down as the minimum standard to which each St John Ambulance member should aspire.

7.02 EFFICIENCY REQUIREMENTS FOR ADULT ACTIVE MEMBERS

In order to be returned efficient, active members of St John Ambulance must fulfil the following requirements during each year.

- (a) Pass a re-examination or assessment in First Aid and Patient Care.
- (b) Be present at the Annual Inspection.
- (c) Attend, if a member of a Division, at least 12 divisional instructional meetings, or if a Staff Officer perform a comparable number of specific duties.
- (d) Carry out their St John Ambulance duties to the satisfaction of their Senior Officer.

7.03 EFFICIENCY REQUIREMENTS FOR MEMBERS ON RESERVE

Those serving on the Reserve, other than Senior Officers are required to: -

- (a) Pass a re-examination or assessment in First Aid and Patient Care.
- (b) Attend six divisional instructional meetings.
- (c) When possible attend the Annual Inspection.

7.04 EFFICIENCY REQUIREMENTS FOR CADETS

- (a)
 - (i) Cadet's efficiency in terms of full membership (Reg. 2.10 (b)) cannot be commenced until the year in which they attain their fifteenth birthday. However, they should be encouraged to meet the standards set under (b) (c) and (d) of this Regulation.
 - (ii) Upon reaching the year in which the cadet turns 15, the cadet shall comply with the requirements for full membership as defined in Regulation 2.10 (b) (i) and (ii).
 - (iii) In each year thereafter they shall be re-examined or re-assessed in the certificate gained in the previous year and gain the appropriate other certificate required for full membership
- (b) Be present at the Annual Inspection.
- (c) Attend not less than 12 divisional instructional meetings devoted to First Aid and/or Patient Care.
- (d) Carry out their St John Ambulance obligations to the satisfaction of their Senior Officer.

7.05 EFFICIENCY FOR THE YEAR OF JOINING FOR ADULTS AND CADETS

In order to count service in the year of joining a member must have: -

- (a) Enrolled not later than 30 September.
- (b) During the year the member must have obtained a:
 - (i) First Aid Certificate (Adult or Preliminary as appropriate).
 - (ii) Patient Care Certificate (Adult or Preliminary as appropriate), or,
 - (iii) Passed a re-examination or re-assessment in either (i) or (ii).
 - (iv) Members must have obtained an appropriate Patient Care Certificate within the calendar year following the year of joining.

- (c) Attend the annual inspection if held after the date of enrolment.
- (d) Attend 12 divisional instructional meetings.

7.06 EFFICIENCY FOR YEAR OF PROMOTION

- (a) Cadets who are promoted to an adult Division are to be credited with service as defined in Reg.7.16.
- (b) Where it is impossible to arrange an Adult First Aid class for Cadets reaching the qualifying age of 15 as defined in Reg. 2.10 for full membership, it is permissible for such Cadets to obtain an Adult Patient Care Certificate and to count this year in full for efficiency provided the Adult First Aid Certificate is obtained within the calendar year following the year of promotion.

7.07 EFFICIENCY FOR PART OF THE YEAR

Members qualifying for exemption from efficiency requirements because of training or full time duties as defined in regulation 7.09, for part of a year only in order to qualify as efficient must: -

- (a) Pass an annual re-examination or re-assessment in First Aid and Patient Care.
- (b) Attend divisional instructional meetings equivalent to the number of months in the non-exempt period of the year.
- (c) Attend the annual inspection if held during the non-exempted period.

7.08 EFFICIENCY WHEN CHANGING DOMICILE

Members who move to locations in which St John Ambulance is not represented, may with the permission of the Chief Commissioner, retain their membership and be granted efficiency for the ensuing year to enable them to make arrangements to carry on their duties or to raise a Division in their new locality.

7.09 EXEMPTION FROM EFFICIENCY REQUIREMENTS

7.091 Annual Re-examination or Re-assessment

- (a) Senior Officers defined in Regulation 4.01. They should hold valid First Aid and Patient Care Certificates unless they are Medical Practitioners or Practising Nurses.
- (b) Medical Practitioners.
- (c) Registered Nurses if practising.
- (d) Medical Students. *
- (e) Members currently undergoing training for Registration in any branch of Nursing. *
- (f) Members of the Armed Forces serving fulltime outside the territory. *
- (g)
 - (i) Members prevented by sickness from taking the Divisional re-examination or re-assessment must make every endeavour to take a supplementary re-examination or re-assessment in the current year.
 - (ii) On the submission of a medical certificate the Chief Commissioner may grant retrospective efficiency when the member passes the Divisional re-examination or re-assessment in the next year.

*If advantage is taken of this exemption the efficiency of the person concerned is dependent upon their return to a St John Ambulance Unit within 12 months of the completion of the period for which exemption was granted.

7.092 Divisional Instructional Meetings – Full Exemption.

The following are exempt: -

- (a) Medical Students. *
- (b) Members undergoing training for Registration in Nursing. *

- (c) Members of the Armed Forces serving full time outside the territory. *
- (d) In exceptional circumstances and for a limited period of time only, members in isolated areas may, after prior authority in writing by the Chief Commissioner, be excused certain divisional instructional meetings provided the alternative service is satisfactory.

*If advantage is taken of this exemption the efficiency of the person concerned is dependent upon their return to a St John Ambulance Unit within 12 months of the completion of the period for which exemption was granted.

7.093 Divisional Instructional Meetings – Partial Exemption.

With the proviso that at least 6 divisional instructional meetings are attended the Chief Commissioner may at his discretion grant the following partial exemptions: -

- (a) One divisional instructional meeting for each specified duty that must be of at least 1 hour's duration up to a maximum of 6.
 - (i) Surgeons for each re-examination, re-assessment or judging at St John Ambulance Competitions.
 - (ii) Nursing Officers for each re-examination, re-assessment or judging at St John Ambulance Competitions.
- (b) Six divisional instructional meetings for
 - (i) Members undertaking full time nursing duty in hospitals and District Nurses.
 - (ii) Members serving fulltime with the Armed Forces within the territory
 - (iii) Members employed full-time as Ambulance Officers.

7.094 Annual Inspection

The following are exempted: -

- (a) Medical Students
- (b) Members undergoing training for Registration in Nursing.
- (c) Members serving fulltime with the Armed Forces within the territory
- (d) Members undertaking full time nursing duty in hospitals and District Nurses.
- (e) Members exempted by the Chief Commissioner where he/she considers this step justified.

7.10 FAILURE TO MAINTAIN EFFICIENCY

- (a) Membership of St John Ambulance will automatically lapse in the case of officers and members who are returned as non-efficient for two consecutive years.
- (b) In the case of Officers the Chief Commissioner must be advised.
- (c) Members who are non-efficient for periods exceeding two years due to sickness, travelling, examinations or urgent private affairs may be retained within St John Ambulance on application to the Chief Commissioner.
- (d) Cadets who have obtained a First Aid Certificate and who may become non-efficient for a period exceeding two years due to sickness, travelling, examinations, or for urgent private affairs should be encouraged to take advantage of this regulation to remain within St John Ambulance and to have their promotion to an Adult Division back-dated to their 16th birthday on application to the Chief Commissioner.

7.11 REJOINING ST JOHN AMBULANCE

Applications from those wishing to rejoin St John Ambulance must be submitted to the Chief Commissioner together with a request that previous efficient service may be allowed to count towards the Service Medal and Bar.

7.12 LEAVE OF ABSENCE

- (a) Members who for a period of 6 months or longer, by reason of sickness, studies for examinations, travelling or urgent private affairs, unable to carry on their St John Ambulance duties should apply for Leave of Absence which may be granted by the Chief Commissioner.
- (b) A Regional Commissioner may grant leave of absence for periods of less than 6 months.
- (c) The period for which a member has been granted leave of absence may not be counted towards St John Ambulance efficiency.
- (d) If, however, the Member is able to complete the requirements for efficiency during that part of the year when he/she was not on leave of absence he/she will be returned as efficiency for the year; in the case of Staff Officers not less than 6 months must be spent on active duty to qualify as efficiency.

7.13 SERVICE CHEVRONS

- (a) The Chief Commissioner may award a Service Chevron to Members and N.C.O.'s for every three years' efficient service up to and including nine years.
- (b) On the award of the Service Medal the Chevrons are no longer worn.

7.14 SERVICE MEDAL

- (a) On the recommendation of the Chief Commissioner, the Service Medal of the Order may be awarded to Officers and members of St John Ambulance who have completed 12 years' active and efficient service as defined by these Regulations.
- (b) A bar to the Service Medal may similarly be awarded for each successive five years' efficient service.
- (c) The method of wearing bars and crosses on medals or ribands is as follows: -

17 years – 1 silver bar on medal or 1 silver cross on riband
22 years - 2 silver bars on medal or 2 silver crosses on riband
27 years - 3 silver bars on medal or 3 silver crosses on riband
32 years - 1 gilt bar on medal or 1 gilt cross on riband
37 years - 2 gilt bars on medal or 2 gilt crosses on riband
42 years - 3 gilt bar on medal or 3 gilt crosses on riband
47 years – 4 gilt bars on medal or 4 gilt crosses on riband

7.14.1 SERVICE WHILE ON RESERVE

Each year up to a maximum of six of efficient service on the Reserve will count as six months on the Active List towards the Service Medal.

7.15 CADET ATTENDANCE AND SERVICE AWARDS

Cadets may earn the following awards: -

- (a) Up to the year of the cadet's fifteenth birthday, or until the cadet qualifies for full membership, provided that the cadet has attended a minimum of 12 meetings in each year; an attendance award –

For the first year

grey and white stripe

For the second year

a further grey and white stripe

For the third year

a grey and white star

(the two grey and white stripes being removed)

Thereafter – repeat each three-year cycle.

A cadet may continue wearing attendance awards already gained after they qualified for service awards.

- (b) Upon qualifying for full membership as defined in Regulation 2.10 (b) a service award –
Either
- (i) During the year in which the cadet turns fifteen and provided the cadet holds at least two attendance stripes and either of the qualifying certificates –
a black and white stripe

or

 - (ii) During the year in which the cadet turns fifteen and provided the cadet holds at least one attendance stripe and either of the qualifying certificates –
a black and white stripe

or

 - (iii) During the year in which the cadet turns fifteen but does not hold at least one attendance stripe and provided the cadet is re-examined or re-assessed in the certificate obtained in the preceding year and obtains the other qualifying certificate in the current year –*a black and white stripe*
- (c) If the cadet qualifies for full cadet membership in the year in which the cadet turns sixteen and holds either of the qualifying certificates –
a black and white stripe
- (d) For the succeeding years of efficient service
- For the next year *a further black and white stripe*
 - For the third year *a black and white star*
(the two stripes being removed)

and thereafter repeat the cycle.

7.16 SERVICE CHEVRONS AND AWARDS FOR CADETS

Each Service Stripe shall count in full towards the Service Chevron awarded to adult members (but cadets shall not wear that Chevron until they transfer to an adult division) and towards the Service Medal of the Order.

7.17 ORDER OF ST JOHN AWARDS (Other than the Service Medal)

Awards of the Order for which members of St John Ambulance may become eligible are: -

- (a) Membership of the Order (Admission or Promotion therein).
- (b) Life Saving Medal
- (c) Certificate of Honour
- (d) Vellum Vote of Thanks

All these awards will be applied for in accordance with instructions obtainable from the Chief Commissioner. Forms are available from the Order Secretariat through the local St John Association.

7.18 ST JOHN AMBULANCE AWARDS

(a) **St John Ambulance Meritorious Service Certificate**

Members of St John Ambulance including Cadets may be awarded the St John Ambulance Meritorious Service Certificate.

(b) **Anniversary Certificate**

Each St John Ambulance unit which has been in continuous existence for 50, 75, and 100 years may be awarded an Anniversary certificate if the strength and service over the years have merited this distinction

Each application for an Anniversary Certificate must be lodged with the Secretary General of the Order at least three months before the planned presentation date. The letter of application should be signed by the Chairman of the local St John Association and must include the date of the Unit's formation and a brief summary justifying the award.

7.19 THE AMERICAN TROPHY FOR GALLANTRY

- (a) This trophy, presented by the U.S. 8th Army Air Force, is awarded annually (provided a case of sufficient merit occurs) to the Cadet performing the most outstanding deed of gallantry or courage during the year.
- (b) Citations must be submitted to the Chief Commissioner by the 31st of January in the year following the event. If the Chief Commissioner is satisfied that further consideration is warranted he/she will with the approval of the local St John Association Council submit details of the case to the Secretary –General of the Order.

7.20 CADET PROFICIENCY SUBJECTS

The Regional Staff Officer for Cadets will issue St John Ambulance Proficiency Certificates to Cadets who reach the required standard in the following subjects: -

Animal Care	Homemaker
Camping	Patient Care
Casualty Simulation	Home Safety
Child Care	Hygiene and Food Handling
Citizenship	International Understanding
Communications	Knowledge of the Order
Community Service	Leadership
Cooking and Dietetics	Natural History
Cultural Pursuits	Physical Recreation
Drill	Religious Studies
Fire Safety	Road Safety
First Aid	Water Safety
Hobbies	HIV/AIDS

7.21 PANEL OF ASSESSORS FOR PROFICIENCY SUBJECTS

- (a) Specialists (whether St John Ambulance members or not) in all subjects may give instruction therein and shall assess candidates.
- (b) The panel of such persons for each subject shall be appointed by the Chief Commissioner and maintained by the Chief Officer Cadets.
- (c) Each Assessor will satisfy himself/herself that every course undertaken is instructed in accordance with the latest material and information available and will, when and where it is practical, set an assignment applicable to the subject to be completed by the candidate before the panel assesses the candidate.

7.22 GRAND PRIOR'S BADGE

- (a) On obtaining 12 Proficiency Certificates, Cadets will be granted the Grand Prior's Badge awarded by the Order and will be known as a Grand Prior Cadet.
- (b) They are permitted to wear the Badge on their uniform for as long as they remain in St John Ambulance.
- (c) The 12 Proficiency Certificates must include: -
 - First Aid
 - Citizenship
 - Patient Care
 - Knowledge of the Order

And any two of the four safety subjects

Fire Safety

Road Safety

Home Safety

Water Safety

- (d) Application for the Grand Prior's Badge must be made to the Chief Commissioner.
- (e) The Grand Prior's Badge will not normally be awarded until a Cadet qualifies for a minimum of two service stripes.
- (f) Cadets who join an Adult Division may continue to work for Proficiency Subjects for the Grand Prior's Badge until their twenty-first birthday.

7.23 COMMUNITY SERVICE SHIELD

- (a) The aim of the award is to encourage Cadets to participate in community service and public duties. Community service is a very broad subject. It is not practical to identify what may or may not be undertaken.
- (b) It is the responsibility of the Chief Officer Cadets to award the shield to those Cadets who have completed the required number of hours of voluntary (unpaid) service to the community.
- (c) Cadets who complete the third award (500 hours) will be awarded the community service proficiency certificate towards the Grand Prior's Badge.
- (d) Not more than 50 per cent of the total number of hours at any level of the award may be gained by duties on sports fields.
- (e) Officers in Charge of Divisions must ensure that duties undertaken by Cadets are not beyond their capabilities and that Cadets are not imposed upon.
- (f)

First Award	100 hours	Fourth Award	800 hours
Second Award	200 hours	Fifth Award	1000 hours
Third Awards	500 hours		

The number of hours served is cumulative through all awards, i.e. a Cadet who gets his/her first award of 100 hours requires to serve a further 100 hours to receive his/her second award.

- (g) The Cadet must keep a record of duties in a community service record book. The Officer in Charge of the Division should sign the record of service at its completion. The Chief Officer Cadets or such Officers to whom he/she may delegate this responsibility at intervals not exceeding 100 hours must countersign the record book.
- (h) Any questions relating to the acceptance of a particular service should be referred to the Chief Officer Cadets for decision.

7.24 VOLUNTARY AID AWARD

- (a) Aim
The aim of the Voluntary Aid Award is to encourage members to undergo specified hospital training in order to have a pool of trained volunteers who would be available in an emergency, or any other similar contingency, to assist in local hospitals or allied community services.
- (b) Eligibility
Any member of St John Ambulance between the ages of 16 and 60 years may participate providing that they meet the following criteria:
 - (i) Possess a current Workplace First Aid Certificate.
 - (ii) Possess a current Initial and Advanced Patient Care qualification
 - (iii) Have qualified on a Community Health Course
 - (iv) Be recommended by the Officer in Charge of the Division.
- (c) Training
The training course consists of 60 hours of practical hospital training in patient care procedures. The time taken to complete the 60-hour requirement may be arranged to suit both the hospital and the candidate.
 - (i) Upon satisfactory completion of the 60-hour training, a certificate, valid for three years, will be issued.

- (ii) This qualification entitles the member to wear a VA Badge that must be removed from the uniform if for any reason efficiency is not maintained.
- (iii) At the end of the three-year period the member must participate in a further 10 hour refresher-training course to revise previous training and to undertake selected additional procedures.
- (v) If for any reason the member does not undertake this training within two months of the expiry date of the Certificate, then the refresher course should be extended to 20 hours.
- (v) Upon completion of the required refresher training the certificate may be re-validated for a further three years.
- (vi) If refresher training has not been carried out within five years revalidation must involve the candidates undertaking another 60 hours training.
- (vi) Exemption from the 60 hour revalidation training course may be granted by the Chief Nursing Officer if the candidate;
 - (a) Has been regularly attending a hospital as a VA worker in the preceding three months or more, or,
 - (b) Is a Nurse Aide working full time or part time, or as a volunteer in a hospital in the preceding three months or more, or,
 - (c) Is a qualified Medical Assistant in the Armed Forces, or,
 - (d) Undertakes on a regular basis any undertaking that, in the opinion of the Chief Nursing Officer, maintains the skill and knowledge of the candidate, to a satisfactory level.

(d) Administration

- (i) Candidates should apply initially through the Officer in Charge of the Division to the Chief Nursing Officer who will then arrange attendance at a suitable hospital by consulting the Principal Nurse of the area or hospital as necessary. The Chief Nursing Officer should ensure that the hospital, wards, departments and supervising nursing staff are aware of the training programme and the aim of the course.
- (ii) The appropriate VA Training Record Cards, are made available to the candidate at the commencement of the training course, are completed properly and returned to the Chief Nursing Officer on completion of the training.

Chapter 8: ST JOHN AMBULANCE DUTIES

8.01 ST JOHN AMBULANCE DUTIES

All duties allocated through official St John Ambulance channels are designated St John Ambulance Duties, including Public Duties, Hospital Duties, Nursing Aid Duties, Transport Duties, Attendance at Blood Transfusion Centres, and Medical Comforts Depots, etc. It is basic to the performance of St John Ambulance duties that these are of a voluntary nature. Donations if offered to the Order in recognition of such services may be gratefully accepted.

8.02 PUBLIC DUTIES

(a) Definition

A Public Duty is a First Aid duty, allocated through St John Ambulance channels, undertaken indoors or out, wherever a number of people are congested, or where it is recognised by those responsible that a First Aid Service should be provided.

(b) Permission

- (i) Before a Public Duty is undertaken it is necessary to approach the proper authorities and obtain their sanction and co-operation. For example, in the case of a public processions the police should be consulted, and likewise in the case of sports and other gatherings those who organise them should be consulted.
- (ii) When a Public duty is to be undertaken in a public through-fare, the Officer –in-Charge must arrange with the local police authorities as to the position of any Ambulance Station, which it is proposed to establish.
- (iii) Where possible not less than two Nursing Members should be appointed to any station.

(c) Officer in Charge of Station

The Officer or Member-in-Charge of a Station is responsible: -

- (i) For its arrangement and for the discipline of its personnel, he/she will not dismiss the personnel without the approval of the Surgeon, if present, or until the work of the Station is concluded.
- (ii) For ensuring that the case reports are duly forwarded to the property authority within a reasonable period after the conclusion of the duty.

(d) Surgeon and Nursing Officers' Duties

- (i) The Surgeon on arrival has the entire charge and control of the Station so far as all medical matters are concerned. He/she will give such instructions to the Officer-in-Charge as are in his/her opinion necessary for the medical treatment of patients within the Station.
- (ii) If a Nursing Officer is on duty he/she will assist the Surgeon in supervising the treatment of casualties and, in the absence of the Surgeon, be responsible for all medical cases.

(e) Co-operation Between Regions

In the case of a St John Ambulance Unit being asked to take part in a Public Duty outside their own Region, the Commissioner of both Regions concerned should be consulted and each approve the duty.

(f) Cadets on Duty

Cadets under the age of 16 years may not be detailed for Public Duties but may accompany Adult Members. In the event they are, the ratio should be 1:3, one adult for three cadets.

8.03 TRANSPORT DUTIES

(a) Definitions

The following are defined as Transport Duties:

- (i) Acting as a Driver or Attendant on an Ambulance or other like vehicle.
 - (ii) Accompanying a Patient by Public Transport (by road, rail, sea or air)
 - (iii) Standing by at an Ambulance Station.
- (b) When a female patient requires transport, a Nursing Member should, whenever possible, accompany the Ambulance.
- (c) Transport Duties and stand-by time should be recorded separately.

8.04 RENDERING FIRST AID

- (a) It is the duty of a member of St John ambulance to render First aid and Patient Care, when necessary, irrespective of time or place and whether in uniform or not.
- (b) Membership of St John ambulance does not, however, confer upon individuals the right to take up a position in the streets or elsewhere on public or other occasions for the purpose of rendering First Aid, nor to force their services upon persons who may be injured or in need of assistance.
- (c) Members must report in writing to the Superintendent of their division every instance of First aid rendered by them, whether on or off duty.

8.05 TRAFFIC ACCIDENTS

- (a) In most situations the Police and other authorities welcome the assistance of St John Ambulance personnel in dealing with patients injured in traffic accidents.
- (b) To ensure the continuing success of this work it is essential that there should be the closest co-operation with the Police and other organizations concerned, and St John Ambulance members not in uniform should be prepared to produce some evidence of their current First Aid qualification.
- (c) St John Ambulance personnel should not undertake traffic direction unless it is for the protection of a casualty.

8.06 AMBULANCES

- (a) The St John Association may at their discretion enter into a contract with the Governments, a Government Department, or another agency to provide Ambulance Transport Services
- (b) Whilst it is the function of the St John Association to administer and operate such services, in certain areas the Association may delegate to, or request the co-operation and assistance of, St John Ambulance.
- (c) In such cases the Transport Officers, Transport N.C.O.'s, drivers and attendants whilst carrying out Ambulance duties are responsible through the Chief Commissioner to their St John Association.

8.07 OUTSTANDING OCCURRENCES

Any outstanding incident occurring in the course of St John Ambulance Duties or exceptionally meritorious service by a Member at any time should be communicated as soon as possible to the Chief Commissioner.

Chapter 9: HEADQUATERS POOL

9.01 HEADQUATERS POOL

- (a) A Headquarters Pool shall comprise: -
 - (i) Officers who wish to relinquish their appointment but continue active membership of St John Ambulance (Regulation 4.12).
 - (ii) Officers not re-appointed at the triennial review of appointments (Regulation 4.03) that opt to continue to serve in their existing grading.
 - (iii) Members changing domicile to a place where there is no active Division.
 - (iv) Ex-Cadets who have been promoted to be Adult Members when there is no convenient or suitable Division for them to join.
 - (v) Cadets changing domicile to a place where there is no active Division.
- (b) The members of the Headquarters Pool are themselves responsible for maintaining their efficiency with the assistance of the Regional and Corp Staff.
- (c) The following regulations apply to Adult members in all categories:
 - (i) Officers and members are required to maintain their efficiency as laid down in Regulation 7.01.
 - (ii) Efficient service will count in full towards the Service Medal.
 - (iv) Members of the Headquarters Pool will be under the control of the Chief Commissioner, who will nominate an Officer of Headquarters Staff as Records Officer of the Headquarters Pool who as such will be responsible for maintaining all efficiency records and other forms.
- (d) The normal period for retention on the Headquarters Pool is two years. Officers and members must then either be placed on the Retired or Reserve list as may be appropriate.

Chapter 10: ADMINISTRATION AND COMMITTEES

10.01 REGISTRATION OF DIVISIONS

- (a) On the formation of a new Division the appropriate form must be submitted to the Chief Commissioner.
- (b) If the formation is approved the duplicate and triplicate copies of the form will be returned to the Regional Commissioner for retention at Regional Headquarters and transmission to the unit respectively.
- (c) The Division will be recognised as from the date on which the Chief Commissioner signs the forms, and will take seniority there-from.

10.02 NEW MEMBERS

Divisional Superintendents must personally satisfy themselves as to the validity of the First Aid and Patient Care Certificates and qualifications for enrolment of new members.

10.03 DIVISIONAL INSTRUCTIONAL MEETINGS

- (a) A Division must meet for instruction, practice or drill on an average of not less than twice a month, and at such other times as the Divisional Superintendent may direct.
- (b) Each meeting must be of at least one hour's duration, and members may count their attendance only if they are present for that amount of time.

10.04 TRANSFERS

All appointments must be relinquished prior to transfer.

10.041 Members: -

- (a) In the case of transfer from one unit to another in the same Regional, The appropriate form must be forwarded to the Regional Commissioner, who will forward it to the unit to which the member is transferring.
- (b) In the case of a transfer to another Region, the appropriate form must be forwarded through the Region Commissioner to the Chief Commissioner who will forward the form to the Region Commissioner of the receiving District for transmission to the unit to which the transfer is being made.

10.042 Officers and N.C.O.'s: -

- (a) In the case of transfers within the same Region, the appropriate form should be forwarded through the Region Commissioner to the Chief Commissioner with information as to the name of the unit to which the transfer is being made.
- (b) If the transfer is approved the form will be returned to the Region Commissioner for transmission to the unit to which the transfer is being made.
- (c) In the case of a transfer to another Region the appropriate form must be forwarded through the Region Commissioner to the Chief Commissioner who will when the transfer is approved forward the form to the Region Commissioner of the receiving Region for transmission to the unit to which the Officer or N.C.O. is transferring.
- (d) Officers and N.C.O.'s transferring to another Region and wishing to retain their present rank will be transferred in that rank to the receiving Region Pool only. Should they not receive appointment within two years they must be placed if eligible on either the Retired or Reserve List (Reg. 2.08, 2.09) unless they have taken the option provided in Reg 4.14 to revert to Ambulance/Nursing Member until appointment is offered again.

10.043 Transfer Form

In all cases of transfer the appropriate form should have the member's service entered up to the date of departure by the transferring unit and certified by Regional Headquarters.

10.05 RECORDS AND RETURNS

- (a) Annual Returns required by the Regional Commissioner must reach National Headquarters by 31 January, and the Chief Commissioner by 28 February, in each year.
- (b) The Officer responsible for, or in charge of such Office or Unit must sign reports, Returns and communications of every kind from any Officer or Unit destined for a higher Officer.
- (c) Every Officer and Member of St John Ambulance is personally responsible for seeing that his/her attendance at Divisional Instructional Meetings and St John Ambulance Duties is correctly recorded. To this end the Annual Return for their Division or Unit must be made available to them for checking.
- (d) Every Division will keep the following documents: -
 - (i) St John Ambulance General Regulations
 - (ii) Regional, Corp and Divisional Rules and Standing Orders.
 - (iii) A copy of the Annual Return for each previous year.
 - (iv) Individual Record Sheets
 - (v) Attendance Register and Casualty Occurrence Book.
 - (vi) Minute Book
 - (vii) List of Stores
 - (viii) Books of Account in respect of any Social or Activity funds
 - (ix) Such St John Ambulance Orders and Circulars as are issued from time to time by the Chief Commissioner or by the Regional Commissioner.
- (e) The Regional Commissioner will ensure that the documents listed above are personally inspected annually or by an Officer detailed to do so, in the presence, where possible, of the person(s) keeping such documents.
- (f) St John Ambulance General Regulations must always be kept up to date.
- (g) The individual responsible for keeping any of the above documents will, on ceasing to do so for any reason, hand them over to a successor or other person authorised by the Regional Commissioner and such documents must be brought up-to-date before being handed over.

10.06 ANNUAL INSPECTIONS

The Chief Commissioner will organise an Annual Inspection to be attended by representatives from all regions.

10.061 Divisional: -

- (a) Each Division shall be inspected annually either by the Chief Commissioner or by an Officer of St John Ambulance appointed by him/her for the purpose.
- (b) Such inspection will be directed especially to the following matters: -
 - (i) The fitness of all Officers, N.C.O.'s and Members for their respective duties.
 - (ii) The capabilities of Officers and N.C.O.'s of instructing a small group of members in some aspect of First Aid or patient Care.
 - (iii) Correctness of uniforms
Condition of First Aid and other equipment, also any Ambulances operated by the Division.
 - (iv) Method of keeping all records, books, forms and accounts, including St John Ambulance General Regulations and Orders.
- (c) The Annual Inspection of the Divisional records must be carried out either at the time of the Divisional Inspection or separately by an Officer appointed by the Chief Commissioner.

10.62 Regional Review

- (a) A Regional Review by the Chief Commissioner or by an Officer specially approved by him/her for this purpose will count as an Annual Inspection for each participating Division.
- (b) An Officer delegated by the Chief Commissioner to make an inspection on his/her behalf will forward a written report to the Chief Commissioner as soon as practicable after the inspection is concluded.
- (c) Inspections by other than Officers of St John Ambulance require the sanction of the Chief Commissioner.
- (d) Since it is impossible at big Parades, Inspected by a Senior Officer, to enter into details required for an Annual Inspection, arrangements must be made for some other inspection to cover those points.
- (e) Where both a Regional Review and a Divisional Inspection are held, attendance at either will count for efficiency requirements.

10.07 ANNUAL RE-EXAMINATIONS

- (a) If the Regional Surgeon is unable to conduct a Divisional Re-examination or Re-Assessment personally he/she will nominate (or approve of) a Corp or Divisional Surgeon to do so.
- (b) Personnel are required to hold First Aid and Patient Care Certificates and be re-examined or re-assessed annually in both of these subjects.
- (c) Candidates cannot be examined for Certificates during a St John Ambulance re-examination or re-assessment.
- (d) All Divisional Re-examinations or Re-assessments should be held prior to 31 July in each year, in order to allow time for a supplementary re-examination / re-assessment for those unable to attend or failing to pass the first.
- (e) Members of St John Ambulance unable to attend, or failing to pass the Annual Re-examination / Re-assessment must apply (prior to 31 October) for another opportunity to qualify before 31 December.

10.08 GENERAL MEETINGS

- (a) Each Division shall hold an Annual General Meeting at which the Divisional Chairperson or in his/her absence a Vice-Chairperson, will preside. If neither the Chairperson nor a Vice-Chairperson is available then the Divisional Superintendent will take the Chair.
- (b) In addition the Divisional Superintendent should hold periodical meetings of the whole Division in order to give members an opportunity of making suggestions as to the best methods of maintaining general interest in their work and of bringing forward other items of concern with the general welfare of the Division.

Chapter 11: FINANCE, ACCOUNTS AND PROPERTY

11.01 FINANCE FOR ST JOHN AMBULANCE

- (a) It is a function of the St John Association (Currently known as a National Council) to provide finance to enable the various units of St John Ambulance within the territory to function efficiently.
- (b) No unit of St John Ambulance is to make any form of public appeal or to raise funds from outside St John Ambulance without the prior agreement of their St John Association.

11.02 ACCOUNTING FOR FUNDS

- (a) The accounting for funds received and expended by units of St John Ambulance is to be undertaken in such a manner as may be mutually agreed upon by the St John Ambulance unit concerned and their St John Association.
- (b) Where the St John Ambulance unit has the custody of any funds, it must have a bank account and prepare at least an annual statement of receipts and payments as at 31 December each year. That statement is to be audited and submitted to the local St John Association not later than 31 March each year.
- (c) The Headquarters should carry out annual audits of all assets and funds maintained by the regions and give such reports to the chief Commissioner and Regional Commissioners.

11.03 SOCIAL AND ACTIVITY ACCOUNTS

- (a) The purpose of a Social account is to provide a fund for Social activities and other items of expenditure that cannot properly be charged against funds provided by the local St John Association.
- (b) The purpose of an Activities Account is to provide funds for the expenditure incurred in the general activities of the unit.
- (c) In both cases a statement showing all receipts and payments for each year ended 31 December must be prepared, audited and submitted to the Chief Commissioner not later than 31 March each year.

11.04 DISPOSAL OF FUNDS

In the event of a St John Ambulance Unit being disbanded, all funds must be handed over to the Chief Commissioner who will then remit them to the local St John Association.

11.05 RAISING FUNDS FOR OTHER ORGANISATIONS

Unless specially sanctioned by the Chief Commissioner, Officers and Members in uniform are not permitted to assist in raising funds for other Organisations, nor can grants to other Organisations be made from Divisional funds.

11.06 GRATUITIES

Any gratuities that may be received must be handed over to the Divisional Superintendent for payment into Divisional funds or remitted to the local St John Association if so directed.

11.07 PAYMENT FOR EXPENSES

Out-of-pocket expenses necessarily incurred in the performance of authorised duty may be refunded on the authority of the Divisional Superintendent providing always that the refund is made in accordance with policy decisions made by the local St John Association and notified to their St John Ambulance units from time to time.

Chapter 12: CORRESPONDENCE

12.01 CORRESPONDENCE

Official notepaper must be used for all St John Ambulance correspondence.

12.02 CHANNELS OF COMMUNICATION

Official Channels of Communication will be established for each St John Association territory and advised preferably as an Appendix to the local version of the St John Ambulance General Regulations.

12.03 SIGNING OFFICIAL LETTERS, FORMS AND DOCUMENTS

- (a) The rank, title and office or appointment should always be placed after signatures on all official letters, forms and documents.
- (b) All official correspondence should be addressed to the appropriate officer or appointment.

12.04 PERSONAL, CONFIDENTIAL AND PRIVATE COMMUNICATIONS

- (a) Personal letters are so marked to ensure that the contents are seen by the addressee before any action is taken
- (b) Anyone to whom the addressee delegates the authority to do so may open them.
- (c) Confidential letters are those dealing with matters that should be communicated only to a limited circle at the discretion of the addressee.
- (d) Private letters are intended for the information only of the addressee, who should open the envelope himself / herself.
- (e) Both envelopes and letter heading must be marked with the appropriate designation.

12.05 OFFICIAL CORRESPONDENCE

- (a) Officers are responsible for the correctness of information submitted to higher authority.
- (b) They should when appropriate, record their opinion or recommendations on all correspondence referred to higher authority. In addition they should add any information that will assist in arriving at a final decision.

12.06 REPLIES TO CORRESPONDENCE

- (a) Officers in Charge of Regions / Corp /Divisions must give prompt attention to correspondence and ensure that replies to communications from within St John Ambulance and/or St John Associations are not delayed.
- (b) If no answer is received within one month a copy of the original letter may be sent to the Officer senior to the one previously approached, and so on, if necessary up to the Chief Commissioner.

12.07 CHANGE OF ADDRESS

Officers changing their permanent address are responsible for notifying the Chief Commissioner immediately.

12.08 ROYAL PERSONAGES

Any approach to Royal or Vice-Regal Personages on St John Ambulance matters must be made only through the Chief Commissioner.

12.09 CORRESPONDENCE WITH GOVERNMENT DEPARTMENTS AND OTHER AUTHORITIES

- (a) The Chief Commissioner will as a general rule deal with correspondence to and from Government Departments on St John Ambulance matters.
- (b) Any purely local matter may be arranged between the Regional Commissioner concerned and the local office of the relevant Government Department.
- (c) The district commissioner will decide whether or not the Chief Commissioner needs to be kept informed.

12.10 CORRESPONDENCE ON PROFESSIONAL MATTERS

- (a) Divisional Surgeons / Nursing Officers of St John Ambulance writing on professional matters will forward their communications direct to the next most senior Surgeon / Nursing Officer who will if they are unable to deal with the matter forward it to the next senior St John Ambulance Surgeon/ Nursing Officer.
- (b) The same channel will be used for communications in the reverse direction.

12.11 COMMUNICATIONS WITH THE PRESS

- (a) Without the permission of the Chief Commissioner or other Officer authorised by him to give such permission members may not communicate with the Press on matters relating to St John Ambulance.
- (b) Press Relations Officers should as necessary be appointed by the Chief Commissioner or his appointee to keep the press informed of factual matters of general interest and obtain as much local publicity as possible for St John Ambulance.

Chapter 13: PARADES – COLOURS

13.01 PARADES

- (a) Combined Parades of Brigade Units must receive the prior approval of the Regional Commissioner.
- (b) Units may not accept an invitation to participate in a Parade outside their own Region without obtaining the written consent of both Regional Commissioners.
- (c) On all combined Parades, the Senior Officer on Parade will be in command

13.02 CHURCH PARADES

No Division may hold a Church Parade, attend a Church Services organised by another Organisation, with out obtaining the permission of the Regional Commissioner

13.03 PARADING WITH OTHER ORGANISATIONS

- (a) St John Ambulance Members in uniform must not take part in any public Parade, Procession, or Display of any description without the written consent of the Chief Commissioner or an Officer designated by him/her to give such approvals.
- (b) The correct position for units of St John Ambulance when taking part (with approval) in Parades with other Organisations is immediately behind, or, if in line on the left of, the Forces of the Crown or when the Police are also parading, behind or on the left of the Police.
- (c) On special occasions precedence may be given by the Officer in charge of St John Ambulance personnel to contingents of Ex-Servicemen and women.

13.04 PARADE STATES

For an Annual Inspection (whether held at Divisional, Corp or Regional Level) a Parade State must be submitted to the Chief Commissioner.

13.05 THE ST JOHN AMBULANCE FLAG

- (a) The St John Ambulance Flag is the Badge of the Order (with lions and unicorn in gold on a black flag
- (b) It may be flown on the Headquarters of a St John Ambulance Unit, at First Aid Stations, at Annual Inspections and authorised Camps.

13.06 ST JOHN AMBULANCE COLOURS

The St John Ambulance Colour is the Badge of the Order on a Black background, and may be carried under the following conditions: -

- (i) That each Colour be restricted to a Region or Corp.
- (ii) That the Colour be carried only at Ceremonial Parades of St John Ambulance and then only after the sanction of the Regional Commissioner concerned has been obtained
- (iii) That the Colour be consecrated and at all times accorded full honours.

Chapter 14: MISCELLANEOUS

14.01 ST JOHN AMBULANCE DEVICE

(a) The authorised device of St John Ambulance is as follows:-



- (b) It should be printed or painted on all articles of equipment belonging to St John Ambulance and on official St John Ambulance Letterhead.
- (c) In all cases the design must be carried out in black and white only.

14.02 ADVERTISING

- (a) The St John Ambulance device may be used on posters and handbills advertising St John Ambulance functions but it may not be made use of in any way in connection with commercial advertisements.
- (b) No advertising matter of any description shall be affixed to any Ambulance, St John Ambulance property, or equipment, without the sanction of the Chief Commissioner.

14.03 ST JOHN AMBULANCE FORMS

All St John Ambulance Forms required by the Regional Commissioner will be issued on application to the Chief Commissioner.

14.04 OFFICIAL PUBLICATIONS

Applications for official publications issued on prepayment should be made with the correct remittance enclosed._

14.05 STORES AND EQUIPMENT

Stores and equipment can be obtained from St. John Supplies.

14.06 MEMBERSHIP BOOK

- (a) As soon as possible after the introduction of these Regulations all existing Members of St John Ambulance should be provided with a membership book, containing extracts from the St John Ambulance General Regulations.
- (b) Thereafter all members on joining St John Ambulance shall be provided with a membership book containing extracts from these Regulations.

14.07 STANDING ORDERS

Where it is considered desirable to institute Brigade Standing Orders, the Regional Commissioner shall first submit the draft Orders to the Chief Commissioner for his approval.