



BRIDGETOWN DISTRICT SCOUT COMMITTEE

SCOUT LEADERS' ROUNDTABLE

TRAINING SHEET

FLAG ETIQUETTE

THE NATIONAL FLAG OF BARBADOS¹

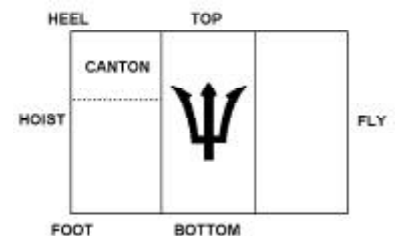
The National Flag of Barbados is composed of three equal panels. The outer panels are ultramarine in colour and the center panel is gold with a black broken trident in the center of it. The Flag is designed in the proportion 3:2. The blue panels represent the island's sea and sky, and the gold, the sand of its beaches. The head of the trident on the Flag is "broken" from the Trident of Neptune, the mythical sea god, which appears in the former Colonial Seal. Breaking off the shaft of the trident represents Barbados' break with its historical and constitutional ties as a former colony.



The National Flag was designed by Mr. Grantley W. Prescod, then Art Teacher of the Parkinson Secondary School. His design was chosen from 1,029 entries in an open competition organized by the Government of Barbados. For his winning design he was awarded a Gold Medal, an inscribed scroll and five hundred dollars (\$500.00).

THE PARTS OF A FLAG²

There are seven parts to a flag: the Heel, Hoist, Foot, Canton, Top, Bottom, and Fly. The Top and Bottom are the top and bottom edges of the flag. The Heel is the top left corner, and the Foot is the bottom left corner. The Canton is the area of the flag in the top left corner. The Hoist is the left edge, and the Fly the right edge.



RULES OF ETIQUETTE^{3,4}

The Flag of a Country or Organisation is the visible symbol of the invisible spirit of the people. Therefore it is to be revered, treated with dignity and handled with total care and respect by all, regardless of the Country or Organization it represents. It should never be allowed to touch the ground except when it is laid reverently there during a salute to the Sovereign or the Sovereign's Representative, when the ground is dry. It is to be stored carefully folded or rolled.

If a Flag is taken into a church or a place of worship, it is to be ceremonially borne to the altar and laid there if it is a consecrated flag. It is never to be used as an Altar Cloth, Table Cloth, nor placed in any situation in which objects may be rested upon it. The only exception is when it is used to drape the coffin of someone to whom that honour is to be accorded. It is never to be sat on, rested on, or walked on.

A Flag is never to be flown before sunrise or after sunset except it is required to be flown for a ceremonial reason at night. If it is flown at night it must be clearly illuminated.

A National Flag is not flown on a mast with any other Flag on the same mast. It must be flown at the top of the mast except for when it is flown at half mast. It is flown at half mast when in

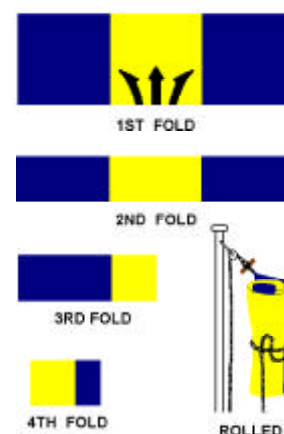
mourning to leave space for death's invisible flag. If it is carried on a pike, the top of the pike is to be plain, i.e. it must not be decorated with the badge of any organisation. When the Barbados Flag is displayed with other flags, each flag should be flown from separate staffs of the same height with the Barbados Flag on the right facing the parade or audience.

When colours are carried on parade, the Barbados Flag is carried in the centre at the front of the other massed colours. In the case of only two colours, they are carried side by side with the Barbados Flag on the right.

When placed on a platform, the Barbados Flag is placed on the speaker's right as he faces the audience. When grouped with a number of other flags, the Barbados flag is placed in the centre, at the highest point. When draped over a balcony or on the wall of a room the flag's correct position is judged from the front. The heel should be at the top left corner. When hung lengthwise, the heel should be at the top right corner (i.e. rotate the flag 90° degrees clockwise from the previous position).

FOLDING A FLAG

It is necessary to know how to fold a flag since it must be folded before breaking or storing. It takes two persons to fold a flag properly. To fold it, first open it fully with one person holding the hoist and the other holding the fly. Fold the flag in half width-wise, twice and then lengthwise twice. Then roll the flag from the middle to the hoist. Tie it with the flag's rope, by wrapping the rope around the flag and tucking it under itself. **Note:** when folding the flag the toggle should always remain in your left hand.



RAISING A FLAG

There are two ways to raise a flag: furled and unfurled. The first way is to raise the flag rolled and then break it. This way is used in most Scout activities. The other way is to raise it opened. Regardless of which way is used, the flag is attached to the flagpole's halyards in the same manner. To attach the flag, tie the top halyard to the toggle using a clove hitch, and then tie the other halyard to the flag's rope using a sheet bend.

To raise the flag furled, first fold the flag properly and attach it to the halyards. Raise the folded flag to the top of the pole and secure the halyards. When it is time to break the flag stand at alert in front of the flagpole. Having made sure that the halyards are not tangled, call to the Leader in a loud clear voice "Halyards all clear sir!" and await the order to break the flag. When the Leader calls "Break the Flag", pull sharply on the bottom halyard releasing the flag. Shake the bottom halyard to unfurl the flag fully, and then secure the halyards to the pole. Take one step backwards and then salute the flag.

To raise the flag unfurled, first open the flag fully and place it on your left shoulder. Then, standing at alert in front of the flagpole, secure the flag to the halyards. Having made sure that the halyards are not tangled, call to the Leader in a loud clear voice "Halyards all clear sir!" and await the order to raise the flag. When the Leader calls "Raise the Flag", pull on the top halyard to raise the flag quickly and then secure the halyards. Take one step backwards and then salute the flag.

In the case that the flag is to be flown at half mast, the flag is flown at a distance from the top of the pole equal to the width of the flag. When raising the flag furled, break it at the top of the flagpole and then lower it to half mast. When it is being raised unfurled, raise it quickly to the top of the flagpole and then lower it slowly to half mast.

LOWERING A FLAG

To lower the flag, stand at alert in front of the flagpole, and untie the halyards from the flagpole. Having made sure that the halyards are not tangled, call to the Leader in a loud clear voice "Halyards all clear sir!" and await the order to lower the flag. When the Leader calls "Lower the Flag", pull slowly on the bottom halyard to lower the flag slowly. When the flag gets to shoulder height, place it on your left shoulder and then continue to lower it until it is all the way down. Untie the flag and secure the halyards. Then take one step backwards, turn and move away from the flagpole. The flag should be folded properly before returning it to the Leader.

If the flag was being flown at half mast, on the order to lower the flag, first raise it quickly to the top of the flagpole, and then slowly lower it.

REFERENCES

1. **The National Emblems of Barbados**, 1st Edition (November 1987). The Barbados Government Information Service, Bridgetown, Barbados.
2. **The Flag**. Training Handout prepared by Trevor Gittens, then Scout Leader of James Street Scout Troop.
3. **Tenderfoot to Queen's Scout**, Revised Edition (1965). National Council, Boy Scouts of Canada, Ottawa, Canada.
4. **Flag Etiquette**. Training Handout used on the Wood Badge Advanced Course 1989.