



*His Majesty's  
Tenth Regiment of Foot  
in America, Inc.*

---

# STANDING ORDERS

---

Headquarters: 40 Spring Street • Wrentham, MA 02093-1823 • (508) 883-9457 • <http://www.redcoat.org>

An IRS recognized 501(c)3 public charity formed for educational purposes and incorporated under the laws of the Commonwealth of Massachusetts.

Federal EIN 04-2653303 - Massachusetts AG # 057095 - New Hampshire AG # 15346

To All Members:

By my order, and with the consent of the Regimental Command Staff, effective 20 May 2015, the Standing Orders below are hereby rescinded:

- STO #01-07-002 ADMITTANCE TO THE RANKS
- STO #02-13-013 ISSUANCE AND BUY-BACK OF KIT
- STO #03-07-003 REQUIREMENTS FOR RECRUITS
- STO #03-07-004 REGIMENTAL ORGANIZATION
- STO #03-07-005 NCO REPORTS - CHAIN OF COMMAND
- STO #03-07-006 UNIFORM REGULATIONS
- STO #03-07-007 UNIFORM DRESS REGULATIONS
- STO #03-07-008 RULES OF WARFARE
- STO #03-07-009 SPECIAL STATUS CATEGORIES
- STO #03-07-010 RESERVES
- SO #07-05-018 CIVILIAN RE-ENACTORS
- SO #07-05-020 ACTS OF GROSS MISCONDUCT
- STO #07-08-011 CONDUCT OF TROOPS
- STO #11-06-001 REGIMENTAL ORGANIZATION

These shall be replaced by the Standing Orders contained in the following text.

Lieut. Col. Robert J. Falotico  
Officer Commanding

## Table of Contents

### 01 – Organization of the Regiment: the setup, structure and corporate side of the Regiment.

|  |         |
|--|---------|
| SO 01-001-0515: Regimental Organization  | Page 4  |
| SO 01-002-0515: Strength and Definition of Companies   | Page 10 |
| SO 01-003-0515: The Quartermaster Department   | Page 11 |
| SO 01-004-0317: Civilian Re-enactors   | Page 12 |
| SO 01-005-0916: Guests of the Regiment   | Page 14 |
| SO 01-006-0721: Process for Researching, Documenting, Approving and Implementing Uniform Changes | Page 16 |

### 02 – Personnel: of or pertaining to the Regimental membership.

|  |         |
|--|---------|
| SO 02-001-0321: Admittance to Ranks                                    | Page 19 |
| SO 02-002-0515: Attendance Requirements and Inactive Status Categories | Page 21 |
| SO 02-003-0515: Conduct of Troops                                      | Page 23 |
| SO 02-004-0515: Acts of Gross Misconduct                               | Page 24 |

### 03 – Operations: how the Regiment is to function.

|  |         |
|--|---------|
| SO 03-001-0515: Conflict of Interest           | Page 26 |
| SO 03-002-0515: Issuance and Buy-Back of Kit   | Page 29 |
| SO 03-003-0515: Duty Dress Regulations         | Page 32 |
| SO 03-004-0515: NCO Reports – Chain of Command | Page 35 |
| SO 03-005-0515: Rules of Warfare               | Page 36 |
| SO 03-006-0615: Camp Kitchen Trailer Hauling   | Page 40 |

## SO 01-001-0515: Regimental Organization

### Purpose

His Majesty's 10th Regiment of Foot in America, Inc. (10th Foot, or the Regiment) is a historical re-creation of the British infantry regiment of the same name, as it appeared on April 19, 1775. Its uniforms and drill conform to the period of 1775 and 1776, as far as available documentation and ongoing research will allow. The Regiment is not a military or political organization, but rather a group of volunteers whose members consent to a semi-military governing structure and who follow the military norms, disciplines, and courtesies of the early 1770s when before the public or in formation.

### Board of Directors

The Regiment is organized as a not-for-profit corporation chartered by the Commonwealth of Massachusetts. The Board of Directors shall consist of three permanent members:

- the President of the Corporation (the Commanding Officer, holding the rank of Lieutenant Colonel);
- the Clerk (the Adjutant);
- the Treasurer (the Paymaster).

In addition, one "At Large" director from the Regiment's membership and three other directors **who are not members of the Regiment** shall make up the full body of the Board of Directors. These directors shall be appointed by majority vote of the President, Clerk and Treasurer. One of the directors from outside the Regiment shall be appointed Chairperson of the Board of Directors via a majority vote of the full body of the Board of Directors. With the exception of the three permanent members, elections for all remaining members of the Board of Directors shall be held annually.

The Board of Directors will meet on a bi-annual basis; however, the Board reserves the right to schedule additional meetings at the discretion of the Chairperson, or the majority of the Board.

The primary charter of the Board shall be to:

- Promote the visibility and growth of the Regiment as a non-profit historically focused organization.
- Provide guidance and direction to the Regiment in continually improving its portrayal of a British military unit in North America during the early years of the American Revolution.
- Advise the Regiment in how to enhance the reenacting experience of its members and assist in maximizing the Regiment's visibility with the public, thereby improving its ability to recruit new members.

### Regimental Command Staff

The Regimental Command Staff (RCS) shall consist of the following members:

- The Commanding Officer (CO)
- The Adjutant
- Each Company Commander or his designee
- Second Officer of each Company, if this position is filled
- The Regimental Serjeant-Major (RSM) or his designee,
- The Paymaster
- The Quartermaster or Quartermaster Serjeant

- The Recruiting Chairperson
- One representative from the Music (typically one of the Music Majors) as selected by the CO
- One representative from the Civilian staff

Ideally, each position is individually staffed. Certain positions, however, may remain vacant and any RCS member may hold up to two of these positions as necessitated by staffing limitations. At a minimum, the positions of CO, Adjutant and Paymaster must be staffed at all times.

### **Purpose & Obligations**

The purpose of the RCS shall be to assist the CO in the Regiment's operation, direction and achievement of goals established for it. While the RCS will advise the CO on matters that require decisions, the CO will be ultimately responsible for the final decisions, except where otherwise noted in this Standing Order.

Members of the RCS shall serve as the leadership and management team of the Regiment, under the direction of the CO. The RCS shall be responsible for ensuring appropriate levels of attendance, training and appearance in support of the Regiment's mission and for the timely and effective execution of tasks and goals agreed upon at RCS meetings.

All members of the RCS shall refrain from interfering with the day-to-day management of departments or companies not within their purview. Such management is the responsibility of the Officers and Serjeants of the specific departments or companies.

The RCS shall also:

- Maintain a well-regulated funds account and report on its state at each meeting;
- Purchase and maintain general and professional liability insurances to protect the assets of the Regiment in amounts sufficient to act as a first line of defense for its corporate officers, Regimental Command Staff and general members;
- Purchase and maintain property insurance to protect the tangible assets of the Regiment;
- Establish a schedule of military drills, reenactments, parades, and public appearances in support of the Regiment's objectives;
- Address issues of importance of the Regiment within the sphere of the RCS's own authority.

### **Meetings of the RCS**

The RCS shall meet monthly at a mutually agreed time and place. Additional meetings of the RCS may be called by any member of the RCS for any reason.

For an official quorum to conduct business at the meeting, a minimum of two-thirds of the currently serving RCS members must be present. "Present" at a RCS meeting shall mean that the RCS member attends in person, via teleconference, live video feed or via any other medium that allows a member real-time two-way communication with the other members and to vote in real-time.

Each meeting shall be chaired by the CO, or, in his absence, by any other RCS member designated by the CO. Each meeting must have a written Agenda of regular business items and discussion topics. The written Agenda is the responsibility of the CO and Adjutant to prepare and must be distributed to all RCS members at least two (2) days before the scheduled meeting. The Paymaster's Report shall also be distributed at least two (2) days before each meeting.

Minutes of the business transacted by the RCS shall be taken by the Adjutant or his designee. The minutes of the meeting should reflect who is physically present in the meeting room, who is present via an alternative method as previously mentioned, all observers and guests, the matters discussed and votes taken along with the voting results. In order for these minutes to be easily taken and for business to be done in an orderly fashion, Roberts Rules of Order shall be followed. This allows all business before the RCS to be transacted in the form of motions which must be properly seconded and voted upon.

The first topic of each meeting shall be the acceptance of the previous meeting's minutes as they are or as amended or corrected, and the recording of this in the minutes of the new meeting. The Adjutant or his designee shall arrange to have these accepted minutes published on the Regimental Website.

For all issues requiring decisions, each RCS member shall have one vote, even if the member holds more than one position. Issues voted on by the RCS shall require a simple majority (51%) of the quorum at the RCS meeting to be passed; however, the following issues shall require at least a two-thirds majority of the quorum at RCS meetings in order to be passed:

- Any adoption of new Standing Orders
- Any revisions to existing Standing Orders
- Any revocation of existing Standing Orders
- Transfers of personnel from one company to another
- Involuntary discharges from the Regiment

The decision of any majority vote of the RCS shall be binding on all members regardless of rank. The decision based on the majority vote shall be considered final and only shall be reversed upon a second majority vote of the RCS in accordance with these Standing Orders.

Any member of the Regiment may attend RCS meetings as an observer. Unless a member has specific business before the RCS, the member's participation shall be limited to informational queries and occasional advice to the RCS when recognized by the RCS meeting chairperson. Observing members of the Regiment may be asked to leave the meeting if matters require the meeting to go in to an executive session or concern sensitive topics that may not be ready for the general membership.

#### **Order Definitions and Gender Assignment Therein**

Orders shall be created and amended as necessary to facilitate the operations of the Regiment. All orders are considered binding on all members of the Regiment regardless of rank.

All orders may use the terms "he", "she", "himself", "herself" or any other gender variant interchangeably. The use of one particular term shall mean to apply to all members of the Regiment regardless of gender.

#### **STANDING ORDERS (SOs)**

SOs are orders that are permanently in force until rescinded and/or amended by the Regimental Command Staff. They shall be furnished to each member upon the payment of his first levy and shall govern the conduct of Officers and members of the Regiment. These orders usually concern the operation or structure of the Regiment as an organization.

To keep track of Standing Orders and their age, the following numbering system shall be employed:

- Order Type, Order Classification Number, Order Number, Two Digit Month, Last Two Digits of the Year
  - For example, the third Standing Order pertaining to personnel matters created in May 2015 would have the following Order Number: SO 02-003-0515.

When a SO is updated or amended, only the month and year part of the Order Number shall be changed.

- For example, if SO 02-003-0515 is updated in March 2016, the new Order Number would be: SO 02-003-0316

### **REGIMENTAL ORDERS (ROs)**

ROs are orders that cover a specific event or time frame and are usually in force only for the duration of the event or time frame, such as Orders for a Reenactment or Parade.

ROs shall be numbered sequentially starting with the two-digit month, the last two digits of the year, and then the next available number.

- For example, the previous RO was number 16. A new RO being created in May 2015 would have the following number: RO 05-15-017.

### **Other Regulations and Regimental Appearances**

In the absence of British Brigade rules or government regulations, no other unit's rules or regulations shall be construed or interpreted to be a part of the Regiment's Standing Orders. Likewise, no other unit's rules or regulations shall be enforceable upon any of the Regiment's members in any manner whatsoever when the Regiment is on the field and operating under its own command. Members of the Regiment that may be attached to another unit should follow that unit's rules or regulations in such a manner that allows safety to be uncompromised.

Regimental property or funds belonging to the Regiment as a whole shall be the property of every member who contributed to the same. Any such property or funds shall be administered and disbursed by the RCS. A general accounting of all funds on-hand, received and disbursed, including monies owed to or by the Regiment, shall be printed monthly and shared with the members of the Regiment.

With the exception of the Paymaster, no member of the Regiment shall officially represent the Regiment in negotiating contracts or commitments unless so authorized by the CO. The Paymaster shall consult the CO before negotiating any contracts or commitments outside of the normal day-to-day bill payments or procurement of supplies and equipment.

All of the Regimental Regulations of the 10th Foot shall be based on those existing for His Majesty's Land Forces during the year 1775 inasmuch as is possible and plausible. The Articles of War and Royal Warrants of the period of 1775 shall be employed solely as a guide to the formation of these Regulations and shall in no part be taken verbatim in their entirety unless where specified in these Regulations.

Appearances of the Regiment's members shall be limited to battle reenactments, ceremonial guards, recruiting parties, parades and actual areas where the 10th Foot served during the period of 1767 to 1778 in North America and, at the discretion of the CO, to any other events or practices of the British Army of this period.

All public requests for appearances of the Regiment shall be made in writing to the CO or to the Adjutant. Those members of the Regiment who wish to appear in uniform at other functions or events may do so with permission of the CO so long as the appearance reflects the dignity and honor of the Regiment.

The Royal Clothing Warrant of 1768 shall govern the appearance of the Regiment and the Manual Exercise of 1764, including any additions and corrections through the period of 1778, shall be employed for the exercise and marching maneuvers of the Regiment in the field.

### **Regimental Core Staff Terms**

The Regimental Core Staff shall consist of the Adjutant, the Paymaster, the Quartermaster and the Serjeant Major. These Core Staff positions shall be nominated by the Commanding Officer and approved by a simple majority vote of the RCS. All Regimental Staff positions shall be nominated and approved every odd numbered year or if a new Commanding Officer requests a vote upon his installation as Commanding Officer.

Should a Regimental Core Staff member resign his position or not be reappointed, the Commanding Officer shall have the option to:

- revert the outgoing Regimental Core Staff member back to his previous company assignment and rank that he held prior to becoming part of the Regimental Core Staff; or
- appoint the outgoing Regimental Core Staff member to a different position and rank in accordance with this Standing Order.

### **Company Officers' Terms**

The Company Commander shall be nominated by the Commanding Officer and approved by a simple majority vote of the RCS. The second officer of a company shall be nominated by the Company Commander and approved by a simple majority vote of the RCS. All Company Officer positions shall be nominated and approved every odd numbered year or if a new Commanding Officer requests a vote upon his installation as Commanding Officer.

Should a Company Commander resign his position or not be reappointed, the Commanding Officer shall have the option to:

- revert the outgoing Company Commander back to his previous company assignment and rank that he held prior to becoming Company Commander; or
- appoint the outgoing Company Commander to a different position and rank in accordance with this Standing Order.

### **Commanding Officer (CO)**

The Commanding Officer shall hold the rank of Lieutenant-Colonel and shall be appointed by a two-thirds majority of the quorum at a RCS meeting. The Lieutenant-Colonel serves at the pleasure of the RCS. As such, the RCS may replace the Lieutenant-Colonel at any time by a unanimous vote of the quorum at a RCS meeting. The election or vote to remove the standing Lieutenant-Colonel must be broadcast to the RCS members at least one week in advance of the RCS meeting. No standing Lieutenant-Colonel (or candidate for this office) shall be allowed to vote on his election or removal. It shall be the Commanding Officer's prerogative to interpret the Royal Warrants of the period, and all other orders or information regarding the appearance of the Regiment.



Should the Commanding Officer resign his position or be asked to step down by a unanimous vote of the RCS, the new Commanding Officer shall have the option to appoint the outgoing Commanding Officer to a different position and rank in accordance with this Standing Order.

## **SO 01-002-0515: Strength and Definition of Companies**

The full strength of HM 10th Regiment of Foot is to be 95 Officers and men in the following Organization:

- Officers 16
- Serjeants 8
- Music 8
- Rank & File 63

### **Companies & Sections:**

The Regiment will consist of at least two flank companies: one consisting of Light Infantry and one consisting of Grenadiers. Each of these flank companies shall be headed by a Company Commander with the rank of Captain. Battalion Companies shall be added as membership permits. The Rank & File in each company will be divided into three platoons, each headed by a Corporal and each consisting of a maximum of seven Privates. Each company shall have at least one Serjeant with a maximum of two Serjeants should the Company's numbers allow for it. The makeup of these platoons and the designations of the Corporals and Serjeants are the prerogative of the Company Commanders. The Company Commander may designate a Lieutenant at his pleasure and with the consent of the RCS. In addition, there is a company of drummers and fifers.

Should a Battalion Company be formed, it shall be called the Colonel's Company. The Company Commander shall hold the rank Captain-Lieutenant and function as the other Company Commanders would. The Lieutenant in the Colonel's Company shall hold the rank of Ensign. The rest of the company structure shall mimic that of the Light Infantry and Grenadier Companies.

As membership increases, additional Battalion Companies shall be added as necessary. Any additional Battalion Companies shall reflect the structure of the flank companies.

### **Regimental Staff:**

The Regimental Staff consists of those members and Officers who hold the following positions: Lieutenant Colonel, Major, Adjutant, Paymaster, Quartermaster, Quartermaster Serjeant, Surgeon, Surgeon's Mate, Chaplain, Aides de Camp, Colour Ensigns, Regimental Serjeant Major, Drum Major and Fife Major. These positions are not attached to any company. Any member or Officer that holds one of these positions and a company position will be counted in his/her respective company on the Regimental Return.

### **Music:**

There will be two Drummers assigned to each company. The Fife Major will field with the Grenadier Company along with two musicians with the rank of Fifer. These two Fifers will be assigned to and counted in the Grenadier Company. The Drum Major will field with the Battalion Company along with all other musicians. All other musicians will be assigned to and counted in the Battalion Company. In the event that the Battalion Company does not exist, the Drum Major will field with the Light Infantry. All Fifers will be assigned to and counted in the Grenadier Company, and all extra Drummers will be evenly assigned to and counted in the Light Infantry and Grenadier Companies.

### **Regimental Growth:**

The Regiment's full complement shall consist of 95 Officers and men. A vigorous recruiting effort is mandatory if we are to achieve and maintain this number. Every Officer and member needs to get personally involved in the recruiting drive in order to achieve this goal.

## **SO 01-003-0515: The Quartermaster Department**

### **Quartermaster Department:**

In order to maintain the high standards of authenticity in our uniform tailoring, Uniform Regulations are under the auspices of the Quartermaster, the Quartermaster Serjeant and appointed Artificers which comprise the Quartermaster Department.

It will be the task of the Quartermaster Department to oversee the work of the Regimental Tailors, to inventory and maintain clothing patterns and to help obtain proper materials for the uniforms. The Quartermaster Department shall keep accurate records of the Uniform Regulations, and shall continually research uniforms and accoutrements of the period.

Being a Regiment depicting soldiers of all ranks from 1775, the Royal Clothing Warrants of 1768 shall rule and determine the dress appearance of all ranks until such time that newer evidence or documentation supersedes these Warrants. Since the Regiment was drafted on 25 September 1778, no evidence or documentation dated after this date is to be used or relied upon to regulate the appearance of the Regiment, unless this evidence or documentation specifically states that a certain practice was discontinued.

*The following paragraph has been superseded by SO 01-006-0721 (12 July 2021)*

~~When changes and additions to our present uniforms are proposed, the Quartermaster Department will be charged with doing research on these proposed changes. The Quartermaster will recommend whether or not these proposals should be set in motion, and, if so, will recommend implementation procedures to the Regimental Command Staff.~~

### **Chief Artificer:**

A Chief Artificer will be appointed for the Regiment by the Quartermaster with approval by the Commanding Officer.

He will hold the rank of Corporal-on-Staff and continue to serve in his company. He will be in charge of all leather molds, bearskins, buttons and other items and will direct the work of all those preparing items such as caps, belts, cartouche boxes, etc. He will also be responsible for the inventory of the Regiment's powder and for scheduling and facilitating powder parties as necessary during the season.

### **Regimental Tailors:**

Regimental Tailors will be appointed with the task of producing coats, small clothes, shirts, haversacks, gaiters and neck stocks for all new recruits. Members of the Regiment must use our tailoring services for any uniform item that they wish to order.

## **SO 01-004-0317: Civilian Re-enactors** (amended 21 June 2017)

Non-military re-enactors play an important part in 18<sup>th</sup> century military re-enactments and encampments. Through their “impressions,” these re-enactors clarify the social, political, and economic elements of 18<sup>th</sup> century life. An 18<sup>th</sup> century army camp was not limited to redcoats; there were also Regimental women, ladies, wives, children, merchants, sutlers, tradespeople and visitors of both genders within the camp — and affecting it.

Non-military re-enactors may want to play multiple roles or change roles according to the type of events scheduled. With different roles, different clothing may be necessary.

In outfitting and fielding the 18th century soldier, His Majesty's 10<sup>th</sup> Regiment of Foot has set a standard for authenticity that is envied and emulated by other regiments. The civilians associated with the 10<sup>th</sup> Foot must carry out authenticity of impression with the same scrupulous degree of care and attention that the troops undergo as they train to be a recruit and a serving soldier of the 10<sup>th</sup> Foot.

Applicants who wish to join the Corps of Civilians must:

1. Fill out and submit the application.
  - a. Applicants under the age of 18 can be accepted only if a parent/legal guardian also joins the regiment.
    - i. Parent/legal guardian can join in the capacity of civilian corps or rank/file (soldier).
2. Assemble a kit that is approved by the leadership of the civilian corps in order to participate in events.
  - a. Specific kit guidelines can be obtained from the leadership.
3. Assist with camp duties at encampments (including but not limited to: preparing meals, fetching water/firewood, interacting with the public) and participating in parades alongside soldiers.
4. Attend monthly meetings alongside military exercises (drill) as determined by leadership.
  - a. The drill immediately preceding encampments will be mandatory for meal/activity planning.
5. Be over 21 years of age to invite guests.
6. Not already be a member of another revolutionary war-era unit as dual memberships create a conflict of commitment. If an individual is a member of a non-revolutionary era unit, the individual must commit first to any and all 10<sup>th</sup> Foot events over any other re-enacting group's scheduled events.
7. Comply with the regimental-wide 75% attendance requirement for events.
8. Agree to respect the chain of command within the regimental structure. Leadership of civilian corps serves as organizing authority of civilian corps and point of contact for regimental leadership meetings.

### **Levels of Authority:**

As this group is a military unit, there is a chain of command, and civilians are part of this overall organization. There is a designated Leader of the Civilians who is a main point of communication with the Regimental Command Staff. The leader position also functions as Deputy Camp Quartermaster and is responsible for overseeing the planning and execution of meals served in the camp. The role also includes the management of the resources used in camp kitchen (duties in support of the kitchen may be delegated with the Leader of the Civilians responsible for allocating/assigning tasks). In camp, the Leader of the Civilians reports to the Camp Quartermaster; at all other times the position reports to the

Commanding Officer of the Regiment. During monthly drill, civilians usually meet and plan for upcoming encampments or work on clothing details.

## **SO 01-005-0916: Guests of the Regiment** (amended 16 August 2017)

Members of the Regiment are allowed and encouraged to invite guests to participate in regimental events with the consent of their Company Commander. The member shall assume responsibility for their guest's behavior and shall be allowed to have no more than three (3) guests accompanying them to any one event. Exceptions to this limit may be granted by the Commanding Officer of the Regiment in advance of the event. Guests under the age of 18 may only be invited by a member of the regiment who is at least 21 years of age.

For the purposes of this Standing Order, "guest" shall be defined as any person not listed on the Regimental Return.

It shall be the sole discretion of the Commanding Officer to allow guests or not at an event and all guests must receive permission to attend an event prior to attending the event.

As many events require preregistration, a member wishing to invite a guest must inform the Regiment at the time he/she confirms his/her own attendance to that event. The member shall submit the following in writing, through their Company Commander, to the Adjutant for each guest seeking to attend the event.

- The name of the event at which the guest is to appear
- For multiple day events, the day(s) that the guest will appear
- First and last name of the guest
- Age of the guest
- The guest's relationship to the member
- Arrangements being made for appropriate 18<sup>th</sup> century attire for the guest
- The sleeping accommodations that the guest is employing, if needed
- Any other information about the guest that may be of use to the Regiment (*e.g.* special dietary requirements if the guest will be dining with the Regiment)
- The completed Guest Waiver as described below.

To be a guest of the Regiment one must:

1. Complete the "Guest Waiver" form with all required signatures and submit to the Regimental Adjutant prior to the event.
  - a. A separate form will be required for each event.
2. If under 18 years of age, obtain written permission from a parent or guardian and be sponsored by a member of the Regiment who is at least 21 years of age.
3. Receive permission of the Regiment.
4. Take on the role of a civilian re-enactor and maintain proper 18<sup>th</sup> century attire and behavior.  
***Guests are not allowed to portray soldiers.***
  - a. A guest must be dressed in a fashion approved by the Leader of the Civilian Corps.
5. If at an encampment where the civilians will be preparing meals, assist as requested.
6. Follow the conditions set forth in the Guest Waiver and all other policies and procedures as established in the Regimental Standing Orders.

### **Guests on the field and handling of weapons:**

Guests shall not enter the field of battle either alone or with the soldiers nor carry and fire any weapon.

### **Consumption of Alcoholic Beverages:**

Consumption of alcoholic beverages by all underage persons associated with the Regiment is prohibited (SO 02-004-0515, *Acts of Gross Misconduct*). An underage guest caught drinking alcoholic beverages is subject to being expelled from the event and being banned as a guest to future events.

### **Expulsion from an Event:**

A guest may be directed to leave the event at any time at the discretion of the Officer Commanding the Regiment.

## **Standing Order SO 01-006-0721: Process for Researching, Documenting, Approving and Implementing Uniform Changes**

### **Introduction**

The purpose of this order is to define the process for implementing changes to uniforms throughout the Regiment. The order will also define and establish the existence of the “Materials Research Group,” which is to be a panel of members from all companies that will research and guide the implementation of new changes. The following document provides a six-step process which will serve as the guidelines for any and all members to follow. These steps include: *Proposal, Research, Selection, Presentation, Approval, and Implementation*. Should any questions arise regarding the process for implementing uniform changes, this order should be consulted and reviewed before approaching the Command Staff.

*This Standing Order supersedes the fourth paragraph of SO 01-003-0515: The Quartermaster Department outlining changes and additions to uniforms.*

### **Materials Research Group**

The Materials Research Group (MRG) will consist of members of all companies, of varying ranks and experience levels. Included in this group are members of the Quartermaster (QM) Department. This group will serve as a hub for sharing and compiling research. It will also serve as a “consultant” for the process of uniform change proposals as well as an outlet for members to approach with any proposed changes. The ultimate goal of the group is to evaluate any and all proposals on a historical basis first and foremost.

It is ideal that this group’s numbers are limited and kept to members interested in ONLY the historical accuracy and improvement thereof of the 10<sup>th</sup> Regiment’s uniform impression. The purpose of this is as follows:

- To avoid overcomplicating the research process.
- To avoid the group having control of financial decisions.
- To avoid going outside of the established uniform change process.

The MRG Representatives will be comprised of a representative of the QM Department and other members of the Regiment in good standing, and with an express interest in the improvement of the Regiment’s appearance. To avoid a panel that is too large, the MRG will be limited to six (6) representatives.

Future representatives will be asked to join by existing representatives based on several factors including:

- Knowledge of Documentation: Members who have spent extensive time researching and have developed an understanding and collection of period documentation made available to the MRG
- Networking: These members have contacts in other regiments who may be able to provide more information the MRG may not have readily available. A willingness to work with other regiments is necessary to enhance the regiments reputation and standing within the Boston Garrison.
- Rank: Members of the group are of varying Ranks thus providing input and perspective from a cross-section of the membership.
- Materials Knowledge: The members have knowledge as to what goes into hand making garments and accouterments and may ultimately be able to make items for the regiment if deemed the best option.

**Note:** The MRG list of representatives will be continually evaluated and changed as necessary. Members can and should be added or removed according to level of interest in regimental improvement.



The MRG will maintain a list of “researched changes” that will serve as a “newsletter” that can go out to the entire regiment at regular intervals.

A list of volunteer members willing to help in the implementation step of the process will also be kept and maintained by the MRG so that any and all members wishing to be involved in the process will not be excluded. This is to ensure that although the MRG is kept small, members will not feel excluded should they desire to be involved.

### **Process for Researching, Documenting, Approving and Implementing Uniform Changes:**

#### *Step One: Proposal*

Members who wish to propose their research, whether it is to add to the MRG’s growing database, or for future uniform change proposal, will reach out to a representative of the MRG with said research to have it vetted. If found to be of use, it will be posted on the MRG Facebook page for further discussion.

#### *Step Two: Research*

Research given to a representative of the MRG will then be brought forward to the group and added to the “database” of compiled information (if it is not already part of this research).

Information regarding changes to uniforms will be added to a project list. Projects will be assessed and addressed on a predetermined timeline (i.e. quarterly, semiannually, annually).

Acceptable forms of research are period documents (Orderly Books, journals, etc.), period paintings, extant items, peer-reviewed articles written by historical professionals, and second-hand research from other members of the hobby if the primary source can be cited.

#### *Step Three: Selection*

The Materials Research Group will choose items from the “Project List” that will be further researched with the goal of proposing these projects as uniform changes. All items that have known research and prove a practice or uniform item is incorrect, will be considered first and foremost.

Factors that will be considered when choosing projects to push forward:

- Complexity of the project
- Financial Cost
- Historical urgency (*i.e.* is a uniform item inaccurate according to available documentation)

At this stage the group will assemble any and all information, to include period documentation, on these items. Financial costs will also be considered and compiled at this stage.

A primary part of this stage will be consulting the QM Department members of the MRG for financial knowledge of the cost of equipment and labor to complete the proposed uniform change.

Once all information is compiled, a presentation, whether in document form, Power Point, etc. will be created.

**Note:** There is no limit as to how many items can be considered for presentation. The number of changes will primarily be based on the complexity of proposed items: *i.e.*, If a project is complicated and demands serious attention then it may be coupled with a few smaller changes that require relatively little effort, or it may be the only proposed item for that session.

#### *Step Four: Presentation*

The presentation will then be given to the Command Staff (CS) to discuss and to offer their recommendations. Decisions at this stage will be solely based on historical accuracy and financial sensibility, which will be best represented by the highest-ranking members of the Regiment and those who have direct responsibility for the success of each company. The CS will also have the final say as to how approved changes will be carried out from the available options provided by the MRG presentation.

#### *Step Five: Approval*

Once the CS approves a change, the QM Department, in conjunction with the MRG, will begin the process of organizing for the implementation of the changes.

The QM Department and MRG will have the best knowledge of sources for materials. Should the best process for carrying a change be along the lines of “private purchase” or “made in-house” then Captains and NCOs can be consulted as it will be their members who will be carrying out the process.

#### *Step Six: Implementation*

In this step, assignment and completion of the task/project will be the focus. The following guidelines will be considered at this step with regard to “In-House” projects:

- A project manager will be assigned by the MRG and QM Department to oversee the materials, budget, process, and timeline of the project. Individual company changes may be managed by the leadership in that company.
- A budget will be established for each project, and a means to finance the cost of the changes will be developed considering feasible individual member funds and Regimental financial allocations.
- A target end date for each project will be established depending on the complexity and scale of the project. (Target dates *must* be established whether it be weeks, months or even years away).
- Updates on projects will be provided to the Regiment via quarterly emails.

**SO 02-001-0321: Admittance to Ranks (as amended 8 March 2021)**

**Applicants who wish to join the Regiment in one of our Uniformed Companies (i.e. Grenadiers, Light Infantry, Colonel's, or Music) must:**

1. In order to carry a musket, a recruit must be at least 15 years of age and at least 5 feet (60 inches) tall—the recruit needs to be taller than his/her musket, which is about 58".
2. In order to be a Musician, be at least 10 years of age and at least 4 feet (48 inches) tall.
3. If under 18 years of age, obtain written permission from parents or guardians.
4. Since we portray 18th century soldiers and march about in the sun, dressed in wool, in the summertime, be able to maintain his/her basic health and appearance appropriately for this activity:
  - a. Members must maintain sufficient health, stamina, and body strength to carry their uniform, accoutrements, arms, and backpack on a brisk march of three miles in warm weather without undue health risk (appropriate rest and water stops are assumed).
  - b. Soldiers are expected to maintain a level of physical fitness commensurate for the activities they will be expected to perform.
  - c. All members must be "clean shaven" regarding facial hair (this means they have shaved sometime within the past 2-3 days as the Regulars were required to shave on Sunday and Wednesday).
5. Fill out and submit an Application along with a deposit payment of at least \$500.00.
6. **Membership in other Re-enactment Groups:** Renounce membership in any other American War for Independence (AWI) era recreated military unit. Dual memberships are not allowed for members of the 10<sup>th</sup> Regiment as it creates a commitment conflict. Accordingly, if an individual is a member of a non-AWI re-enacting unit, the individual must commit first to any and all 10<sup>th</sup> Foot events over any other re-enacting groups' scheduled events. The Commanding Officer may give an exception only to Recruit Musicians who hold membership in a non-military marching band (such as the 4-H or William Diamond).
7. **Probationary Period:** A Recruit joining a uniformed company shall serve a minimum of a 6 (six) month probationary period before becoming eligible to be Sworn to Service as a Full Member of the Regiment.
8. **Discharge of a Recruit from the Regiment:** At the discretion of the Command Staff, a Recruit can be discharged **without cause** from the Regiment at any time prior to being Sworn to Service.
  - a. Regimental policies regarding Buy-Back of kit (SO 03-002-0515) shall apply to any recruit who is thus discharged.

**Once the Applicant is accepted as a Recruit, in order to be Sworn to Service as a Full Member of the Regiment, the Recruit must complete the following steps within 6 to 12 months of acceptance:**

1. **Uniform and Equipment:** The Recruit must have a complete uniform, including all accoutrements, arms and accessories, relevant to the Recruit's assigned company.
2. **Levy Payments:** The Recruit must have a \$0 balance with the Regiment.
3. **Exercises:** The Recruit must know the marching maneuvers and have completed a Recruit School to the satisfaction of the chief instructor of the school where the maneuvers were performed in ranks.
  - a. If carrying a musket, as determined by the Regimental Serjeant Major and the Recruit's company Serjeants:

- i. Must demonstrate the maturity and common sense appropriate to the handling of firearms and bayonets.
    - ii. Sufficient upper body strength to control and handle the musket safely.
    - iii. Must demonstrate proficiency in the Regiment's Manual of Arms.
    - iv. Must demonstrate knowledge of Regimental safety rules as found on the Regiment's website by signing a witnessed copy and reciting its basic points to his company's Serjeants.
  - b. To fire a musket, as determined by the Recruit's company Commanding Officer and Serjeants along with the Regimental Serjeant Major:
    - i. All of the above plus:
    - ii. Be at least 16 years of age.
  - c. For Musicians:
    - i. Must show proficiency with the musical instrument assigned, as determined by either the Drum Major or the Fife Major.
    - ii. Must demonstrate knowledge of Regimental safety rules as found on the Regiment's website by signing a witnessed copy and reciting its basic points to either the Drum Major or the Fife Major.
4. **Serjeant's Exam:** The Regimental Serjeant Major must attest that the Recruit appeared in #2 Dress uniform, passed a uniform inspection as well as a Serjeant's Examination and is ready to join the ranks.
  5. Attend and participate in 75% of the Regiment's scheduled events, 3 of which must be parades.
  6. Attend and participate in 8 out of 11 scheduled monthly Drills.
  7. **Swearing-in a Recruit to Full Membership:** A Recruit will be Sworn to Service as a Full Member of the Regiment when the Regimental Serjeant Major has notified the Commanding Officer that the Recruit has completed the minimum 6 month probationary period and of all of the above steps. At a time and place designated by the Commanding Officer, the Recruit will be Sworn to Service before the Regiment, in full uniform and under arms, by being given the Oath and presented with the King's Shilling, denoting his acceptance of pay in the King's Service.

NOTE: It is highly recommended that all potential recruits read the complete Regimental Standing Orders (found here) before applying for membership.

## **SO 02-002-0515: Attendance Requirements and Inactive Status Categories**

### **Attendance Requirements**

Since the goal of the Regiment is to field an authentically drilled and equipped British infantry regiment of 1775, it is required that every member, in order to be considered an active member with full membership status in good standing and to be considered eligible for promotion, maintains a minimum of 75% attendance for each of the following event categories throughout each season:

- Paid appearances, especially parades
- Drills
- Non-paid Regimental appearances (camp-outs, 1-day re-enactments, etc.)

The Regimental Command Staff will publish a schedule of events that the Regiment will participate in by the February Drill of each season. Members should look over the schedule and give their company NCOs an indication of which events they will be able to attend. This is important as many events require the Regiment to report preliminary numbers so that organizers can plan accordingly.

Volunteer events and other opportunities may materialize during the season. Once the Regimental schedule is published, any event that the Regiment is invited to after that will be considered a "Volunteer event". Volunteer events are considered "extra credit". Volunteer events are not counted toward the 75% attendance requirement.

Attendance at events will be measured throughout the season. Those members who do not maintain the minimum attendance requirements and do not request, or are not granted, a transfer to one of the following inactive status categories may be subject to discharge.

### **Inactive Status Categories**

There are two Inactive Status Categories for those who cannot meet the attendance requirements of the Regiment. These categories are available if a member has difficulty attending events and/or exercises due to temporary personal issues or because they are attending school outside of the immediate area.

#### **On Command (OC):**

Any member of the Regiment may apply for this status due to personal circumstances that would interfere with the member's regular participation in Regimental activities. All members who are placed in this category may retain their membership in the Regiment, and be counted on the rolls of their company, for no longer than twelve months.

When a member goes on OC as an NCO, Officer or maintains a Staff position, they leave in their last permanent rank and can return with this rank whenever they can again assume their proper command; however, after six months the member's vacant company or Staff position may be filled at the discretion of the Commanding Officer if the operation of the company or Regiment requires it. Any Company Commander or any member with the position of Paymaster, Quartermaster/Quartermaster Serjeant or Adjutant may not apply for OC status without forfeiture of his position as his absence would affect the proper operation of the Regiment.

It is important to note that during the period that any member is on OC, the member must periodically update the Regiment on his situation and seriously evaluate his status with the Regiment and determine what that future status shall be. A member on OC is welcome back

any time; however, once the member has returned, he may not make use of this category for at least one year without permission of the Commanding Officer.

**To apply for OC status:** Members must direct the request to their Company Commander in writing or electronically stating the starting date and the reasons for requesting this leave. Any Company Commander or any member of the Regimental Staff must make an OC request to the Commanding Officer in the same manner. All approved OC requests must then be forwarded to the Adjutant in order to process the status change.

**To return from OC status:** Members must notify their Company Commander and/or the Commanding Officer of their wish to return. All return approvals must be forwarded to the Adjutant in order to process the status change.

### **Special Duty On Command (SDOC):**

This category is solely for those members of the Regiment who are attending college or boarding school outside of the immediate area and feel that they cannot devote time to attend military exercises and/or events during the school year. All members granted this status will be placed on SDOC during the period requested and be carried on the rolls of their company. It is expected that members granted this status will return to full attendance status for all events occurring outside the school calendar year. If this requirement cannot be met, the member will be required to apply for On Command (OC) status instead.

When a member goes on SDOC as an NCO, Officer or maintains a Staff position, they leave in their last permanent rank and can return with this rank whenever they can again assume their proper command; however, after six months the member's vacant company or Staff position may be filled at the discretion of the Commanding Officer if the operation of the company or Regiment requires it. Any Company Commander or any member with the position of Paymaster, Quartermaster/Quartermaster Serjeant or Adjutant may not apply for SDOC status without forfeiture of his position as his absence would affect the proper operation of the Regiment.

**To apply for SDOC status:** Members must direct the request to their Company Commander in writing or electronically stating the starting date, the school they will attend, its location and length of time that they will be away. Members should state whether during the school period they can attend any drills and/or events, as they will be expected to return to full attendance status for all events occurring outside the school calendar period of a given year. Any Company Commander or any member of the Regimental Staff must make an SDOC request to the Commanding Officer in the same manner. Approvals for this status must be forwarded to the Adjutant in order to process the status change.

**To return from SDOC status:** Members must notify their Company Commander and/or the Commanding Officer of their return date. All return notifications must be forwarded to the Adjutant in order to process the status change.

## **SO 02-003-0515: Conduct of Troops**

All members of the Regiment shall be treated with courtesy and respect whether on duty or not. At no time shall a member disrespect or maltreat another member, and such acts shall not be tolerated by the Regiment.

### **Officers:**

An Officer must conduct himself, while in uniform, as a gentleman. Having been given special rank and privilege he is held to a higher standard than the others. He must never abuse his office by using it to achieve any personal advantage over the men. Officers must not modify or add to their kit or accoutrements and must at all parades and events wear required attire and carry all sidearms and weapons that pertain to his rank unless given specific permission to modify these conditions by the Commanding Officer or the officer commanding the scenario.

### **Serjeants:**

Serjeants are responsible for the conduct of the rank and file and must use proper actions to ensure the good conduct of the men in their company. No abusive language or conduct, however, is to be employed in achieving proper conduct.

### **All ranks:**

Members of all ranks are to conduct themselves in a proper military manner while in uniform and in front of the public while at parades, battle reenactments or other events. They are to be properly shaved in accordance with the Regiment's current Standing Orders. Soldiers will pay careful attention to the dress regulations as called out in the event's Orders of the Day.

At no time while in front of the public are members to use, carry or wear any non-period fixtures, clothing, weapons or drinking utensils. Smoking of modern cigarettes, so-called "e-cigarettes" or modern pipes is prohibited. Smoking of any substance in the presence of any form of black powder is strictly prohibited. Violation of these conditions will subject the member to removal from the field.

No soldier is to bring a child under the age of sixteen years to any parade, camp or event unless he also brings another person (at least 17 years of age) who will be responsible for that child. This person will be considered to be *in loco parentis* and in no regard will the Regiment take any responsibility for the care of the child. The Civilian Re-enactors must not be considered as "baby sitters" for any child brought to the camp or event.

Continued violations of any of these regulations will subject that person to disciplinary action by the Commanding Officer or the officer commanding the scenario, including discharge from the Regiment.

## **SO 02-004-0515: Acts of Gross Misconduct**

### **Violations and Misconduct**

Any member of the Regiment, regardless of station or rank, who commits an infraction that is detrimental to the Regiment, or acts in a manner unbecoming of a member of the Regiment, shall be contacted by a representative appointed by the Commanding Officer to discuss the matter. These infractions include anything detrimental that may have been spoken or written and may take the form of, but not be limited to:

- Gross dereliction of duty;
- Flagrant insubordination;
- Property infractions;
- Unprovoked acts of violence;
- Openly disrespecting another individual or creating an uncomfortable environment for that individual ;
- Knowingly creating, or not preventing, an obviously dangerous situation (negligence);
- Providing, or not reporting, minors access to alcohol.

Three or more Commissioned Officers must agree that an egregious offence has occurred and that notification of the infraction was duly made to the accused member.

The accused member shall be given the opportunity to present his or her position on the matter. The RCS will then deliberate the accusation and may ask for input from other parties, including the accused member. A two-thirds majority is necessary to make a decision on the charges of which the member is accused.

### **Resolution**

The RCS's decision is final and shall be binding on all members of the Regiment regardless of rank.

Resolution shall range from an oral reprimand, written reprimand, suspension from duty for a specified time or expulsion from the Regiment. Any of these options may also include a reduction in rank, if appropriate.

If the resolution indicates there is no merit to the accusations, the finding will be understood as a complete exoneration of the accused, and will be announced to the Regiment as such.

### **Criminal Legal Trouble**

If, at any time, a member becomes a defendant in a criminal legal matter, the member must inform his Company Commander and the Officer Commanding as soon as practically possible. If the member is unable to make this contact, a member's representative must make this notification.

The following will apply to all members depending upon the situation presented:

- If the member is accused/arrested of a MISDEMEANOR or a FELONY, that member will be immediately transferred to the On Command status and is not to participate in any Regimental events until such time the issue is resolved per below.



- If a member is accused/arrested of a MISDEMEANOR and does not inform the Regiment about this, the RCS will take the matter under advisement, with no guarantees regarding the member's future status.
- If a member is accused/arrested of a FELONY and does not inform the Regiment about this, the member will be discharged.
- If a member pleads guilty or is convicted of:
  - a. a FELONY, the member will be discharged;
  - b. a non-felonious lesser charge other than the one originally being tried, the RCS will take the matter under advisement, with no guarantees regarding the member's future status;
  - c. MISDEMEANOR, the RCS will take the matter under advisement, with no guarantees regarding the member's future status.
- If charges are dropped, or the member is acquitted or the matter is Continued Without a Finding:
  - a. RCS will take the matter under advisement, with no guarantees regarding the member's future status;
  - b. Note: Depending on the nature of the charge(s), if the member has his case adjudicated as Continued Without a Finding, the RCS may keep the member On Command for the duration of his probation. When the member's case is finally dismissed, the RCS will take the matter under advisement, with no guarantees regarding the member's future status.

## SO 03-001-0515: Conflict of Interest

### Conflict of Interest Policy

#### Article I: Purpose

His Majesty's 10<sup>th</sup> Regiment of Foot in America, Inc. (the Regiment), hereby sets forth this conflict of interest policy. This policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or other member of the Regiment or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable Regiments.

#### Article II: Definitions

1. **Interested Person:** Any director, principal officer, member of the Regimental Command Staff (RCS) or any other member of the Regiment, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Regiment has a transaction or arrangement,
  - b. A compensation arrangement with the Regiment or with any entity or individual with which the Regiment has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Regiment is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the RCS decides that a conflict of interest exists.

#### Article III: Procedures

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the RCS upon considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the RCS shall decide if a conflict of interest exists and make its determination known to the interested party.
3. **Procedures for Addressing the Conflict of Interest:**
  - a. An interested person may make a presentation at the RCS meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The Commanding Officer, or his/her designee, shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the RCS shall determine whether the Regiment can obtain with reasonable efforts a more advantageous transaction or arrangement from a

person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the RCS shall determine by a majority vote of the disinterested RCS members whether the transaction or arrangement is in the Regiment's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

- a. If the RCS has reasonable cause to believe any member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the RCS determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action including and up to discharge from the Regiment and reimbursing the Regiment for any fees or penalties it incurs in connection with the transaction or arrangement in question.

### **Article IV: Records of Proceedings**

The minutes of the RGC shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the RCS decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Article V: Compensation**

1. Any director, principal officer, member of the RCS or any other member of the Regiment who receives compensation, directly or indirectly, from the Regiment for services is precluded from voting on matters pertaining to that member's compensation.
2. Any director, principal officer, member of the RCS or any other member of the Regiment whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Regiment for services is precluded from voting on matters pertaining to that member's compensation.
3. No director, principal officer, member of the RCS or any other member of the Regiment whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Regiment, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Article VI: Annual Statements**

Each director, principal officer, member of the RCS or any other member of the Regiment shall upon acceptance as a member of the Regiment, or upon each promotion in rank or appointment to a key position, or upon any change in this Conflict of Interest policy sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and

4. Understands the Regiment is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII: Periodic Reviews**

To ensure the Regiment operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Regiment's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **Article VIII: Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Regiment may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the RCS of its responsibility for ensuring periodic reviews are conducted.

## SO 03-002-0515: Issuance and Buy-Back of Kit

Items that would befit a British infantry soldier of 1775 will be issued to you by the Regiment. Items that are issued to you by the Regiment are considered to be purchased by you.

Prior to being issued items by the Regiment, you will receive via e-mail an invoice for the items that you will need along with instructions on how to pay for these items. This is to inform you that payment for these items are due. You will not receive these items nor will any items be constructed until payment has been made.

If you have any unpaid items on your account, during the first week of each month, you will receive via e-mail a statement detailing any account activity and your current balance. This activity will include invoices, credits and payments made during the previous month. If you cannot make your payment in full by cash or check, you can pay your balance off using the online service PayPal. Using PayPal, you may use your credit card or the PayPal Credit (formerly Bill Me Later) option to spread your payments out. If you choose to use the PayPal Credit option, please be sure to visit <https://www.billmelater.com/help/index.xhtml> concerning this service.

When you make a payment, please do so to the Paymaster either in person or by mail or by using the online service PayPal. This is the quickest and most efficient way of knowing that your payment was received and will be applied to your account in a timely manner. Any payment received will generate a receipt for your files. If you make a payment in-person to the Paymaster, you will be given a receipt then. If you mail your payment to the Paymaster, a receipt will be e-mailed to you within one week of the payment's receipt.

### **There are some things that you need to understand about the issuance of your items:**

1. The Regiment will equip you with the correct items necessary to participate as a British infantry soldier of 1775.
2. Certain items marked as "Leased Item" on an invoice remain property of the Regiment and must be returned to us if you leave the unit. Each leased item will incur a one-time security deposit charged to your account.
3. All items will be issued to you once they are paid in full. You may pay for your items by cash, check, money order or by the options provided by PayPal. **Please note: any unpaid items will not be given to you causing you to be out of uniform; being out of uniform will seriously impact your ability to participate in re-enacting events and parades with the Regiment. Continued issues with unpaid items will likely lead to your discharge from the Regiment.**
4. Any item that you presently own and wish to use when appearing in Regimental uniform must be approved by your Company Serjeant before using the item. If approved, the Regiment will not issue a similar item to you; thus, you will not be invoiced for it.
5. Some items may be marked as "Used" on your invoice. The availability of used items is limited to current Regimental inventory. The charge for used items is approximately 75% of a new item's price. At no time will you be required to buy a used item; however, many used items can save you significant lead-times and money.

6. New items will be made or purchased based on your particular body measurements. This may mean tailoring and longer lead-times to equip you fully.

7. Your initial invoice will have the majority of your items on it. It will be tailored to your specific situation as far as what you will need to participate with the Regiment. Since you must pay all invoices in full in order to receive your items, **the following applies only to this first invoice:**

- A. Once your payment in full is received, there will be a five (5) day waiting period before any items will be made or issued to you. If you decide during this five (5) day wait that you cannot participate with the Regiment, your full payment for this invoice will be returned to you.
- B. If you decide past the five (5) day wait that you cannot participate with the Regiment and are still within thirty (30) days of your invoice being paid in full, we will refund to you 90% of your invoiced amount, provided all items that were issued to you are returned. This partial refund is to accommodate costs that we may incur from our vendors and suppliers and the possible loss of raw materials due to items being made or garments tailored for you.
- C. If you decide that you cannot participate with the Regiment after thirty (30) days of your invoice being paid in full, then the regular buy-back schedule in this Standing Order will take effect.

**If you decide to leave the Regiment, we do offer a buy-back option for your kit; however, that option is subject to the following:**

8. It is at the Regiment's discretion to buy back any item as this option is offered as a courtesy to our members.

9. In order to accommodate for the costs to the Regiment to repair, launder and clean bought back items, any buy-back price for an issued item is based on the following percentages:

- 50% of your invoiced price at good condition;
- 35% of your invoiced price at fair condition;
- 10% of your invoiced price at poor condition.
- The condition of the item will be determined by the Regimental Quartermaster, or his designee, at the time of the item's return to the Regiment.
- Condition Definitions: The following are the definitions for each category:
  - **Good:** Almost new; item was kept clean and polished most of the time and obviously was cared for; no holes, tears, rips, or pieces missing;
  - **Fair:** Item shows signs of wear; minor holes or tears; some pieces may be missing, but the item is still functional; minor repairs may be needed to correct the item;
  - **Poor:** Item is not functional; major repairs needed to bring the item back to functionality.

10. Because of the uniqueness of some items, the Regiment would appreciate the courtesy of being offered to buy back issued items first before you sell them to another party.

11. Any items not issued to you by the Regiment may be considered for purchase by the Regiment when you leave (for example camp equipment, civilian clothes, etc.). You should save your receipts for these items. The item's buy-back price will be based on your receipts subject to the conditions of Item 9 above. If you do not have receipts, the Regimental Quartermaster, or his designee, will negotiate with you to reach a fair price for the item.

**12.** Payment for any items that the Regiment buys back may be on a consignment basis, meaning that if and when the item is reissued and paid for, you will receive payment for that item. Though rarely used, this option is used if the Regiment's reimbursement funds are running low. You will be informed if the item will be on consignment before you turn the item over to the Regiment so that you can decide whether selling the item back on consignment is an option you want to take.

**13.** We will accept any wigs, stockings, shirts or any issued item for which you were not invoiced or charged for initially; however, these items will not be reimbursed. Wigs, stockings and shirts will not be reimbursed due to hygiene concerns and the cost to launder and clean these items.

**14.** The following applies only to leased items:

- A. The Regiment will return 75% of a leased item's security deposit to you once the leased item is returned to the Regiment.
- B. If a leased item is not returned to the Regiment, or if it is returned in poor condition, the full replacement value of that item will be charged to your account, minus the initial security deposit. Using the Condition Definitions listed in Item 9 in this Standing Order, the condition of the leased item will be determined by the Regimental Quartermaster, or his designee, at the time of the leased item's return to the Regiment.

**15.** At the Commanding Officer's discretion, any of these terms may be altered if sufficient circumstances warrant.

## SO 03-003-0515: Duty Dress Regulations

For all Regimental events and appearances, Regimental Orders will call out the specific dress regulation for each event. For most events it will be No.2 Service Dress. This may be modified to require white wigs or the use of packs, etc. Officers will be ordered to wear boots or shoes & gaiters.

### The following apply to all orders of Dress:

- Regulation uniforms and accoutrements shall be worn at all times when on duty.
- No unauthorized equipment, accoutrements, uniform parts or any other unapproved items will be allowed.
- Absolutely no modern-day wears or accessories shall be worn when in uniform, including wristwatches, cellular phones, sunglasses of any type or any modern style eye glasses.
- Uniform coats, waistcoats and breeches should be clean and unsoiled at least through the event's first Regimental assembly and inspection.
- Shirts and small clothes must be clean, starched and pressed for each event.
- White buffed leather belting shall be cleaned and whitened, while black leather accoutrements shall be buffed black to a shine.
- All members must be clean shaven, meaning no facial hair when appearing in any Regimental uniform (no stubble, mustache, beard, long sideburns or mutton chops, etc.).
- All hair must be of proper length and pulled back in order for it to be tucked under a wig.
- Anything made of metal that is worn on the uniform, including on all accoutrements and arms, shall be polished bright.
- All firelocks are to be clean from their last firing and polished.
- All ranks may wear a pocket watch of 18<sup>th</sup>-century design; however, only Officers may wear them with a chain or fob exposed.
- All ranks shall bring both their company issued caps and their regular battalion hat to all events.

### There are three major Orders of 18th century Dress:

- **Full Dress:** balls, dinners, social events and other formal appearances when the Officers and men of the Regiment are not under arms.
- **No. 1 Dress:** Review Order: reviews, Guards of Honour and other formal duties when under arms.
- **No. 2 Dress:** Service Dress: battle re-enactments, parades, campaign and other informal events.



**Full Dress**

For Balls, dinners, social events and other formal appearances when not under arms.

| OTHER RANKS                  | SERJEANTS                         | RSM                               | OFFICERS                          |
|------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Co'y Head Dress              | Co'y Head Dress                   | Co'y Head Dress                   | Co'y Head Dress                   |
| Wig, White                   | Wig, White                        | Wig, White                        | Wig, White                        |
| Co'y Coat                    | Co'y Coat                         | RSM Coat                          | Co'y Coat                         |
| Co'y Waistcoat               | Co'y Waistcoat                    | Battalion Waistcoat               | Waistcoat: Co'y Wool              |
| Breeches                     | Breeches                          | Breeches                          | Breeches:                         |
| White Shirt                  | White Shirt                       | Officers/Laced White Shirt        | Officers/Laced White Shirt        |
| Horsehair Stock              | Black Velvet Stock or White Linen | Black Velvet Stock or White Linen | Black Velvet Stock or White Linen |
| White Stocking               | White Stocking                    | White Stocking                    | White Stocking                    |
|                              | No Sash                           | No Sash                           | No Sash                           |
| No Gaiters                   | No Gaiters                        | No Gaiters                        | No Gaiters                        |
| Black Shoes w/ Brass Buckles | Black Shoes w/ Brass Buckles      | Black Shoes w/ Silver Buckles     | Black Shoes w/ Silver Buckles     |
| No Gloves                    | Gray Gloves                       | Gray Gloves                       | Gray Gloves                       |
| Cloak, optional              | Cloak, optional                   | Cloak, optional                   | Cloak, optional                   |
| No Belting                   | No Belting                        | No Belting                        | No Belting                        |
| No Weapons                   | No Weapons                        | No Weapons                        | No Weapons                        |
| No Haversack                 | No Haversack                      | No Haversack                      | No Haversack                      |
| No Canteen                   | No Canteen                        | No Canteen                        | No Canteen                        |
|                              | Cane, optional                    | Cane, optional                    | Cane, optional                    |
|                              |                                   |                                   | No Gorget                         |

**No.1 Dress: Review Order**

For Reviews, Guards of Honour and other formal duties when under arms

| OTHER RANKS          | SERJEANTS            | RSM                        | OFFICERS                   |
|----------------------|----------------------|----------------------------|----------------------------|
| Co'y Head Dress      | Co'y Head Dress      | Co'y Head Dress            | Co'y Head Dress            |
| Wig, White           | Wig, White           | Wig, White                 | Wig, White                 |
| Co'y Coat            | Co'y Coat            | RSM Coat                   | Co'y Coat                  |
| Co'y Waistcoat       | Co'y Waistcoat       | Battalion Waistcoat        | Waistcoat: Co'y Wool       |
| Breeches             | Breeches             | Breeches                   | Breeches                   |
| White Shirt          | White Shirt          | Officers/Laced White Shirt | Officers/Laced White Shirt |
| Horsehair Stock      | Black Velvet Stock   | Black Velvet Stock         | Black Velvet Stock         |
| Off White Stocking   | Off White Stocking   | Off White Stocking         | Off White Stocking         |
|                      | Sash                 | Sash                       | Sash                       |
| Gaiters <sup>1</sup> | Gaiters <sup>1</sup> | Gaiters                    | <sup>2</sup>               |
| Black Shoes          | Black Shoes          | Black Shoes                | Boots <sup>2</sup>         |
| No Gloves            | Gray Gloves          | Gray Gloves                | Gray Gloves                |
| No Cloak             | No Cloak             | Cloak, optional            | Cloak, optional            |
| All Belting          | All Belting          | All Belting                | All Belting                |
| Musket               | Musket or Halbert    |                            | Fusil or Espontoon         |
| No Haversack         | No Haversack         | No Haversack               | No Haversack               |
| No Canteen           | No Canteen           | No Canteen                 | No Canteen                 |
|                      | No Cane              | Cane                       | Cane, optional             |
|                      |                      |                            | Gorget                     |

1 Short or long as commanded. 2 Shoes and Gaiters if ordered.

## No.2 Dress:-Service Dress

For parades, battle re-enactments and other duties when under arms

| OTHER RANKS                       | SERJEANTS            | RSM                        | OFFICERS                   |
|-----------------------------------|----------------------|----------------------------|----------------------------|
| Co'y Head Dress                   | Co'y Head Dress      | Co'y Head Dress            | Co'y Head Dress            |
| Wig, Natural                      | Wig, Natural         | Wig, Natural               | Wig, Natural               |
| Co'y Coat                         | Co'y Coat            | RSM Coat                   | Co'y Coat                  |
| Co'y Waistcoat                    | Co'y Waistcoat       | Battalion Waistcoat        | Waistcoat: Co'y Wool       |
| Breeches                          | Breeches             | Breeches                   | Breeches:                  |
| White Shirt                       | White Shirt          | Officers/Laced White Shirt | Officers/Laced White Shirt |
| Horsehair Stock                   | Black Velvet Stock   | Black Velvet Stock         | Black Velvet Stock         |
| Off White Stocking                | Off White Stocking   | Off White Stocking         | Off White Stocking         |
|                                   | Sash                 | Sash                       | Sash                       |
| Gaiters <sup>1</sup>              | Gaiters <sup>1</sup> | Gaiters                    | <sup>2</sup>               |
| Black Shoes                       | Black Shoes          | Black Shoes                | Boots <sup>2</sup>         |
| Grey Gloves for inclement weather | Gray Gloves          | Gray Gloves                | Gray Gloves                |
| No Cloak                          | No Cloak             | Cloak, optional            | Cloak, optional            |
| All Belting                       | All Belting          | All Belting                | All Belting                |
| Musket                            | Musket or Halbert    |                            | Fusil or Espontoon         |
| Haversack                         | Haversack            | Haversack                  | No Haversack               |
| Canteen                           | Canteen              | Canteen                    | No Canteen                 |
|                                   | No Cane              | Cane                       | Cane, optional             |
|                                   |                      |                            | Gorget                     |
| Packs <sup>3</sup>                | Packs <sup>3</sup>   |                            |                            |

1 Short or long as commanded. 2 Shoes and Gaiters if ordered. 3 If ordered.

## **SO 03-004-0515: NCO Reports – Chain of Command**

**The ability of the Officer Commanding of an event to have an accurate reporting of members who will or will not attend scheduled events is vital to the functioning of the Regiment.**

### **Reporting Company Counts for Events & Military Exercises:**

Company NCOs are responsible for an accurate count of individuals to be present at an event in a timely fashion. The Adjutant will determine a specific date and time when returns are due. Corporals shall poll their platoons, and then report to their Serjeants, who will inform the Regimental Serjeant-Major and the Adjutant. For this Order, the Leader of the Civilian Re-enactors shall perform the combined functions of the Company NCOs.

These returns shall specify the number of members that will be present at the event and their names and ranks. These returns shall also include names and ranks of those not able to attend, and their reason for not attending.

As appropriate, these reports shall also include the number of tents, if the member needs or can offer transportation and any other information that would be pertinent to the event.

For those members who have answered in the affirmative, and subsequently find themselves unable to attend, the member must inform his/her superiors immediately.

Those members who have answered in the affirmative and fail to attend, and have not given notice will be considered AWOL; however, extraordinary circumstances will result in a change of this finding from AWOL to excused.

Members who have to leave prior to the time of dismissal, and know of this beforehand, should inform their superiors as a courtesy. In case of an emergency, a member may be relieved of duty before dismissal.

## SO 03-005-0515: Rules of Warfare

**NOTE:** As used in this Order, the following definitions must be explained:

- **Commanding Officer:** the person normally in charge of the Regiment with the rank of Lieutenant Colonel.
- **Officer Commanding:** the person in charge of the Regiment for the duration of an engagement, event or appearance. This person may be different from the Regiment's Commanding Officer. This term shall also include any officer who is leading a company or platoon sized exercise detached from and not under the direct immediate control of the Regiment.

The British Brigade's Standing Orders currently in force shall determine the minimum conduct of the Regiment in all aspects of re-enactments and warfare where the Regiment is appearing with other units. These rules refer not only to the conduct and appearance of the 10<sup>th</sup> Foot, but are also the minimum standards required of any unit that appears with or opposes the Regiment in any type of battle re-enactment, tactical demonstration, ceremony or appearance. Therefore, if, in the majority opinion of the Officer Commanding in conjunction with either the Company Commanders or the RSM or senior Serjeant(s) present, any of these rules are violated or not complied with by any other unit on the field, then the Officer Commanding reserves the right to retire the Regiment from the field until such time as the objections are corrected as these violations affect the general safety of the troops.

The following shall govern the Regiment in any and all ceremonial or special events, battle reenactments, tactical demonstrations and other appearances in which the Regiment shall take part and may be employed in the absence of or in addition to the British Brigade's Standing Orders.

*These Rules of Warfare cover three areas: Authenticity, Safety, and Rules of Engagement.*

### **AUTHENTICITY**

#### **Uniforms & Accoutrements:**

All clothing, accoutrements and weaponry shall be based on historical accuracy as far as can be substantiated through documented information insofar as possible, and shall be of 18<sup>th</sup> century design and made from original or facsimile materials of the same type which are presently available.

#### **Military Discipline:**

The Officers and men shall be under military standards when participating in a battle re-enactment. This includes the whole period when uniforms are being worn whether on the field or in the camp. Men will follow the orders of their NCOs and superior Officers. Proper military courtesies will be rendered to all Crown Forces NCOs and Officers. The Regiment will be formed by the Officer Commanding, Regimental Serjeant Major or NCO so designated by the Officer Commanding. When ordered to assemble, the Regiment will fall-in, fully uniformed, accoutered and armed. No Officer or man shall fall-in partially dressed or without arms unless so directed by the Officer Commanding. No Officer or NCO shall issue orders to the men concerning uniform dress or accoutrements and arms without a direct order from the Officer Commanding. The Regiment will always be dismissed properly from a military formation.

#### **Edged Weapons:**

All edged weapons, including bayonets, swords, espointons, halberds, axes and tomahawks and knives, shall be of proper design, date and country of origin or a facsimile thereof, as documented for the American War of Independence period up until 1778.

**Black Powder Arms (Small Arms):**

All muskets and rifles shall be of proper design, date and period as employed by both military and civilian personnel up until 1778. ONLY flintlocks will be allowed. NO pistols may be carried or used by any member of the Regiment.

**Manual Exercise:**

Only proper period, authentic manual exercise of 1768 and that of the Light Infantry of 1771 shall be used for all weapons and military exercise.

**Battle Re-enactments:**

All events shall be historically correct in their re-creation with time, hour and place of battle conforming as close as possible to the original as deemed practical or within the bounds of safety. These stipulations do not apply to any staged tactical demonstrations that might portray a non-specific event based on 18<sup>th</sup> century maneuvers.

**Unattached Individuals:**

Unattached individuals (that is, not belonging to a regular unit on the field or “walk-ons”) will not be allowed to participate on their own unless they are a specific part of a re-enactment. The Regiment will not allow an unattached individual to join the ranks without the approval of the Officer Commanding in consultation with the Company Officers present. This consultation shall include an inspection of arms and accoutrements as well as a Manual Exercise examination to be conducted by the RSM or the senior company NCO at the event.

**Battlefield Tactics:**

The Regiment shall utilize tactics that are historically correct for the period of the American War for Independence, and be consistent with maneuvers employed by the troops of the period, insofar as safety will allow. Whenever specific re-enactments are performed, every effort shall be made to follow the exact tactics employed during the conflict.

**Small Arms Loads:**

Loads for the blank firing of small arms shall conform solely to the standards set forth and currently in use by the British Brigade.

**SAFETY**

Safety for all members of the Regiment and the general public shall take precedence over authenticity whenever the question arises. The decision of this precedence shall be the responsibility of the Officer Commanding, but the Officers and NCOs of the Regiment shall be the enforcers. Safety to participants, public and to related personnel shall always be a prime consideration.

**Personal Responsibility:**

Every Officer and member in the 10th Foot assumes full responsibility for his/her own safety. He/she understands that he/she is never to undertake any action that he/she deems unsafe. In such circumstances, he/she is to inform the Company NCO and fall back from the field of action. In no way will the member be punished or admonished for such action. Every Officer and member is required to sign a copy of the official Regimental Safety Regulations (available at the Regiment’s website) and return said form to the Adjutant. These forms will be kept on file.

**Edged Weapons:**

Bayonets, hatchets and knives that are part of the actual accoutrements of the Company may be carried but never removed from their cases without orders from an Officer. Exceptions to this rule can be made

for a definite, thoroughly rehearsed and approved act which is part of the re-enactment of an event, provided concurrence is obtained from the Officers Commanding on both sides.

Serjeants carrying halberds or Officers with espontoons or swords shall use discretion in the direction that they shall be pointed and employed.

#### **Loads & Cartridges:**

Only Regimentally supplied cartridges shall be allowed; however, if the event is on United States or Canadian Park Service property, then only cartridges supplied to the Regiment by the said Park Service shall be allowed.

The following shall apply to all members of the Regiment:

- No member of the Regiment shall bring to or use his/her own personal supply of powder at any event.
- No Regimental powder shall to be given to any outside individual or to any other unit without express authority from the Officer Commanding that scenario.
- All “dead” members that may have powder remaining on their person are to guard against “foraging” units who may try to take the powder. If an individual or unit tries to or succeeds in stealing powder, members must get up and report that individual or unit to a Regimental Officer immediately.

#### **Rammers:**

Rammers may be carried, but not employed or removed during any battle re-enactment or tactical demonstration. They may be employed in a demonstration of 18<sup>th</sup> century firing only in specific areas designated as safe by the Officer Commanding and the weapons are clean and have not been fired previously.

#### **Small Arms:**

Weapons will only be fired during a re-enactment or tactical demonstration. No weapon will be discharged on the streets of a town or city in a parade or review unless the unit is halted in a specially roped-off section conforming to all the safety distances normally employed or enforced based on the current Standing Orders of the British Brigade.

In demonstrating for the public of how a musket works, no man shall “dry fire” his musket while a flint is in place, regardless if a hammerstall is employed or not.

No wadding of any type shall be used for firing of any small arms.

All flintlocks shall be fitted with an approved flash guard and hammerstall. No weapons shall be allowed on the field without them.

Powder horns or flasks may be carried for the sake of appearance only but cannot contain any powder. Priming horns or flasks must be carried in the pockets or the cartouche pouch, and replaced before firing.

#### **Alcohol & Drugs:**

No alcoholic beverages or drugs of any kind shall be allowed on the field of any tactical demonstration or battle re-enactment, and any member who finds any person in any manner affected by such, shall ask him to leave the field immediately.

## **RULES OF ENGAGEMENT**

All firing will be strictly controlled by the Officer Commanding and/or his subordinates. Firing shall be executed with all small arms so that all weapons are leveled above the opponents' heads. There shall be no firing between opponents closer than what is currently recommend by the Standing Orders of the British Brigade at any time.

### **Bayonets:**

Bayonets will be fixed only on orders of a senior Commanding Officer. Mock bayonet charges may take place, but will only be allowed under very controlled situations with all participants having been briefed beforehand about the specific event or action and only after sufficient rehearsal has been held.

### **Safety:**

No small arms of any type shall be discharged in any manner which is contrary to the current British Brigade Standing Orders, and any weapon that is unsafe in the opinion of any Officer or NCO shall be excluded from firing on the field. This rule shall be most strictly enforced and demanded of all members of the Regiment.

### **Battle "Casualties":**

Men who are designated as "battle casualties" as killed or wounded shall maintain their performance with proper actions until they are collected from the field.

Each company may provide themselves with a number of "bloody" bandages to simulate wounds received on the field to add to the realism of the event. These can be removed for the review which follows the end of the re-enactment or tactical demonstration.

### **SO 03-006-0615: Camp Kitchen Trailer Hauling**

In order to defray the additional fuel costs incurred, the Camp Kitchen shall pay a stipend to any individual who is hauling the Regimental Camp Kitchen trailer to and/or from an event at which the Regiment appears or sanctions.

The rate of this payment shall be \$0.33 per mile, with a minimum payment of \$100.00 per event.

This payment may be split between two or more individuals if the trailer hauling for the event was shared (for example one individual brings the trailer to the event, while a second individual took the trailer from the event).

The mileage calculation for this payment shall begin from the individual's home address and end when the individual arrives with the trailer at the event, taking into account any other Regimental stops or detours along the way. The mileage calculation will continue starting from the event and end when the individual delivers the trailer to its storage destination. The location for the "event" shall be the actual or the closest recognized physical address to the event site (for example, the actual street address for an on-site gift shop or administration building, or a close neighboring address just outside of the event site).

Payment for tolls incurred shall be reimbursed by the Camp Kitchen provided the individual submits a receipt for the paid tolls to the Paymaster. This reimbursement is over and above any mileage calculation payment.

The following shall apply to this order:

1. No payment made to any individual as authorized by this Standing Order shall be considered or treated as "income" to the individual. The sole purpose of this Standing Order is to offer to the individual who voluntarily offers to haul the trailer a reasonable stipend in order to help alleviate the additional fuel costs incurred by that individual as a result of the additional weight of the trailer since the individual is already driving to and/or from the Regimental event.
2. For safety reasons, all individuals who haul the trailer shall conduct a safety check of the trailer before it is attached to the individual's vehicle. At a minimum, this check shall consist of the items on the attached checklist. This checklist is to be kept in the trailer and may be amended as necessary without having the Regimental Command Staff approve a new version of this Standing Order provided the amended checklist contains at least the items on the following page.

If any trailer light fixtures (including light bulbs) are not operational, the damaged item should be replaced as soon as possible. If a light bulb is not operational, the individual shall be responsible for replacing the bulb before heading to the event. The Camp Kitchen shall reimburse the individual for any costs incurred for fixing an item provided a receipt is submitted to the Paymaster.

The Regiment shall provide and maintain a small tool bag with assorted tools, spare light fixtures, light bulbs and electrical tape in case repairs are necessary. This tool bag shall be kept in the trailer at all times.



All issues that the individual notes or questions in relation to the safety check shall be reported to the Paymaster or the Regimental Camp Quartermaster as soon as possible. All completed checklists shall be filed with the event receipts submitted to the Paymaster.

3. Neither the Regiment nor the Camp Kitchen shall be responsible for damage that may occur to an individual's vehicle as a result from hauling the trailer. All individuals who are hauling the trailer are assumed to know the hauling weights that their vehicles can safely handle. It is also assumed that the individual is keeping his/her vehicle in good repair and has the proper hauling equipment correctly installed and in safe working order on his/her vehicle.
4. All individuals hauling the trailer shall understand that the trailer's liability is extended from their vehicles. The individual's automobile insurance policy will be responding to any liability claim caused by the trailer while it is attached to the individual's vehicle. For questions concerning this, the individual should consult his/her automobile insurance agent or company for guidance.

**Trailer Safety Checklist**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Please circle all answers below:

- 1. Is the trailer registration accessible? Yes No
- 2. Is the trailer license plate active and not expired? Yes No

For the questions below, please provide explanations as indicated. Please use the back of the form if more space is needed.

- 3. Trailer tongue and hitch are:
  - a. Cracked? No Yes: \_\_\_\_\_
  - b. Dented or bent? No Yes: \_\_\_\_\_
  - c. Showing excessive rust? No Yes: \_\_\_\_\_
  - d. Able to attach to vehicle? Yes No: \_\_\_\_\_
  - e. Free of obstructions preventing attachment? Yes No: \_\_\_\_\_
  - f. Equipped with safety chains? Yes No: \_\_\_\_\_
- 4. Trailer tires and spare are:
  - a. Properly inflated? Yes No: \_\_\_\_\_
  - b. Showing irregular wear? No Yes: \_\_\_\_\_
  - c. Punctured with nails or other debris? No Yes: \_\_\_\_\_
- 5. Trailer body has:
  - a. Cracks? No Yes: \_\_\_\_\_
  - b. Dents? No Yes: \_\_\_\_\_
  - c. Holes? No Yes: \_\_\_\_\_
  - d. Damage that may impact the integrity of the trailer? No Yes: \_\_\_\_\_
  - e. Dangling objects or items that have come loose? No Yes: \_\_\_\_\_
  - f. Doors that open and close freely? Yes No: \_\_\_\_\_
  - g. Doors that latch and lock correctly? Yes No: \_\_\_\_\_
  - h. Doors that are padlocked? Yes No: \_\_\_\_\_
- 6. All trailer lighting:
  - a. Operates correctly in conjunction with the towing vehicle such as:
    - i. Left turn signal? Yes No: \_\_\_\_\_
    - ii. Right turn signal? Yes No: \_\_\_\_\_
    - iii. Hazard flashers? Yes No: \_\_\_\_\_
    - iv. Brakes? Yes No: \_\_\_\_\_
    - v. Running lights on with headlights? Yes No: \_\_\_\_\_
  - b. Is illuminated when they are supposed to be? Yes No: \_\_\_\_\_
  - c. Is cracked, broken or missing? No Yes: \_\_\_\_\_
- 7. Any other trailer problems not covered by this list? No  
Yes: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_