**PROTOCOL FOR REQUESTING THE IW COUNTY STANDARD AT AN EVENT.**

1. All requests for the County Standard to be present at any event should be made via the County Chairman (or in his absence the County Vice Chairman).
2. The permission to parade the County Standard must be recorded in the County minutes.
3. In an emergency or at short notice, permission may be given by the County Chairman (or County Vice-Chairman in his absence). This permission must be minuted at the next available County Committee meeting.
4. A County Officer should be present whenever the County Standard is on parade.
5. If permission is given, the County Chairman ( or Vice Chairman) will then contact the County Parade Marshal with the, date ,time and place of the event plus any other particulars that would be pertinent to the County Standard bearer.
6. The County Parade Marshal will then contact the County Standard bearer and inform him of the relevant details of the event and deal with any queries that he may have.
7. In the event that the County Standard bearer is unable to attend an event it will be the responsibility of the County Parade Marshal to contact the deputy County Standard bearer and arrange for him to parade the County Standard. The County Parade Marshal shall oversee arrangements to ensure that the County Standard is delivered to the deputy County Standard bearer in ample time for the Standard to be properly prepared for the event.
8. After the commitment the County Parade Marshal will contact the County Standard bearer or his deputy and seek a debrief on the event and to check that the County Standard has been returned to the County Standard Bearer.

T.J.Clarkson (March 2014)