

**STANDARD OPERATING PROCEDURES
FOR
FUNERALS**



PROTOCOL

As unfortunate it is, there comes a time when we need to say farewell to our friends and family due to people passing away, either expectantly or not.

As such, the Canadian Army Veterans Motorcycle Units membership needs to be prepared for things such as this and carry out as professionals, both with our personal presentation and actions.

This document is to produce the direction needed to ensure that the CAV remains in a uniform and collective state for such up-coming events that will reflect our professionalism and compassion towards our Brothers and Sisters who are riding the road to the rally beyond life as we know it.

This document is to be strictly adhered to, however in saying this, it is a “living” document in to which with recommendations from the membership, will be reviewed at the Annual General Meeting (AGM) for a majority vote on amendments by Formation and National Executives.

The sole responsibility for corrections or amendments, after Formation and National Executives approval, will be that of the CAV National President.

**Earle “Grizzly” Eastman
National President
Canadian Army Veteran Motorcycle Units
June 2017**

DRESS OF A CAV MEMBER PARTICIPATING IN A FUNERAL

All funerals that will be attended by a CAV member will be in the CAV Formal Dress Code which is;

Red long sleeve shirt that has a collar

Black Tie

Black Pants

Riding boots/shoes

CAV Vest

Beret for Veterans, Supporters will wear NO headdress, and

Medals for Veterans

It is imperative that this dress code be followed to ensure our professional stance is well respected and appreciated by those who are grieving at their loss.

CEREMONY STRUCTURE AND ACTIONS

As all of this depends on the family's wishes, how the ceremony is conducted will be very fluid and unique to each and every funeral. The CAV Unit OPI is to help guide the family on how the CAV can participate to the best of the organization's ability, however at no time will take complete charge and throw something together that might not fit within the family overall wishes. As per CAV protocol any escort or ride to the cemetery will follow the order of march as listed in the CAV Constitution.

INITIAL RESPONSE TO A NOTIFICATION OF A LOCAL PASSING

When a Unit or Formation is informed of a members or significant individual passing away in their AOR, the senior CAV member of that area is to reach out the individual's family and ask if they would like CAVs participation in the ceremony and to what extent.

IT IS THE FAMILYS TOTAL DECISION IN CAV PARTICIPATION and if the family does not want CAV involved, then that is the end of any CAV structured participation. That is not to say that CAV members cannot attend any farewell ceremony that the family has planned, but should do so as individuals, upholding the CAV dress & deportment for such an event.

If the family has asked or accepted CAVs outreach for involvement, the Formation President of that area will consult with the CAV Unit to which the member or significant individual belonged to and appoint an OPI to maintain coordination with the family wishes and expectations. The Unit OPI will keep their Executives apprised of all actions taken and requests that are required to ensure this memorial ceremony and send off is a total success.

Formation President to which this event will be taking place will keep National Executives informed of all aspects of the occasion and pass on any requirements that the Unit/Formation cannot solve at their end. The Formation President will also inform his Units of the ceremony dates and timings and encourage their participation, especially those within a reasonable riding/driving time frame.

The CAV Unit OPI will continue with a follow up with the family once the ceremony has been completed to ensure that if there is anything else that CAV can do for them to lighten their burden of losing a loved one, that it is passed on to do before CAV departs.

FUNERAL PROCEEDINGS TO BEECHWOOD NATIONAL CEMETARY

As Beechwood Cemetery is the National place to where our Canadian Forces members and Veterans are put to rest, it is imperative that CAV has detailed rally points in which all riders can easily converge at to provide escort for our fallen Brothers or Sisters on the journey to their final destination.

As this is within 1st CAV Formation AOR, and specifically Paardeberg Unit, it will fall upon that Unit to provide the escort to Beechwood Cemetery for any and all CAV escorts that may be required. The following four maps in this document will be the rally points to where CAV members will converge depending on the direction of the escort party, and the point to where they will be met by an OPI from Paardeberg Unit to complete the escort to Beechwood Cemetery.

From the rally point, the Order of March for the escort to Beechwood Cemetery will be:

**OPI Paardeberg Unit OPI,
Original Formation escort,
National Hq pers,
Subsequence CAV Formations members, and
Any other organizations who wish to participate.**

ARRIVING AT BEECHWOOD CEMETERY

Once the procession has arrived at Beechwood Cemetery, a pre-designated area will have been mapped out for bike parking to which all will back their bikes up to the grass, parking on an angle, so it is easy for all to depart when the time comes.

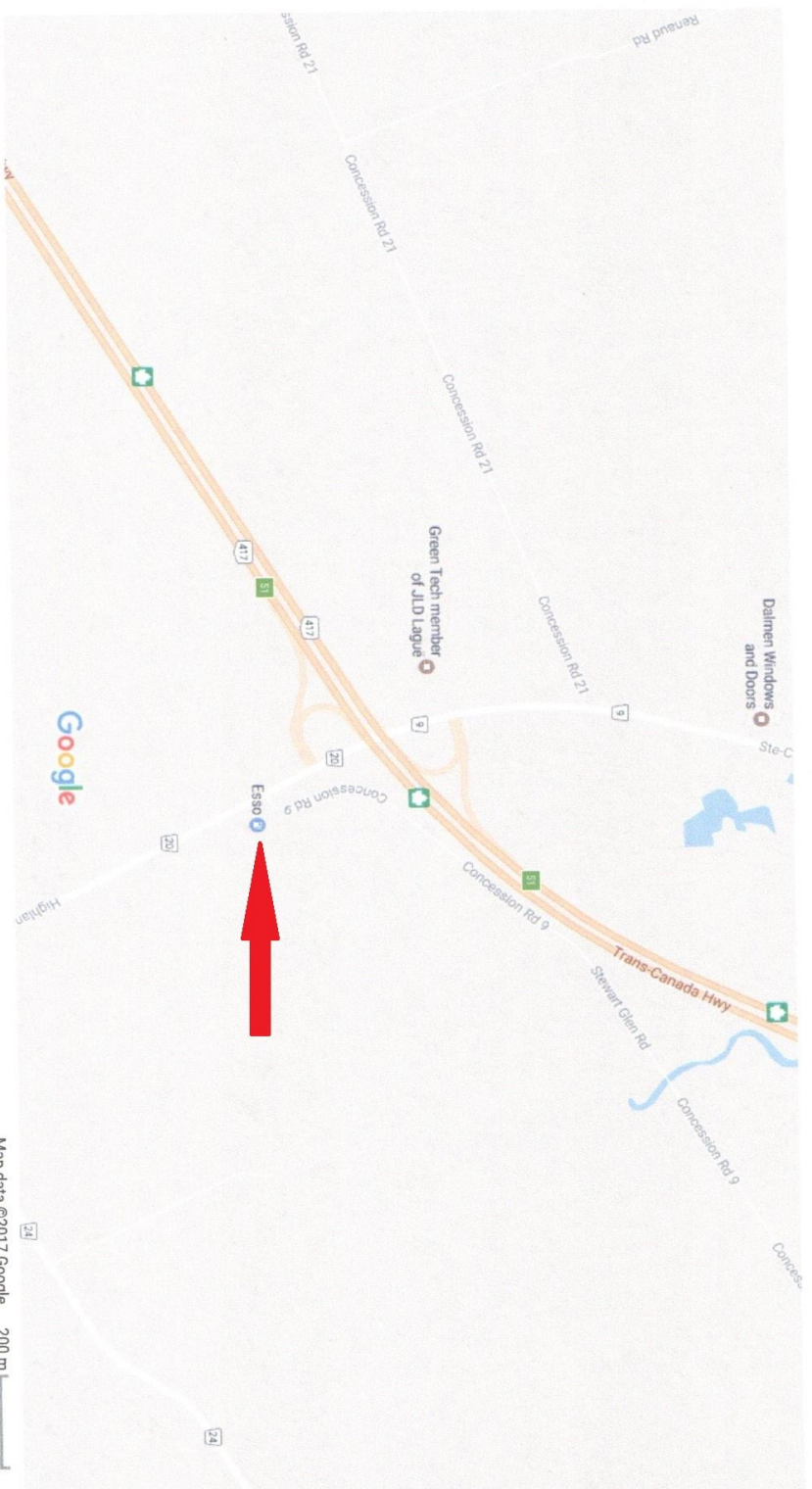
After parking and dismounting the bikes, all CAV members will line up evenly on either side of the walk way to the Canadian Forces National Monument. National

Hq personnel will be the closest to the walkway with the Formation on whom the member belonged to, followed by the Formation as per their area designated numbers, ie CAV Hq, Formation designate and subsequence Formations, 1st, 2nd & 3rd CAV, will be evenly placed on either side of the walkway.

When the funeral procession begins, the Honour Guard will start the procession by leading off up the walkway, followed by the CF Padre, who will lead the family to the gravesite. As that procession proceeds past the CAV members at the walkway entrance, the CAV members from both sides will do an inward turn and step off as pairs behind the procession and follow on to the gravesite.

Normal funeral protocol will take place at the gravesite under the direction of the CF Padre. On conclusion of the ceremony, the Padre will invite anyone to come forward to pay last respects to which CAV members are to approach the gravesite, in pairs, pause at the site to reflect the member's passing, step back in which Veterans will pay respect by saluting, Supporters will bow their head for a moment, then both members together will turn to the left and march off and proceed to their bikes. This will conclude the ceremonial part of the funeral, however there might be a reception of a "Celebration of Life" in another location to which will be left up to the member's discretion on their participation.

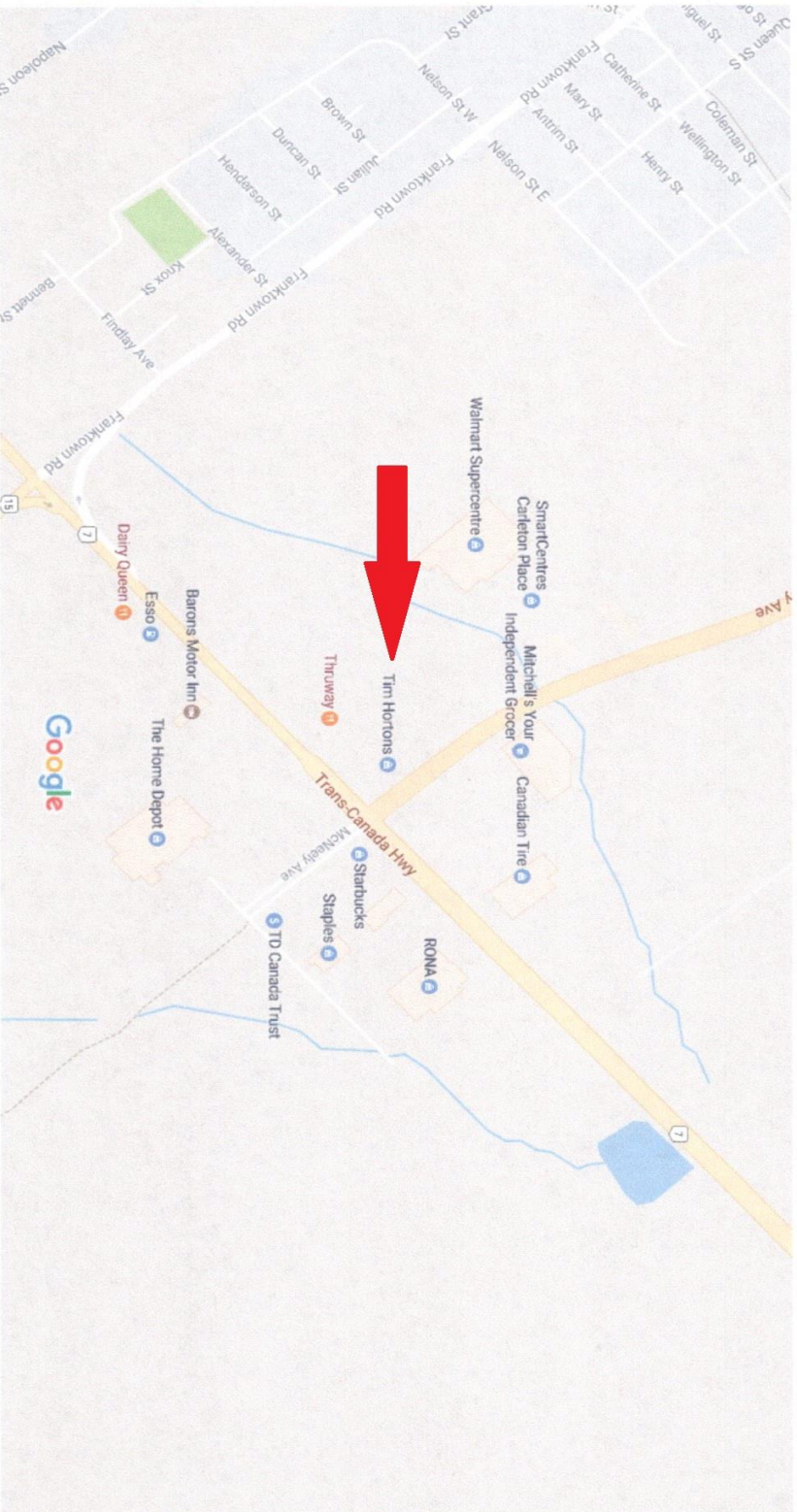
MAP 1 - FUNERAL GATHERING FOR OTAWA - ARRIVING FROM EAST VIA HWY 417



RV #1 - Arriving from the EAST via Highway 417 - ESSO Truck Stop at exit 51 Chem Highland Rd - St Isadore/Maxville

- 1. Large parking lot to accommodate a large group of Bikes on South Side of the entrance to the drive through**
- 2. Gas for fuelling**
- 3. Tim Hortons for coffee & snacks**
- 4. Great washrooms**

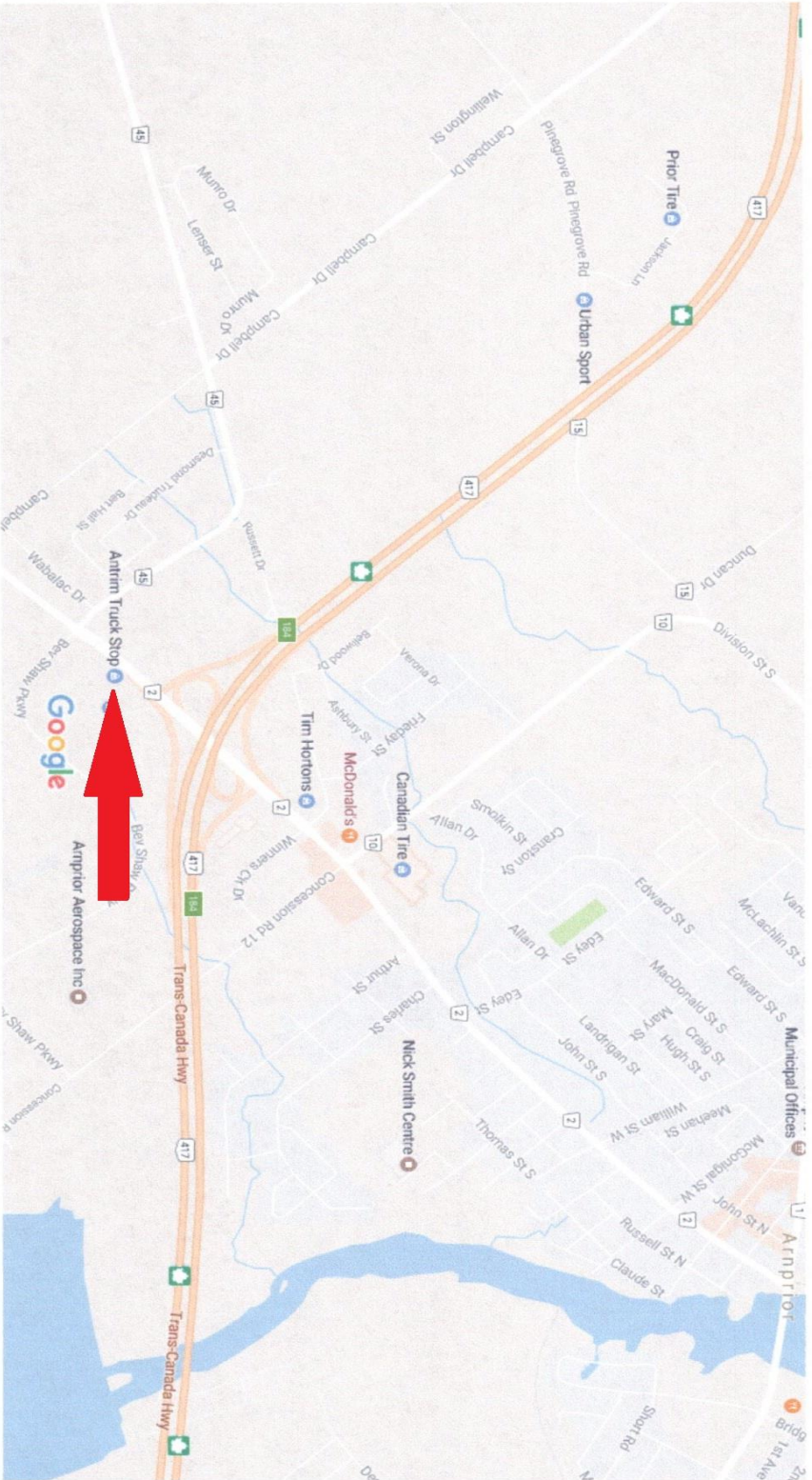
MAP 2 - FUNERAL GATHERING FOR OTTAWA - ARRIVING FROM THE WEST VIA HWY 7



RV #2 - Tim Hortons in Caleton Place - use the back parking lot by entrance to the Zeino's Sub Shop - Intersection of Hwy 7 and McNeely Ave.

- 1. Large parking lot**
- 2. Gas for fuelling up**
- 3. Snacks at Time Hortons, Zeino's Sub Shop or McDonalds**
- 4. Good washrooms**

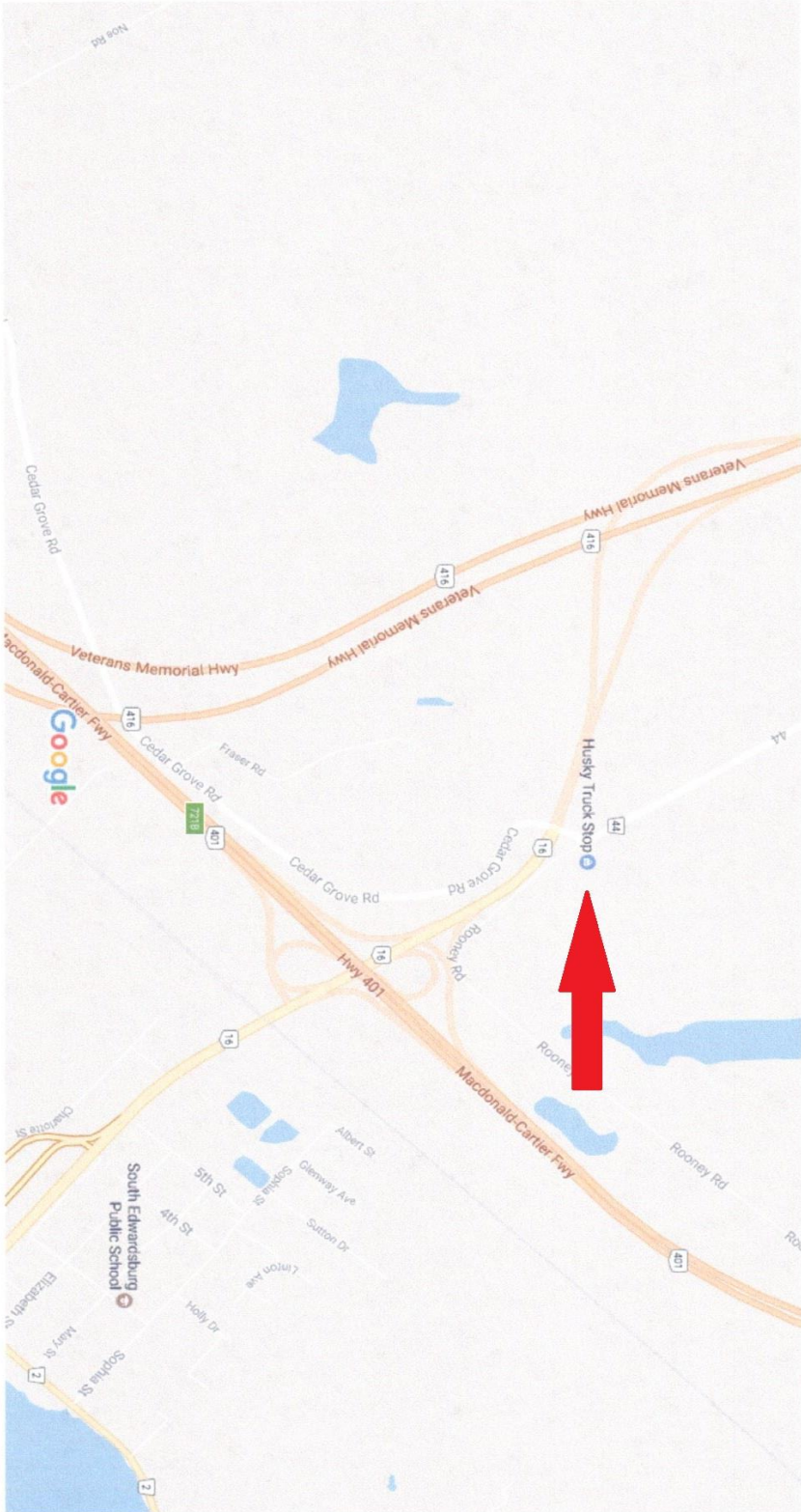
MAP 3 - FUNERAL GATHERING FOR OTTAWA - ARRIVING NORTH VIA HWY 417



RV #3 - Antrim Truck Stop - Exit 184 Daniel St - White Lake Rd - Arnprior / White Lake

- 1. Large parking lot along the left side of the building near the highway**
- 2. Gas for refuelling**
- 3. Restaurant for snacks**
- 4. Good washrooms**

MAP 4 - FUNERAL GATHERING FOR OTTAWA - ARRIVING SOUTH VIA HWY 401 OR HWY 416



RV #4 - Husky Truck Stop / Angelo's Restaurant - Park to the left of the restaurant back along the edge of the parking lot away from the front of the restaurant and gas station.

- 1. Large parking lot**
- 2. Gas for refuelling**
- 3. Restaurant for snacks**
- 4. Washrooms**