

**Royal Canadian Sea Cadet Corps  
BRILLIANT**

**SHIP'S STANDING ORDERS**

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## **Chapter 1 - Personnel and Organization**

### **1-01 Introduction**

1. Ship's Standing Orders are issued under the authority of the Commanding Officer. These Standing Orders outline the established policies and procedures as carried out by the Corps and are to be adhered to by all cadets, Civilian Instructors and Cadet Instructor Cadre (CIC) Officers.
2. The Standing Orders are to be reviewed by all members of the Ship's Company and signed off prior to 30 September of each training year or within 30 days of joining.
3. All cadets, Civilian Instructors and CIC officers will sign the Standing Orders annually indicating that they have read and will comply with all articles contained within these subject orders.
4. All cadets, Civilian Instructors and CIC officers who perceive a need to amend these Standing Orders may make a written application to the Commanding Officer to amend those orders that are in question. At the discretion of the Commanding Officer, Standing Orders will be amended accordingly.
5. Standing Orders shall be reviewed on change of command by incoming Commanding Officer. The incoming Commanding Officer shall issue amendments at his/her discretion.

### **1-02 Definitions**

1. "Personnel" refers to Officers, Civilian Instructors, Non-Commissioned Members (NCMs), Volunteers and cadet members, both male and female, of the Corps unless specifically stated otherwise.
2. Cadet time starts when a cadet arrives at an authorized cadet activity (whether in or out of uniform), and does not end until the cadet departs the training area.
3. Commanding Officer (CO) refers to the officer who is officially appointed in command of the Corps.
4. Executive Officer (XO) refers to the officer who is officially appointed in command of the Corps when the Commanding Officer is absent. He/She is also the officer in training to eventually take over the Commanding Officer's position.
5. NCM refers to any Canadian Forces member or cadet from the rank of Private/Able Seaman to Chief Warrant Officer/Chief Petty Officer 1<sup>st</sup> Class.
6. Weekly Routine Order (WRO) refers to the schedule provided on a weekly basis of what the Corps is doing each week. WRO's may also list any new rules and regulations, dates of upcoming activities, dress policy and other important information.
7. Standing Orders (SO) refer to orders issued by the Commanding Officer for all personnel in the Corps to follow.

## **1-03 Departments**

### ***Command***

1. The command department will consist of the following personnel:
  - a. Commanding Officer
  - b. Executive Officer
  - c. Coxswain
  - d. Chief Boatswain's Mate
  - e. Chief Gunner
  - f. Regulating Petty Officer
  
2. The command department will be responsible for the following:
  - a. Overseeing all corps activities
  - b. Supervision of all other departments and headquarters staff
  - c. Drill, Dress, and Department of all corps members
  - d. Discipline of all corps members
  - e. Safety and Security
  - f. Communication and liaison with all external parties

### ***Training***

3. The Training Department will consist of the following personnel:
  - a. Training Officer
  - b. Assistant Training Officer
  - c. Chief of Training
  - d. Phase Training Coordinators
  - e. Temporary Instructors as Required
  
4. The Training Department will be responsible for the following:
  - a. Scheduling and carrying out all mandatory training IAW national standards
  - b. Maintaining the corps schedule of events
  - c. Maintaining and distributing training aids as required
  - d. Professional development of instructional abilities in senior cadets

### ***Administration***

5. The Administration Department will consist of the following personnel:
  - a. Administration Officer
  - b. Assistant Administration Officer
  - c. Ship's Writer
  
6. The Administration Department will be responsible for the following:
  - a. Maintaining updated files on all members of the unit

- b. Tracking and recording attendance of all cadets
- c. Maintaining logs of Incoming/Outgoing correspondence
- d. Maintaining sufficient inventories of administrative supplies/equipment
- e. All other administrative duties as required
- f. Maintaining cleanliness of the ship's office

### ***Supply***

7. The Supply Department will consist of the following personnel:

- a. Supply Officer
- b. Assistant Supply Officer
- c. Stores Petty Officer

8. The Supply Department will be responsible for the following:

- a. Ensuring proper distribution of cadet uniforms
- b. Verification and maintenance of DND Supply Customer Account
- c. Verification and Maintenance of Non-Public Inventory
- d. Maintaining updated cadet clothing records
- e. Maintaining a Stock of Standard Uniform Items
- f. Temporary issue of corps equipment as required
- g. Maintaining cleanliness and orderliness of supply areas
- h. Maintaining the corps Scrans Locker

### ***Divisional***

9. The Divisional System will consist of the following personnel:

- a. Divisional Officers (one per division)
- b. Music Training Officer
- c. Divisional Petty Officers (one per division)

10. Divisional Leaders will be responsible for the following:

- a. Keeping junior cadets informed of all necessary information
- b. Maintaining a high level of morale within their divisions
- c. Dealing with administrative, supply and training requirements of cadets in their divisions
- d. Conducting any necessary training not provided by the training department
- e. Overseeing dress, discipline, and attendance within their divisions
- f. Professional development of all junior cadets

### ***Duty Watch***

11. The Duty Watch will consist of the following personnel, assigned on a rotating schedule:

- a. Officer of the Day
- b. Petty Officer of the Day

c. Duty Division

12. The Duty Watch will be responsible for the following:

- a. Overseeing the ship's routing and ensuring adherence to timings
- b. Safety and security of Ship's Company during parade nights
- c. Keeping of the ship's log
- d. Cleanliness of the entire ship before, during, and after training

### **1□ 04 Senior Cadet Appointments**

1. The Coxswain of the corps shall have previously served a minimum of six months in any CPO2 position, and have demonstrated consistent outstanding leadership ability. They will preferably have completed a Trade Group 3 SCSTC course in any subject area, and hold the rank of Chief Petty Officer 1st Class.

2. The Chief Boatswain's Mate (Buffer) shall have served a minimum of six months in any PO1 position, have demonstrated excellent leadership potential, and have completed, as a minimum, the Boatswain Trade Group 2 course. They shall preferably have experience in the Cadet Marksmanship Program, and hold the rank of Chief Petty Officer 2nd Class.

3. The Chief Gunner shall have served a minimum of six months in any PO1 position, have demonstrated excellent leadership potential, and have completed as a minimum the Gunnery Trade Group 2 course. They shall preferably have experience in corps guards or band, and hold the rank of Chief Petty Officer 2nd Class.

4. The Chief of Training shall have served a minimum of six months in any PO1 position, have demonstrated outstanding instructional ability, and have completed as a minimum any Trade Group 3 SCSTC course in any subject area. They will preferably hold the rank of Chief Petty Officer 2nd Class.

5. The Regulating Petty Officer shall have previously served in any leadership role in the corps for a minimum of six months, have an outstanding attendance record, and a demonstrated excellent personal uniform standard. They shall hold the rank of Petty Officer 1st Class.

6. Corps Gunners will preferably have completed a minimum of Trade Group 2 at summer training, have experience in the corps guard or band, have completed Phase IV LHQ Training, and have a proven exceptional ability to perform drill. They shall preferably hold the rank of Petty Officer 1st Class.

7. The Ship's Writer will preferably have completed any Trade Group 2 course at summer training, have completed Phase IV LHQ training, and have a proven exceptional organizational ability. They shall preferably hold the rank of Petty Officer 1st Class.

8. Stores Petty Officers shall preferably have completed any Trade Group 2 course at summer training, have completed Phase IV LHQ training, and have proven organizational ability. They may hold the rank of Petty Officer 1st or 2nd Class.



9. Divisional Petty Officers shall preferably have completed any summer training course, and have experience as 2nd in command or a corps division. They may hold the rank of Petty Officer 1st or 2nd Class.

## **1 □ 05 Communication**

1. The Commanding Officer (and sometimes in concert with the North Bay Branch President) will be responsible for all written, verbal and electronic communication to and from:

- a. RCSU(C) and the Area Cadet Officer
- b. Navy League of Canada (North Bay Branch) through the Sea Cadet Liaison
- c. ML Troy Armoury
- d. The Royal Canadian Legions
- e. Other Cadet Units and Navy League Cadet Corps
- f. Community groups such as the RCNA

2. All written, verbal and electronic communication between the corps and parents will normally be through the Commanding Officer; however, staff may be permitted to communicate with parents if delegated by the CO.

3. Parents meetings conducted by the commanding officer will be held typically after CO's parade on the last Wednesday of each month.

4. The cadet unit website [www.104brilliant.com](http://www.104brilliant.com) will be updated regularly.

5. The commanding officer will disperse all necessary information to all other personnel in the corps.

6. From time to time the commanding officer may assign any other adult member to communicate with external parties.

7. The commanding officer shall always be copied on all external communications.

## **Chapter 2 - Terms of Reference**

### **2 - 01 Commanding Officer**

1. The Commanding Officer (CO) of a cadet corps/squadron is responsible to the Commanding Officer Regional Cadet Support Unit (Central) for all cadet matters pertaining to that corps/squadron and for the training and administration of officers of the Cadet Instructors Cadre (CIC), civilian instructors and cadets serving with his/her corps/squadron.

2. The Commanding Officer of a cadet corps/squadron is the Commanding Officer of the cadets and the immediate supervising officer of the cadet corps/squadron staff. The CO RCSU (Central) is the designated Commanding Officer of all personnel assigned to cadet duties in Central Region. The Commanding Officer of a cadet corps/squadron is not a designated commanding officer in accordance with the provisions of QR&O 1.02 and cannot exercise the disciplinary

powers of a commanding officer over subordinate members of the Canadian Forces as per QR&O chapter 101.

3. The Commanding Officer of a cadet corps/squadron shall be responsible for the following:

- a. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
- b. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
- c. ensuring that a harassment free corps/squadron is maintained and that he/she she supports the department harassment policy;
- d. ensuring that ethical behaviour is incorporated in all aspects of the corps/squadron and that he/she supports the department ethics policy;
- e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
- f. leading assigned officers, civilian instructors, volunteers and cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the cadet programme;
- g. complying with the regulations and orders as issued by the Minister of National Defence and the Canadian Forces such as those with respect to security, military law and financial accountability;
- h. keeping officers, civilian instructors and cadets fully acquainted with the regulations and instructions issued by higher authority;
- i. being responsible for the professional development of all corps/squadron CIC officers including himself/ herself and ensuring they receive the training required by their appointments and terms of service;
- j. directing and supervising all duties of personnel under his/her control;
- k. appointing qualified officers to the following duties, ensuring deputies are provided during prolonged absence:
  - (1) Administration Officer (Admin O);
  - (2) Supply Officer (Sup O);
  - (3) Training Officer (Trg O); and
  - (4) Unit Cadet Conflict Management Advisor (UCCMA).
- l. appointing cadets to cadet duties and responsibilities within the corps/squadron;
- m. ensuring that proper supply, administration, financial and training orders and procedures are carried out;
- n. bringing to the notice of the CO RCSU (Central) of any CIC officers or civilian instructors who:
  - (1) are distinguished for proficiency in their duties,
  - (2) from incapacity or apathy, are deficient in the knowledge or execution of their duties,
  - (3) do not afford him/her the support which he/she has a right to expect, and
  - (4) conduct themselves in a manner detrimental to the corps'/squadron's efficiency or in a manner that would bring discredit to the corps/squadron and/or the Canadian Forces;

- o. ensuring another officer on the corps/squadron's staff is familiar with all corps/squadron procedures and is prepared to assume command either upon succession of or during prolonged absence of the Commanding Officer;
- p. ensuring a thorough turn-over to a successor;
- q. in concert with the sponsoring committee, fostering and maintaining good public relations for the corps/squadron and the CCO by:
  - (1) encouraging involvement of the corps/squadron in local community activities to enhance its image in the eyes of the public,
  - (2) having good relations with parents or guardians with respect to training, progress of cadets and activities of the corps/squadron and CCO, and
  - (3) ensuring that the dress, deportment and behaviour of both officers and cadets are always a credit to the CCO;
- r. working cooperatively with the sponsoring committee to achieve the maximum advantage to the cadets by encouraging the efforts of the sponsoring committee;
- s. in consultation with the sponsoring committee, recommending enrolment and commanding officer appointment, of officers of the cadet corps/squadron;
- t. recommending and documenting the appointment and relinquishment of civilian instructors in accordance with current policies;
- u. maintaining the following documents in accordance with current directives:
  - (1) personnel records showing the strength of the cadet corps/squadron,
  - (2) personnel records for officers and civilian instructors on strength with the corps/squadron,
  - (3) personnel records showing the name, age, date of enrolment and departure of each cadet,
  - (4) records of attendance of the instruction and the training progress of
  - (5) current cadets, and
  - (6) such other personnel information as is required to enable periodic returns to be completed;
- v. ensuring that cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer training;
- w. immediately reporting the death of an officer, civilian instructor or cadet of his/her corps/squadron to the Detachment Commander NOA and advising the sponsoring committee and/or affiliated unit;
- x. immediately documenting (CF 98 or DND 2299) and reporting to the Detachment, appropriate elemental office and the sponsoring committee and/or affiliated unit any injury incurred during corps/squadron training that required medical treatment, that resulted in absence from duty for 48 hours or more, that may result in permanent disability and any other injury except a minor injury such as a superficial cut or bruise;
- y. reporting any significant incident/occurrence that may cause public interest or inquiries to the Detachment Commander;
- z. ensuring that material provided by DND, the affiliated unit or other assisting agency and any monies provided by the sponsoring committee or affiliated unit or raised by the corps/squadron is properly used for the benefit of the cadets and

the corps/squadron, accounted for and returned, as applicable, in accordance with terms established by the providing organization;

- aa. ensuring that reports and returns are made regularly and promptly;
- bb. being appointed the corps/squadron's Distribution Account holder;
- cc. ensuring that:
  - (1) clothing and equipment are not demanded in excess of needs or applicable entitlement scales,
  - (2) clothing equipment and documents are properly safeguarded,
  - (3) officers, civilian instructors and cadets return all issued DND clothing and equipment once their active participation in a cadet organization has ceased at the corps/squadron,
  - (4) records of equipment issued and returned are kept in accordance with instructions, and
  - (5) ensure that supply returns are promptly made;
- dd. immediately on discovery, reporting the loss or damage of DND equipment to the respective support base/station and Detachment Supply NCO; and
- ee. undertaking other duties as assigned by the Detachment Commander and CO RCSU (Central) or the Staff Officer 2 - Sea, Land or Air as applicable.

## **2□ 02 Executive Officer**

1. The Executive Officer is responsible to the Commanding Officer of the corps, and is responsible for the following:

- a. Overseeing the day-to-day operations of the cadet unit;
- b. The drill, discipline, physical fitness, and deportment of the ship's company;
- c. The coordination of all corps Drill and Ceremonial practices and procedures;
- d. In conjunction with the CO, ensuring the Ship's Company personnel is informed of all necessary information;
- e. Acting as the divisional officer for all adult staff members and headquarters Division;
- f. Overseeing all operations of the duty division;
- g. The supervision of the day-to-day operations of the Administration, Training, Supply, and Divisional Departments, as well as the corps coxswain;
- h. Coordination and Supervision of corps optional activities (ie: Guard, Band, Marksmanship, Biathlon, etc...);
- i. acting as Second-in-Command of the corps/squadron;
- j. keeping the CO informed of all events and occurrences;
- k. ensuring the cleanliness of the establishment and grounds by conducting rounds of the corps/squadron during training parades; and
- l. performing other duties as assigned by the CO.

## **2□ 03 Training Officer**

1. The Training Officer will be Responsible to the Commanding Officer for the following:

- a. Effecting the planning and Coordination Necessary to implement mandatory training IAW national standards;

- b. ensuring that safety is incorporated in all aspects of the corps/squadron and that he/she supports the region general safety program;
- c. ensuring that environmental stewardship is incorporated in all aspects of the corps/squadron and that he/she supports the region environmental policy;
- d. arranging for guest speakers and other voluntary instructors to supplement corps/squadron staff;
- e. advising the CO on, and coordinate the corps/squadron's special training projects, exercises and citizenship tours;
- f. ensuring the corps/squadron is in possession of all required training material and reference manuals;
- g. organizing cadet corps/squadron drill, ceremonial parades and inspections;
- h. ensuring that the training program is completed;
- i. recommending cadet promotions as required and informing the Administration Officer of all promotions;
- j. performing other duties as assigned by the CO or XO.
- k. Ensuring all administrative actions are taken in regard to mandatory training objectives;
- l. Ensuring that training material and reference manuals are available as required;
- m. Supervising Phase Training Coordinators in the preparation and presentation of the courses;
- n. Assignment, scheduling, and professional development of instructors;
- o. Maintenance of up-to-date Fortress training records and qualifications for all cadets;
- p. Submission of Request for Service and Support (RSS) forms for all activities to the CO; and
- q. Any other duties as assigned by the CO or XO.

## **2 □ 04 Administration Officer**

1. The Admin O is responsible to the corps/squadron Commanding Officer (CO) for the efficient and effective administration of all unit administrative functions and shall make available all orders and instructions to officers and civilian instructors requiring information or assistance.

2. The Admin O shall be responsible for the following:

- a. Creation and maintenance of both paper and electronic (Fortress) files for all cadets;
- b. Preparation of weekly nominal roles and up-to-date maintenance of Fortress attendance records;
- c. initiating and maintaining personnel files on each cadet including name, date of enrolment and departure, address changes, training courses, cruises, weekend exercises, training progress, awards, recognitions and any other pertinent information;
- d. preparing and expediting all reports and returns, documentation and other correspondence for the CO's signature;
- e. organizing the correct circulation of all incoming and outgoing correspondence, orders or directives;
- f. maintaining the corps/squadron filing system;
- g. Maintenance of the Incoming/Outgoing Correspondence Register;

- h. Maintenance and Inventory of all Administrative Forms, Supplies, and Equipment.
- i. ensuring the accessibility of reference material to instructional staff;
- j. maintaining the custody and control of all relevant publications and entering of amendments on receipt;
- k. ensuring prompt and proper submission of all claims arising from corps/squadron exercises in accordance with the Detachment Administrative Aid Memoire;
- l. advising the Supply Officer of names of cadets enrolled and released from the corps/squadron;
- m. ensuring all new cadets meet the necessary joining requirements;
- n. ensuring all new cadets receive enrolment documentation and return the documentation within one week, complete and accurate;
- o. Maintenance of divisional lists and phone lists;
- p. Maintenance of medical records and personal emergency notifications for all cadets;
- q. Cleanliness of the ship's office and administrative areas;
- r. actioning and advising those concerned with inter-corps/squadron transfers;
- s. ensuring all officers are in possession of a valid Canadian Forces Reserve Identification; and
- t. Any other duties as assigned by the CO or XO.

## **2 □ 05 Supply Officer**

1. The Sup O shall be responsible to the corps/squadron Commanding Officer (CO) for the security and care of all material issued to or purchased by the corps/squadron.
2. The Sup O shall be responsible for the following:
  - a. maintaining the following records affecting the accounting of material on issue or temporary loan to the unit:
    - (1) voucher register,
    - (2) voucher files,
    - (3) customer account, and
    - (4) individual loan cards;
  - b. demanding, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;
  - c. conducting cadet kit inspections as required, but at least once annually;
  - d. ensuring the security and care of all material, in particular weapons and ammunition;
  - e. ordering, receiving, issuing, and exchanging material;
  - f. The inventory and maintenance of uniform parts, DND Equipment, and non-public inventory;
  - g. undertaking measures for recovering uniforms from cadets no longer parading with the corps/squadron;
  - h. ensuring no uniforms are returned to Supply without first obtaining an Out Routine from the Administration Officer;
  - i. preparation of supplies for any training weekend;
  - j. upkeep of a Scrans Locker;

- k. carrying out corps/squadron Customer Account Verification at:
  - (1) designated intervals,
  - (2) on appointment of a new Sup O, and
  - (3) on change of CO;
- l. submitting a written report to the CO on discovery of loss or damage of material;
- m. arranging for cleaning of returned uniform articles before re-issuing; and
- n. performing other duties as assigned by the CO.

## **2□ 06 Divisional Officer**

- 1. Divisional Officers will be Responsible to the Executive Officer for the following:
  - a. the discipline, non-mandatory training, and welfare of the cadets within their respective division;
  - b. Ensuring that divisional cadets are dressed in the required order of dress and maintain a high standard of dress;
  - c. overseeing Divisional Petty Officers in performing their duties;
  - d. ensuring the Chain of Command is strictly adhered to;
  - e. integration of new cadets into the division;
  - f. monitoring of attendance of cadets in the division and following up on AWOL's as required with phone calls;
  - g. being present at any disciplinary reviews conducted by the Coxswain, Executive Officer, or Commanding Officer;
  - h. Divisional morale and standards; and
  - i. Any other duties as assigned by the Executive Officer or Commanding Officer.

## **2□ 07 Assistant Training Officer**

- 1. The Assistant Training Officer will be responsible to the Training Officer for the following:
  - a. creating schedules of formal evaluations for instructors and evaluating or assigning evaluations as required;
  - b. keeping records of instructional evaluations;
  - c. keeping the training officer informed of instructor progress and developmental requirements;
  - d. identifying instructor difficulties and ensuring that the Phase training co-ordinator is aware of problems and working towards a solution (and providing assistance with this as required);
  - e. performing the duties of the Phase IV Training Coordinator; and
  - f. any other duties as required and assigned.

## **2□ 08 Phase Training Co-ordinator (Phase Officer)**

- 1. Phase Training Co-ordinators will be responsible to the Training Officer for the following:

- a. ensure that the cadets are supervised at all times, except when released by an instructor;
- b. ensuring the training schedule for their respective phase is followed properly;
- c. assist and supervise instructors as required;
- d. keep a log for any type of problems that arise and their solutions;
- e. communicate with the staff on a regular basis;
- f. be in uniform at all times, except when otherwise directed (i.e. sports nights);
- g. ensure equipment is available and picked up prior to required time;
- h. ensure the training schedule and course training standards are followed;
- i. prepare lesson plans and training aids as required;
- j. assisting in the maintenance of cadet training records;
- k. ensure proper safety procedures and emergency response plans are known by staff; and
- l. any other tasks assigned by the Commanding Officer or Training Officer.

## **2 ☐ 09 Recruiting & Unit Information Officer**

1. The Recruiting & Unit Information Officer will be responsible to the Executive Officer for the following:

- a. co-ordinating all recruiting campaigns as required;
- b. integration of new cadets into the corps and divisional system, and
- c. co-ordination of enrollment packages with new parents;
- d. ensuring completion of the New Entry Training in consultation with the Training Officer;
- e. co-ordinating Swearing-In Ceremonies;
- f. writing letters and preparing media releases as required and assigned by the Commanding Officer;
- g. return any inquiries related to recruiting or public information; and
- h. any other duties as assigned by the CO or XO.

## **2 ☐ 10 Music Training Officer**

1. The Music Training Officer is part of the divisional system and reports to the Executive Officer for the following duties:

- a. training all corps musicians IAW Technical Standards for Cadet Musicians;
- b. maintenance and inventory of all music supplies and equipment;
- c. creating and following a training schedule for band rehearsals;
- d. coordinating instructors for sectionals and private lessons;
- e. maintaining the corps music library;
- f. selecting and preparing music and assigning parts for the corps band;
- g. ensuring a high standard of musical ability; and
- h. any other duties as assigned by the CO or XO.

2. Depending on staff availability, the Music Training Officer may be required to also be the divisional officer for the Band division.



## **2□ 11 Coxswain**

1. The Coxswain shall be the highest ranking senior cadet in the corps, and will be responsible to the Commanding Officer for the following:

- a. ensuring the proper conduct and discipline of the ship's company;
- b. advising appropriate divisional leaders of pending disciplinary action;
- c. supervising the Chief Boatswain's Mate, Chief Gunner, Chief of Training, Regulating Petty Officer, and Divisional Petty Officers in their duties;
- d. maintaining the morale of the corps;
- e. liaise between Officers and NCMs;
- f. encourage Senior NCMs to provide suggestion for corps activities (including written plan, costs, etc);
- g. ensure all cadet personnel meet all timings;
- h. supervise corps phoning system;
- i. organize corps events and submit written plan to Training Officer;
- j. develop qualities of leadership in followers;
- k. handle corps level disciplinary action (i.e. behaviour);
- l. organize regular NCM meetings;
- m. provide report on all corps issues to Commanding Officer and Training Officer;
- n. command the corps during all drill parades;
- o. assist in the implementation of the Corps Training Program;
- p. attendance at all corps activities;
- q. maintaining a thorough knowledge of the duties and responsibilities of all senior cadets;
- r. being responsible for the general conduct of the corps;
- s. convey any general interest or suggestion from the lower deck to the Executive Officer;
- t. maintaining a personal high standard of drill, dress, and deportment;
- u. having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- v. any other duties as assigned by the CO or XO.

## **2□ 12 Chief Boatswain's Mate**

1. The Chief Boatswain's Mate will be responsible to the Coxswain for performing the following duties:

- a. overseeing the Ship's Writer and Stores Petty Officers in the carrying out of their duties and their general conduct and discipline;
- b. overseeing the efficient operation of the duty watch;
- c. performing instruction of seamanship training as assigned by the training department;
- d. conducting regular security rounds, and supervising the security of the ship;
- e. maintenance and inventory of all seamanship and marksmanship supplies and equipment;
- f. conducting all ceremonial procedures regarding seamanship and communications;
- g. ensuring all timings are strictly adhered to;
- h. maintaining a personal high standard of drill, dress, and deportment;

- i. having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- j. any other duties as assigned.

## **2□ 13 Chief Gunner**

1. The Chief Gunner will be responsible to the Coxswain for performing the following duties:

- a. being thoroughly conversant with the methods, procedures, and instructions relating to drill as prescribed in the CFP 201, CFP 202, and the Sea Cadet Manual of Drill and Ceremonial;
- b. overseeing the Corps Gunner(s) in carrying out of their duties, as well as their general conduct and discipline;
- c. performing instruction of Drill training as assigned by the Training Department, and assisting in the monitoring of drill instruction;
- d. assisting Divisional leaders in building and maintaining divisional drill standards;
- e. ensuring a high quality of drill is maintained for all senior cadets;
- f. falling in the ship's company for all parades and reporting to the Coxswain;
- g. assigning and maintaining the corps parade state;
- h. overseeing all physical fitness activities within the corps, and ensuring a high level of physical fitness;
- i. assisting the RPO in maintaining high uniform standards within the corps;
- j. maintaining a personal high standard of drill, dress, and deportment;
- k. having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- l. any other duties as assigned.

## **2□ 14 Chief of Training**

1. The Chief of Training will be responsible to the Coxswain for performing the following duties:

- a. ensuring adherence to the training schedule as set out by the Training Officer;
- b. supervising the New Entry Training Petty Officer, and temporarily assigned Senior Cadet Instructors in the performance of their duties;
- c. co-ordinating the planning and scheduling of all training resources including audio-visual equipment, visual aids, books, manuals, posters, and classrooms;
- d. instructing classes as assigned by the Training Department;
- e. performing regular rounds of training classes;
- f. maintenance and inventory of the bank of master lesson plans;
- g. maintenance and inventory of all training resources and visual aids;
- h. monitoring of junior instructors;
- i. maintaining a personal high standard of drill, dress, and deportment;
- j. having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- k. any other duties as assigned.

## **2□ 15 Regulating Petty Officer**

1. The Regulating Petty Officer will be responsible to the Coxswain for performing the following duties:

- a. responsible for overseeing and maintaining a high standard of dress within the corps;
- b. responsible for overseeing attendance and following up on Absent without Leave cases;
- c. assisting the coxswain in the carrying out of disciplinary reviews;
- d. supervising corrective action as assigned by the Coxswain;
- e. maintaining a personal high standard of drill, dress, and deportment;
- f. having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- g. any other duties as assigned.

## **2□ 16 New Entry Petty Officer**

1. The New Entry Petty Officer will be responsible to the Chief of Training for performing the following duties:

- a. Being thoroughly familiar with all aspects of the New Entry Training Program;
- b. Conducting and coordinating the New Entry Training Program;
- c. Ensuring integration of new cadets into the divisional system;
- d. Mentoring new cadets in subjects such as Dress, Drill, and Deportment;
- e. Overseeing the welfare of new cadets until sworn into the corps;
- f. Assisting the Recruiting and Unit Information Officer with their duties;
- g. Maintaining a personal high standard of drill, dress, and deportment;
- h. Having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- i. Any other duties as assigned.

## **2□ 17 Corps Gunner**

1. Corps Gunners will be responsible to the Chief Gunner for performing the following duties:

- a. Ensuring a high standard of drill on the parade deck and within divisions;
- b. Performing drill instruction as assigned by the Training Department;
- c. Assisting the RPO in maintaining a high standard of dress within the corps;
- d. Assisting the Chief of Gunnery in his/her duties;
- e. Maintaining a personal high standard of drill, dress, and deportment;
- f. Having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- g. Any other duties as assigned.

## **2□ 18 Ship's Writer**

1. The Ship's Writer will be responsible to the Chief Boatswain's Mate for performing the following duties:

- a. Manning and operating the desk inside of the Ship's Office answering any inquiries as required;
- b. Answering and directing phone calls as required during a parade night;
- c. monitoring of attendance of cadets in the corps and following up on AWOL's as required with phone calls;
- d. Performing photocopying duties as requested by any adult staff member, chief petty officer, or instructor;
- e. Assisting in the preparation and distribution of handouts and notices;
- f. Assisting in the preparation of weekly routine orders;
- g. Maintaining a personal high standard of drill, dress, and deportment;
- h. Having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- i. Any other duties as assigned.

## **2□ 19 Supply Petty Officer**

1. The Supply Petty Officer will be responsible to the Chief Boatswain's Mate for performing the following duties:

- a. Assisting the Supply Officer in the execution of his/her duties;
- b. Maintaining the cleanliness and orderliness of the supply section;
- c. Assisting the canteen manager in the operation of the corps canteen;
- d. Assisting in the stowage, issue, and maintenance of all corps material;
- e. Maintaining a personal high standard of drill, dress, and deportment;
- f. Having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- g. Any other duties as assigned.

## **2□ 20 Divisional Petty Officer**

1. Divisional Petty Officers will be responsible to the Coxswain for performing the following duties:

- a. ensuring the maintenance of good order and discipline within his/her division;
- b. assisting divisional cadets with administrative, training, or supply issues as required;
- c. overseeing uniform standards, and assisting cadets with getting uniforms up to an acceptable standard;
- d. submit cadet excused list to Coxswain;
- e. delegate division tasks;
- f. handle division level disciplinary action (e.g. uniform, misbehavior);
- g. enforce and emphasize timings (e.g. form-up);
- h. perform regular uniform inspections;
- i. provide suggestion for corps activities (i.e. written plan, costs, etc);
- j. provide report on all division activities/issues to Coxswain;
- k. command a division during all drill parades;
- l. ensure cadets in their division are in proper dress and well turned out for training nights;

- m. assisting and encouraging members of their division in developing leadership, citizenship, and physical fitness abilities;
- n. completing the divisional attendance record at the beginning of the evening and keeping track of cadet attendance;
- o. performing phone calls weekly to inform cadets of upcoming events;
- p. communicating all pertinent information regarding the corps on a consistent basis to junior cadets in their division;
- q. keeping Divisional Officers informed of any pertinent divisional issues;
- r. maintaining a personal high standard of drill, dress, and deportment;
- s. having a thorough knowledge of general cadet subjects and corps standard operating procedures; and
- t. any other duties as assigned.

## **Chapter 3 □ Operations and Security**

### **3 □ 01 Ship's Routine**

1. Routine for Wednesday night training will be conducted as follows:

1730hrs	Officer of the Day Onboard
1730hrs	POOD, CPO's, Adult Staff Onboard
1745hrs	Duty Watch Briefing / Adult Staff O-Group
1755hrs	Senior Cadet Muster
1800hrs	Ship's Company Fall In / Attendance / Uniform Inspections
1815hrs	Colours
1820hrs	Secure Colours
1825hrs	Hands to First Classes
1900hrs	Hands to Second Classes
1940hrs	Stand Easy
2000hrs	Hands to Third Classes
2035hrs	Secure Classes/Guard and Band to Muster
2040hrs	Ship's Company Fall In
2045hrs	Sunset
2050hrs	Announcements
2100hrs	Ship's Company Ashore / Duty Division Muster
2115hrs	Secure Duty Division
2125hrs	Building Secure

### **3 □ 02 Duty Watch**

1. Duty Watch positions will be assigned on a rotating basis and will consist of the personnel as described in Section 1-03 paragraph 11 and one of the corps divisions.

2. The POOD will assign cadets from the duty division to perform the following tasks at Colours and Sunset:

- a. Signalmen
- b. Messenger
- c. Quartermaster

3. Guard and Band Members shall not perform these duties during sunset or ceremonial parades, and cadets from other divisions may fill these roles when the Guard or Band is on Duty.

4. Duty Watch personnel shall complete checklists and rounds as assigned by the XO on a weekly basis.

5. Responsibilities of the duty watch are listed in Section 1-03 paragraph 12.

### **3□ 03 Procedures for Colours**

1. The POOD, Messenger, Signalmen, and Quartermaster will be briefed by the Chief Boatswain's Mate prior to the commencement of colours. They shall fall into their positions.

2. The Preparative Pennant will be hoisted five minutes prior to colours.

3. At the time of colours, the prep is dipped, the POOD salutes the OOD/COX'N (if entitlement exists), and reports "COLOURS SIR/MA'AM/CHIEF".

4. The OOD/COX'N replies "MAKE IT SO", the Messenger strikes the ship's bell eight times, and the OOD/COX'N orders the POOD to "PIPE THE STILL"

5. The Signalmen slowly and respectfully hoist the Ensign in a uniform manner.

6. After the Ensign is fully hoisted, at the prompting of the POOD, the prep shall be quickly taken down.

7. The POOD reports to the OOD/COX'N "CARRY ON, SIR/MA'AM/CHIEF"

8. The OOD/COX'N replies "CARRY ON", which is followed by the appropriate pipe.

### **3□ 04 Procedures for Sunset**

1. The POOD, Messenger, Signalmen, and Quartermaster will be briefed by the Chief Boatswain's Mate prior to the commencement of the Sunset Ceremony. They shall fall into their positions before the parade.

2. The Preparative Pennant will be hoisted five minutes prior to sunset.

3. At the time of sunset, the prep is dipped, the POOD salutes the CO (if entitlement exists), and reports "SUNSET SIR/MA'AM".

4. The CO replies "VERY GOOD"

5. The band will then play the appropriate music for the sunset ceremony, and the COX'N shall order the Ship's Company to "GENERAL SALUTE PRESENT ARMS" as required.

6. The Signalmen shall slowly and respectfully lower the Ensign in a uniform manner in time with the music played by the band.

7. After the Ensign is fully lowered, at the prompting of the POOD, the prep shall be quickly taken down.

8. The POOD reports to the CO "CARRY ON, SIR/MA'AM"

9. The CO replies "CARRY ON", which is followed by the appropriate bugle call.

### **3□ 05 Authorized Personnel**

1. The following personnel are authorized to be onboard at all times.

- a. All RCSCC Brilliant Officers, Civilian Instructors and Civilian Volunteers
- b. All Cadet members of RCSCC Brilliant
- c. The Navy League of Canada (North Bay Branch)
- d. Any member of RCSU (C) North Bay Detachment
- e. Any Member of ML Troy Armoury

2. Parents and guests are invited to remain onboard during colours and sunset only. Parents and guests shall only be permitted onboard between 1730-1830 hrs, and 2045 hrs to dismissal.

3. Parents and guests will be invited by the Commanding Officer for special parades and events, at which time they may remain onboard for the duration of that event.

4. Special requests may be made to the Commanding Officer via written, verbal or electronic communication at least 2 days prior to the training activity to visit, or to remain onboard for the duration of that training activity.

5. Any guests onboard during hours not listed in para 2 must sign in at the quarterdeck.

### **3□ 06 Smoking**

1. At no time shall cadets smoke during a RCSCC Brilliant activity or on ML Troy Armoury property.

2. Staff members of RCSCC Brilliant shall not smoke in the presence of cadets, and may only smoke in approved areas.

### **3 – 07 Alcohol**

1. No cadet shall consume or be in possession of alcoholic beverages or be under the influence of alcohol or non prescription drugs during Corps activities. Reference CATO 13-23.

2. No Corps staff member, including civilian instructors, volunteers, NCM's, Air Cadet League Members and CIC Officers, shall consume or be in possession of alcoholic beverages or be under the influence of alcohol or non prescription drugs while performing their duties as a staff member.

### **3 – 08 Drugs**

1. No member of the Corps, including cadets, civilian instructors, volunteers, NCM's and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort. Reference CATO 13-23.
2. The Commanding Officer shall immediately notify proper local authorities of any breach of the above.

### **3 - 09 Weapons**

1. No cadet shall carry on their person or sell weapons of any kind or description while on cadet time. Permission to carry a knife may be given by the Commanding Officer or the Training Officer for a specific purpose (i.e. adventure training activities, etc).

### **3□ 10 Restricted Areas**

1. No personnel are permitted in the ships office other than:
  - a. Commanding Officer
  - b. Executive Officer
  - c. Training Officer
  - d. Administration Officer
2. Cadets shall not congregate in the front entrance of the building.
3. Visitors are not permitted outside any other entrances other than the front main entrance.

### **3□ 11 Fire Orders**

1. Fire alarm and evacuation procedures shall be in accordance with ML Troy Armoury fire regulations.
2. All personnel will exit the building via the nearest exit and muster in the side parking lot at a safe distance from the building.
3. All cadets will form one mass division with the Coxswain in command.
4. The coxswain will take a head count and report to the Executive Officer. The coxswain will then proceed with a roll call.
5. The officers and volunteers will fall into a division with the Executive Officer in command.
6. The Executive Officer will ensure all are present and accounted for, and report to the Commanding Officer.



7. The Commanding Officer will ensure all visitors are accounted for.
8. The Commanding Officer will liaise with emergency response agencies as required.

### **3□ 12 Key Control**

1. The only person authorized to hold the main set of keys is the Commanding Officer.
2. The CO may allow a staff member to use the keys if required.
3. The key press located in the Supply room will be accessible only with permission by the Sup O or the CO. If a key is required from the key press it will be signed out on the key register.

### **3 - 13 Personal Items/Social Media**

1. Cadets are not encouraged to bring cell phones to cadet training activities. However, if the possession of a cell phone is deemed to be an absolute necessity, it is not to be used during actual cadet training.
2. Failure to comply with the foregoing may result in disciplinary action taken against the cadet.
3. If a cadet brings these items, they do so at their own risk. The corps is not responsible for lost or stolen items.
4. Staff and cadets are not permitted to be “friends” or communicate using social media outlets (i.e. Facebook).

### **3 - 14 Harassment and Abuse**

1. Under no circumstance shall members of RCSCC Brilliant, including cadets, civilian instructors, volunteers, NCM’s and CIC Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.
2. All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) or CATO 13-24 and 13-25 (Positive Social Relations Youth) will be reported to the Commanding Officer or the immediate supervisor (officer) of the harassed.
3. The Unit Cadet Conflict Management Advisor (UCCMA) must be notified of all cases involving harassment.
4. Under no circumstances shall members of the Corps, including cadets, civilian instructors, volunteers, NCM’s and CIC Officers, abuse or be abused by another person, whether that is emotionally, physically, verbally or sexually.
5. All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to Commanding Officer, UCCMA, or the immediate supervisor (officer) of the abused.

### **3 – 15 Positive Social Relations for Youth Training**

1. Cadets must attend mandatory PSRY training in Phase 1 & 4 training or as directed by the Corps UCCMA. Every member of the Corps shall receive UCCMA training from 1 September to 30 December of each respective training year.
2. Until further notice, cadets that receive training from the summer training centre will continue to receive UCCMA training at the LHQ level.
3. Information regarding the training time, date and location will be announced and posted each respective training year by the Corps UCCMA or directing staff member(s).
4. Cadets who do not attend PSRY training will be subject to dismissal from the Corps.

## **Chapter 4 □ Discipline**

### **4 □ 01 Dress**

1. Authorized orders of dress for all corps activities are IAW CATO 35-01 and will be designated as follows:
  - a. The highest standard of dress will be maintained. Dress of the day will be published in the Weekly Routine Orders, or advised in the Operations Orders (Ops Order) for the Training Exercise.
  - b. Each cadet shall wear the correct uniform as stated in the Routine Orders and illustrated in the Cadet Dress Regulations.
2. Uniforms returned to the Supply Officer shall be clean and in good repair. Badges of rank and qualification shall be carefully removed so as to not rip or tear the uniform.
3. Cadets are subject to the dress regulations outlined in the Cadet Dress Regulations guidelines. These guidelines will be introduced to the Corps at the first Commanding Officer's parade of each respective year. Each cadet shall have read and understood the guidelines upon distribution.
4. Note: Under no circumstances shall civilian articles of clothing (i.e. civilian winter coat) be worn with any part of a Sea Cadet or CF uniform and vice versa, Cadet Uniform Parts are not to be worn with civilian attire.
5. All CF personnel will dress in accordance with Canadian Forces Dress Instructions. CF members require the permission of their CO, in addition to the RCSCC Brilliant CO, to wear CADPAT or Naval Combat Dress.
6. The following is the order of dress for:

	<b>CADETS</b>	<b>OFFICERS</b>	<b>CIVILIANS</b>
Winter Training Night	Sea Training Uniform	3 C (sweater)	Informal
Summer Training Night	Sea Training Uniform	3 B (short sleeve)	Informal
<b><i>CO's Parades</i></b>	C-1	1 A	Semi-Formal

7. All cadets not yet issued a uniform, will come dressed as follows:

Males: black pants (no jeans), white shirt/white corps t-shirt, neat and clean footwear (running shoes acceptable), hair cut according to cadet standards.

Females: black pants (no jeans), white blouse, white shirt/white corps t-shirt, neat and clean footwear (running shoes and full shoes acceptable – no heels allowed), hair pinned up off back of the neck, no nail polish, no heavy make-up, small gold or silver ball earrings.

8. Civilian Instructors shall wear appropriate business casual attire on Regular training nights. Examples of apparel that are considered appropriate for wearing to work as business casual are: Capris, slacks, pants, skirts (below the knee) are acceptable if they are not denim. Collared shirts include golf shirts. Neckties are not part of business casual dress. “Not appropriate” includes any jean material, halter or low-cut tops, crop tops, t-shirts, shorts, flip-flops, casual sandals, running shoes, leggings, ball caps, toques, mock-military clothing (non issue CADPAT), casual loungewear, and sweat pants/shirts. Under no circumstances are CI’s permitted to wear CADPAT; it would be contrary to the NDA to allow a CI to wear a CF uniform or any part thereof.

#### **4-02 Deportment**

1. All members of Corps including, cadets, civilian instructors, NCM’s, volunteers and officers shall conduct themselves in a professional and responsible manner at all times.
2. Cadets are reminded that during authorized cadet events they are to conduct themselves in a manner to reflect favorably on the Canadian Cadet Movement. Any misdemeanor by a Cadet reflects on all Cadets; appropriate disciplinary actions will be taken.
3. Divisional Commanders are responsible for the deportment of those under their command and Cadets are accountable to their Divisional Commanders for their deportment.
4. Cadets shall conduct themselves as model Canadian citizens at all times.
5. Foul language, abuse, fighting, insolence and rudeness shall not be tolerated.
6. Personnel shall not touch the property of others without expressed permission.
7. Personnel shall address each other by rank and surname.
8. All personnel shall ensure they have all their belongings with them prior to leaving the training area(s).
9. NCMs shall at all times maintain exemplary deportment.
10. All personnel are expected to read the Weekly Routine Orders (WRO) posted, and shall follow the timetable included as well as being familiar with the items the WROs contain.

11. Spitting, slouching, sauntering, hands in pockets, smoking, walking arm in arm and similar deportment which detracts from the military appearance is unacceptable for personnel while on cadet time.

#### **4 □ 03 Discipline**

1. All cadets are expected to uphold the highest order of discipline at all times, regardless of the nature of the activity of which they are attending. Breaches of discipline by a cadet shall be reported to their respective Divisional Commanders and will be dealt with in accordance with CATO 15-22.
2. Senior Cadets and adult staff members are responsible for reporting all disciplinary misdemeanors to the Coxswain IAW Section 4-03.
3. Each cadet involved in a disciplinary situation will have an incident report placed in his/her personal files indefinitely (when necessary). Each cadet will have the right to discuss the incident report and is required to sign the report. One copy will be provided for the cadet and the other will be placed in their personal file.
4. In serious circumstances, the cadet's parents will be requested to appear with the cadet and required to sign the respective incident report and the incident shall be reported to ACO, particularly if the incident will result in a suspension or dismissal.
5. The following is the four-step procedure for the discipline of all cadets. This system will be used for all minor or major topics where a cadet may have acted against the Cadet Code of Conduct (e.g. A cadet refuses to get a hair cut, missing mandatory events, fraternization, etc):
  - a. Step 1. The cadet will be informed of what action needs to be taken by a Senior Cadet (e.g. Senior Cadet must inform/remind a cadet to get a haircut).
  - b. Step 2. The cadet will be given a second verbal warning which will also include a date/time that the action must be completed. The Senior Cadet/Officer who is issuing the warning must document the warning and have the document signed by the cadet.
  - c. Step 3. A formal counseling session will be organized. This counseling session:
    - (1) will be given by no less than two staff members. One staff member will address the issue and the second staff member will act as witness.
    - (2) The cadet must sign the counseling form and try to come up with suggestions on how to improve their behavior. Please note that the cadet signature verifies that the counseling session has taken place. A cadet may choose to disagree with the reasons for the session and document this on the counseling form.
    - (3) One copy of the counseling form will be provided and given to the cadet during the counseling session. A second copy will be placed in their cadet file.
    - (4) The Commanding Officer will review all counseling forms prior to the counseling session.

- d. Step 4. The Commanding Officer will request a meeting with both the cadet and their Parent/Guardian. During this meeting, disciplinary action will be decided by the CO, which may result in the cadet being asked to leave the Corps.

#### **4□ 04 Incident Reports**

1. All adult staff members and Headquarters staff are permitted to write an incident report form at any time for any junior cadet.
2. Incident report forms may be either positive or corrective in nature, and shall be filled out immediately following the incident by the reporting individual, initialled by the cadet, and promptly submitted to the Coxswain.
3. More than three warnings will warrant a disciplinary review conducted by the Executive Officer and the Cadet's Divisional Officer.
4. The Coxswain will record all incident reports in a file to be available for review at any time by the Executive Officer or Divisional Officers.
5. The Commanding Officer is authorized to demote cadets with ranks lower than Petty Officer 2<sup>nd</sup> Class. He/she shall be required to produce an incident report and letter of recommendation for demotion to the Area Cadet Officer (ACO) when the incident involves ranks of Petty Officer 2<sup>nd</sup> Class and above.

#### **4□ 05 Paying of Compliments**

1. Onboard the Ship, all cadets shall salute and pay compliments in the following circumstances:
  - a. At the Brow when entering and exiting the Ship;
  - b. Passing by a commissioned officer outdoors at any time;
  - c. Passing by a commissioned officer on the deck at any time;
  - d. When approaching a commissioned officer;
  - e. When approached by a commissioned officer;
  - f. When the Canadian Ensign is hoisted or lowered (when not in a division);
  - g. As ordered or appropriate in a parade position;
2. Cadets shall come to attention and pay compliments in the following circumstances:
  - a. When passing a subordinate officer, civilian instructor, or civilian volunteer at any time;
  - b. When approached by a subordinate officer, civilian instructor, civilian volunteer, or any senior cadet of the rank of Petty Officer 1st Class or higher;
  - c. When approaching a subordinate officer, civilian instructor, civilian volunteer, or any senior cadet of the rank of Petty Officer 1st Class or higher;
  - d. Any instance as described in para 1 where the cadet is not wearing headdress, is out of uniform or is carrying something in both hands;
3. When addressed by a Petty Officer 1st Class or higher, or any adult staff member, all cadets must remain at attention unless told to stand easy or relax by the highest

ranking individual present.

4. All cadets will address senior cadets and officer staff by their rank and surname, and use PO/Chief/Sir/or Ma'am as appropriate when being addressed.

5. Civilian Visitors, Civilian Volunteers, and Civilian Instructors will be addressed by the appropriate salutation (Mr., Ms., Mrs., etc...) and their surname. When being addressed, cadets will use Sir/Ma'am in conversation as appropriate.

## **Chapter 5 Administration**

### **5.01 Attendance**

1. Attendance shall be monitored by the administration and divisional departments, and regulated by the RPO.

2. In order to obtain an excused absence for a training night, a cadet must notify the Divisional Petty Officer by phone or electronically a minimum of one hour prior to the start of training night. Otherwise, a cadet will be considered Absent without Leave. In the event that they cannot reach their DPO, they may call their Divisional Officer.

3. If a cadet requires leave for a Mandatory Training Activity, Ceremonial Parade, or any other activity as deemed critically important by the CO, they will be required to have it approved by their Divisional Officer and the Commanding Officer.

4. If a cadet requires an excused absence for more than two consecutive weeks, they must submit a memorandum request to be approved by the Commanding Officer.

5. If a cadet is AWOL for more than three consecutive weeks, the Divisional Officer will immediately get in contact with the cadet to determine if they wish to continue on as a member of the corps.

6. If the AWOL cadet does not return their uniform within two weeks of being contacted by the divisional officer, a letter will be sent requiring the return of all corps equipment and the cadet will be struck off of strength.

### **5.02 In/Out Routines**

1. At the beginning of every training year, all cadets will verify their personal and medical information with the Administration Officer.

2. Cadets who join after registration night will be required to complete an In-Routine on their first night with the corps.

3. Upon completion of membership in the corps, all cadets will be required to complete an Out-Routine.

4. If a cadet decides to leave the corps mid-way through a training year, they will be required to complete their Out-Routine prior to being struck off of strength.

## **5□ 03 Special Requests**

1. If a cadet requires something that cannot be provided at a divisional level, they will submit a written request through their chain of command.
2. Written requests shall be used for the following:
  - a. Leave of Absence (for more than 2 consecutive parade nights)
  - b. Divisional Transfer
  - c. Medical Chit for inability to perform certain training
  - d. Growing out hair
  - e. Growing a beard or moustache
  - f. Any other request as deemed appropriate by the Divisional Officer
3. Written requests shall be looked over and approved or denied by the following personnel:
  - a. Divisional Petty Officer
  - b. Divisional Officer
  - c. Executive Officer
  - d. Commanding Officer (as required)
4. Following review, the highest signing authority on the form (CO or XO) will designate which individuals need to action an approved request, and have it distributed accordingly.
5. Denied requests will be returned to the cadet by the Divisional Officer and the cadet shall be provided with a reason for the denial.
6. Following action of the request, the form will be submitted to the Administration Officer, where it will be put added to the cadet's paper file.

## **5□ 04 Work Areas**

1. As described in Section 3-08, para 2, the Ship's Office shall be designated as a work area for the following individuals only:
  - a. Commanding Officer
  - b. Executive Officer
  - c. Training Officer
  - d. Administration Officer
2. Other adult staff members will use a table set up on the side of the parade deck as a work area as required.
3. The Canteen table shall not be used as a work area during training hours.

## **Chapter 6 □ Training**

### **6-01 Promotions**

1. Any promotions throughout the training year will be at the discretion of the Commanding Officer.
2. Promotions will be based on qualification and merit, in addition to the following:
  - a. All promotions will be in accordance with CATO 13-02 and a vacancy within the Corps rank structure must exist in order for a cadet to be promoted;
  - b. Not all Promotions are automatic;
  - c. A cadet will only be promoted one rank at a time;
  - d. A cadet must meet both National Standards and Local Standards in order to be promoted. Meeting these standards makes a cadet **eligible** for promotion, however, it does not guarantee the cadet a promotion;
  - e. Every cadet is given the same basic opportunity of being promoted within the Corps;
  - f. All promotions are to be done at the discretion of the Commanding Officer.

### **6-02 Promotion to CPO2 and Above**

1. When a cadet is interested in being promoted to the rank of CPO2 and above and there is a vacancy the cadet must do the following:
  - a. Assemble a training portfolio which will include but is not limited to:
    - (1) Obtain a copy of their training file from fortress(Admin O)
    - (2) Prepare a resume and a cover letter
    - (3) Obtain three letters of reference
  - b. Provide the unit with three copies of their completed portfolio
2. The Commanding Officer must review the portfolio and confirm the eligibility of the cadet, including completed time in current rank and enhanced proficiency (80% or above attendance)

### **6-03 Merit Review Board**

1. It is the responsibility of the Commanding Officer to appoint a merit review board for promotions to the Rank of Chief Petty Officer 2<sup>nd</sup> Class or higher.
2. The promotion board will consist of only three members (CO or Corps representative, League Representative or Sponsoring Committee/Branch Representative, and a neutral party).
3. A series of Interview questions will be received from NOA Detachment in advance of holding the board.
4. In the event the cadet is unsuccessful the following must occur



- a. Cadet files to be documented (Admin and Training)
  - b. Commanding Officer must debrief cadet and advise them as to why they were not successful.
5. The Commanding Officer can challenge a decision on the Board with approval from the ACO.
  6. In the event that there is only one candidate, the unit is still required to hold a board.
  7. The Commanding Officer must coordinate a time/place/date for the members of the Board.

## **Chapter 7 - Supply**

### **7□ 01 Equipment**

1. All DND owned equipment shall be listed on the corps Supply Customer Account.
2. All non-DND equipment shall be maintained on a separate inventory list to be kept updated by the supply officer.
3. Any personnel taking equipment ashore shall be required to sign a temporary loan card, and may only have use of the equipment for a maximum period of six months.
4. The supply officer will regularly coordinate the recovery of equipment on temporary loan.
5. DND or corps held equipment shall be for professional use only. Personal use of corps property will be strictly prohibited.
6. For training exercises not onboard, the Supply Officer will maintain an inventory list of equipment being used and will ensure that all equipment used is returned and undamaged.

### **7□ 02 Scran Locker**

1. All lost and found items shall be collected by the duty watch and given to the Supply Department to be kept in a Scran Locker
2. The Scran Locker will be kept in Ship's Stores, and items will be held for a period of not longer than 30 days prior to being disposed of if unclaimed.
3. Claimants must be able to describe the item to the Supply Officer prior to claiming it.
4. Under no circumstances will unclaimed items be distributed for personal use.

### **7□ 03 Timings and Appointments**

1. Ship's Supply shall be open during the following hours for cadets to obtain replacement uniform parts:

- a. 1745-1820
- b. 2000-2020

2. Other than extenuating circumstances, cadets under training will not be permitted to make appointments in supply during training hours.
3. Senior Cadets may make appointments in supply during training hours, provided it does not conflict with other duties.
4. New Entries will be permitted to be fitted for uniforms during training hours in the time prior to being sworn in as a member of the corps.
5. If a cadet wishes to obtain a replacement uniform part from supply, they may make an appointment through their divisional chain of command by submitting a supply request form.
6. Divisional Officers shall be responsible for identifying the need for replacement parts through regular uniform inspections.

## **Chapter 8 □ Optional Activities**

### **8 □ 01 General**

1. The Commanding Officer authorizes the following optional activities to be undertaken at RCSCC Brilliant:
  - a. Band
  - b. Guard
  - c. Drill Team
  - d. Biathlon
  - e. Orienteering
  - f. Marksmanship
  - g. Sail
  - h. Seamanship
2. Other activities and teams may be formed with the permission of the Commanding Officer.
3. All coordinators of optional activities shall submit objectives and training plans to the XO and CO for approval prior to the commencement of the training year.
4. Coordinators must also have available a detailed outline of requirements for joining, attendance standards, and performance standards.

### **8 □ 02 Band**

1. The Band program will be coordinated by the Music Training Officer and Band Divisional Officer. These individuals will ideally have a background in a cadet or civilian music program.
2. The band will rehearse during scheduled practices, and will be required to perform on

parade every Wednesday evening, once they are able to.

3. Once ready, the band may be committed to play at various performances from time to time as deemed appropriate by the Commanding Officer.

### **8□ 03 Guard**

1. The Guard program will be coordinated by the Guard Divisional Officer. This individual will ideally have an extensive background in cadet drill and ceremonial procedures.

2. The guard will practice during scheduled times on the occasional Sunday, and will be required to be on parade every Wednesday evening.

3. The guard may be committed to be on parade at various functions from time to time as deemed appropriate by the Commanding Officer.

4. Cadets must be a minimum rank of Able Seaman (AB) before being permitted to join the guard.

5. Cadets must be able to perform drill at a minimum standard prior to parading with the guard, as set out by the Guard DivO.

### **8□ 04 Drill Team**

1. The drill team will normally be coordinated by the Guard Divisional Officer.

2. The drill team shall practice during scheduled Sunday timings, and will be required to compete in competitions and perform displays as appropriate.

3. All cadets must be able to perform drill at a minimum acceptable standard prior to being accepted onto the Drill Team.

### **8□ 05 Biathlon**

1. The biathlon program will be coordinated by an adult staff member with experience in cross-country skiing and marksmanship.

2. The biathlon team will practice during scheduled practices as required.

### **8□ 06 Marksmanship**

1. The marksmanship program will be coordinated by an adult staff member with experience in marksmanship coaching.

2. The marksmanship team will practice on Sundays during scheduled timings.

### **8□ 07 Sailing**

1. The sail program will be coordinated by Sail Centre No.7.

2. The sail team will consist of cadets who have completed sail training courses at a CSTC and have a minimum level of CYA White Sail III.
3. The sail team shall compete yearly in the Area Regatta.

## **8 - 08 Seamanship**

1. The seamanship program will be co-ordinated by an adult staff member with experience in Seamanship activities.
2. The team will practice during scheduled Sunday timings as required.
3. The seamanship team will compete in the NOA Inter-Divisional Competition (Sea).

## **Chapter 9 01 Range Orders**

### **9 01 Safety**

1. Eye protection will be worn at all times while in the areas where range training is conducted at ML Troy Armoury. Shatterproof goggles will be available with the range equipment for anybody on the range.
2. Rifles shall always be pointed in a safe direction, and made safe when not firing.
3. If a potential dangerous situation occurs, anybody may call the command CEASE FIRE, and all personnel will immediately stop firing and make rifles safe.
4. No conversation shall be permitted on the range other than essential commands and communications, as well as instruction and assistance as required.
5. A qualified first-aider shall be present on the range at all times, and a first aid kit will be available with the range equipment.
6. Following handling of ammunition, all personnel shall wash their hands.

### **9 02 Equipment**

1. The following equipment will be at the range at all times:
  - a. Shooting Backstops with cardboard backings for targets;
  - b. Shooting Mats;
  - c. Safety Glasses;
  - d. Daisy 835-C Air Rifles;
  - e. Air Rifle Paper targets or Biathlon falling plate targets;
  - f. Air rifle pellets;
  - g. Loading clips;
  - h. Ramrods;
  - i. First Aid Kit;

- j. Tape;
  - k. Stapler;
  - l. Scoring Equipment;
  - m. Spotting Scopes; and
  - n. Table for Range Equipment.
2. All rifles shall be inspected by a qualified RSO prior to their use.
  3. All rifles will be cleaned with a cleaning pellet following every use.
  4. Rifles and other equipment shall be stored in a secure area when not in use.

#### **9□ 03 Setup**

1. For range training, a temporary indoor range will be setup on the deck of ML Troy Armoury.
2. Prior to commencement of training, the RSO will designate danger areas, and all areas where the wearing of eye protection is mandatory.
3. Following range training, the area used as a range will be thoroughly cleaned and swept to ensure the retrieval of all expended rounds.

#### **9□ 04 Firing Regulations**

1. All shooters will remain in the prone position when shooting. Firing while kneeling, sitting, or standing is not permitted.
2. Range commands will be called by the range safety officer, or the firing point officer.
3. Shooters shall only be permitted to fire the number of rounds designated by the RSO for each bout of shooting.

#### **9□ 05 Emergency Procedures**

1. In an emergency, a cease fire command shall be called, and all weapons made safe.
2. In the event of the injury, the designated first-aider will determine the seriousness of the injury, and apply emergency first aid as required.
3. If evacuation is required, the first-aider shall designate an individual to phone 911 on the nearest telephone.
4. All extraneous personnel will proceed to the afterdeck or outdoors in the event of a medical emergency to prevent crowding of the area.

#### **9□ 06 Range Personnel**

1. The following personnel shall be designated to be present during range training:
  - a. Range Safety Officer;

- b. Firing Point Officer (optional);
- c. First Aid Attendant;
- d. Ammunition Party;
- e. Sentry (if required); and
- f. Coaches.

2. The RSO shall be a CIC officer who has successfully completed the air rifle range safety course and who is authorized to conduct range training IAW region routine orders.

3. The Firing Point Officer may be an officer or senior cadet with experience in marksmanship training.

4. The First Aid Attendant shall be an individual with a current St. John's Ambulance Standard First Aid certification.

5. The Ammunition Party and Sentry positions may be filled by any cadet or adult staff member, provided they are briefed on their duties by the RSO.



## RECEIPT OF STANDING ORDERS / CONTRACT

I, \_\_\_\_\_ acknowledge receiving and reading the Standing Orders for Royal Canadian Sea Cadet Corps BRILLIANT. I agree to abide by the regulations set down in this or any revised edition of the Corps Standing Orders.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cadet Signature**

\_\_\_\_\_  
**Cadet Name (Please Print)**

\_\_\_\_\_  
**Parent /Guardian Signature**

\_\_\_\_\_  
**\* Please sign this page and give it to the Administration Officer \***

**ALL OF THE ABOVE STANDING ORDERS SHALL BE ADHERED TO BY ALL CADETS AND STAFF OF ROYAL CANADIAN SEA CADET CORPS BRILLIANT.**

//original signed//

***Tania Carson***

**Captain**

**Commanding Officer**

**RC(Sea)CC Brilliant**

**[co.104sea@cadets.gc.ca](mailto:co.104sea@cadets.gc.ca)**