

344 RCSCC VICTORIA



SHIP'S STANDING ORDERS

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CHAPTER 1 – GENERAL AIMS OF THE SEA CADET MOVEMENT

1.1 AIMS

1. The aims of the Sea Cadet movement are:
 - a. To develop in youth the attributes of good citizenship and leadership;
 - b. To promote physical fitness; and
 - c. To stimulate the interest of youth in the sea activities of the Canadian Forces.

1.2 OBJECTIVES

1. The objectives of the Sea Cadet movement are:
 - a. To develop a cadet to be a worthwhile citizen of the community;
 - b. To instill a sense of knowledge and discipline;
 - c. To develop spirit, body fitness and confidence;
 - d. To teach the value of esprit de corps, good comradeship and pride in working with others for a common goals; and
 - e. To develop skills in seamanship and leadership.

1.3 VISION OF THE CANADIAN CADET MOVEMENT

1. We commit to develop in each and every Sea, Army and Air Cadet Qualities of leadership and an aspiration to become a valued member of their community. We reinforce values necessary to prepare youth to meet the challenges of tomorrow and embrace the multi-cultural dimensions of Canada. To this end, we offer dynamic training in a supportive and efficient environment where change is a positive and essential element.

1.4 VALUES

1. We further commit to attain this vision by living shared Canadian values with particular attention to:
 - a. Loyalty - The expression of our collective dedication to the ideals of the Cadet Movement and to all its members;
 - b. Professionalism - The accomplishment of all tasks with pride and diligence;
 - c. Mutual Respect - The treatment of others with dignity and equality; and
 - d. Integrity - The courage and commitment to exemplify trust, sincerity and honesty.

1.5 MEMBERSHIP

1. The Canadian Cadet Organization (CCO) is open to youth who meet the basic membership standards. IAW CATO 13-01, to be eligible for membership as a cadet one must:
 - a. Be a legal resident of Canada;
 - b. Provide proof of provincial health insurance coverage or equivalent;
 - c. Be at least 12 years of age;
 - d. Not have attained 19 years of age;
 - e. Normally be in good physical condition;
 - f. Not belong to another corps or squadron; and
 - g. Be acceptable to the Commanding Officer (CO) of the cadet corps or squadron.
2. Each applicant must complete an Application for Membership (form CF 1158) and have it certified by the corps or squadron CO prior to undergoing training.
3. Each applicant must complete an Authorization for the Collection of Information (form DND 2353).
4. A person with a medical condition or who is mentally or physically challenged may become a member at the CO's discretion.
5. Sea Cadets are not members of the Canadian Forces and are in no way obligated to join the Canadian Forces following their time in the cadet program. Cadets are free to leave the program at any time they chose.

CHAPTER 2 – SEA CADET ORGANIZATION

2.1 PARTNERSHIP

1. The Sea Cadet program is operated as a partnership between the Department of National Defence (DND) and the Navy League of Canada (NLC). Each partner has distinct, yet complimentary responsibilities that enable the effective operation of the sea cadet program.

2.2 DEPARTMENT OF NATIONAL DEFENCE

1. The Department of National Defence (DND) is authorized to administer the Royal Canadian Sea Cadet (RCSC) Program under the National Defence Act.
2. The Department of National Defence (DND) is responsible for providing the following equipment and support services to sea cadet corps:
 - a. Mandatory and optional Course Training Standards (CTS) and supporting documentation;
 - b. Basic equipment and support services required to conduct unit training;
 - c. Cadet and officer uniforms;
 - d. Officer training;
 - e. Organization and operation of Cadet Training Centres (CTCs);
 - f. Administrative structure standards; and
 - g. Supervision of the routine operation of the sea cadet corps.

2.3 NAVY LEAGUE OF CANADA – FISH CREEK BRANCH

1. 344 RCSCC Victoria is sponsored by the Fish Creek Branch, Navy League of Canada.
2. The Navy League of Canada is responsible for:
 - a. The recruitment of cadets;
 - b. The recruitment of CIC officers; and
 - c. Recommending personnel transactions of CIC officers, ie promotion or appointment.
3. They are also to ensure that the following items are available to the members of the sea cadet corps:
 - a. Accommodation; and
 - b. Resources that are not available from the Canadian Forces including but not limited to:
 - i. Telephone and basic administrative support services;
 - ii. Specialized training equipment such as band equipment;
 - iii. Sufficient funds to supplement optional training requirements; and
 - iv. Sufficient funds to operate effectively.

2.4 MILITARY AUTHORIZATION FOR OPERATION

1. 344 RCSCC Victoria operates under the direct authority of the Detachment Commander, Regional Cadet Support Unit Northwest located in Canadian Forces Base Winnipeg, MB. Reports and returns are submitted through the ACO (Sea).

2.5 ORDERS, INSTRUCTIONS AND DIRECTIVES

1. Navy League of Canada Directives are promulgated by the National Council Headquarters of Alberta Division through Fish Creek Branch, Navy League of Canada.
2. The operation and administrative activities of Royal Canadian Sea Cadet Corps within Northwest Region are governed by:
 - a. Cadet Administration and Training Orders (CATOs);
 - b. Regional Cadet Support Unit (Northwest) Policy and Administration Instructions (PAIs);
 - c. Canadian Forces Administrative Orders (CFAOs); and
 - d. Queen's Regulations and Orders (Cadets) (QR{Cadets}).
3. Alberta Area Cadet Routine Orders are issued monthly by the Detachment Commander, Prairie Region Cadet Detachment Winnipeg, MB, as a supplement to or clarification of the orders and instructions listed above.
4. Special Instructions and orders may be received from the Area Cadet Office (Sea) by letter as necessary.

2.6 OFFICERS AND INSTRUCTORS

1. The "Adult Supervision" of the cadets is done by Officers and Civilian Instructors and Volunteers.
2. The Officers are part of a subcomponent of the Canadian Forces (CF) Reserve Force called the Cadet Instructors Cadre (CIC). The CIC consists of officers who have undertaken, by the terms of their enrollment, to perform such military duty and training as may be required of them, but whose primary duty is the supervision, administration and training of cadets.

CHAPTER 3 – INTERNAL CORPS ORGANIZATION

3.1 GENERAL

1. The Commanding Officer (CO) is responsible for everything that happens in the ship.
2. The CO exercises command and control:
 - a. By recommending personnel transactions for CIC officers, civilian instructors and cadets;
 - b. Through counseling of CIC officers; and
 - c. Of civilian instructors, by initiating/terminating CI agreements.
3. CO exercises control over cadets through restriction of activity or termination of membership.
4. The Executive Officer (XO) is second in command and automatically assumes command in the absence of the CO. He or she shall report to the CO for the organization, cleanliness, and discipline of the ship and her company.

3.2 CHAIN OF COMMAND

1. On all occasions, the following officers take command over all other officers and cadets who are part of the same corps:
2. The Commanding Officer (CO);
3. The Executive Officer (XO); and
4. The Officer Of the Day (OOD).
5. The Supply Officer (SupO) shall report to the CO for all matters that concern finances or the corps Distribution Account (DA). The SupO shall report to the XO for the efficient operation and policies of the Supply Department as well as the disciplinary, welfare and administrative matters for the personnel appointed to the Supply Department. All other officers shall report to the CO through the XO.
6. The CO shall deal directly with the following individuals and officers as necessary:
 - a. Chaplain;
 - b. Sea Cadet Chairman, Fish Creek Branch, Navy League of Canada;
 - c. President, Fish Creek Branch, Navy League of Canada;
 - d. Medical Officers;
 - e. Unit COs; and
 - f. Members of the Executive, Royal Canadian Legion (RCL) Branches and Commands.

3.3 DEPARTMENTAL SYSTEM

1. The administration and training operations of 344 RCSCC Victoria are organized into a number of departments. Each department is given particular responsibilities in the ship and each is manned by an appropriate group of staff cadets and officers. An officer is appointed to head each department and is responsible for his or her department to the CO through the XO.
2. Victoria has five primary departments. These departments are:
 - a. Command;
 - b. Administration;
 - c. Training;
 - d. Supply and
 - e. Band.
3. Each department has its own:
 - a. Department head which is an Officer or Civilian Instructor (CI);
 - b. Department Petty Officer(s) when available; and
 - c. Funding budget.
4. Other officer appointments have been made in order to fairly share the workload and to ensure that optimum use of time is made for all officers, instructors, and senior cadets. Terms of Reference (TORs) for all corps officer positions are presented in the Terms of Reference section of these Standing Orders.

3.4 DIVISIONAL SYSTEM

1. 344 RCSCC Victoria operates a Divisional System that in many ways parallels that found in HMCS Ships. The members of the ship's company are organized into a number of small manageable groups called divisions. The corps uses the divisional system because it:
 - a. Ensures the fair and logical division of work; and
 - b. Aids in the distribution among the officers of the responsibility for mean and the work of personnel administration.
2. Each division is guided by a Divisional Petty Officer (DPO) and a Divisional Officer (DO) who are responsible for supervision, records and discipline. They are also the link between their cadets and other authorities.
3. Divisional organization ensures that Officers and Petty Officers are enabled to develop their powers of command and leadership while keeping in close contact with those under their command.
4. All DOs are responsible to the XO for the attendance, appearance, conduct and efficiency of their assigned divisions.

3.5 SHIP'S ROUTINE

1. The Ship's Routine for weekly training parades is as follows:

1800	OOD arrives on board
1815	Leave expires, all cadets on board
1825	Cadets fall in on parade
1830	Inspection
1845	XO takes parade
	March on Colour Party/Guard/Band
1850	CO on parade
	Colours/Prayers/Inspection/March Past
1900	Hands to Classes
1900 – 1930	Period 1 Classes
1930 – 2000	Period 2 Classes
2000 – 2015	Stand Easy
2015 – 2045	Period 3 Classes
2045	Outpipes, muster for Sunset
2050	Cox'n takes parade
2055	XO takes parade
2100	CO on parade
	Sunset, remarks, announcements
2110	Ship's Company dismissed
	Muster duty division
2115	Liberty boats, all hands ashore
2. The Parade Commander may be the XO, the Gunnery Officer, Cox'n or a designated alternate.
3. Officers may take up a supernumerary position. Officers may take up parade positions as determined by the XO.

Chapter 4 – Terms of Reference

4.1 COMMANDING OFFICER (CO)

1. The Terms of Reference for the Corps CO are detailed in CATO 11-36, Annex S and are restated, in part, in these Standing Orders for emphasis.
2. The CO of a cadet corps is responsible to the CO RCSU through his or her RCSU RCSU(NW) for all cadet matters pertaining to that corps and for the training and administration of officers of the Cadet Instructors Cadre (CIC), civilian instructors, and cadets serving with his or her cadet corps.
3. The CO of a cadet corps is the CO of the cadets and the immediate supervising officer of the cadet corps staff. The CO RCSU is the designated CO of all personnel assigned to cadet duties. The CO of a cadet corps is not a designated CO in accordance with the provisions of QR&O 1.02 and cannot exercise the disciplinary powers of a CO over subordinate members of the CF in accordance with QR&O chapter 101.
4. The CO of a cadet corps shall be responsible for the following:
 - a. **COMMAND AND CONTROL**
 - i. Comply with the regulations and orders as issued by the Minister of National Defence and the Canadian Forces;
 - ii. In consultation with the Fish Creek Branch NLC, recommend enrolment, appointment, promotion, posting, transfer and release of officers of the Corps;
 - iii. Recommend and document the appointment and release of Civilian Instructors;
 - iv. Keep CIC officers, Civilian Instructors and cadets fully acquainted with the regulation and instructions issued by higher authority;
 - v. Be responsible for the professional development of all CIC officers including him/herself and ensure they receive the training required by their appointments and terms of service;
 - vi. Direct and supervise all duties of personnel under his/her control;
 - vii. Appoint qualified officers to the following particular duties, ensuring deputies are provided during prolonged periods of absence:
 - a) Administration Officer (Admin O)
 - b) Supply Officer (SupO)
 - c) Training Officer (Trg O) and
 - d) Unit Human Rights Advisor (UCCMA)
 - viii. Appoint and reassign cadets to cadet duties and responsibilities within the Corps;
 - ix. Ensure that proper supply, administration, financial and training orders and procedures are carried out; and
 - x. Ensure an officer is familiar with all Corps procedures and is prepared to assume command either upon succession of or during periods of prolonged absence of the CO

- b. ADMINISTRATION
 - i. Maintain the following documents:
 - a) Personal records showing the strength of the Corps;
 - b) Personal records on CIC and CIs;
 - c) Personnel records showing the name, age, date of enrolment and departure of each cadet, and retain such documents for three years after the cadet has left the Corps;
 - d) Records of cadets who join the CF;
 - e) Records of attendance for the instruction and the training progress of each cadet;
 - f) Such other personnel information as is required to enable periodic returns to be completed.
 - ii. Bring to the notice of the RCSU(NW) if applicable or the CO RCSU any officers of the CIC or civilian instructors who:
 - a) Are distinguished for proficiency in their duties;
 - b) From incapacity or apathy, are deficient in the knowledge or execution of their duties;
 - c) Do not afford him/her the support which he/she has a right to expect;
 - d) Conduct themselves in a manner detrimental to the Corps efficiency or in a manner that would bring discredit to the Corps and/or the Canadian Forces.
 - iii. Ensure that cadets are medically and physically fit to undertake the activities and training which they are expected to perform during local HQ or summer camp training;
 - iv. Immediately report the death of an officer, civilian instructor or cadet of his/her corps to the RCSU(NW), and advise the Fish Creek Branch NLC;
 - v. Immediately document and report to the RCSU(NW) and Fish Creek Branch NLC any injury incurred during corps 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;
 - vi. Report any significant incident/occurrence that may cause public interest to the RCSU(NW);
 - vii. Receive from the XO all completed officer and staff cadet periodic assessments NLT 31 May annually; and
 - viii. Review all officer and staff cadet periodic assessments and return to the XO prior to the last cadet parade night of the training year.
- c. SUPPLY
 - i. Be appointed the Corps Distribution Account (DA) holder;
 - ii. Ensure that material provided by DND, Fish Creek Branch NLC or other assisting agency and any monies provided by Fish Creek Branch NLC or raised by the Corps is properly used for the benefit of the cadets and the Corps, accounted for, cared for and returned as applicable, IAW terms established by Fish Creek Branch NLC;

- iii. Ensure that:
 - a) Clothing and equipment are not demanded in excess of needs or applicable entitlement scale;
 - b) Clothing, equipment and documents are properly safeguarded;
 - c) CIC officers, CIs and cadets return all issued DND clothing and equipment once their active participation in a cadet organization has ceased at the Corps;
 - d) Records of equipment issued and returned are kept IAW instructions; and
 - e) Returns are promptly and regularly made.
- d. COMMUNITY RELATIONS
 - i. In concert with Fish Creek Branch NLC, foster and maintain good public relations for the Corps and the Canadian Cadet Organization (CCO) by:
 - a) Ensuring involvement of the Corps in local community activities to enhance its image in the eyes of the public;
 - b) Having good relations with parents or guardians with respect to training, progress of cadets and activities of the Corps and CCO; and
 - c) Ensuring that the dress, deportment and behaviour of both officers and cadets are always a credit to the CCO.
- 5. Undertake other duties as assigned by the RCSU(NW).

4.2 EXECUTIVE OFFICER (XO)

1. The Executive Officer is second-in-command of the Corps and head of the Administration Department.
2. The Executive Officer (XO) shall report to the Commanding Officer (CO).
3. The XO Shall:
 - a. Be responsible for the discipline, physical fitness, dress and deportment, safety and welfare of the Ships Company;
 - b. Be responsible for the administration of the Divisional System and the Departmental System;
 - c. Act as Parade Commander for all weekly training parades and other special parades as designated by the CO;
 - d. Promulgate Routine Orders and a duty watch roster;
 - e. Ensure there is an exercise OPI assigned to conduct all extracurricular in unit and out of unit training;
 - f. Ensure that proper administrative and training procedures are followed by the respective departments;
 - g. Recommend cadet appointments and promotions with respect to senior cadet and staff cadet positions;
 - h. Act as liaison between Corps officers and the Chiefs and Petty Officers Mess and ensure effective communication and officer support;
 - i. Liaise with other cadet Corps as required;
 - j. Ensure staff cadet development is taking place; and
 - k. Undertake any other duties as assigned by the CO.

4.3 ADMINISTRATION OFFICER (AdmO)

1. The AdmO shall report to the Executive Officer (XO).
2. The AdmO Shall:
 - a. Maintain an adequate stock of forms required for the administration of the Corps as ordered through the Supply Department;
 - b. Circulate all incoming and outgoing correspondence, orders or directives;
 - c. Control all relevant publications and ensure the entering of amendments upon receipt;
 - d. Provide relevant reference material to instructional staff;
 - e. Prepare and expedite all reports, returns, documents and other correspondence for the Commanding Officer's signature;
 - f. Maintain the Corps filing system;
 - g. Maintain attendance records of CIC officers, CIs and cadets;
 - h. Maintain a complete personnel file on each cadet member of the Corps;
 - i. Ensure prompt and proper submission of all claims;
 - j. On a weekly basis advise the SupO and CO of names of cadets enrolled and released;
 - k. Maintain an adequate front office staff to accept visitors and begin the enrolment process for all new recruits;
 - l. Maintain, prepare and submit monthly attendance reports for CIC officers;
 - m. Ensure that ROs are properly distributed and promulgated;
 - n. Supervise all subordinate staff;
 - o. Undertake any other duties as assigned by the XO or CO.

4.4 TRAINING OFFICER (TrgO)

1. The Terms of Reference for the corps Training Officer (TrgO) are detailed in CATO 31.01 Annex C and are restated in part, in these Standing Orders for Emphasis.
2. The TrgO shall report to the XO
3. The TrgO shall be responsible for
 - a. Effective planning and necessary coordination to implement the training program IAW established cadet training directive;
 - b. Plan the monthly training schedule and assigning qualified instructors to individual courses;
 - c. Maintain all training records in Fortress;
 - d. Ensure that all reports to higher authority on training matters are submitted accordingly;
 - e. Assist and supervise instructors and senior cadets in the preparation and presentation of the courses;
 - f. Arrange guest speakers and other voluntary instructors to supplement corps staffing;
 - g. Advise the XO on coordinating, corps special training projects, exercises and citizenship tours;
 - h. Ensure that all administrative action is taken to achieve the training

- objectives;
- i. Select and submit demands for training and visual aids;
- j. Ensure the corps is in possession of all required training material and reference manuals;
- k. Ensure the on-going individual training and development of all instructional staff;
- l. Ensure the efficiency of training and individual cadet's progress;
- m. Ensure the corps training forecasted is complete and submitted to region within the prescribed time limits;
- n. Ensure that all mandatory training is completed prior to the end of the training year;
- o. Ensure all training is executed in accordance with all training and safety standards;
- p. Supervise all subordinate staff;
- q. Ensure lesson plans are completed a week prior to the scheduled lesson, and create a place to keep copies of all lesson plans and training aids;
- r. Review staff cadets periodic assessments no later than 15 May annually;
- s. Undertake all other duties as directed by the XO or CO.

4.5 PHASE TRAINING OFFICERS (PTrgO)

1. The Phase Training Officers shall report to the TrgO
2. The PTrgO shall;
 - a. Ensure that training is conducted in accordance with the training schedule and as outlined in the course training standards and course training plan;
 - b. Ensure that the training schedule is strictly adhered to, that all training is conducted within the scheduled time period and that the subject is taught correctly, reporting any changes and/or discrepancies to the TrgO;
 - c. Ensure that the Training PO's are aware of what classes they will be required to teach no less than one month prior to commencement of the class and that lesson plans are completed at least two weeks prior to the class;
 - d. Assist in teaching classes when required or necessary;
 - e. Maintain a up to date record of completed PO's in Fortress;
 - f. Undertake all other duties as directed by the TrgO, XO or CO.

4.6 SUPPLY OFFICER (SupO)

1. The terms of reference for the corps supply officer (SupO), detailed in PRCI 100.21 and Cato 31.01 Annex D and are rested, in part, in these Standing Orders.
2. The SupO shall report to the Commanding Officer (CO) for all matters that concern finances or the Corps Distribution Account (DA) including the following:
 - a. Ensuring the security and proper care of all material issued by DND on loan, in particular weapons and ammunition;
 - b. Ensuring the security and proper care of all material purchased by the Fish

- c. Creek Branch NLC on loan to 344 RCSCC Victoria;
 - c. Undertaking measures for recovering uniforms of cadets no longer parading with the corps;
 - d. Carry out corps customer account verification;
 - i. At designate intervals
 - ii. On appointment of a new SupO and
 - iii. On change of the CO
 - e. Submit a written report to the CO on discovery of loss or damage to material;
 - f. Prepare a written report of inventory including items listed on the DA account as well as all items on loan from Fish Creek Branch NLC at the beginning of each training year;
 - g. Submit the report of inventory to the CO no later than the first parade in October.
3. The SupO shall report to the XO for the disciplinary, welfare and administrative matters for personnel appointed to the Supply Department as well as the policies and effectiveness of the supply department functions including the following
- a. Maintain up to date and accurate records affecting the accounting of material on issue or temporary issue to the corps;
 - b. Demanding, receiving and returning of all equipment IAW established procedures and authorized scales of issue;
 - c. Issuing, exchanging and receiving material;
 - d. Verify the scale of issue with all cadets at the beginning of the training year;
 - e. Obtain, maintain and distribute stationary supplies for all departments, requesting additional supplies from the Fish Creek Branch NLC as required;
 - f. Supervise all subordinate staff;
 - g. Undertake all other duties as directed by the XO or CO.

4.7 DIVISIONAL OFFICERS (DO)

1. The Divisional Officers shall report to the Executive Officer (XO)
2. The DO shall
 - a. Be explicitly familiar with the aims of the Sea Cadet Movement;
 - b. Be exceptionally familiar with the Divisional System and Chain of Command;
 - c. Ensure that all cadets in their respective division are familiar with the operation of the Divisional System, Chain of Command and their rights, privileges and duties as a cadet;
 - d. Be responsible for the welfare, dress, discipline and morale of all cadets in their respective division;
 - e. Ensure cadets within division are adequately kitted;

- f. Ensure cadets maintain a high standard of drill, dress and deportment through regular divisional inspections;
- g. Encourage all cadets to participate fully in the optional, social and recreation;
- h. Monitor the activities and personal attitudes of each cadet in their respective division as closely as possible;
- i. Supervise their respective DPO;
- j. Ensure that DPO is capable of performing all his/her duties;
- k. Undertake all other duties as directed by the XO or CO.

4.8 BAND OFFICER

1. The Band Officer (BandO) shall report to the Executive Officer (XO)
2. The BandO shall
 - a. Ensure the efficient training and drilling of the corps band;
 - b. Ensure safe custody and accurate inventory of all band instruments, equipment and music both in storage and on loan to band members;
 - c. Make recommendations for musical advancements and qualification of band cadets to the CO;
 - d. Ensure that all instruments, equipment and music are maintained in good repair;
 - e. Ensure full attendance and participation in all special parades and activities by band cadets;
 - f. Supervise all subordinate staff;
 - g. Undertake all other duties as directed by the XO or CO.

4.9 GUARD OFFICER

1. The Guard Officer (GuardO) shall report to the Executive Officer (XO):
 - a. ensure the efficient training and drilling of the guard;
 - b. ensure the safe custody, issue and retrieval of all drill purpose rifles and associated equipment in storage and on temporary loan to cadets;
 - c. ensure that all drill purpose rifles and associated equipment are kept in proper repair;
 - d. supervise all subordinate staff; and
 - e. undertake all other duties as directed by the XO or CO.

4.10 UNIT CADET CONFLICT MANAGEMENT ADVISOR (UCCMA)

1. Terms of Reference for the Unit Cadet Conflict Management Advisor (UCCMA) are detailed in CATO 13-24, Appendix 1, Annex A and are restated, in part, in these Standing Orders for emphasis.
2. The UCCMA shall report directly to the CO. If a complaint is made against the CO, the UCCMA will report to the Regional Human Rights Advisor (RHRA).
3. The UHRA shall have the following responsibilities:

- a. deliver the PSRY Sensitization and Leadership training modules to all cadets of 344 RCSCC Victoria;
- b. develop a good knowledge of child protection legislation in Alberta;
- c. advise the CO on matters pertaining to harassment and child abuse;
- d. execute the protocol for dealing with disclosures of harassment and abuse as necessary;
- e. educate all members of the corps on harassment and abuse prevention, recognition and reporting;
- f. act as the focal point for reporting and administration of harassment and abuse incidents;
- g. maintain files and logs on harassment and abuse incidents; and
- h. consult with the RHRA as required for advice and direction.

4.11 C & POs MESS LIAISON OFFICER

1. The Chiefs and Petty Officers. Mess Liaison Officer shall be responsible to the Executive Officer (XO).
2. The liaison officer shall:
 - a. hold an establishment CIC position with 344 RCSCC Victoria;
 - b. act as a link and primary advisor to the Chiefs. and Petty Officers Mess;
 - c. ensure that all Mess activities and external contacts are conducted i.a.w. corps policy and PAIs;
 - d. assist in the administration of funds administered by the Mess, including the production of an annual budget and year-end statement;
 - e. attend all regular meetings of the Mess Executive and Mess membership.
 - f. undertake all other duties as directed by the XO.
3. In the event that no C & POs Mess Liaison Officer is appointed, the duty will be assumed by the Executive Officer (XO).

4.12 AWARDS AND SCHOLARSHIPS OFFICER

1. The Awards and Scholarships Officer (A&S O) shall report to the Executive Officer (XO)
2. The A&SO Officer shall:
 - a. post all scholarships information;
 - b. advertise the availability of scholarships to all personnel;
 - c. assist with the applications for all scholarships;
 - d. act as the chairman for all honours and awards meetings;
 - e. maintain and control of all Corps and branch owned trophies, plaques and awards;
 - f. act as the master of ceremonies for all honours and awards banquets;
 - g. keep a list of previous award winners;
 - h. control the engraving of awards and making of keepers;
 - i. seek nominations and make nominations regarding honours and awards for

- cadets at all levels;
 - j. assist with the nomination packages for the Branch, Divisional and National Awards
 - k. undertake all other duties as directed by the XO.
3. If there are no Awards and Scholarship Officer appointed, then this duty will become part of the Executive Officer's responsibilities and will undertake all other Awards and Scholarships duties as directed by the CO.

4.13 UNIT INFORMATION OFFICER (UIO)

1. The Unit Information Officer (UIO) shall report to the Executive Officer (XO).
2. The UIO shall:
 - a. prepare press releases for all major events;
 - b. be the primary contact with all units of the Calgary Naval Community;
 - c. be the primary contact with all the Regional Public Relations representative;
 - d. ensure a good public image of the Corps is presented to the media;
 - e. be the primary contact with all media personnel visiting unit lines;
 - f. ensure Corps personnel who are being interviewed by the media are well briefed prior to the interview;
 - g. ensure that all correspondence regarding RCSCC Victoria is reviewed and signed by the CO prior to being released;
 - h. keep the CO fully briefed on all matters regarding Corps events that the media will be in attendance;
 - i. brief media personnel on their arrival at Corps events and escort them while attending all Corps related training or events;
 - j. the duty of escorting media personnel may be delegated to another person with the permission of the CO;
 - k. undertake all other duties as directed by the XO.
3. If there is no Unit Information Officer appointed, then this duty will become part of the Executive Officer's responsibilities and will undertake all other Unit Information duties as directed by the CO.

4.14 NAVAL COMMUNITY LIAISON OFFICER AFFILIATED UNIT

1. HMCS Victoria, 344 RCSCC Victoria's affiliated unit, provides a Naval Community Liaison Officer (NCLO) to assist the corps with training and administrative activities involving support from the Canadian Forces.
2. The NCLO would normally:
 - a. provide primary liaison between 344 RCSCC Victoria and HMCS Victoria;
 - b. visit the corps;
 - c. advise and assist the corps with local training, administration, and inventory control.

4.15 COXSWAIN

1. The Coxswain shall report to the Executive Officer (XO).

2. The Coxn is responsible for the implementation of those policies of the CO and XO, which affect the cadets of the ship's company. Regardless of his/her seniority, he/she will exercise command over all other cadets.
3. Because of his/her special position in the corps, he/she has responsibility for attendance at all musters, parades, and rounds conducted by the XO, CO and more senior officers.
4. The Coxn shall advise the XO concerning departmental work in progress, and shall consult with him/her immediately concerning any incident or condition, which may adversely affect the corps.
5. In the duty personnel organization, the Coxn is second in the chain of command. He/she is directly responsible to the OOD for the performance of his/her duties related to the duty personnel organization.
6. The Coxn shall be eligible to hold the rank of CPO1.
7. The Coxn shall:
 - a. GENERAL
 - 1) be eligible to hold the rank of Chief Petty Officer First Class;
 - 2) create and maintain a high level of morale and esprit-de-corps among all cadets;
 - 3) ensure that Divisions, Evening Quarters and Liberty Boats are conducted on time, IAW Ship's Nightly Routine; and
 - 4) Conduct Coxn's Requests and Defaulters Parade.
 - b. PARADE
 - 1) act as Parade Commander for all parade formations in the absence of the XO or his/or her designated alternate;
 - 2) ensure that senior cadets are carrying out their assigned parade duties, prior to the XO arriving on deck;
 - 3) maintain an exceptional standard of dress and deportment, and demand the same from all Staff Cadets;
 - 4) ensure the paying of proper marks of respect by all cadets, whether in uniform or civilian rig, at all times, in any location;
 - 5) ensure that reports to and from officers and cadets are clear concise and seamanlike; and
 - 6) ensure proper discipline is maintained by all cadet personnel during parade formations.
 - c. DISCIPLINARY
 - 1) advise the appropriate divisional authority of pending disciplinary action;
 - 2) arrange for the muster, employment, and supervision of defaulters;
 - 3) ensure the proper conduct and discipline of the ship's company;
 - 4) ensure that proper marks of respect are paid at all times, both under

cover and out of doors, with special attention to situations where senior personnel are out of uniform;

5) supervise the Quartermaster in his/her duties; and

6) assist the OOD as required.

d. ADMINISTRATIVE

1) supervise all duties assigned to the Trg CPO, SupO CPO, Band CPO and RPO;

2) ensure that all senior hands are proficient in the execution of their assigned duties and are providing effective support to their respective Department Heads; maintain notices, orders and instructions of concern to the ship's company for permanent display;

3) in cooperation with heads of department, assigning of personnel to special parties and ceremonial guards as directed by the XO;

4) advise the XO on matters affecting training conditions and morale;

5) at the end of the training night/day, the Coxn shall brief the XO on events planned for the next training night/day and those which occurred that same night/day; and

6) undertake all other duties as directed by the XO and CO.

4.16 REGULATING PETTY OFFICER

1. The Regulating Petty Officer (RPO) shall report to the Administration Officer (AdmO).

2. The RPO shall report to the Coxn for personal attendance, dress, drill, deportment and personal conduct

3. The RPO shall hold the minimum rank PO1.

4. The RPO shall advise the AdmO concerning departmental work in progress, and shall consult with him immediately concerning any incident or condition, which may adversely affect the Corps' administration or training programme.

5. The RPO shall:

a. distribute all nominal rolls to Divisional Petty Officers (DPOs) at the beginning of the evening and collect rolls after attendance has been taken, insuring that attendance records are being properly maintained by all DPOs;

b. ensure that new recruits are provided with the proper documents and any further information necessary for enrolment;

c. supervise XO's defaulters not yet heard while they wait outside the XO's cabin;

d. investigate attendance problems as surfaced and report to AdmO where appropriate;

e. assist in the distribution of mail and routine orders; and

f. assume the duties of the Coxn in his/her absence.

6. The RPO shall report to the Coxn for :

a. personal attendance, dress, drill, deportment and personal conduct;

- b. arrange the employment and supervision of cadets under punishment;
 - c. initiate the investigation of all personnel under defaulters and process all paperwork related to the defaulter under the direction of the Coxn; and
 - d. conduct Coxn's Requests and Defaulters Parade in the absence of the Coxn.
7. Undertake all other duties as directed by the AdmO.

4.17 DIVISIONAL PETTY OFFICER(S) (DPO)

1. DPOs shall:
- a. hold the minimum rank of PO2;
 - b. be familiar with the aims of the Sea Cadet Movement;
 - c. be exceptionally familiar with the Divisional System and Chain of Command;
 - d. ensure that cadets within their division are familiar with the operation of the Divisional System, Chain of Command and their rights, privileges and duties as a cadet;
 - e. be responsible for the welfare, dress, discipline and morale of all cadets in their respective division;
 - f. encourage all cadets to participate fully in the non-mandatory (that is, social and recreational) activities of the corps;
 - g. monitor the activities and personal attitudes of each cadet in their respective division as closely as possible;
 - h. ensure cadets within division are adequately kitted and refer any cadets to the DO as necessary;
 - i. ensure cadets are familiar with Ship's Routine and procedures;
 - j. ensure cadets maintain a high standard of drill, dress and deportment through regular divisional inspections; and
 - k. undertake such duties as directed by the DO.

4.18 SUPPLY CHIEF (Sup CPO)

1. The Supply Chief shall report to the Supply Officer (SupO).
2. The Sup CPO shall report to the Coxn for personal attendance, dress, drill, deportment and personal conduct
3. The Sup CPO shall hold the minimum rank of PO1.
4. The Sup CPO shall advise the SupO concerning departmental work in progress, and shall consult with them immediately concerning any incident or condition, which may adversely affect the corps' training programme.
5. The Sup CPO shall:
 - a. GENERAL
 - 1) supervise all Supply staff and ensure all duties as per their terms of reference are completed efficiently and effectively; and
 - 2) schedule and post supply staff duty list.
 - b. SUPPLY DUTIES:

- 1) stocktaking of material on the SupO's charge is carried out i.a.w. the
- 2) stocktaking schedule;
- 3) a continuous review is carried out to determine recommendations regarding levels of material to be carried;
- 4) good storekeeping practices are followed in receipt, stowage and issue of all material;
- 5) issue, receive and exchange cadet material including uniform parts;
- 6) assist in the demanding, receiving and returning of all equipment as assigned by the Supply Officer (SupO);
- 7) assist in the conducting of kit inspections as deemed required by the Supply Officer (SupO); and
- 8) ensure the following notices are posted in the area designated and amended or updated accordingly;
 - i. hours open for issue;
 - ii. special issue instructions;
 - iii. supply/security duty list; and
 - iv. personnel authorized to draw stores.

4.19 TRAINING CHIEF

1. The Training Chief (Trg CPO) shall report to the Training Officer (Trg O).
2. The Trg CPO shall report to the Coxn for personal attendance, dress, drill, deportment and personal conduct.
3. The Trg CPO shall hold the minimum rank of PO1.
4. The Trg CPO shall:
 - a. act as Chief Instructor;
 - b. supervise all CTPO's and ensure all duties, as per their TORs, are completed efficiently and effectively;
 - c. supervise and assist the Standards PO in the monitoring of instructors on a rotational basis;
 - d. ensure accurate training records and exam results are kept for each cadet under training;
 - e. monitor classroom attendance through instructor's attendance sheets and referring inconsistencies to the Trg O;
 - f. maintain the training aids log book and ensure effective maintenance of training aids and equipment, training publications and training spaces (i.e. bookshelves, filing cabinets and storage cupboards);
 - g. ensure all training spaces used during cadet training are left clean and tidy at the end of the training period, including any office space used;
 - h. assist with the issue/recovery of all training materials and reporting incidences of damaged/defaced materials to the Trg O;
 - i. review and edit, as necessary, existing lesson checks to ensure consistency with the instructor's lesson plans, including submission of proposed revisions to the Trg O for approval and implementation;

- j. maintain an accurate and updated tabulation of all weekly and monthly Cock of the Walk points and submit to the Stds O no later than 2000 hrs on parade nights designated as Ceremonial Divisions;
- k. complete instructional duties as assigned or required; and
- l. undertake such duties as directed by the Trg O.

4.20 PHASE TRAINING PETTY OFFICER (PTrgPO)

- 1. Phase Training (PTrgPO's) shall report to the Phase Training Officer (PTrgO) for the course they instruct.
- 2. The PTrgPO shall hold the minimum rank of PO1.
- 3. The PTrgPO shall:
 - a. provide and maintaining quality training;
 - b. ensure the requirements of the training schedule are met consistently and within the guidelines of the QSP;
 - c. maintain accurate training records and exam results for each cadet under their training;
 - d. monitor classroom attendance, referring any discrepancies to the PTrgO;
 - e. complete lesson plans at least two weeks prior to instructing that class; and
 - f. undertake such duties as directed by the CTO.

CHAPTER 5 - CHIEFS AND PETTY OFFICERS MESS

5.1 AUTHORIZATION FOR FORMATION

1. The senior cadets of 344 RCSCC Victoria are authorized by the Commanding Officer (CO) to form and constitute. The Chiefs and Petty Officers Mess of 344 RCSCC Victoria.
2. The Mess shall continue to operate as long as the CO is satisfied that it is an effective, efficient entity making a positive contribution to the corps.

5.2 FUNCTIONS OF THE MESS

1. The Chiefs and Petty Officers Mess of 344 RCSCC Victoria shall consist of all cadets appointed to the ranks of Qualified Petty Officer Second Class and above.
2. The Mess shall establish and ratify its own constitution that shall be binding upon all members.
3. The primary functions of the C&POs Mess shall be:
 - a) planning and executing social activities for the benefit of the corps; and
 - b) building and maintaining the morale of senior cadets and, ultimately, the corps.

5.3 APPOINTMENT OF LIAISON OFFICER

1. C & PO's Mess Liaison Officer shall be the corps Executive Officer (XO), or an officer appointed by the Executive Officer (XO). Terms of reference for the Liaison Officer appear in the Terms of Reference section of these SSOs. .

5.4 ELECTION OF EXECUTIVE

1. The Mess shall conduct elections each year for all executive positions. Executive positions are:
 - a. President;
 - b. Vice-President;
 - c. Treasurer;
 - d. Secretary;
 - e. Entertainment Chairman; and

5.5 FINANCES

1. The Mess is authorized to raise funds for its activities and maintenance of the Mess by:
2. Request for funds. Forms will be submitted at least 30 days prior to funds being required. Receipts for all expenditures shall be submitted to the Fish Creek Branch NLC within one week of the event or activity being completed.
 - a. charging nominal dues to each member;
 - b. levying tariffs for dinners, dances and other social events; and
 - c. approved fund raising activities.

CHAPTER 6 – ADMINISTRATION

6.1 GENERAL

1. Each department has specific administrative duties that are essential for the operation of that department. Each Department Head shall prepare, and regularly update, Standard Operating Procedures (SOPs) that fully describe the administrative and operational aspects of their department. Such SOPs are considered part of these Standing Orders.

6.2 ENROLMENT, TRANSFER AND RELEASE

1. Enrolment of new cadets is the responsibility of the Administration Department in conjunction with the Training and Recruiting functions. All must cooperate in order to ensure full documentation and proper progress of new cadets through the New Entry training programme to their first rank appointment as an Ordinary Cadet.
2. Cadets transferring to or from 344 RCSCC Victoria must be processed through the Administration Department. Cadet records shall not be released to the cadet but must be requested in writing by the receiving unit.
3. Officers and cadets may be released at their own request or upon request of the CO. Processing of cadet releases is the responsibility of the Administration Department.
4. Processing of officer enrolment, transfers, promotions, appointments and releases is the responsibility of the CO.

6.3 IN-ROUTINE AND OUT-ROUTINE

1. All personnel shall complete an In-Routine upon arrival at the start of each training year. For returning cadets and officers, this means updating all personnel information. For new cadets and officers, the process begins with enrolment and kitting.
2. An Out-Routine shall be completed by all personnel upon leaving the corps. The Out-Routine includes:
 - a) return of the uniform and all issued equipment;
 - b) an interview with the DO to identify the reason for the release; and
 - c) an interview with the CO.
3. In-Routine and Out-Routine procedures are the responsibility of the Adm O. Cadet routines may be delegated to the RPO. Officer Out-Routines are conducted by the CO with the assistance of the XO.

6.4 CADET RANKS

1. Cadets are not promoted as such but rather they may be appointed to a cadet rank. Appointments of cadets are IAW the applicable regulations. All appointments shall remain within the maximum establishment as outlined in CATO 33.01.
2. Cadets who transfer between units or elements may keep their confirmed ranks. If necessary gaining units shall be permitted to exceed, by the number of transfers, their normal quota, at the appropriate ranks for a period of one year.

6.5 ATTENDANCE

1. All personnel are required to attend all regular training parades and mandatory special parades.
2. The RPO is responsible for the attendance register at the beginning of each regular parade night or mandatory special parade. The number of cadets present will be reported to the Coxn.
3. Cadets who do not maintain a minimum 75% attendance record for all mandatory activities may not be recommended for summer camp and employment opportunities.
4. Cadets who do not maintain a minimum 60% attendance record for all mandatory activities may not be recommended for a promotion.

6.6 CADET RELEASES

1. A cadet shall be released from the corps for any one of the following reasons:
 - a) on request from the CO after consultation with the Fish Creek Branch NLC;
 - b) parental/guardian request;
 - c) on reaching their 19th birthday;
 - d) on enrolment in the CF (regular) or another cadet unit; or
 - e) on becoming physically unfit to continue cadet training
2. When a cadet ceases to attend a mandatory training activity for three consecutive weeks without authority, the following procedure shall apply;
 - a) the cadets DO shall notify the parent/guardian of the cadet's continued absence, and discuss any possible options or suggestions to remedy the absence;
 - b) notify the cadet and their parent/guardian of the action to be taken, including the return of the uniform items;
 - c) the cadet shall be transferred to a Non-Effective Strength (NES) roll, follow up on completion of an Out-Routine is required;
3. When release proceedings have been completed, all personnel documents, including individual loan cards, are to be removed from the cadet unit active files and placed in the dormant files, to be held for a period of five years at which time they are destroyed.
4. If the Out-Routine is not completed within two weeks of the phone call, a letter shall be prepared by the Supply Officer (SupO), which will be sent to the parents/guardians of the cadet requesting return of the uniform and completion of an Out-Routine. The letter shall be signed by the CO. The Supply Officer (SupO) shall maintain copies of all such letters until the out routine has been completed.

6.7 LEAVE

1. Leave for regular training parades is available from the cadet's DO only. When at all possible, leave should be requested in writing using a Corps Leave Request Chit available at Ships Officer, at least one-week prior to the parade night in question. Leave for special parades (such as Remembrance Day, Battle of the Atlantic Sunday and Annual Inspection) is only available from the CO. Leave is granted at the discretion of the officer reviewing the request.
2. Acceptable reasons for leave include:
 - a) important family or cultural commitments;
 - b) personal illness; or
 - c) being out of town.
3. Cadets who have committed to attending a weekend function or citizenship appearance are expected to honour that commitment. Unforeseen circumstances must be reported by calling the corps phone. A cadet who signs up for an optional function and does not show up will be considered AWOL and will be disciplined accordingly.
4. Officers, CIs and Civilian Volunteers shall request leave from the XO. In the event that the XO cannot be contacted, leave shall be requested from the CO.
5. In addition to requesting leave, it is the responsibility of all staff cadets, Officers, CIs and CVs to inform their Department Head of their absence and to arrange for a replacement instructor or duty person, as applicable.

6.8 LEAVE OF ABSENCE

1. Leave of absence is the term applied to a planned absence greater than three weeks in duration.
2. A leave of absence may be granted by the CO for any reasonable request; however, it is a privilege, not a right.
3. All requests for a leave of absence shall be submitted to the cadet's DO using a proper Leave Request Form. Officers shall submit such requests in writing to the CO via the XO.
4. Leaves of absence shall be promulgated in Routine Orders.

6.9 CORRESPONDENCE

1. All outgoing correspondence is to be signed by the CO. In the event that the CO is not available, the officer who wishes to issue a particular letter or operations order must first advise the CO of the matter and request permission to sign on his/her behalf.
2. All internal and external correspondence shall follow proper military writing procedures and formats. The quality of the Corps' correspondence is a direct indication of the professionalism of the Corps. Officers and the standards set and maintained by the Corps.

6.10 LIAISON WITH OTHER CADET CORPS

1. All liaisons with Navy League, Sea Cadet, Army Cadet Corps and Air Cadet Squadrons shall take place through the CO.
2. The XO has the authority to liaise directly with the COs of each Corps or Squadron, or their designated alternate. All matters concerning logistical, personnel or material support to another Corps or Squadron require the final approval of the CO of 344 RCSCC Victoria.

6.11 ACCESS TO SHIP'S OFFICE

1. Only Officers and Administration Department staff are authorized to enter the Ship's Office. Cadets are required to knock, and wait for permission. Before entering the Ship's Office they are required to salute.

6.12 ROUTINE ORDERS

1. Routine Orders (ROs) shall be issued a minimum of once per month during the training year IAW CFAOs and PAIs.
2. Routine Orders will be published as required to disseminate information to the ship's company including:
 - a) routine and dress;
 - b) personnel required for duty; and
 - c) items of general interest;
3. Routine Orders shall be UNCLASSIFIED.
4. The AdmO is responsible for ensuring that Routine Orders are properly distributed and promulgated, and approved by the CO.

6.13 INJURY OR ILLNESS DURING PARADES OR ON EXERCISES

1. In the event that a cadet or Officer becomes injured or takes ill during a training parade or exercise or other activity, the first Officer on the scene is to ensure that the individual is cared for promptly. Other medical attention (ambulance) shall be called for as determined by the Officer at the scene.
2. If emergency medical or dental treatment is required, the nearest hospital shall be used. An Officer other than the OOD shall accompany the injured or ill individual to the hospital and shall ensure that the CF 98 - Report on Injuries of Immediate Death This form and the Seaboard Life Insurance (Navy League of Canada) forms are completed by the attending physician or medical officer. If a cadet is taken home, they shall be delivered into the care of their parent/guardian or another responsible adult, as applicable. An immediate and full report is to be made to the OIC Ex and the CO.
3. The CF-98 shall be completed and submitted i.a.w. PRCIs. The ACO (Sea) must be informed by telephone within 24 hours of the incident or at the start of the next regular business day, The CF-98 is to be prepared and mailed on the next regular parade night following the incident.
4. The Navy League insurance form must be completed and submitted through the Area

Cadet Office to the National Office of the Navy League of Canada, along with a copy of the CF-98.

6.14 REPORTS AND RETURNS

1. Each September, the ACO (Sea) issues a schedule of reports and returns including the date each is due in his office.
2. All Department Heads are to become thoroughly conversant with the schedule and shall ensure that the information required from their department is provided to the AdmO well in advance of the due date.
3. The AdmO shall keep the CO and XO informed of all outstanding and upcoming reports and returns.

6.15 SHIP'S OFFICE FILES

1. There shall be no documents or files removed from the Ship's Office without permission from the AdmO.

6.16 CADET PERSONNEL RECORDS

1. Cadet personnel records contain personal information. They shall be handled and secured as Protected A documents. That is, only those officers or personnel who have successfully completed an Enhanced Reliability Check and who have a need-to-know shall have access to these documents.

Only the CO and Adm O may add or remove information from the Officer and CI personnel files.

2. Officers and CIs may review their own personnel file in the Ships Office, with permission from the AdmO. The Officer and CI personnel files shall be stored in a separate, secure file drawer.
3. Only the CO and AdmO may add or remove information from cadet personnel files. The AdmO may delegate routine file maintenance duties to the RPO or Adm POs. DOs shall be issued the files of the cadets in their divisions in time for preparation of the annual cadet performance assessment reports.
4. Individual cadets may review their own personnel file upon submission of a written request to the AdmO, including a statement of the specific reason for the review; cadets shall review their files under supervision in the Ship's Office and shall not be permitted to alter the file in any way.

6.17 SHIP'S OFFICE - HOURS OF OPERATION

1. The Ship's Office is open every Wednesday from 1800hrs to 2100hrs.
2. The Ship's Office will be stood down with the rest of the Corps for holidays and the summer.

6.18 TELEPHONE CALLS - LOCAL AND LONG DISTANCE

1. The Fish Creek Branch, Navy League of Canada, maintains a telephone for use by 344 RCSCC Victoria for cadet business only.
2. All telephone lines shall be treated as business lines and shall be reserved for the exclusive use of corps officers and Ship's Office staff during parade nights.
3. Cadets requiring access to a telephone during a regular parade or other special activity shall request permission from the AdmO to use the phone for local calls only.
4. In order to control costs, all long distance calls shall be kept as brief in length and as few in number as possible. Personal long distance telephone calls shall never be billed to the Corps telephone numbers and are absolutely prohibited.

6.19 COMPUTER USE AND CONTROL

1. Each computer is equipped with software as required by the department that makes primary use of the unit.
2. Each Department Head shall ensure that all data and documents generated by their department on computer is backed up at least once every two weeks. Data shall not be stored on the hard disk in each computer but shall be kept on separate diskettes, clearly labeled and properly stored. Hard copies of all data and documents are to be filed in Ship's Office.
3. Security of all computer equipment and software is the responsibility of the Sup O who shall ensure that all hardware and software is included in an annual inventory of NPF property.
4. Requests for additional computer equipment or software shall be submitted to the CO in writing, including a statement of projected use. Purchase of additional equipment and software shall be at the discretion of the CO.

Under no circumstances shall unauthorized software be loaded on any corps computer equipment. This includes, but is not limited to, computer games. All software loaded must have the approval and permission of the CO prior to the software being loaded.

CHAPTER 7 – SUPPLY

7.1 GENERAL

1. The following CF Scales of Issue are used by the corps:
 - a) Cadet Unit Entitlements. CF Scales of Issue, Volume 8
 - b) CIC Uniforms are listed in CBS 2,
 - 1) D10-107 . for males
 - 2) D10-108 . for females
 - 3) D10-117 . for male officer cadets; and
 - 4) D10-118 . for female officer cadets.

7.2 HOURS OF OPERATION

1. Kitting of uniform parts to new or returning cadets will be done only on Wednesday at the discretion of the Supply Officer (SupO).

7.3 BORROWING OF PUBLIC AND NPF MATERIAL

1. All public equipment and materiel is to be properly signed out by the Supply Department using the appropriate documentation.
2. All NPF equipment and materiel will be signed out through the Supply Department on a Temporary Loan Card.
3. Under no circumstances will public or NPF property or equipment be taken without permission. If this occurs it shall be considered theft and the individual(s) involved will be dealt with accordingly.
5. Equipment used during a regular training parade or weekend activity is exempt from the temporary loan procedures at the discretion of the Supply Officer (Sup O).
6. Loans of any equipment to non-members of 344 RCSCC Victoria, including other cadet or reserve units, schools, etc., requires the approval of the CO and temporary loan documentation.
7. At such times as when the public or other non-members of 344 RCSCC Victoria are present, extra precautions must be taken by all officers, volunteers and cadets to safeguard all public and NPF Property.

Loss of or damage to public and NPF property must be reported to the Supply Officer (SupO) immediately for appropriate recovery or repair action. The Supply Officer (SupO) will inform the CO in all cases.

CHAPTER 8 - TRAINING

8.1 GENERAL

1. Training of cadets is the primary reason for the operation of a Sea Cadet Corps. Cadets, regardless of age or dress are undergoing training at all times. Training will be done i.a.w. the Sea Cadet QSP and training manuals for each phase.
2. Cadets will be placed in age appropriate training levels or phases while undergoing mandatory training. Cadets who join at a later age or who have been a Navy League Cadet may apply for the expedited training program which allows the cadet to progress at a rate faster than his peers, based on their own comfort level, to get to their age appropriate training phase level. Policies for this program are listed and defined in CATO's Cadet Administrative and Training Orders 33-01.
3. Cadets who transfer to RCSCC Victoria, may keep their old rank equivalent to the Sea Cadet rank and apply for the expedited training program if they meet the age requirements as defined in the memo stated above.
4. Cadets will undergo mandatory training from mid September to end of May. Optional and directed optional training are voluntary for all cadets. It is the primary objective of RCSCC Undaunted to develop good citizens with emphasis on leadership teamwork. Training is the most important aspect of any Cadet Corps and will be delivered and modified to the highest possible standard.
5. Every possible opportunity to have cadets and senior cadets under training instruct lessons will be made. Cadets will only be authorized to teach lessons to junior cadets if they have completed phase IV, they will be strictly monitored by the Course Training Officer (CTO) and the Standards Department.

8.2 SAFETY AND SUPERVISION

1. The rules and regulations covering cadet activities are stipulated in the General Safety and Operating Manual for Cadets and Safety Requirements for Cadets Adventure Training Activities.
2. Exercises must be carefully planned and always conducted under proper supervision. In the case of a tour or visit, a minimum of one officer/ instructor escort for every fifteen cadets is recommended. When conducting adventure training or any activity requiring closer supervision, the ratio should be reduced to at least one officer/ instructor for every ten cadets.
3. Where cadets take part in a tour, visit or exercise, a supervisory officer/ instructor or volunteer of the appropriate gender shall be in attendance.

8.3 LOCAL HEADQUARTERS TRAINING

1. All cadet members of 344 RCSCC Victoria are, by definition, under training.
2. LHQ Training requirements for cadets below the rank of Petty Officer First Class are promulgated by the Department of National Defence (DND) in the form of the Sea Cadet Course Training Standards and supporting documentation. Administration of the CTS is the responsibility of the Training Department.
3. Cadets holding the rank of PO1 or higher shall be assigned departmental and instructional duties in keeping with their interests and abilities, when appropriate. Applications for positions shall be solicited each May for the subsequent training year. Appointments shall be announced no later than the last regular training parade before the summer stand down.
4. At the discretion of the CO, cadets who have completed all unit training up to and including that required to qualify to sit the examination for appointment to the rank of Petty Officer Second Class, and who did not achieve a pass standard on the examination, may be assigned departmental or instructional duties. Such cadets shall sit the required examination at the earliest opportunity and achieve a pass standard in order to be considered for positions of higher responsibility within the corps.

8.4 APPOINTMENT BY EXAMINATION

1. Cadets who transfer from an army cadet or air cadet unit may qualify by examination for the sea cadet rank equivalent to that held in their previous unit. They shall be required to write and pass, in sequence, each rank exam up to and including that of the equivalent rank.
2. Former Navy League cadets who held the NLC rank of P02 or higher may be appointed to the rank of Able Cadet upon successful completion of a brief in-unit exam to evaluate their knowledge of the Corps and the sea cadet programme. Former Navy League cadets who held the NLC rank of Ordinary, Able or Leading Cadet will be exempt from the New Entry Training programme and will be appointed immediately to the rank of Ordinary Cadet.
3. Cadets may not normally write more than one rank examination in one training year (not including rewrites). Exceptions may be made if there is a shortfall of qualified cadets in a rank group AND if a cadet is clearly older than their age group AND if the cadet clearly exhibits all of the qualities required by individuals of the rank in question - dress, conduct, corps knowledge, attendance, etc.
4. For appointment to the ranks of Able Cadet, Leading Cadet and Petty Officer Second Class, a cadet must demonstrate proficiency in all course material. This may be accomplished by:
 - a) achieving a passing grade on the performance check for each subject during the training year; and
 - b) hold a minimum of 60% attendance to mandatory activities.

8.5 LEARNING AND PHYSICAL DISABILITIES

1. 344 RCSCC Victoria strives to offer every cadet the opportunity to achieve their individual best. Often, individuals are facing the additional challenge of a learning or physical disability. These cadets may require, and deserve, extra attention and consideration - given tactfully - in order to excel.
2. Cadets with learning disabilities are encouraged to identify themselves to the Trg O at the beginning of their cadet career. Arrangements will be made for examinations to be administered orally, if needed. Additional study materials and guidance shall be provided to the cadet and their parents/guardians for home study, if needed.
3. Cadets with mild physical disabilities or limitations are readily accommodated in the unit training programme. Depending on the nature of the disability, such cadets may not qualify for summer training. Cadets with chronic physical disabilities shall identify themselves to the Trg O at the beginning of their cadet career. Temporary limitations due to an injury must also be identified to the Trg O.

8.6 MANDATORY TRAINING

1. The policy for mandatory training will be that as laid out i.a.w. CATOs 14.06 and 34.07 and as amplified by VOL II Chapter Five.

8.7 OPTIONAL TRAINING

1. The mandatory training program is supplemented by the activities planned and conducted by the Operations Department. This includes participation by any cadets over the age of 14 in the Duke of Edinburgh Award in Canada - Young Canadians' Challenge. The purpose of the supplementary activities is to provide a varied and interesting programme that will capture, retain, and stimulate the interest of the cadets.
2. Optional subjects must be chosen to suit local conditions and the availability of instructors and equipment.
3. Optional training shall not be substituted for any part of the mandatory program.
4. Selection of optional subjects for inclusion within the training program should be measured against the following:
 - a) does it assist in achieving the aims of the cadets;
 - b) is the subject selected complementary to the mandatory programme;
 - c) is the expertise available to teach the subject;
 - d) is the equipment available;
 - e) does the subject permit maximum participation of cadets;
 - f) does the subject stimulate creative interest and encourage group activities; and
 - g) is leadership, physical fitness and good citizenship developed?
5. All cadets and officers are expected to avail themselves of the opportunities provided by these supplementary activities and to assist with the execution of same to the fullest possible extent.

6. It is recognized that not all cadets will be able to participate in all optional activities due to constraints imposed by availability of accommodations or transportation.

7. If a cadet signs up for an optional activity they are expected to treat it as a mandatory activity, which means attending all practices.

8.8 PLANNING AND EXECUTION OF TOURS AND EXERCISES

1. All tours and exercises are to be planned and executed i.a.w. all applicable regulations, orders and directives. Personnel are cautioned to plan as far in advance as possible to ensure sufficient time to secure DND support (rations, accommodations, and transport), a minimum of 45 days is required.

2. All Officers and Civilian Instructors are expected to participate in at least two full weekend activities per training year plus at least two day trips or local citizenship activities per training year. It is recognized that Officers and CIs often have significant demands on their time so each individual will be asked to identify their availability for weekend and one-day activities at the start of the training year. The Operations Department shall endeavour to consider these constraints during the planning of all supplementary activities.

3. Each June all corps officers, CIs and CVs shall attend a Planning Ahead meeting to outline both mandatory and optional activities for the following training year. This meeting will be scheduled and conducted by the Trg O.

8.9 CADET INSTRUCTOR CADRE TRAINING

1. Information on CIC Training Courses is contained in CATO 24.01 and PAI 507.01.

8.10 BAND TRAINING AND EQUIPMENT

1. Membership in the band consequently carries additional responsibilities. Band members are expected to display an above average standard of dress and deportment at all times. Bandsmen are required to attend not only regular training parades but Monday practices, band concentrations and competitions throughout the training year. Failure to attend practices and regular parades will result in the cadet being transferred to a regular division. Continuation of membership in the Band is at the discretion of the Band O and will be based on attendance, attitude and musical ability.

2. All instruments, music and associated equipment are provided and maintained at the expense of the Corps' sponsor, Fish Creek Branch, Navy League of Canada. Cadets with access to a rental instrument through their school band program or in possession of their own instrument are encouraged to use them since changing from one instrument to another can sometimes cause difficulties for novice musicians.

3. All gear is loaned in good faith and shall be treated with respect at all times. Careless treatment of the instrument or associated equipment may result in the cadet and his/her parents/guardians contributing in whole or in part to the repair and/or replacement of the damaged or lost instrument or equipment. Each cadet and their parents/guardians will be

required to sign a temporary loan form, including a statement of understanding regarding financial responsibility in the event of loss or damage, at the beginning of each training year or whenever a new instrument is loaned to the cadet.

4. Failure to return an instrument or other band equipment upon release from the corps will be treated as theft and referred to the appropriate civilian authorities for action.

5. Cadets will normally be provided with a reasonable number of reeds, drumsticks, mouthpieces, gloves/gauntlets and other supplementary consumable items during the course of the training year. Cadets will exercise discretion and restraint in the use of such items. For example, a cadet who also plays a reed instrument in a school or other band will be expected to use their own reeds for those practices and performances rather than the reeds provided by 344 RCSCC Victoria. Cadets who use a noticeably large number of consumable items will be questioned by the Band Officer (Band O), who shall decide on appropriate action to correct the situation.

8.11 GUARD TRAINING AND EQUIPMENT

1. 344 RCSCC Victoria will maintain a naval guard which will carry parade purpose rifles. This is based on a long time naval tradition. The CO has the right to limit the size of the Guard on parade.

2. Gaiters, web belts, bayonets, scabbards and drill purpose weapons will be issued to each guard member for all regular parade and training nights. The Guard DPO may carry a cutlass and the Guard 2 I/C will carry a rifle. The Guard DPO is responsible for the issue and return of all weapons each week. The Guard 2 I/C will be responsible for the maintenance and cleanliness of all guard equipment.

3. The guard should carry out weekly practices to ensure a high standard of dress, drill and deportment which is expected of all Naval Ceremonial Guards.

4. Special Honour Guards for Ceremonial occasions, public appearances, special parades and inspections maybe formed on the request of the CO. This guard would consist of all cadets along with augmentation from within the Ships' Company. Cadets selected for this duty would have an individual proficiency in rifle drill, drill, dress and deportment as well as good attendance. The Guard Officer will make all additional selections regarding a larger guard for ceremonial purposes.

8.12 DRILL TEAM TRAINING

1. 344 RCSCC Victoria will form and prepare a drill team for the purpose of competing at the Southern Alberta Drill Team Competition and for conducting a demonstration at the Annual Ceremonial Review. The drill team may perform at other events at the request of the CO.

2. The drill team should carry out weekly practices, if at all possible, to ensure a very high

standard of dress, drill and deportment. The drill team is open to any cadet in the Corps regardless of age or rank.

3. The drill team will be led by a cadet drill team captain as selected by the team. The drill team will be trained by officers and cadets as selected by the CO.

4. The drill team will have one drill team officer who will be responsible to the CO for the training and morale of the team. The drill team officer is the team manager and may have other officers and personnel assist him. However, the final decision regarding the drill team shall rest solely with the drill team officer in consultation with the CO.

5. The primary purpose of the drill team is to enhance the level of personal dress, drill and deportment within the cadets of the Corps. The Provincial competition and the ACR demonstration are secondary and shall not supersede the primary objective.

CHAPTER 9 - DUTY PERSONNEL

9.1 GENERAL

1. Each department is responsible for the cleanliness and appearance of their departmental spaces. Responsibility for all common areas will be assigned by the OOD and the POOD.
2. The school must be kept clean and free of food after training hours. Pop can containers, food boxes and gash cans must be emptied following all Wednesday nights.

9.2 ROUNDS

1. Rounds shall be conducted to ensure that a satisfactory standard of appearance, cleanliness and safety is maintained throughout the ships spaces.

9.3 OFFICER OF THE DAY

1. The OOD shall report to the Commanding Officer (CO) for the duty personnel and for the execution of supplementary duties as outlined below.
2. The OOD shall:
 - a) ensure the safety, security, health, and welfare of the ship's company;
 - b) ensure rounds are conducted, documenting any discrepancies, emergencies, or other events or damage of significance. Rounds shall entail:
 - 1) checking all open spaces for fire and/or smoke;
 - 2) maintaining cleanliness of the ship;
 - 3) watching for sulking cadets and sending them to class;
 - 4) ensuring all guests are signed in if remaining on board following Divisions;
 - 5) ensuring no unauthorized personnel, cadets or guests are in or around out of bounds areas; and
 - d) supervise the POOD, including completion of rounds during and after all training and social activities;
 - e) ensure that the Administration Department remains informed of your location;
 - g) investigate, action and/or report any unusual incident during term as OOD;
 - h) be familiar with all current fire and security orders and act as the primary contact with the Fire Department in the event of an actual fire;
 - i) remain within the confines of the base or training location during term as OOD;
 - g) ensure strict compliance with the drug, alcohol and smoking policies governing sea cadets and CIC officers, including absolute abstinence from use of alcohol during term as OOD;
 - h) report the state of the Corps offices and classrooms to the CO at the end of each training night/day;
 - i) return all 344 Victoria keys to the CO, ensuring that all keys are present and

accounted for. Report any missing keys to the CO immediately upon discovery if he is still on board, or as early as possible the following day if he has already gone ashore;

- j) undertake all other duties as directed 344 RCSCC Victoria CO;
- k) ensure the POOD is maintaining the Log Book with a record of all times of activities during the Ship's operation, and the CO sign at the end of the night;
- l) ensure the safe storage, issue and retrieval of all equipment and material used on a nightly basis, and retrieve and put away the Internet;
- m) ensure that all personnel have departed the premises and that no one is left behind;
- n) supervise stand easy; and
- o) all other duties as directed by the CO

9.4 COXSWAIN

1. The Coxn is second in the chain of command in the Corps duty personnel organization. He is directly responsible to the OOD for the performance for his duties related to the duty personnel organization.

9.5 PETTY OFFICER OF THE DAY

1. The Petty Officer of the Day (POOD) shall report to the OOD.
2. All POODs must, as a minimum requirement, be qualified to the rank of PO2.
3. The POOD shall:
 - a) supervise the duty division in the set up and clean-up of the ship;
 - b) conduct rounds as required by the OOD;
 - c) muster cadets under punishment and supervise work carried out by them;
 - d) accompany the rounds party during rounds following clean up;
 - e) ensure the Duty Log Book is completed accurately for the approval of the OOD;
 - f) report irregularities with respect to the corps or her company to the Coxn including:
 - 1) unauthorized guests onboard,
 - 2) damage or injuries, and
 - 3) cadets out of classroom or in unauthorized areas.
 - g) undertake such duties as directed by the OOD.

9.6 DUTY DIVISION

1. Duty Division is the division assigned with the clean up of the ship and for the stowing of the Corps' gear. The duty division is rotational every two weeks. The duty division shall have a POOD and an OOD. The OOD is responsible to the XO and the POOD is responsible to the OOD
2. The details regarding the duties of the duty division can be found in the Corps'

Communication and Guidebook and in the duty log located at Admin. All duties found in the duty log have to be signed off by the cadet completing the task, the POOD and the OOD.

3. Cadets who are on duty are not permitted to leave the ship until their duty has been completed. Only the OOD can dismiss a duty cadet early for extraordinary circumstances.

9.7 QUARTERMASTER

1. The Quartermaster shall report to the OOD.
2. The Quartermaster will hold the minimum rank of Leading Cadet.
3. The Quartermaster shall stand his duty on the Quarterdeck.
4. Normally, he/she shall exercise this responsibility through the Coxn, but he should not hesitate to report directly to the OOD when it is considered necessary. If a report is made directly to the OOD, the Quartermaster shall inform the Coxn as soon as it is practical.
5. The Quartermaster shall:
 - a) supervise the set-up and secure the Quarterdeck area and equipment;
 - d) ensure the ships routine is followed;
 - e) perform ceremonial functions as required including:
 - 1) ringing the ship's bell for regular and ceremonial parades;
 - 2) request the presence of the CO or Inspecting Officer/Party for Divisions and Evening Quarters as ordered by the XO, including proper reports delivered in a seamanlike manner; and
 - 3) co-ordinate and supervise the side party for all Ceremonial Divisions and any other times required.
 - f) undertake such duties as directed by the Coxn or OOD.

CHAPTER 10 - CONDUCT AND DISCIPLINE

10.1 GENERAL

1. The cadet program is based on military discipline, which is a system that promotes efficient action and protects the individual. Cadets are expected to display high standards of behaviour and strict discipline shall be enforced to maintain this high standard.
2. CIC members are subject to the Code of Service Discipline. A CI or a cadet is not subject to the Code of Service Discipline but, by consenting to participate in any training activities with his Corps, shall be held to have tacitly agreed to conform to regulations, orders and instructions issued by competent authorities.
3. Every CI and cadet shall:
 - a) make themselves acquainted with and obey all regulations, orders and instructions necessary for the performance of their duties; and
 - b) conform to the established customs of the cadet organization with which they are associated.

10.2 PROFANITY

1. Cadets, Officers, CIs and Volunteers shall not use obscene, profane or vulgar language or gestures during any cadet function, parade or other activity. This prohibition shall apply regardless of the rig

10.3 MARKS OF RESPECT

1. Saluting and proper marks of respect will be displayed at all times as is appropriate. All compliments given shall be acknowledged and returned in a proper manner.
2. All 344 RCSCC Victoria personnel shall salute:
 - a) the entrance of the parade deck (the gym)
3. All cadets will salute commissioned Officers and Navy League Officers when passing them and when reporting.
4. Cadets will stand at attention when reporting to Civilian Instructors, Volunteers and senior or equal ranking cadets.
5. All cadets wishing to enter into the ship's office will knock on the ship's office door, wait for a response by standing at attention, when acknowledged to enter salute and when leaving the cadets will salute at the door. The exception is when cadets are setting up and tearing down, they may enter the office without permission.
6. The non-saluting zone is the hallway leading to the gymnasium, cadets are to check their arms and acknowledge ma'am or sir.

10.4 CLASSROOM CONDUCT

1. Trainees shall conduct themselves in an orderly fashion at all times. Classroom facilities and training equipment shall be treated with great respect at all times. Damaged or broken equipment shall be reported immediately to the Trg O via the class instructor.
2. The senior cadet present shall call the class to attention when the instructor or any other senior ranking cadet (PO1, CPO2 or CPO1) or Officer enters the room. The senior cadet shall carry out any tasks as detailed by the instructor.
3. Classrooms and other training spaces shall be left clean and all classroom equipment and other training equipment returned to its proper place.

10.5 MISCONDUCT (CADETS)

1. Cadets must be properly instructed in the behaviour expected and required of them in order that they have every opportunity to understand and comply with all policies, regulations, and orders. Punishment for misconduct is usually a last resort. Correction of improper behaviour is always appropriate and must be done with respect for all parties involved. Under no circumstances is public humiliation or browbeating considered appropriate methods of behaviour modification or correction. In all cases, it is the improper actions that are to be corrected or punished, not the person and their self-esteem.
2. Due to the number of cadets in 344 RCSCC Victoria and the already substantial demands on the time of the CO during regular parade nights; some of the standard aspects of the misconduct routine and authority to deal directly with minor transgressions have been delegated to the Coxn and XO, respectively.
3. Any cadet accused of transgressing any regulation, order or instruction shall be reported to the RPO and the cadet shall be placed on defaulters and informed of the alleged misconduct.
4. When cadets are alleged to have conducted themselves in such a manner as may bring discredit on their unit, they shall be brought before the CO who shall determine whether the cadet's actions are sufficiently serious to warrant exclusion from training for a specified period of time, or released from the unit, or referral to the civilian authorities for offences under the Criminal Code of Young Offender's Act. In the event of expulsion, the CO may also consider referral of the matter to the civilian authorities for offences under the Criminal Code of Canada or the Young Offenders Act.
5. Civilians (true volunteers, parents, etc) are not subject to the Code of Service Discipline, but are subject to the Criminal Code of Canada, or any base regulations, and should be made aware of any rules and regulations pertaining to the establishment that they are attending.
6. The RPO shall keep a record of all misconduct investigations originated and the outcome of each in the form of a summary action sheet. Written statements collected as part of the

investigation shall be destroyed once Acton has been taken by the appropriate corps authority.

7. Where further action by civilian authorities may be required, the written records shall be sealed in an envelope and placed in the cadet's personnel file with the signature of the CO across the sealed flap. Such written records may be removed only by the CO.

8. Positive findings in a misconduct investigation will be considered when recommendations are being sought for promotion, summer employment, shipboard deployments and summer training. Depending on the nature of the misconduct and at the discretion of the CO, such findings may or may not be referred to in the required letter of recommendation for enrolment in the Canadian Forces, Regular or Reserve.

9. Cadets assigned extra duty for misconduct will muster at Stand Easy as a Misconduct Parade for assignment and supervision by the Duty Chief. At the discretion of the authority assigning extra duty, the cadet may be required to muster at Liberty Boats with the Duty Division, under the supervision of the Duty Chief, to complete specific cleaning tasks.

10.6 DEFAULTRS

1. General:

a) There are three types of defaulters within the corps:

- 1) Coxswain's Defaulters,
- 2) XO's Defaulters, and
- 3) CO's Defaulters.

2. Procedures for Coxn's Defaulters:

a) The RPO, under the direction of the Coxn, shall conduct an investigation to include the taking of statements. If the investigation produces suspicion that the misconduct did occur, the matter shall be turned over to the Coxn for review

b) The person(s) being placed on defaulters shall be made aware of such, and shall complete an accused statement form without unnecessary delay.

c) Defaulters shall be held at Stand Easy the week following the misconduct. It is the responsibility of the RPO to ensure that the cadet is in attendance on the evening that they are on defaulters.

d) The RPO shall ensure that the Quarterdeck of RCSCC Victoria is cleared and prepared for the defaulter.

e) The routine for defaulters commences with the defaulter marches to a point just in front of the Coxn, when he is called by the RPO bringing up the case. The RPO orders, remove headdress, and the charge or charges are read.

f) The Coxn examines the case by questioning the defaulter and witnesses He shall

ensure that a full and proper investigation was completed before either taking action or referring the matter to the XO. The Coxn may conduct his or her own investigation, if required, to determine the extent and seriousness of the alleged misconduct.

g) If it is determined that the misconduct did occur and it is within the Coxn's authority to take action, the Coxn may take action consisting of:

- 1) verbal reprimand; or
- 2) additional duty for a maximum of three weeks.

h) On completion of the investigation he may:

- 1) dismiss the case; or
- 2) award a punishment; or
- 3) pass the case on to the appropriate senior officer; or
- 4) stand the case over to collect more evidence.

i) The decision will be repeated by the RPO who will then order .replace headdress, left (or right) turn; quick march.

j) The procedure outlined above is the same in the case of a witness, except the cap is not removed.

3. Procedures for XO's Defaulters:

a) Defaulters shall be held at the convenience of the XO, the week following the misconduct. It is the responsibility of the RPO to ensure that the cadet is in attendance on the evening that they are on defaulters

b) The routine for defaulters commences with the defaulter is mustered outside the XO's cabin. When ordered to enter, he will salute upon entering the cabin then remain at attention until the RPO orders, remove headdress and the charge or charges are read.

c) For matters referred to the XO, the XO shall satisfy himself that a full and proper investigation was completed and may conduct his or her own investigation, if required, to determine the extent and seriousness of the alleged misconduct. If it is determined that the misconduct did occur and it is within the Executive Officer's (XO's) authority to take action, the XO may take action consisting of:

- 1) verbal reprimand; or
- 2) additional duty for a maximum of five weeks; or
- 3) exclusion from supplementary training and cadet social activities for a maximum of two weeks;

d) On completion of the investigation he may:

- 1) dismiss the case; or
- 2) award a punishment; or

- 3) pass the case on to the appropriate senior officer; or
- 4) stand the case over to collect more evidence.

e) The decision will be repeated by the RPO who will then order .replace headdress, left (or right) turn; quick march.. The defaulter will exit the cabin, turn to face inwards and salute.

f) The procedure outlined above is the same in the case of a witness.

4. Procedure for CO's Defaulters:

a) Defaulters shall be held at the convenience of the CO. It is the responsibility of the RPO to ensure that the cadet is in attendance on the evening that they are on defaulters

b) The routine for defaulters commences with the defaulter is mustered outside the CO's cabin. When ordered to enter, he will salute upon entering the cabin then remain at attention until the RPO orders, .remove headdress, and the charge or charges are read.

c) For matters reaching the CO, the CO shall satisfy himself that a full and proper investigation was completed and may conduct his or her own investigation, if required, to determine the extent and seriousness of the alleged misconduct. If it is determined that the misconduct did occur, the CO may take action consisting of:

- 1) verbal reprimand; or
- 2) additional duty for a specified period of time; or
- 3) exclusion from supplementary training and cadet social activities for a specified period of time; or
- 4) exclusion from all training for a specified period of time; or
- 5) expulsion of the cadet from the corps.

d) On completion of the investigation he may:

- 1) dismiss the case; or
- 2) award a punishment; or
- 3) stand the case over to collect more evidence.

e) The decision will be repeated by the RPO who will then order replace headdress, left (or right) turn; quick march. The defaulter will exit the cabin, turn to face inwards and salute.

f) The procedure outlined above is the same in the case of a witness.

g) Depending on the severity of the case, the cadet's parents may be informed of the outcome of the defaulter.

5. Attending Personnel:

a) The following personnel shall be in attendance for their corresponding defaulters:

b) Coxswain's Defaulter:

- 1) the RPO, and
- 2) the PO bringing forth the charge, and
- 3) the defaulter.

c) XO's Defaulters:

- 1) the RPO, and
- 2) the PO bringing forth the charge, and
- 3) the defaulter, and
- 4) any witnesses, or person(s) whom the XO believes necessary to support the good name of the defaulter.

d) CO's Defaulters:

- 1) the RPO, and
- 2) the PO bringing forth the charge; and
- 3) the defaulter; and
- 4) the DO of the defaulter; and
- 5) any witnesses, should they lend any further evidence that has not yet been presented in written or verbal form.

1. Procedure to Aid Defaulters:

a) When a cadet has been placed on defaulters, the RPO or PO bringing up the case shall advise the cadet of the following to ensure that they have an equal and fair opportunity to express their case:

- 1) Appear smartly dressed, and execute all orders smartly; a good first impression means a great deal.
- 2) Speak only when you are asked a question or when the investigating officer or Coxn indicates that you may. Do not get excited and speak out of turn.
- 3) When you do speak, speak clearly, make yourself heard, and say what you have to say in as few words as possible.

10.7 TABLE OF MISCONDUCT AND AUTHORITY FOR ACTION

1. The following table details articles of misconduct and the lowest authority that may take action. All instances of misconduct may be referred to the next higher authority in the corps. Any instances not listed or about which there is a question are to be referred directly to the CO.
2. The Coxn has the authority to action the following acts of misconduct:
 - a) Attendance - Absent Without Leave (AWOL);
 - b) Deception - Making false accusations;
 - c) Dirtiness and Untidiness - Out of the Rig of the Day;

- d) Dirtiness and Untidiness - Unacceptable uniform appearance;
 - e) Dirtiness and Untidiness - Unacceptable personal appearance;
 - f) Neglect or Avoidance of Duties (PO2 and below) - Slackness or improper performance of command duties;
 - g) Neglect or Avoidance of Duties (PO2 and below) - Inattention at drills or exercises;
 - h) Offenses Against Good Order and Discipline (PO2 and below) - Making noise or talking in rank;
 - i) Offenses Against Good Order and Discipline (PO2 and below) - Contributing toward an untidy ship;
 - j) Offenses Against Good Order and Discipline (PO2 and below) - Cursing, swearing, use of obscene language or gestures;
 - k) Insubordination - Wilful disobedience of a lawful command;
 - l) Insubordination - Disrespect towards superiors; and
 - m) Insubordination - Inattention to or neglect in carrying out orders.
3. The XO has the authority to action the following acts of misconduct:
- a) Deception - Giving false evidence, lying;
 - b) Neglect or Avoidance of Duties (PO1 and above) - Slackness or improper performance of command duties;
 - c) Neglect or Avoidance of Duties (PO1 and above) - Inattention at drills or exercises;
 - d) Offenses Against Good Order and Discipline (QPO1 and above) - Making noise or talking in rank;
 - e) Offenses Against Good Order and Discipline (QPO1 and above) - Contributing toward an untidy ship;
 - f) Offenses Against Good Order and Discipline (QPO1 and above) - Cursing, swearing, use of obscene language or gestures;
 - g) Insubordination - Fighting or Quarrelling;
 - h) Miscellaneous - Wilfully destroying equipment or gear;
 - i) Miscellaneous - Repeated misconduct;
 - j) Miscellaneous - Carelessness with arms; and
 - k) Improper use of the Uniform - Any act bringing disgrace or discredit upon the uniform.
4. The CO has the authority to action the following acts of misconduct:
- a) Alcohol - Possession and/or use of alcohol during a cadet activity;
 - b) Illegal Substances (Drugs) - Possession and/or use of illegal substance (drug) during a cadet activity;
 - c) Miscellaneous - Theft;
 - d) Miscellaneous - Tampering with fire, safety or lifesaving equipment; and
 - e) Improper use of the Uniform - Wearing without authority.

10.8 SMOKING

1. This policy is detailed in CATO 13-22 and is summarized here for emphasis. All questions concerning the smoking policy shall be directed to the CO.
2. The policy states that:
 - a) a continuing education (quit smoking) programme at the corps level to quit smoking is to be encouraged;
 - b) subject to provincial regulations and, unless parental/guardian consent has been obtained, cadets shall not be permitted to use tobacco products;
 - c) smoking while under instruction is prohibited;
 - d) breaks for the purpose of smoking during any cadet activity are prohibited;
 - e) selling of tobacco products at cadet canteens and messes is prohibited;
 - f) smoking during parade nights and other training activities is prohibited; and
 - g) smoking on Department of National Defence (DND) premises, except in designated areas, is prohibited.
3. Cadet instructors shall abstain from smoking when they are in the presence of cadets.

10.9 ALCOHOL

1. This policy is detailed in CATO 13-23 and is summarized below for emphasis. All questions concerning the alcohol policy shall be directed to the CO.
2. Cadet Instructors and Civilian Instructors shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be or are in direct supervision or training of cadets.
3. Regardless of age, cadets are prohibited from purchasing, consuming or having alcohol in their possession.
4. Organizers of social event for adults, to which cadets are invited, shall ensure that cadets have access to non-alcoholic drinks and that the policy of no drinking by cadets is understood by the hosts and cadets.
5. Adults attending social events specifically organized for cadets should be requested to, and Cadet Instructors and Civilian Instructors shall, refrain from consuming alcoholic beverages when in direct contact with cadets.
6. Cadets shall not be involved in the serving or sale of alcoholic beverages.

10.10 ILLEGAL DRUGS

1. This policy is detailed in PAI 102.02 and is referenced in these orders for emphasis. All personnel in 344 RCSCC Victoria will ensure that they are fully conversant with the meaning, spirit and intent of this policy. Any questions on this policy are to be directed to the CO.
2. The possession and/or use of any illegal drugs or related paraphernalia is strictly forbidden.

3. CIs and cadets found in possession of and/or showing the effects of use of these substances while on cadet training activities or exercises will be processed for misconduct by the corps and may face further legal action.
4. Officers found in possession of and/or showing the effects of the use of these substances while on cadet training activities or exercises will be charged under QR&Os and QR(Cadets) and may face further legal action.

CHAPTER 11 - HARASSMENT AND ABUSE PREVENTION

11.1 GENERAL

1. All personnel working with cadets in 344 RCSCC Victoria have a responsibility to administer a safe and positive cadet programme which is supportive of the personal goals, dignity and self-esteem of individuals, and is free from abuse and harassment. 344 RCSCC Victoria as in the rest of the region, has adopted a zero tolerance attitude towards human rights violations and has made a commitment to ensure everything possible is being done in the name of prevention. All personnel shall be made aware of the contents and reporting protocols of CFAO 19-39 and CATO 13-24.
2. Abuse will not be tolerated. As per the Positive Social Relations for Youth (PSRY) programme, all Officers, CIs and Volunteers shall become conversant with all policies and procedures concerning abuse, harassment and assault as detailed in these topics.
3. Further information concerning abuse and suspected instances of child abuse may be addressed through the CO or the UCCMA.

11.2 FRATERNIZATION

1. An officer, NCM, CI or civilian volunteer shall not carry on a relationship with a cadet beyond a normal working relationship.
2. Two cadets, while involved with a cadet activity, shall not carry on a relationship beyond a normal working relationship.
3. Any violation of the direction at Para 1 and 2 above, may result in disciplinary action being taken against one of both offenders, although a cadet may not be disciplined they may be excluded from further training and released from the cadet unit.

11.3 POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)

1. The CCM has a very detailed and specific policy that defines harassment and outlines actions to be taken when harassment is suspected. Any instance where harassment is suspected shall be brought to the attention of the UCCMA or the CO.
2. Investigation of suspected harassment shall be handled with the utmost discretion and efficiency. Any notes taken during the investigation, and any action resulting from the investigation, shall be sealed and filed in the individuals personnel file pending further external investigation or action.
3. In accordance with the referenced policy, the CO is authorized to take appropriate disciplinary action based on the findings of the investigation.

11.4 DEFINITIONS AND PROCEDURES

1. The policy definitions and procedures on harassment and child abuse prevention within the Canadian Cadet Movement (CCM) are detailed in CATO 13-24 and are restated, in part, in these Standing Orders for emphasis.
2. Harassment and child abuse, including any hazing practices, are unacceptable within the CCM. Harassment and abuse in any form are insidious conducts that erode mutual trust and confidence. They attack the dignity and self-respect of the victim and weaken unit cohesion and morale.

11.5 PRINCIPLES

1. The CCO is committed to ensuring the safety of every cadet and to providing a respectful environment that promotes fair and equal treatment for all. The CCO prohibits discriminatory practices based on the principle of equality of all people, and the dignity and worth of every human being, without regard to, among other things, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, pardoned conviction, disability, sexual orientation or physical attributes.
2. Every member has the right to have any incident of harassment or abuse dealt with in an expeditious, impartial, and sensitive manner, without fear of retaliation. A member may at any time seek general advice of information on harassment and abuse issues, including clarification of policy, definitions, or procedures.

11.6 OFFENCES

1. Harassment can occur by oral, written or electronic communications, gestures, displays or physical contact and can take several forms under seven broad categories outline below:
 - a) discrimination,
 - b) personal harassment
 - c) abuse of power/authority,
 - d) sexual harassment,
 - e) stalking,
 - f) physical assault, and
 - g) sexual assault.
2. Child abuse can manifest itself in various behaviours under four broad categories;
 - a) emotional,
 - b) physical,
 - c) sexual, and
 - d) neglect.

11.7 REPORTING PROCEDURES

1. Although it is recognized that the normal chain of command is responsible for the welfare of those placed under its command and control, it must be appreciated that members of the CCM in particular cadets, who report harassment or child abuse are often reluctant to address their problems through the normal chain of command. Consequently, a member may make a complaint either within or outside of the chain of command. A cadet may inform:

- a) the UCCMA or CO;
- b) any member in a position of authority
- c) the local CPA;
- d) the DND/CF Harassment Help Line (1-800-290-1019); or
- e) the Kids Help Phone (1800-668-6868)

11.8 CONFLICT RESOLUTION AND INVESTIGATION

1. In order to assist members in resolving problems of non-criminal harassment at the lowest level, the following methods of conflict resolution may be used:

- a) self-help method;
- b) mediation; or
- c) formal complaint.

CHAPTER 12 - FIRE ORDERS

12.1 GENERAL

1. 344 RCSCC Victoria will comply with the Fire Orders for Juno Beach Academy.

12.2 FIRE PREVENTION

1. The most effective response to a threat of fire is prevention and preparedness. Items that are of specific importance are:
 - a) smoking shall only be allowed in designated areas;
 - b) open flames and the operation of engines are prohibited in all unventilated spaces;
 - c) the storage of fuels, paints, lubricants and explosives is prohibited in all spaces other than those specifically authorized and equipped for that purpose;
 - d) there is to be strict compliance with the requirements for rounds and fire checks by Duty Watch personnel;
 - e) all 344 RCSCC Victoria personnel shall become thoroughly familiar with the location of all firefighting equipment and fire alarms; and
 - f) the OOD shall ensure thorough rounds are done of all messes prior to secure.

12.3 RAISING THE FIRE ALARM

1. Upon discovering a fire, the alarm will be raised by
 - a) repeatedly yelling .FIRE, FIRE, FIRE - FIRE IN THE (location).; and
 - b) an alarm box activated.
2. All fire alarm boxes in Juno Beach Academy are connected directly to the City of Calgary Fire Department.

12.4 ACTION ON HEARING FIRE ALARM

1. Where practical, lock all classified material in the nearest available metal cabinet. Lock all filing cabinets and storage cabinets.
2. Close, but do not lock, all windows, and doors.
3. Ensure that all personnel in your area are aware of the fire alarm.
4. Adults and senior cadets may attempt to fight the fire with extinguishers if possible. Junior cadets are not to attempt to fight a fire.
5. Do not attempt to secure personal belongings other than items that are readily at hand.
6. Do not shut off lights.
7. Evacuate all buildings in a quiet and orderly manner, using the nearest fire exit. WALK - DO NOT RUN.
8. Do not attempt to move cars, bicycles, etc. from parking spaces unless so instructed by the Military Police or the person in charge of fighting the fire.

9. On hearing the fire alarm, the senior person in each area of Juno Beach Academy Facility spaces shall ensure that all proper fire alarm procedures are followed, whether or not they have been detailed for other specific duties. Instructors are responsible for their classroom and the senior instructor present shall confirm the securing of all classrooms before leaving the building.
10. Assemble in the parking lot as follows:
 - a) cadets to muster by division;
 - b) staff cadets in one division; and
 - c) Officers, CIs and Volunteers in one division.
11. Guests and visitors shall be assembled as a group in the southwest corner of the upper parking lot with one of their number directed to keep them there and away from the buildings, etc.
12. The OOD will act as the primary contact with the Fire Department and will coordinate the evacuation.
13. The XO shall be in charge of all mustered personnel.
14. Ship's Office staff will remove the nightly attendance registers and officer/volunteer attendance records from the office and distribute same, in the parking lot, to the respective Divisional Officers (DOs) and the XO for purposes of roll call of the assembled personnel.
15. The senior person in each division will conduct a head count to account for all personnel marked as present on the attendance sheets. If any person is missing, a name check shall be undertaken immediately.
16. If time permits, officers will remove the following from the premises:
 - a) drill purpose weapons;
 - b) swords and cutlass;
 - c) active personnel files for cadets, officers and volunteers;
 - d) supply records and files;
 - e) computer equipment and documents; and
 - f) any other valuable property.
17. All items salvaged will be kept under guard until removed to a secure storage area by the CO

12.5 FIGHTING THE FIRE

1. Protect lives at all times.
2. Locate the fire.
3. Confine the fire
4. Untrained or unsure personnel shall never attempt to fight a fire. Raise the alarm and evacuate.
5. Extinguish the fire as follows:

- a) fight the fire from a position where escape is always possible;
- b) stay low to avoid breathing the heated smoke vapours, fumes or the extinguishing agent as much as possible;
- c) if the fire is too large to fight, evacuate the area immediately while closing all doors and windows behind you;
- d) protect surrounding properties as necessary;
- e) on class A fires (combustibles such as wood, paper, cloth, rubber and many plastics) use water or dry chemical extinguishers
- f) on class B fires (grease, flammable liquids or gasses) use dry chemical halon or carbon dioxide fire extinguishers. Never use water on flammable liquid fires as it will spread the fire; and
- g) on class C fires (energized electrical equipment) use dry chemical, halon or carbon dioxide fire extinguishers. Water may be used once all involved electrical equipment has been completely de-energized.

6. Under no circumstances will any personnel re-enter the buildings or fire area against the order of an officer or firefighter.

CHAPTER 13 - SECURITY ORDERS

13.1 GENERAL

1. It is the duty of all members of 344 RCSCC Victoria to ensure that security of equipment and spaces is maintained at all times.

13.2 RESTRICTED AREAS

1. The areas listed are out of bounds as listed except when in a supervised work party or when duty dictates:
 - a) The upstairs area of the school;
 - b) All lockers, even if a cadet has a locker at the school;
 - c) Outside of the school, except when arriving, leaving or for training.

13.3 VALUABLES

1. Cadets are encouraged to leave valuables at home. The Corps does not bear any responsibility for personal belongings reported lost or stolen.

13.4 LOST AND FOUND

1. Articles lost should be reported to the Coxn as soon as the loss is discovered.
2. Articles found should immediately be turned over to the Coxn.

13.5 LOCKING UP PROCEDURE

1. Uniformed 344 RCSCC Victoria officers, with the exception of the CO, will serve as OOD within the rotating schedule established by the XO. As OOD, their responsibility will include all duties assigned.
2. It is the responsibility of each Department Head to ensure that all equipment, filing cabinets, storage lockers and cabins under their jurisdiction are secure after each regular training parade or other access. Under no circumstances is this responsibility to be delegated to a cadet.
3. The OOD will pay particular attention to security of all spaces used by 344 RCSCC Victoria during each regular training parade or weekend activity.

13.6 SMALL ARMS SECURITY

1. Small arms and ammunition will be secured i.a.w. PAIs and CFB Calgary.
2. Operational range weapons will be secured in a double-locked cabinet located in the storage locker.
3. Bolts and ammunition for operational range weapons will be secured in the assigned areas within the storage locker.
4. Range equipment will be stowed neatly and secured in the assigned lockers.
5. All drill purpose weapons will be stored in a locked locker in Juno Beach Academy.

6. All weapons cabinets and ammunition storage areas will be kept locked at all times except when removing or replacing weapons.

13.7 DISCLOSURE OF INFORMATION OR OPINIONS

1. All members of 344 RCSCC Victoria will follow the policy on disclosure of information or opinions as outlined in PAIs.

13.8 UNAUTHORIZED PERSONNEL

1. Unauthorized/unidentified personnel will be reported to the OOD immediately
2. The OOD will investigate and remove the intruder without the use of force. If necessary, the OOD may request authority from the CO to request assistance from the Military Police or City Police as required.
3. Parents/guardians of cadets not having specific business with the corps are welcome to view the opening and closing parades during each weekly training parade. At all other times, they are to be politely requested to leave Juno Beach Academy and return at the end of the parade night or other activity.

13.9 COMPUTER SECURITY STANDARDS

1. Personnel information is not to be stored on the hard disk of any computer used by 344 RCSCC Victoria.
2. Under no circumstances are the computers to be used for public software, games or personal use.

13.10 VIOLATIONS

1. Any person violating these Security Orders will be reported to the CO immediately. The CO may initiate and take such actions as deemed appropriate.

CHAPTER 14 - RANGE ORDERS

14.1 GENERAL

1. Firing will take place under the supervision of a qualified Range Safety Officer (RSO) as per CFAO 9-20. The RSO shall explain all practices for the firers prior to commencement of firing, including aiming, trigger action and action for stoppage.

14.2 LOCATION OF RANGE

1. The pellet rifle range used by 344 RCSCC Victoria is an indoor range located at ASU Calgary.

14.3 RANGE SAFETY OFFICER

1. The designation Range Safety Officer (RSO) refers to an officer given full responsibility for the conduct of live firing on a range.
2. She/he must be qualified to use the range and passed the RSO course.
3. His/her name must be listed on the facility request form and Routine Orders.
4. The RSO shall ensure that all provisions of these and ASU Facility Standing Orders, - Range Orders are followed and maintained at all times

14.4 AUTHORIZED WEAPONS AND EQUIPMENT

1. Only pellet rifles are to be used by Sea Cadets on the ASU range facility.
2. 344 RCSCC Victoria currently holds the following operational weapons for range (target) use:
 - a) .22 caliber Anschutz target rifles; and
 - b) Daisy air rifle.
3. Standard military targets will be used on this range.
4. All 344 RCSCC Victoria pellet rifles and pellets are stored in designated spaces.

14.5 SAFETY

1. Rifles are not to be pointed or aimed in any direction except when on firing point and in the firing position (prone) and then only down range towards the butts.
2. Walking details will stand clear of the firing point (remain outside area of the firing range).
3. Firing may take place from any firing point or position required by training instructions.
4. No cross firing is permitted. Firers will be spaced on the firing point in relation to the position of their targets and will fire directly to their point.
5. There will be no more that ten (10) personnel firing at any one time.
6. The RSO will ensure that there are no unauthorized persons in the range area before fire is commenced.
7. All weapon firing is potentially hazardous to hearing; therefore, all firers and those persons

in close proximity shall wear properly fitted eye protection.

8. The RSO will order all firing ceased if a malfunction of any sort occurs.
9. Firing will cease immediately should there be an incident on the range. Firing should not resume until the procedures required in CFP 153 (2) are adhered to.

14.6 CORPS RANGE PROGRAM

1. The Corps Range Program will include:
 - a) instruction of all mandatory pellet rifle classes to junior cadets;
 - b) supplementary range practices and safety instruction;
 - c) completion of all competition shoots including entries and submission of completed targets; and

14.7 CONDUCT

1. All personnel present at the range will be listed in the range log along with any appointments held and scores on each target completed during that session. Guests and visitors are not permitted in the range area and are not to be brought on board during range practices.
2. The Range Safety Officer (RSO) is in control of all range operations during each practice or instructional session. All personnel will follow all lawful orders without question or hesitation. Failure to do so will result in initiation of an investigation for misconduct.
3. Noise is to be kept to a minimum so that all orders and instructions may be heard clearly and without repetition.
4. Before firing takes place, the RSO will ensure that all firers have read and signed as having understood the Range Standing Orders.
5. The RSO shall inspect all firearms prior to detailing firers to the firing point, ensuring that all weapons are serviceable, safe and barrels free of obstructions.
6. Smoking is strictly prohibited at all times while involved in a cadet activity.
7. It is the responsibility of the RSO to ensure that the premises are tidied up, a fire check made, and that the range is locked and secured at the end of the firing practice.

14.8 FIRING PROCEDURES

1. When called, each relay will assemble in the range office and obtain all necessary gear (jackets, gloves, slings, eye protection). The relay will proceed into the range when ordered to do so by the Range Safety Officer (RSO). Once on the range, each cadet will stand at ease behind their assigned firing position (mat).
2. Before any firing takes place, flags will be displayed to indicate that the range is in use.
3. Targets will be issued and, when ordered to do so, all cadets will proceed down range to hang their own target. Weapons and ammunition will be placed at each firing position by the Range Safety Officer (RSO) and coaches while cadets are hanging targets. Cadets will

return independently to the firing line and stand at ease behind their firing position.

4. Cadets will take up firing position (prone) on command. Firing will commence only upon orders by the RSO. On the order of the Range Safety Officer (RSO), firing will commence with sighting/grouping shots first.

5. If a stoppage occurs, the firers shall with one hand continue to hold the weapon with muzzle pointing towards the butts and raise the other hand to indicate to the RSO that he has a stoppage.

6. When ordered to cease firing, each cadet will unload their weapon, engage the safety and be cleared by the RSO. Firing will continue only upon the order of the RSO.

7. Individuals requiring coaching or other assistance during firing shall raise their hand to signal the Range Safety Officer (RSO) or coaches.

8. Upon completion of individual firing, the weapon shall be placed on the mat with the bolt open, chamber empty, safety on and muzzle pointing down range. The cadet will remain prone on the mat.

9. Once all firing is complete for the relay, the Range Safety Officer (RSO) will order all firing to cease and all weapons to be cleared and secured. Once all weapons have been proven clear and safe, the RSO will order the relay to proceed down range to collect their targets.

10. Targets will be returned to the RSO who will ensure that they are scored and logged before being returned to the cadet or retained for badge qualification purposes.

11. Rifles will be left on the mat by each cadet as they leave the firing line and return to the range office. On conclusion of firing, the last relay will, on command, clean and return the weapons to the range locker after they have been inspected.

14.9 COMPETITIONS

1. Teams for each competition will be chosen by the Range Officer based on shooting ability and attendance. Targets will be shot on a specified day and time. Targets will be scrutinized by the Range Officer and prepared for submission to the organization running the competition well in advance of the due date.

14.10 VIOLATIONS

1. Any person violating these Range Orders will be reported to the CO immediately. The CO may initiate and take such actions as deemed appropriate.

CHAPTER 15 - INTERNET POLICIES

15.1 GENERAL

1. The policy for internet activity will be followed as outlined in CATO 11-7, Annex B and are restated, in part, in these Standing Orders for emphasis
2. Members of the CCO/CIC are responsible for their actions when using the Internet. As users they must be aware of the moral, ethical, legal and security implications of both using and misusing the internet.
3. Users are responsible for abiding by all pertinent policies and concerning use of the internet.
4. Because of the universal access and because sites on the Internet are inconstant, rapid and unpredictable change, members of the CCO/CIC are expected to exert caution and sound judgment when navigating the internet.
5. All members of the CC/CIC shall behave in a professional, proper, ethical and legal manner consistent with the cadet standards when using the Internet. They must realize that when they use the internet they enter into a public domain as representatives of the organization and their actions will reflect on the CCO/CIC as a whole.
6. Members of all ranks communicating with each other through electronic means should address each other in the same manner as they would if they were using more traditional means of communication or if they were facing each other.
7. Users must sign the messages they leave on various forums and avoid leaving anonymous messages.
8. Unless otherwise specified, guestbook's must only be used for leaving messages/comments to the manager of a visited site. They must not be used as an alternative to chat lines, newsgroups, message boards, mailing lists, to leave personal information for everyone to see, or to leave personal comments about individuals (bashing, flaming, etc).
9. Chat lines, Mailing Lists, ICQ, etc are a few examples of appropriate and effective means of engaging in conversations.

15.2 PROHIBITED ACTIVITIES

1. Cadets shall not represent themselves as members of the CCM or one of its units, while expressing a view that could impair their actual or perceived neutrality, fairness or loyalty toward the CCM or one of its units. Cadets shall not participate in electronic forums/discussions that promote and/or allow racism, sexism, bashing, flaming language abuse, and/or any other discussion that might damage the CCM/CIC image and reputation.

2. Officers shall not express personal views on public issues where that could impair their actual or perceived neutrality, impartiality, fairness, integrity, or loyalty toward the DND/CF, the Government of Canada, or the CCM/CIC. Users shall avoid representing their personal views, as being those of the DND/CF or the CCM/CIC or government as users are not authorized spokespersons for the DND/CF or the CCM/CIC.
3. Grievances and personal dissatisfactions about the CCM/CIC and/or one of its members shall not be posted on an Internet forum.
4. Users must be aware that the transfer of certain kinds of material is illegal and punishable by fine or jail sentence in matters for prosecution under the Criminal Code of Canada and elsewhere.
5. Abusive/vulgar language, racist/sexist/hateful remarks, etc shall not be used when communicating through the Internet, even if the said remarks were intended to be humorous in nature.
6. Failure to comply with these policies may result in any of the following actions being taken by the proper authorities against the offender:
 - a) prosecution according to law;
 - b) denying access to DND/CF/CIC computer/Internet resources;
 - c) revoking of user/site status;
 - d) suspension from cadet-related activities;
 - e) demotion in rank and position; and
 - f) termination of employment/release from the CF/CCM.

15.3 WEBSITE ADMINISTRATION

1. The policy for having and maintaining a cadet website will be followed as outlined in CATO 11-7.
2. Canadian cadet-related Websites are divided into three categories:
 - a) Official;
 - b) Unofficial; and
 - c) Unauthorized.

15.4 OFFICIAL CADET RELATED WEBSITE

1. The approving authorities for the creation of official Websites are as follows:
 - a) Website of a cadet unit - unit Commanding Officer (CO);
 - b) Website of a Regional establishment- RCS; and
 - c) National Canadian Cadet Web Site (NCCWS) . Director of Cadets.
2. The creation of a cadet unit web site must first be approved locally by the CO. No individual is authorized to establish a presence on the Internet on behalf of a unit without first having received written permission from the CO.

3. Once authorized and established, COs are responsible to ensure its proper development and management i.a.w. national policies and regional directives.
4. The content of an official cadet web site must reflect the vision, values, good taste and abide by the policies of the CCM/CIC.
5. The content of the web site must not be in contradiction with National policies and Regional directives. It must not contain images or any material that might be offensive, contrary to the CCM/CIC traditions or tarnish the image of the CCM/CIC, DND/CF and individuals.
6. Commanding Officers (COs) are responsible for the content and the update of their unit web site.
7. Unit Webmasters, as designated by the CO of the unit, are responsible for the technical development and management of Web sites on behalf and under the supervision of COs. Webmasters should not modify to the content of an official unit Web site unless specifically directed by the unit CO. The Webmaster must keep the CO informed of any development and irregularities occurring on the unit web site.
8. Only members of the CCM/CIC, including civilian instructors, can serve as Webmasters of an official cadet-related web site.
9. The following disclaimer must be used on our official cadet Web site:
 - a) "This is the official Web site of 344 RCSCC Victoria. It has been officially approved by the Regional Cadet Officer. This site is intended to describe the activities of 344 RCSCC Victoria. It is not intended to represent in any way opinions of the Department of National Defence (DND), the Canadian Forces or the Sea/Army/Air Cadet League. Comments about any components and/or content of this site must be addressed to the CO of 344 RCSCC Victoria."

15.5 UNOFFICIAL CADET RELATED WEB SITES

1. Unofficial cadet-related Web sites may be authorized by Regional Headquarters provided that:
 - a) they do not pertain to a unit of the CCM/CIC;
 - b) they provide local services which are considered to be useful to the CCM/CIC;
 - c) they are properly managed and monitored;
 - d) they only contain information/material which is truthful and up-to-date;
 - e) their content and management in on way tarnishes the CCM/CIC, DND/CF image and reputation;
 - f) the webmaster ensure that the site is clearly advertised as being unofficial; and the individual seeking authorization for the creation of a site belongs to the approving Region.
2. Once authorized the site may use the emblems, titles, and mottoes of the CCM/CIC.

3. The following disclaimer must be used on all unofficial cadet Web sites:
 - a) “This UNOFFICIAL cadet-related Web site has been approved by the Regional Cadet Officer of Prairie Region. Its main purpose is to offer general and local information, and features, which are considered to be complementary to official cadet-related sites already in existence. However, visitors should be aware that its content does not represent in any way opinions of the Canadian Forces, the Department of National Defence (DND) or the Cadet Leagues. Comments about any components and/or content of this site must be addressed to the site administrator.”
4. Individuals are not authorized to establish a web site on behalf of, or about a unit of the CCM/CIC without having first been granted the proper permission from CCM/CIC authorities.
5. Cadet-related Web sites, other than those officially authorized for a cadet unit or those recognized as being unofficial by the proper CCM/CIC authorities, are considered unauthorized.

15.6 UNAUTHORIZED CADET RELATED WEB SITES

1. Unauthorized cadet-related Web sites shall not contain any emblem, motto, and/or title of the CCM/CIC. It is also strictly forbidden for the Webmaster/supervisor of unauthorized cadet-related sites to advertise the site using the insignia, mottoes and titles of the CCM/CIC.

CHAPTER 16 - DRESS REGULATIONS AND STANDARDS

16.1 OFFICER DRESS REGULATIONS

- 1) Canadian Forces (Naval) Orders of Dress appear in (CFP) 265 A-AD-265000/AG001 Canadian Forces Dress Instructions. Officers of 344 RCSCC Victoria may refer to updated. Dress Regulations Handout issued by Regional Cadet Instructor School (Northwest).
- 2) Civilian Instructors (CIs) and Civilian Volunteers (CVs) are expected to attend regular training parades in business attire with sweater (for winter dress) or appropriate civilian attire. For all other functions, the civilian equivalent to the order of dress promulgated.

16.2 CADET DRESS REGULATIONS

- 1) Cadet Orders of Dress appear in CATO VOL III-35.01.
- 2) All orders of dress shall be worn in a clean, neat, seaman-like manner at all times.
- 3) Dress for training parades, weekend activities, and special parades will be promulgated in the warning order and operations order issued for each event. In the case of regular training activities, it shall be posted in ROs. The Rig of the Day, as promulgated, shall be worn in its entirety for the duration of the event. Cadets must obtain permission from their DO to be out of the Rig of the Day for work or duties and permission from the XO for permission to be out of the rig of the day for parade.
- 4) Cadets are to wear the issue parka as applicable. The wearing of suitable civilian heavy winter coats, hats, mitts and boots over the uniform is authorized only when a cadet parka has not been issued.
- 5) All issued clothing is to be clearly marked with the cadet's name.
- 6) Coloured patches, crests, and cap tallys issued and worn at summer training establishments shall not be worn in the home unit and should be removed / replaced prior to the first training period in the new training year.
- 7) Cadets are issued with one RCSCC VICTORIA crest and one Cap Tally. Replacement of lost or stolen crests or cap tally's is the financial responsibility of the individual cadet. These items may be purchased from the Supply Department.

16.3 UNIFORM RESPONSIBILITY

- 1) Cadets and officers are personally responsible for the care and custody of all items of uniform clothing and accessories issued to them.
- 2) Items of clothing shall not be altered or modified, except to obtain a reasonable fit. The cost of correcting or replacing any items of dress which have been altered or modified without proper authorization shall be borne by the cadet.
- 3) It is the responsibility of each cadet and officer to ensure that issued uniform parts are maintained in good condition and that replacement parts are obtained when they become worn or no longer fit properly.

16.4 SEASONAL DRESS

1. Changes into summer and winter dress orders shall normally occur during the months of May and October respectively. 344 RCSCC Victoria will follow guidelines provided by HMCS TECUMSEH. Changes will be published in Routine Orders.

16.5 NAMETAGS (OFFICERS AND CADETS)

- 1) Nametags shall be worn with all ceremonial and service orders of dress. Nametags shall not be worn as follows:
 - i. on the gunshirt or turtleneck sweater,
 - ii. on the outside of overcoats and windbreakers, and
 - iii. on the Officers sweater (3C, 4C).

16.6 GUNNERY CHAINS

- 1) Gunnery chains shall be worn by Gunnery Staff upon successful completion of their gunnery requirements. They shall be worn only in 344 RCSCC Victoria or when performing the duties of a Gunner at an event hosted by 344 RCSCC Victoria. At all other times, the issue white lanyard shall be worn.
- 2) The Coxswain may wear a Gunners chain if he has completed the Corps Gunners Requirements.

16.7 BOATSWAIN CHAINS

- 1) Bosn chains shall be worn by cadets upon successful completion of the Boatswain trades training course during summer training.
- 2) The boatswain's chain and call may be worn by a cadet appointed as Chief Bosn's Mate (Buffer) and Quartermaster while serving in that capacity. At all other times, the issue white lanyard is to be worn.
- 3) The Coxswain may wear a Bosn chain if he is a Boatswain by trade.

16.8 WEBBING

- 1) Webbing (white plastic belt and white gaiters) shall NOT be worn in public including while traveling to and from cadet activities by cadets.
- 2) Webbing is authorized for the following cadet personnel in the circumstances listed:
 - i. At all times:
 - 1) Coxn
 - 2) All CPOs
 - ii. While carrying out assigned duties at the Corps only:
 - 1) CGI,
 - 2) GIs,

- 3) Quartermaster, and
- 4) members of side parties.

iii. While carrying out duties as a ceremonial unit

- 1) Guards, Colour Parties and other armed parties,
- 2) Guns Crews,
- 3) Bandsmen, and
- 4) Drill Teams.

3) Caps and white belts must be removed when working in administrative spaces and before entering messes. Caps and white belts are also removed by cadets and instructors in classrooms.

4) Black leather gaiters are not authorized for wear with any order of dress by cadets.

16.9 FOOTWEAR

1) Officers shall wear shoes with all ceremonial and service orders of dress, unless boots are specifically ordered by higher authority. Shoes and boots shall be polished to a high gloss shine on all leather surfaces.

2) Cadets' boots are to be polished to a high gloss shine on all leather surfaces.

3) Cadets with requirements for custom footwear (that is, shoes in lieu of boots) must make their situation known to the SupO who will then undertake to obtain the necessary items. Shoes worn under this article must also be shone to a high gloss on all leather surfaces.

4) Officers, male and female, shall wear black socks with shoes and black socks or gray wool socks with boots. Female officers shall wear beige hose with issue shoes or black pumps when wearing the skirt (black). Black pumps shall not be worn on parade. Black hose may be worn with all orders of Mess Dress (Female).

16.10 HEAD-DRESS

1) The wearing of head-dress on different occasions reflects a combination of the cultural etiquette of formal Canadian society and religious practices. As a guideline, the norms of formal etiquette should be followed.

2) While in the Museum, the wearing of head-dress is authorized in the common area only. Head-dress shall be removed when entering an office or cabin.

16.11 PERMISSION TO WEAR THE UNIFORM

1) Cadets shall not wear uniform except when:

- i. on training, or proceeding to or from their place of training; or
- ii. attending a military function or ceremony at which the wearing of uniform is appropriate.

2) All personnel require the permission of the CO to wear any order of dress on any occasion other than an authorized cadet function. This includes events such as weddings, baptisms, funerals, and Remembrance Day services at the cadet's school.

3) Uniform parts shall never be worn in combination with civilian clothing, except in the case of winter outerwear for uniformed cadets. For example, the uniform jacket (tunic) is never worn as a jacket with civilian clothes. Improper use of the uniform will result in an investigation for misconduct.

16.12 POPPY

1) The poppy is worn as a sign of remembrance in November of each year. Dates for wearing will be promulgated in Routine Orders.

2) The poppy is worn on the left side of the tunic.

16.13 PERSONAL APPEARANCE

1) General

- i. Neatness is a prime virtue. Therefore, every cadet and officer shall strive for it, beginning with their own personal appearance and dress.
- ii. The deportment and standard of personal dress, appearance, and grooming of all cadets in uniform shall on all occasions reflect credit on the individual and project a positive appearance on the CCM. It is the responsibility and duty of all C & POs to ensure that, by their vigilance, actions and example that these policies, regulations and instructions are adhered to.
- iii. Cadets in uniform shall present themselves well groomed, with footwear cleaned and shone, and uniform cleaned and properly pressed. In particular, buttons, fasteners, and zippers shall be kept closed, pockets shall not be bulged, nor shall items such as glasses, sun glasses, pens, pencils, key rings or paper be visible extended or protrude from pockets or be suspended from waist belts or pockets.
- iv. Behaviour such as chewing gum, slouching, leaning on walls, sauntering, hands in pockets, smoking, walking hand in hand or arm in arm, and similar deportment detracts from a military appearance and is unacceptable for personnel in uniform. Personnel not in uniform but in the company of uniformed personnel are expected to conduct themselves in the same manner.
- v. The regulations are not intended to be overly restrictive. The intent is to ensure the maintenance of a high standard of grooming consistent with that expected of one of the best cadet corps in Canada, while also recognizing the standards of Canadian society and the traditional privileges, which have proven their value in fostering identity and morale.

1. Hair

a) Male Cadets:

1) Hair on the head shall be:

- i. Neatly groomed;
- ii. Taper trimmed at the back, sides and above the ears to blend with the hairstyle;
- iii. Not more than 15 cm (6 in) in length and sufficiently short, so that when the hair is groomed and headdress is removed, no hair shall touch the ears or fall below the top of the eyebrows;
- iv. Not greater than 4 cm (1.5 in) in bulk at the top of the head with the bulk decreasing gradually from the top and blending with the taper trimmed sides and back;
- v. Styled so that it does not present a bizarre or exaggerated appearance, or interfere with the proper wearing of headdress; and
- vi. Kept free from the neck to a distance of 2.5 cm (1 in) above the collar.

2) Sideburns shall:

- i. Not extend below a line horizontally bisecting the ear;
- ii. Be squared off in a horizontal line at the bottom edge;
 - (a.) Be of even width; and
 - (b.) Be taper trimmed to conform to the overall.

3) Moustaches shall:

- i. Be kept neatly trimmed;
- ii. Not extend below the corners of the mouth, nor shall the unshaven portion of the face extend outwards beyond the corners of the mouth; and
- iii. Not be greater than 2 cm (3/4 inches) in bulk.

4) Beards:

- i. The wearing of beards is a tradition and privilege for personnel wearing the naval uniform. Permission to wear a beard may also be granted to personnel on the direction of a Medical Officer, subject to medical reassessment every six months.
- ii. Chits will be submitted for the CO's permission to stop shaving. The CO will inspect the beard periodically during the initial growing period to determine continuing permission to grow the beard.
- iii. Where the wearing of beard is authorized, the following shall apply:
 - (a.) The beard shall be worn with a moustache;
 - (b.) The beard shall be neatly trimmed; and
 - (c.) The beard shall not exceed 2.5 cm (1 in) in bulk.

b) Female Cadets:

- 1) Hair shall be kept neatly groomed and shall not extend below the lower edge of the jacket or shirt collar. Varying hair styles, straight or curled, are permitted within these limits, but exaggerated or bizarre styles, including those with excessive fullness or extreme height, are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of headdress. Hair ornaments shall not be worn. Long hair shall be secured with bobby pins, hair pins and similar items in a way that such items are not visible.

2. Makeup

- a) Makeup shall be conservative.

3. Undergarments

- a) For males shall be worn with all orders of dress and shall be of an appropriate colour so as not to be visible through uniform items of clothing.
- b) For females, shall include a brassiere, with all orders of dress and shall be of appropriate colour so as not to be visible through uniform items of clothing.

4. Jewelry

- a) All personnel are authorized to wear a watch, medical-alert bracelet or necklace, and a maximum of two rings – one per hand. Rings must not be of a costume nature.
- b) Necklaces, including religious medallions are to be removed while on parade. Medical alert necklaces and bracelets shall be worn on parade and while under training.
- c) In the interest of safety, all jewelry – rings, watches, necklaces – are to be removed when working with rope or machinery, or when sailing. Medical Alert bracelets and necklaces should be secured inside clothing while engaged in such activities.
- d) Female cadets are authorized to wear only one pair of earrings at a time, in the centre of each ear lobe. They must be gold studs or pearls less than ¼ inch in diameter. Male cadets are not authorized to wear earrings in uniform.