



ROYAL CANADIAN SEA CADET CORPS

VICTORIA

JOINING INSTRUCTIONS



WELCOME TO THE ROYAL CANADIAN SEA CADETS

FOR MORE INFORMATION, PLEASE READ ON



CONTENTS

Preface

This guide is intended to jump-start your time as a Sea Cadet, by offering you basic information on how the Royal Canadian Sea Cadets in general, and VICTORIA in particular, operate, and on what you are expected to do as a New Entry. The writers of this guide have all stood in your place: while the information here represents only a narrow slice of what Sea Cadets do, it covers those areas where a new cadet might otherwise stumble.

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Basic information on the program, regulations, training opportunities, promotions, disciplinary measures, and notes for parents, as well as the schedule for Wednesday nights.

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Basic information on uniform, appearance, and hair standards; the parts of uniform you will be issued; and orders of dress (established variations on the uniform for various occasions).

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Acknowledgement of Responsibility Form

An acknowledgement of responsibility on the part of cadets and parents.



WELCOME ABOARD

344 RCSCC VICTORIA

4047-1088-1 (CO)

20 August 2018

COMMANDING OFFICER'S MESSAGE

New Entries, on behalf of the officers and cadets of RCSCC VICTORIA, I would like to welcome you to the Royal Canadian Sea Cadets. You will have experiences that you will remember and forge friendships that will last for the rest of your life.

We hope to offer you great challenges and even greater rewards over the corps' training year. In this, your first year with the corps, you will be introduced to a multitude of skills: drill, the rudiments of leadership, sailing, uniform care, physical fitness, marksmanship, naval knowledge, seamanship and ropework.

The staff; officers and senior cadets alike; look forward to helping you learn these skills and meet the challenges we offer. We expect you, as a member of this corps, to give of your best and seek constant improvement.

Parents, we ask for your assistance in this enterprise; our Navy League branch welcomes any parent willing to volunteer and assist with fundraising and other activities benefitting the corps.

Sincerely,

Nadine L. Buchanan
Lieutenant Navy
Commanding Officer
RCSCC VICTORIA
344victoriaco@gmail.com



GENERAL

FOR YOUR INFORMATION...

GENERAL

Introduction

The Royal Canadian Sea Cadets (RCSC) is a national co-educational youth organization sponsored by the Canadian Armed Forces (CAF) and the civilian Navy League of Canada (NL). Nationally, ten thousand young men and women aged twelve to eighteen take part in training at more than three hundred local corps during the school year. Cadets leave the program on their nineteenth birthday. Sea Cadets are not members of the CAF, but membership requires the cadet to agree to a similarly high standard of personal dress and deportment, and to regular attendance.

Activities

The aim of the RCSC is to develop in youth the attributes of good citizenship and leadership, to promote physical fitness, and to stimulate an interest in Canada's maritime activities, and in the Royal Canadian Navy. The program is not a recruiting service for the CAF; former cadets who choose to make the military their career do particularly well, as do the majority of cadets, who choose some other field. Some cadets maintain a military connection, joining the CAF's Cadet Instructors Cadre (CIC) and returning that which they have been afforded.

Supervision

Officers of the CIC administer the program, and train and supervise cadets. The CAF provides these officers training specific to their role as youth leaders. Many are former cadets; others, former members of the Regular Force or the Primary Reserve, or interested parents. Current Regular and Reserve Force personnel, as well as civilian instructors and senior cadets, assist them in delivering training and supervising cadets. Adults working with the cadet program are subject to a stringent selection process, including in-depth interviews, enhanced reliability, Vulnerable Sector Screening, and criminal records checks, to ensure their suitability to work with cadets.

Training

From September to June, VICTORIA cadets train at weekly parade nights, and on weekend exercises. Training highlights include seamanship, leadership, sports and fitness, sailing, drill, and firearms use and safety. In July and August, VICTORIA cadets have an opportunity to take a wide range of courses at summer training facilities located across Canada, and, as senior cadets, to serve as paid staff at those facilities. Summer training offers additional, in-depth instruction in subjects introduced at the home corps. Most VICTORIA cadets conduct their summer training at HMCS QUADRA, located on Goose Spit in Comox, BC. Cadets are selected for summer training based on their performance and attendance over the course of the training year, meeting course-specific pre-requisites, and the availability of spots on a given course.



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Exchanges and Deployments

In addition to summer training within Canada, selected senior cadets have the opportunity to participate in exchanges each summer. Currently, the RCSC conducts exchanges with the United Kingdom, the Netherlands, Germany, Sweden, Denmark, Russia, Japan, South Korea, Australia, New Zealand, and the United States. Senior cadets also have the opportunity to take part in deployments on Canadian Navy and Coast Guard ships, depending on operational commitments.

ATTENDANCE & PROMOTION

Attendance and corps strength determine unit funding, number of activities offered, number of officers on staff, and breadth of training available at the corps. It is expected that cadets will attend Thursday parade nights, Remembrance Day (11 Nov) and Battle of the Atlantic (first Sunday in May) parades, and the Annual Ceremonial Review (late May).

Those cadets who wish to be promoted must first complete all applicable mandatory training objectives, including weekend exercises. Cadets unable to attend mandatory events may request leave for medical, school, work, or family reasons by contacting their Divisional Petty Officer (senior cadet in charge of their group) as soon as the need arises as well as the Admin Officer at 344victoriaao@gmail.com

REGULATIONS IN BRIEF

Discipline

Queen's Regulations and Orders (Cadets) (QR(Cdts)) 5.40 states that "Every cadet instructor, civilian instructor, and cadet shall become acquainted with, and obey, all regulations, orders and instructions necessary for the performance of his or her duties, and conform to the established customs of the cadet organization with which he or she is associated. A cadet shall not be permitted to participate in any cadet training activities unless he or she conforms to regulations, orders, and instructions issued by competent authorities."

Parent/guardian involvement in disciplinary proceedings

In certain situations, the parent or guardian of a cadet will need to be involved in the disciplinary process. The following guidelines are used: for a cadet under sixteen, it is the responsibility of the Commanding Officer to ensure that a parent or guardian is present for all discussions which involve disciplinary matters of a serious nature; for a cadet aged sixteen or over, the responsibility to inform the parent or guardian about the disciplinary concern lies with the cadet; however, the cadet must still be given the opportunity to have a parent or guardian present for disciplinary matters of a serious nature.

Measures in response to misbehaviour

If, based on information gathered, it is determined that the cadet breached regulations, orders, or instructions, whether written or verbal, the following actions may be considered, in increasing order of severity: assignment of extra duties or training; suspension of privileges; a verbal or written apology; a verbal



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or written warning, recorded in the cadet's file; temporary dismissal from training; a change in or removal from an appointment; suspension of pending promotion; reduction in rank; suspension or termination of membership.

Conduct and behaviour

All personnel shall conduct themselves in a manner as to bring credit to our corps and the cadet organization. Chewing gum, hands in pockets and general misbehaviour or horseplay will not be tolerated. All equipment, uniforms, and clothing are to be treated with due care.

Illegal drugs

Any involvement by cadets with illegal drugs, prohibited substances, or drug related paraphernalia during cadet events will not be tolerated.

Alcohol

Regardless of provincial legislation, cadets are prohibited from purchasing, consuming, possessing, or being under the influence of alcohol while engaged in cadet activities. Any cadet in contravention of this policy will be both immediately removed from the activity, and subject to disciplinary action.

Tobacco - Vaping

Cadets shall not use tobacco or vaping products while engaged in cadet activities.

THE DIVISIONAL SYSTEM

Introduction

The divisional system is the Navy's (and thus the Sea Cadets') way of organizing members of a unit, and providing for effective communication, and management of discipline on one hand and junior personnel's welfare and concerns on the other.

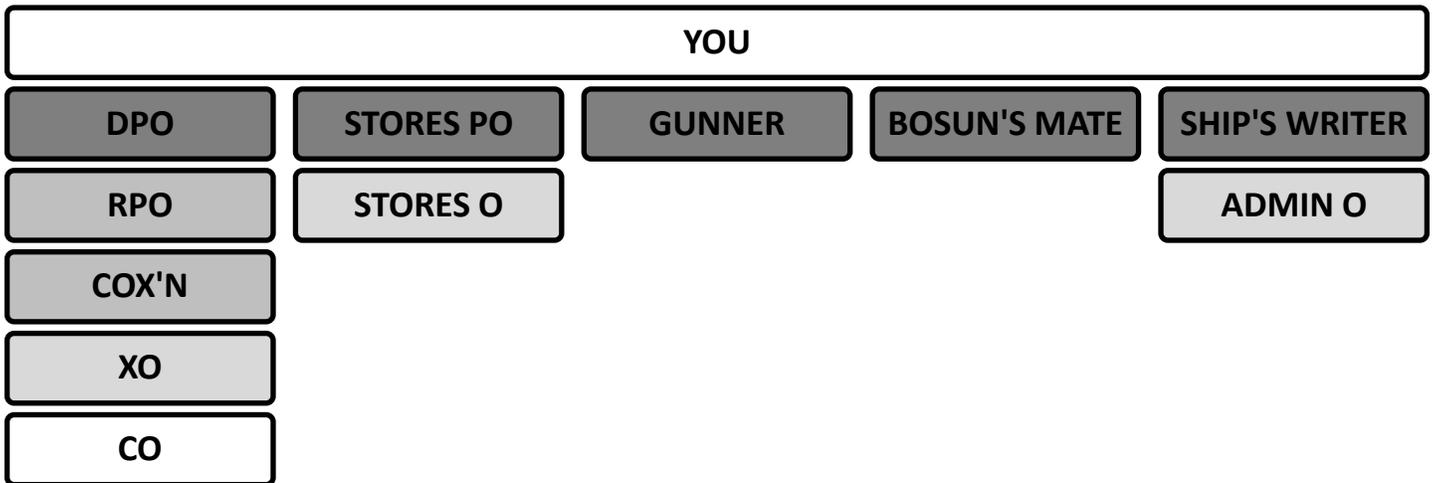
As a New Entry, you fall under the New Entry Divisional Petty Officer, who has a Master Seaman as second in command (a sort of apprentice role, allowing them to learn leadership and other skills). The DPO answers to both the New Entry Officer, who handles matters specific to initial training, and to the Regulating Petty Officer, who supervises all three divisions, and is your conduit to the Coxswain (senior cadet in the corps), the Executive Officer, and the Commanding Officer, should you need to contact them. All but the most urgent of issues will proceed up this chain (DPO, RPO, Cox'n, XO, CO) one step at a time. At no time should you contact the CO, XO, or Cox'n directly. For all training matters, your point of contact is the New Entry Officer. Once you are assigned to a division, a similar chain applies, with a Phase Officer in place of the New Entry Officer. Your Divisional Petty Officer may be contacted during the week by phone or e-mail, and may call your home or cell phone, or send you an e-mail, regarding upcoming events or other reminders.



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Exceptions to the divisional system

The Administration (personal records, training applications, and related matters) and Stores Departments (clothing and equipment) may both be accessed directly by junior cadets (though you may wish to consult with your DPO before contacting either). Please bring any administrative questions to the Ship’s Writer before involving the Administration Officer; for Stores, simply report to the sea can. Finally, you may contact the Chief Gunner (drill, dress, and department) and Chief Bosun’s Mate (seamanship) directly if you have questions relating to their specialities.



NIGHTLY ROUTINE

TIME	EVENT	NOTES FOR NEW ENTRIES
1800	Doors open	Nil.
1805	Cadets to arrive	Nil.
1815	Muster for Colours	Cadets gather on the top floor.
1830	Colours & Ship’s Business	Ceremony to start the evening; the flag is raised and announcements made.
1845	First Period	Classes in various subjects.
1915	Second Period	Classes in various subjects.
1945	Stand Easy	Short break; refreshments may be available for purchase.
2000	Third Period	Classes in various subjects.
2030	Muster for Sunset	Cadets to put away gear from training, then gather on the top floor.
2035	Sunset & Ship’s Business	Ceremony to end the evening; the flag is lowered, and announcements and presentations are made.
2045	Liberty Boats	End of the formal routine; most cadets are free to go, though the duty division may need to remain behind for a few minutes to clean and move gear.
2100	Secure	Duty division dismissed.
2110	Cadets to depart	Parents are to ensure they arrive promptly at the end of the night.



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NOTES OF INTEREST TO PARENTS

Transportation

While we are able to provide transportation for some activities, you will be asked to transport your cadet to various events. As many cadets live in the same area, carpooling may be available by networking with other cadets and parents at the corps.

Navy League of Canada

If you want to get involved in fundraising or other behind-the-scenes support activities, or are aware of a source of funds, please get in touch with the Fish Creek Branch of the Navy League of Canada, at fishcreekpresident@gmail.com. The Navy League fundraises to support training beyond what is supported by the Department of National Defence, to provide facilities for the corps, and to pay for liability insurance.



*Navy League of
Canada crest.*

Resources and working with cadets

If you become aware of any resources that might be of use to the corps, whether a facility, equipment, or a training provider, please get in touch with the Commanding Officer. The same applies if you are just interested in working with cadets, or have some skill-set or experience you think would be of use to the corps.

Training sites

VICTORIA conducts parades (from the military usage of the word, for a gathering of a unit for some particular purpose) at Juno Beach Academy. Occasionally, we will conduct weekly training at some other local venue, such as a swim/skate night.

Weekend training is conducted at various locations, please see website for information – 344victoria.ca

Communications

VICTORIA website www.344victoria.ca as our main way of communicating with parents and cadets. Our Google calendar is the best way for you and your cadet to find out all the great activities we are doing! Mandatory weekends will be announced by means of Warning Orders, giving locations and directions, timings, and personal kit lists. For our Optional training we use Sign UP Genius, there is a sign up tab on the website and attached in all calendar events. Your cadet must sign up for all Optional Training.

Each cadet's Divisional Petty Officer (a senior cadet in charge of a group of juniors) is your cadets main contact for any questions.

VICTORIA also uses the REMIND app to contact cadets and parents. We ask that your cadet as well as yourself download and use the app. <https://www.remind.com/join/344vic>

VICTORIA can be found on Instagram @344rcscvictoria and hashtag #rcscvictoria

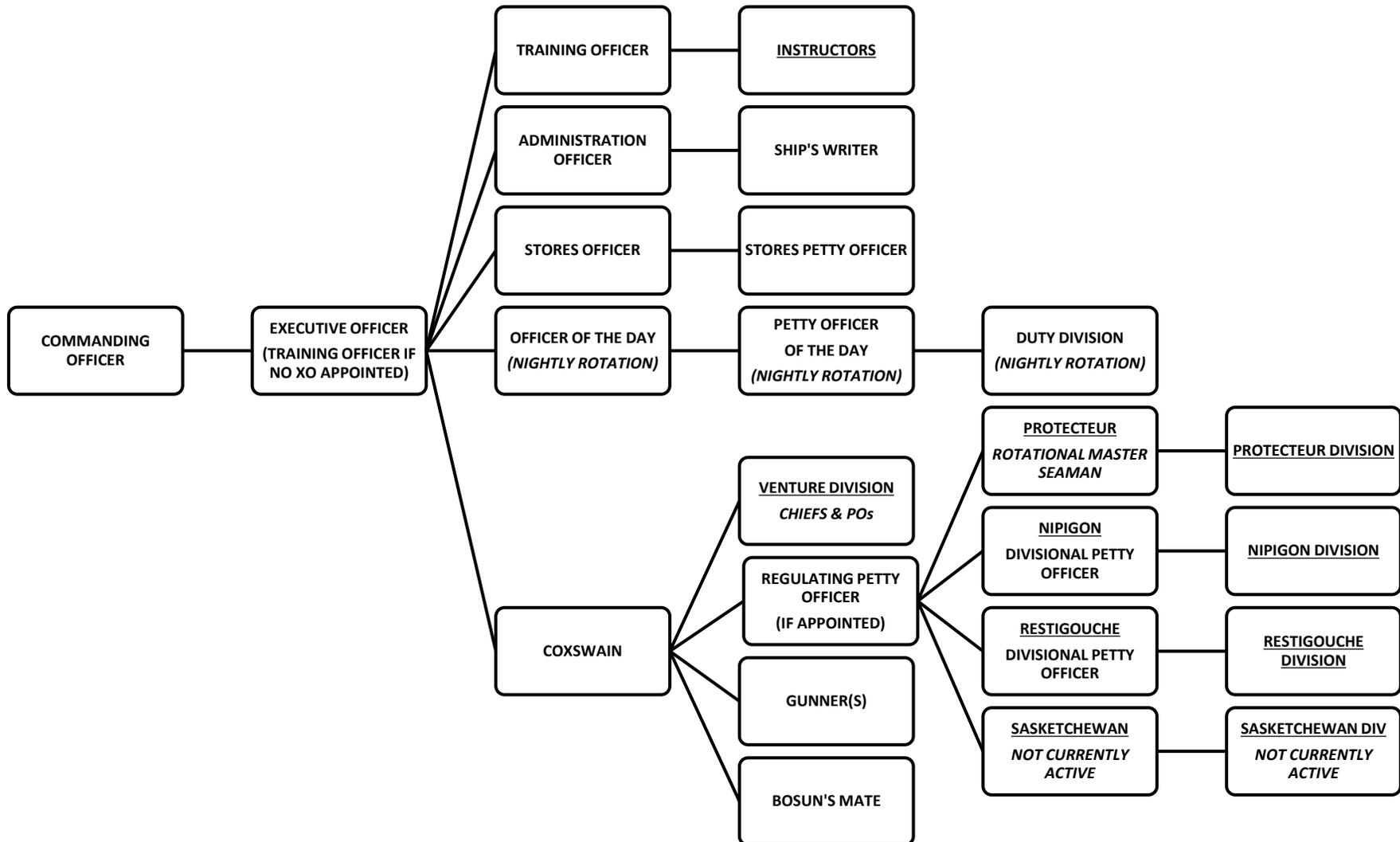
VICTORIA maintains a Facebook page at www.facebook.com/rcscvictoria, where you will find announcements from staff, photos of past events, and other information. You don't need a Facebook account to view this site.



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CORPS STAFF & ORGANIZATION

You will be assigned to one of the divisions shortly after you join, and will be dealing with the Stores Officer to receive your uniform, and the Administration Officer to complete the application process, during your first few weeks with WALLER. The Training, Administration, and Stores Departments may also occasionally have an Assistant _____ Officer appointed.





GENERAL

RANKS & FORMS OF ADDRESS

Those ranks often seen at the corps are named in **bold**.

Cadets

<i>No insignia.</i>							
Ordinary Seaman (OS)	Able Seaman (AB)	Leading Seaman (LS)	Master Seaman (MS)	Petty Officer 2nd Class (PO2)	Petty Officer 1st Class (PO1)	Chief Petty Officer 2nd Class (CPO2)	Chief Petty Officer 1st Class (CPO1)
"Cadet," "Ordinary Seaman (last name)," or last name.	"Cadet," "Able Seaman (last name)," or last name.	"Cadet," "Leading Seaman (last name)," or last name.	"Cadet," "Master Seaman (last name)," or last name.	"PO," "Petty Officer (last name)."	"PO," "Petty Officer (last name)."	"Chief," "Chief (last name)."	"Chief," "Chief (last name)."

Royal Canadian Navy (RCN) Non-Commissioned Members

<i>No insignia.</i>							
Ordinary Seaman (OS)	Able Seaman (AB)	Leading Seaman (LS)	Master Seaman (MS)	Petty Officer 2nd Class (PO2)	Petty Officer 1st Class (PO1)	Chief Petty Officer 2nd Class (CPO2)	Chief Petty Officer 1st Class (CPO1)
"Ordinary Seaman (last name)"	"Able Seaman (last name)"	"Leading Seaman (last name)"	"Master Seaman (last name)"	"PO," "Petty Officer (last name)."	"PO," "Petty Officer (last name)."	"Chief," "Chief (last name)."	"Chief," "Chief (last name)."

Royal Canadian Navy (RCN) Officers

Naval Cadet (NCdt)	Acting Sub-Lieutenant (ASLt)	Sub-Lieutenant (SLt)	Lieutenant (N) (Lt(N))	Lieutenant-Commander (LCdr)	Commander (Cdr)	
"Sir/Ma'am," "Naval Cadet (last name)."	"Sir/Ma'am," "Sub-Lieutenant (last name)."	"Sir/Ma'am," "Sub-Lieutenant (last name)."	"Sir/Ma'am," "Lieutenant (last name)."	"Sir/Ma'am," "Lieutenant Commander (last name)."	"Sir/Ma'am," "Commander (last name)."	
Captain (N) (Capt(N))	Commodore (Cmdr)	Rear Admiral (RAdm)	Vice Admiral (VAdm)	Admiral (Adm)	Governor General	
"Sir/Ma'am," "Captain (last name)."	"Sir/Ma'am," "Commodore (last name)."	"Sir/Ma'am," "Admiral (last name)."	"Sir/Ma'am," "Admiral (last name)."	"Sir/Ma'am," "Admiral (last name)."	"Your Excellency."	

**UNIFORM****UNIFORMS****General appearance**

Cadets are expected to maintain a certain standard of appearance while at cadet events; these standards apply primarily when in uniform; however, if an event is out of uniform, you are expected to be dressed appropriately for the occasion.

Jewelry and makeup

Cadets may wear up to two rings, a Medic Alert bracelet, and a wristwatch of a subdued pattern. Female cadets may wear a single gold, silver, diamond, or pearl stud, of no more than ¼” diameter in each ear lobe. No other jewellery, including necklaces, crucifixes or other non-mandatory religious symbols, and “cause” or friendship bracelets, are authorized in uniform, or while attending a formal event in civilian attire. Makeup, to include nail polish, cover-up, and all other forms of cosmetics, may be worn in a conservative manner in accordance with current CAF practice. This precludes false or coloured nails, non-flesh-tone facial cosmetics, bright lipstick, false eyelashes, and any other readily detectable makeup. The best option is to not wear any.

Hair

As well as maintaining your uniform, you are expected to keep your hair either cut short (males) or either cut or neatly contained (females). Males shall be clean-shaven, unless they are able to grow either a moustache or full beard; stubble, goatees, long sideburns, or patches are not acceptable. Please have a look at Section Four of this guide for images. Unnatural hair colours are not allowed (e.g., blue, green, purple, etc.); any cadet who shows up with their hair died in such a manner will be required to re-dye it by the next training night.

PERSONAL APPEARANCE ITEMS

Steam Iron	Good-quality iron, for use on trousers, gunshirts, workdress (postman blue) shirts, and the tunic.
Easy-On Double Starch (purple can)	For the gunshirt. For best results, spray the shirt and leave to dry completely before ironing.
Lint brush	For trousers and tunic.
Black and white thread and needle	For badges.
Kiwi black shoe polish	Boots.
Kiwi cloth	Boots.
Toothbrush	Hard-to-reach parts of boots; primarily, for cleaning and blacking the welts (catwalks), and to apply polish to the sides of the soles.
Gel or hairspray	Females with long hair only.
Hair net – colour to match cadet’s hair	Females with long hair only – to ensure a neat bun.
Bobby pins – colour to match cadet’s hair	Females with long hair only.



UNIFORM

UNIFORM AND APPEARANCE

All uniform items are provided free to you. On enrolment, you will be issued a ceremonial and training uniform, as well as PERI (gym) gear. You may also be issued a working uniform, if required.

ITEMS OF UNIFORM

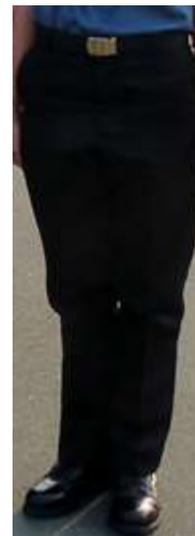
White top (seaman's cap)	Worn so the top of the cap is one finger above the eyebrow. The front line is centred directly above the nose. The chinstay shall be sewn inside the cap at a length allowing the stay to fit snugly beneath the chin. Caps should be wiped down with a wet cloth on a routine basis.	
Cap tally	The cap tally shall be tied so the lettering is centred on the front seam of the cap. It is tied in a neat bow, not more than 7.5 cm and not less than 5 cm across, the ends being of equal length. The bow is to be centred on the left ear vents.	
Lanyard	The lanyard shall be worn under the collar of the tunic (not under the epaulettes) with the knot at the level of the second (first fastened) tunic button. The end of the lanyard shall be tucked into the inner corner of the left breast pocket, with the slack forming a bight level with the third tunic button.	
Tunic	Shall be ironed flat, without any creases, and be worn fully buttoned, except for the top (collar) button. The belt shall be arranged so the excess length extends to the left. Excess fabric shall be folded neatly at the back.	
Gunshirt	The gunshirt shall be clean, pressed, and creased as follows: a crease running along the shoulder from the shirt collar, down the centre of the sleeve, and a crease running vertically down the centre of the front of the shirt. The gunshirt shall be washed and starched between every wear.	
Boots and socks	Boots shall be laced horizontally, all the way up, tied with a reef knot and worn with the issued grey wool socks. All smooth leather and the sides of the soles shall be polished, and the welts (catwalks) shall be blackened. The entire boot is to be free of dirt and dust.	



UNIFORM

Trousers and belt

Trousers shall be wrinkle free, and pressed with creases running up the front and back of each leg. The front crease shall extend all the way to the beltline, while back creases shall be level with the bottom of the back pockets. The issued belt, or a ship's belt (for example, HMCS QUADRA), is to be worn by all personnel.



Parka and liner

When worn, either garment is to be zipped up level with the collarbone, any snaps fastened, and rank slip-ons worn on the epaulettes. If the parka is worn, it shall be cinched in at the waist. The liner may not be worn over the tunic without the parka shell.



Gloves

Shall be worn only with the parka.



Toque

May be worn with the parka or workdress, with the rim one finger-breadth above the nose, and the insignia centred directly over the nose.



Workdress shirt

To be ironed flat, except for creases down sides of the sleeves, centred on the epaulette, and worn with rank slip-ons. Sleeves shall be rolled crisply to one cuff-width above the elbow.





UNIFORM

V-neck sweater (black)

To be worn with rank slip-ons. Not issued; authorized as a private-purchase item.



Medals

For more guidance, read on.

Cadet medals are worn above the right breast pocket; Canadian honours above the left.



PERI gear

Shall be clean and free of stains. If worn as a complete rig, the shirt shall be tucked into the shorts. The ship's ball cap may be worn as headdress. The issued grey or black shirts, or summer training course shirts, may be worn.



Badges – corps badge

For more guidance, read on.

Worn centred and 3 centimetres above the right pocket.



Badges – RCSC titles

For more guidance, read on.

Worn on both shoulders, centred on the epaulette, directly below, and touching, the seam.



Badges – corps titles

For more guidance, read on.

Worn on both shoulders, centred on the epaulette, directly below, and touching, the RCSC title.





UNIFORM

ORDERS OF DRESS

No.	Category	Composition	Occasions when worn	Pic
C1	Ceremonial	<p>White top, gunshirt, lanyard, tunic with belt, trousers with belt, boots, grey wool socks, medals (if awarded), webbing (if directed/authorized).</p> <p>Complete parka may be worn with this order.</p>	<p>Formal parades or ceremonies, funerals, certain community events, other occasions as ordered.</p>	
C3	Service Dress	<p>Same as C1, except ribbons are worn in place of medals.</p> <p>Complete parka may be worn with this order.</p>	<p>Weekly training as directed, non-ceremonial events, when travelling and when directed to wear this uniform.</p>	
C3A	Service Dress	<p>Same as C2, less the tunic. Usually worn only during hot weather.</p> <p>Parka liner may be worn with this order.</p>	<p>Ceremonial events.</p>	



UNIFORM

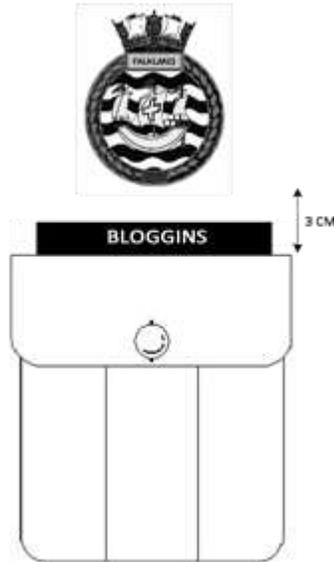
No.	Category	Composition	Occasions when worn	Pic
C5	Workdress/Sea Training Uniform	<p>Same as C2A, except the workdress (postman blue) shirt is worn in place of the gunshirt, and a black ball-cap is worn in place of the white top. A plain black t-shirt may be worn under the workdress shirt. Complete parka or parka liner may be worn with this order. Depending on training to be conducted, direction may be given to wear footwear other than boots.</p> <p>Privately acquired seaboots or other plain black steel toed boots may be worn with this order of dress.</p>	Weekly and weekend training, public events where C1, C2, or C2A are not suitable.	



UNIFORM

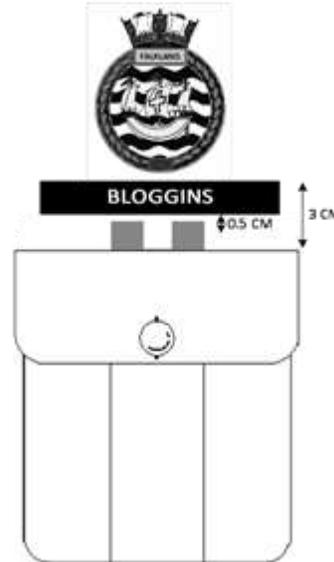
MEDALS, PINS, & NAMETAGS

No medals or ribbons



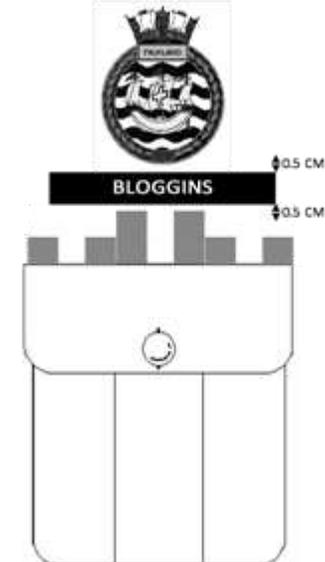
Name tag worn directly above the pocket. Corps badge worn 3 cm above the pocket.

One to three ribbons



Ribbons worn directly above the pocket. Name tag worn 0.5 cm above the ribbons. Corps badge worn 3 cm above the pocket.

Four or more ribbons



Ribbons worn directly above the pocket. Name tag worn 0.5 cm above the ribbons. Corps badge worn 0.5 cm above the upper ribbons.

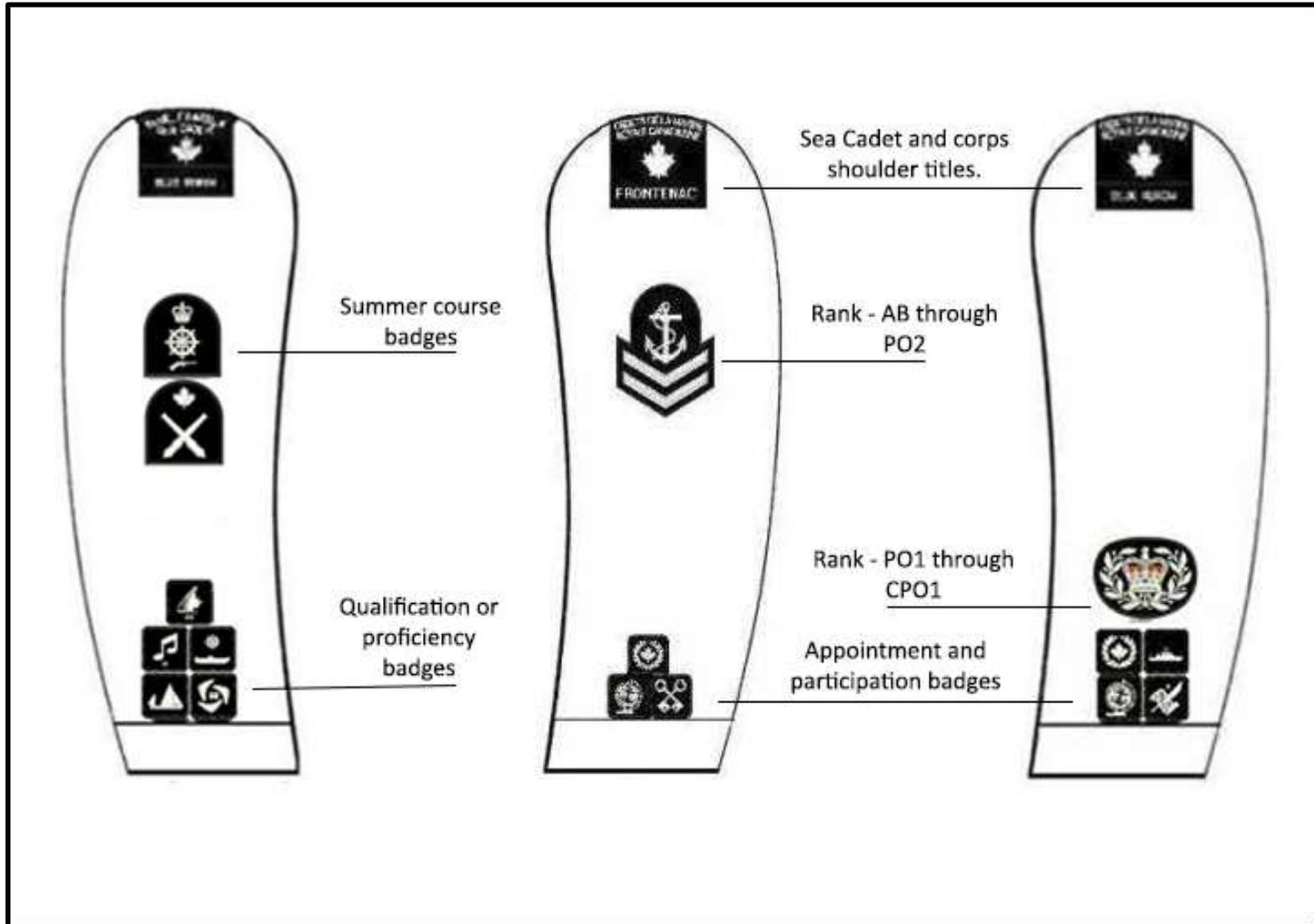
Pins and nametags

- Competition pins (e.g., biathlon, marksmanship, sailing, etc.) are to be worn on the left pocket.
- Duke of Edinburgh pin (senior level held) to be worn on the right.
- Medals (as opposed to ribbons) are worn in a single row directly above the pocket, and are to be mounted so the senior medal is closest to the centre of the chest.
- Ribbons are to be arranged in rows of three, with the senior ribbon closest to the centre of the chest (if in a multi-ribbon row) or centred (pictured above).
- Canadian Honours System decorations or medals are worn above the left pocket; cadet medals above the right.



UNIFORM

SLEEVE BADGES



You will receive the Royal Canadian Sea Cadet and ADM RC WALLER shoulder titles with your initial uniform issue. Everything else, you earn.



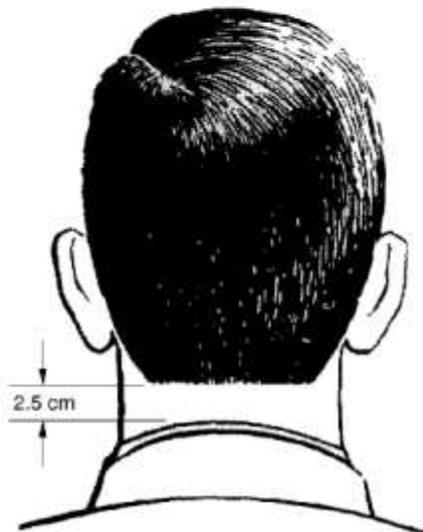
HAIR IMAGES

MALE HAIRCUTS



TAPER TRIMMED HAIRCUT- CONVENTIONAL OPTION

Sideburns shall extend no farther than half-way down the ear; note the dashed line.
A Number Two cut will generally serve all requirements



TAPER TRIMMED HAIRCUT- STRAIGHT BACK OPTION

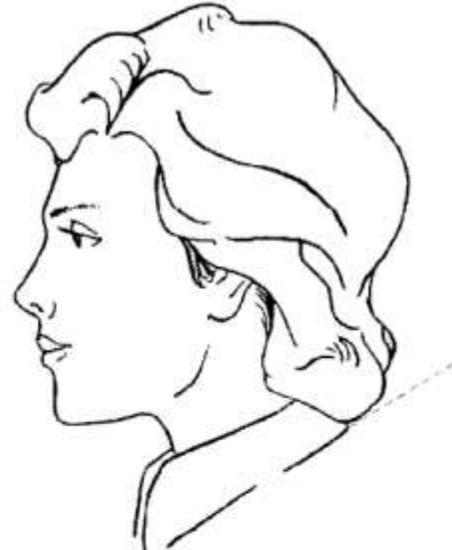


HAIR IMAGES

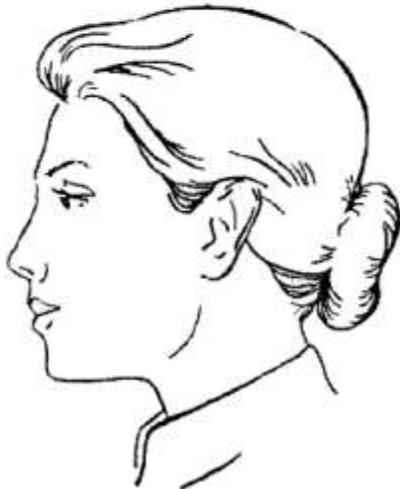
FEMALE HAIR STYLES - IMAGE ONE



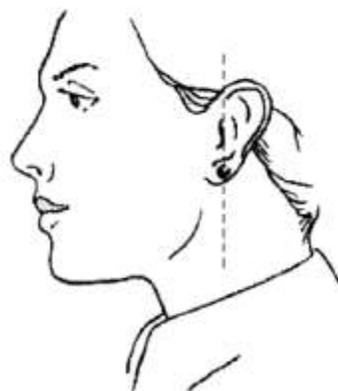
SHORT HAIR STYLE
There is no minimum length for female hair.



CURLED HAIR STYLE
Hair is not to extend below the collar; note the dotted line.



STRAIGHT HAIR STYLE WITH BUN
A hair net is to be used to contain the bun; bobby pins and gel or hairspray are to be used to keep the rest of the hair style under control.



ONE STUD EARRING MAY BE WORN CENTRED IN EACH EAR LOBE.



HAIR IMAGES

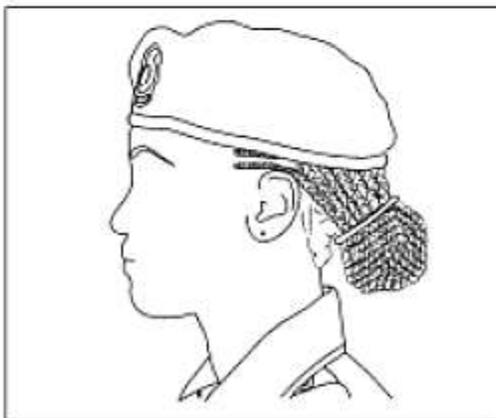
FEMALE HAIR STYLES - IMAGE TWO



Cornrows shall be kept under control by the same means as other long hair styles.



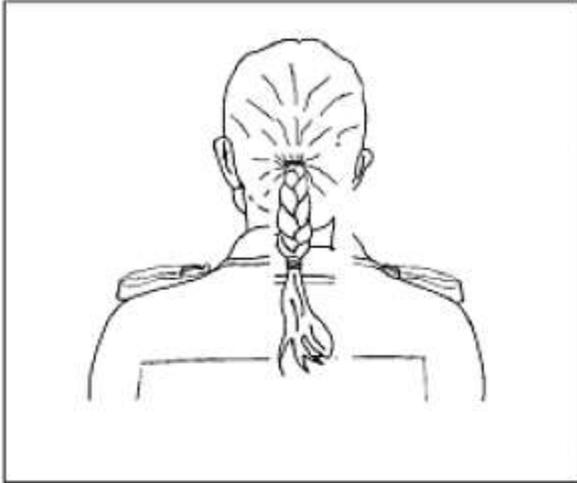
Wear of headdress shall not be affected by cornrows or other hairstyles.



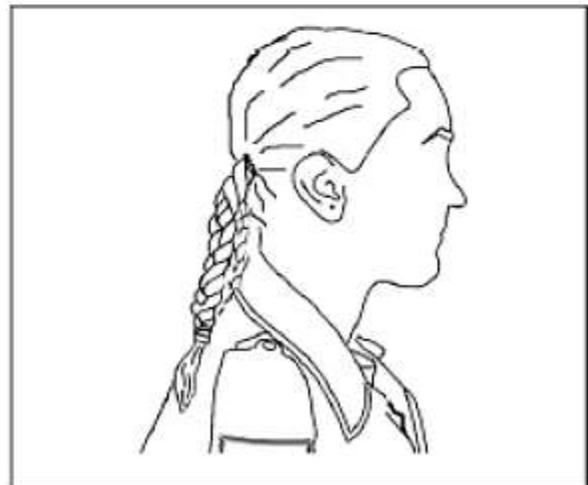
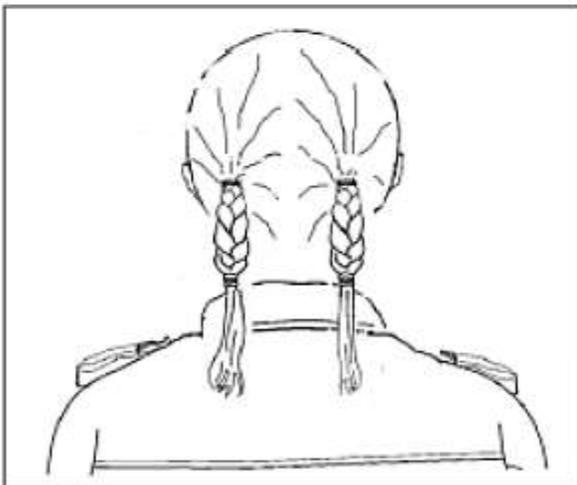


HAIR IMAGES

FEMALE HAIR STYLES - IMAGE THREE



Braids shall be neat and tight; double braids shall not extend past the armpit.
Braids are only worn with workdress.





HAIR IMAGES

BEARDS AND MOUSTACHES



FRONT VIEW



SIDE VIEW



CONVENTIONAL



HANDLEBAR OPTION



DRILL PRIMER

General

Drill movements are prefaced by the name of the group that is to carry the movement out: your division’s name, and “Ship’s Company,” referring to the entirety of ADM RC WALLER, are the ones you’ll hear every night; in a drill class, you will likely be referred to as “SQUAD.” For example, “SHIP’S COMPANY, ATTENTION.” All cadets carry out the movement after the last word of the command; don’t try to anticipate commands. All of these movements are carried out sharply, with as much power and snap as you can muster. Take the opportunity to, out of the corner of your eye, observe more senior cadets doing drill.

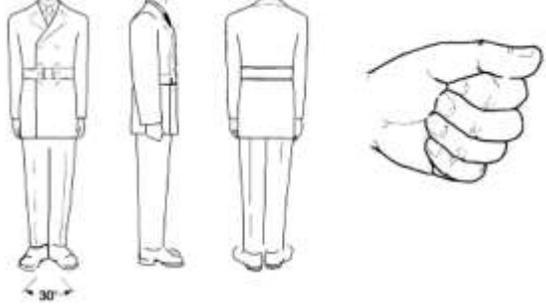
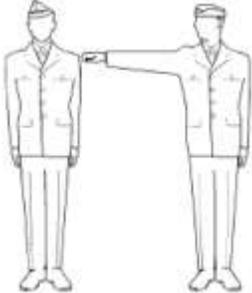
Unless specific permission is given, you will not speak, move, or look around while doing drill, though it is understood that you may, as a New Entry, need to observe your fellow cadets during a drill movement. If you have any drill-related questions, please ask to speak to the Corps Gunner or your Divisional Petty Officer.

No paper guide can replace experience, but this primer should demystify drill somewhat.

Command	Movement or Position and other notes	Picture – from the Canadian Armed Forces Drill Manual
STAND AT EASE	A relaxed position. Your feet are a shoulder’s width apart, toes pointing slightly outward. Your hands are behind your back, fingers straight, right hand inside left, right thumb over left thumb. You fall in (join your division) in this position.	
STAND EASY	An even more relaxed position than AT EASE. Your feet are a shoulder’s width apart, toes pointing slightly outward. Your hands form a fist, with the thumb running down the seam of your pants. When you are standing easy, you will return to AT EASE when you hear your division’s name or “Ship’s Company” called.	



DRILL PRIMER

Command	Movement or Position and other notes	Picture – from the Canadian Armed Forces Drill Manual
ATTENTION	An alert position. Your hands form a fist, with the thumb running down the seam of your pants, while your feet are placed heels together, with a 30° angle (roughly a boot toe’s-width) between your toes. Take care not to strain your body. Keep your knees unlocked, and wiggle your toes periodically.	
RIGHT DRESS	A movement used to align cadets within the division. You take a short step forward without swinging your arms, leading with your left foot, pause, turn your head all the way to the right (if you are in the front rank, you also raise your right arm to your own shoulder height (keeping your hand in a fist), take another pause, then shuffle into position, lining yourself up on the cadet to your right, and, using your peripheral vision, the cadet in front of you (the front rank sets the spacing by raising their arms).	
EYES FRONT	Given on the conclusion of the RIGHT DRESS. Return to the position of ATTENTION by snapping your head to the front (if in the front rank, also bringing your arm swiftly down to your side).	See ATTENTION



DRILL PRIMER

Command	Movement or Position and other notes	Picture – from the Canadian Armed Forces Drill Manual
DISMISS	Given at the conclusion of drill; on Wednesday nights, to send you to classes or to go home at the end of the night. Turn to the right, pause, if in uniform salute if an officer is on parade (if not in uniform, wait while those in uniform do), then march away to carry on as directed.	<p>The diagram illustrates the DISMISS command through two rows of figures. The top row shows four figures: 1. Front view of a soldier in uniform. 2. Side view of a soldier turning to the right. 3. Side view of a soldier saluting. 4. Side view of a soldier standing at attention. The bottom row shows four figures: 1. Side view of a soldier saluting. 2. Side view of a soldier standing at attention. 3. Side view of a soldier marching with a 35 cm step width. 4. Side view of a soldier marching with a 75 cm step width. Labels '1' and '2' are placed below the first and second figures of the bottom row respectively.</p>

**SUMMER TRAINING OUTLINE****SUMMER TRAINING OUTLINE****General Training course (GT)****GENERAL TRAINING BADGE**

This two-week course is intended as an introduction to summer training, giving you the chance to try out various courses, and to become accustomed to life at the training centre.

Further training

Having completed GT, you have the opportunity to take a number of more specialised courses, in five primary streams. However, you are able to, over your time under training, take courses from more than one stream.

DRILL AND CEREMONIAL	SEAMANSHIP	SAIL	BAND	FITNESS
				
BASIC DRILL AND CEREMONIAL (BDC) Three-week course covering rifle and field gun drill in a challenging environment.	BASIC SEAMANSHIP (BSEA) Three-week course covering ropework and rigging.	BASIC SAIL (BSAIL) Three-week course covering basic sailing skills.	BASIC MUSIC (BMUS) Three-week course covering foundation music skills. Prepares the cadet to play in a corps band.	BASIC FITNESS AND SPORTS (BFS) Three-week course focused on personal fitness and developing abilities in a range of sports.
<i>NO INTERMEDIATE COURSE</i>	SHIP'S BOAT OPERATOR (SBO) Six-week course, focusing on small boat handling.	INTERMEDIATE SAIL (INT SAIL) Six-week course, reinforcing basic sailing skills, and introducing more involved methods.	INTERMEDIATE MUSIC (INT MUS) Six-week course building on basic musical skills.	<i>NO INTERMEDIATE COURSE</i>
DRILL AND CEREMONIAL INSTRUCTOR (DCI) Six-week course covering all aspects of drill and ceremonial; meant to	BOATSWAIN'S MATE (BM) Six-week course, covering large vessel crew skills and coastal navigation.	SAIL COACH Six-week course, covering more advanced sailing skills	ADVANCED MUSIC (ADV MUS) Six-week course, covering more advanced musicianship.	FITNESS AND SPORTS INSTRUCTOR (FSI) Six-week course, focused on leading fitness and sports activities.



SUMMER TRAINING OUTLINE

produce drill with a coaching and
instructors. instructional focus.

There are also four speciality courses available for senior cadets.



SHIPWRIGHT

Six-week course, covering
carpentry and
fibreglassing, with a focus
on small boat repair.



AIR RIFLE MARKSMANSHIP INSTRUCTOR (ARMI)

Six-week course focused on
developing marksmanship
skills and coaching and
instructing others in
shooting.



ADVANCED SAIL (ADV SAIL)

Six-week course focusing
on racing sailing skills.

Finally, senior cadets have the opportunity to be employed as staff cadets.



STAFF CADET BADGE

Sea cadet training facilities are, in large part, staffed by cadets. Leadership, instructional, and support roles are available for suitably qualified individuals.



GLOSSARY

GLOSSARY

While attempting an exhaustive listing of terms used at the corps would be impossible, it is hoped this sampling covers the most commonly used and basic vocabulary, and that the definitions provide a good thumbnail of the world you are entering

Positions

Commanding Officer (CO) – the officer in charge of a unit.

Executive Officer (XO) – the second in command of a naval unit. Responsible for ensuring the smooth conduct of the unit's activities.

Divisional Officer (DO) – in naval terms, the officer in charge of a division.

Coxswain (Cox'n) – the senior non-commissioned member aboard a ship, thus, the senior cadet in a corps.

Regulating Petty Officer (RPO) – the second-senior cadet in a corps. Responsible for the conduct of cadets.

Corps Gunner (CG) – drill instructor. Responsible for drill, dress, and deportment, and enforcement of same.

Chief Boatswain's Mate (CBM) – seamanship instructor.

Divisional Petty Officer (DPO) – petty officer in charge of a division.

Training Officer (Trg O) – responsible for the phase and weekend training programs, and for all instructors.

New Entry Officer (NEO) – responsible for introducing New Entries to being a Sea Cadet.

New Entry (NE) – a newly-joined cadet.

Phase I Officer – the officer in overall charge of a given phase.

Administration Officer (Admin O) – responsible for cadet records, applications for training, and corps-level communications.

Ship's Writer (SW) – assistant to the Admin O.

Stores Officer (Stores O) – responsible for all gear and clothing held by the corps.

Stores Petty Officer (SPO) – assistant to the Stores O.

Officer of the Day (OOD) – the officer, on a weekly rotation, responsible for the corps' routine during a training event.

Petty Officer of the Day (POOD) – assistant to the OOD, on a weekly rotation.

Quartermaster (QM) – a master seaman assistant to the POOD, on a weekly rotation.

Duty Boatswain – on a weekly rotation, an experienced cadet assigned to various tasks during Colours and Sunset.

Signallers – on a weekly rotation, experienced cadets assigned to hoist/lower flags during Colours and Sunset.

Ranks commonly seen at the corps - officers

Lieutenant (N), sometimes written as Lieutenant (name), RCN (Lt (N) or Lt, RCN)

Sub-Lieutenant (SLt)

Acting Sub-Lieutenant (ASLt)

Naval Cadet (NCdt)

Ranks commonly seen at the corps – RCN non-commissioned personnel and cadets

Chief Petty Officer First Class (CPO1)

Chief Petty Officer Second Class (CPO2)



GLOSSARY

Petty Officer First Class (PO1)

Petty Officer Second Class (PO2)

Master Seaman (MS)

Leading Seaman (LS)

Able Seaman (AB)

Ordinary Seaman (OS)

Entities

Department of National Defence (DND) – the civilian body, under the Minister of National Defence, responsible for the Canadian Forces.

Canadian Forces (CF) – Canada’s armed forces, including the Royal Canadian Navy, the Canadian Army (CA), and the Royal Canadian Air Force (RCAF).

Royal Canadian Navy (RCN) – Canada’s navy.

Her Majesty’s Canadian Ship (HMCS) – appellation given to actual ships, and to certain naval shore units, including sea cadet summer training centres such as HMCS QUADRA in Comox.

Cadet Instructor Cadre (CIC) – the CF officer trade responsible for training, administration, and other support of cadets.

Regional Cadet Support Unit Pacific (RCSU Pac) – the headquarters for all cadet units in British Columbia.

South Vancouver Island Sail Centre (SVISC) – the facility, at Naden in Esquimalt, where WALLER and other corps carry out sail training.

Royal Canadian Sea Cadets (RCSC) – the national naval cadet organization of Canada.

Royal Canadian Sea Cadet Corps (RCSCC) – the basic unit of the RCSC.

Flotilla (Flot) – a grouping of ships or RCSCCs.

Navy League of Canada (NL) – a civilian organisation that, among other roles, sponsors the

RCSC. Most RCSCCs, including WALLER, have an associated NL branch.

Navy League Cadet Corps (NLCC) – a unit of 9-13 year old cadets operated by the NL.

Division (Div) – a group of junior cadets under a petty officer and master seaman.

Duty Division – the division selected on a rotational basis to carry out various housekeeping duties at the corps.

Guard – a division carrying rifles; ceremonially, the security force for the CO or a distinguished guest. Composed of experienced cadets.

Ship’s Company – the crew of a ship; the entire complement, officers and cadets alike, of a cadet corps.

Quarterdeck – a deck at the rear of a ship, where the ship’s flag is flown; also, the group of cadets tasked, on a weekly rotation, with raising and lowering the national flag.

Duke of Edinburgh Award Program (D of E) – an international program founded by Prince Phillip to reward various aspects of good citizenship. Supported through WALLER.

Royal Canadian Legion (RCL) – Canadian veteran’s group. WALLER parades at Branch #54 Sooke.

Occurrences

Colours – ceremony at the start of the training day to raise the national flag.

Sunset – ceremony at the end of the training day to lower the national flag.

Stand Easy – a break during training.

Liberty Boats – end of a training day; you may go home.

Muster – to gather for some purpose.

Parade night – cadet corps weekly meeting.

Exercise – a weekend training event.



GLOSSARY

Parade – a ceremonial event in public, or an occasion on which a unit gets together. May be celebratory (Victoria Day, Sooke Christmas), commemorative (Remembrance Day), or for some routine purpose (weekly parade nights, where the corps musters to conduct training).

Out pipes – the start of classes, or the end of a break. Marked with a boatswain's call.

Secure – end of the training night, after Sunset. All equipment is stowed and the training are cleaned.

Pipe down – start of quiet hours on an overnight exercise.

Wakey wakey – start of the day; get out of bed. Usually at 0600.

Breakfast, dinner, supper – naval meal rotation.

Kye – evening snack, named for the thick cocoa originally served.

Pipe – an announcement, usually made with the aid of a boatswain's call, or the signal given with the call.

Remembrance Day – marks the end of WWI; commemoration of Canada's war dead from all conflicts.

Battle of the Atlantic – naval parade of remembrance to honour personnel lost in the North Atlantic during WWII.

Mess dinner – a formal unit dinner. Many associated traditions. WALLER holds one before Christmas.

Annual Ceremonial Review (ACR) – an end-of-year public event showcasing WALLER cadets and their accomplishments.

Items and places

Gash, gash can – garbage, garbage can.

Heads – toilets.

Bulkhead – wall.

Deckhead – ceiling.

Deck – floor in general, or the area the corps falls in for Colours and Sunset.

Gangway – a hallway or other passage.

Ship's Office – the administration office.

Stores – the corps' stored equipment and clothing, and the department responsible for that equipment.

Call – a whistle: two kinds at the corps, the Boatswain's, a two-toned instrument used to make *pipes*, and the Gunner's, a police whistle used to secure a group's attention. Cease activity when either is sounded.

Quarterdeck – the after-most portion of a ship, where the mast is located; in a shore station (e.g., a cadet corps or naval base) the location of the mast.

Commands and other naval speech

Gangway – "make way," "get out of the way;" used by senior personnel and those carrying heavy loads.

Aye aye sir, ma'am, Chief, PO, or Master Seaman – the appropriate response to an order from any superior.

Pipe down – "silence." Given by senior personnel, instructors, etc.

Port – left side of a ship or vessel when facing forward.

Starboard – right side of a vessel when facing forward.

24 hour clock – counts from 0000 hours (hrs) (start of the day) to 2359 hrs (end of the day); for example, 7 pm is 1900 hrs; and is used in all corps documents.