

ROYAL CANADIAN SEA CADET CORPS



DEFIANT

STANDING ORDERS

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Ship's Standing Orders

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Ship's Standing Orders have been issued by:

Original Signed By

Ryan Molitor
Lieutenant (Navy)
Commanding Officer
RCSCC DEFIANT

1.01 Definitions

- a. The word:
 - (1) “**may**” will be used as permissive; and
 - (2) “**shall**” will be used as mandatory;

- b. Unless otherwise qualified:
 - (1) the word “**Branch**” will refer to the Kemptville Branch of the Navy League of Canada;
 - (2) the word “**Corps**” will refer to RCSCC DEFIANT;
 - (3) the word “**Officer**” will refer to a member of the Cadet Instructors Cadre (CIC), Civilian Instructor (CI), or Civilian Volunteer (CV) assigned to or volunteering with RCSCC DEFIANT;
 - (4) the word “**Cadet**” will refer to a member of RCSCC DEFIANT;
 - (5) the words “**Ship's Standing Orders**” will refer to orders as authorized by the present Commanding Officer.
 - (6) the word “**CATO**” will refer to Cadet Administrative and Training Orders.
 - (7) the words “**Natl CJCR Sp Gp Order**” will refer to National Cadet and Junior Canadian Ranger's Support Group Orders.
 - (8) the words “**Chain of Command**” will refer to the next senior officer by rank or position. All inquiries through the Chain of Command shall ultimately go through the Executive Officer. In the absence of the Executive Officer, the Commanding Officer will be used.

1.02 General

- a. The National Defence Act provides for the existence of the Cadet Instructor Cadre (CIC). Members of the CIC undergo training specifically related to working with youth and cadets.

- b. Natl CJCR Sp Gp Order 5005-1 and CATO 23-07 detail the use of civilian members in support of corps activities. Civilian members may support a cadet corps in a paid capacity (Civilian Instructor) or in a volunteer capacity (Civilian Volunteer).

- c. Officers are assigned to specific cadet corps whose number of slate positions are designed by annual quotas listed in Central Region Cadet Supplementary Orders (CRCSO).

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- d. Not all officers who work with a specific cadet corps are entitled to pay for all activities the cadet corps participates in. As such, all officers are required to complete volunteer agreements IAW CATO 23-11.
- e. Officer Cadets and Naval Cadets may be enrolled regardless of slate positions available but will not be paid for unit training until a slate position is available.

1.03 Aim

- a. The aim of the Canadian Cadet Movement (CCM) is to develop in youth the attributes of good citizenship and leadership, to promote physical fitness, and to stimulate their interest in the Sea, Land and Air elements of the Canadian Forces.

1.04 Administrative

- a. The CCM is administered jointly by the Canadian Forces and the Navy League of Canada. This relationship is described in a Memorandum of Understanding published jointly.

1.05 Command and Control

- a. CIC Officers are members of the Canadian Armed Forces Reserves and are subject to the provisions of Queen's Regulations and Orders (QR & O), Defence Administrative Orders and Directives (DAOD), Canadian Forces Administrative Orders (CFAO), and the Code of Service Discipline (CSD).
- b. All officers are responsible to the Commanding Officer of the Regional Cadet Support Unit, through the appropriate Zone Training Office. The appropriate chain of command shall be maintained at all times.
- c. The Commanding Officer of the Corps is the commanding officer of cadets and the supervisor of the corps officers, civilian instructors, and volunteers.
- d. The Branch is responsible to Ontario Division of the Navy League of Canada.

1.06 Ship's Standing Orders

- a. The Commanding Officer, when necessary, shall institute, amend or cancel any Ship's Standing Order.
- b. Ship's Standing Orders shall not supersede QR&O, DAOD, CFAO, or any other orders / directives received from the Regional Cadet Support Unit, or Zone Training Office.
- c. In cases where there exists a conflict between Ship's Standing Orders and QR&O, DAOD, CFAO, or any other orders / directives received from the Regional Cadet Support Unit or Zone Training Office, the higher level order / directive shall stand.

2.01 "SHIP'S STANDING ORDERS"

2.02 Chain of Command

- a. The Commanding Officer may appoint an Officer as Second in Command. This person shall be known as the Executive Officer. In the absence of the Commanding Officer, the Executive Officer will assume temporary command.
- b. In the absence of the Commanding Officer and the Executive Officer, the Officer of the Day (OOD) will assume temporary command.

2.03 Building Security and Regulations

- a. Every Officer and Cadet shall protect and preserve all buildings and properties owned, leased or loaned by the Navy League of Canada or the Department of National Defence.
- b. The OOD shall ascertain the identity of all visitors and to note the same in the Ship's Log. Unidentified persons are not to wander about unaccompanied.
- c. It shall be the duty of the OOD or Officer in Charge (OIC) to secure buildings and grounds upon completion of training or activities.
- d. Any officer securing buildings and training areas shall ensure all fire doors are closed, outer doors are closed and locked, all lights are turned off and the alarm is activated, if applicable.
- e. Cadets are not to be left alone waiting for parents; the OOD or OIC shall wait until they have been picked up.

2.04 Safety Precautions

- a. The responsibility of all Officers to ensure safety while engaged in the training of Cadets. Officers directing training and activities shall have a full knowledge of applicable rules / regulations. These include, but are not limited to Natl CJCR Sp Gp Orders, CATOs, Central Region Cadet Orders (CRCO), Central Region Cadet Supplementary Orders (CRCSO), and Watercraft Safety Orders (WSO).
- b. Officers with specific, current qualifications from the Regional Cadet Instructor School (RCIS) are required for certain training activities. These activities include but are not limited to range, abseiling, sailing and canoeing. Officers without applicable RCIS qualifications shall not conduct these activities. The Commanding Officer will appoint specialist instructors, at least once a year, in Routine Orders.
- c. Officers conducting training will ensure they have read the appropriate rules and regulations.

2.05 Environmental Policy

- a. The Department of National Defence has established strict policies regarding the environment in response to federal acts and policies. All staff and cadets are affected by these policies and all activities/exercises undertaken by the Corps.
- b. All members of the Corps are required to act with "Due Diligence" to protect the environment. Environmental considerations are to be taken into account for all activities. No authorization will be given to activities where the environment has either not been considered or will be significantly damaged by the activity.

2.06 Emergencies

- a. Fire:
 - (1) Upon the ringing of the fire alarm, alarm system, or a verbal report indicating a fire, all persons are to orderly vacate the building. They will muster in the parking lot beside the Kemptville Pool. The OOD shall ensure the ship's log and nominal roll for the activity are brought to the muster point;
 - (2) The senior Officer present shall account for all persons who were aboard and report to the Fire Department once the Fire Department has arrived on scene.
 - (3) No person shall return to the building until authorized by the senior member of the Fire Department.
- b. Accident or Illness:
 - (1) In the event of an accident or serious illness, the Officer shall:
 - (a) administer first aid if qualified to do so or supervise the administration of first aid by a qualified first aider;
 - (b) obtain primary medical care by transporting the injured / ill person to a Hospital or by calling 911;
 - (c) inform the Commanding Officer;
 - (d) complete a DND 2299 for Cadets / Civilian Instructors / Volunteers, or CF98 for Officers; and
 - (e) forward the completed form to the applicable cadet detachment within 7 days of injury occurring.

2.07 Keys

- a. Building keys will be issued by the Commanding Officer and all persons shall have an alarm code, if applicable.
- b. Keys for common areas are kept in the administration office. Keys that are loaned to cadets must be retrieved by the Officer that issued them.
- c. Keys for controlled areas will never be loaned to cadets and approval must be given by the Commanding Officer to gain access to these keys.

2.08 Communications

- a. All external correspondence shall be handled by the Commanding Officer. This includes all communication with the Zone Training Officer, Regional Cadet Support Unit Central, and with the public. The Commanding Officer may delegate communications but shall be copied and made aware of any such communication.
- b. All incoming mail shall be logged into the mail register
- c. All document transfer receipts (DND 728) shall be retained and filed as outgoing or incoming.
- d. The corps telephone is intended to be used for Cadet business. On occasions when the phone is used for personal business, phone calls should be kept brief.
- e. All long-distance phone calls should be approved by the Chain of Command.
- f. When answering the phone, a simple greeting that includes the name of the cadet unit and the officer answering the call should be used.

“Good Evening. Royal Canadian Sea Cadet Corps DEFIANT, A/SLt Boggins speaking. How can I help you?”

2.09 Navy League of Canada, Kemptville Branch

- a. Any requests or recommendations for the Branch shall be made through the Commanding Officer. Officers shall not directly communicate with Branch members regarding training or funding unless specifically instructed by the Commanding Officer or in the event of an emergency.
- b. Officers and Cadets shall show utmost courtesy and assistance when interacting with Branch Members.

2.10 Navy League Cadet Corps Assiniboine

- a. A key to the success of the Cadet Program in Kemptville is a strong relationship between the Cadet and Navy League Cadet Corps. As such, all efforts shall be made to provide assistance to NLCC Assiniboine in the conduct of its training program. This includes support of personnel and materials required for training.
- b. Use of Department of National Defence equipment may only be used by NLCC Assiniboine in the presence and control of a person appointed by the Commanding Officer.
- c. Although not commissioned members of the Canadian Armed Forces, officers of NLCC Assiniboine may be extended marks of respect, when appropriate.

2.11 Officers Pay

- a. Pay for all training shall be subject to the approval of the Commanding Officer.
- b. Scale of pay shall be determined by CATO 21-03.
- c. Attendance at unit training is to be recorded by the officer on the appropriate pay sheet upon conclusion of training.
- d. The Administration Officer will complete the pay sheets and submit to the Commanding Officer for approval and signature.

2.12 Uniform and Dress

- a. Uniforms are intended to be worn only for official unit training. Permission may be granted for the wearing of uniforms for non-cadet related activities by the Commanding Officer.
- b. Dress and grooming shall conform to the standards established by:
 - (1) Officers: A-DH-265-000/AG-001 (Canadian Forces Dress Instructions); and
 - (2) Cadets: CATO 35-01 (Sea Cadet Dress Regulations).
- c. Cadets not arriving in proper uniform may be asked to not participate in cadet training. This includes wearing of jewellery and haircuts not authorized in CATO 35-01.
- d. The expected standard of dress will never exceed standards as detailed. Cadets who choose to exceed the standard may be recognized for doing so.

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- e. Winter and Summer Dress dates shall be published in the Routine Orders.
- f. Work Dress and Naval Combat Dress may be worn when it is appropriate for training and authorized by the Commanding Officer.
- g. Name tags will not be worn on Work Dress. Name tags will be worn on the formal dress uniform.

2.13 Discipline and Behaviour

- a. All discipline and behaviour issues with officers will be dealt by the Chain of Command. All actions taken will be IAW DAOD 5019-04 (Remedial Measures) and in consultation with Zone Training Office / Regional Cadet Support Unit.
- b. All discipline and behaviour issues with cadets will be dealt by the appropriate officer in charge, the Executive Officer, and the Commanding Officer. All actions taken will be IAW CATO 15-22 (Conduct and Discipline of Cadets). The appropriate officer in charge may be the instructor, the **Divisional Officer** (DivO), or the **Officer in Charge** (OIC) of a specific training event.
- c. Complaints or concerns not involving harassment will follow the divisional system.
 - (1) Issues with a cadet's behaviour shall be addressed at the lowest appropriate level. When a minor issue occurs, such as uniform standard, it shall be addressed by the **Divisional Petty Officer** (DPO). The DPO shall inform the DivO. All incident of a minor nature shall be kept by the DivO on the cadet's divisional file.
 - (2) If a cadet has repeated behavioural issues or they are serious in nature, the cadet shall first be given a **Cadet Cautionary Notice (CATO 15-22 Annex B)** by their DivO. This notice shall be included in the cadet's file.
 - (3) If a cadet's behaviour continues to decline or shows no improvement after counselling by the DivO, then a **Cadet Written Warning (CATO 15-22 Annex C)** shall be given by the DivO. The cadet will also sit a **performance interview** with the **Executive Officer**. The performance interview shall be attended by the DivO and the cadet in question. This interview shall consist of questioning the cadet about the appropriateness of their behaviour and determining actions to help said cadet improve their behaviours.
 - (4) If the behaviour does not improve or declines from this point, performance review will occur with the **Commanding Officer**. The Commanding Officer will interview the cadet and decide what

actions to take. Actions that may be taken include demotion, denial to participate in training activities, suspension or release.

- d. Complaints or concerns involving harassment will be reviewed by the Unit Cadet Conflict Management Advisor (UCCMA), the Executive Officer, or the Commanding Officer.

2.14 Harassment and Conflict Management

- a. Most incidences of harassment are minor in nature and most often consist of behavioural issues. As a result, the UCCMA may recommend that these be dealt with using the Divisional System. The UCCMA will advise as necessary.
- b. Harassment and Conflict Management Policy for Cadets:
 - (1) The Positive Social Relations for Youth (PSRY) is the tool for educating cadets on harassment and conflict management.
 - (2) The Corps may have one appointed UCCMA who will advise cadets and officers in matters of cadet harassment and conflict.
 - (3) The UCCMA may perform fact finding on harassment claims and report their findings to the CO.
 - (4) Any instance of suspected abuse is to be dealt with by the Police. CRCO 1513 details the Central Region Policy on Harassment and Abuse.
 - (5) All officers should make themselves familiar CATO 13-24 (Harassment Prevent and Resolution) and CATO 13-25 (Cadet Conflict Management System).
 - (6) It is the responsibility of all officers and cadets to deal with any instances of harassment or conflict in an applicable manner. This may include dealing with the issue themselves or seeking further advice or assistance from other officers or the UCCMA.
- c. It may be necessary for the UCCMA to liaise with groups external to the cadet corps without involving the commanding officer. The UCCMA shall inform the Zone Training Office or the Regional Cadet Support Unit when this is necessary.

2.15 Attendance and Punctuality

- a. Officers are to notify the Chain of Command in the event that they will be late or absent from any cadet activity.
- b. Officers are to strive to display proper punctuality at all times. Cadets can only be expected to make timings if Officers show they can do the same.

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- c. Attendance shall be taken prior to colours by the Coxswain, Regulating Petty Officer, or Quarter Master. The attendance will be conducted by:
 - (1) picking up the nominal roll from the administration officer;
 - (2) having the cadets fall into their appropriate division;
 - (3) calling the names of the cadets on the nominal roll;
 - (4) having the cadets answer to their name being called by saying, "Coxswain" or "Chief" or "PO", as appropriate;
 - (5) marking the attendance on the nominal roll; and
 - (6) returning the nominal roll to the administration officer with the messenger when they send for the Officer of the Day / Commanding Officer.
- d. The Petty Officer of the Day shall note any cadets who arrive late or leave early and give the names the Administration Officer.
- e. The Administration Officer shall record the attendance from the nominal roll into Fortress no less than 14 days from the training event.

2.16 Ship's Routine

- a. The following timetable as laid out for regular parade night training shall be adhered to by all officers and cadets:
 - 1815 Officers and Senior Cadets aboard
 - 1830 Ship's Company aboard
 - 1835 Ship's Company musters on Parade Deck for Colours (Inspections)
 - 1850 Colours and Divisions (Officer of the Day)
 - 1855 Secure; Hands to Period 1 Classes
 - 1900 Period 1 Classes begin
 - 1930 Secure; Hands to Period 2 Classes
 - 1935 Period 2 Classes begin
 - 2005 Secure; Stand-Easy
 - 2020 Secure; Hands to Period 3 Classes
 - 2050 Secure; all hands muster on Parade Deck for Cleaning Stations
 - 2100 Sunset and Evening Quarters, Sunset and announcements
 - 2115 Liberty Boats
- b. The following timetable as laid out for Ceremonial Divisions parade night training shall be adhered to by all officers and cadets:
 - 1815 Officers and Senior Cadets aboard
 - 1830 Ship's Company aboard
 - 1835 Ship's Company musters on Parade Deck for Colours
 - 1850 Colours and Divisions (Officer of the Day)

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1855 Messenger sent for CO (Reviewing Officer)
1900 CO (Reviewing Officer) reports to Dias (Inspection and March Past)
1930 Secure; Hands to Period 2 Classes
1935 Period 2 Classes begin
2005 Secure; Stand-Easy
2020 Secure; Hands to Period 3 Classes
2050 Secure; all hands muster on Parade Deck for Cleaning Stations
2101 Sunset and Evening Quarters, Sunset and announcements
2115 Liberty Boats

- c. This timetable shall be displayed where it can be read by all officers and cadets.
- d. On the first parade night of each month, there will be a meeting during Stand Easy between the XO and the Chiefs and Petty Officers to discuss issues and strategies.
- e. Mandatory and Optional training will occur on weekends. Primarily, this training will be contained to Saturdays but may be expanded to include Sundays.
- f. A routine will be published for Saturday training depending on the scheduled activity.

2.17 Marks Of Respect

- a. Marks of respect shall be shown between Officers and Cadets at all times. Marks of respect may consist of saluting or by correct use of "Sir" and "Ma'am".
- b. When an Officer of a lower rank addresses an Officer of a superior rank they will do so using Rank and Surname.
- c. When an Officer of a superior rank addresses an Officer of a lower rank they may:
 - (1) address the Officer using Rank and Surname; or
 - (2) address the Officer as Mr / Mrs / Miss and Surname.
- d. When a Cadet addresses an Officer, they will do so by using Rank and Surname.
- e. When an Officer addresses a Cadet, they may:
 - (1) address the Cadet using Rank and Surname; or
 - (2) address the Cadet as Mr / Mrs / Miss and Surname.
- f. Salutes shall be given:

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- (1) when the National Ensign is raised or lowered during Colours or Sunset ceremonies;
 - (2) when addressing a superior Officer while on parade;
 - (3) when passing a superior Officer when travelling to / from the training location; and
 - (4) when making a formal report to a superior Officer.
- g. Due to the close working environment, it is customary to salute an Officer once at the start of the training event and once at the end of the training event. Outside of the situations listed above, no other salutes are necessary during a training event.
- h. Naval Cadets do not hold commissions and therefore are not required to be saluted.
- i. Salutes may be extended as a form of respect to civilians or non-military members. Examples of this may include members of the Branch, local dignitaries, Reviewing Officers, or Navy League Officers.

2.18 Policy On Drugs, Alcohol and Smoking

- a. There is a ZERO tolerance for illegal drugs or alcohol while at cadet activities. Cadets in contravention of this policy will be disciplined and dealt with IAW CATO 13-22 (Smoking Policy) and CATO 13-23 (Drug and Alcohol Policy).
- b. There is a no smoking policy at the Corps and during cadet activities. Cadets smoking at these activities will be asked to leave and their parents / guardians informed if the cadet is under the age of 18.
- c. All individuals over the age of 18, who are not cadets, are required to smoke out of the sight of cadets. In addition, smoking is only permitted in designated smoking areas that include a "butt can".

2.19 Purchases

- a. No purchases of goods or services on behalf of the Corps may be made without the permission of the Commanding Officer and in consultation with the Branch.
- b. Any purchases made without the permission of the Commanding Officer will be considered donations to the Navy League of Canada, Kemptville Branch.

2.20 Public Affairs and Media Relations

- a. All publicity will be handled by the Commanding Officer or appointed Public Affairs Officer, in conjunction with the Kemptville Branch of the Navy League of Canada.

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- b. Any media contact related to major incidences, those that involve death, serious injury, or major property damage, shall be directed to the Regional Public Affairs Officer, via the Zone Training Officer.
- c. All publicity and media relations shall be passed to the chain of command.

2.21 Transportation

- a. All transportation must have the approval of the Commanding Officer.
- b. Request for DND Transportation will be submitted in the form of a Corps / Squadron Activity Request (CSAR).
- c. Situations where Officers are required to transport cadets should be avoided. When they are deemed necessary by the Commanding Officer, the Officer transporting cadets shall:
 - (1) prove liability insurance coverage of at least \$2 million;
 - (2) ensure that cadets are never transported alone with the officer; and
 - (3) only transport the cadet to and from the intended location.
- d. Cadets shall not drive other cadet(s) to and from cadet activities unless the other cadet(s) is a sibling unless written permission from the passenger cadet's parents is provided to the Commanding Officer.

2.22 Computer and Internet Policy

- a. All use of computers shall be for official purposes only and comply with Department of National Defence Regulations on the use of internet and computers. Failure to abide by these rules may result in suspension of computer privileges, release from the corps or possible charges.
- b. The computers shall be controlled by the Administration Officer.
- c. Cadets are not authorized to use DND asset computers for any reason unless they have been screened by DND. The only exception are computers that are logged into the "Offline" account.
- d. Cadets may use computer assets provided by the Kemptville Branch of the Navy League as long as they are monitored while using the computer. Cadet use of computers shall be limited to training or duty related activities.
- e. Internet usage is primarily for the administration and training of cadets. Adult staff will have access to the wireless internet and select cadets may be granted access by the Commanding Officer. Internet may be used to limited personal activities, IAW DND policy. Those who abuse the use of the internet will have their access revoked.

2.23 The Divisional System

- a. The Divisional system is the foundation of a successful Corps.
- b. The Divisional Officers (DivO) and Divisional Petty Officers are required to take a special interest in the Cadets in their division, not only while doing drill or on parade, but in their daily lives. Divisional Staff are to exert a wholesome influence over their cadets in accordance with the principles on which Canadian Cadet Movement is established.
- c. The DivO and DPO shall know every Cadet by name. They must be careful to uphold discipline, and be consistent in its maintenance. Where possible Divisional Staff should try to understand the Cadet's viewpoint, and realize that conditions, rather than the individual, are sometimes at fault.
- d. Divisional Staff shall:
 - (1) pass information through email or via phone;
 - (2) contact cadets whose attendance falls below 60% for any 6-week period;
 - (3) monitor cadets' behaviour during training activities;
 - (4) create and maintain Divisional Notes for all cadets;
 - (5) recommend cadets for promotion and appoint; and
 - (6) take responsibility for the drill, dress, and deportment for all cadets in the division.

2.24 Ship's Duty

- a. The Officer of the Day (OOD) shall:
 - (1) Open any required buildings and grounds in preparation of the training activity;
 - (2) ascertain the identity of all visitors and to note the same in the Ship's Log;
 - (3) bring the Ship's Log and nominal roll for the training activity to the muster area in the event of a fire or emergency drill;
 - (4) supervise all cadets until they have been picked up by their parent or guardian;
 - (5) act as the Senior Officer in the absence of the Executive Officer and the Commanding Officer;
 - (6) complete the building report and ensure that the Ship's Log is completed at the end of the training activity;
 - (7) secure buildings and grounds upon completion of training or activities; and
 - (8) report directly to the CO or XO/ 1st Lt.
- b. The Petty Officer of the Day (POOD) shall:
 - (1) monitor the Ship's Log to ensure it is filled out correctly, signed by all officers and attendance is accurately recorded.

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- (2) ensure the timings of the training schedule are adhered to;
 - (3) supervise cadets during stand easy;
 - (4) supervise the Duty Division as it completes cleaning stations; and
 - (5) bring the Ship's Log to the Officer of the Day for their approval at the end of the training activity.
- c. The Quarter Master (QM) shall:
- (1) complete the Ship's Log, under the supervision of the POOD;
 - (2) advise the OOD of Colour / Sunset timings under the supervision of the Regulating Petty Officer / POOD;
 - (3) ensure attendance has been completed, under the supervision of the Regulating Petty Officer / POOD; and
 - (4) supervise cadets during stand easy, under the supervision of the POOD.
- d. The Duty Division shall:
- (1) provide two members to act as the flag party during colours;
 - (2) complete a garbage sweep of the parade deck at the end of Stand Easy;
 - (3) complete cleaning stations; and
 - (4) provide two members to act as the flag party during sunset.

2.25 Commanding Officer's Temporary Memorandum (COTM)

- a. The CO may from time to time wish to implement policy that would normally be published in the Ship's Standing Orders. The COTM gives the CO the option of having policy implemented through a memo with the authority of the Standing Orders.
- b. Policy implemented in this manner shall be in effect for one training year unless otherwise rescinded by the CO.

2.26 Ship's Routine Orders

- a. The Ship's Routine Orders shall be published by the Executive Officer in conjunction with the Commanding Officer.
- b. These orders shall include:
 1. duty personnel for the up-coming month,
 2. dress for the up-coming month,
 3. training activities, both mandatory and optional,
 4. appointments and changes in command structure,
 5. reminders based on the Ship's Standing Orders, and
 6. general items of Ship's interest.

END OF SSOs

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Commanding Officer

Short Title: CO

Responsible to: Area Officer in Charge (Area OIC)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Liaise with the Navy League Branch regarding needs and progress of the unit.
5. Ensure that proper supply, administration and training procedures are carried out.
6. Appoint qualified Officers to the following positions: Executive Officer; Training Officer; Supply Officer, and Administration Officer.
7. Keep Officers, Civilian Instructors and Cadets fully acquainted with regulations and instructions issued by higher authority.
8. Supervise all personnel under their command.
9. Recommend enrolment, appointment, promotions, posting, transfer and release of Officers and appointment of Civilian instructors and volunteers.
10. Ensure Officers are familiar and knowledgeable of all Corps procedures and ensure a succession plan is in place.
11. Bring any Officer who is distinguished in their duties or who are deficient in the knowledge of their duties the support and or recognition which they have the right to expect.
12. Maintain good public relations.
13. Report death or injury of any Officer, Civilian Instructor, or Cadet to the Area Cadet Officer and the appropriate League.
14. Report of loss or damage of DND equipment to support unit immediately upon discovery.
15. Ensure observance of regulations and documentation concerning pay for personnel under their command.
16. Maintain, in co-operation with the Navy League Branch, an effective recruiting program.
17. All other duties assigned by a higher authority.

Signature of Commanding Officer:

Date:

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Statement of Duties and Terms of Reference

Title: Executive Officer

Short Title: XO

Responsible to: Commanding Officer (CO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. To prepare the Routine Orders in accordance with the wishes of the CO.
5. To represent the CO when the CO is not aboard. The XO is second in command, and is senior to all other Officers, except for the CO, regardless of rank.
6. To be responsible for the maintenance of discipline in all cases where the offence does not warrant the attention of the CO.
7. To create and maintain a duty list for subordinate officers, and to see that it is adhered to and to see that the ship is maintained in good order and that it is ready for inspection at any time.
8. To note any infraction of routine, correct them, and when necessary report to the CO.
9. Assist with the training of cadets as needed and when requested by the Training Officer.
10. To act as intermediary in lesser matters between the Officers and the CO.
11. To act as Chiefs' and Petty Officers' Liaison Officer in all matters.
12. To ensure that the junior officers are trained in various departments and duties in order to assume various duties, as required.
13. All other duties assigned by higher authority.

Signature of Executive Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Administration Officer

Short Title: AdmO

Responsible to: Executive Officer (XO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Assist the XO in preparing the Routine Orders in accordance with the wishes of the CO.
5. Oversee the correct circulation of all incoming and outgoing correspondence, orders and directives.
6. Oversee the Corps' filing systems including the filing of records showing attendance and progress of each cadet.
7. Complete, assist corps staff to complete, and submit any documents required by higher headquarters including, but not limited to, Detailed Health Questionnaires, Accident and Injury Reports, Claims, Pay and Travel Expenses.
8. Advise the Supply Officer of names of cadets enrolled and released
9. Ensuring that administrative supplies are kept neat and ensure there are always adequate supplies on hand.
10. Ensure the Ships office and supply areas are kept tidy.
11. Oversee attendance records in conjunction with DivOs and DPOs.
12. Submit a written report to the Commanding Officer on discovery of loss or damage to material.
13. All other duties assigned by higher authority.

Signature of Administration Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Training Officer

Short Title: TrgO

Responsible to: Executive Officer (XO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Develop the training in accordance with Sea Cadet Qualification Standard Plans.
5. Submit all required documentation to the Area Office, including Corps / Squadron Activity Requests, Operation Orders, Warning Orders, and Permission Slips, and liaise with the Area Office in all training support matters.
6. Appoint, in consultation with the CO, Officer in Charge for all supported weekend training activities and support them in the development of the training under their responsibility.
7. Ensure the CO is informed of all interactions with outside agencies.
8. Prepare and maintain annual training charts and records and maintain updated monthly training schedules.
9. Arrange to obtain guest speakers and other voluntary instructors to supplement corps staff.
10. Ensure all training is carried out to the required standard and that all training results are recorded so that a cadet's progress can be tracked.
11. Ensure the Corps is in possession on all required training material and reference manuals.
12. Ensure the on-going individual training and development of all instructional staff through classroom monitoring and assist and supervise instructors in the preparation and presentation of their courses.
13. Coordinate the optional training completed during weekends that is not related to the development of teams.
14. All other duties assigned by higher authority.

Signature of Training Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Supply Officer

Short Title: SupO

Responsible to: Executive Officer (XO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Maintain the following records affecting the accounting of material on loan to the Corps.
 - a. customer accounts;
 - b. individual loan cards; and
 - c. temporary loan cards
5. Manage and control all equipment in accordance with established DND procedures and authorized scales of issue.
6. Manage and control the Logistik Unicorp account and ensure the CO is regularly updated on the status of orders of cadet clothing and account balances.
7. Conduct kit inspections as required.
8. Ensure the security and proper care of all material.
9. Undertake measures for recovering uniforms of Cadets no longer parading with the Corps.
10. Carry out unit customer account verifications:
 - a. at designated intervals;
 - b. on appointment of a Supply Officer; and
 - c. on change of a Commanding Officer.
11. Submit a written report to the Commanding Officer on discovery of loss or damage to material.
12. All other duties assigned by higher authority.

Signature of Supply Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Divisional Officer

Short Title: DivO

Responsible to: Executive Officer (XO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Follow-up to find the reasons for the absence of a Cadet from training. This will strengthen relationships between the Corps and parents, and make the Cadet realize that they are an integral part of the organization.
5. Ensure that the cadets of the Division have everything they need to be successful in the corps including, but not limited to, correct and fitted uniform parts, training supplies, and supplemental training, as required.
6. Maintain the discipline of the cadets in the division and act as a mentor to develop the cadets in their charge.
7. Ensure the cadets in the division are aware of regulation including, but not limited to, Dress Instructions, Discipline Instructions, Ship Standing Orders, and Monthly Routine Orders.
8. Delegate authority to and support the Divisional Petty Officers (DPO).
9. See that the Cadets of the division have an opportunity to work constructively, develop initiative and make their individual contributions to the Corps.
10. Actively encourage recruitment with the Cadets in the division, and from personal contacts made outside the Corps.
11. Provide the most effective liaison between parents and the Corps.
12. All other duties assigned by higher authority.

Signature of Divisional Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Unit Cadet Conflict Management Advisor

Short Title: UCCMA

Responsible to: Commanding Officer (CO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Receive and do basic fact finding on incidents of conflict that may occur at the corps.
5. Inform the CO, as appropriate, of all findings and recommend course of actions.
6. Advise staff members on approaches to dealing with conflict to ensure a balanced and consistent approach in conflict management at the corps.
7. In matters which go beyond the ability of the CO to deal with, inform the CO and approach the Area Office to seek further advice.
8. Ensure that all officers are aware of the Cadet Conflict Management System and other Canadian Armed Forces Initiatives such as Operation Honour.
9. Act as the unit Ethics Advisor.

Signature of Unit Cadet Conflict Management Advisor

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Officer of the Day

Short Title: OOD

Responsible to: Executive Officer (XO)

1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada.
2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment.
3. Ensure proper environmental stewardship for all corps related activities.
4. Act as the senior officer in the absence of the Commanding Officer (CO) and the XO.
5. Ensure the proper execution of Colours and Sunset.
6. Ensure Ship's Routine is followed.
7. Log and report any incidents or accidents and provide a report to the CO.
8. Ensure the training building is open at the start of training and secured at the end of training.
9. Ensure that cleaning stations is complete and that no corps equipment is left on the parade deck at the conclusion of training.
10. Ensure the Ship's Log is completed and ready for the COs signature.
11. All other duties assigned by higher authority.

Signature of the Officer of the Day

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Coxswain

Short Title: Coxn

Responsible to: Commanding Officer (CO)

1. Exercise command over all cadets on board regardless of rank.
2. Implement all policies established by the CO and the Executive Officer (XO), which affect the Cadets of the Ship's Company.
3. Attend all parades, musters, rounds, etc. conducted by the Commanding Officer.
4. Ensure the ships routine is carried out.
5. Advise the XO on matters affecting morale and conditions of service within the Corps.
6. Provide assistance and direction to all cadets and officers.
7. Monitor the dress, deportment, and conduct of subordinates, correcting deficiencies as detected and reporting to the XO, or in their absence a higher authority, those cases which are beyond their ability to rectify.
8. Complete special projects as assigned by a higher authority.
9. Advise the Chiefs and Petty Officers on any disciplinary issues.
10. Be positive and set a good example; be a role model for all cadets.
11. Be involved in the planning of corps optional and training activities.
12. Assist with instruction, as required.
13. All other duties assigned by higher authority.

Signature of Coxswain

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Regulating Petty Officer

Short Title: RPO

Responsible to: Executive Officer (XO) / Coxswain (Coxn)

1. Ensure that attendance has been taken at the beginning of each parade, training session, exercise or clean-up session, and ensure that it is given to AdminO.
2. In cooperation with the Coxswain, assign personnel to special parties.
3. Attend all parades, musters, rounds, etc. conducted by the XO.
4. Muster the Ships Company and report to the Coxswain.
5. Act as the Coxn in their absence.
6. Ensure the POOD performs the proper duties throughout the parade night.
7. Enforce drill standards during Colours, Sunset or CO's Parades.
8. Ensure that the CPO's and PO's are meeting the standard for dress and deportment.
9. Be involved in the planning of corps optional and training activities.
10. Assist with instruction, as required.
11. All other duties assigned by higher authority.

Signature of Regulating Petty Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Divisional Petty Officer

Short Title: DPO

Responsible to: Divisional Officer (DivO) / Coxswain (Coxn)

1. Complete divisional calling and report back results to the divisional officers.
2. Ensure all cadets in division attend all mandatory events and parades.
3. Ensure all cadets in the division keep their uniforms up to standard.
4. Ensure cadets understand what to do and where to go for colors, sunset and other parades.
5. Set a positive example with regards to drill, dress and deportment.
6. Pass on any pertinent information through the chain of command.
7. Deal with divisional problems at the divisional level if possible and seek advice on possible solutions from the Divisional Officer.
8. Promote moral within the ranks.
9. Assist with instruction, as required.
10. All other duties assigned by higher authority.

Signature of Divisional Petty Officer

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Petty Officer of the Day

Short Title: POOD

Responsible to: Officer of the Day (OOD) / Regulating Petty Officer (RPO)

1. Ensure that duty personnel for colours and sunset are selected from the Duty Division.
2. Supervise the conduct of Colours and Sunset. Specifically, supervise the Quartermaster in the execution of their duties.
3. Supervise the completion of the Ship's Log for inspection of the OOD.
4. Ensure the bell is rung correctly and the correct pipes are made on the boatswain call.
5. Ensure Ship's Routine is followed by piping the end of periods and stand easy.
6. Supervising cleaning stations completed by the Duty Division at the end training.
7. Assist with instruction, as required.
8. All other duties assigned by higher authority.

Signature of Petty Officer of the Day

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Quartermaster

Short Title: QM

Responsible to: Officer of the Day (OOD) / Petty Officer of the Day (POOD)

1. Assign duty personnel for colours and sunset from the Duty Division.
2. Ensure Colours and Sunset are carried out correctly.
3. Complete the Ship's Log for inspection of the POOD.
4. Ensure the bell is rung correctly and the correct pipes are made on the boatswain call.
5. Assist in the supervising of cleaning stations completed by the Duty Division at the end training.
6. All other duties assigned by higher authority.

Signature of Quartermaster

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Chief of Training
Short Title: Chief Trg
Responsible to: Training Officer (TrgO) / Coxswain (Coxn)

1. Ensure all classes are covered with sufficient instructors and assist with finding a replacement when needed.
2. Ensure all instructors are prepared for classes by monitoring.
3. Ensure all instructors have the needed instructional aids to carry out the training.
4. Ensure all lesson plans are handed in and reviewed, copied and filed in case of an instructor's absence.
5. Collect PO checks and class attendance lists for the training records.
6. Be involved in the planning of corps optional and training activities.
7. Assist with instruction, as required.
8. All other duties assigned by higher authority.

Signature of Chief of Training	Date:
Signature of Commanding Officer:	Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Team Captain

Short Title: Team Capt

Responsible to: Team Officer

Team: _____

1. Provide input and assistance into team selection;
2. Assist in the planning and organizing of team practices;
3. Assist in the coordination and planning of team meetings;
4. Aid in the direction of the training for the year: competitive or Inclusive and fun;
5. Provide direction to and motivate team members to achieve their best;
6. Arrive before team and assist in organizing and prepping for team practices;
7. Contact team members as needed to pass along information such as training dates, times, locations and equipment needed;
8. Promote and active life style with in the team and the corps;
9. Monitor team members and be responsible for team at training sessions and competitions;
10. Build and foster positive relations with team members;
11. Promote good sportsmanship;
12. Mentor team; and
13. All other duties assigned by higher authority.

Signature of Team Capt

Date:

Signature of Commanding Officer:

Date:

Royal Canadian Sea Cadet Corps
DEFIANT



Statement of Duties and Terms of Reference

Title: Cadet Instructor

Short Title: Cdt Inst

Responsible to: Training Officer (TrgO) / Chief of Training (Chief Trg)

1. Instructing all classes in accordance with established cadet training directives (LHQ Phase Program);
2. Preparing and submitting lesson plans for every class to the Training Officer, Phase Officer or Chief of Training three instructional weeks in advance;
3. Initiating and marking Enabling Checks / Assessments for each section of classes and submitting them to the Chief of Training;
4. Provide extra attention and state recommendations for any cadets experiencing difficulties in the class;
5. Acquiring handouts / training aids to supplement classes and provide copies of handouts to the Training Officer, for file;
6. Recommending any changes for the improvement of the training program; and
7. All other duties assigned by higher authority.

Signature of Cadet Instructor

Date:

Signature of Commanding Officer:

Date:

338 RCSCC DEFIANT
 Ship's Standing Orders
 Annex C – Parade Orders - Colours

Serial	Person	Command	Description
1.	Officer of the Day (OOD)		<p>Duty watch (OOD, Petty Officer of the Day (POOD), Quarter Master (QM)) muster 10 min prior to colours at the mast.</p> <p>QM is a Phase 3 cadet who will be completing the duties of the QM as part of their training.</p> <p>Flag party consists of three personnel who raise and lower the flag. They are from the duty division of any rank. The flag party are under the direct supervision of the Regulating Petty Officer through the POOD.</p> <p>Messenger is from the duty division and has the rank of OS or AB. They are not part of the flag party and can be fallen in with their division.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>The POOD may allow the QM to complete many of the tasks. This is inline with the competition of Performance Checks required of Phase 3 Cadets.</p> </div>
2.	Coxswain (Coxn)		<p>Falls the Ship's Company onto the Parade Square and stands them at ease.</p> <p>POOD ensures that accurate attendance is taken.</p>
3.	Coxn	<i>"Messenger"</i>	<p>Messenger leaves their position and DOUBLES to the Coxn and comes to attention.</p> <p>Coxn has the Messenger report to the OOD with the following report:</p> <p>"Coxn sends their regards to the OOD. Ship's Company mustered and corrected for Colours. (#) of cadets on parade."</p> <p>Upon the departure of the Messenger, Coxn stands the Ship's Company at ease. The Coxn remains in the Parade Commander position.</p>
4.	Messenger		<p>Doubles to the OOD, comes to attention and salutes, if warranted.</p> <p>Messenger makes report as detailed above.</p> <p>Messenger salutes, if warranted, turns to the right, and doubles back into position. No need to report to the Divisional Petty Officer (DPO).</p>

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 Ship's Standing Orders
 Annex C – Parade Orders - Colours

Serial	Person	Command	Description
5.	OOD		<p>Marches, using only wheels, into position in front of the Coxn and stops at the position of attention.</p> <p>If the Coxn stood the Ship's Company at easy, he will bring them to attention.</p> <p>Supernumerary will fall in to the left of the OOD and must be in place before the Cox'n finishes their report to the OOD.</p> <p>As the OOD approaches the dias, the QM will call out, "One Minute to Colours, Sir / Ma'am".</p>
6.	Coxn		<p>Coxn salutes the OOD, if warranted.</p> <p>The following report is given:</p> <p>"Sir / Ma'am. (#) of cadets on parade. Permission to carry on?"</p> <p>Once permission is given, the Coxn turns to the right and marches into position to the right of the OOD at the position of Attention.</p>
7.	OOD	<i>Ships Company, Stand AT—EASE</i>	
8.	OOD	<i>ATTEN—TION</i>	
9.	OOD	<i>RCSCC DEFIANT, INWARDS—TURN</i>	<p>Parade and supernumerary positions turn to face the flag if they are not already doing so.</p> <p>At the complete of the turn, the QM will state, "Colours, Sir / Ma'am".</p> <p>The flag party will dip the Prep Flag one flags distance.</p>

338 RCSCC DEFIANT
 Ship's Standing Orders
 Annex C – Parade Orders - Colours

Serial	Person	Command	Description
10.	OOD	<i>Very good!</i> <i>Sound the Alert</i>	<p>The POOD / Bugler will sound the appropriate call.</p> <p>The QM will sound the bell 8 times.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>The QM may sound the call, IAW Phase PC but another cadet from the duty division should be assigned to ring the bell in their place.</p> </div> <p>At the first ring of the bells, Parade and supernumerary positions will salute.</p> <p>On the last ring of the bell, the flag party will raise the remaining flags as quickly as possible. The Canadian Flag shall reach the top first, followed by any additional flags.</p> <p>Once the last flag has reached the top, the prep will be lowered as quickly as possible.</p> <p>Once the prep is lowered, the POOD will state, "Colours complete. Permission to carry on?"</p>
11.	OOD	<i>Sound the Carry On</i>	<p>The POOD / Bugler will sound Carry On.</p>
12.	OOD	<i>RCSCC DEFIANT,</i> <i>OUTWARDS—TURN</i>	<p>Parade and supernumerary positions turn to their original positions.</p> <p>Flag party will close up and stand at attention. They will respond to all commands given by the parade commander.</p> <p>If there is to be an inspection / presentation by the CO or Reviewing Party, the flag party will return to their respective divisions.</p>

338 RCSCC DEFIANT
 Ship's Standing Orders
 Annex C – Parade Orders - Colours

Serial	Person	Command	Description
13.	OOD	<i>"Messenger"</i>	<p>Messenger leaves their position and DOUBLES to the OOD and comes to attention.</p> <p>OOD has the Messenger report to the CO with the following report:</p> <p>"Officer of the Day sends their regards. Colours complete. Ship's Company mustered and corrected for the arrival of the Reviewing Party. (#) of cadets on parade."</p> <p>Upon the departure of the Messenger, OOD stands the Ship's Company at ease. The OOD remains in the Parade Commander position.</p>
14.	Messenger		<p>Doubles to the CO, comes to attention and salutes.</p> <p>Messenger makes report as detailed above.</p> <p>Messenger salutes, turns to the right, and doubles back into position. No need to report to the Divisional Petty Officer (DPO).</p>
15.	CO		<p>Marches, using only wheels, into position in front of the OOD and stops at the position of attention.</p> <p>If the OOD stood the Ship's Company at easy, they are brought to attention.</p>
16.	OOD		<p>OOD salutes the CO.</p> <p>The following report is given:</p> <p>"Sir / Ma'am. (#) of cadets on parade. Permission to carry on?"</p> <p>Once permission is given, the OOD turns to the right and marches into position to the left of the CO at the position of Attention.</p>
17.	CO	<i>Ships Company, Stand AT—EASE</i>	
18.	CO	<i>ATTEN—TION</i>	

338 RCSCC DEFIANT
 Ship's Standing Orders
 Annex C – Parade Orders - Colours

Serial	Person	Command	Description
19.	CO		CO will do what the CO does.. inspection, address, presentations. The CO is in command of the parade at this point and will bring them to attention or stand them at ease as required. When the CO is done, the parade will be brought to attention.
20.	CO	<i>Officer of the Day!</i> <i>NOTE: CO may use a variety of commands to call the OOD over.</i>	OOD marches, using only wheels, into position in front of the CO. OOD salutes the CO. CO will turn the parade back over to the OOD and will depart the parade. Upon the departure of the CO, the OOD takes one pace forward and turns to face the parade.
21.	OOD	<i>Supernumerary— DISMISS</i>	The supernumerary turn the right, salute, and take three paces forward and then leave the parade in the most efficient manner.
22.	OOD	<i>Coxn!</i>	Coxn marches, using only wheels, into position in front of the OOD. Coxn salutes the OOD, if warranted. OOD will give any final directions and turn the parade back over to the Coxn. Upon the departure of the OOD, the Coxn takes one pace forward and turns to face the parade.
23.	Coxn		Coxn gives any announcements to the parade. For example, this time can be used to tell cadets where they are going for their first period classes or any instructions to set up for a presentation.

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Ship's Standing Orders
Annex C – Parade Orders - Colours

Serial	Person	Command	Description
24.	Coxn	<i>DPOs, CARRY—ON!</i>	DPOs state, "Aye, Aye Coxn!" and then turn to face their divisions. DPOs give any announcements to their divisions. DPOs dismiss their divisions.

338 RCSCC DEFIANT
 Ship's Standing Orders
 Annex D – Parade Orders - Sunset

Serial	Person	Command	Description
1.	Officer of the Day (OOD)		<p>Duty watch (OOD, Petty Officer of the Day (POOD), Quarter Master (QM)) muster 10 min prior to sunset at the mast.</p> <p>QM is a Phase 3 cadet who will be completing the duties of the QM as part of their training.</p> <p>Flag party consists of three personnel who raise and lower the flag. They are from the duty division of any rank. The flag party are under the direct supervision of the Regulating Petty Officer.</p> <p>Messenger is from the duty division and has the rank of OS or AB. They are not part of the flag party and can be fallen in with their division.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>The POOD may allow the QM to complete many of the tasks. This is inline with the competition of Performance Checks required of Phase 3 Cadets.</p> </div>
2.	Coxswain (Coxn)		<p>Falls the Ship's Company onto the Parade Square and stands them at ease.</p> <p>POOD ensures that accurate attendance is taken.</p>
3.	Coxn	<i>"Messenger"</i>	<p>Messenger leaves their position and DOUBLES to the Coxn and comes to attention.</p> <p>Coxn has the Messenger report to the OOD with the following report:</p> <p>"Coxn sends their regards to the OOD. Ship's Company mustered and corrected for Sunset and Liberty Boats. (#) of cadets on parade."</p> <p>Upon the departure of the Messenger, Coxn stands the Ship's Company at ease. The Coxn remains in the Parade Commander position.</p>
4.	Messenger		<p>Doubles to the OOD, comes to attention and salutes, if warranted.</p> <p>Messenger makes report as detailed above.</p> <p>Messenger salutes, if warranted, turns to the right, and doubles back into position. No need to report to the Divisional Petty Officer (DPO).</p>

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 Ship's Standing Orders
 Annex D – Parade Orders - Sunset

Serial	Person	Command	Description
5.	OOD		<p>Marches, using only wheels, into position in front of the Coxn and stops at the position of attention.</p> <p>If the Coxn stood the Ship's Company at easy, he will bring them to attention.</p> <p>Supernumery will fall in to the left of the OOD and must be in place before the Cox'n finishes their report to the OOD.</p> <p>As the OOD approaches the dias, the QM will call out, "Five Minutes to Sunset, Sir / Ma'am".</p>
6.	Coxn		<p>Coxn salutes the OOD, if warranted.</p> <p>The following report is given:</p> <p>"Sir / Ma'am. (#) of cadets on parade. Permission to carry on?"</p> <p>Once permission is given, the Coxn turns to the right and marches into position to the right of the OOD at the position of Attention.</p>
7.	OOD	<i>Ships Company, Stand AT—EASE</i>	
8.	OOD	<i>ATTEN—TION</i>	Note: if the CO is not attending Sunset, skip to serial 17.
9.	OOD	<i>"Messenger"</i>	<p>Messenger leaves their position and DOUBLES to the OOD and comes to attention.</p> <p>OOD has the Messenger report to the CO with the following report:</p> <p>"Officer of the Day sends their regards. Ship's Company mustered and corrected for the Sunset and Liberty Boats. (#) of cadets on parade."</p> <p>Upon the departure of the Messenger, OOD stands the Ship's Company at ease. The OOD remains in the Parade Commander position.</p>

338 RCSCC DEFIANT
 Ship's Standing Orders
 Annex D – Parade Orders - Sunset

Serial	Person	Command	Description
10.	Messenger		<p>Doubles to the CO, comes to attention and salutes.</p> <p>Messenger makes report as detailed above.</p> <p>Messenger salutes, turns to the right, and doubles back into position. No need to report to the Divisional Petty Officer (DPO).</p>
11.	CO		<p>Marches, using only wheels, into position in front of the OOD and stops at the position of attention.</p> <p>If the OOD stood the Ship's Company at easy, they are brought to attention.</p> <p>As the CO approaches the dias, the QM will call out, "One Minute to Sunset, Sir / Ma'am".</p>
12.	OOD		<p>OOD salutes the CO.</p> <p>The following report is given:</p> <p>"Sir / Ma'am. (#) of cadets on parade. Permission to carry on?"</p> <p>Once permission is given, the OOD turns to the right and marches into position to the left of the CO at the position of Attention.</p>
13.	CO	<i>Ships Company, Stand AT—EASE</i>	
14.	CO	<i>ATTEN—TION</i>	
15.	CO		<p>CO will do what the CO does.. inspection, address, presentations.</p> <p>The CO is in command of the parade at this point and will bring them to attention or stand them at ease as required.</p> <p>When the CO is done, the parade will be brought to attention.</p>

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Serial	Person	Command	Description
16.	CO	<i>Carry on with Sunset.</i> <i>NOTE: CO may use a variety of commands to direct the OOD.</i>	Officer of the day gives commands for Sunset.
17.	OOD	<i>RCSCC DEFIANT, INWARDS—TURN</i>	Parade and supernumerary positions turn to face the flag if they are not already doing so. At the complete of the turn, the QM will state, "Sunset, Sir / Ma'am". The flag party will dip the Prep Flag one-flags distance.
18.	OOD	<i>Very good!</i> <i>Sound the Alert</i>	The POOD / Bugler will sound the appropriate call. <div style="border: 1px solid black; padding: 5px; text-align: center;"> The QM may act in the role of the POOD, IAW Phase PC . </div> At the end of the call, Parade and supernumerary positions will salute. The flag party will lower the remaining flags as quickly as possible. The Canadian Flag shall reach the bottom last. Once the last flag has reached the bottom, the prep will be lowered as quickly as possible. Once the prep is lowered, the POOD will state, "Sunset complete. Permission to carry on?"
19.	OOD	<i>Sound the Carry On</i>	The POOD / Bugler will sound Carry On.
20.	OOD	<i>RCSCC DEFIANT, OUTWARDS—TURN</i>	Parade and supernumerary positions turn to their original positions. Flag party will close up and stand at attention. They will respond to all commands given by the parade commander. If the CO is not on parade, skip to serial 22.

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Serial	Person	Command	Description
21.	CO	<i>Officer of the Day!</i> <i>NOTE: CO may use a variety of commands to call the OOD over.</i>	OOD marches, using only wheels, into position in front of the CO. OOD salutes the CO. CO will turn the parade back over to the OOD and will depart the parade. Upon the departure of the CO, the OOD takes one pace forward and turns to face the parade.
22.	OOD	<i>Supernumerary—DISMISS</i>	The supernumerary turn the right, salute, and take three paces forward and then leave the parade in the most efficient manner.
23.	OOD	<i>Coxn!</i>	Coxn marches, using only wheels, into position in front of the OOD. Coxn salutes the OOD, if warranted. OOD will give any final directions and turn the parade back over to the Coxn. Upon the departure of the OOD, the Coxn takes one pace forward and turns to face the parade.
24.	Coxn		Coxn gives any announcements to the parade. For example, this time can be used to tell cadets where they are going for their first period classes or any instructions to set up for a presentation.
25.	Coxn	<i>DPOs, CARRY—ON!</i>	DPOs state, "Aye, Aye Coxn!" and then turn to face their divisions. DPOs give any announcements to their divisions. DPOs dismiss their divisions.