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ROYAL CANADIAN SEA CADETS

PHASE I HANDBOOK 2002



Canada

2002-06-01

Name:

Corps Name and Phone Number:

Your Division's Name:

Divisional Officer's Name and Phone Number:

Divisional Petty Officer's Name and Phone Number:

Commanding Officer's Name and Phone Number:

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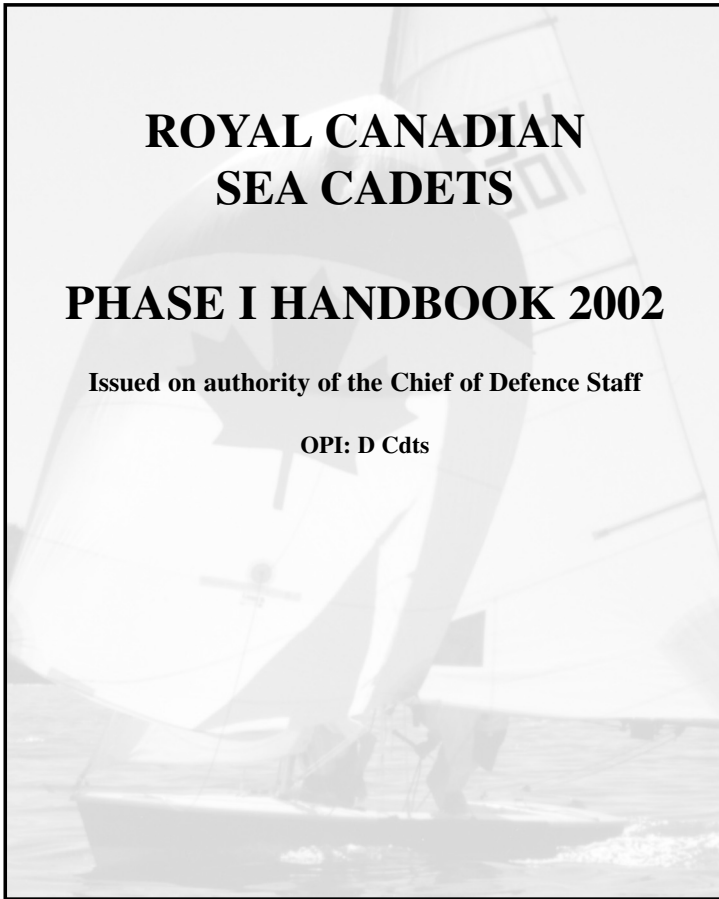
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ROYAL CANADIAN SEA CADETS

PHASE I HANDBOOK 2002

Issued on authority of the Chief of Defence Staff

OPI: D Cdts

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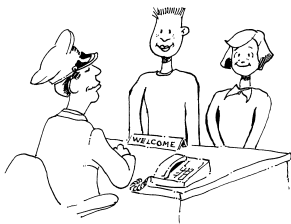
This handbook is yours to keep. It is intended to help you learn everything you need to know about being a sea cadet. Keep it in your uniform tunic pocket and make sure you have it with you on training nights. Take good care of it!

WHAT ARE SEA CADETS?

Welcome to the Royal Canadian Sea Cadets. You have chosen to be part of a youth organization that will offer you a world of amazing opportunities. Our program will challenge you with many exciting activities in a sea environment. From Newfoundland to Vancouver Island, Sea Cadets everywhere are participating in the most unique and diverse adventures of a lifetime. You probably have lots of questions, so we've designed this manual to help explain our program to you.

Right now you might be thinking that there is so much you don't know. Don't worry, before long you will learn to wear your uniform correctly, know who your officers are, and what the "heads" are (you're right, the bathroom!). You'll master how to march like a real pro and have fun participating in corps sports. On weekends away you'll discover how great it is to sail a boat, fire a rifle, live in the bush, or go to sea.

As you progress through the Sea Cadet program, the opportunities available just get better. Summer training, international exchanges, ship deployments, and summer employment await you. The adventures you share with fellow cadets will develop friendships that will last a lifetime. Congratulations on your great decision to be a Royal Canadian Sea Cadet. We wish you fair winds and good sailing throughout your cadet career.



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CHAPTER ONE

PERFORMANCE OBJECTIVE 401

SERVE WITHIN A SEA CADET CORPS

By now you've started to become familiar with the regular routine at your corps. You have probably figured out that Sea Cadets are organized much like ships are organized in the Navy. The officers and Cadets in your corps are referred to as a "ship's company". Everything that you do within your corps is the same as to being on a ship. The uniform that you wear, the words that you use, and the ranks of the cadets and officers are all similar to those used in the Navy.

In addition to offering you an exciting program, we are committed to providing a quality program. We have a vision that we believe makes Sea Cadets the greatest youth group around.

Vision of the Canadian Cadet Movement

We commit to develop in each and every Sea, Army and Air Cadet qualities of leadership and an aspiration to become a valued member of their community. We reinforce values necessary to prepare youth to meet the challenges of tomorrow and embrace the multi cultural dimensions of Canada. To this end, we offer dynamic training in a supportive and efficient environment where change is a positive and essential element. We further commit to attain this vision by living shared Canadian values with particular attention to:

Loyalty - The expression of our collective dedication to the ideals of the Cadet Movement and to all its members.

Professionalism - The accomplishment of all tasks with pride and diligence.

Mutual Respect - The treatment of others with dignity and equality.

Integrity - The courage and commitment to exemplify trust, sincerity and honesty.

All of your training is based upon active participation and stimulating activities in a naval environment. As you get to know your corps, you will soon discover that the activities you do meet the following aims of the Sea Cadet program:

- Develop in youth the attributes of good citizenship and leadership.
- Promote physical fitness.
- Stimulate the interest of youth in the sea activities of the Canadian Forces.

Your regular training night is the one night a week that you meet to conduct your mandatory training. During your training night you will be taught a variety of different subjects. The lessons are all part of a training program in which every Sea Cadet in Canada is participates in. There are many different Sea Cadet Corps all across the country. Some are very big, and some are very small, some are French speaking, and some are English speaking, some are in small towns, and some are in large cities, but all corps' are similar in the training that they do.

The normal routine on your regular training night will probably include the following:

- Colours and Divisions - all cadets on the deck to raise the Canadian Flag, be inspected and parade, signifying the start of your training night. This is similar to the start of a working day on a naval ship.
- Classes - probably three 30 minute classes covering a variety of different and interesting subjects.
- Evening Quarters - all cadets on deck to lower the Canadian Flag, signifying the end of the training night. This is similar to the end of a working day on a naval ship.

The Naval Prayer

The Naval Prayer is recited by many corps and SCSTC's as part of Colours and Divisions. It is considered a part of our Naval heritage

The Naval Prayer

O Eternal Lord God, who alone spreadest out the heavens, and rulest the raging of the sea, who has compassed the waters with bounds until day and night come to an end: Be pleased to receive into thy Almighty and most gracious protection the persons of us thy servants, and the Fleet in which we serve. Preserve us from the dangers of the sea, and the violence of our enemy; that we may be a safeguard unto our most gracious Sovereign Lady, Queen Elizabeth and her Dominions, and a security such as pass on the seas upon their lawful occasions; that the inhabitants of our Commonwealth may in peace and quietness serve thee our God; and that we may return to safety to enjoy the blessing of our land, with the fruits of our labours, and with a thankful remembrance of thy mercies to praise and glorify thy holy Name, through Jesus Christ our Lord. Amen.

The Sea Cadet Oath

Upon enrollment, your Commanding Officer may ask you to recite the Sea Cadet Oath as follows: I hereby affirm my loyalty to Her Majesty the Queen, her heirs and successors. Sea Cadets have a long and proud association with the Crown.

Weekend Adventures

In addition to your regular training night, there will be a number of weekend activities planned for you. They will include many different opportunities to travel and learn various Sea Cadet skills. Maybe you'll participate in an adventure training weekend where you'll learn about bush techniques, or seamanship in a Sea Cadet Training Vessel, or overnight hikes. Perhaps you'll spend the weekend sailing and developing your skipper skills, or maybe you'll learn how to safely fire an air rifle. There are many exciting weekend adventures with which your corps will challenge you with.

Routine and Standing Orders

Because the Sea Cadet program is national, there are rules and regulations that govern all the activities you do. This ensures that all cadets receive the very best training possible. The officers that run your corps are very familiar with these policies. They ensure that the program is interesting, fun, and safe.

There is so much to learn that you are probably wondering how you can keep track of all that you need to know. This is accomplished by publishing orders to help keep you informed at the corps level. These orders are called

Standing Orders and Routine Orders

Standing Orders contain advice about what is happening in your Sea Cadet Corps. Your Commanding Officer will issue Standing Orders and have them available for everyone to read. They contain information about the instructions and regulations you need to know about. Standing Orders detail regulations that remain fairly constant and are updated as needed. Do you know where your corps Standing Orders are? These are the types of things that you will find in Standing Orders:

- Job Descriptions
- Chain of Command
- Cadet Protocol
- Out of Bounds Areas
- Corps Procedures
- Conduct and Discipline
- Dress Regulations
- Fire Orders
- Range Safety Orders

Routine Orders are usually published on a weekly basis as the information they contain changes all the time. They are prepared and signed by the Executive Officer, on behalf of the CO, and include the following:

- Activities and what to wear for them
- Personnel required for duty
- Information that you need to know about
- Items of general interest

Make sure you find your corps Routine Orders and read them on a regular basis. They will help keep you informed about what's happening at your corps.

The Sea Cadet Uniform

Did you ever notice how many different groups of people wear uniforms? Think about sports teams, the medical profession, clergy, factory workers, or even your favorite fast-food restaurant. What they wear makes them easily identifiable as part of that team. Even if they don't wear uniforms they probably have something that connects them to that organization, such as lapel pins, cap buttons, or identification cards.

Uniforms have been around for a long time. The military uniform originated for identification purposes. In early wars, the soldiers could not always identify friend or foe and often fought their friends by mistake. As you can imagine, wounding your friend, or worse, was extremely hard on friendships! To solve this problem the military started to dress their soldiers the same. This made it easy to identify whose side you were on, as well as separate the civilians from the soldiers. Over time, different uniforms emerged to identify different groups within the military.



As a Sea Cadet, you are given a uniform, on loan, to wear as long as you belong to the organization. Familiarize yourself with the instructions on how to wear it. Your uniform can only be worn when attending authorized parades or activities, so don't give it to your little brother to wear for Halloween! It is important to mark your name in all the pieces and exchange damaged or poorly fitting parts.

How you wear your uniform is a direct reflection of how you feel about being a Sea Cadet. Look at the senior cadets in your corps and notice how well they polish their boots, iron their uniforms, and wear their hair. Take good care of your uniform, be responsible for it, and wear it with pride.

When you are first issued your uniform you'll probably be overwhelmed with all the parts and pieces. How do you polish your boots, sew on your badges, and iron your gunshirt? With a little practice, you'll be looking good in no time at all. Let's go through all the parts from head to toe and how to take care of them.

Dress Instructions

Seaman's Cap or White Top



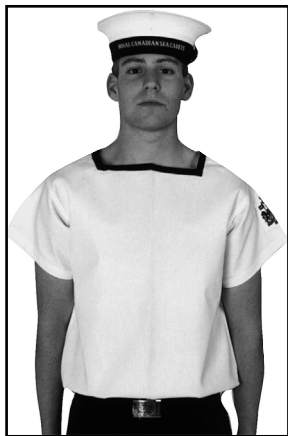
- Worn so that the rim is one finger above your eyebrow.
 - The front cap seam is centered directly over your nose.
 - Your chin stay is to be sewn inside your cap at the length that permits the stay to fit under your chin. You do not wear your chinstay unless you are told to.
-
- Occasions when you may be told to wear your chinstay:
 1. Whenever webbing is worn (exception - Chief Petty Officers when not forming part of an armed or ceremonial party);
 2. When sailing, pulling or operating a power vessel in uniform (e.g. sail past); and
 3. By all uniformed cadets under windy conditions.
 - Hand wash your cap regularly in cold water and detergent, using an old toothbrush to scrub the dirt off.
 - Cap tallies with "Royal Canadian Sea Cadets" should be centered so that the front cap seam is between the "I" and "A" of the word "Canadian".
 - Tie your cap tally with a neat bow, not more than 7.5 cm and not less than 5 cm across. The ends are of equal length.
 - Center your bow over the left ear vents.
 - Cap tallies with corps names shall be worn the same way, except centered accordingly.

Turtlenecks



- May be worn during the winter with or without the tunic, but your tunic must be worn when proceeding to and from the corps.
- Sleeves shall not be rolled.

Gunshirt



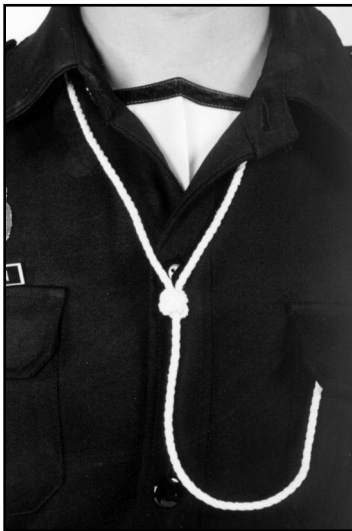
- May be worn during the summer with or without the tunic, but your tunic must be worn when proceeding to and from the corps, SCSTC or any official cadet activity.
- Sleeves are pressed with a crease along the upper edge of each sleeve.
- Iron a vertical crease down the front of your gunshirt.
- Use starch for extra crispness.

Tunic



- Sleeves shall be roll-pressed with no creases.
- When your tunic is worn, it shall be fully buttoned, except for the first button down from the top.
- Ensure all your pocket buttons are done up.
- Do not fill your pockets with items so that they bulge out.
- Be sure your belt is even, with no twists.
- Use a pressing cloth (thin towel, or pillow case) when ironing, to prevent shininess.

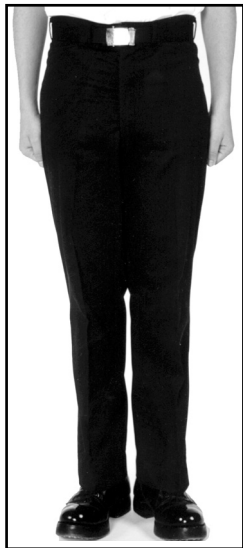
Lanyard



- Worn under the collar of your tunic.
- The knot is at the level of your first fastened button.
- Tuck the end of your lanyard into the inner corner of left breast pocket with the slack or bight hanging 8 cm below the level of the top of pocket.

Do you know why World War I pilots, including Royal Naval Air Service (RNAS), wore silk scarves around their necks? Because their airplanes didn't have rearview mirrors they had to constantly turn their heads back and forth to look for enemy planes. This caused chafing so they donned silk scarves to prevent irritation.

Trousers



- Male trousers are worn with a black belt.
- Pressed so as to have creases down the center of each leg.
- Wet your pants (with a spray bottle filled with water) when ironing to make sharp creases, and don't forget to use a pressing cloth to prevent shininess. A pressing cloth can be a towel or piece of cotton material laid overtop of your pants while you iron.

Topcoats/Raincoats



- When carried, drape it over your left arm.
- When worn, do up all your buttons, except for the top button which may be unfastened.
- Your rank is attached to your shoulders on slip-ons.

Parkas

- 3-in-1 design.
- Black, drawstring waist with fleece lining.
- Can be worn on mandatory support weekends.

Gloves



- Worn with your topcoat or parka when the weather is cold.

Toque



- Worn so that the rim of the toque is one finger above the eye-brow.
- Wool or acrylic.
- The insignia is centered directly over your nose.
- Worn only with the topcoat or parka.

Did you know the coldest spot recorded in Canada is at Snag, Yukon? On February 3, 1947 the temperature was -63 degrees C (-81 degrees F). Don't forget to wear your toque!

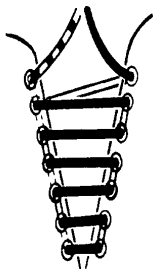
Socks

- Grey wool socks.
- If you are allergic to wool, white sports socks can be worn under your grey wool socks, or a suitable replacement used.

Boots

- Laced horizontally from side to side.

ANKLE BOOTS



STRAIGHT-ACROSS METHOD

There are time-honored methods to bringing your boots up to the shiny standard you see on other boots. It takes time and patience, but hard work will bring great results. Try the following:

- Remove dust and dirt from boot with a soft damp cloth.
- Use an old toothbrush to remove dirt from catwalks.
- Use a toothbrush, with polish, to blacken the catwalks.

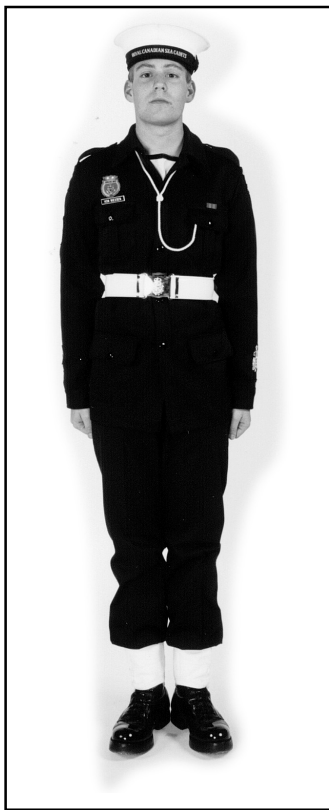


Catwalks

- Apply a moderate amount of polish to the area of the boot you will polish first.
- Use a polishing cloth or other soft cloth wrapped around your index finger and dampened with cool water.
- You should work on one section at a time. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works into the boot. Continue with the circular motion until you can no longer see the circles formed by the polish.
- You will have to continue applying coats of polish in this way until the boots have a high gloss.
- Be patient, good boots take time.



Webbing



- Worn by guards, gun crews, band members, quartermasters and members of gangway staff while on duty, Chief Petty Officers, duty yeomen, duty buglers, members of side parties, and drill teams.
- Webbing consists of white web or plastic belt and white web gaiters which go around your ankles.
- White belts shall not be worn without gaiters.
- Gaiters shall be worn with the scalloped edges down, buckles to the outside, tab ends to the back and tucked into retaining loops.



Categories of Dress

Ceremonial Orders of Dress



C-1



C-1A

Occasion when worn

C-1, C-1A Ceremonial

- With medals
- No name tags shall be worn
- Formal ceremonies or parades
- Guards of Honor
- Church Service or parades
- Funerals
- C-1 for summer dress period
- C-1A for winter dress period

Service Orders of Dress



C-2



C-2A

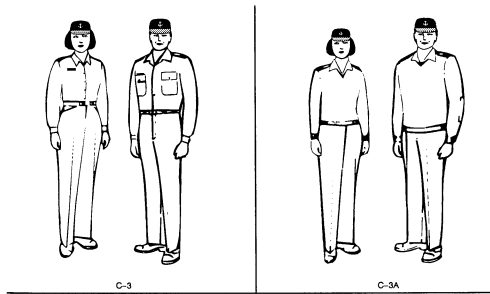


C-2B



C-2C

Routine Training Orders of Dress



Occasion when worn

C-2 Service

- Ribbons instead of medals
- Name tags shall be worn
- Weekly training at LHQ
- Divisions, parades and inspections
- Appropriate cadet social functions
- When travelling to and from SCSTCs
- Other occasions as ordered

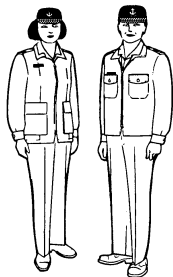
C-3, C-3A Routine Training

- Daily training at SCSTCs and exchanges
- Aboard HMC, DOT, Tall Ships and SCTVs
- Postman blue shirt instead of gunshirt with issue pants
- Other occasions as ordered

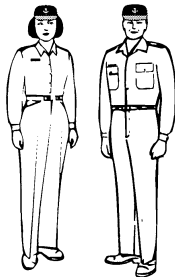
C-2A, C-2B Service

- C-2A for morning Colours and Divisions at SCSTCs
- May be worn inside the LHQ when authorized
- Not to be worn when travelling or outside of the cadet training area
- C-2A for wear during the summer dress period
- C-2B for wear during the winter dress period

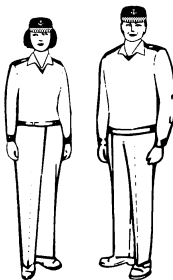
Sea Training Orders of Dress



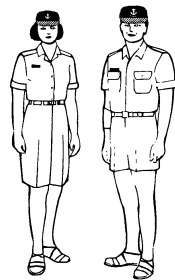
C-4



C-4A



C-4B



C-4C

Occasion when worn

C-4, C-4A, C-4B, C-4C Sea Training

- Aboard HMC and DOT ships only
- Naval combat dress
- C-4C for wear in tropical climates only

Badges

- Will be sewn on the cadet tunic neatly, using a thread which blends in with the material.
- **Rank badges (Able Cadet to Qualified Petty Officer First Class)** are worn on the upper left sleeve, centered midway between the shoulder seam and the point of the elbow.



Able Cadet



Leading Cadet



Rated Petty Officer
Second
Class



Qualified Petty Officer
First Class

Rank Badges (Rated Petty Officer First Class to Chief Petty Officer First Class) are worn on the lower left sleeve, centered midway between the bottom of the cuff and the point of elbow.



Petty Officer
First Class



Chief Petty
Officer Second
Class



Chief Petty
Officer First
Class

How do I get Promoted?

The Commanding Officer of your Cadet Corps is the only person who can promote you, but don't think that promotion is automatic. You have to work hard to get your rank. Prior to being promoted to PO1, CP02, or CP01 a merit review board will be formed in order to ensure the best cadets are promoted.

Able Cadet (AC)

In order to be eligible for promotion to the rank of AC, you must meet the following prerequisites:

- Hold the rank of Ordinary Cadet (OC).
- Have successfully completed Phase I from the LHQ program.
- Maintained a satisfactory level of dress and deportment.
- Be recommended by your Divisional Officer.

Leading Cadet (LC)

In order to be eligible for promotion to the rank of LC, you must meet the following prerequisites:

- Hold the rank of AC.
- Have completed Phase II from the LHQ program.
- Maintained a satisfactory level of dress and deportment.
- Must be recommended by your Divisional Officer.

Petty Officer 2nd Class (PO2)

In order to be eligible for promotion to the rank of PO2, you must meet the following prerequisites:

- Hold the rank of LC.
- Have completed Phase III from the LHQ program.
- Maintained a satisfactory level of dress and deportment.
- Must be recommended by your Divisional Officer.

Qualified Petty Officer 1st Class (QPO1)

In order to be eligible to be rated to the rank of QPO1, you must meet the following prerequisites:

- Hold the rank of PO2.
- Have completed Phase IV from the LHQ program.
- Maintained a satisfactory level of dress and deportment.
- Must be recommended by your Divisional Officer.

Petty Officer 1st Class (PO1)

In order to be eligible for promotion to the rank of PO1, you must meet the following prerequisites:

- Have passed the national PO1 Performance Check.
- Have held the rank of QPO1 for at least 6 months.
- Maintained a satisfactory level of dress and deportment.
- Be recommended by the Merit Review Board.
- There must be a vacancy on the corps PO1 establishment (10 percent of the registered strength can possess the PO1 rank).

Chief Petty Officer 2nd Class (CP02)

In order to be eligible for promotion to the rank of CP02, you must meet the following prerequisites:

- Have held the rank of PO1 for at least 6 months.
- Maintained a satisfactory level of dress and deportment.
- Must be recommended by the Merit Review Board.
- There must be a vacancy on the corps CP02 establishment (5 percent of the registered strength can possess the CP02 rank).

Chief Petty Officer 1st Class (CP01)

In order to be eligible for promotion to the rank of CP01, you must meet the following prerequisites:

- Have held the rank of CP02 for at least 6 months.
- Maintained a satisfactory level of dress and deportment.
- Be recommended by the Merit Review Board.
- There must be a vacancy on the corps CP01 establishment (Regardless of the size of a cadet corps, there is never more than one CP01).

Do you know what the Latin saying “A Mari Usque Ad Mare” found on the Chief Petty Officer First Class rank badge means? It translates to “From Sea to Sea”.

- **Qualification and appointment badges** are worn on the upper right sleeve centered midway between the shoulder seam and the point of the elbow. Qualification Badges are awarded upon successful completion of summer training courses and Appointment Badges are awarded at the corps to indicate which job you have.

Qualification Badges

Trade Course Badges



Sailing



Bandsman



Boatswain



Gunnery



Trade Level 1



Trade Level 2



Trade Level 3

Specialty Course Badges



Cook



Shipwright



Marine Engineer



Medical Assistant



Athletic Instructor



Aerospace Studies

Appointment Badges



Regulating Petty Officer



Ship's Writer



Stores Petty Officer



Staff Cadet



Drum Major



Chief Petty
Officer First
Class - SCSTC

- **Regulating Petty Officer** - This badge is awarded to a cadet, of not less than Petty Officer first class rank, upon appointment as Regulating Petty Officer of a corps and may be worn as long as the appointment is held. It is worn below your Qualification badge.
- **Ship's Writer** - This badge is awarded to a cadet upon appointment of Ship's Writer (Administrative Clerk). It may be worn as long as the appointment is held. This badge is worn below your Qualification badge.
- **Stores Petty Officer** - This badge is awarded to a cadet upon appointment of Stores PO of a corps. It may be worn as long as the appointment is held. This badge is worn below your Qualification badge.

- **Drum Major** - This badge is awarded to a cadet, not course qualified, upon appointment as drum major of a corps band. It may be worn as long as the appointment is held. This badge is worn below your Qualification badge.
- **Chief Petty Officer First Class** - SCSTC - This badge is awarded to a senior cadet, upon appointment as Coxswain of a Sea Cadet Summer Training Centre (SCSTC) and may be worn as long as the appointment is held. It is worn below your Qualification Badge.
- **Staff Cadet Badge** - This badge shall be worn on the upper right sleeve, 6 mm below the qualification badge, both badges being centred midway between the shoulder seam and the point of the elbow. It is awarded on completion of one or more years as a staff cadet at a Summer Training Establishment. Cadets returned to unit for disciplinary reasons shall not be granted the badge.

Proficiency Badges

Proficiency badges are worn on the lower right sleeve, directly above the upper seam of the cuff. They are awarded for attaining levels outside of summer training. With the exception of the first aid badge, only one proficiency badge may be worn. If the first aid badge is worn it shall be placed in the superior position 6 mm above the proficiency badge. You cannot wear a proficiency badge and qualification badge for the same thing together. A pip badge is worn below the proficiency badge to indicate the level you have attained.



Bandsman



Sailing



Emergency First Aid



Bugler



Communicator



Tall Ship



Scuba Diving



Standard First Aid



Seamanship



Marksman



Marksman



First Class Marksman



Expert Marksman



Distinguished Marksman

- **Bandsman** - The badge is awarded to a cadet, not course qualified, who passes a music level. There are 5 music levels to attain at a summer training establishment or at the LHQ. The level attained will be indicated directly under this badge with a service badge.
- **Sailing** - The badge is awarded to a cadet who attains a CYA sail level at the corps, sailing center, summer training establishment, or civilian organized sailing program. There are 6 levels to attain. White Sail I, White Sail II, White Sail III, Bronze Sail IV, Bronze Sail V, and Silver Sail VI. The level will be indicated below the badge with a service badge. E.g., “II” would indicate White Sail II. The sailing proficiency badge shall not be worn when a Sail qualification badge is worn. The qualification badge implies that the sail levels have been attained.
- **Bugler** - This badge is awarded to a cadet upon demonstrating, to the satisfaction of his Commanding Officer, the ability to sound the fifteen (15) “Sea Cadet Bugle Calls” as follows:
 - Reveille
 - Still (to halt all activity, for announcements or orders)
 - Alert (precedes all salutes)
 - Markers
 - Divisions
 - General Salute
 - Carry On
 - Hands to Classes
 - Duty Watch
 - Stand Easy
 - Secure (to cease work)
 - Liberty Men
 - Lights Out
 - Sunset
 - Last Post

- **Communicator** - This badge is awarded to a cadet who receives a Communicator level. There are 3 Communicator levels to attain upon passing a locally administered communications examination. A service badge (bars) is worn directly under this badge to indicate the level attained as follows:

Communicator Level Sea Cadet Semaphore Certificate

- Send a plain language semaphore message of 25 words at a rate of 8 words per minute (passing mark 92%).
- Receive a plain language semaphore message of 25 words at a rate of 8 words per minute (passing mark 92%).

Communicator Level 2 Sea Cadet Morse Code Certificate

- Send and receive in Morse by lamp 20 mixed letters and numbers at six words per minute (passing mark 95%).
- Send and receive in Morse by lamp 25 words of plain language at six words per minute (passing mark 95%).
- Send and receive in Morse by buzzer 25 mixed letters and numbers at eight words per minute (passing mark 95%).
- Send and receive in Morse by buzzer 25 words of plain language at eight words per minute (passing mark 95%).

Communicator Level 3 Sea Cadet Advanced Communication Certificate

- Send and receive semaphore at the Communicator Level I standard.
 - Send and receive Morse at the Communicator Level II standard.
 - Be able to identify naval flags and pennants (passing mark 80%).
 - Know the phonetic alphabet (passing mark 94%).
- **Tall Ship** - This proficiency badge is awarded to cadets that have completed a Tall Ship Deployment of not less than 4 weeks duration.

- **Scuba** - This badge is awarded to a cadet upon passing a scuba diving course offered as an optional activity for cadets.
- **Seamanship** - This badge is awarded to a cadet upon passing a seamanship course taken while serving on deployment in a vessel of the Canadian Navy, Canadian Coast Guard, or of another government department.
- **Emergency First Aid** - The Emergency First Aid badge is issued to cadets by the St. John Ambulance Association upon successful completion of an Emergency First Aid course at the LHQ level or at a summer training establishment. It is worn as a proficiency badge. If you also possess the Standard First Aid badge, it shall be worn instead of the Emergency First Aid badge, as it is the more superior.
- **Standard First Aid** - The Standard First Aid badge is issued to cadets by the St. John Ambulance Association upon successful completion of a Standard First Aid course at the LHQ level or at a summer training establishment. It is worn as a proficiency badge. If you also possess the Emergency First Aid badge, the Standard First Aid badge shall be worn, as it is the more superior.
- **Marksman** - Issued to cadets who complete the requirements as laid out in the Air Rifle Training Manual Classification Shooting Annex. The Standards include:
 - **Marksman**: Each group must be within a circle of 3 cm in diameter.
 - **First Class Marksman**: Each group must be within a circle of 2.5 cm in diameter.
 - **Expert Marksman**: Each group must be within a circle of 2 cm in diameter.
 - **Distinguished Marksman**: Each group must be within a circle of 1.5 cm in diameter.

- **Duke of Edinburgh Award Badges** shall be worn centered on the left breast pocket of the jacket. Only the most senior award held shall be worn.



Bronze



Silver



Gold

The Duke of Edinburgh's Award

The Duke of Edinburgh's Award Young Canadians Challenge is a challenge from His Royal Highness Prince Philip to young people between the ages of 14 and 25 to reach for their best and qualify for three separate awards (Bronze, Silver and Gold) through award activities arranged in four separate sections:

- services;
- expeditions and explorations;
- skills; and
- physical recreation.

International Declaration: "The Award concept is one of individual challenge. It presents to young people a balanced, non-competitive program of voluntary activities which encourages personal discovery and growth, self reliance, perseverance, responsibility to themselves and service to the community."

The criterion for earning an award is individual improvement through persistence and achievement, taking into account the participant's initial capabilities and without any element of competition between participants.

Participation must be entirely voluntary and the individual participant must be free to choose the activities from within the four sections (services, expeditions and explorations, skills, and physical recreation). There shall be no discrimination based on sex, race, religion or political affiliation.

This program is optional and tri-service. All voluntary activities of the participant may be used to reach the Program's objectives. Mandatory school and job activities cannot be used.

To become a participant in the program, the youth must register and complete the requirements for each level:

- **Bronze Award:** Be at least 14 years old and complete a minimum consecutive time requirement of 6 months;
- **Silver Award:** Be at least 15 years old and complete a minimum consecutive time requirement of 12 months for direct entrants or 6 months for participants who have completed the Bronze Award; and
- **Gold Award:** Be at least 16 years old and complete a minimum consecutive time requirement of 18 months for direct entrants or 12 months for participants who have completed the Silver Award.

Awarding of Pins and Certificates: Pins are relayed to the group leader upon approval by the provincial office for Bronze and Silver Awards and by the national office for Gold Awards. The group leader, in consultation with the corps CO, shall determine the time of presentation. Certificates shall be awarded as follows:

- **Bronze Award:** Certificates are presents at a ceremony organised by the corps. It is recommended that a respected member of the community or of the organisation be asked to make the presentation;
- **Silver Award:** The Lieutenant Governor alone presents this certificate at a ceremony he/she chairs every year. The provincial office organizes this special ceremony; and
- **Gold Award:** A national ceremony is organized following a specific request and subject to the convenience of the Royal Family or the Governor General. Only these persons may present Gold Award Certificates.

The Sea Cadet Program is an ideal way to achieve the levels of the Duke of Edinburgh Awards Program. Ask your officers if your corps participates in this amazing program.

National Cadet Marksmanship Championship



National Cadet Marksmanship Championship

Marksmanship is a mandatory program for all cadets (ages 12 to 18) across the country. Rifles and pellets, portable ranges, targets, and travel to provincial/territorial and national competitions are all funded by the Canadian Forces. Each year, thousands of cadets compete in both individual and team events at the following events:

- Zone Championship (February)
- Regional/Provincial Championship (March-April)
- National Championship (May)

Also, marksmanship activities are present at all the various Cadet Summer Training Centers and some courses such as the following are aimed specifically towards this program:

- Boatswain - Trade Group 1 (3 weeks)
- Boatswain - Trade Group 2 (6 weeks)
- Boatswain - Trade Group 3 (6 weeks)

Many former cadets have gone on to success in international events after graduating from the Cadet Program. Patrick Vamplew, Michael Ashcroft and Jean-François Sénécal are former cadets who have represented Canada at the Olympics.

Biathlon



Zone Cadet Biathlon
Championship



Provincial Cadet Biathlon
Championship



National Cadet Biathlon
Championship

Biathlon is a sport that enhances all aspects of cadet training from the development of leadership and sense of responsibility to becoming physically fit and promoting teamwork.

Biathlon is a directed optional training program for all cadets (ages 12 to 18) across the country. Cadet corps and squadrons are provided with rifles and ammunition for local training, and have access to regional loan pools for additional equipment such as skis and poles. Each year, hundreds of cadets compete in the following races provincial races and 118 of those biathletes from across the country attend the National Cadet Biathlon Championship:

- local or area championship (January)
- provincial or regional championship (February)
- national championship (March)

Cadet biathletes compete in the following series of individual and team races over a distance of five to eight kms depending on their gender:

- Individual race (Male 8km and Female 6km)
- Sprint race (Male 6km and Female 5km)
- Relay Race (5km)
- Patrol Race (5km)

Many former cadets have gone on to success with Biathlon Canada after graduating from the Cadet Program. Myriam Bédard, Nikki Keddie and Martine Albert are former cadets who have represented Canada at the Olympics.

Biathlon is a sport that enhances all aspects of cadet training – from the development of leadership and sense of responsibility – to becoming physically fit and promoting teamwork.

- **Service year badges** are worn on the lower left sleeve, directly above the upper seam of the cuff. They represent the number of years completed in Cadets. They are also used to indicate qualification levels obtained when worn with Trade Group badges and Proficiency badges.



- **Corps crest badges** are worn centered above the right breast pocket of the jacket, 6mm above it. If you are wearing a name tag, the name tag fits in the space between the tops of the pocket and the corps crest.



- **The Royal Canadian Sea Cadet Badge** is worn on each shoulder of the tunic with the upper edge of the badge as close as possible to the shoulder seam.

- **Corps Title Badge** is worn immediately below and in contact with the Royal Canadian Sea Cadet Badge.

Royal Canadian Sea Cadet / Corps Title Badges



- **Medals** are worn centered above the left breast pocket of the tunic, touching the top of the pocket.



Bravery Medal



Royal Canadian Humane Association Bravery Medal



Lord Strathcona Medal



Royal Canadian Legion Medal of Excellence



Navy League of Canada Award of Commendation



Navy League of Canada Award of Excellence



Army, Navy and Air Force Veterans in Canada Cadets Medal of Merit

Medals

Medals shall be worn on a cadet uniform for ceremonial occasions. For other occasions, the ribbon only shall be worn. In exceptional circumstances where a cadet has been awarded a CF medal which is not intended specifically for cadets, the cadet medals shall be worn over the right breast pocket and the CF medal shall be worn above the left pocket. A cadet shall be permitted to wear any medals attributed during time at a corps/squadron of another element. All cadet medals shall be 9.84 cm (3 7/8 inches) long when swing mounted and 10.16 cm (4 inches) when courtmounted. Those medals intended for cadets shall not be worn with CF dress.

Order of Precedence:

The order of precedence of cadet medals/ribbons is:

- a. Cadet Medal for Bravery
- b. Royal Canadian Humane Association Medals
- c. Lord Strathcona Medal
- d. Royal Canadian Legion Medal of Excellence
- e. Navy League of Canada Award of Commendation
- f. Navy League of Canada Award of Excellence
- g. Army, Navy, and Air Force Veterans in Canada Medal of Merit (ANAVETS)

Cadet Award for Bravery (Bravery Medal)

- National Award (Honour)
- Available to Sea Cadets, Army Cadets, and Air Cadets.
- The Cadet Award of Bravery may be awarded to a cadet who performs an outstanding deed of valour involving risk of his or her life in attempting to save the life or property of others.

- **Description:** This decoration consists of a circular silver medallion with ribbon. On the obverse, in relief, the head and shoulders of three cadets, one from each of the three elements, and below the words: FOR BRAVERY – POUR BRAVOURE. The ribbon, 1.5 inches wide (3.8 cm), is light blue in the center and is bordered on both sides by a vertical red stripe and then a vertical navy blue stripe.
- A metal bar at the top of the ribbon reads CANADA and a second metal bar at the bottom of the ribbon, to which the medallion is joined, reads CADET.
- The navy blue represents the affiliation between the Royal Canadian Sea Cadets and the Royal Canadian Navy, the red is for the affiliation between the Royal Canadian Army Cadets and the Canadian Army, and the light blue is for the affiliation between the Royal Canadian Air Cadets and the Royal Canadian Air Force.
- The Cadet Award for Bravery is presented with an accompanying certificate.

Royal Canadian Humane Association Bravery Medal

- National Award (Honour)
- Available to Sea Cadets, Army Cadets, and Air Cadets.
- Royal Canadian Humane Association medals and certificates are awarded for gallantry in saving or trying to save a life or lives. Cadets, Cadet Instructors Cadre (CIC) Officers and Civilian Instructors are eligible.
- A decision to grant medals and/or certificates is entirely the domain of the Royal Canadian Humane Association.

Levels of Recognition:

- **Gold Medal:** Granted where a person succeeds adroitly in saving a life or lives and loses his or her life in so doing, or in cases of exceptional heroism resulting in the saving of a life or lives.
- **Silver Medal:** Granted where a person attempts a rescue and loses his or her life in doing so, or where a person, in line of duty or not, displays special heroism beyond the call of his or her ordinary duty resulting in the attempt to save a life or lives.
- **Bronze Medal:** Granted in cases where a person is seriously injured as a direct result of saving a life or lives, or in unique cases of heroism where the rescuer put himself or herself at risk in the saving of a life or lives.
- **Honorary Testimonial Certificate:** Granted in any case where a rescuer saves a life or lives or for acts of heroism in attempting to save a life or lives.
- **In Recognition of Merit Certificate:** Granted in cases where a person saves or attempts to save a life or lives where no additional risk to the rescuer is involved but presence of mind and initiative are demonstrated.
- **Description:** The decoration consists of a circular medallion with the insignia of the Royal Canadian Humane Association of the obverse. The medallion is attached to a 1.5 inch (3.8 cm) wide royal blue ribbon. At the top of the ribbon, a metal bar reads “FOR BRAVERY”

Lord Strathcona Medal

- **National Award (Honour)**
- Available to Sea Cadets, Army Cadets, and Air Cadets.
- The Lord Strathcona Trust Fund Medal, most commonly referred to as the Lord Strathcona Medal, is the highest award, which can be bestowed upon a cadet in recognition of exemplary performance in physical and military training.

- The origin of the Strathcona Foundation dates back to 1909. Lord Strathcona was then the High Commissioner for Canada in London, England.
- Lord Strathcona's objectives in establishing his endowment were to:
 - a. encourage the improvement of the physical and intellectual capabilities of cadets; and
 - b. foster patriotism in cadets through the acquisition of good knowledge of military matters.
- The medal, the Certificate of Merit and the lapel pin are awarded by the Lord Strathcona Trust.
- Description: This decoration consists of a circular copper medallion with ribbon. On the obverse, in relief, is the effigy of Lord Strathcona. Below is the motto AGMINA DUCENS. On the reverse, the inscription "Strathcona Trust - Cadets du Canada" along the edge and "Honneur au mérite" at the centre. The ribbon, 1.25 inches wide (3.2 cm), has three vertical burgundy stripes separated by two vertical green stripes. This medal is presented with an undress ribbon.
- The medal shall be awarded to the most deserving cadet and not exclusively to the most senior or most popular. Awarding of the medal is to be based solely on the availability of a worthy candidate.
- The awarding of the medal is not mandatory; and an individual may only be awarded the medal once.

Selection Criteria: The recipient must have a complete knowledge of the activities of the cadet movement and must meet the following requirements:

- Have a high level of physical fitness;
- Have attended at least one summer training course of six weeks duration for Sea Cadets;
- Have qualified to a training level not below Petty Officer 2nd Class in Sea Cadets;

- Have met all requirements of their corps's mandatory training program and attended at least 75 percent of the scheduled training parades in the year of nomination;
- Have met all requirements of their corps's optional/support training program and participated in at least 50 percent of scheduled activities in the year of nomination;
- Have completed three years as a cadet; and
- Be regarded by peers and supervisors as exemplifying the model cadet.

Royal Canadian Legion Medal of Excellence

- National Award (Honour)
- Available to Sea Cadets, Army Cadets, and Air Cadets.
- The Royal Canadian Legion (RCL) Cadet Medal of Excellence is awarded in recognition for individual endeavours in citizenship, which meet or enhance the aims and objectives of the cadet movement. (The program is wholly sponsored by the RCL)
- Description: This decoration consists of a circular old-silver coloured medal with a ribbon. On the obverse is the insignia of the RCL. The ribbon, 1.5 inches wide (3.8 cm), is blue with a large gold median.
- Each cadet corps may award one medal per training year. The medal may be awarded only once to any one individual.
- The awarding of this medal is based upon a recognised national standard to maintain the prestige and value of the award throughout Canada. Awarding of the medal is optional.

Selection Criteria: The main objective in awarding the RCL Cadet Medal of Excellence is to emphasise the citizenship aspects of the cadet program. To be eligible for consideration, a cadet must meet the following conditions:

- Meet all requirements of the corps annual mandatory and optional training programs;

- Participate in a minimum of three community service events, in addition to those supported by the cadet unit through its LHQ program;
- Be regarded by peers and superiors as exemplifying the model cadet; and
- Enhance the cadet unit through:
 - (1) co-operation with peers and subordinates,
 - (2) comradeship,
 - (3) promoting goodwill and morale within the corps,
 - (4) aiding in the development of group identity and cohesiveness,
 - (5) Support and assist fellow unit members, and
 - (6) His or her involvement in the local community

Navy League of Canada Award of Commendation

- Presented by the Navy League of Canada
- Awarded by National Council to a Royal Canadian Sea Cadet and/or a Navy League Cadet who performs an outstanding act or deed in attempting to save the life or property of another.
- The award is in the form of a ribbon and a certificate.
- This award is separate and distinct from the Department of National Defense Certificate of Commendation, which may be awarded to a Royal Canadian Sea Cadet (QR (Cadets) 5.32 refers) but is awarded automatically to a recipient of DND Certificate of Commendation.
- Navy League Cadets who have received the Award of Commendation may continue to wear the ribbon on their uniform when they become Sea Cadets. Replacement ribbons are available on repayment to the National Office.

Navy League of Canada Award of Excellence

- Presented by the Navy League of Canada
- Award may be granted to Sea and Navy League Cadets who:
 - a. Achieved the rank of Petty Officer second class or higher;

- b. Have consistently set an outstanding personal example of dress and deportment;
 - c. Have demonstrated a thorough grasp of the facts and skills of cadet training, as indicated by promotion and other examinations; and
 - d. Have been recommended for the award by the Corps Commanding Officer, Branch, applicable Area Officer, and Division.
- The Navy League of Canada Award of Excellence is awarded only once to any individual.
 - The award is in the form of a medal and a certificate. A ribbon comes with the medal.
 - Nominees for National Sea Cadet and Navy League Cadet of the Year will automatically receive the Award of Excellence.
 - Navy League Cadets who have received the Award of Excellence may continue to wear the ribbon on their uniform when they become Sea Cadets. A replacement ribbon is available on repayment to the National Office.

Army, Navy & Air Force Veterans in Canada Cadets Medal of Merit (ANAVETS)

- National Award (Honour)
- Available to Sea Cadets, Army Cadets, and Air Cadets.
- The Army, Navy, and Air Force Veterans in Canada, as a legacy to its desire to promote excellence and awareness of the CCO, has established the ANAVETS Cadet Medal of Merit.
- Description: The decoration consists of a pewter-coloured medallion with ribbon. At the centre of the medallion is the centre portion of the ANAVETS insignia. Circling the insignia is written “Army Navy & Air Force Veterans in Canada” on one face and the French equivalent on the other face. Along the edge, there is a striped border of red, white and blue. The ribbon, 1 3/8 inches (3.5 cm) wide, is blue with two sets of thin vertical stripes of red and white. A metal bar at the top of the ribbon reads CADET

and a second metal bar at the bottom of the ribbon, to which the medallion is joined, reads MERITUM.

- The Sea Cadet candidates for the ANAVETS Cadet Medal of Merit medal will be nominated and selected from the Trade Group III and Specialty Training (Marine Engineering, Shipwright, Medical Assistant, and Cook) series of courses.
- No more than one medal will be awarded per SCSTC, where applicable. The medal should be presented by a representative of ANAVETS, or the Reviewing Officer on its behalf, at the final Graduation Parade at the SCSTC.

Selection Criteria: The following criteria shall be used as a basis for selecting medal recipients:

- Overall achievement on his/her course;
- Leadership qualities; and
- Performance on physical fitness during physical training and sports periods

In addition to all these instructions, there are also rules regarding jewelry (yes, you can wear some!), and hair (yes, you can have some!). All cadets are allowed to wear a wristwatch, a Medical Alert bracelet, and a maximum of two rings. Necklaces will not be worn in uniform. Female cadets can also wear a single pair of plain gold or silver stud earrings, centered in each earlobe.

When wearing civilian clothes on military installations while on duty, only one pair of unobtrusive earrings may be worn by female cadets. Male cadets shall not wear earrings or ear-sleepers on the ear while in uniform or on duty in civilian clothes. When wearing civilian clothes off duty, jewelry and accessories will preserve a conservative, disciplined, professional appearance.

What about body tattoos and body piercing? Cadets shall not acquire visible tattoos that could be deemed to be offensive (e.g. pornographic, blasphemous, racist) or otherwise reflect poorly on the Canadian Cadet Movement. Visible and non-visible body piercing adornments, with the exception of women's earrings and ear sleepers described above, shall not be worn by cadets either in uniform or on duty in civilian clothing.

If you are a male cadet, your hair must meet this standard:

- Neatly groomed.
- Taper-trimmed at the back, sides, and above the ears.
- Not more than 15 cm in length (when you remove your headdress, it cannot fall below the top of your eyebrows).
- Not greater than 4 cm in bulk at the top of the head.
- Styled so that it doesn't present a bizarre or exaggerated appearance (including color).
- Kept free from the neck to a distance of 2.5 cm above your tunic collar.
- Sideburns, moustaches and beards can be worn, but must meet the Sea Cadet dress regulations.
- Square back haircuts are allowed
- The shaving of all the hair on the head is permitted

Speaking of hair did you know that the Broadway musical "Hair" was the first musical to feature rock music instead of traditional showtunes? It opened April 29, 1968 and closed July 1, 1972 after 1742 performances

If you are a female cadet, you must meet this standard:

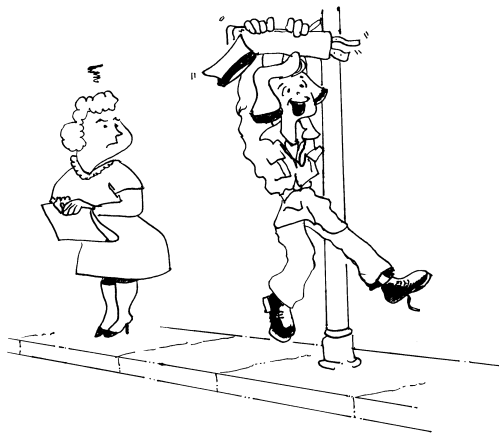
- Hair must be neatly groomed and not extend below the bottom collar of your tunic.
- Exaggerated, bizarre, or unusual hair colors are not permitted.
- Make-up worn must be limited.
- Ponytails may be worn only at sea provided it is safe to do so. Ponytails are not to be worn while alongside
- Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small, unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length, when gathered behind the head or braided, which does not extend below the top of the armpit
- With the permission of the Commanding Officer, you may be given 60 days to grow your hair longer for re-styling, during which time hair may extend below the lower edge of the shirt collar as long as you maintain a positive military appearance, and there are no safety considerations

If you are an aboriginal cadet, you must meet this standard:

- Long hair that does not extend below the lower edge of the shirt collar shall be styled neatly
- Long hair that does extend below the lower edge of the shirt collar shall be gathered behind the head with a small, unadorned fastener of a colour that blends with that of the hair itself, or the hair shall be braided
- Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small, unadorned fastener like above
- A single braid shall be worn in the centre of the back
- Double braids shall be worn behind the shoulders

- Hair shall be a maximum length when gathered behind the head or braided which does not extend below the top of the armpit
- If hair extends below the top of the armpit it will be tied up in order to conform with the above stated styles of wear. It does not need to be cut

It probably seems like there are a lot of rules to follow when wearing your uniform, but it is important that everyone strives to achieve the set standard. When you are in uniform, and in the public eye, people notice how you behave. Conduct such as chewing gum, slouching, smoking on the street and walking hand in hand is forbidden. You should wear your uniform with pride and always be on your best behavior. You are representing the Sea Cadet organization and that means giving the best impression that you possibly can.



Corps Officers and Cadets

When you first start parading with Sea Cadets you are probably trying to figure out “who’s who” in a big swarm of uniforms. Who are the officers? Who is the Coxswain? Who do I salute? Who is my Divisional Petty Officer? It might be confusing to you right now, but your corps is actually very organized in terms of **rank structure** and **chain of command**.

Ranks are awarded to cadets and officers based upon merit, time in, and completion of courses. They represent your relative place or position in the rank structure. When you first join the corps, you will be at the bottom, but with hard work, you can work your way up to the top.

The chain of command is used to pass information as easily as possible up and down the corps hierarchy. It can be compared to the rungs on a ladder that sit one atop another. Senior cadets stand on a higher rung than junior cadets do, but this doesn't mean that you are any less important. The chain of command is simply the best way of organizing people so that orders and information get passed down from one person to the next.

Your corps is run by a group of adults, known as officers. The officers are members of the military who are specifically trained to work with cadets in the following positions:

- **Commanding Officer** (CO) is the boss and is responsible for everything that happens at the corps.
- **Executive Officer** (XO) is responsible for the day-to-day activities and reports to the CO.
- **Administration Officer** (AdmO) handles all the paperwork and reports to the XO.
- **Training Officer** (TrgO) is responsible for all training and reports to the XO.
- **Supply Officer** (SupO) issues all supplies (including uniforms) and reports to the XO.

Ranks

You have probably noticed that your officers all wear gold braid on their uniforms, which indicates their rank. It is important for you to learn their rank structure to properly identify your officers. Each officer has a job to do and has received a rank, which is equivalent to the responsibilities of that job. As well, recognition of rank is important as a courtesy. Everyone likes to be addressed by his or her correct name and rank. When you address an officer, you call them by their rank and name, or ma'am or sir.

SUBORDINATE OFFICER

Naval Cadet

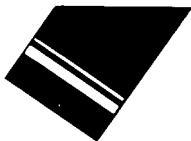


JUNIOR OFFICERS

Acting Sub-Lieutenant



Sub-Lieutenant



Lieutenant (Navy)



SENIOR OFFICERS

Lieutenant-Commander



Commander

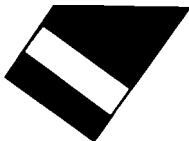


Captain (Navy)



FLAG OFFICERS

Admiral



Commodore



Rear-Admiral



Vice-Admiral



Admiral



Cadets also have ranks. When you first join the corps you will be known as a New Entry (NE). After you receive your basic training and uniform, you will be known as an Ordinary Cadet (OC). Neither of these ranks have badges, but at the end of the training year you will be eligible for your first rank badge of Able Cadet (AC). From here, you will progress through the cadet ranks, usually one each year, as follows:

- Leading Cadet
- Petty Officer Second Class
- Petty Officer First Class
- Chief Petty Officer Second Class
- Chief Petty Officer First Class

Look in your dress regulations for the cadet rank badges. As with officer ranks, it is important to learn the ranks of the senior cadets in your corps. When you address a Petty Officer or above, always use their rank and last name.

Saluting

So many ranks, so much to know! This brings us to the next question regarding ranks - who to salute? In the military, saluting is referred to as **paying of compliments**. We usually think of a compliment as a pleasing comment, but it means to salute when you are in uniform. The reason for saluting is, in one word, respect. A salute between military members is a sign of mutual trust and **respect**. It is a privilege granted to members of the service to use this form of greeting. For the same reason, the Cadet Organization follows this custom.

How to salute?

You will be taught how to properly salute at the corps. Salutes are given with the right hand, elbow bent, hand open, fingers together, and palm down. Bring your hand up to the corner of your right eye and keep your upper arm parallel to the ground. Watch yourself in a mirror until you get it right. Check out the Drill Chapter in this manual for further information, ask for help with your salute and practice, practice, practice!



When to salute?

Initially, it is hard to figure out when to salute, so you'll probably start off by saluting everyone, or no one at all. To help make it easier, try remembering these rules:

- Salute all commissioned officers (Acting Sub-Lieutenants and above).
- Salute when our National Anthem, or a foreign National Anthem, is played.
- Salute when the Canadian Flag (also known as the ensign) is raised or lowered.
- Salute when boarding or leaving any of HMC ships.
- Do not salute other cadets.

It is thought that saluting originated several hundred years ago when fighting men wore armor. In those days, when outside the safety of walled castles, people often had to defend themselves. Therefore, as the knight rode through the forest, he rode with his hand near his sword. When he met someone he recognized as a friend, he raised his empty hand to show he was not challenging the person. This action was a sign of trust and respect. Military saluting may have started in this way.

Did you know that salutes were once given with the palm turned so that you could see it? It was changed to hide the dirty and rope-burned hands of sailors. Did you wash your hands today?

Senior Cadet Appointments

Your first four years in the corps are spent learning various Sea Cadet skills. In your fifth year you will be given a job, or appointment, as a brand new Petty Officer First Class. Once you have passed the National Sea Cadet Petty Officer First Class examination, all of your hard work will pay off now as you assume new responsibilities. Perhaps you'll instruct some of the subjects you've learned, work in supply, be a Divisional Petty Officer, or help out in the ship's office. There are many opportunities available. If you look around your corps you'll see these different positions that your senior cadets fill:

- The **Coxswain** is the most senior cadet position available. He or she is responsible for all of the cadets in the corps.
- The **Regulating Petty Officer** works for the Coxswain and assists with disciplinary and administrative duties.
- The **Ship's Writer** is responsible for administrative matters which are handled by the Ship's Office.
- The **Training Petty Officer** helps out with the training program.
- The **Chief Boatswain Mate** is the Divisional Coordinator for the Seamanship Training Division.
- The **Gunnery Instructor** positions are filled by CPO's/PO's having completed the Gunnery Trade Group 3 course.
- The **Instructors** help teach at the corps level.
- The **Stores Petty Officer** helps out the Supply Officer in Supply.

Each corps is different and may have some of these positions, all of these positions, or even more. Take time to learn about the different positions your corps has to offer.

The Divisional System

You have probably learned by now that the group of cadets you fall-in with on parade nights is called a division. The Navy chose the name division because it signifies the division of the ship's company into manageable groups. It helps to ensure a fair and logical division of the workload, as well.

The cadet in charge of your division is known as the Divisional Petty Officer (DPO). Your DPO is the person that you talk to if you have any questions, concerns, or need information. If they can't help you, they will take your question to your **Divisional Officer** (DO). Your DO is the person in charge of your division and is there to take care of you. Do you know the names of your DPO and DO? What is the name of your Division?

It is important to know that your needs are taken care of. If your DO can't help you with a problem, that problem is taken to the XO, whom you have already learned is the second in command of your corps. If the XO cannot satisfactorily answer your concern, he or she will go the CO for assistance. If you ever feel you are being mistreated, or your question is of a serious private nature, you can tell your DPO you would like an appointment to speak to the CO. As the senior officer at your corps, your CO will always be there to help you. The process used for solving your problem is known as using the **Divisional System**.

As a cadet, you have the right to have your concerns brought to the highest authority, but all matters must start with your DPO. Hopefully your problem will be solved at the lowest level possible, but if not, it will be forwarded up through the chain of command until you are satisfied with the answer.

Did you know that the Divisional System became mandatory for the Navy in 1806? Inadequate pay, deplorable living conditions and food, and non-existent shore leave made for some very unhappy sailors. This system was developed to allow sailors to exercise their rights as individuals and is still in effect today.

Request Forms

A Request Form is a tool used in the divisional system for getting results. When you need answers for matters such as leave, rank, personal affairs, or stating a grievance, you fill out a request form.

Most routine matters are easily settled at the Divisional Officer level. You initiate a request form and your DO responds to it. When the request states a grievance, it will probably be passed up the chain of command to the XO or CO for action. This system is in place to help you and has worked well for many years.

The procedure for filling out a request form is as follows:

- Use pencil (pen on a ship is likely to run if it gets wet).
- Fill out all information on the form.
- In the request section, state whom you wish to see.
- Give the completed form to your DPO.
- Your DPO passes it up the chain of command.

Each corps has a different way of dealing with requests. Make sure you are familiar with how your corps handles request forms.

Request Form / Formule de demande (use pencil only / utilisez un crayon à la mine)			
Rank / Grade	Last Name and Initials / Nom et initiales	Division	
Request (be specific) / Demande (Préciser)			
Reason (Be Specific) / Raisons (Préciser)			
		Date	Signature
Divisional Officer / Officier divisionnaire			
		Date	Signature
Executive Officer / Commandant en second			
☐ Approved / Approuvée ☐ Not Approved / Refusée			
Information	☐ AdmO / Admin ☐ SupO / Appro ☐ TrgO / Instr	Action	☐ AdmO / Admin ☐ SupO / Appro ☐ TrgO / Instr

Expectations of You

So, you are starting to understand what it means to be a Sea Cadet. You've learned how to wear your uniform, what the rank structures are, and how the corps is organized. You've learned what you can expect from the corps, now what do we expect from you! There are qualities and attitudes that all Sea Cadets should strive to attain. We ask that you set the following goals for yourself:

- Be loyal and obey orders.
- Possess pride.
- Attend parades as often as possible.
- Support the corps.
- Stay in school.

These are attributes that will benefit you not only in Sea Cadets, but also with everything that you do in life. The skills that you attain will help prepare you for all future challenges.

Who supports Sea Cadets?

There are so many amazing opportunities presented to you in Sea Cadets that you must be wondering "how are all of these activities supported?" The Department of National Defence (DND) or Canadian Forces (CF), and The Navy League of Canada (NLC) both sponsor the Sea Cadet organization. They have formed a partnership that allows your corps to run the best program they possible can.

DND sponsors the mandatory activities within the Sea Cadet program. They provide the following support:

- Supervision and administration of cadet corps
- Training syllabus for cadets

- Grants and training bonuses
- Supplies (including uniforms)
- Transportation
- Officer training and pay
- Summer Training
- Mandatory training weekends

The Navy League of Canada forms a local committee at your corps, known as the Branch. The Branch is usually comprised of parents and adults who are interested in helping out your corps. They work hard to provide the following:

- *Optional* training activities, such as swimming, SCUBA, bowling, or citizenship trips
- Recruitment of officers and cadets
- Fundraising
- Supplies not provided by DND
- Transportation not provided by DND

You will probably be asked to participate in various fundraisers for the corps. It is important to help out with these activities as the money raised is used to fund activities that DND does not support. Think about some of the fun things your corps does. Maybe they run SCUBA courses, go bowling, or visit another corps. Perhaps you will travel to another province, charter a tall ship, or purchase instruments for your band. This is the type of support your Branch provides, so be sure to do your part when asked to help.

Naval Terminology

Did you know that the Navy has a different word for almost everything in a ship? For example, if you heard “cast off the bow line” in a ship would you know to “throw the front rope”? We have adopted this unique terminology for use in the Sea Cadet program. When we parade with our corps, we

parade in a “ship” and the following terms are probably used. These are the only ones you have to know. Your corps may have more:

- **Gash-can** is the garbage can.
- **Stand easy** is a break.
- **Secure** is to close up, put away gear.
- **Duty watch** is a division selected on a rotational basis to look after corps preparation and clean up.
- **Heads** are the toilets.
- **Out pipes** are a pipe indicating the commencement of classes or the end of stand easy.
- **Scran locker** is the lost and found.
- A **pipe** is a sound produced from the boatswain call, the notes played have a specific meaning.
- **Colours** is the ceremony of hoisting the national colours, usually in the morning or at the beginning of the training day.
- **Liberty boat** is when all cadets are dismissed for the day and may go ashore.
- **Bulkhead** is a wall.
- **Deck** is a floor.
- **Ship's company** is the complement of a ship (this would include a Sea Cadet Corps).
- **Sunset** is the ceremony of lowering the national colours at the end of the training day.
- **Gangway** is any recognized entrance to, or a passageway, or traffic route within a ship.
- **Galley** is the ship's kitchen.
- **Boatswain's stores** is a storeroom for cleaning gear.
- **Pipe down** is an order meaning to keep quiet.
- **Kye** is a hot chocolate drink.
- **Coxswain** is the senior Petty Officer in a ship.
- **Belay** is to make fast a rope; or to cancel an order, as in “Belay that”.
- **Aye aye ma'am/sir** means “order understood and I will obey,” an appropriate response to an order from an officer.

Have you ever wondered why we use naval terminology? Because the living and working environment onboard ship is unique, a unique set of terms has developed that is used in everyday life at sea. This is why the parts of a ship have different names from their shore equivalents. This special language should be used as much as possible at your corps. It will help to give your corps a feel of being on a ship and of being part of a very special group.

Terminology today is closely related to that of the Royal Navy. This is because the officers and sailors who founded our Navy came with Royal Navy experience. Today we are becoming ever more distinctly Canadian. Within Sea Cadets, we strive to add naval flavour to our program.



Some customs and traditions are no longer appropriate for use in the Navy or the Sea Cadet program. Because our cadets come from a diverse background of ethnicity, religion, race, and colour we should employ traditions and customs that include all groups in society, without offending any. Tradition must not get in the way of progress.

Speaking of progress, did you know that the House of Commons Pages once had a height restriction? Parliamentarians were concerned that boys taller than 5 feet 6 inches would block their views during debates, so tall boys were automatically out of the running. In 1978 this was changed to welcome boys and girls of any height from across Canada.

Try further enhancing your naval terminology vocabulary by familiarizing yourself with the following terms:

Abaft	Further aft than; never use the term “Aft of”
A’cock-bill	Anchor clear of the hawse pipe, up and down and ready for letting go
Adrift	Absent, late
Aft	In the direction of the stern
Ahoy!	A call for attracting attention between nearby ships or boats.
All standing	To bring to a sudden or unexpected halt
Aloft	Above
Athwartships	In a direction from side to side in a ship
Avast	An order to stop
Awash	Level with the surface of the sea
Back up	To assist in holding
Barge	A flag officer’s boat
Batten down	To secure closed or shut

Beach	Shore or ashore
Beam end	When a ship is completely on her sides; confusion
Bear a hand	An order to assist
Below	Down
Berth	A place to sleep or for a ship to secure to
Between decks	Any space below the upper deck and inside a ship
Bilge	The very bottom of a ship's hull; also nonsense
Bitter end	Inboard end of ships anchor cable
Board	The old name for the side of a ship. To board and enter means to enter a ship (forcibly) "Inboard" means inside the ship, "Outboard" outside the ship, "Starboard" means right side and "Larboard" (Port) means left side
Boot topping	The black band around a ship at the waterline
Brick	A shell (in gunnery)
Brightwork	Polished metal fitting, often brass
Broach	To unintentionally swing the ship around broadside to a wave
Broadside	The full side of a ship
Brow	A gangway between two ships or from ship to shore
Bullrin	The large fairlead at the bow for passing out hawser or cable
Bumboat	A civilian boat that comes alongside to sell merchandise

Butt end	The largest end
Cant	To incline away from the upright position
Capsize	To overturn
Carried away	Removed or lost due to sea or wind action breaking items from the ship
Cast off	To let go
Check away	To pay out a rope or wire under control
Chock-a-block	Full, no room to put anything else in
Clean	To change from one type of dress to another
Clear	Free; unobstructed; to make free
Cleat	A piece of metal or wood with two horns, around which ropes are made fast
Crest	The highest point of a wave
Derelect	A ship, abandoned by her crew, but still afloat
Dhobeying	Laundry - and hence DHOBWALLAH - Person doing the ship's laundry
Dip	To lower temporarily; to pass under
Dowse	To put out a light or fire
Drag	To pull along the seabed to recover something
Drown	To drench or saturate
Easy	Carefully or slowly
End for end	The reverse position
Eyes of the ship	The extreme forward end
Fair	Favourable or unobstructed

Fake out	To lay a wire or rope on the deck in a wide zigzag pattern, so that it is free for running
Fathom	Nautical measure, 6 feet
Fiddle	Fitting on a table to keep mess utensils from sliding in bad weather
Fleet	A general term meaning the ships of a navy
Flotsam	Any floating cargo, stores, or damaged equipment which have floated off a wrecked or damaged vessel
Forepeak	The compartment farthest forward in a ship
Foul	To entangle; obstruct
Founder	To sink
Freshen the nip	To shift the point where a bight of wire or rope makes contact with a block or pulley
Furl	To fold or roll up an awning or sail
Grapnel	A pronged hook for retrieving gear over the side or for dragging the bottom
Grog	Traditional Navy drink
Handsomely	Slowly, carefully
Haul taut	To pull tight
Hawse pipe	The pipe where the anchor cable runs out from the ship
Holiday	A gap or space; area missed when painting
Hulk	A vessel in use but condemned for sea service

Irish pennants	Rope yarns or loose stray rope ends
Jetsam	Stores or equipment deliberately thrown over side to lighten ship
Jettison	To cast overboard
Junk	Old rope
Jury rig	Temporary, make shift device
Judas	Halyard hanging loose from aloft
Killick	Leading Seaman
Labour	A ship labours when she pitches and rolls heavily
Landfall	First sight of land after a sea passage
Lay Up	To take a ship out of service; (storage)
Lee	Opposite side to that upon which the wind is blowing
Lie To	To be as stationary as possible in a gale with the wind and sea ahead
Make and mend	Half day during working week that was originally set aside to repair and replace kit, it is now an opportunity for recreation
Mess traps	Food utensil kit
Overhaul	To overtake; to examine and repair; to haul apart the blocks of a tackle
Port	A viewing window or opening in the ships side
Proud	Sticking out, not in line
Rake	To lean or incline from the upright

Range	To layout rope or cable
Refit	To repair
Roundly	Rapidly or fast
Run down	To ram, by accident or purposely
Scend	Ship rising and falling bodily on crests and troughs of waves as opposed to pitching
Scotchman	Material used to prevent chafe
Sculling	To leave lying about or unattended
Scuttle	A round port hole
Secure	To make fast; to stop work
Shipshape	Neat and tidy
Shot mat	A heavy rope mat used to protect surfaces from heavy impact. Most commonly used to protect decks from heavy weights, i.e. During cargo transfer or ammunitioning or during refueling evolutions
Sister ships	Ships of the same class
Silent hours	Hours between lights out and calling the hands, only emergency pipes are made
Skulk	To avoid duty-usually in the sense of hiding
Slops	Replacement uniform clothing and hence the Base Clothing Stores
Snub	To stop suddenly a rope or cable
Snug	Properly secured; tight
Spell	Period of time
Spindrift	Spray blown from the crests of waves

Spurn-water	A low metal or wooden coaming around the outboard edge of decks to prevent dirty water running down a ship's sides
Square one's own yardarm	To put oneself in the right without regard to others
Stanchion	A supporting post for a guardrail, etc.
Stevedore	A harbour labourer employed to stow cargo in a ship
Stone frigate	A Navy shore establishment
Stove-in	To break or make a hole in
Stow	To put away
Strike	To haul down
Sullage	Wet garbage
Surge	To handle a rope on a turning drum so that it remains stationary
Swallow the anchor	Retire from the Navy or sea going life
Taut	Tight; to haul taut
Take charge	To get control of
Trick	A short spell of duty on a particular job
Two blocks	When the blocks of a tackle meet
Uckers	Naval name for the game of LUDO (like Parcheesi)
Veer	To pay out a line, wire, or cable
Walk back	To pay out line by keeping the line in hand and walking instead of letting go
Work ups	To exercise the officers and crew of a ship in all their duties

Summer Training

One of the really great opportunities within the Sea Cadet Program is participating in summer training, conducted at Sea Cadet Summer Training Centers (SCSTC's). There are a number of SCSTC's all across Canada that conduct different training courses. You are eligible to apply after you have completed your first year with the corps.

Summer training courses are completely funded and supported by DND. Your transport to and from the SCSTC, food and accommodations, uniforms, training, and (hopefully!) a good time are all provided for you. During your course you will learn a variety of different skills and abilities that will help you at the corps level. Each year you go you learn a little bit more until you can actually teach what you have learned! There are different courses, or **Trade Groups**, that you can apply for:

- **General Training** is the first course that you will attend. You must have completed Phase I training at the corps. It is a two-week introduction to SCSTC life while offering you an insight into the four different Trades of Boatswain, Gunnery, Sailing, or Music available for choice in future training. This course includes sailing, drill, canoeing, outdoor adventure training, camping, air rifle familiarization and music introduction.
- **Trade Group One** is the second course that you will attend. You must have completed Phase II training at the corps. At this time you will choose a “trade” that interests you, either Boatswain, Gunnery, Sailing, or Music. These are three-week courses where you will learn the basics of the trade you have chosen.
- **Trade Group Two** is the third course that you will attend. You must have completed Phase III training at the corps. It is a six-week course that

teaches you advanced skills in the trade that you have chosen and how to be a leader.

- **Trade Group Three** is the fourth course that you will attend. You must have completed Phase IV training at the corps. It is a six-week course designed to make you an instructor in the trade that you have chosen.

You're probably wondering what exactly are Boatswain, Gunnery, Sailing, and Music. Here is a description of each course:

The Boatswain Trade is designed to provide you with skills in seamanship, small boat maintenance, small boat operation and marksmanship training. Cadets applying for this Trade must show an interest and aptitude for small boat repairs and firing the air rifle. Successful completion of this Trade awards cadets with Standard First Aid, Coast Guard License, VHF Radio Operator License, and Rifle Coach. The subjects include:

- Shipboard Care and Maintenance
- Shipboard Duties
- Boatswain Call
- Naval Communication
- Rope Work and Rigging
- Anchoring
- Berthing Parties
- Survival at Sea
- Damage Control
- Shipboard Fire Fighting
- Shipboard Ceremonial
- Whaler Pulling and Sailing
- Motorboat Operations
- Small Boat Care and Maintenance

- Marksmanship Training
- Sea Phase - 3 to 6 days on a Sea Cadet Training Vessel
- Sports Periods
- First Aid Training
- Instructional Technique Training
- Leadership Training

The Gunnery Trade is designed to provide you with skills in adventure training, physical fitness training, drill and ceremonial. It is a physically demanding Trade and cadets must be prepared to meet the challenges of the courses, including a 5-day outward bound. Cadets applying for this Trade must show an interest and aptitude for precision drill and physically challenging activities. Successful completion of this Trade awards cadets with Standard First Aid, VHF Radio Operator License, and Canoe Instructor. The subjects include:

- Bush Adventure Training
- Drill without Arms
- Rifle Drill (Lee Enfield Rifle)
- Cutlass Drill
- Colour Drill
- Naval Field Gun Drill
- Drill Commands
- Map and Compass
- Naval Ceremonies
- Physical Fitness Training
- Radio Procedures
- Search and Rescue
- Field Exercise - 3 to 6 days in the bush
- Sports Periods
- First Aid Training

- Instructional Technique Training
- Leadership Training

The Sail Trade is designed to provide you with skills in dinghy sailing. Cadets applying for this Trade must show an interest and aptitude for sailing in small boats and also be comfortable in and around the water. Successful completion of this Trade awards cadets with Standard First Aid, Canadian Yachting Association Bronze Sail V and Sail Instructor. The subjects include:

- Canadian Yachting Association Sailing Levels
- White Sail I, II & III
- Bronze Sail IV & V
- Assistant Sail Instructor (Green Level)
- National Coach Certification Program Level I - Theory
- Canadian Life Saving Society - Boat Rescue Training
- Canadian Life Saving Society - Life Saving Fitness (Swimming) (Bronze Level)
- Powerboat Operation
- Sports Periods
- First Aid Training
- Instructional Technique Training
- Leadership Training

The Music Trade The Music Trade is designed to provide you with skills in music training. Some of the finest musicians in the country provide the quality instruction for this Trade. Cadets applying for this Trade must show an interest and aptitude for developing their musical ability. The level of music instruction is equivalent to the Royal Conservatory of Music standards. Successful completion of this Trade awards cadets with Musician Levels from Basic up to Level V. The subjects include:

- Band
- Music Level Basic

- Music Levels 1 to 3
- Instrument Maintenance
- Technique
- Intonation
- Ear Testing
- Sight Reading
- Music Theory
- Band Drill
- Ensemble
- Conducting
- Sports Periods
- First Aid Training
- Instructional Technique Training
- Leadership Training

In addition to the four Trades, there are specialty courses that are also offered. They include:

- The 6-week **Cook** course is designed to familiarize cadets with the operation of a large galley (kitchen). Successful completion enables cadets to assume the responsibilities of a cook on a Sea Cadet Summer Training Vessel (SCSTV), as well as at the corps on local training exercises. Cadets applying for this Trade must show an interest and aptitude for cooking.
- The 8-week **Marine Engineering** course is designed to teach basic knowledge of machinery systems used on SCSTV's. It enables cadets to serve as watch-keepers in the engine room and to run these spaces in an orderly and efficient manner. Cadets applying for this Trade must show an interest and aptitude for academics. Successful cadets will achieve their watchkeeping ticket.

- The 6-week **Medical Assistant** course is designed to produce a cadet who is capable of assisting qualified Canadian Forces Medical Assistants in a Sickbay or Hospital at a SCSTC, as well as carrying out the duties of a First Aid Attendant. Cadets applying for this Trade must show an interest and aptitude for the medical profession.
- The 6-week **Shipwright** course is designed to prepare the cadet for a role as a member of boatshed, either at the SCSTC or corps. The cadet will be able to maintain and make minor repairs to the hulls, spars, sails and rigging of small boats. Cadets applying for this Trade must show an interest and aptitude for small boat repairs.
- The 6-week **Athletic Instructor** course is designed to develop the skills required to implement and teach a physical training program both at the corps and SCSTC. Cadets must be physically fit and free from any limiting disability or medical condition that would preclude their active participation in a wide variety of sport activities of a demanding nature.
- The 3-week **Aerospace Studies** course is a unique course conducted at Fort Saint-Jean in St Jean, Quebec. The course is designed to familiarize cadets with the scientific, technical and human aspects related to exploration and development of space. It also prepares cadets to face the challenges of an advanced specialty course by giving the opportunity to put to practical use the skills and knowledge learned to solve theoretical problems. Cadets applying should have the interest in the sciences and aptitude to complete a highly academic course.
- The 6-week **Silver Sail** course is designed to produce sailors with the Canadian Yachting Association Silver Sail VI level of certification. Cadets applying for this course must have their Bronze Sail V and show an interest and aptitude for learning the racing techniques associated with dinghy sailing.
- The 6-week **Advanced Music** course is designed to provide cadets with advanced music skills. Cadets applying for this course must have their Musician Level III and be prepared to achieve their Musician Level IV or V.

These six week courses are designed to give you the skills to work at a SCTV and can be taken after Trade Group Two. If you are interested in cooking on a vessel, fixing a diesel engine on a YAG, working in sickbay, fixing boats, or athletics, think about taking one of these specialty courses.

To apply for summer training, you are required to fill out a form called a CF51 (camp application). It requires information from you, your parents, and your Commanding Officer. This form is then forwarded to your Area Cadet Officer (Sea), who makes the final selections.

The summer training program is set-up so that you will take one course each summer. After you have completed all of your “trades training” you are eligible to apply for staff at a SCSTC and actually get paid. SCSTC’s are hard work, but the friends you will make, and good times you will have, are well worth the effort.

Conclusion

You have now been given all the basic tools needed to serve within a Sea Cadet corps. With practice, all of these skills will become less awkward and before long you’ll be another “salty old dog” at the corps.

Let’s see how much you have learned in this chapter, by completing the following quiz:

1. List the three aims of the Sea Cadet program:

A. _____

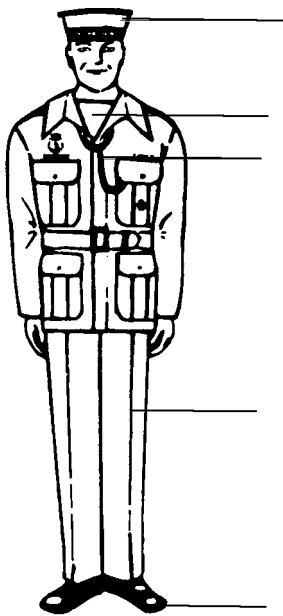
B. _____

C. _____

2. Check off the items you might find in Standing Orders.

- ☐ Chain of Command
- ☐ Out of Bounds Areas
- ☐ Routine and Dress
- ☐ Conduct and Discipline
- ☐ How to stand
- ☐ Items of general interest
- ☐ Food menu
- ☐ Fire Orders
- ☐ Corps Procedures

3. Name the parts of the uniform by filling in the blanks:



4. Draw a line matching the rank with the correct name.

Able Cadet



Sub-Lieutenant



Chief Petty Officer First Class



Rated Petty Officer First Class



Naval Cadet



Leading Cadet



5. Circle the Following Statements as True or False.

- A. The Chain of Command is used to pass information as easily as possible.

True False

- B. The Training Officer is responsible for everything that happens at the corps.

True False

C. You should always salute higher ranking cadets.

True False

D. The Divisional System is used to help solve problems you might have.

True False

E. Sea cadets are sponsored by DND and the Navy League of Canada.

True False

F. You have to pay to go to summer camp.

True False

6. Who fills the following positions in your corps?

A. Commanding Officer

B. Executive Officer

C. Training Officer

D. Administration Officer

E. Supply Officer

F. Coxswain

CHAPTER TWO

PERFORMANCE OBJECTIVE 402

DRILL

Just when you thought you had it all figured out. You've learned how to look like a Sea Cadet, talk like a Sea Cadet, and now we want you to move like a Sea Cadet. This is done by teaching you a series of standing and marching maneuvers, known as drill. By now, you will have fallen in with your division, taken a few drill classes, and practiced on your own. This chapter is designed to help you improve your own personal drill, but the best way to learn is by doing, so just do it!

It is interesting to note that military drill originated to move troops during battle. Fighting had to be done rapidly and efficiently if they wanted to stay alive. By practicing these movements beforehand, it was found they could perform better in the stress, noise, and confusion of the battlefield. They also discovered that drill was an excellent way of developing physical coordination, teamwork, and team spirit (*esprit de corps*). These values are still an important element of teaching drill today.

Amazingly, drill can be FUN. At first, you may feel awkward or uncoordinated. Don't worry, these are common feelings for a cadet who is just beginning to learn drill. Gradually, as you get the hang of it, you will begin to feel a sense of satisfaction in getting it just right. As you work with the rest of your division to perfect your drill movements, you will begin to feel a sense of pride in yourself and your cadet corps.



The information in this chapter is meant to help you with your drill. Don't worry about reading it before you learn the drill in each section. If you have questions about your drill classes, be sure to ask your instructor. If you still have questions, or if you want to refresh your memory at home, you should turn to this chapter for help.

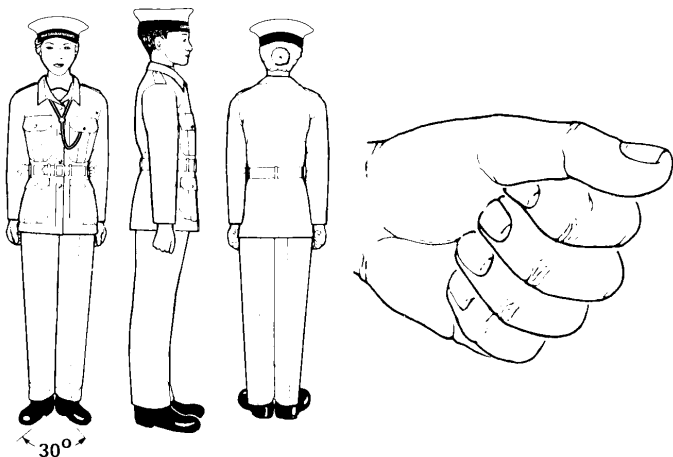
The Standard Pause

Some drill movements require a standard pause to be observed. This means that while performing a drill movement you will hold your position for a precise period of time without moving. This pause allows you to perform movements precisely. The standard pause is equal to two beats of quick-time or forty moves per minute. You will learn to recognize the length of the standard pause by listening to the beat of the base drum or your instructors as they call out the time.

Do you know why quarterbacks snap with the exclamation “hut!” in football? It is taken from army drill where the drill sergeant calls out “hut 2-3-4” when marching.

STANDING DRILL

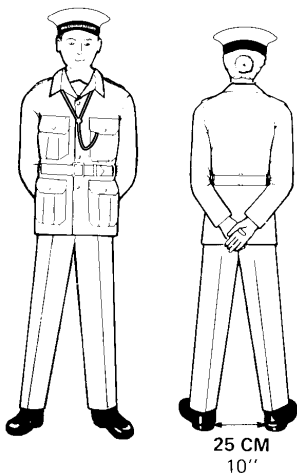
Position of Attention



The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important as the position is adopted by officers and cadets when addressing a superior:

- Heels together and in line.
- Feet turned out to form an angle of 30 degrees.
- Body balanced and the weight evenly distributed on both feet.
- Shoulders level, square to the front.
- Arms straight to the side with elbows and wrists touching the body.
- Head held erect.
- Looking straight to the front.

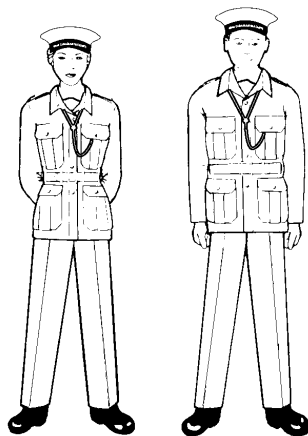
Position of Stand at Ease



The stand at ease is an intermediate position between attention and stand easy. It allows no movement, but can be maintained, without strain, for a longer time than the position of attention.

- Place heels 25 cm apart.
- Body weight evenly balanced on both feet.
- Arms behind the back.
- Palm of the right hand in the palm of the left hand.
- Thumbs crossed.
- Head held erect.
- Looking straight to the front.

Position of Stand Easy

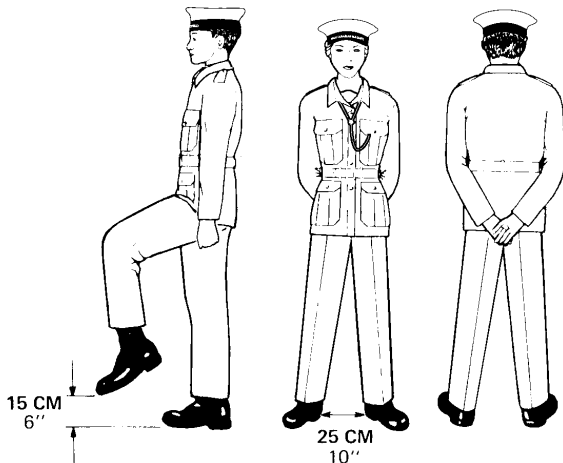


Stand easy is ordered when it is time for the division to relax. This command is only given when the division is in the position of stand at ease.

- Close the hands.
- Arms held to the sides as for the position of attention.
- Standard pause.
- Relax.

It is important that you do not strain your body in any of these positions. If you tense up you place extra stress on your body and risk becoming faint, nauseous, or actually passing out. Relax, and don't forget to breathe!

STAND - AT - EASE from Attention



- Carry the left foot to the left.
- Straighten it in double time.
- Place heels 25 cm apart.

- Simultaneously move arms behind back.
- Put the right hand in the palm of the left.
- Cross thumbs and extend fingers.
- Balance body evenly on both feet.

STAND - EASY from Stand at Ease

- Close your hands and bring your arms to the position of attention.
- Observe a standard pause.
- Relax - no talking or moving your feet.

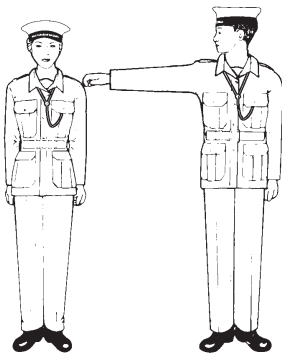
ATTEN - TION from Stand at Ease

- Lift left leg.
- Place foot on ground with heels aligned.
- Feet at 30 degree angle.
- Move arms to the position of attention.
- Place thumbs in line with seam of pants.
- Hold head straight.
- Keep eyes to the front.

Right Dress

A division is dressed so that it looks sharp and well ordered. Dressing ensures that there is proper spacing between members from front to rear and side to side. Two orders are used to accomplish the dressing of the division. The first is “RIGHT DRESS”, which is done in three movements, with the standard pause between each movement. The second command is “EYES FRONT”, which is one step.

On the command **RIGHT - DRESS:**



- The right-hand cadet of the front rank stands fast.
- The remainder take a 40 cm pace forward by firing the left foot forward, bending the right knee, and adopting the position of attention.
- Standard pause.
- The right file of cadets stand fast.
- The remainder turn head and eyes to the right as far as possible without straining.
- At the same time, members of the front rank, except the right-hand cadet, fire their right arms to their full extent behind the shoulder of the cadet on the right. The hand is closed as in the position of attention, with the back of the hand facing up, and the arm parallel to the ground.
- Standard pause.
- The right-hand cadet of the front rank stands fast.
- The remainder take up correct alignment, distance and covering by taking short quick paces until in the correct position. Movement starts with the left foot.

On the command, EYES - FRONT, you shall snap your head and eyes to the front and cut the right arm smartly to the position of attention, without slapping the thigh.

Closing to the right (left)

Closing to the right or left is used to move the division sideways. It is only used when the distance to move is less than eight paces. When the distance is greater, the division shall be turned and marched the required distance.

On the command ONE PACE(S) RIGHT CLOSE - MARCH, you shall:

- Bend your right knee, carry your foot to the right and place it smartly on the ground with the inside of the heels one side pace, 25 cm, apart.
- Balance the weight of the body evenly on both feet.
- Keep the arms still at the sides.
- Shift the weight of the body to the right foot, bend the left knee and place the left foot smartly by the right to assume the position of attention.
- Each pace has a count of one - two with a pause in between each pace.
- On the command, ONE PACE(S) LEFT CLOSE - MARCH, the drill as outlined above is followed except that the details of moving the feet and direction are reversed.

Roll Call

On the command, ATTEN - TION/ANSWER TO YOUR NAME/STAND AT - EASE, you shall come to attention as your name is called and answer in one of the following ways:

- “Ma’am” if the person calling the roll is a female officer or “Sir” if the person calling the roll is a male officer.
- “Chief” when the roll is called by a Chief Petty Officer First or Second Class.

- “PO” when the roll is called by a Petty Officer First or Second Class.
- “Present” if the person calling the roll is below the rank of Petty Officer Second Class.
- When the roll call is supervised by a person senior in rank to the person calling the roll, you shall answer to your name with the correct response for the rank of the supervisor.
- When a senior is in the ranks and roll is called by a junior with no senior rank supervising the roll call, both shall use the other’s rank title in calling and answering the name.

Stand at ease after answering.

Numbering

Numbering is used to designate individuals in the division and determine the number of cadets on parade. When a division hears the command, DIVISION - NUMBER:

- The front rank only shall count off from right to left, the right-hand cadet calling out ONE and the next TWO, and so on.
- Maintain head and eyes to the front.
- Have no pause between numbers.
- If in the centre or rear rank, take the number of the front rank individual being covered.
- When an error in numbering occurs, the command AS YOU WERE followed by the last correct number called out, may be given. The cadet so designated repeats the number and the numbering drill continues. If the command AS YOU WERE, DIVISION - NUMBER is ordered, the division will renumber from the beginning.

Proving

Proving is used to identify the flank cadet when the division is being divided into several groups. It may be used by cadets to identify themselves, such as during a roll call. The division may be numbered prior to proving.

- On the command: NUMBERS _____, _____, _____, PROVE, the cadets designated will raise their left forearm parallel to the ground, keeping their left elbow close to the body and the hand closed as for the position of attention.
- On the command, ATTEN - TION, the cadets who proved will adopt the position of attention.

Fall-in on Parade

Prior to being fallen in on parade, your division will form up in three ranks at the edge of the parade deck and stand at ease. Your Divisional Petty Officer shall proceed onto the parade deck and halt three paces in front of where the marker is to fall in. The marker is the right-hand person of the front rank. On the command, MARKER, the marker shall:

- Come to attention and observe the standard pause.
- March in quick time to a position three paces in front of, and facing the Divisional Petty Officer.
- Halt and remain at attention.

Your DPO will then turn right and march to a position three paces in front and centre of where the division will fall in. On the command, FALL - IN, the division shall:

- Come to attention.
- Observe the standard pause.

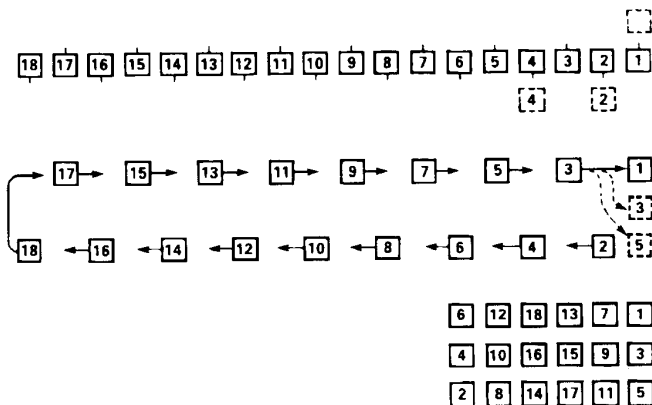
- March onto the parade deck, and halt to the left of and covering the marker.
- Remain at attention. The DPO shall then proceed as required, e.g., OPEN ORDER - MARCH, RIGHT - DRESS, EYES - FRONT, STAND AT - EASE.

Size in Three Ranks

Sizing is used in a division to align individual members' heights for aesthetic balance and give the best general impression to a spectator.

On the command TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK - SIZE, you shall:

- Turn right, observe the standard pause, and arrange yourself according to height, with tallest on the right and shortest on the left, in single rank, shoulder to shoulder dressing and covering off front to rear.
- On the command DIVISION - NUMBER, you will proceed as previously learned.
- On the command EVEN NUMBERS ONE PACE STEP BACK - MARCH, the even numbers shall step back one pace.
- On the command NUMBER ONES STAND FAST; ODD NUMBERS RIGHT, EVEN NUMBERS LEFT - TURN, the division shall act as ordered.
- On the command REFORM THREES, QUICK - MARCH:
 1. The right file shall stand fast.
 2. The remainder of the odd numbers shall march forward and form up on the left of the number one of each rank.
 3. The even numbers of each rank shall wheel around to the right and follow the odd numbers of their respective rank.
 4. When you arrive in your new position, you shall halt at arm's length interval, observe the standard pause, turn left and remain at attention.

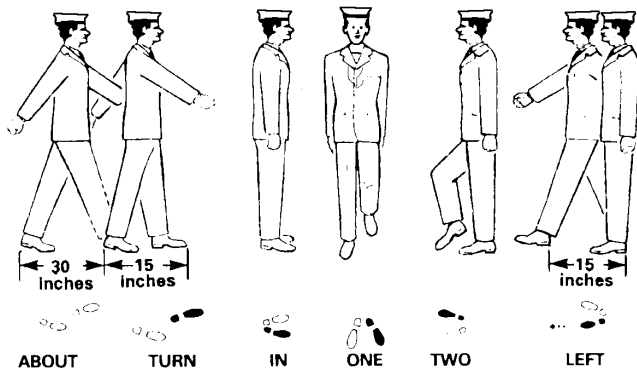


Turn About on the March

The last drill movement to be learned in phase II before we start rifle drill is an about turn on the march. When you are marching in your division in quick time and hear the command ABOUT - TURN, given as the right foot is forward and on the ground:

- Take a half pace with the left foot, placing the foot flat on the ground naturally.
- Bring the right foot in to the left, in a straight leg manner, above the ground, to the position of attention.
- Simultaneously, cut the right arm down and the left in from the rear as the left foot comes in.
- Maintain the cadence.

- Maintain the arms at the sides:
 1. Pivoting on the sole of the right foot to force the body through a turn of 90 degrees to the right.
 2. Simultaneously, bend the left knee.
 3. Lower the leg smartly to the ground to assume the position of attention.
- Maintain your arms at the sides.
- Pivot the sole of the left foot to force the body through a turn of 90 degrees to the right.
 1. Simultaneously, bend the right knee.
 2. Lower the leg smartly to the ground to assume the position of attention.
- Step off in quick time with a half pace with the left foot in the new direction.



Right/Left/Incline/About Turn at the Halt

On the command RIGHT - TURN:

- Keep your arms at your side, both knees braced and body erect, pivot on the right heel and left toe and turn in the required direction to an angle of 90 degrees.
- Observe standard pause.
- Bend your left knee and straighten it in double time and place the left foot by the right knee smartly to assume the position of attention.
- On the command LEFT - TURN, the drill as described for the right turn is followed except that the details of moving the feet and direction are reversed.

Inclined turns are similar, except that you turn 45 degrees instead of 90 degrees.

About turns are made to the right, and involve turning 180 degrees.

Salute at the Halt

A salute is initiated by bending the right elbow and opening the palm of the right hand. Force the right hand by its shortest route to the outside of the right eyebrow so that:

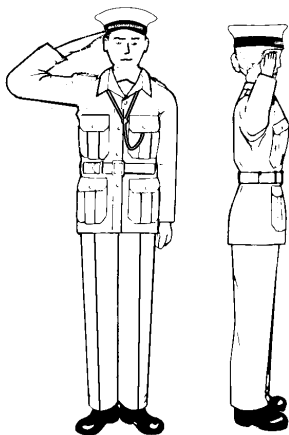
- The palm is facing down.
- The upper arm is parallel to the ground.
- The forearm is at a 45 degree angle to the upper arm.
- The tip of the second finger touches the outside of the right eyebrow.

Sometimes you will need to salute to the right or left, instead of to the front, if passing an officer to the side. Make sure you turn your head and

eyes smartly to the side as far as possible without straining. When saluting to the left, the right hand, wrist and arm, are brought further over to the left to the correct position in line with the outside edge of the right eyebrow. When saluting to the right, the arm is moved to the rear. The second finger remains in line with the outside of the right eyebrow.

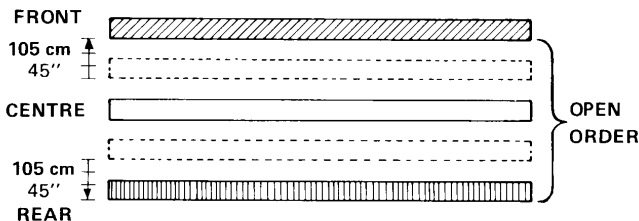
If you had a hurt arm or carrying something that makes a salute with the right hand impractical, compliments will be paid by turning the head and eyes to the left or right or standing to attention, as appropriate.

Try practicing your salute in a mirror. Watch to make sure your hand is taking its shortest route to the eyebrow.



OPEN ORDER - MARCH

- Take three 35 cm paces to the rear, starting with the left foot, if a member of the rear rank.
- Stand fast in the centre rank
- Take three 35 cm paces forward, starting with the left foot, if a member of the front rank.
- Keep the arms at the side.



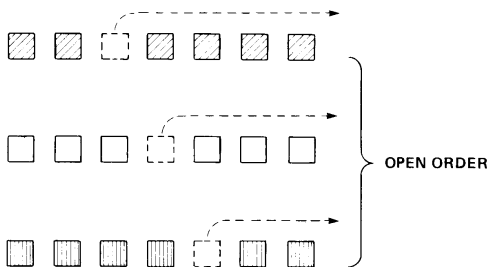
CLOSE ORDER - MARCH

- Take three 35 cm paces to the rear, starting with the left foot, if a member of the front rank.
- Stand fast in the centre rank.
- Take three 35 cm paces forward, starting with the left foot, if a member of the rear rank.
- Keep the arms at the side.
- Keep cadence in quick time.

When you are formed up in two ranks the front rank shall stand fast and the rear rank will move three paces to the rear. Don't move once you've come to attention at the end of the last pace, even if you're not lined up properly, or as we say "your dressing is off".

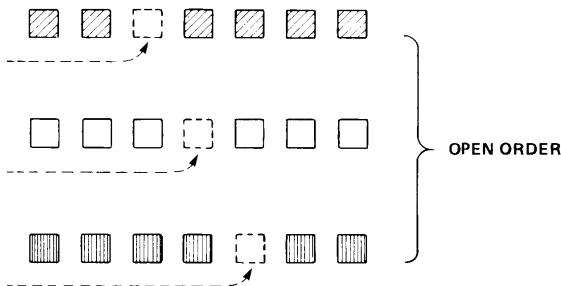
Fall Out

On the command FALL-OUT, come to attention, observe the standard pause, wheel, and march to the right flank of the division in front of the rank and then proceed in the required direction.



Fall In

On the command FALL-IN, report to your DPO or DO, march to the left of the division and return to your position by marching in rear of the rank, wheeling into the original position, halt, and take up former dressing.



Falling in and falling out of ranks is done at the open order march. It is used when awards or presentations are being given. When your name is called, you should take the shortest distance to report. If you are reporting to an officer, don't forget to salute!

Dismiss

A dismissal is used upon completion of a parade, period of instruction, etc. The order is given when your division is in line and at attention. On the command DIS - MISS:

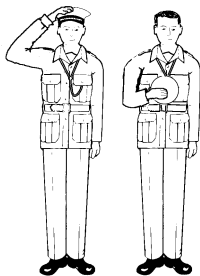
- Do a right turn at the halt.
- Observe the standard pause.
- Salute to the front, if an officer is on parade.

- Observe the standard pause.
- March off the parade area independently, in quick time without talking.

Remove Headdress

This order is given at the position of attention. On the command REMOVE - HEADDRESS, you shall:

- Bring right hand to the peak of cap by the shortest route and grasp the front between thumb and fingers, with fingers aligned and parallel to shoulders as much as practical.
- Pause, maintain bend in right side of the body and the forearm parallel to the ground, and bring the right hand to the centre of the body.
- Maintain grasp on peak of cap and hold cap above the head in centre of the body.



On the command STAND AT - EASE, you shall:

- Assume the position for standing at ease.
- Right arm and hand maintain the headdress in position at the centre of the body.
- Left hand remains at your side as for position of attention.



On the command STAND - EASY, you shall:

- Extend the right arm down the side with headdress held below the hand.
- After standard pause, relax.



On the command REPLACE - HEADDRESS, you shall:

- Replace headdress with right hand.
- Pause and resume position of attention by cutting the right arm to the right side.

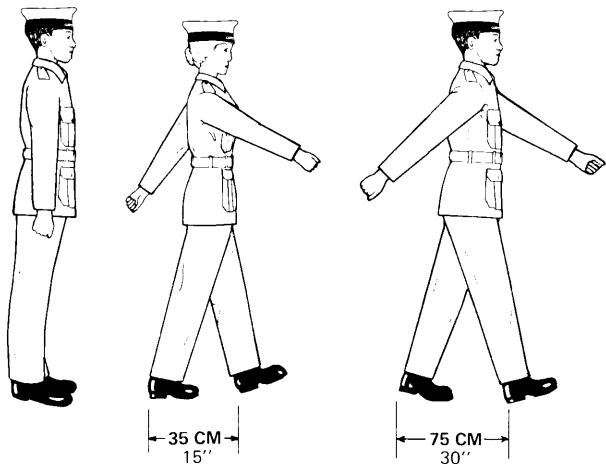
Remove headdress is used for prayers during colours and prayers. It is also used for “cheer ships”, which is to give three cheers when honoring a person or celebrating an event.

MARCHING DRILL

Every drill movement on the march is given on a specific foot. It is important to stay in step and know which foot a command is given on. This enables you to perform drill precisely as an individual and as part of the division.

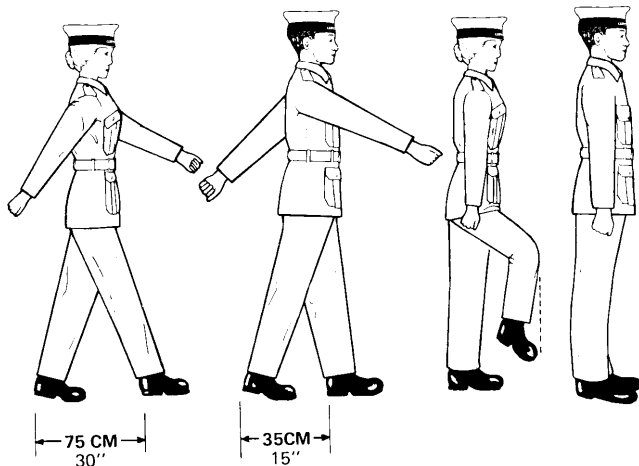
QUICK - MARCH

- Step off with the left foot and swing the right arm straight forward and the left arm straight to the rear, waist high.
- Take a pace of 35 cm and all subsequent paces 75 cm.
- Swing arms forward to waist high, hands closed without bending at the elbows.



On the command HALT, given on the left foot, you will:

- Take a pace with the right foot, then a 35 cm pace with the left foot.
- Bend the right knee, straighten it in double time.
- Cut the arms to the sides and assume the position of attention.

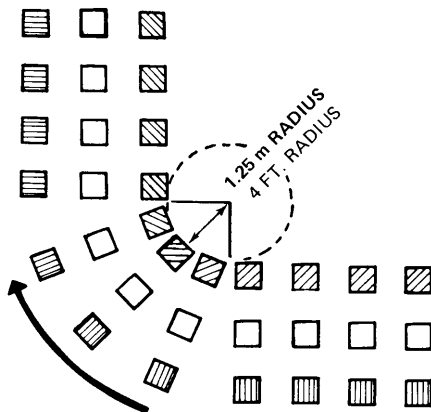


It takes practice to be good at marching. If you are having difficulty, start marching without swinging your arms. After you have figured out how to stay in step, add the arms. Watch your division out of the corner of your eye to make sure you keep your dressing.

Wheeling on the March

On the command LEFT (RIGHT) WHEEL, you will change direction 90 degrees by:

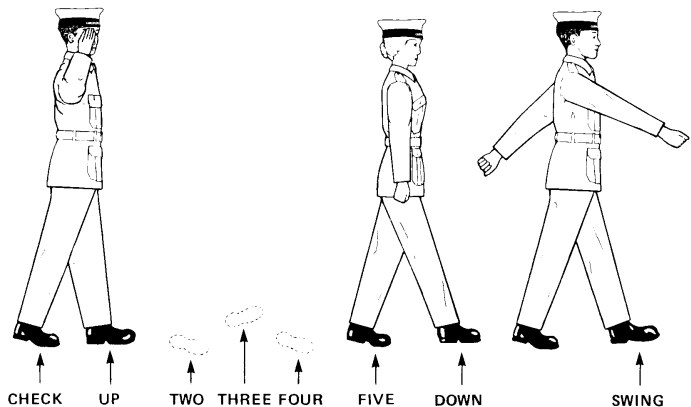
- Wheeling on a circle of 1.2 m diameter.
- Stepping short if in the inner flank.
- Stepping out if in the outer flank.
- Maintaining cadence if in the centre rank.
- March forward in the new direction.



During a wheel, keep your dressing by glancing inwards and keeping your head to the front. Everyone should wheel at the same point so as to be careful not to “wave out” from the direction of the wheel.

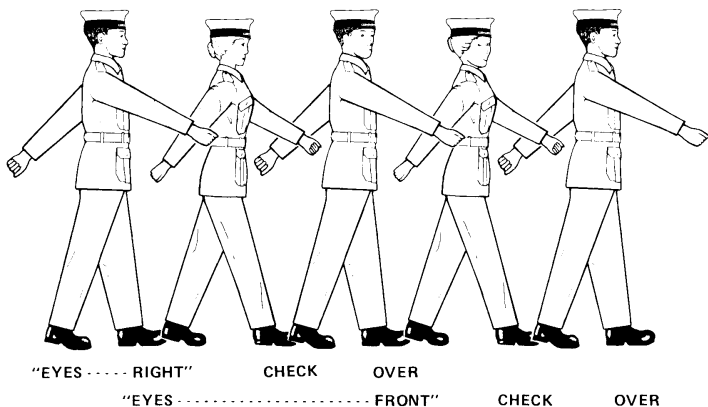
Salute on the March without arms

- Take a normal pace with the right foot and swing the arms.
- Take another pace and cut the arms to the side and execute the salute as previously learned.
- Complete four normal paces in quick time, ending with the left foot.
- Cut arms to the side simultaneously and turn head and eyes to the front and then continue marching.



EYES - RIGHT (LEFT) on the March in a division

- Complete a 75 cm check pace with the right foot.
- When the left foot strikes the ground, turn the head and eyes to the left (right) as far as possible without straining and look directly into the eyes of the person being saluted.
- Continue to swing the arms.
- Keep the head and eyes to the left (right) until the command EYES - FRONT is given.
- Take a 75 cm check pace with the right foot.
- Cut your head and eyes smartly to the front as the left foot strikes the ground.



A salute on the march is given when paying respect to a commissioned officer. When physically incapable, or carrying of articles makes a salute with the right hand impractical, a compliment will be paid by turning the head and eyes to the left or right as appropriate.

MARK - TIME

- Take a 35 cm check pace with the left foot.
- Keep the right leg straight and bring it into the left leg.
- Maintain the same cadence for quick time, while lifting the legs to a height of 15 cm beginning with the left, and cut the arms to the side.

FOR - WARD

- Straighten the right leg to assume the position of attention.
- Take a 35 cm check pace with the left foot and continue to march to quick time, swinging the arms.

HALT

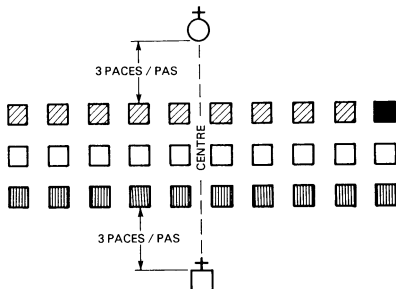
- The order is given on the left foot.
- Take two mark time check paces.
- Bring the right foot into the position of attention.

Left and Right Turns on the March

- The command LEFT (RIGHT) TURN is given as right (left) foot is forward and on the ground.
- Complete a 35 cm pace with the left (right) foot.
- Cut your arms to the side as in the position of attention.
- Bend the right (left) knee so the upper leg is parallel to the ground.
- Force shoulders 90 degrees to the left (right) to face the new direction.
- Simultaneously, pivot on the ball of the left (right) foot 90 degrees to the left (right) and straighten the right (left) leg to assume the position of attention.
- Fire the left (right) foot forward in a 35 cm pace with the toe just clear of the ground.
- Keep the body and head erect, keep the arms, body and head steady.
- Complete a 35 cm pace with the left (right) foot and continue marching (swinging the arms).

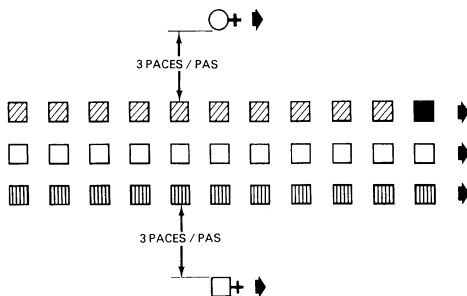
March in Line

When a division is formed up in line, your Divisional Officer will be positioned three paces in front and centre of the division. Your Divisional Petty Officer will be three paces in rear and centre of the division.



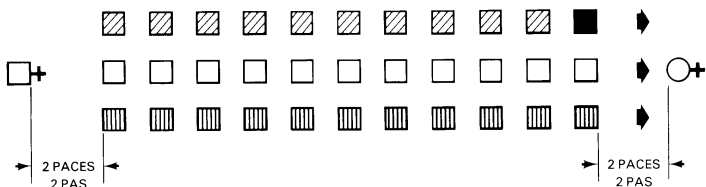
March in Column of Threes

A division in column of threes is in the same formation as when in line, but facing a flank (side) instead of the front or rear.



March in Column of Route

Column of route is similar to column of three's except that your Divisional Officer is two paces in front of the centre single file of the division. Your Divisional Petty Officer is two paces in rear of the centre single file of the division. Column of route is the formation most commonly used when marching as a division.



It is important to know how to march in line, in column of three's and in column of route. These formations are used on your parade night when you do a march past.

Conclusion

These drill maneuvers are all the basic moves you need to know during your first year. The only way to get really good at drill is to practice. Try the following movements in front of a mirror:

- Stand at attention and look at your position from all angles.
- Stand at ease bending your left knee so that your foot will hang at its natural angle with the toe pointed downward 15 cm off the ground and directly underneath the knee. Any standing drill involving a bent knee is done like this.
- Try saluting in front of the mirror.
- Remove headdress as learned in this chapter.

Be confident and sharp in your movements. Good Sea Cadets have good drill and that is something to be proud of!

CHAPTER THREE

PERFORMANCE OBJECTIVE 403

MARKSMANSHIP

Marksmanship training involves learning to fire the cadet air rifle. You will be taught many lessons about marksmanship, but the most important is safety. Before you actually fire a rifle you must have a thorough understanding of how to safely handle firearms.

All firing is done on a **range**, which is a place designed specifically for marksmanship. It could be in a specific building, outside, or even set up in a classroom. An adult, or officer, who is trained to supervise all firing, runs the range. This person is known as the **Range Safety Officer** (RSO). You must obey every order that the RSO gives as they ensure that your marksmanship program is safe.

10 Safety Rules

You are responsible to know the rules about firing an air rifle. This means following these precautions and procedures to ensure everyone's safety:

- Always treat a rifle as if it is loaded.
- Never point a rifle at anyone.
- Always have the safety catch in the "on" position (No Red) until ready to safely fire the rifle.
- Always point a rifle in a safe direction.
- Keep fingers off trigger unless ready to fire the rifle.
- Always wear ear and eye protection.
- Never fire more than one pellet at a time.

- Never run or fool around on the range.
- Always follow the directions of the Range Safety Officer.
- Always read and follow local Range Safety Orders.

Range Safety Orders are usually posted in the range or just outside the door and you must read them prior to participating in any range activity. You may recall from Chapter One that Range Safety Orders can also be found in your corps Standing Orders. The most important thing to remember and put into practice is that SAFETY COMES FIRST.

Characteristics of the Rifle

When you fire in the Sea Cadet program you will use the Daisy 853C air rifle. We refer to the cadet rifle as a rifle. It is not a pistol, gun, shot gun or assault rifle, it is a rifle.

The rifle fires **177 calibre pellets**, which are known as **ammunition**.

The Daisy air rifle is a single pump pneumatic, straight pull-bolt action. This means the rifle is pumped once to compress air and it is this pressure which expels the pellet when the trigger is pulled. Do not pump the rifle more than once per shot. Pumping more than once may damage the pressure chamber and all related seals.

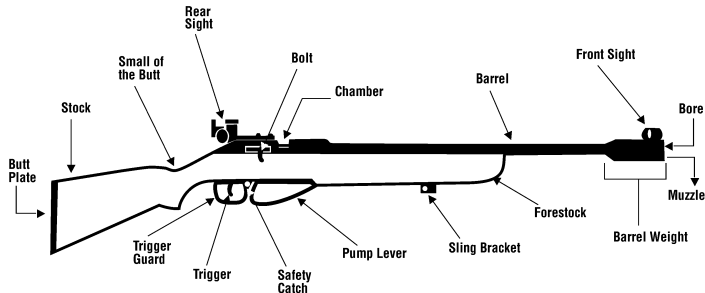
Did you know that early settlers held marksmanship contests in nearly every settlement in Canada? This makes the sport of marksmanship one of our country's first recreational pursuits.

Parts of the Rifle

The basic components of the rifle are:

- The **Action**, which contains the parts that load and fire the ammunition
- The **Stock**, that by which the rifle is held
- The **Barrel**, which is the metal tube the bullet passes through when fired

Look at the following diagrams. They show the parts of the rifle you need to know before you actually fire.



Care and Cleanliness of the Air Rifle

Continuous firing of the air rifle causes a build-up of residue in the barrel. This residue takes two forms: **leading** and **caking**. “Leading” residue results from traces of lead pellet that are left inside the bore as the pellet travels down the barrel. “Caking” results when residue from compression chamber air blown into the bore condenses in the barrel.

One way that air rifles are cleaned at the corps is by firing .177 calibre felt cleaning pellets. The natural elasticity of the felt results in compression of the pellet during firing, forcing it to expand to the diameter of the barrel, and thus ensuring that the entire bore is cleaned and polished. Felt cleaning pellets are used as part of the regular maintenance of your air rifles at the corps.

Range Commands

You are now ready to proceed to the range for your first fire. Remember that the Range Safety Officer will lead you through all the steps. Do not talk when you are on the range and obey everything the RSO tells you. If you are not sure about a range command, raise your hand and wait for the RSO to answer your question. Treat all rifles as if they are loaded and NEVER point a rifle at anyone.

The RSO will group you into what is called a relay. When it is time to fire, the RSO or a senior cadet will lead the relay into the range and assign a firing position. The range personnel will ask cadets to stand behind their firing position and wait for these c

These are the most common range commands. Remember if you are ever uncertain of what to do, raise your hand and someone will come over and help.

COMMAND	ACTION
“RELAY#__,COVER OFF FIRING POINT”	• Stand up, move behind firing point and await further commands.
“ADOPT THE PRONE POSITION”	• In accordance with procedures in page 85. • Put on eye and ear protection.
TYPE OF FIRING On Your Own Time	• This command includes information about the range and type of shoot. i.e., Relay #__ , 10 m, five rounds, Grouping,
RELAY, LOAD COMMENCE FIRING” lever	• Pick up and hold the rifle with your left hand. • Ensure the safety catch is in the ON (no red) position. In accordance with safety precautions, rifle should already be in safe status with bolt open fully to the rear and pump left partially open. • Pump the rifle as indicated. When the pump lever is fully extended, pause about three seconds. • Load the pellet or 5-shot pellet clip (the flat end faces forward). • Close the bolt. • Place the safety catch in the OFF (red) position. • Aim rifle at the target.

- Squeeze the trigger.
- Open the bolt.
- Repeat sequence for each shot.
- Place the safety catch in the **ON** (no red) position and partially open the pump lever immediately after firing the practice.
- Lay down the rifle.

MAY BE GIVEN

ACTION

“RELAY, CEASE
catch
position.

- Stop firing immediately and put the safety **FIRE”** In the in the **ON** (no red)

“RELAY, RESUME

- Put the safety in the **OFF** (red) position and **FIRE”** continue the practice.

“RELAY, UNLOAD”

- Pick up the rifle.
- Remove 5-shot pellet clip.
- Pump the rifle.
- Close bolt.
- Place the safety catch in the **OFF** (red) position.
- Aim rifle at target.
- Fire the action.
- Open the bolt.
- Place safety catch in the **ON** (no red) position.
- Open the pump lever 5-8 cm (2-3 inches).
- Wait to be cleared by range staff.

- Lay down the rifle.
- Remove eye and ear protection.

“RELAY, STAND UP” • Stand up and leave equipment on the ground.

“CHANGE TARGETS” • Move forward, walk down the lane to remove old targets and replace them with new ones. Return to the firing point.

“CHANGE RELAYS” • Shooters who have just fired pick up their personal equipment and move off the firing point. The new relay covers off behind the firing point. Return to the firing point.

These are the most common range commands. Remember if you are ever uncertain of what to do, raise your hand and someone will come over and help.

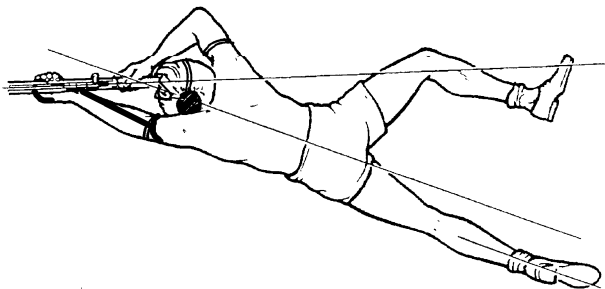
Firing Essentials

When it is time to fire you will be asked to take the ***prone position***. The prone position allows you to attain the most accurate aim and smallest group size or scores. It provides steadiness and comfort from which to fire, so that your firing will be at its best. With practice, lying down to fire will feel comfortable in no time at all.

Speaking of lying down, did you know that Gabriel Dumont, commander of the Metis forces during the NorthWest Rebellion, was buried standing up? Legend has it that Dumont was buried vertically on the banks of the South-Saskatchewan river to allow him to see the enemy coming from the river side.

These are the steps to assume the prone position:

- Lie down on the firing mat facing down range.
- Turn your body five to fifteen degrees left from the line of fire.
- Spread your legs apart.
- Keep your right heel on the ground and toes pointed outward.
- Point your left toes out in line with your left leg, heel in the air.
- Bend your right knee and bring it up toward your right elbow.
- Lift your torso off the mat by taking the weight on your elbows.
- Adjust these points until you are comfortable.





This position is for a right-handed marksman. If you fire left handed you will have to do the reverse.

As a beginner, your greatest difficulty will be in holding the rifle steady. You will probably use a rifle rest such as a sand bag or pile of books to start and once you perfect marksmanship skills you will replace the rest with a sling.

Use of sling:

- Place the sling into bracket.
- Left hand rest in the sling and against bracket.
- Place the left hand around the forestock lightly.
- The sling is runs around the back of your left hand.
- Adjust sling to support weight of rifle.
- Left elbow is slightly to the left of the rifle.
- Right elbow is placed a comfortable distance away from the body and supports very little weight.
- Right hand placed around the small of the butt with a light hold.
- Butt plate fits snugly to your shoulder
- Right eye is approximately 8 cm from the rear sight.
- A triangle is formed with your left arm and the rifle barrel.



Loading and Unloading the Rifle

When the command to **load the Daisy air rifle is given**, the following steps should be taken:

1. Pick up and hold the rifle with your left hand.
2. Ensure the safety catch is in the ON position. Following individual safety precautions, the rifle should already be in safe status with bolt open fully to the rear and pump lever partially open. Close the pump lever at this time.
3. Place the sling on the rifle. Establish a good position and correct sight picture.

4. Pump the rifle. This method can be done in three different ways:

- **Option one** - Remove the butt from the shoulder and rest it on the mat. Partially open the pump lever with the right hand to the small of the butt. Grasp the pump lever with your left hand halfway up the lever. Lift the rifle upwards until the pump is fully extended while keeping your left elbow stationary. To avoid pinching the left hand, the use of a glove is recommended.
 - **Option two** - Slightly turn your body on its left side, turn the rifle sideways, grasp the pump handle with your right hand and the forestock with your left hand and open the pump sideways until the pump handle is fully extended while keeping your left elbow still.
 - **Option three** - Coach assistance. Remove the right hand from the small of the butt. Hold the rifle loosely in the left hand. The coach should move in and pump the rifle using both hands.
5. When the pump handle is fully extended, pause for about three seconds. (This is very important; if done incorrectly, the rifle will have insufficient air pressure).
 6. For option one, bring the rifle down, thereby returning the pump lever to the closed position. For options two and three, bring the pump lever to the closed position.
 7. Load the pellet or 5-shot pellet clip (the flat end faces forward).
 8. Close the bolt.

When the **command to fire** the Daisy air rifle is given, the following steps should be taken:

1. Place the safety catch in the OFF position.
2. Aim rifle at the target.
3. Squeeze the trigger.

4. Open the bolt.
5. Repeat parts 3 to 7 of loading the Daisy air rifle and parts 2 to 4 of firing the Daisy air rifle.
6. When firing is complete, place the safety catch in the ON position, and partially open the pump lever.
7. Lay down the rifle.

When the command to unload the Daisy air rifle is given, the following steps should be taken:

1. Pick up the rifle.
2. Remove the 5-shot pellet clip (if used).
3. Pump the rifle.
4. Close bolt.
5. Place the safety catch in the OFF position.
6. Aim rifle at target.
7. Fire the action.
8. Open the bolt.
9. Place safety catch in the ON position.
10. Open the pump lever 5-8 cm.
11. Wait to be cleared by the range staff.
12. Lay down the rifle when ordered to do so.

If this all seems confusing, don't worry. Loading and unloading is a simple process that will become second nature after a few practices on the range.



SAFETY SENSE

- **Always** treat a rifle as if it is loaded.
- **Never** point a rifle at anyone.
- **Always** have the safety catch in the “on” position (No Red).
- **Always** point a rifle in a safe direction.
- **Keep** finger off trigger unless ready to fire.
- **Always** wear ear and eye protection.
- **Never** fire more than one pellet at a time.
- **Never** run or fool around on the range.
- **Always** follow the directions of the Range Safety Officer.
- **Always** read and follow local Range Safety Orders.

Conclusion

Many skills must be developed for good marksmanship. It takes time and practice and a great deal of self-discipline. You have learned the basics about firing a rifle and now know that safety is the most important lesson of all. Complete the following quiz to see what you have learned.

1. List five safety precautions that must be followed on the range:

A. _____

B. _____

C. _____

D. _____

E. _____

2. Match the number on the diagram below with the correct term:

Butt Plate

Bore

Bolt

Barrel

Trigger

Rear sight

Forestock

Safety Catch

Small of the Butt

Stock

Trigger Guard

Chamber

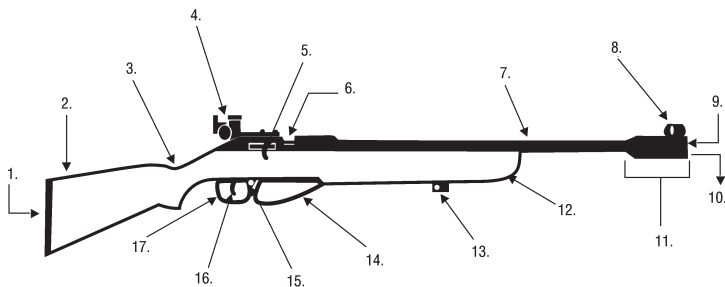
Sling Bracket

Pump Lever

Barrel Weight

Front Sight

Muzzle



3. Answer true or false to the following statements:

- A. The Range Safety Officer is in charge of all personnel on the range.

True False

- B. The stock is the metal tube the pellet passes through when fired.

True False

- C. The prone position is the steadiest position to fire from.

True False

- D. Treat all rifles as if they are loaded.

True False

- E. The Range Safety Officer will divide you into groups for firing, called relays.

True False

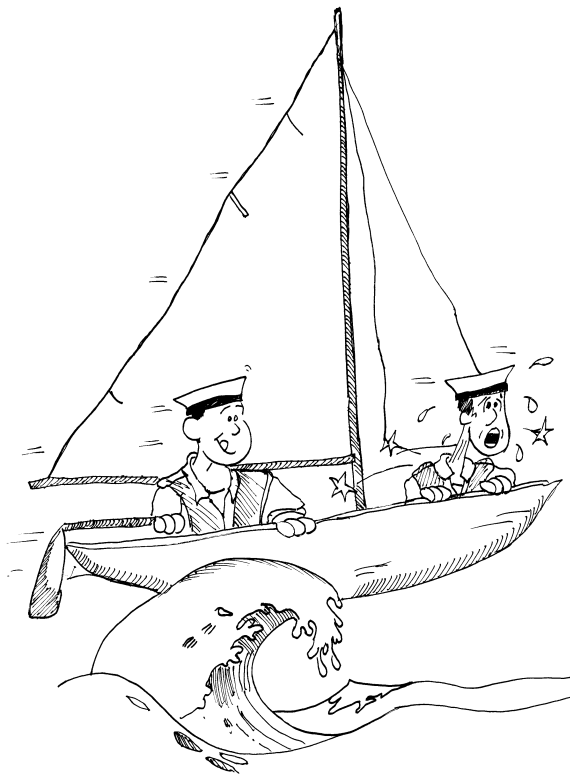
CHAPTER FOUR

PERFORMANCE OBJECTIVE 404

SAILING

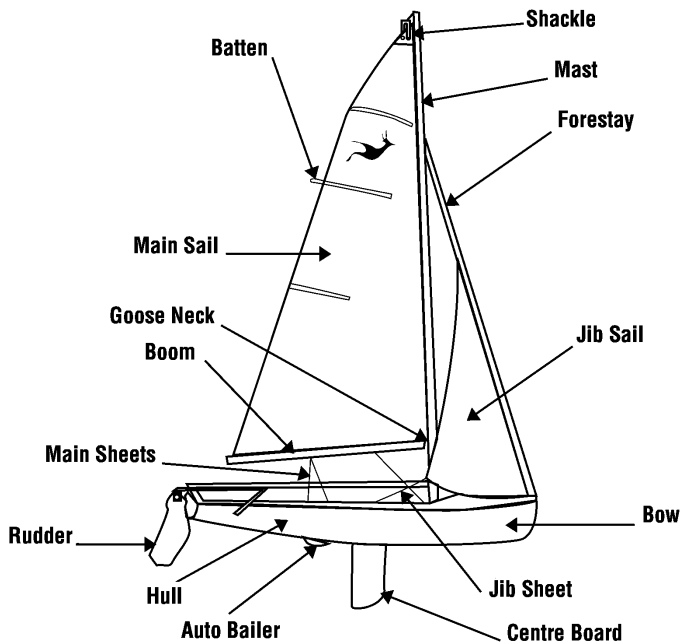
Long before yachting evolved into the pleasure sport it is known as today, sailing was the only method of transport across the seas. During the 1600's, being a sailor was akin to being thrown in jail, as conditions for the crews were far from enjoyable. Bad weather, rough seas and the very real threat of pirates made the life of a sailor quite miserable and far from the exhilarating experience we enjoy today.

As a Sea Cadet, you will have many different sailing opportunities and experiences. Eventually, you will need your White Sail Level II to be promoted to Petty Officer First Class, so start now! You may participate in sail weekends at the provincial sail centre, learn to sail at your corps, skipper a boat at summer camp, or race other sailors at regattas. Sailing is an exciting sport and this chapter is designed to give you the theoretical background you require. However, the only way to truly appreciate sailing is to get out on the water and do it!



Parts of a Boat

The sailboat is a finely tuned instrument. Each of the parts on the boat has a specific use and function. With practice, it won't take you long to learn the names and uses of the different parts.



Speaking of poles, do you know which country owns the North Pole? No one! The earth's northernmost geographic point has never been claimed.

- **Bow** is the front end of a boat.
- **Stern** is the back of a boat.
- **Mast** is a vertical spar (pole) which supports the sails.
- **Boom** is a horizontal spar which holds the bottom of a sail.
- **Mainsail** is a large sail set behind the mast.
- **Jib** is a small sail set ahead of the mast.
- **Gooseneck** is a hinged fitting which links the boom to the mast.
- **Daggerboard** (not fixed in the boat) centreboard (fixed in the boat) prevents the boat side slipping while sailing.
- **Halyards** are control lines used to hoist a sail and hold it up.
- **Rudder** is a hinged blade mounted at the stern which steers the boat.
- **Tiller** is the handle attached to the top of the rudder which is used to steer the boat.
- **Tiller extension** is a stick attached to the end of the tiller which allows the skipper to sit further out to help stabilize the boat.
- **Mainsheet** is a line used to control the mainsail.
- **Jibsheet** is a line used to control the jib.

How a yacht sails

The wind, the sun, the wide open skies and a sailboat can be a recipe for a beautiful day of sailing, but before you head out on the water for the first time you must be able to identify **wind direction**. This can be done through various visual clues, including:

- Waves and ripples moving downwind on water's surface
- The way sails are oriented when allowed to flap freely
- The orientation of wind indicators and weather vanes
- Motion of low clouds (High clouds can fool you!)
- Smoke from chimneys or ship's funnels
- Flags
- Positions of boats tied to moorings or docks (Careful you may be misled if there's a strong current.)

In addition to visual clues the wind can also be felt on your face, hands and the back of your neck. Try closing your eyes, and through sensation only, determine where the wind is coming from.



When the wind blows over water it causes waves to build up. The strength of the wind can be estimated by the size of these waves. Remember, the longer the wind lasts and the wider the expanse of water, the larger the waves tend to be. Be careful also to not assume the wind and waves are coming from the same direction as the wind is constantly changing.

Did you know that the word “yacht” comes from the Dutch word “yaghen” meaning to hunt, chase or pursue?

You probably know that a sailboat moves on the water because of the wind, but do you know how? There are three elements that cause a sailboat to move forward:

- Your weight in the boat controls **balance**.
- The sails control **propulsion**.
- The rudder controls **direction**.

When you move around in a sailboat you change the balance, and balance affects how well your boat sails. Generally, you want your boat to be flat in the water. Your sailboat is sensitive to sudden movements, so move carefully.

Propulsion is the wind pushing on the sails. Without a centreboard or daggerboard, the wind will push your boat sideways. As soon as you put your board down in the water your boat will move forward. This is because it pushes the opposite way as the wind on the sails. Think about when you squeeze a tube of toothpaste and it comes out the end of the tube. The opposite pressures cause forward motion. This is the same thing that happens in your boat. You can sail in any direction as long as it is not directly into the wind.

By moving the tiller, which controls the rudder, you can steer your boat. It has the same function as the steering wheel in a car, except when you push your tiller one way the boat goes in the opposite direction. It won't take long to perfect this skill.

With practice you will soon understand how these three forces work together.

Rigging a Sailboat

The best way to learn how to rig a sailboat is to rig a sailboat, so the information in this section is very basic. Use this checklist as a guide when rigging your boat. The first thing you do is check to ensure you have the following equipment:

- Sailboat with mast stepped
- Sails and sheets
- Rudder and tiller
- Daggerboard, if required
- One paddle or an anchor with not less than 15 m of rope
- One buoyant heaving line of not less than 15 m in length
- Bailer
- Sound signal
- Personal Flotation Device (PFD) for each crew member

Some equipment is needed to sail the boat, and some equipment is for safety. All sailboats are required by law to carry safety equipment, including paddles, bailer, sound signal, and PFDs. This meets the Canadian Coast Guard regulations regarding the type of boat that you sail. Because sail instructors conduct all Sea Cadet sail training, they will usually carry the paddles, bailer, and sound signal in their safety boat for you. For further information, look at the Canadian Coast Guard Safe Boating Guide.



SAFETY SENSE

- **Always look up** and watch for overhead power lines when stepping a mast or moving a sailboat with the mast stepped.
- Always **wear a PFD**.
- Ensure your boat is equipped with **safety equipment**.
- **Wear a helmet** to protect your head.
- Stay with the boat if you **capsize**.

There is a logical order to follow when rigging a boat and it is important to do these steps in sequence:

1. Gather equipment ensuring numbers all match.
2. Position boat bow into the wind.
3. If boat is on shore, avoid standing in the cockpit.
4. Fit sail battens.
5. Bend on sails.
6. Attach halyards.
7. Hoist jib sail first.
8. Ensure boat is head to wind, then hoist the mainsail.
9. Secure halyards and coil excess line.
10. Attach sheets.
11. Fit rudder and tiller.
12. Ensure centreboard is secured in the upright position (if on shore).

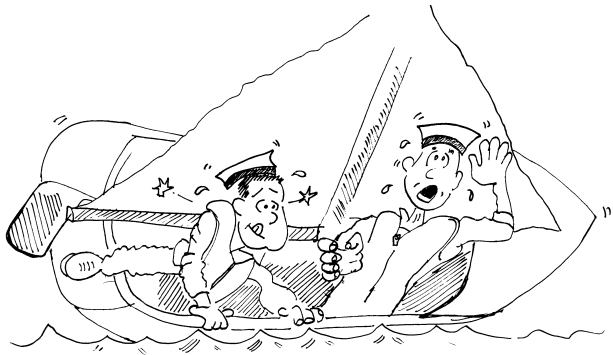
After you have finished sailing, you will probably be asked to derig your boat. Follow these steps:

1. Lower and remove sails.
2. Remove and stow rudder and tiller.
3. Secure the boom and centreboard (where applicable).

Once you have derigged your boat, you will have a pile of sails to put away. Don't just stuff them in the sailbag, as there is actually a specific method for folding and bagging sails:

- Remove battens (if removable) and place in sail bag.
- Lay the sail flat, so as free of wrinkles.
- Ensure sail is clean and dry.
- Start at foot and fold up to square off foot.
- Fold remaining sail down in a zigzag fashion so that each fold stacks on top of the last.
- Roll or fold the stack loosely beginning at the luff.
- Place in bag with sheets or leave sheets outside bag if wet.

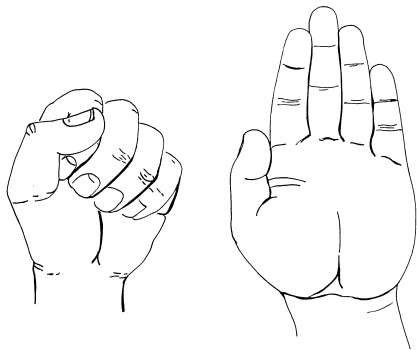
Finally, before you head out on the water, it is important to properly secure your gear. If you are carrying your own safety equipment, tie your paddles and bailer to the boat and attach your sound signal (whistle) to your PFD. Coil all lines neatly to avoid tangling in the event of a capsize. Did we say capsize? Don't worry, capsizes are a normal part of sailing and nothing to fear. With knowledge and practice, you will find capsizing a "breeze" (some breezes are stronger than others!). One of the first sailing lessons you will learn is how to self-rescue in the event of capsize, so prepare to get wet!



Capsize Procedures

Unless you're doing it for practice, capsize usually comes as a surprise. One minute you're sailing along and the next minute you're in the "drink". Having been caught off guard, it's important to stay calm.

The first thing to do is check yourself. Make sure that you are not injured or caught up in the rigging. Next, check your crew for the same. It is important that you both stay with the boat. Never leave your boat and attempt to swim to shore, or for help. You are the most visible to rescuers if you stay with your boat. Should you require assistance, an **open hand** indicates that you need help. A **closed fist** means you are okay.



By following these steps you will have your boat righted in no time at all:

1. Check yourself, check your crew.
2. If any sheets are cleated, release them.
3. Skipper swims to centreboard and pulls it all the way out, crew swims to bow and brings the boat head to wind.
4. Skipper climbs onto the end of the board and leans back to right the boat, crew holds the bow head to wind.
5. Skipper climbs into boat over transom and helps crew in.

At this point your boat is probably full of water. Using the bailer you tied into your boat, and the automatic bailer, sail off to drain the water. A sailboat is designed to withstand the rigors of capsize and before long you'll be back sailing.

Sailing Clothing

As with all sports, there is required clothing and personal equipment that must be worn when sailing. Certain items are worn all the time and some are dependent upon the weather conditions.

The most important piece of personal safety equipment to be worn is the Personal Flotation Device (PFD). When choosing a PFD check for the following:

- Suitable for the weight and size of the wearer by reading the tag on the PFD
- In good repair
- Fits snugly so that it will not slip off in the water
- Department of Transport (DOT) approved (check the tag on the PFD)

In Sea Cadets, you are issued with a PFD that meets DOT standards. It is to be worn every time you are in or around water, as well as in the sailboat. You may have the opportunity to sail outside of cadets as well, at your family cottage or Local Yacht Club, so know what to look for in a PFD.

In addition to a PFD you are required to wear proper footwear in the sailboat at all times. This means a soft-soled shoe, like a running shoe or deck shoe. Hard-soled shoes like your cadet boots definitely don't qualify! Sandals are also not allowed as they can slip off easily or get caught up in the rigging. Proper footwear protects your feet from being cut or injured in the boat.

When you are first learning to sail you will be issued a helmet (also affectionately know as a brain bucket) to wear in the sailboat. It protects your head from injury in the event of accidental gybing. Did you ever

wonder why they call the boom a boom? That's the noise it makes as it hits your head - BOOM!

Helmets, soft-soled shoes, and PFD's are standard requirements for sailing. The type of clothing you wear depends upon the type of weather. There are three main types of weather and appropriate clothing:

Hot, sunny day

- sunscreen
- hat
- light clothing
- cadet PFD
- shoes
- helmet



Did you know that Estevan, Saskatchewan is the sunniest spot in Canada? It averages an annual 2537 hours of sunshine per year.

Cold Day (cold weather, cold water)

- warm hat or wool toque
- sweater
- warm pants
- wetsuit/drysuit
(is a possibility but not a necessity)
- cadet PFD
- shoes
- helmet



Rainy Day (or wet sailing)

- layered clothing
- waterproof jacket and pants
- cadet PFD
- shoes or boots
- helmet



This is just a guideline for sailing. You don't need expensive wet or drysuits to enjoy the sport of sailing, just use common sense when dressing for the weather.

Did you know that the most intense rainstorm in Canada took place in Buffalo Gap, Saskatchewan on May 30, 1961? Approximately 250 millimeters of rain fell in less than an hour.

Hypothermia

Even on a warm summer day it can be quite cool out on the water, especially if there is a good breeze blowing. It is important to be aware of the dangers of hypothermia when sailing.

Dress warmly (or carry extra clothing) especially when the air temperature is below 21 degrees C or the water temperature is below 18 degrees C. Generally, it is best to overdress as you can always take something off.

A waterproof jacket or foul weather gear are very helpful because it is surprisingly easy to become chilled when your clothes get wet. Use common sense and always be prepared.

Speaking of water, did you know that Niagara Falls once ran dry? In 1948 an ice jam formed on Lake Erie near Buffalo, blocking the water that flows along the Niagara River. For thirty hours the falls lay silent until the ice flow dislodged and sudden wall of water surged over the falls.



A Turtled Boat

We now know that capsize is a normal part of sailing and nothing to fear. Most capsizes can be easily righted with very little effort. A capsized boat usually lies on its side with the mast and sails just under the water, but occasionally, your boat may turtle, which means that the mast points straight down in the water and the boat bottom is up.

The best solution for a turtled boat is to prevent turtling in the first place. Don't delay righting your boat as a slow response time quickens your boat turtling. The faster you can right your boat, the less chance of it turtling. Sometimes the weather conditions will result in your boat turtling more quickly if the wind is strong and waves are high. Not to worry, a turtled boat takes a little more time, but it can be righted.

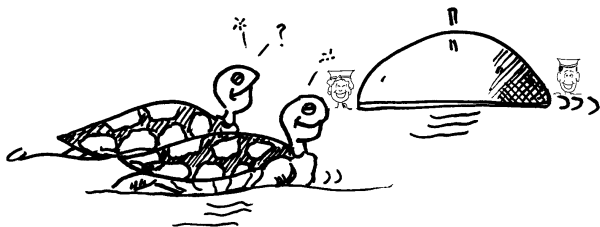
If you are the skipper and your boat turtles:

- Check yourself to ensure safety.
- Check your crew to ensure safety.
- Quickly climb onto the gunwale of the side that is lower in the water, if one is lower. If not, then the gunwale that is to leeward of the waves.
- Hold on to the centreboard leaning weight out over the water and receive jib sheet (from the crew, if necessary) to lean out further and tip the boat into capsize position.

If you are the crew and your boat turtles:

- Check yourself to ensure safety.
- Check the skipper to ensure safety.
- While holding onto the boat at all times, hand the jib sheet over the bottom of the hull, in front of the centreboard, to the skipper.
- Hold on to the forestay and swim, turning the boat so that the cockpit is into the waves, to help push the boat into capsize position.

Once the boat is back into capsize position you follow the procedures as for a capsize. Be careful getting back into the boat as you don't want to capsize again. Empty your boat of water by using either a hand bailer or automatic bailer. Finally, keep sailing!

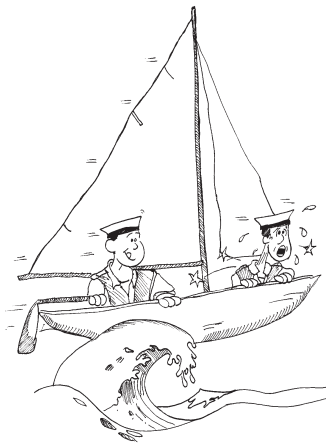


Don't forget that a safety boat will always be near by should you require assistance. Always stay with your boat and don't attempt to swim for help. Remember that an open hand means that you need help and a closed fist means you are okay. Stay calm if you get caught in lines or under the hull. Your PFD will keep you afloat and help is near.

Successfully righting a capsized or turtled boat is something to be proud of. It is physically and mentally demanding at the time, but nothing beats sharing your triumphant capsized stories later with fellow cadets!

Your First Sail

So, you've learned the parts of the boat, how to rig and derig, and what to do in the event of a capsized. You are now ready for your first sail. This section is designed only to give you some pointers as the best way to learn is by actually sailing.



There will probably be two people in your sailboat. One is known as the skipper and one is the crew. In cadets you might hear the skipper referred to as the coxswain. Each crew member has a specific job to do. The skipper steers the boat, controls the mainsheet and is ultimately responsible for making sure that the boat is handled safely. The crew balances the boat from side-to-side, keeps a lookout for other boats, and handles the jib (on sloops).

The skipper should sit on the windward side of the boat (opposite the boom) about even with the end of the tiller. If you always steer from this position, it's easier to see the sails, to sense changes in the wind, and to avoid becoming disoriented during maneuvers. The crew sits just ahead of the skipper, about even with the centreboard.

When you are first learning to sail, you will probably be assigned as crew in the sailboat. As you gain experience and confidence, you will be given opportunity to act as skipper.

We have already learned about wind direction and the forces that make a boat sail. We know that a boat cannot sail directly into the wind, but how does it sail with the wind? There are specific points of sail that are used to determine where your sails and centreboard are set in your boat. It all depends on where the wind is coming over your boat.

The first time you sail you will probably zoom around all over the place, getting a feel for the boat. Eventually, you will need to refine your skills to sail a specific course or direction. Depending on where the wind is, you will use different points of sail to reach your destination. It's all a matter of how you steer, trim your sails, and handle your boat:

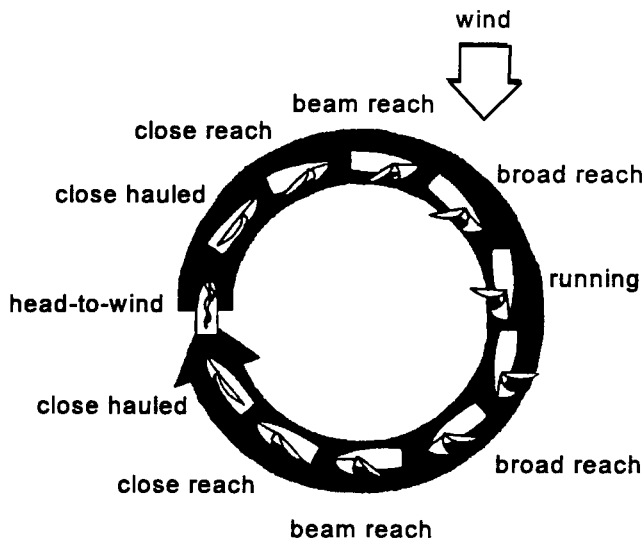
- **Running** is sailing directly away from the wind. Sails are all the way out, centreboard is all the way up.
- **Broad reach** is sailing with the wind coming over one corner of the stern. Centreboard is $\frac{3}{4}$ up, sails are $\frac{3}{4}$ out.
- **Beam reach** is sailing with the wind coming over the side of the boat. Centreboard is $\frac{1}{2}$ up, sails are $\frac{1}{2}$ out.
- **Close reach** is sailing with the wind forward of the beam. Centreboard is $\frac{1}{4}$ up, sails are $\frac{1}{4}$ out.
- **Close hauled** is sailing as close to the wind as you can. Centreboard is all the way down, sails are all the way in.

Depending on which side of the boat your boom is on determines which **tack** you are on. If the boom is on the starboard side, you are on a port tack. If the boom is on the port side, you are on a starboard tack. Except, when you are running, the tack is also determined by which side the wind is coming over. If the wind is coming over the starboard side, port tack, and if the port side, starboard tack.

What happens if you want to change the tack you are on? For example, if you want to sail directly upwind, but you know you can't sail directly into the wind, how do you do it? This is done through a series of maneuvers called **coming about** or **tacking**. The act of turning the boat into the wind until the sails refill on the other side. The skipper will push the tiller towards the sail and as the boat passes through the eye of the wind, the skipper and crew will duck under the mainsail and switch sides. By completing a number of tacks, you can reach an upwind destination.

A similar maneuver called a **gybe** is used to change tacks when sailing downwind. The skipper will pull the tiller away from the sail, and as the stern passes through the wind, the skipper and crew will duck under the mainsail and switch sides. Be very careful with the boom as it can quickly swing from one side to the other and crack unsuspecting crew members in the head.

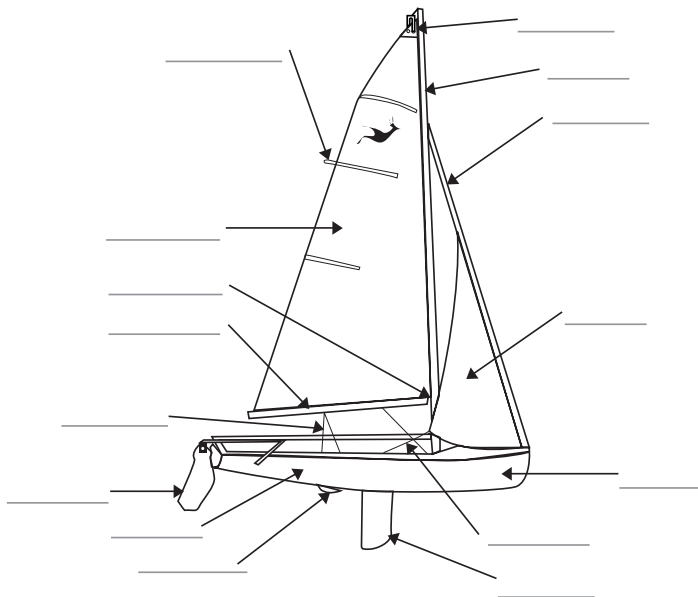
When you go from one point of sail to the other you will either **head up** or **bear off**. Heading up is turning your boat towards the wind, and bearing off is turning your boat away from the wind. As a crew member it is your responsibility to ensure that the sail and centreboard are set correctly each time you head up or bear off to a new point of sail.



Conclusion

Sailing is a sport that you can do for a lifetime. In addition to what you learn in Sea Cadets there are also many civilian clubs and regattas that you can be a part of. Learning to sail is one of the best skills that you will take away from the Sea Cadet program, so enjoy as it is lots of fun!

1. Fill in the parts of the boat on the diagram below.



2. Draw a line to match the correct term to the phrase describing how a boat sails:

Propulsion controlled by the sails

Direction controlled by weight in the boat

Balance controlled by the rudder

3. Answer true or false to the following statements about rigging:

A. A boat should be head to wind before raising sails.

True False

B. The jib is the last sail up and the first sail lowered.

True False

C. Sails should be folded and rolled before storing.

True False

D. Halyards must be attached before hoisting sails.

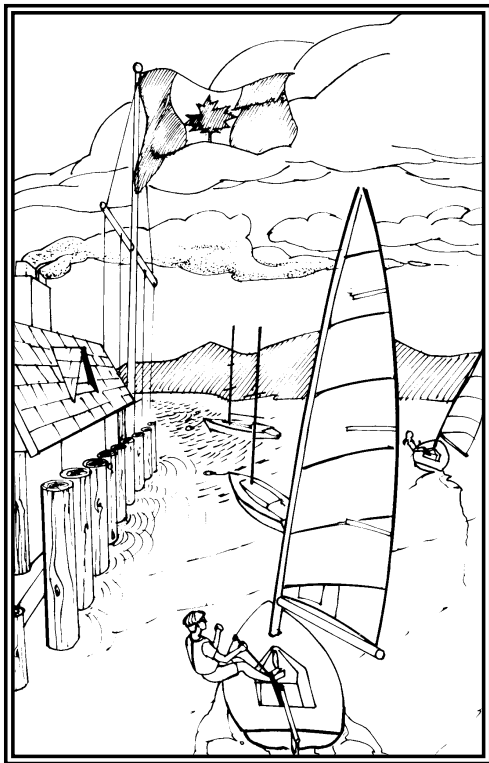
True False

4. Fill in the blanks for capsizing procedures.

- A. Check _____, check your _____.
- B. If any sheets are _____, release them.
- C. Skipper swims to _____ and pulls all the way out, crew swims to _____ and brings the boat head to wind.

_____ climbs onto the end of the centreboard and leans back to right the boat, _____ holds the bow head to wind.
- D. Skipper climbs into boat over _____ and helps crew in.

5. How many indications of wind direction can you find?



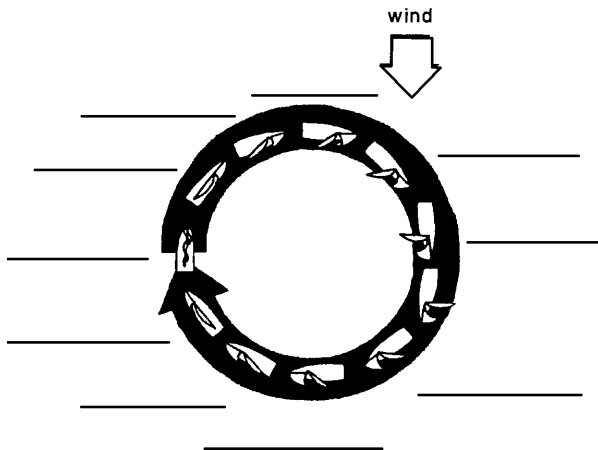
6. List three safety rules to follow when sailing:

A. _____

B. _____

C. _____

7. When sailing, we use points of sail. Fill in the blanks on the diagram below:



CHAPTER FIVE

PERFORMANCE OBJECTIVE 405

NAVAL KNOWLEDGE

Each year your corps probably participates in services commemorating the Battle of the Atlantic and Remembrance Day. Do you know why? These parades represent an important part of our battle history, filled with Canadian pride and honour.

Battle of the Atlantic

Battle of the Atlantic Sunday is celebrated the first Sunday in May. Remembrance services are held all across Canada in Canadian Forces Naval Bases, HMC Ships, reserve units and cadet units. The National Ceremony is held in Halifax where the sailors of the fleet parade to Point Pleasant Park, the site of the Naval Memorial.

The ceremony commemorates the sacrifices of sailors and merchant seamen who gave their lives for their country while valiantly defending the convoy routes of the North Atlantic during the Second World War.

During this battle, Canada sent its Naval and Air Forces up against the notorious German “wolf-packs”. The wolf-packs were the German submarines, whose prey were the convoys of merchant ships that were carrying valuable arms, material and personnel across the ocean.

The elements that the Canadian sailors had to endure were extreme. Raging storms, pack-ice, bitter cold and the blackness of the North Atlantic night. Success only came as the result of tremendous courage and determination.

Over 26,000 merchant ship voyages were made during the 2006 days of war, and they provided over 90,000 tons of war supplies a day to the battle fields of Europe. The battle was costly to Canada. The Canadian Navy lost 1797 sailors, 32 ships, and there were 319 wounded.

The Battle of the Atlantic is an exciting piece of Canadian history, filled with tragic sacrifices. It is important to remember those who fought for our country with honour and dignity. By attending local services with your corps, you help ensure that their legacy is not forgotten.

Do you know who is Canada's most decorated war hero? Lieutenant-Colonel William Barker is the most decorated hero of all our wars. His gallantry awards from World War I include: The Victoria Cross; the Distinguished Service Order and Bar; the Military Cross and Two Bars; the French croix-de-guerre; two Italian Silver Medals for Valour, plus three Mentions-in-Dispatches.

Remembrance Day

During the First, Second World and Korean Wars, in every community across Canada young men and women not much older than yourself, left their homes, families, jobs and schools to join the Army, Navy or Air Force and to fight for freedom. They gave up their best years and sadly many never returned home. They died on the battlefield, in the air and at sea. It is these men and women who died away from their homes and families that we remember.

Remembrance Day is held every year on the eleventh hour of the eleventh day of the eleventh month. It was at this time in 1918, the Peace Treaty was signed in Versailles, France that ended World War I.

Ceremonies are held across the country at local war memorials. The national ceremony is held in Ottawa at the National War Memorial.

There is a field in Flanders, France known as the field where the poppies grow. Flanders is a place where much fighting took place during World War I. This war lasted four years and every spring the soldiers, who lived and fought in the trenches, noticed the red flowers blooming all over the battlegrounds. As time went on and the war continued, the soldiers started to notice that poppies were blooming on the graves of their friends who had been killed.

The poppy has grown to represent the symbol to say we remember the young men and women who died in war and on peacekeeping missions, and are thankful for the peace we enjoy today.



Something to think about . . .

Do you know anyone who has fought for Canada? Maybe you know a veteran who can share some experiences with you. Take this opportunity to ask them about their contributions in the name of peace.

Conclusion

Maybe your corps invites veterans in to talk about Battle of the Atlantic and Remembrance Day. There will come a day when the veterans will no longer be around to spread their messages, so it is important that this generation carries on the tradition of remembrance. LEST WE FORGET. Test your naval knowledge by answering the following questions:

1. Ceremonies commemorating the Battle of the Atlantic are held each year on:
 - A. November 11
 - B. The last Sunday in September
 - C. June 1
 - D. The first Sunday in May

2. The Canadian Navy defended the convoy routes of the North Atlantic during the Battle of the Atlantic.

True False

3. Remembrance Day commemorates the signing of the peace treaty in Versailles, France on the eleventh hour of the eleventh day of the eleventh month in 1918.

True False

4. In your own words, describe why it is important to commemorate Battle of the Atlantic and Remembrance Day:

CHAPTER SIX

PERFORMANCE OBJECTIVE 406

SEAMANSHIP

Phase I introduces you to the knots, hitches and bends you will need to know to rig sailboats and to rig lifting devices. You may have learned some of them already, perhaps at a sail weekend, but this chapter will cover everything you need to know. Seamanship is an important part of Sea Cadet training and it all begins with basic knots.

A **knot** is:

- A term for anything that is not a bend, splice or hitch.

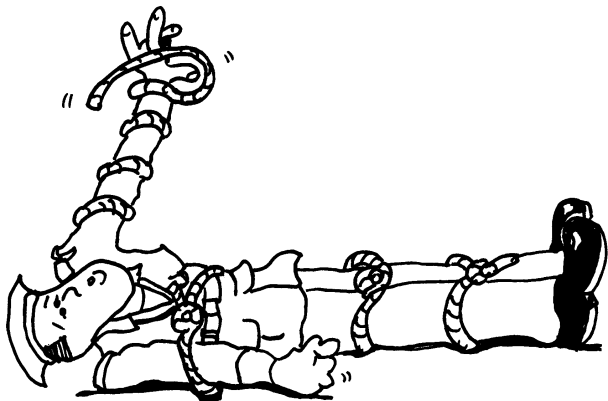
A **hitch** is:

- Used to secure a rope to a spar, ring or hook.

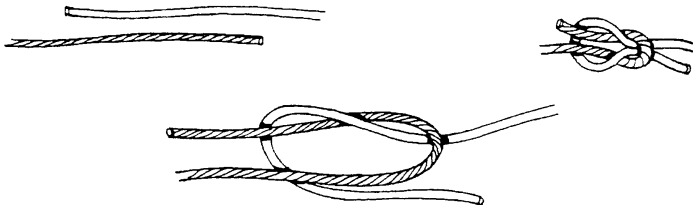
A **bend** is:

- Used to join two ropes together.

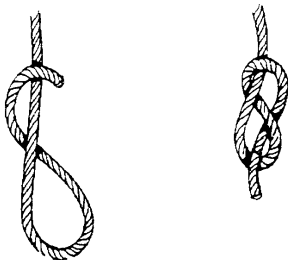
You can practice knots, hitches and bends anywhere. All you need is a piece of line and patience, so get some rope and let's get started!



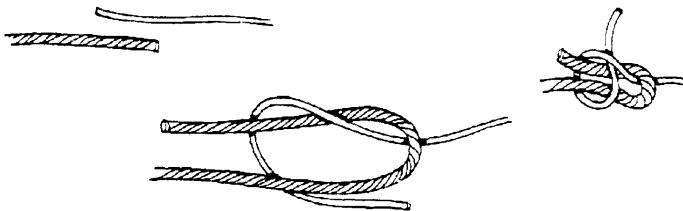
A **Reef Knot** is used to tie two ropes of equal thickness together. It is the standard knot for reefing a sail.



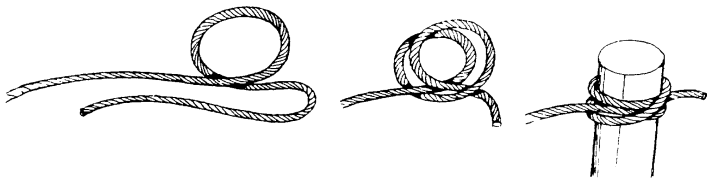
- A **Figure Eight Knot** is a stopper knot that prevents the end of a rope from sliding back through a block or fairlead. It may be used in the end of jib and main sheets.



- A **Sheet Bend** ties two ropes of unequal thickness together. It may be used in sailing to secure the main halyard to the clew outhaul when derigging or it may be used to secure the forestay to the bow deck plate.

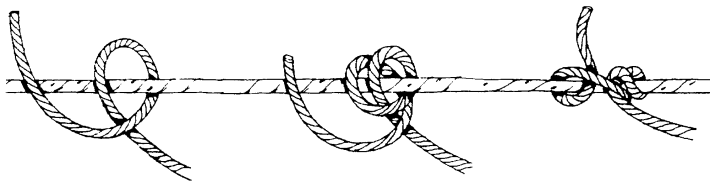


A **Clove Hitch** secures a rope to a rail or a spar (remember a spar is a pole). It may be used during a single tow when the line is attached to the mast.

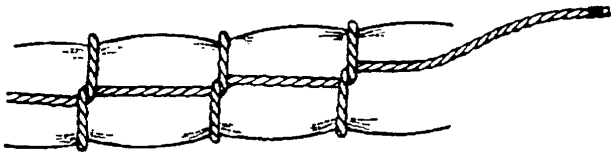


Did you know that in the days of sailing ships the mark of a good seaman was his ability to work with rope? With the passing of the tall-masted sailing ships, the amount of rope required onboard vessels today is greatly reduced.

- A **Rolling Hitch** secures a smaller rope to a larger rope or spar. It may be used for attaching a painter or bow line to a tow line when more than one boat is being towed or to hang some object from a vertical rope or spar.

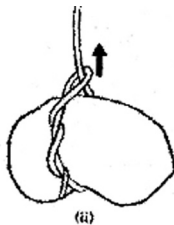
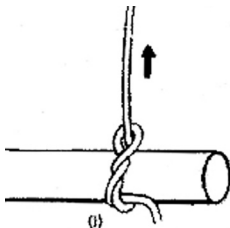


- A **Marling Hitch** lashes long bundles such as sails, hammocks, and awnings. It may be used for securing a mainsail to the boom for temporary storage.
- A **Round Turn and Two Half Hitches** secures a heavy load to a spar, ring, or shackles. It may be used to tie the bow line of a boat to a ring on a dock.

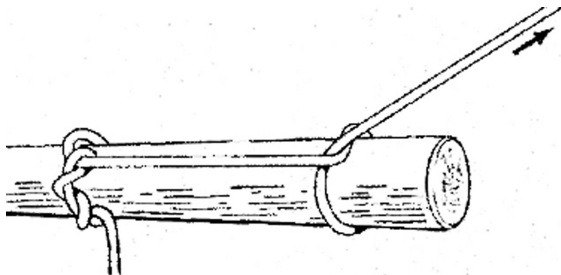


A **Timber Hitch** is very useful for hoisting and toelines, and holds well without slipping or jamming.

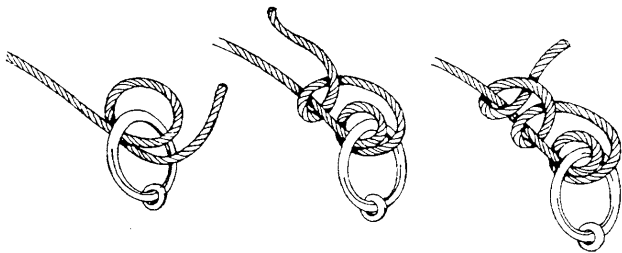
- This hitch is used to secure a rope's end to a spar or bale.
- Its main virtues are that it is very simple and rapid to tie.
- It tightens securely around the object.
- It does not jam and is very simple to untie.
- It is only useful where there is a strain on the rope.



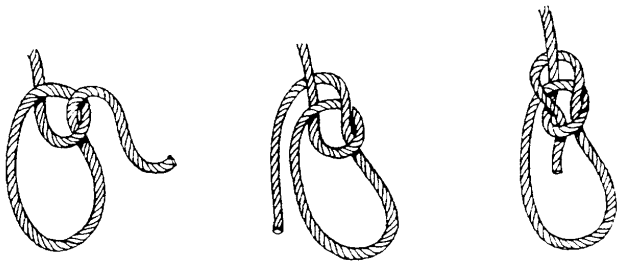
TIMBER HITCH



TIMBER HITCH AND HALF HITCH



- A **Bowline** makes a non-slip loop in the end of a line. It may be used for attaching sheets or halyards to sails or it may be used as a rescue knot that could be thrown to someone who needs a lifeline.

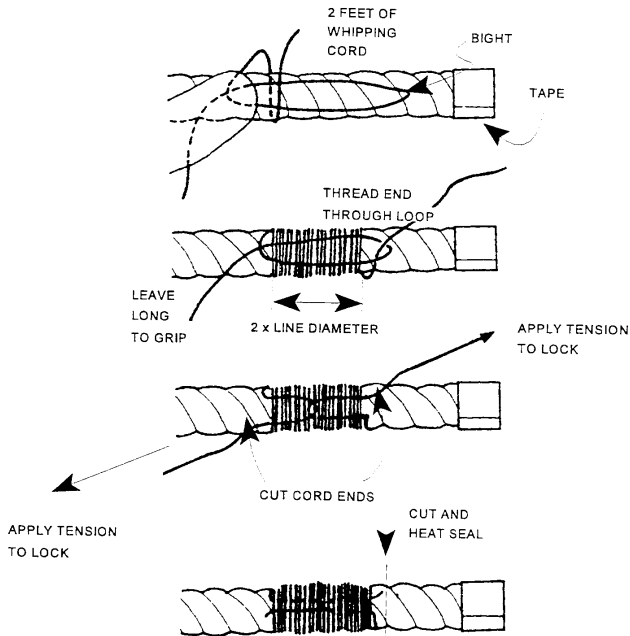


Common Whipping

A whipping is used on the end of a line to prevent it from becoming unlaidd or frayed. The steps are as follows:

- Hold the line in the left hand, the end to be whipped sticking out in front. Have a piece of whipping twine ready.

- Lay the twine on the line so that the loop end is even with the end of the line and hold the other end under the thumb where the whipping will start (this is called the bight).
- Wind the cord tightly around the bight to a length of twice the line diameter.
- Pass the cord end on the last turn up through the bight loop and slowly pull both cord ends.
- When the bight (or slack) moves to the centre, the new loop will be locked at the centre and both ends of the cord can be trimmed off.
- Trim the line half a line diameter from the end of the whipping and heat seal if the line is nylon or polypropylene.



Conclusion

Mastering the basics of knots, bends, and hitches is the first step in developing good seamanship skills. You should be proud of the skills and abilities you have acquired. They form the foundation of all seamanship training to come.

Test your seamanship knowledge by answering the following questions:

1. Draw a line to match the term to the correct definition:

Knot	Used to secure a rope to a spar, ring or hook.
Hitch	A term for anything that is not a bend, splice or hitch.
Bend	Used to join two ropes together.

2. Answer true or false to the following statements:

A. A Figure Eight knot is used to join two ropes of equal thickness.

True False

B. A Reef knot is a stopper knot.

True False

C. A Sheet Bend ties two ropes of unequal thickness together.

True False

D. A Clove Hitch secures a rope to a rail or spar.

True False

- E. A Bowline is used on the end of a line to prevent it from becoming unlaied or frayed.

True False

- F. A Common whipping makes a non-slip loop in the end of a line.

True False

CHAPTER SEVEN

PERFORMANCE OBJECTIVE 407

LEADERSHIP

Even though you are just starting out in the Sea Cadet Program, it is never too early to learn about your responsibilities and our expectations of you. As a Phase I cadet you are expected to follow the rules set out for you and listen to the leaders in our program. We want to make sure you know what being a good follower is all about.

The Cadet Harassment and Abuse Prevention Program (CHAP) is one set of rules you must abide by. It is designed to protect you, as well as ensure that you understand the type of behavior we expect from you. Following the CHAP program is just one way to ensure that everyone has a safe and positive experience in Sea Cadets.

CHAP

Harassment and abuse is not tolerated or accepted in our program. As a Sea Cadet you have rights and responsibilities with regard to harassment and abuse. This is outlined in the **Cadet Harassment and Abuse Prevention (CHAP)** program. Part of being a Sea Cadet involves taking part in this training and knowing what your rights and responsibilities are. They can be found on the inside back cover of this manual.

There are officers at your corps or Sea Cadet Summer Training Centre (SCSTC) that are specially trained to help answer your questions about abuse and harassment. They are there to provide you with any information that you need, including:

- The various forms of harassment and abuse
- The difference between the two
- Your responsibility to treat each other with respect
- Where you can go for help if somebody is mistreating you
- What happens if you abuse or harass someone

The Cadet Organization takes accusations of abuse and harassment very seriously. If you need to talk, there is always someone at the corps or SCSTC who will listen and help you with your options.

How to be a Follower

A follower is a member of a team and the responsibilities of a team member might be:

- A team member listens when spoken to.
- A team member completes an assigned task.
- A team member does not talk in division.
- A team member respects their seniors.
- A team member shows up on time.
- A team member stays with their "team".
- A team member **follows** directions.
- A team member will offer assistance when asked.
- A team member does not disrupt the class.
- A team member does not do "his/her own thing."
- A team member does not stray away from the group tasking.

Being a good team member will foster the attributes of a good leader later on. If you learn how to be a good follower and how to positively affect those around you, you will, in future, develop into a good leader.

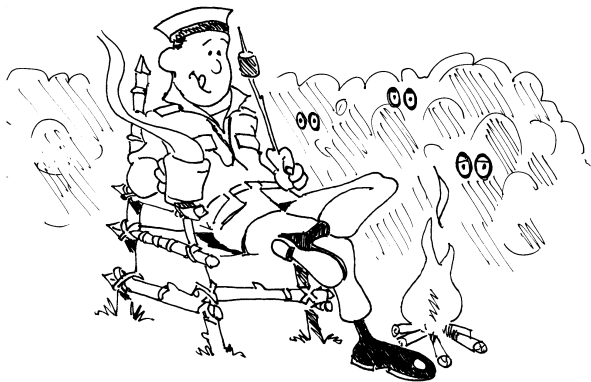
CHAPTER NINE

PERFORMANCE OBJECTIVE 409

OUTDOOR ADVENTURE TRAINING

If the thought of outdoor adventure training conjures up images of camping in the wide-open outdoors, you're right! This is one of the highest rated activities by Sea Cadets. The Canadian wilderness provides countless opportunities for Sea Cadets from all across Canada to participate in diverse and unique outdoor training activities.

The adventures to be had are limitless. Whether you are hiking in the mountains, sailing in a whaler, or breaking trail in the bush, you will learn the basics about living safely in harmony with the great outdoors and your fellow cadets.



Camp Routine

Long before you begin your outdoor adventure training weekend, you will be briefed on what to expect. It is important to understand that there are **Standard Operating Procedures** (SOPs) that must be followed in the field. SOPs are instructions that contain the following types of information:

- Safety orders such as out of bounds areas, proper use and care of equipment, emergency telephone numbers, location of first aid kit and emergency vehicle, and water safety
- Fire orders
- Environmental considerations including no cutting down of live trees, using the latrines at all times, and waste disposal
- Curfew times

All personnel are expected to follow SOPs in the field, which are designed for the safety and comfort of everyone.

Personal Clothing and Equipment

The clothing worn on outdoor activities has four basic functions:

1. Protects you from cuts and abrasions caused by physical contact with trees, shrubs, rocks, etc.
2. Protects you from the cold, sun, wind and rain.
3. Protects you from the vicious attack of insects such as mosquitoes and black flies.
4. Regulates your body temperature.

It is recommended to use a system of layering clothing when dressing for an outing. This means wearing many light layers of clothing rather than just one heavy jacket. When using the layering system you can adjust the layers to match your body temperature. If you are only wearing a heavy jacket and you get too hot, there is only one layer you can remove. You go from too hot to too cold!

Did you know that at any given moment there are about a hundred lightening strikes over the earth's surface? This totals 32 million a year, of which at least a hundred thousand hit Canada.

Your footwear should be high cut walking or running shoes. If in the winter, warm boots are essential. Wool socks are ideal for absorbing foot perspiration and providing insulation. If you find the feel of wool irritating, wear a cotton sock under them.

What and how much you pack for your outing depends on the weather, time of year, and how long you will be gone. You will probably be expected to bring the type of clothing listed below:

- Warm sweaters or sweatshirts
- Warm pants or sweatpants
- Long underwear
- T-shirts
- Underwear
- Wool socks
- Runners, high top runners, walking shoes or hiking boots

- Windbreaker or light jacket
- Rain gear or water proof jacket
- Warm jacket
- Gloves or mitts
- Cadet toque
- Personal toiletries such as towel and washcloth, soap, deodorant, toothpaste, toothbrush and floss, comb/brush

You will also be briefed on what not to bring. These types of items include:

- Radios
- Portable Stereos
- Guns
- Explosives
- Anything of value that may get lost or broken

Personal Hygiene

Personal hygiene is the practice of health rules to protect your health and the health of others. Good personal hygiene contributes towards health in the following ways:

- Protects you against disease and germs that are present in the environment.
- Promotes positive and total health.



In the field, the dangers of disease are multiplied because of the lack of proper facilities. This is why it is important to do the following:

- Sponge bath regularly.
- Eat three meals daily as a balanced diet gives you energy.
- Go to the washroom regularly.
- Use deodorant.
- Drink plenty of fluids.

It is particularly important to take good care of your feet in the field. They should be washed and dried daily as follows:

- Wash and dry the feet well (if possible, use a dry towel).
- Sprinkle the feet with foot powder and rub it in.
- Massage the feet for about five minutes.
- Put on clean, dry socks.

Clothing and Equipment Maintenance

It is important to keep your clothing dry and in good repair in the field. Keeping dry is an important factor in keeping warm. At night, keep your clothing and boots off the ground so they don't get wet. Remember that any wet clothing or boots should be dried. You can place them by the fire, but make sure they're not too close, as ashes are difficult to wear!

All items of clothing must be kept as clean as possible. Dirt from clothing reaches the skin, which may cause considerable irritation. Therefore, it is important that underclothes and socks be changed at least once a day.

You will probably be given equipment that is not your own to use for your outing. DND or the Navy League of Canada usually owns this equipment. Should any equipment become lost or damaged, it is important that you report this immediately. Treat these items with respect and even better than your own equipment as without it, such training would not be possible.

Survival Kits

It is a good idea to prepare a survival kit before you venture out into the field. This can be done by using items around the house. Your survival kit should be compact enough to carry in the pocket of your jacket and include the following:

- Matches
- Snare wire - thin wire or string
- Knife - pocket kind
- Fishing line with a few hooks
- Piece of aluminum foil
- First aid supplies - Band-Aids, dressing, roll bandage, and tape

- Food - dry soup mix, chocolate bar, oxo cubes and hard candy are good choices
- Compass
- Container or plastic bag that will hold the gear

Did you know that the “Sweet Marie” chocolate bar was named for a Canadian? Marie lived in London, Ontario and married the man who wrote the lyrics to the song “Sweet Marie”. Later, a chocolate company capitalized on the song’s name and made the Sweet Marie bar.

If you find yourself in an emergency situation you must not act without careful consideration. If you become lost you should remember the following steps:

- **Stop** - your body is designed to carry out three main functions; digest food, do work and think. It does not do any two of these functions very well at the same time. Hence the need to stop so you can think. By stopping to think you may avoid the errors of hasty decisions and the onset of panic.
- **Think** - think about the immediate and future danger to yourself. Analyze the weather, the terrain, and the available energy and resources to sustain your life.
- **Observe** - look around you, observing the problem for possible solutions. Observe resources, weather potential, and the best possible course of action.
- **Plan** - after thinking and observing all aspects of your emergency, plan a course of action which will best use your limited available energy. Plan your activities, whatever they may be, to take advantage of the natural and ready resources.



Environmental Concern

“Take nothing but photographs, leave nothing but footprints”, is the wilderness code to live by. The earth’s ecosystem is delicate and must be protected to ensure a healthy planet for generations to come. We must do our part by being responsible environmentalists. This means following certain guidelines, which will ensure that you leave the field in better shape than you found it.

It is important to get rid of waste materials properly. This means burning any dry garbage and taking any non-disposal waste out of the field with you. If you find garbage that is not yours, take it too. Use only the latrine to dispose of human wastes. It is important for everyone’s health that you do.

When you leave the field, there should be no evidence that anyone has been there. This can be done by following these guidelines:

- Use existing campsites.
- Use existing trails.
- Do not disturb vegetation.
- Carry out everything that was brought into the wilderness.
- Respect wildlife, particularly young animals or nesting birds.
- Leave radio and tape players at home.
- Use only the latrine to dispose of human waste.
- Replace grass if using a fire.

Think of yourself as a low impact camper. By being responsible, you can make a healthy impact on our environment, and help preserve the world for future generations.

How to Pitch a Tent

The type of tent you are given will vary from corps to corps, so it is important to read the instructions on how to pitch it. Here are some tips for picking your tent site:

- Find a high and dry spot of relatively level ground.
- Make sure the ground is well drained.
- Face the tent south-east if possible in order to get the morning sun.
- Do not pitch your tent under large trees to avoid the threat of lightning.
- Make sure the ground is free of sharp twigs and stones.
- Make use of the vents in your tent to increase circulation and prevent condensation.

Most tents today are made of nylon, which makes them lightweight, strong, resistant to mildew, and fire retardant. Vents are added for circulation and a separate cover, called a tent fly, is used to deflect rain.

When you sleep in your tent, make sure you use a good sleeping bag. This can mean the difference between comfort and misery. A sleeping bag does not produce heat but rather it insulates the body's own heat. This is why sleeping bags are always cold when you first get in. Air mattresses can give you a very comfortable place to sleep but in cold weather, use a closed cell or foam mattress as an air mattress will be full of cold air.

It is important that you air your tent out before packing it away. While nylon tents won't rot, they will become musty with dampness. Always store your tent in a dry area and be sure that all the parts are packed with it for the next time. A tent without poles is useless.

Backpacks

A backpack is used to carry a load as easily as possible. It is a key piece of equipment in the field, and used properly, is very effective. One of the most important factors in wearing a backpack is packing it correctly. Follow these tips:

- Place small items in plastic bags so you can see the bag's contents.
- Place heavy items like food next to the frame and up high on the pack.
- Place hard sharp objects inside so that the bag does not rip.
- Place frequently needed items in the outside pockets or in the top pocket where they are easily accessible.
- Light items like the sleeping bag should go on the bottom.
- Carry no more than $\frac{1}{4}$ - $\frac{1}{2}$ of your body weight in order to avoid overstraining your back.



When you wear your pack make sure the hip belt rests on your hipbone. The hip belt will take most of the weight off the shoulders. Ensure that the load does not go too much over your head as this will make you unstable.

Did you know that primitive cultures carried a heavy load on their head rather than on their shoulders? They knew it was easier to carry the weight was on their bone structure rather than their muscles.

Conclusion

Adventure training skills are skills that you will use throughout your lifetime. Whether you are in the wilderness for pleasure or survival, it is important to be prepared for the challenges that you will meet. Remember to stop, think, observe and plan. Use the knowledge you have gained through Sea Cadets and you will make the very best out of your situation.

1. Answer true or false to the following statements:

A. Standard Operating Procedures are rules regarding field exercises.

True False

B. To stay warm in the bush you should dress in layers.

True False

C. Personal hygiene is not important during outdoor adventure training.

True False

D. It is important to take good care of your feet in the field.

True False

2. Check off the items you should have in a survival kit.

- ☐ Books
- ☐ Matches
- ☐ Personal toiletries
- ☐ Snare wire
- ☐ Knife
- ☐ Tent
- ☐ First Aid supplies

Select the best answer for the following questions.

3. When choosing a campsite you should:

- A. Clear brush and trees as needed.
- B. Select an existing campsite.
- C. Light a fire immediately.
- D. All of the above

4. When pitching a tent you should:

- A. Find a high and dry spot of relatively level ground.
- B. Make sure the ground is well drained.
- C. Make sure the ground is free of sharp twigs and stones.
- D. All of the above

5. When packing your backpack you should:

- A. Place heavy items like food next to the frame and up high on the pack.
- B. Carry no more than $\frac{1}{4}$ - $\frac{1}{3}$ of your body weight.
- C. Place light items like your sleeping bag next to the frame and up high on the pack.
- D. All of the above

CHAPTER TEN

PERFORMANCE OBJECTIVE 410

PHYSICAL FITNESS

As learned in first chapter, one of the aims of Sea Cadets is to promote physical fitness. This program is designed to get you involved, and keep you in involved, in living a healthy lifestyle.

Active Living. Your Way. Every Day.

Active living means . . .

- Valuing physical activity and making it part of your day.
- Doing activities you find satisfying and fun.
- Being active in ways that suit your routine and your body.

Active living means taking things in stride. . . doing what comes naturally. Skateboarding and swimming. Dancing and karate. Walking, wheeling, or working in the garden. Playing frisbee in the park with your friends.

But *active living* is more than just living actively. It also involves cooperation and caring, peace and harmony. It means. . .

- Experiencing the simple pleasure of being in motion.
- Reaching out and helping others who wish to be active.
- Living lightly on the land.

Active living means different things to different people, but it has something for everyone.



Your Physical Fitness Level

Before you participate in any fitness program it is important to ensure that you are healthy. You should complete a Physical Fitness Assessment Form before you start to determine any serious health risks. If you are in good shape the next step is to assess your physical fitness level. It measures your ability to do the following:

- Push-ups
- Partial curl-ups
- Flexibility
- Aerobic endurance

The intent of the physical fitness assessment is to give you a starting point. This is not a test that you have to achieve a certain standard on. It is designed to focus on your individual progress in the program.

PHYSICAL FITNESS ASSESSMENT FORM

Name:

MEASUREMENT	ASSESSMENT DATE	REASSESSMENT DATE
Resting Heart Rate		
Cardiovascular Endurance		
Muscular Strength Upper Body: Push-ups		
Muscular Strength Abdominal: Curl-ups		
Trunk Forward Flexion		

What are the activities that you participate in now on a weekly basis?

Do you feel you lead an active lifestyle?

As with any fitness activities it is important to start with a warm-up and finish with a cool down. This helps prevent sports injuries. A warm-up could include a few minutes of brisk walking, followed by at least ten minutes of stretching. A cool down involves light stretching after the activity.

Benefits of Physical Fitness

Active living is defined as “a way of life in which physical activity is valued and integrated into daily living”. It focuses on the **individual**, recognizing that everyone is different. It is **social**, knowing that outside influences affect our choices and opportunities for participation. Lastly, it is **inclusive**, allowing all Canadians to be active participants.

Active living encompasses the entire physical activity experience. Along with the simple bodily movements of physical activity, active living can engage the ‘whole’ person.

- Mentally
- Emotionally
- Socially
- Spiritually

Active living contributes to individual well being . . . not just through the ‘experience of the moment’ but through the knowledge, skills, level of fitness, and feelings of self-esteem that develop over time.

So, what are the benefits of being physically active?

- A positive use of free time. . . FUN!
- Makes you feel better
- Increased independence, especially for people with disabilities and older adults
- Increased opportunities for socializing
- Increased opportunities to learn new activities
- Stronger and more flexible muscles
- Increased energy
- Improved posture
- Sounder sleep
- Stress reduction
- Improved balance/coordination
- Improved digestion
- Maintenance or improvement of body weight and composition
- More efficient heart and increased lung capacity
- Improved academic performance

As with all activities, there are pros and cons. Some of the problems associated with being physically active include:

- Too much of any one activity could cause an *overuse injury* to the muscles or bones involved e.g. shin splints may occur in people who constantly run and/or jump on hard surfaces.
- Contact sports expose participants to the possibility of *impact injuries* e.g. twisted knee in football.
- A person who is compulsively active and does not eat properly could have trouble maintaining a healthy body weight (i.e. they may become too slender).

Perhaps there are some benefits to being *physically inactive*. Things like:

- Hair and make-up don't become untidy
- No shower necessary because you're not sweaty
- No activity clothes to wash
- More time to do nothing

More importantly, what are the problems with being *physically inactive*:

- Have more difficulty achieving or maintaining an appropriate body weight
- Get “puffed-out” more easily
- Feel too weak to do things you'd like to do
- Injuries due to inflexible muscles
- No energy to do anything
- Boredom

It is obvious that the benefits of physical fitness outweigh the problems, so let's look at different activities to help develop physical fitness.

Aerobic Endurance

Brisk walking

Running

Cycling

Skating

Cross-country skiing

Skateboarding

Non-stop activity play

Hiking

Jumping rope

Soccer

Basketball

Ice hockey

Field hockey

Swimming

Dancing

Snowshoeing

Marching

Wheeling

Muscular Endurance

Sailboarding

Kayaking

Canoeing

Rowing

Tennis

Weight training

Baseball

Sit-ups and push-ups

Volleyball

Football

Gymnastics

Downhill skiing

Badminton

Squash

Softball

Table tennis

Goal ball

Muscular Strength

Weightlifting (power)

Shot-put

Long jump

Pole-vaulting

Hammer throw

Javelin

High jump

Ski jump

Martial arts

Flexibility

Dancing

Rhythmic gymnastics

Cool-down movements

Figure skating

Yoga or stretching exercises

Gymnastics

Warm-up movements

Diving

Synchronized swimming

Do you know how much the Stanley Cup weighs? The hockey trophy is silver plated over aluminum and weighs 14.5 kilograms (about 32 pounds).

Personal Fitness Goals

Now that you've found your starting point and understand the objectives of the program, it is time to set your own goals. It is important to be honest in setting personal goals. There is not a pass/fail standard and your goals can be changed as needed to accurately reflect your expectations. Ask yourself the following when setting goals:

- What I want to get out of this program is. . .
- What I'm willing to do to reach my goal is. . .
- What will have to change is. . .
- How I will measure my progress is. . .
- I am setting the following goals for myself. . .

You can now set up your own Personal Activity Program. Decide which activities you will do each day of the week. Your corps will help you to set up your program but it is up to you to complete an activity each day. You can use the activities listed, or come up with your own ideas. The important thing is to do something you want to do.



Once you have started your own personal activity program, it is your responsibility to participate on a daily basis. Your corps will have some fitness activities planned, but the day-to-day activities are on your initiative. To measure your progress in the program, complete the Physical Fitness Assessment Form once again and compare the results. Remember that this is not an end point, but only an assessment of your progress.

Conclusion

This program has been designed for you. This program will give you the skills to live actively for a lifetime. Although your corps will help, you are ultimately responsible for achieving the program you have set-up. With hard work and dedication you can meet the challenge. Congratulations on your commitment to live your life to its fullest!

Answer true or false to the following statements:

1. Before you start any fitness program it is important to ensure you are healthy.

True False

2. You must pass the physical fitness assessment to progress in the program.

True False

3. It is important to use warm-ups and cool downs in any fitness activity.

True False

4. List five benefits to being physically active:

A. _____

B. _____

C. _____

D. _____

E. _____

5. Set your goals...Ask yourself the following:

A. What I want to get out of this program is. . .

B. What I'm willing to do to reach my goal is. . .

C. What I will have to change is. . .

D. How I will measure my progress is. . .

E. I am setting the following goals for myself. . .

MEASUREMENT	PRESENT	GOAL	GOAL
Resting Heart Rate			
Cardiovascular Endurance			
Muscular Strength: Upper Body (push-ups) Abdominal (curl-ups)			
Trunk Forward Flexion			

6. Set up your own Personal Activity Program below:

DAY	PHYSICAL ACTIVITY
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

CHAPTER ELEVEN

PERFORMANCE OBJECTIVE 411

CANADIAN CITIZENSHIP

One of the aims of the Sea Cadet program is citizenship. What exactly does this mean? Being a good citizen is being an active member of your town or city by volunteering in activities that benefit the community. There are always community projects to be completed, which rely on the help of volunteers. Your corps will ask you to help with many different activities. As a Sea Cadet you are expected to participate enthusiastically. It can be lots of fun!



Community Service

Maybe a service group needs your help to provide assistance to less privileged members of the community. Service groups are dedicated to providing help to the less fortunate, raising funds for research, and providing medical treatment. Volunteer work is rewarding and will leave you feeling good about helping out.

Here are some volunteer ideas:

- Canvas for the HEART AND STROKE FOUNDATION.
- Volunteer at your local food bank for an afternoon.
- Collect nonperishable food to donate to your food bank.
- Teach someone to read.

Did you know that the Order of Canada was established on July 1, 1967, Canada's 100th birthday? It honours Canadians who have made outstanding contributions at the international, national, or local level.

In addition to be a good citizen, what does it mean to be a Canadian citizen? We live in one of the best countries in the world. Canadians enjoy a high standard of living with many rights and privileges. We have excellent health care, education, and employment opportunities. What are our expectations of you as a good Canadian citizen?

- Be loyal to Canada.
- Obey Canada's laws.
- Respect the rights of others.
- Respect private and public property.
- Care for Canada's heritage.
- Support Canada's ideals.

Conclusion

To be a good citizen you have to make an effort. You must care not only for yourself, but also for your family and for society. Good citizenship demands participation, involvement and contribution. A good citizen will strive to make a worthwhile contribution that benefits the country as a whole and not just themselves.

1. What does being a good citizen mean?

2. Select the statements that best represent what it means to be a good Canadian citizen.

- ☐ Be loyal to Canada.
- ☐ Obey Canada's laws.
- ☐ Join a political party.
- ☐ Respect the rights of others.
- ☐ Respect private and public property.
- ☐ Care for Canada's heritage.
- ☐ Support Canada's ideals.
- ☐ Clean your room.

3. Select the statements that best represent what it means to be a good Canadian citizen.

- ☐ Be loyal to Canada.
- ☐ Obey Canada's laws.
- ☐ Join a political party.
- ☐ Respect the rights of others.
- ☐ Respect private and public property.
- ☐ Care for Canada's heritage.
- ☐ Support Canada's ideals.
- ☐ Clean your room.

Cadet Records

The following pages are yours to fill in as you complete your training. Your corps officers will keep their own official separate records. It is not necessary for you to use these pages, but it is a good opportunity to keep track of your accomplishments and follow your progress through the program.

Awards And Achievements

Awards	Date Received
--------	---------------

Date of promotion

From _____ to _____

Phase Training Officer's signature:

Cadet Progress Card

Name: _____

PHASE 1 TRAINING	
PERFORMANCE OBJECTIVE	ENABLING CHECK COMPLETION DATE
PO 401 Serve within a Sea Cadet Corps	
PO 402 Drill	
PO 403 Small Arms	
PO 404 Sailing	
PO 405 Naval Knowledge	
PO 406 Seamanship	
PO 407 Leadership	
PO 409 Outdoor Adventure Training	
PO 410 Physical Fitness	
PO 411 Canadian Citizenship	
Mandatory Support Sail Weekend	
Mandatory Support Marksmanship Weekend	
Mandatory Support OAT Weekend	
Mandatory Support CO's Weekend	
CHAP Training	

RIGHTS AND RESPONSIBILITIES OF CADETS

RIGHTS

As a cadet I have the right to:

- be treated fairly and with respect
- belong
- feel safe
- be included
- learn
- seek help
- be heard
- make decisions
- be protected from emotional, physical and sexual abuse and all forms of harassment
- use the law
- say “No” to unwelcome behaviour

RESPONSIBILITIES

As a cadet I have the responsibility to:

- treat others with respect
- not exclude anyone
- help protect others
- respect personal boundaries; honour “No’s”
- tell the truth
- listen
- not dominate others
- not misuse my power
- control my anger
- not harass anyone
- not abuse anyone
- get help if I need it

KIDS HELP LINE 1-800-668-6868
DND CF HARASSMENT HELP LINE 1-800-290-1019



www.cadets.dnd.ca

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