

RCSCC WHITBY

**SHIP'S STANDING ORDERS
AND
STANDARD OPERATING PROCEDURES**



ISSUED BY:

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COMMANDING OFFICER
1 SEPTEMBER 2023**

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FOREWORD

1. Ship's Standing Orders and Standard Operating Procedures (SSO/SOP) are issued under the authority of the Commanding Officer of RCSCC WHITBY. They are intended to amplify instructions issued by higher authority as they apply to local conditions at the corps.
2. All personnel shall familiarize themselves with the content of these orders. Divisional Petty Officers and general Officer staff shall ensure that their respective cadets are familiar with those portions, which are applicable.
3. Should any Officer, Civilian Instructor or Senior Cadet have any doubts as to the course of action they should take with respect to matters pertaining to corps policy, they should refer these questions through their Chain of Command to the Commanding Officer.
4. All amendments shall be forwarded through normal channels to the Commanding Officer.

CHAPTER 1 COMMAND AND ORGANIZATION

1.01 CORPS ORGANIZATION

1. The functional organization of RCSCC WHITBY is based upon a divisional structure where each department is designated or appointed personnel to administrate the functional service or trade requirements pertaining to that department.
2. To make the structure functional, all personnel in each department will report to a higher authority than their own. The person with the highest authority in each department is appointed by the Commanding Officer (CO) and as such reports directly to the Executive Officer (XO).
3. The Executive Officer (XO) is second in command regardless of rank. The appointment as XO by the CO grants them the highest authority over all ship personnel and as such makes them first officer. In the absence of staffing the Training Officer (Trg O) shall assume this responsibility.
4. At all times, the following officers take command over all other officers, Civilian Instructors (CI's) and cadets:
 - a. Commanding Officer
 - b. Executive Officer
 - c. Officer of the Day (OOD) or Duty Officer
5. The Unit Cadet Conflict Management Advisor (UCCMA) is the only exception to paragraph 4. In his function as UCCMA they will be required to address personal crisis of ship personnel in a quick, efficient and confidential manner. To expedite this process, the UCCMA is granted a direct line of communication with the CO.
6. The Organization chart in Annex A best illustrates the organization of the corps or the chain of command.

1.02 DUTY PERSONNEL

1. General

1. Corps duty personnel are designated by the authority of the Ship's Coxswain (Coxn) and published monthly in Routine Orders. The primary function of duty personnel is to look after the safety, security, cleanliness, conduct and efficiency of the ship and ship's company.
2. Any personnel that cannot stand their duty as published shall inform the Coxn in advance and are responsible for finding a suitable replacement with the Coxn's approval.

3. Tour of Duty

3. Duty personnel shall stand duty:

a. Parade Nights - Rotational on a weekly basis with other personnel.

b. Weekend Exercise - Where appropriate, the naval watch system shall be used. On most exercises, however, a duty watch shall commence at 22:00 hours and rotate with equal frequency until completion of Colours at 08:00 hours.

c. Other Training - This includes training in Band, Drill, Testing, Clean-up Parties, etc., The Officer in Charge (OIC) is responsible to the CO for designating duty crews to complete the primary functioning of duty personnel.

d. Trips - Duty personnel will be designated by the OPI and will complete the primary function of duty personnel.

Note: With regard to paragraph 3b and 3d, an operation order shall be published in advance to detail duty personnel. In all cases the OIC or OPI has final authority to duty personnel designation.

4. Officer of the Day (OOD)

4. The OOD is responsible to the XO for the performance of his duties and all designated duty personnel towards completion of the primary functions explained in paragraph 1. The duties of the OOD are as follows:

a. Keep the XO informed of all-important occurrences

b. Ensure all areas on board required for training are open and made ready for classes. i.e. Placement of desks and chairs, chalk for blackboards, areas are clear of obstructions.

c. Carry out rounds before and after parade checking for fire, safety, security and conduct of ship personnel. All opened and accessible decks will be checked during your rounds including the classrooms, heads, mess facilities.

d. The OOD shall ensure that the ship's log is properly filled out and that all occurrences are written into the log. Any observations which promote an immediate hazardous, emergency safety or security situation shall be reported directly to the XO or the Officer in Charge (OIC) of the exercise. The OOD shall report all findings as noted on the ship's log to the CO upon completion of duty. Refer to Annex "B" for a sample of the ship's log.

e. The OOD shall ensure that a thorough clean-up of all areas of the ship is conducted by duty personnel prior to their departure. This includes sweeping, removal of gash, storage of chairs, desks or other equipment and cleaning of the heads.

f. The OOD shall remain behind until all cadets have safely gone ashore.

g. The OOD shall undertake such other duties as directed by the CO.

5. Petty Officer of the Day (POOD)

5. The POOD is directly responsible to the OOD for the performance of their duties and as a minimum, be qualified to the rank of Petty Officer Second Class (PO2). The duties of the POOD are as follows:

- a. The POOD shall keep the OOD informed of all occurrences.
- b. The POOD shall report for duty on parade nights in sufficient time to muster all duty personnel by 18:50 hours.
- c. The POOD shall ensure that all duty personnel are aware of their duties and supervise all work carried out by them.
- d. The POOD shall be available during stand easy to supervise and maintain good order among the ship's crew. Note: POs and above not partaking in standeasy will be permitted to use designated area.
- e. The POOD shall accompany the OOD during rounds.
- f. The POOD will assist the Regulating Petty Officer (RPO) when required in mustering and supervising defaulters.
- g. The POOD shall ensure that all deck items (flag pole/bell) are setup and teared down.
- h. The POOD will supervise the clean-up of all areas of the ship prior to departure.
- i. The POOD will report to the coxswain any irregularities pertaining to discipline, corps policy and morale. They will keep the OOD informed of the same.
- i. The POOD shall undertake such other duties as directed by the OOD or Coxn.

1.03 Lost and Found

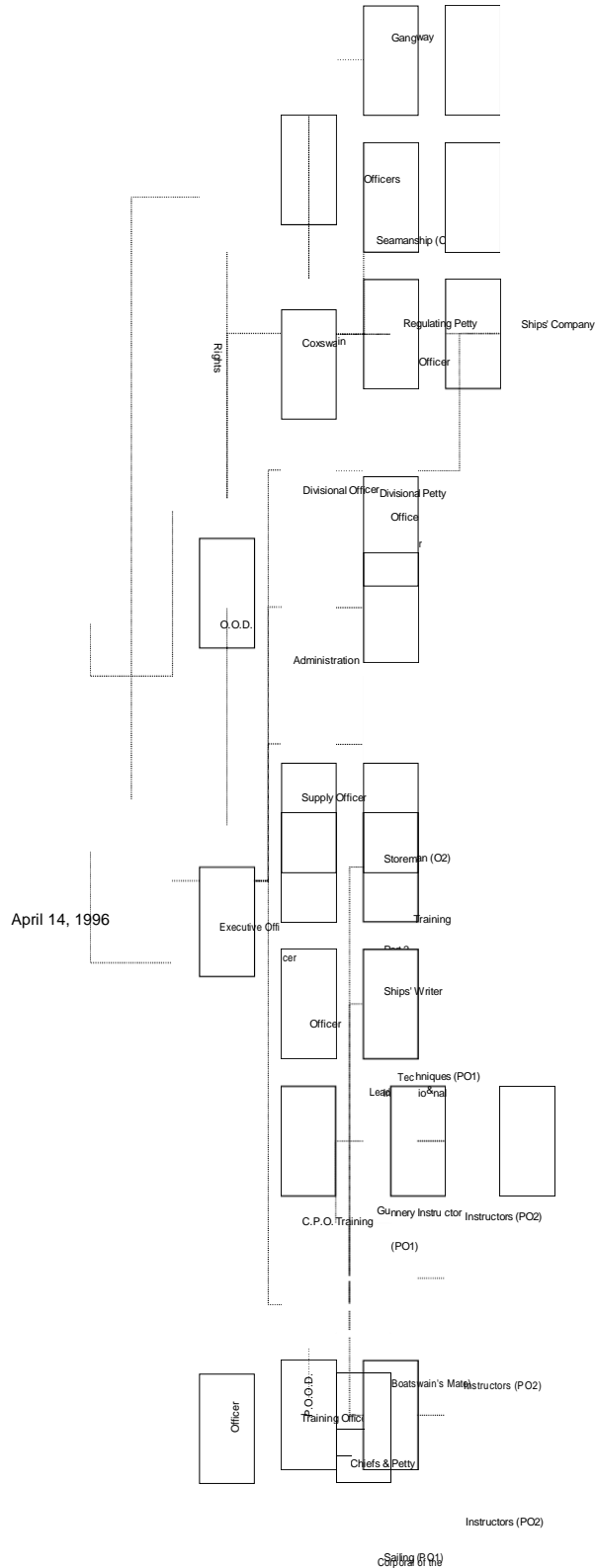
- a. Articles lost should be reported to the Coxn as soon as the loss is discovered.
- b. Articles found shall be turned over to the Coxn

1.04 Scran Lockers

- a. The Coxn shall control Scran lockers. Unclaimed civilian gear may be donated to a charity organization provided sufficient notice is given.

Organizational Chart

RCSCC WHITBY - ORGANIZATIONAL CHART



Annex "B"

To Chapter 1
SSO/SOP

Time	Routine	<u>Ships Routine</u>	Action
1830	All Hands aboard		None
1845	Markers and Duty watch fall in		RPO
1850	All Hands Muster for Inspection/Roll Call		RPO
1855	Divisions (Prep is Raised all Hands Fall in)		Coxn
1858	Officers Call		Messenger
1900	Colours		Pipe
1910	Classes (Period 1)		Pipe/Trg PO
1940	Classes (Period 2)		Pipe/Trg PO
2010	Standeasy		Pipe/Trg PO
2020	Classes (Period 3)		Pipe/Trg PO
2050	Secure from Classes (Divisions)		Pipe/Trg PO/RPO
2053	Officers Call		Messenger
2055	Evening Quarters (Sunset)		Pipe
2100	Closing Remarks and Announcements		CO/ Officers/Coxswain
2105	Liberty Boat (All Hands Go Ashore)Duty Watch Secure		Coxn
2110	Duty Watch ashore		OOD

CHAPTER 2 Colours and Evening Quarters (Sunset)

2.01 Routine for Colours and Sunset

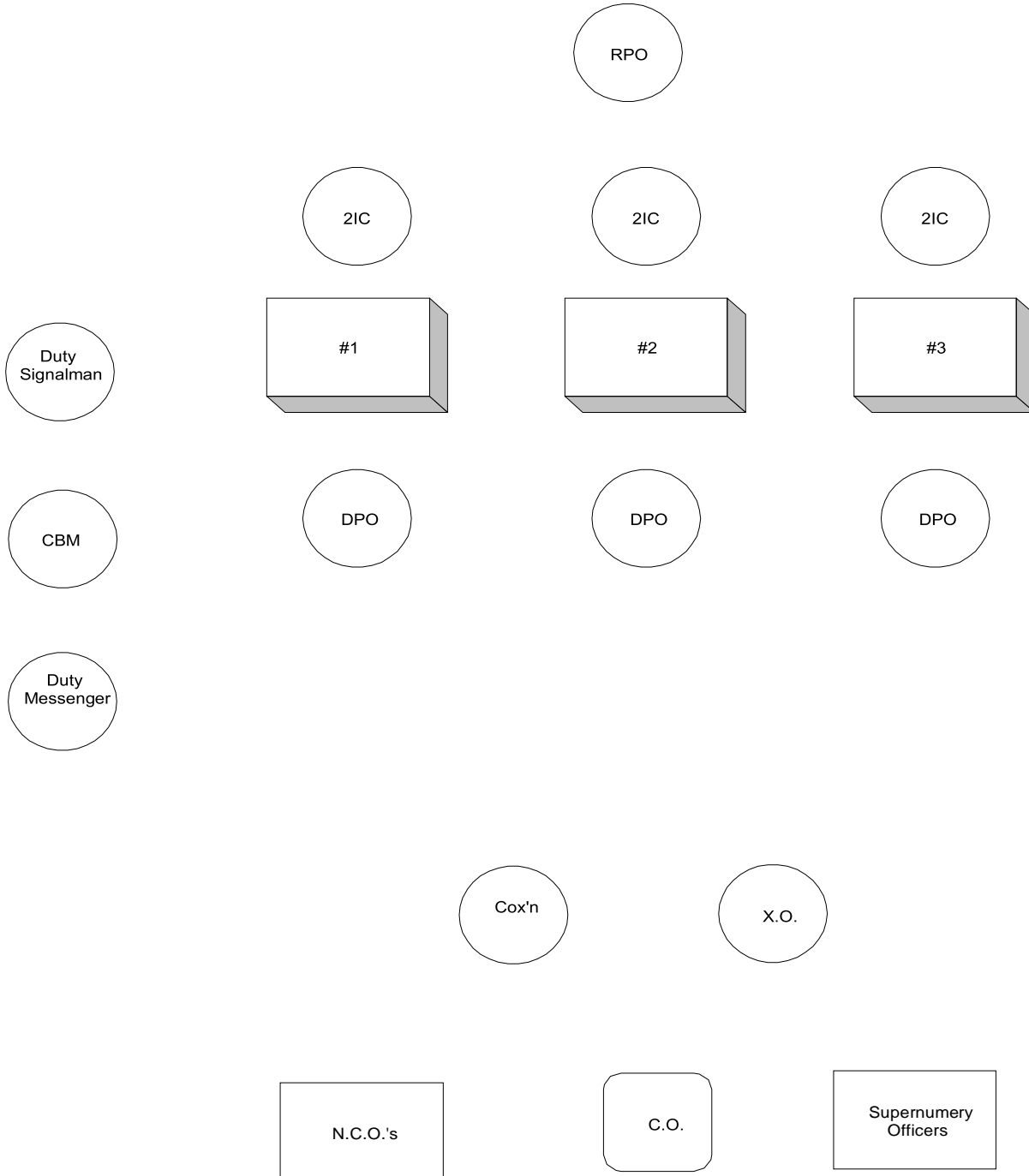
1. Duty personnel are to ensure that the ship's routine is followed as per Annex "C" to Chapter 1.
2. The constitution for Colours is as follows:
 - a. Markers (RPO)
 - b. Hands Fall In (RPO)
 - c. Dress Off, Attendance and Inspection (DPO's)
 - d. DPO's report to RPO
 - e. Coxswain takes over from RPO
 - f. The "Prep" is then raised to the top.
 - g. Coxswain sends MESSENGER. to report to the OOD/CO that the ship's company is standing by for Colours.
 - h. OOD/CO falls in and takes over parade from Coxswain.
 - i. DS announces "Colours, Sir"
 - j. The "Prep" is dipped.
 - k. OOD. faces ship's company Aft.
 - l. CBM announces "Colours Sir, 2 Bells"(if available)
 - m. OOD/CO orders "Very Well, Make it so"
At which time, one of the following will take place:
 - i. CBM will "PIPE THE STILL", or
 - ii. In the absence of, the order to salute shall be givenNote: If Guard is on parade, the alert is not played. Guard Commander (G.C.) will order "General Salute, Present Arms".
 - n. DS At the completion of Colours the "Prep" will be hauled down and reports "Carry on Sir"
 - o. OOD orders "Pipe the Carry On"
At which time, one of the following will take place:
 - i CBM will Pipe the "Carry On"
 - ii in the absence of, the order to come to attention shall be given.Note: If Guard is on parade, the G.C. will order "Slope Arms".
 - p. OOD. faces the ship's company towards the Dias.
 - q. Following the C.O.'s address to the ship's company, he will announce his departure to the OOD/Coxn
 - r. The CO will bring the ship's company to attention.
 - s. CO will address the ship's company, dismiss the officers and turn the parade over to the coxswain for dismissal of the ship's company.
3. The constitution for Evening Quarters (Sunset) shall be the same as for Colours, except:
 - a. "No Bells" is announced by the CBM,

2.02 Parade State

Annex "A"

To Chapter 2
SSO/SOP

Parade State



CHAPTER 3 DISCIPLINE

3.01 General

1. The cadet programme is based upon military discipline which, contrary to what some may believe, does not replace common sense nor produce a mindless robot, but promotes efficient action and protects the individual. A standard of acceptable behaviour is expected from all personnel and strict discipline will be maintained to achieve this standard. These are amplified through the Cadets and Junior Canadian Rangers Code of Conduct that will be signed by all cadets upon enrollment and follow ups as required from time to time.

2. In addition to the usual military regulations and practices, the particular situation at cadets dictates the need for rules and procedures to ensure the safety of all concerned and derive maximum use from very limited facilities. Disregard for these and other rules and procedures will result in disciplinary action but, in addition, may jeopardise your own or someone else's safety, deprive the corps of needed facilities and cost money - perhaps your money.

Dress

3. All Officers and cadets are expected to maintain a standard of acceptable dress at all times. The dress of the day will be communicated each week and posted on unit website and social media platforms. Changes will only be made with the authority of the Commanding Officer. Orders of dress are published in dress regulations according to A-CR-CCO-100/AG-001, Cadets and Junior Canadian Rangers Group Dress Instructions.

4. Appropriate civilian attire is authorized for physical fitness and other events where a uniform may be cumbersome.

Personal Appearance

5. The personal appearance of all personnel shall be such as to reflect credit on the Sea Cadet movement, corps and the individual.

Conduct in Classrooms

6. Trainees shall behave in an orderly fashion in all buildings and classrooms and treat all furniture and equipment with care. Damage is charged to the cadet operating budget and may in turn be charged to those responsible if circumstances warrant. Any damage will be reported immediately to the instructor.

7. The senior cadet shall call the class to attention when the Instructor enters the classroom. He/she shall also ensure that the classroom is left clean, all chairs and desks left in their original positions, blackboards erased and waste placed in proper containers.

Excused Attendance

8. Cadets who are not able to attend shall email 226sea@cadets.gc.ca to be excused. Those who do not will be considered absent. After 3 weeks of consecutive absences the Admin PO will notify the applicable DPO to engage the cadet to ensure not just the return of the cadet, but ensure that the procedure is followed and informed prolonged absences could end their membership with the program.

Fraternization

9. Fraternalization by cadets in uniform will not be permitted. Cadets will conduct themselves in a proper fashion with regard to the public eye, which is always upon them.

3.02 Use of Drugs, Alcohol and Tobacco

1. For the purpose of clarification, the term “USE” applies to any method from which Drugs, Alcohol or Tobacco may be injected, inhaled or consumed.
2. Simply stated, the use of Drugs, Alcohol or Tobacco is prohibited by cadets at **any** function (training or other).
3. Any cadet who willfully uses Drugs, Alcohol or Tobacco, or is in possession of it will be subjected to administrative action by the designated authority and released from the corps. All cases will be reported to the Regional Cadet Support Unit (Southeastern Ontario) for administrative action and notification to other corps. Each incident will be subjected to prosecution by local authorities.
4. Any cadet who willfully is in the presence of a cadet(s) who is using Drugs, Alcohol or Tobacco will be considered an occasional user and subjected to administrative action by the delegated authority. and possible release from the corps. All cases will be reported to the Area Cadet Officer for administrative action and notification to other corps. Each incident will be subjected to prosecution by local authorities.
5. Cadet Instructors (Officer's, C.I.'s and C.V.'s) shall not use illegal drugs. Any involvement will be subjected to prosecution by military and or local authorities. Users and those present will be released from the corps.
6. Cadet instructors shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be or are in direct supervision or training of cadets.
7. Smoking by cadet instructors, CI's and Volunteers is prohibited when working with cadets.

3.03 Action to be Taken in Respect of Misconduct

1. In determining the action to be taken in respect to misconduct under this article, and in conjunction with CATO 15-22, the investigating officer shall be guided by the directions contained in Annex A of that order.

3.04 Defaulters

1. Any cadet accused of being in default of any regulation or instruction shall be reported to the RPO using a misconduct sheet (Annex “A”). The person placing the cadet on defaulters shall inform the cadet concerned.
2. Defaulters is not a punitive mechanism but rather an educational moment. The cadet shall be informed of:
 - a. The required standard based upon the breach
 - b. Shown where they breached the regulations, such as the code of conduct or other published regulations
 - c. Have the opportunity to correct themselves
 - d. Be subject to monitoring to ensure instructions are followed
3. For continuous offenses that the RPO/Coxn are not successful in resolving shall refer it to the CO or designate for action. The RPO/Coxn shall insure that all recorded instances are submitted to the CO or designate.
4. Continuous breaches will have administrative action placed upon the cadet. This could include:
 - a. Delayed promotion
 - b. Prohibition from additional training activities
 - c. Prohibition from attending Summer Training or other summer programs

5. Any breach that is of a more serious nature (physical or any kind of discrimination, harassment etc.) shall be reported to the OOD for immediate action.
6. Parents will be informed immediately for serious breaches and when administrative action is taken for minor breaches.

3.05 Requests

1. All requests shall be forwarded through the Supply PO using a request form (Annex "B").
2. The Supply PO will action to the Supply Officer to fulfill the request. Once the item is available to issue it shall be done so the following week or in the case where sizing alternatives may be needed, arrange a separate evening appointment to do so.
3. Instructors requiring training aids shall forward requests to the Training PO to fulfill the request. (Annex B)
4. The Training PO will action to the Training Officer to fulfill the request. The item will be made available the night of the required instruction.

RCSCC WHITBY CONDUCT SHEET

CQID _____ **NAME:** _____ **RANK:** _____ **DIV:** _____

IS UNDER VIOLATION OF STANDARD OPERATING PROCEDURES: SECTION:		PARAGRAPH:
IN THAT (STATEMENT OF OFFENCE AND PARTICULARS):		
ACTION GIVEN:		
DATE:	AWARDED BY:	

RCSCC WHITBY REQUEST FORM

REQUEST FORM

(First Name) (Last Name)

Rank: _____

Division: _____

Date: _____

Request: (State reason for request)

Signature: _____

Remarks of applicable Section:

Signature _____

CHAPTER 4 - Services

4.01 Services Available to all Cadets

1. General

The Corps provides a number of services for the comfort of cadets on board. These services are for your benefit and you are asked to abide by the limitations placed on them so that all may share equally.

2. Canteen

The Petty Officer's Mess will operate the canteen and the members shall appoint responsible cadets to run canteen. Eating and drinking shall be confined to the foyer of the school and the POOD will ensure that the area is kept clean. Items and money will be handed into the Navy League branch who will ensure it remains appropriately stocked.

3. Personal Telephone Calls

Cadets to contact parents in an emergency may use their personal cell phone.

4. Unit Cadet Conflict Management Advisor (U.C.C.M.A.)

Cadets may request to meet with the corps' U.C.C.M.A. If it is not urgent, the cadet should make an appointment.

5. Loan of Equipment

Equipment may be loaned out to cadets with the permission of the department head. All equipment will be signed for by the cadet. These requests will be handled in the same manner as a request for uniform or training aids.

6. Mess Dinners

Mess dinners are to be considered a parade. Attendance is mandatory and the standard of dress will be high. The corps will hold at a minimum 1 mess dinner once a year with proper notice and funding available.

7. Mess Parties

Mess parties are not corps activities but the Petty Officers are still required to conduct themselves as members of the corps as they still may be representing the corps to the public and junior cadets. Mess parties must be held in a facility other than the corps usual locations.

5.01 Cadet Year End Final Assessment

1. General

The Training Officer is responsible for assessing each cadet's progress during the training year.

2. Purpose

- a. These cadet year-end assessments will determine;
 - I. Final Progress of each cadet in proportion to other cadets,
 - II. Indication of where each cadet requires improvement,
 - III. Cadet conduct which must be evaluated and discussed,
 - IV. Nomination for award recommendations, and
 - V. Assist in planning the next training year.

3. Award Selections, Promotions and Cadet Medals

- a. The CO will announce a time and place for a meeting with all the officers, C.I.'s and C.V.'s. At this meeting, final selection for awards will be voted on by all in attendance.
- b. Nominations for cadet medals such as Lord Strathcona and Navy League Cadet Medal of Excellence shall be made by Officer staff NLT 31 Jan of each year. The Royal Canadian Legion Cadet medal of Excellence nominations are required NLT 15 May each year. Sea Cadet Service Medals and bars shall be submitted in 30 Nov and 30 Apr of each year.
- c. Cadet promotions shall be made as soon as the cadet is eligible. The Admin O shall advise the CO when a promotion is warranted.

4. Award Presentations

- a. All yearly achievement awards will be presented annually on two occasions.
- b. An awards parade will take place two weeks prior to the annual inspection. At this time, all minor awards and promotions will be presented.
- c. The annual ceremonial review will be allocated to present to most prestigious awards.

CHAPTER 6 Procedures

6.01 Routine Orders

- a) Routine Orders are to be utilized to indicate the Ship's operational duties, routine, personnel occurrences, rig of the day, administration requirements and notice to upcoming events.
- b) It will be posted each week via social media page and at the corps.
- c) Routine Orders will be issued by the Commanding Officer and posted by the Admin O.

6.02 Sea Cadet Promise

- a) All phase 1 cadets who complete the first 6 weeks of their training will be required to attend a swearing in ceremony whereby they will be asked to pledge their allegiance to the corps by stating the Sea Cadet Promise.
- b) This ceremony will only be performed by the Commanding Officer.
- c) This ceremony should only be performed during Ceremonial Divisions which would give it proper protocol, however, at the C.O.'s discretion this ceremony can be performed at an alternate date.

6.03 Paying of Compliments

- a) Paying of Compliments refers to the procedure to be used when one is approaching or addressing a senior or higher authority than oneself. In general, all personnel must show proper respect to the seniority in rank of other personnel who have earned their position by the authority of the Commanding Officer.
- b) All ship personnel will adhere to the following procedures when addressing a senior or higher authority than themselves,
 - I. Commissioned Officer: (In the rank of A/SLt or above) will be addressed by a salute and all replies will include yes or aye, aye Sir/Ma'am or if negative, no Sir/Ma'am.
 - II. Non Commissioned Officers and Civilian Volunteers: This includes Officer Cadets and Navy League Officers. Salutes are not required however are encouraged to do so. One must come to attention and reply the same as for an Officer when addressing Civilian Instructors/Volunteers although not in uniform are to be acknowledged as the Commanding Officers delegate in his / her absence and as such will be granted the same courtesies as the C.O. without the salute.
 - III. Non Commissioned Ratings: (Regular Forces or Cadets) will be addressed by coming to attention and replying yes or aye, aye and their applicable rank and if negative the response will be "no" followed by their applicable rank.
- c) All personnel will adhere to paying of compliments and it should be remembered that compliments will be paid to yourself one day when you have progressed to a senior rank or appointed a position of authority by the C.O.

6.04 Divisional Names

- a) Effective 30 Sep of each training year, the DPOs and their respective divisions shall apply a name.
- b) These names will not be changed under any circumstances.
- c) As corps growth is anticipated, a third and fourth name for divisions will be determined in the same manner.
- d) Names should be reflective of Royal Canadian Navy or Royal Navy ships. Other names of nautical significance will be considered and approved by the Commanding Officer.

ROUTINE ORDERS

RCSCC WHITBY ROUTINE ORDERS

Last Order No: 00

This Order 01

Dated:

Issued By Lt(N) J Williams, CD Commanding Officer

Dated: 01 Sept 03

1. Duty Watch

From - To	Officer Of Day (OOD)	Petty Officer Of Day (POOD)	Duty Watch

2. Routine

Cadet Dress:
Officer Dress:

Wednesday: 18:30- 21:00 Regular Parade Nights
Sunday: 13:00 -16:00 Band Practice

3. Administration

4. Personnel Occurrences (Promotions and awards).

5. Upcoming Events / Training Courses / Notices

J Williams
Lt (N)
CO

SEA CADET PROMISE

-Omitted-

CHAPTER 7 Fire, Safety and Security

7.01 Fire Orders

A. Upon signs of a fire yell, "FIRE! FIRE! FIRE!", pull the closest fire alarm station and proceed to the nearest exit quickly but DO NOT RUN or PANIC.

b. If possible ring the Ship's Bell in a rapid and continuous motion.

c. The exits in the building are as follows;

Upper or Quarterdeck:

There are 2 exits,

Main Door which exits onto parking lot, and

Side Door, which exits onto school playground

d. When you have made your exit from the building, proceed to the parking lot area in the side of the school and await further Instructions.

e. Upon arrival to parking area, D.P.O.'s will form up divisions and make sure all cadets are present and accounted for.

f. The Senior Officer or Officer in Charge will designate someone to notify the Fire Department.

To reach the Fire Department DIAL 911

**The building address is SIR WILLIAM STEVENSON P.S.
1125 Athol Street**

MAKE YOURSELF AWARE OF THE EXIT AREAS AND FAMILIARIZE YOURSELF WITH THE LOCATIONS OF FIRE EXTINGUISHERS!

7.02 Fire Drills

a. The Trg O is responsible to conduct periodic, un-announced Fire Drills.

b. Following each Fire Drill the OOD will fall in all ship's personnel and brief them on the results of the drill and any hazards that did occur or any potential hazards.